

Chula Vista Elementary School District

Parent Handbook 2024-25

Kellogg Elementary School

229 East Naples St., Chula Vista, CA, 91911

Phone: (619) 420 – 4151

Luis Aparicio, Principal



Board of Education

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EQUAL OPPORTUNITY EMPLOYER

The Chula Vista Elementary School District prohibits discrimination, harassment, intimidation and bullying based on race, color, ancestry, nationality, national origin, immigration status, ethnic group identification, ethnicity, age, religion, marital status, pregnancy, parental status, physical or mental disability, sex, sexual orientation, gender, gender identity, gender expression, or genetic information; the perception of one or more of such characteristics, or association with a person or group with one or more of these actual or perceived characteristics in any program, practice or activity it conducts. The Chula Vista Elementary School District is committed to providing equal educational, contracting, and employment opportunity to all in strict compliance with all applicable State and Federal laws and regulations. Any individual who believes they have been a victim of unlawful discrimination in employment, contracting or in an education program or activity may file a formal complaint.

Dear Kellogg Families,

Welcome to the 2024-25 school year at Kellogg Elementary! It is an honor and my privilege to serve you and your children as Principal of Kellogg. As we begin the school year, I want to express that I strongly believe in the power of community. When teachers and parents work hand in hand, miracles happen. You as parents have an intimate understanding of your child's strengths, weaknesses, dreams, and aspirations. On the other hand, our teachers go above and beyond, devoting themselves to the education of your children. They spend countless hours preparing lessons, personalizing instruction, and fostering a love of learning. Together, let us unlock the boundless potential of our children. I strongly encourage all of our parents to stay connected and involved as much as possible. We look forward to partnering with and involving you on the journey ahead.

The Parent Handbook is meant to be a resource for our community to rely on throughout the course of the school year. We believe that it is critical to proactively communicate the many policies, procedures, and systems that make Kellogg a special place. If you have any questions or thoughts concerning our handbook, please reach out at any point in time. Thank you for your commitment in supporting your child and choosing Kellogg Elementary. Go Cougars!

Your Partner in Education,

Luis Aparicio
Principal

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*Parent Handbook is also available in Spanish at the front counter.

HOURS OF OPERATION AND DAILY SCHEDULE

Office Hours: Monday – Friday 7:30 am – 4:00 pm

School begins at 8:45 a.m. Students are expected to arrive at school no earlier than 8:15 a.m. Upon arrival, students are to line up until the bell rings at 8:40am. At this time teachers will escort students to class. Once Running Club begins, students will have the option to also participate in Running Club.

Breakfast (all students) - 8:15am – 8:35am

TK

Monday – Thursday	8:45am - 3:00pm
Fridays & Modified Days	8:45am - 1:30pm

Kindergarten

Monday – Thursday	8:45am - 3:10pm
Fridays & Modified Days	8:45am - 1:40pm

Grades 1st – 6th

Monday – Thursday	8:45am - 3:15pm
Fridays & Modified Days	8:45am - 1:45pm

Recess Schedule

Grades K - 6	10:10am - 10:30am
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Lunch Schedule

TK, Kindergarten & SDC TK-1 st	11:45am – 12:30 pm
Grade 1 st , 2 nd & SDC 2 nd -3 rd	12:00pm – 12:45 pm
Grades 3 rd , 4 th & 4/5	12:20pm – 1:05 pm
Grades 5 th , 6 th & SDC 4 th -6 th	12:40pm – 1:25 pm

Minimum Days in addition to Modified Fridays:

