

# KATE STARR KELLOGG ELEMENTARY SCHOOL



## Prospective Parent Information Packet

*Creating Life Long Learners and Successful Leaders*



Kate Starr Kellogg Elementary School  
9241 South Leavitt Street  
Chicago, Illinois 60643  
773-535-2590  
[www.kellogg.cps.edu](http://www.kellogg.cps.edu)

*(Insert message from the principal)*

# SCHOOL REGISTRATION

## Health Information

A current physical and up-to-date immunization record is required for all students entering a Chicago Public School for the first time, kindergarten or fifth grade. A doctor's statement certifying that a lead screening assessment has been completed with the date and results is required for kindergarten. A current dental check-up is required for kindergarten, second and sixth grades. If your child has a medical condition or any health concern(s) that may require medical attention during school hours, this information must be noted in the child's file. The required forms are available in the Main Office.

## Emergency Information

An Emergency Information form is required for each student. A new form must be completed each year. This information is essential in case of illness, injury or other instances when the school must immediately contact a parent, guardian or designated individual. Forms are available during registration. If during the school year any pertinent information changes, the parent or guardian must complete and submit a new form to the Main Office.

## School Fees

School fees are due at the beginning of each school year. The fees cover instructional aids and materials needed for each student. The fee for the 2016/2017 year was \$75 per student. Checks are accepted and may be made payable to Kate Starr Kellogg Elementary school.

## Proof of Residency

In accordance with the Chicago Public School Board of Education policy, proof of residency is required in order to register your child for school. Proof of residency is required by July 1st of the year that the student will enroll. Valid forms of identification and residency include a current Driver's License, a current mortgage statement, a current property tax bill, a current rental lease including your name.

## Additional Required Registration Documentation

Parents may also need to provide a certified copy of the child's birth certificate; student records for transfer students from school(s) previously attended outside the CPS system; any documents indicating special needs, medical conditions, guardianship or custody.

# SCHOOL DAY STANDARDS

## School Hours

The school day starts promptly at **7:45 am** and ends at **2:45 pm**. Every student is expected to arrive at school on time. Tardiness interrupts the instructional process of the classroom and is taken very seriously by teachers and the administration. Students in grades 4 - 8 who receive 3 tardy notices in a single marking period will receive a detention. Parents and students will be notified of the date and time of the detention.

## Attendance and Early Release of Students

Attendance is of great importance to the success of your child. For safety reasons, you must inform the school if your child is to be absent. Should your child be ill or unable to attend school, you need to inform the school office between 7:00 - 7:45 am that day at 773-535-2590. A note explaining the child's absence is required upon your child's return to school. The school is responsible for reporting any suspected truancy. Physician and dental appointments should be scheduled after regular school hours or on Saturday, except in the case of emergencies.

Parents must report to the school office to sign their child out for an early release. Teachers are not allowed to release students to parents who come to the classroom. Respect for these policies allows us to maintain a safe environment for all of our children.

## Visitors

For the safety and security of all Kellogg students, all visitors are required to report to the Main Office upon entering the school. Visitors will sign in and receive a visitor pass. Upon departure, visitors are asked to notify the office. Parents are always welcome at Kellogg elementary school. For safety reasons, it is necessary for the Main Office to know who is inside of the building.

## Breakfast/Lunch

Students are provided with breakfast and lunch daily. Breakfast is served between 7:25 – 7:40 am. Menus are provided at the beginning of each month. The school should be informed of any dietary restrictions for your child. Parents may also provide meals for their student(s).

# SCHOOL DRESS CODE

## School Uniform

All students are required to dress in the Kellogg uniform, except on designated "dress down" days.

### Girls

Navy blue jumper, skirt or pants  
White collared shirt  
Navy blue sweater

### Boys

Navy blue pants  
White collared shirt  
Navy blue sweater

Girls are allowed to wear navy pants or sweatpants under their jumper or skirt for warmth; Navy blue or white tights may also be worn.

Uniforms and spirit wear may be purchased through the PTA.

Hats are not considered a part of the school uniform and must be removed before coming into the school. No inappropriate jewelry including suggestive content, multiple bracelets, necklaces, or rings shall be worn by students in school.