July 24: First Day of School

September 12 – 19: Parent/Teacher Conferences

October 8: School resumes from Fall Break

January 14: School resumes from Winter Break

March 13 – 20: Parent Teacher Conferences

April 7: School resumes from Spring Break

June 6: Last Day of School



Chula Vista Elementary School District

2024-2025 School Year-Round Calendar

JULY 2024							2 Minimum Days		Days Worked per month			
S	M	T	W	T	F	S	7/1	Fiscal Year begins	Days Worked per month			
	1	2	3	4	5	6	7/4	Legal Holiday – Independence Day	182 Days Classified	186 Days CNS II & III	186 Days Cert. Staff	200 Days School Staff
7	8	9	10	11	12	13	7/9	First Day for 200-day Employees/Principals & APs Report				
14	15	16	17	18	19	20	7/18	First Day for 186-day CNS II & III				
21	22	23	24	25	26	27	7/19 – 7/23	Teachers Report to Work				
28	29	30	31				7/22	First Day for 182-day Employees				
							7/24	Students Report to School – Minimum Day				
								End of first school month, 6 days taught + 3 teacher workdays	8	10	9	17
AUGUST 2024							5 Minimum Days		Days Worked per month			
S	M	T	W	T	F	S			Days Worked per month			
				1	2	3			182 Days Classified	186 Days CNS II & III	186 Days Cert. Staff	200 Days School Staff
4	5	6	7	8	9	10						
11	12	13	14	15	16	17						
18	19	20	21	22	23	24						
25	26	27	28	29	30	31						
								End of second school month, 22 days taught	22	22	22	22
SEPTEMBER 2024							8 Minimum Days		Days Worked per month			
S	M	T	W	T	F	S			Days Worked per month			
1	2	3	4	5	6	7	9/2	Legal Holiday – Labor Day	182 Days Classified	186 Days CNS II & III	186 Days Cert. Staff	200 Days School Staff
8	9	10	11	12	13	14	9/9	CA Admissions Day (Recognized on December 30)				
15	16	17	18	19	20	21	9/12 – 9/19	Parent/Teacher Conferences – Minimum Days				
22	23	24	25	26	27	28	9/23 – 10/7	Fall Break				
29	30							End of third school month, 14 days taught	14	14	14	14
OCTOBER 2024							4 Minimum Days		Days Worked per month			
S	M	T	W	T	F	S			Days Worked per month			
		1	2	3	4	5	10/1 – 10/7	Fall Break	182 Days Classified	186 Days CNS II & III	186 Days Cert. Staff	200 Days School Staff
6	7	8	9	10	11	12	10/3-10/4	Principal and AP's workday				
13	14	15	16	17	18	19	10/7	Teachers Report to Work				
20	21	22	23	24	25	26	10/8	School Resumes – Students Report – Minimum Day				
27	28	29	30	31				End of fourth school month, 18 days taught + 1 teacher workday	18	19	19	19
NOVEMBER 2024							4 Minimum Days		Days Worked per month			
S	M	T	W	T	F	S			Days Worked per month			
					1	2	11/11	Legal Holiday – Veterans Day	182 Days Classified	186 Days CNS II & III	186 Days Cert. Staff	200 Days School Staff
3	4	5	6	7	8	9	11/25 – 29	Thanksgiving Week Break				
10	11	12	13	14	15	16	11/28	Legal Holiday – Thanksgiving Day				
17	18	19	20	21	22	23	11/29	Declared Holiday				
24	25	26	27	28	29	30		End of fifth school month, 15 days taught	15	15	15	15
DECEMBER 2024							3 Minimum Days		Days Worked per month			
S	M	T	W	T	F	S			Days Worked per month			
1	2	3	4	5	6	7	12/23 – 1/13	Winter Break	182 Days Classified	186 Days CNS II & III	186 Days Cert. Staff	200 Days School Staff
8	9	10	11	12	13	14	12/24	Declared Holiday (Christmas Eve)				
15	16	17	18	19	20	21	12/25	Legal Holiday (Christmas Day)				
22	23	24	25	26	27	28	12/30	In-lieu of Holiday CA Admissions Day (September 9)				
29	30	31					12/31	Declared Holiday				
								End of sixth school month, 15 days taught	15	15	15	15

LEGEND: SCHOOL DAYS (180)

Approved: 12/13/23

MINIMUM DAYS (51)

TEACHER PREP DAYS (5)

BREAKS

LEGAL HOLIDAYS (17)

Revised: 02/06/24



Chula Vista Elementary School District

2024-2025 School Year-Round Calendar

JANUARY 2025							4 Minimum Days		Days Worked per month				
S	M	T	W	T	F	S	1/1	Legal Holiday – New Year's Day		182 Days Classified	186 Days CNS II & III	185 Days Cert. Staff	200 Days School Staff
			1	2	3	4	1/2 – 1/13	Winter Break (Continued)					
5	6	7	8	9	10	11	1/9	1/9 Principals Report					
12	13	14	15	16	17	18	1/13	200-day Employees & APs Report					
19	20	21	22	23	24	25	1/13	Teachers Report to Work					
26	27	28	29	30	31		1/14	School Resumes – Students Report – Minimum Day					
							1/20	Legal Holiday – Dr. Martin Luther King Jr. Day					
								End of seventh school month, 13 days taught + 1 teacher workday		13	14	14	14
FEBRUARY 2025							3 Minimum Days		Days Worked per month				
S	M	T	W	T	F	S				182 Days Classified	186 Days CNS II & III	185 Days Cert. Staff	200 Days School Staff
						1							
2	3	4	5	6	7	8							
9	10	11	12	13	14	15	2/14	Legal Holiday – Lincoln Holiday (observed)					
16	17	18	19	20	21	22	2/17	Legal Holiday – Washington Day					
23	24	25	26	27	28								
								End of eighth school month, 18 days taught		18	18	18	18
MARCH 2025							8 Minimum Days		Days Worked per month				
S	M	T	W	T	F	S				182 Days Classified	186 Days CNS II & III	186 Days Cert. Staff	200 Days School Staff
						1							
2	3	4	5	6	7	8	3/13 – 3/20	Parent/Teacher Conferences - Minimum Days					
9	10	11	12	13	14	15	3/24 – 4/4	Spring Break					
16	17	18	19	20	21	22	3/28	Declared Holiday					
23	24	25	26	27	28	29	3/31	Legal Holiday – Cesar Chavez Day					
30	31							End of ninth school month, 15 days taught		15	15	15	15
APRIL 2025							4 Minimum Days		Days Worked per month				
S	M	T	W	T	F	S				182 Days Classified	186 Days CNS II & III	186 Days Cert. Staff	200 Days School Staff
		1	2	3	4	5	4/3-4/4	Principal and AP's workday					
6	7	8	9	10	11	12	4/1 – 4/4	Spring Break (Continued)					
13	14	15	16	17	18	19	4/7	School Resumes – Students Report – Minimum Day					
20	21	22	23	24	25	26							
27	28	29	30					End of tenth school month, 18 days taught		18	18	18	18
MAY 2025							5 Minimum Days		Days Worked per month				
S	M	T	W	T	F	S				182 Days Classified	186 Days CNS II & III	186 Days Cert. Staff	200 Days School Staff
				1	2	3							
4	5	6	7	8	9	10							
11	12	13	14	15	16	17							
18	19	20	21	22	23	24							
25	26	27	28	29	30	31	5/26	Legal Holiday – Memorial Day					
								End of eleventh school month, 21 days taught		21	21	21	21
JUNE 2025									Days Worked per month				
S	M	T	W	T	F	S	6/6	End of School Year for Students-180 Days Taught/1 Minimum Day		182 Days Classified	186 Days CNS II & III	185 Days Cert. Staff	200 Days School Staff
							6/6	Last day for 185-Day Certificated Staff-Teacher Prep Day					
1	2	3	4	5	6	7	6/6	Last day for 186-day CNS II & III					
8	9	10	11	12	13	14	6/17	Last day for 200-day Employees					
15	16	17	18	19	20	21	6/18	Last day for Principals & APs					
22	23	24	25	26	27	28	6/19	Legal Holiday - Juneteenth					
29	30						6/30	Fiscal Year Ends					
								End of twelfth school month, 5 days taught		5	5	5	12
							Total Number of Days			182	186	185	200

LEGEND: SCHOOL DAYS (180)

MINIMUM DAYS (51)

TEACHER PREP DAYS (5)

BREAKS

LEGAL HOLIDAYS (17)

Approved: 12/13/23

Revised: 02/16/24

NUTRITION

Provision 2 School

Returning students will receive breakfast/lunch at no charge. LCFF funding requires new students to submit an application. The application will be available in the school office.

Breakfast

Breakfast is served every day from 8:15 to 8:35 a.m. Our school breakfast program can provide relief for you and your children with hectic morning schedules. Give your children a head start on successful learning and make sure they begin the school day with a healthy breakfast. It is particularly important that students participating in the breakfast program arrive on time, preferably between 8:15am and 8:30am, so they have sufficient time to eat breakfast before going to class.

Lunch (see page 1 for schedule)

Please make sure to complete the LCFF Collection Data Form (LCFF)

We encourage you to send healthy snacks for your children.

Snack Recommendations: Fresh fruit, dried fruits, veggies, low-fat yogurt, string cheese, 100% frozen juice, fruit bars, low-fat bakery items, pretzels, popcorn (air), Goldfish crackers, bottled water, or 100% fruit juice.

SCHOOL ATTENDANCE

School attendance is required by law. Parents/guardians of children between the ages of 6 and 18 are responsible for sending their children to school full time (ED Code 48200). The amount of time a student attends class correlates very closely with learning. Consequently, the importance of regular attendance and arriving at school on time cannot be overemphasized. State funding of schools is based only on pupil attendance. Funds are not received for any child absent from school. Please attempt to schedule medical or dental appointments during school vacations or after school. If necessary for your child to be absent from class, please notify the Attendance/Health Office extension x350110. (See absence procedures below)

Your child is considered truant if the following occurs:

- **3 unexcused absences in one school year**
- **3 unexcused tardies greater than 30 minutes in one school year**
- **Any combination of the above – 3 or more**

****An absence is considered unexcused if it is for anything other than medical reasons.**

****If a student is absent for the death of a non-immediate family member please submit this in writing to Kellogg's attendance/health office prior to the absence.**

Parents will be notified by a letter from the principal when their child/ren is truant.

A School Attendance Review Board (SARB) addresses the needs of students with attendance and/or chronic school behavior problems. Students and their families are referred to SARB by the school principal. Both the student and his/her parents are required to attend SARB meetings. District staff and community agencies work together to review cases, which have not been resolved by school efforts. All available school and community resources are exhausted before the student is referred or the parents/guardians are cited to appear in court.

ABSENCE PROCEDURES

It is required that each absence be verified by the parent / guardian. We need you to **call the Attendance/Health Office** the day your child is absent. Parents can report an absence by calling

420-4151 ext. 350110 or email estella.simental@cvesd.org, 24 hours a day. Please try to call before 9:00 a.m. when possible. The reason for the absence will determine if the absence is excused or unexcused.

Regular attendance in school is required by law and is essential to ensure progress. Upon returning to school following an absence, the child must check in at the Attendance/Health Office. **Remember, an unexcused absence is a truancy.**

DISMISSAL

Please be on time to pick up your child, as there is no after-school supervision. Anyone picking up their child after 3:25 p.m. must sign the Late Pick-Up Log in the office.