## Gym Uniform

In order to receive the greatest value from gym, the proper attire is required. Students must wear a gym uniform on the days that they have gym class. Parents will receive a schedule at the beginning of the school year.

Kellogg Navy Blue T-Shirt or Kellogg Yellow T-Shirt  
Kellogg Navy Blue shorts or plain navy blue shorts  
Kellogg Navy Blue sweatpants or plain navy blue sweatpants  
Gym shoes and socks

Gym uniforms and spirit wear may be purchased through the PTA.

## **ADDITIONAL PROGRAMS & ACTIVITIES**

### **International Baccalaureate Middle Years Programme**

Kellogg is fortunate to be an authorized International Baccalaureate Middle Years Programme school. Every 6<sup>th</sup>, 7<sup>th</sup> and 8<sup>th</sup> grade student is included in this dynamic and challenging program. It includes eight distinct subjects: Language Acquisition (Spanish), Language and Literature, Mathematics, Sciences, Individuals and Societies, Design, Physical Education and The Arts. The program is guided by three major principles – holistic view of knowledge, intercultural awareness and communication. The program has its own assessment system and all students and parents will receive copies of the assessment rubrics for each of the subject areas. This information provides guidelines and motivation for students to challenge themselves to reach the highest levels of achievement. Students will be included in service and community opportunities, design days and many more worthwhile experiences.

### **Before and After School Programs**

Kellogg has partnered with J at School to provide before and after school programs for students. The before school program runs from 7:00 – 7:45. The after school program runs from 2:45 – 6:00pm. Students are provided with homework assistance, activities and snacks. J at School also offers enrichment programs based on demand and participation.

### **Sports Programs and Extra-Curricular Activities**

In conjunction with the Board of Education, Kellogg has intramural sports. Sports and teams vary depending on student interest. Students are participating in boys' basketball for grades 5 - 8 and girls' volleyball for grades 7 - 8 for the 2016/2017 school year.

Kellogg has a running club for K - 8 and a cross country team for grades 5 - 8. The school provides its students with opportunities outside of sports. We offer Garden club and Chess club for the 2016/2017 school year. Kellogg relies on parent volunteers to coach and mentor students participating in these programs. All parent volunteers are welcome and needed.

# PARENT ORGANIZATIONS

## **Local School Council (LSC)**

Kellogg's Local School Council has three main responsibilities.

- 1) Approving how school funds and resources are allocated
- 2) Developing and monitoring the annual School Improvement Plan
- 3) Evaluating and selecting the school's principal

The LSC is comprised of parents, community and staff. LSC members are elected and appointed to a two-year term. Individuals interested in running for an LSC position must complete and submit the necessary forms. Forms are available in the Main Office.

## **Parent Teacher Association (PTA)**

Kellogg's PTA is an organization designed to support students through active parent and teacher involvement. The Kellogg PTA organizes events for families such as a Family Reading Night, the annual High School Fair, Box Top Contests, Elves' Workshop, and Father/Daughter and Mother/Son events. It also sponsors various activities and events for students and organizes the Teacher Appreciation Day. The PTA is made up of parents, guardians, teachers, faculty and staff who care enough to help provide a well-rounded educational environment for our school.

## **Friends of Kellogg (FOK)**

Friends of Kellogg operates exclusively for charitable and educational purposes in support of Kate Starr Kellogg Elementary. Its core mission is to enhance and enrich the quality of our students' educational experience. All funds raised support technology, professional development, and student enrichment. We sponsor family nights and an annual spring event in support of Kellogg students. FOK welcomes and seeks the expertise and talents of parents and community members.

## DISCIPLINE AND STUDENT CONDUCT

Kellogg's goal is to maintain a safe and positive learning environment for the entire school community. Order, respect and positive behavior are necessary components for accomplishing this goal. Each student is expected to comply with the Chicago Public School Student Discipline Code. Parents are encouraged to reinforce these guidelines and to work in close partnership with the school. Kellogg and each classroom has established additional rules and procedures.

Kellogg considers misbehavior to be a matter of choice. The choice to disrupt class or act out infringes on the rights of the teacher and fellow students in the class. Even disruptions that appear minor in nature seriously interfere with the educational process. The purpose of discipline is to promote self-direction and provide a positive learning environment. A school that requires high standards of behavior operates at its optimal level of productivity.