SCHOOL ATTENDANCE

TARDINESS

The first bell rings at 8:40 AM. This bell lets all students know they have five minutes in which to reach the blacktop classroom line-up for the 8:45 final bell. *At 8:45 all students are picked up by their teacher and taken to class.* Students arriving after 8:46 a.m. are considered late/tardy. Students who are repeatedly late or tardy are considered truant. The school is required to contact parents when tardiness is an ongoing issue. Please be sure your child arrives at school on time every day. Students will be recognized for perfect attendance. Perfect attendance is defined as no absences or tardies, and no early dismissals throughout the year.

PERFECT ATTENDANCE

Perfect Attendance
District-wide Requirements

Situation	Definition	Clarification	Allowed Frequency
Absent	Student is not at school at any time during the school day	Neither excused nor unexcused absences are permitted.	Zero absences
Independent Study Contract	An Independent Study Contract allows a student to complete work assigned by the classroom teacher while the student is not present in the classroom for a period of five or more days.	An Independent Study Contract (either completed or incomplete) disqualifies a student from achieving perfect attendance.	Zero independent study contract days
Tardy	Student is not present in the classroom when roll is being taken.	Unexcused tardies are not permitted.	Zero unexcused tardies
Early Dismissal	A student is present at the beginning of the school day but leaves before 3:15 p.m.	Unexcused early dismissals are not permitted.	Zero unexcused early dismissals

Notes:

1. Excused tardies or early dismissals are limited to those for documented medical appointments.

INDEPENDENT STUDY CONTRACTS

Independent Study Contracts can be arranged in advance for absences when a parent knows a child will be out for a minimum of five school days. Students who are absent but on an independent study contract will receive a mark of “excused” for all absences covered under the contract provided that all assignments given under the contract are completed and returned when the student returns to school. Please call the school to make arrangements **one week before the start of the contract** so the teacher has time to prepare the work. Your cooperation in promptly reporting absences is greatly appreciated.

Procedures for Independent Study Contracts (ISC):

- Contact the school attendance office to receive an ISC
- Parent will fill out and sign the contract
- Teacher provides classroom work that will be missed
- Student will turn in completed work upon their return

RELEASE OF STUDENTS

Parents are reminded that students are expected to remain on the school grounds during school hours. If you wish to have your child released from school during school hours, **you must come to the office and sign them out.** For you and your child’s protection, students are only released to parents, guardians, or other authorized persons whose names are listed on the student’s emergency card over the age of 18 once proof of ID is provided. Students **will not** be released by telephone requests. Parents who wish to release their children from the classroom will be asked by the classroom teacher and/or staff person to go to the school office. The school office will contact the classroom and release the child to meet his/her parent(s) at the office. *Please remember that if students are released to parents prior to 3:15 p.m., the student will receive an early dismissal. An early dismissal will be unexcused if proof of a document medical appointment or doctor’s note is not provided.*

ZONE TRANSFERS

The staff at Kellogg believe that in order for your child to have the most successful experience at school, it is extremely important for them to attend school daily and on time. Students miss out on valuable instruction when they are absent or arrive to school late.

As a condition of accepting a zone transfer, it is our expectation that all students and Zone Transfer students maintain satisfactory attendance and behavior. Students who receive **10 or more unexcused absences or tardies** in one school year will have their zone transfer denied for the following year. In order to prevent your child from being tardy, please be sure to leave your home in the morning with plenty of time for you to arrive to school. School begins promptly at 8:45 a.m. Please schedule all doctor and dentist appointments after school.

Students who are guests to Kellogg and are on a *Zone Transfer* must follow the rules at all times. Students who are unable to follow the school rules will have their *Zone Transfer* denied and the student will return to their home school.

RESIDENCY VERIFICATION

State law requires that ALL STUDENTS have an annual updated proof of residency on file. Families who prove residency using a second home affidavit must reside at the address indicated on the affidavit. If you move or change addresses, you must notify the office within 2 weeks of the date that you moved. Failure to do so will result in your child being dropped from our school.

MEDICATION & STUDENT HEALTH

MEDICATION

Medications are not permitted at school except when kept in the school Health Office. Parents of any student who is required to take daily medication prescribed for him/her by a physician, must complete an "Authorization for Medication Administration" form. This is kept on file in the school Health Office. The form authorizes us to administer the medication to your child. You will need to submit a new form at the beginning of **each** new school year.

ILLNESS

It is often difficult for parents to know whether their children are too sick to attend classes. Here are some general guidelines:

Symptom	Course of Action
COVID Positive	Stay home and test on day 5. May return on day 6 with a negative antigen test.
Fever, taken orally, 100 degrees or above (COVID Symptom)	Required to show 2 negative antigen tests at least 12 hours apart to return to school.
Vomiting (more than once)	Keep home
Diarrhea	Keep home
Undiagnosed skin rash	See doctor
Eye infection	See doctor
Flu (fever, body aches, headache) (COVID Symptom)	See doctor. Required to show 2 negative antigen tests at least 12 hours apart to return to school.
Ear infection (no pain)	Send to school

Minor cold (runny nose, sneezing) (COVID Symptom)	Required to show 2 negative antigen tests at least 12 hours apart to return to school.
Vague symptoms ("I don't feel good")	Send to school
Scabies, Lice infestation (AFTER treatment)	Send to school
Strep throat (after 24 hours on medication)	Send to school

**Please call the Health Office if you have any questions:
(619)420-4151 ext. 350110**

SCHOOL ROUTINES

Parent cooperation with the following routines will prove beneficial to you and your child, will result in the smooth and efficient operation of our school, will be greatly appreciated by the school staff.

- Check school website for information:
<http://schools.cvesd.org/schools/kellogg/Pages/home.aspx#.WzazythKjBJ>
- Please check your child's backpack daily and carefully read all bulletins and notices.
- Sign-in at the school office and receive a visitor's badge before entering a classroom. This is required of all visitors and volunteers. All volunteers are required to present a copy of a negative TB test to our school office.

Rainy Days

- Make sure you discuss with your child arrangements for pick up/drop on rainy days.
- Upper grade students will line up in rooms 404 and Primary grade students will line up in the auditorium. The teacher will pick them up at 8:45 a.m. and walk them to class.
- Students getting picked up in the upper parking lot will wait under the arbor.
- Students getting picked up in the lower parking lot will wait by the auditorium under the eaves.
- Allow some extra time to get your child to school on time.
- Breakfast will be served in the auditorium.

CONCERNS REGARDING YOUR CHILD AT SCHOOL

If you have concerns regarding your child, or a matter pertaining to your child, your child's teacher should be your first point of contact. Classroom teachers are busy during the school day and may not get back with you until after the day has ended.

CLASSROOM INTERRUPTIONS

Make any special plans for the day with your child BEFORE school. In an attempt to keep educational disruptions to a minimum and maximize learning, we have an established school policy whereby classrooms **WILL NOT** be interrupted by phone messages except in the case of an emergency. Instructional minutes are from 8:45 to 3:15. Please make appointments with teachers to discuss matters regarding your child during non-instructional time via email or phone.

CAMPUS GATES

To ensure everyone's safety, Kellogg is a secured campus. The upper gates are opened/locked as follows:

Monday-Thursday - Opened 8:15/Locked 8:45, Opened 3:15/Locked 3:30
Fri/Modified Days* - Opened 8:15/Locked 8:45, Opened 1:45/Locked 2:00

**Gates opened for student dismissal only, no parent entry as to ensure a secure campus while Leonardo da Vinci is still in session.*

Birthdays/Celebrations

We have adopted the "District Wellness Policy" regarding food on campus (see following page). The District's local wellness policy applies to every school in the District. The policy will assist schools in improving the health of students by promoting physical activity and nutritious food. Birthday policy: "no food items of any kind may be brought to campus in celebration of a child's birthday." We suggest the following birthday recognition ideas:

Birthday Recognition Ideas.....

- Coloring books and/or crayons
- Jump ropes, mini-Frisbees, balls
- Books, school supplies such as fun pencils, notepads, rulers, or stickers
- Donate a book to the school library in your child's name
- Invite an interesting guest to speak to your child's classroom
- Child's choice for a fun game or classroom activity to celebrate birthday

For more information on our Wellness Policy, visit our website:

http://www.cvesd.org/community/wellness/cvesd_wellness_policy

We ask that birthday celebrations not interrupt instructional time. Distribution of birthday party invitations or any other personal announcements during the school day is not permitted.



CHULA VISTA ELEMENTARY SCHOOL DISTRICT WELLNESS POLICY 5030 SUMMARY

Chula Vista Elementary School District (CVESD) recognizes the link between student health and learning and is committed to providing a healthy school environment that promotes student & staff wellness, proper nutrition, nutrition education, and regular physical activity. The revised Wellness Policy consolidates and updates all district guidelines to reflect changes in federal, state, local and/or district policies.

Summary of Key Wellness Policy Guidelines – District and School Community

- 】 *Integrating* health education into K-6 core academic subjects during the school day and before-and after-school programs as well as providing professional development in health and physical education highlighting healthy behaviors.
- 】 *Supplying* a standards-based K-6 physical education program emphasizing physical fitness, positive health practices, and skill development, that meets or exceeds the State mandated instructional minutes required at the elementary level.
- 】 *Giving* all students opportunities to be physically active throughout the day with activities such as classroom mini-breaks, physical education, recess, school intramurals, special events, Safe-Routes to School, and before-and after-school programs.
- 】 *Implementing* nutrition guidelines for all foods available on each campus during the day (*one hour before and after school*), with the objective of promoting student health and reducing childhood obesity.
- 】 *Delivering* foods and beverages through federally mandated reimbursable school meal programs that meet or exceed federal regulations. *For example, the District has chosen not to serve flavored milk at meals or snacks.*
- 】 *Prohibiting* the marketing and advertising of non-nutritious foods and beverages on school sites. School staff are strongly encouraged to use non-descriptive containers for food and beverages they consume while with children.
- 】 *Prohibiting* food items in celebration of a student's birthday on the school site during the school day.
- 】 *Permitting* no more than two parties/celebrations with food for each class, per school year, to be scheduled after lunch whenever possible. All food items should be store-bought, pre-packaged, and/or pre-wrapped for food safety and allergies.
- 】 *Restricting* school staff and other entities from using non-compliant food as a reward for academic performance, accomplishments, or classroom behavior. The District emphasizes non-food incentives as alternatives to all school staff.
- 】 *Encouraging* school organizations to use non-food items and/or healthy food items for fundraising purposes and special events. If food is used, there should be an effort to *balance healthier, appropriate portion-size food choices with non-nutritious items.*
- 】 *Encouraging* parents/guardians to support student wellness by considering the nutritional quality and portion-size of items they send for snacks/lunch and complying with new District guidelines for non-food birthday parties, healthier celebrations and special events.
- 】 *Encouraging* staff to serve as positive role models by promoting health and wellness resources that support positive lifestyle practices among employees.
- 】 *Fostering* consistent health messages between the home and school environment by disseminating information through District menus, school newsletters, handouts, websites, parent meetings, and/or other communications.
- 】 *Inspiring* schools to develop intergenerational programs involving active older adults as role models to support children's healthy lifestyle behaviors.
- 】 *Establishing* a plan for promoting, implementing, monitoring and evaluating wellness policy practices in each school, and throughout the District.

*The complete Wellness Policy can be found at www.cvesd.org/district/boardpolicies

HOMEWORK POLICY

At Kellogg, we strongly believe that spending quality family time at home plays a critical role in children's well-being. Classwork that is not completed in class may become homework, and that will seldom occur. In addition, we are firmly committed to instilling a love for learning and literacy by encouraging our students to explore as many books as possible. Based on this and on numerous research studies on the minimum effects of homework in the elementary grades, we have embarked on a "Reading and Family Time" policy as our Kellogg Homework policy. Students will not be taking paper packets home for homework. Instead, they will be asked to read at home each and every night. We encourage you to read with your child or listen to them read. Encourage them to talk about what they are reading and engage in conversations around their books. Here is the minimum amount of time for reading at home every night:

K-2: a minimum of 20 minutes every day

3-6: a minimum of 30 minutes every day

If you would like your child to do more work at home, there are many age-appropriate websites that students can use at home including i-Ready, Achieve 3000, eBooks, etc. We thank you in advance for your support with this policy.

DRESS CODE

1. Shoes must be worn at all times. Sandals must have closed toes and heel straps. Backless shoes or sandals are not acceptable. Shoes with wheels or made for stunts are not permitted. No High Heels
2. Make-up is inappropriate in the elementary school.
3. Clothing and jewelry shall be free of writing, pictures or other insignia which are crude, vulgar, profane and/or sexually suggestive or which advertise or advocate racial, ethnic or religious prejudice or the use of drugs, tobacco or alcohol.
4. Make-up is inappropriate in the elementary school. Dangling earrings, chains, wallets on chains, and keys worn visibly around the neck are unsafe and are not acceptable.
5. Hats, caps, visors and other head coverings shall not be worn indoors. They may be worn only for the intended purpose of sun-protection. They are not acceptable worn backwards, to the side, or if they are not an effective sun damage deterrent. Teachers reserve the right to establish and maintain hats rules in the classroom.
6. Clothes shall be sufficient to conceal undergarments at all times. See- through or fish-net fabrics, halter tops, off-the-shoulder, strapless, or low cut tops, bare midriffs and skirts or shorts must conceal undergarments at all times.
7. Cell Phones: CVESD BP5131 Students/Conduct - Prohibited student conduct includes, but is not limited to: (#6) Except with prior consent for health reasons, possession or use of electronic signaling devices (Education Code 48901.5) Electronic signaling devices may include, but not be limited to, pagers, beepers, and cellular/digital telephones, iPods, cameras. If cell phones are brought to school, they must remain turned off and kept in back packs during the instructional day and including recess time. Students caught using cell phones or any other electronic devices (smart watches included) will have the device/s taken by either the teacher or administrators. Devices will only be returned to the parent.

Furthermore, Kellogg Elementary doesn't allow trading cards, electronics or personal toys (PSP's, balls) brought from home. Valuable items should stay home since the school is not responsible if they get lost, stolen or broken. The school staff reserves the right to make judgments on any article of clothing, mode of dress, or hair style which poses the potential for the disruption of learning and/or compromises a safe and orderly learning environment.

SAFETY

FOR YOUR CHILD'S PROTECTION, HE/SHE SHOULD:

- Go straight home from school. If he/she is to play somewhere else, he/she should go home first. Generally, children may not use the phone in the office after school except in emergency, or when the teacher detains them. We do permit a student to call a parent if the student has waited 15 minutes after school to be picked up.
- Not bring any weapons or toys that resemble weapons to school.
- Be taught NEVER to accept automobile rides or favors from a stranger. Parents should send a note to their teacher if anyone else is to pick up their child.
- Stay away from the school buildings and unsupervised playground areas.
- Take jackets, books, lunch boxes, etc., when dismissed, so there will not be a need to return to school for them.
- NO BICYCLES, SCOOTERS, SKATEBOARDS or ROLLER-SKATES/IN-LINE SKATES on school grounds before or after school.
- Never leave school during the school day without permission from the office.
- Always notify an adult when trouble arises. This can be a parent, teacher, principal or police officer.
- Not chew gum at school.
- Not be in possession of weapons, imitation firearms, or dangerous instruments of any kind in school buildings, school grounds or school buses.

PARENTS

- Do **not** monogram your child's name on the outside of his/her: jacket/sweater/backpack/lunch bag-etc. (Strangers have been known to use their name, acting as though they know them.)
- Do not bring your family pets on school grounds.

STUDENT RIGHTS AND RULES FOR BEHAVIOR

EACH PERSON HAS THE RIGHT TO...

...be themselves

We will respect the unique qualities of each individual. We will adhere to the school dress code. We will not make hurtful or negative remarks about a person's physical appearance, ethnicity, religion, gender, language, dress, socio-economic status, academic performance, or any other personal characteristics. We will not put-down or tease anyone.

...be treated with courtesy

We will show respect, courtesy, and good manners towards other people. We will not use name-calling, put-downs, obscene language, or abusive gestures. We will not harass, bully, or cut in front of another person. We will never exclude another student.

...their own property

We will not take or cause damage to other people's property. We will not vandalize or destroy school property. We will leave all toys, candy, and personal belongings unrelated to classroom learning at home.

...be safe

We will not play rough, hit, kick, bite, trip, pinch, choke, poke, push, throw anything, or engage in any other form of physical abuse. We will not bully another person. We know that sexual harassment, drugs, and weapons are illegal, and we will never bring them to school. We will follow all playground safety rules and we will always use playground equipment appropriately. We will not play tag, chasing games, hitting games.

...an orderly environment

We will follow all rules in the classroom and throughout the school at all times. We will walk quietly in the hallways. We will not run anywhere at the school except at P.E. or recess. We will not litter, and I will always clean up after myself. We will not yell or behave loudly. We will always be neat, we will not play in the restrooms, and we will never invade others' privacy.

STUDENT RIGHTS AND RULES FOR BEHAVIOR (con't)

CELL PHONES

Students may bring cell phones to school; however, phones must be turned off immediately upon entering campus. Phones may be turned on upon exiting the campus gate at the end of the school day.

Each teacher will utilize one of the following protocols:

- All phones must be turned off and placed in the student's backpack during the school day, or
- Teachers may collect cell phones at the beginning of each school day and return them at the end of the school day
- Students may not carry their cell phones on their person during school hours

Students not adhering to the campus protocol and/or to his/her teacher's protocol (bulleted above) will have their phone confiscated. The phone will be returned only to a parent or guardian. A second violation will result in a conference with the principal for further disciplinary action.

"THREE RULES"

1. We are respectful.
2. We are responsible.
3. We are safe.

"CAUGHT BEING RESPECTFUL, RESPONSIBLE AND SAFE"

Students who follow school rules are recognized with individual and classroom "Cougar Paws."

Monthly Character Traits

At Kellogg, we believe that students should be well-rounded individuals. We emphasize monthly character traits each month: respectful, responsibility, gratitude, caring, kindness, perseverance, and other character traits. These character traits will be communicated to parents each week via community bulletin, I will discuss these traits weekly during our Monday assemblies, and teachers will have classroom discussions with our students during the SEL portion of the day. We will recognize and honor our students who demonstrate these character traits at school during the Red Carpet Assemblies.

BEHAVIORAL REFERRALS

Our belief at Kellogg is that we should promote learning from behavior infractions on campus. All teachers follow a consistent and systematic classroom management plan that is inclusive of positive reinforcement and relevant consequences for behavior. Students that commit a behavior infraction in or out of class are subject to classroom related consequences.

When negative behavior begins to become a trend, a conference with the teacher, principal, and parent may be necessary. In addition, a specific and Individualized Behavior Plan may be drafted to ensure that we are offering differentiated support for student behavior. Our primary goal for an Individualized Behavior Plan goal is that students are motivated by meaningful and relevant rewards specific to that child. Another key component to the plan is to draft agreed upon consequences by the student, teacher, and parent that for a link to the negative behavior ultimately promoting learning in the process.

Ensuring student safety is a top priority at Kellogg Elementary. In severe cases where student behavior presents a potential safety concern for students or staff, the student committing the negative action may be subjected to immediate separation, suspension, or expulsion.

Please communicate regularly with your child's teacher regarding their behavior. Proactive communication and support from a team inclusive of school staff and parents is a foundational component for success.

DISASTER PREPAREDNESS

Established procedures are in place at Kellogg Elementary School to handle disasters such as fires, earthquakes, bomb threats, environmental dangers and/or unwanted intruders. Disaster preparedness drills are conducted on a routine basis according to the following schedule:

Fire Drills:	monthly
Earthquake Drills:	quarterly
Shelter-In-Place Drills:	one yearly
Secure Campus Drills:	one yearly
Lockdown Drills:	one yearly
Bus Evacuation Drills:	one yearly

The Chula Vista Elementary School District has provided each school site with a Site Emergency Procedures Plan, which is kept in the school office. Each classroom in the school keeps an Emergency Procedures Quick Reference Guide in a visible and easily accessible location. Please stop by the school office if you have any questions regarding this important information.

IN A REAL EMERGENCY:

It is important for parents, guardians and family members to know that students will be released **ONLY** to individuals listed on the Student Disaster Information Card.

Be sure to update your emergency information in the Health Office if there are any changes during the school year. In most cases, students will be released at the back gate, which will serve as a reunion center.

Emergency Phone Numbers	
Chula Vista Police Department	(619) 691-5151
Chula Vista Fire Department	(619) 691-5055
San Diego Police Department	(619) 531-2000
San Diego Fire Department	(619) 533-4300
San Diego County Sheriff's Office	(619) 565-5200
Poison Control	1-800-222-1222

ACADEMIC PROGRAMS

ACADEMIC STANDARDS

It is our motto at Kellogg Elementary that all students are gifted. Our strong academic program is designed to meet the needs of our diverse student population. Kellogg is a place where students are nurtured and guided by staff to take responsibility for their own learning opportunities. Kellogg Elementary prides itself in teamwork and excellence. The Principal and staff have established a climate of success. A strong academic program tightly aligned to the standards with high expectations is in place for all students.

Curriculum and Instruction are centered on the California Common Core Standards and is focused to ensure that every student will be able to achieve academic success. A multitude of instructional techniques and approaches are incorporated into the curriculum, including science and technology, and the visual and performing arts to accommodate the various learning styles of our students, as they journey toward mastery of basic, as well as higher level critical thinking skills so necessary in life.

To access the California Common Core Standards go to www.cde.ca.gov/ci.

EXTRA CURRICULAR PROGRAMS

STUDENT LEADERSHIP

Students are given leadership opportunities by participating in the following: Safety Patrol, Student Council, facilitators of our Student of the Month assemblies and/or Friday morning assembly and in serving as classroom and office volunteers.

PARENT INVOLVEMENT

Research shows that the main attribute to a child's success at school is parent involvement at home and at school. Our parents are highly involved and are an integral part of the school culture. Our parents are actively participating in our School Site Council (SSC), Parent Teacher Association (PTA), English Language Advisory Committee (ELAC), and Coffee Chats. In addition, parents can hold positions on Kellogg's Safety Committee and the district DAC/DELAC. There are many fundraisers and social events sponsored during the school year such as our annual Fall Carnival, Scholastic Book Fairs, Turkey Bingo, Catalogue Sales, Family Movie Night, lunch on the lawn just to name a few. Please look for a flyer from the PTA to come home soon.

ASSEMBLIES

In an effort to build a learning community, all students, teachers, staff and parents come together to celebrate learning in our school environment and recognize classes for their overall good attendance at our Red Carpet Assemblies held once a quarter.

To foster a positive and safe learning environment, we celebrate students who have demonstrated Academic Achievement, Outstanding Citizenship, Leadership Qualities, Respect, and Outstanding Effort at our Monthly Red Carpet assemblies. Parents will receive notification if their child is being recognized at one of these assemblies.

Morning Running Club

Every day of the week we offer the Morning Running Club from 8:15-8:40 a.m. Students, who are interested, are encouraged to walk or run at their own pace receive incentives for their participation! Further information will be sent home once the running club begins.

VOLUNTEERS AND VISITORS

Kellogg is a locked campus and screens all visitors for the safety of our students and staff. Interruption during instruction time is not permitted.

Prior arrangements must be made with the teacher during non-instruction time for volunteering and visiting (before and after school).

Teachers must begin teaching promptly at 8:45 a.m. Please honor instructional time by not engaging in discussions regarding your child's needs from 8:45 a.m. to 3:15 p.m.

All volunteers and visitors must sign in the school office and wear an identifying badge or sticker name tag.

VOLUNTEERS

Volunteers are not allowed for the first 2 weeks of school. All persons who volunteer at a school site and are in contact with students must have a current tuberculin risk questionnaire on file at their school site. If there is a history of positive results, a doctor clearance is required. Please see the school secretary for a list of times and sites within the district where you may obtain the test free of charge, if necessary.

FAMILY RESOURCES

South Bay Family YMCA provides a low cost (\$50.00/yr) on-site after-school care through the **DASH Program**

Hours: 3:15 PM to 5:15 PM Monday – Thursday
1:45 PM to 4:45 PM on Friday.

For more information:

South Bay Family YMCA
1201 Paseo Magda
Chula Vista, 91910
(619) 421-9622

Open Door (Youth & Family)

Palomar High Campus
480 Palomar Street
Chula Vista, CA 91911
(619) 407-4840
(619) 407-4841 fax

COMMUNITY PHONE NUMBERS:

Boys and Girls Club	421-4011
Hilltop High School	476-4200
Hilltop Middle School	498-2700