

**Annie Keller Regional Gifted
Center 3020 W. 108th Street
Chicago, IL 60655**

Telephone: 773-535-2636/ Fax: 773-535-2635

www.keller.cps.edu

ADMINISTRATION

Principal: Chalese A. Conley Dunbar,
caconley@cps.edu

Assistant Principal: Peter R. Davis,
prdavis1@cps.edu

INSTRUCTIONAL STAFF

Level 1/Room 107- Dianna Jemison,
djemison1@cps.edu

Level 2/Room 108- Cynthia Thompson,
ctthompson@cps.edu

Level 3/Room 201- Tammy Velazquez,
tlvelazquez@cps.edu

Level 4/Room 202- Ryan Pickett,
rspickett@cps.edu,

Level 5/Room 203- Danielle Pallanti,
dmpallanti@cps.edu,

Level 6/Room 204 - Kathleen
Molenhouse, kmmolenhouse@cps.edu

Level 7/Room 210- LaTonda Tate,
lmtates@cps.edu

Level 8/Room 209- Ethelyn Wess,
emwess@cps.edu

Art- Amy Kintner, ajkintner@cps.edu,
Counselor- Tricia Lambert,
tryan4@cps.edu, Gifted Coordinator,
Linda Walsh, lkwalsh@cps.edu, MTSS
Coordinator, Joan Bonnett,
jrbonnett@cps.edu, ELA Specialist-
Geraldine Mundy, gmundy@cps.edu,
Physical Education- Kevin Reed,
kmreed@cps.edu, Science Specialist-
Kathleen Molenhouse,
kmmolenhouse@cps.edu, Spanish-
Ethelyn Wess, emwess@cps.edu,
Special Education/Case Worker-
Stephanie Guinane, sguinane@cps.edu

SUPPORT STAFF

Clerk - Eileen Corley,
escorley@cps.edu, Custodian- Tysha
Powell
Special Education Classroom

Assistants: Queen Jones, Brenda Parker,

Engineer: Matthew Cottonaro

Lunchroom Manager: Crystal

Stokes, Lunchroom Porter:

Courtney Jackson

Security Officer: Derrick Scott

**CHICAGO BOARD OF
EDUCATION**

Jianan Shi- President

Elizabeth Todd-Breland- Vice President

BOARD MEMBERS

Rudy Lozano Jr.

Mariela Estrada

Michelle Morales, Tonya D.

Woods, Mary Fahey Hughes

**CHIEF EXECUTIVE OFFICER
Pedro Martinez**

**CHIEF EDUCATION
OFFICER**

Bogdana Chkoumbova

**NETWORK 10 CHIEF OF
SCHOOLS**

Mira Weber

**NETWORK 10 DEPUTY CHIEF
OF SCHOOLS**

Willie Pickens

Network 10 Contact Information

9901 S. Western Ave Chicago, IL 60643 773-
535-7543

*If found please return this agenda book to
Keller School.*

**Annie Keller Regional Gifted
Center 3020 W. 108th Street
Chicago, IL 60655
Telephone: 773-535-2636/ Fax: 773-535-2635
www.keller.cps.edu**

Dear Parents/Guardians,

This agenda book has been prepared to familiarize you with our policies and procedures. Please keep it in a convenient location for easy access to reference during the school year.

To ensure that our children have a positive and successful learning experience at Keller, we need parent/student ownership, support, and participation. Your understanding of the school's efforts to maintain an environment conducive to high-quality learning is crucial to our success. Please discuss expectations and responsibilities for serious academic effort, self-control, and respectful behavior with your child.

Please feel free to contact us at any time during the school year if we can be of service to further your child/ren's academic and personal growth.

On behalf of children,
Keller Staff, FOK, KAA, LSC, and PTA

Annie Keller Regional Gifted Center
3020 W. 108th Street
Chicago, IL 60655
Telephone: 773-535-2636/ Fax: 773-535-2635
www.keller.cps.edu

Annie Keller Regional Gifted Center will be implementing a Positive Behavioral Interventions and Supports (PBIS) plan this school year. The plan's goal is to help students create an environment where students support one another's learning through 3 basic tenets; *Being Respectful*, *Being Responsible*, and *Being Prepared*. School Administration has spoken to parents, students, and staff in support of this program. Each group of students will have a binder to record the positive interventions and supports. Please find the chart below which details student expectations.

POINT SYSTEM: Students will earn one point daily for positive behavior that follows the tenants of the program. Students will earn points in and out of the classroom. At the end of the quarter students that earn at least 85% of the available points will participate in the reward incentives.

| Good Choice Pledge | Classroom | Hallway | Lunchroom | Bathroom |
|-------------------------|--|--|---|--|
| I AM RESPECTFUL | <ul style="list-style-type: none"> ● I raise my hand and wait to be called upon. ● I use encouraging, polite, and kind words. ● I listen politely when others are speaking. | <ul style="list-style-type: none"> ● I keep my voice quiet. I keep my hands to myself. I keep my locker area neat and clean. ● I put trash in the trash can. | <ul style="list-style-type: none"> ● I wait patiently in line and speak politely to staff. ● I speak in conversational tones. | <ul style="list-style-type: none"> ● I use a quiet voice. ● I respect the privacy of my peers. ● I keep the bathroom clean. |
| I AM RESPONSIBLE | <ul style="list-style-type: none"> ● I arrive on time and am prepared to work. ● I complete assignments given to me. ● I copy my homework into my agenda book. | <ul style="list-style-type: none"> ● I walk directly to class. ● I use my locker at the designated time, or I ask for permission from a staff member. | <ul style="list-style-type: none"> ● I make sure that my table area is clean. ● I throw my trash away. | <ul style="list-style-type: none"> ● I wash my hands when finished. ● I flush the toilet. ● I throw trash away. |

| | | | | |
|-----------------------------|--|--|--|---|
| <p>I AM PREPARED</p> | <ul style="list-style-type: none"> • I am in my assigned seat ready to learn. • I follow all procedures and routines, including the dress code. • I have all supplies needed for today's class, i.e., paper, pencil, etc. | <ul style="list-style-type: none"> • I walk to class with needed materials. I • keep my belongings in my locker. I • keep my locker locked and secured. | <ul style="list-style-type: none"> • I make sure that I have all needed items before going to my assigned lunch period. • I get all needed utensils and condiments before sitting. • I get staff permission if I am having lunch with my teacher. | <ul style="list-style-type: none"> • I bring only necessary materials into the bathroom. • I wait politely for my turn. |
|-----------------------------|--|--|--|---|

Annie Keller Regional Gifted Center
3020 W. 108th Street
Chicago, IL 60655
Telephone: 773-535-2636/ Fax: 773-535-2635
www.keller.cps.edu

TABLE OF CONTENTS

| | |
|-------------------------------------|-----|
| 2024-2025 Calendar Highlights | 7 |
| Allergen Free Environment | 7 |
| Assessments | 7-8 |
| Attendance Requirements | 8 |
| Bus Dismissal (Other than Assigned) | 8 |
| Bus Service Rules | 8-9 |
| Early Dismissal | 9 |
| Dismissal | 9 |
| Regular Dismissal | 9 |
| Dress Code | 9 |

| | |
|-------------------------|----|
| Elevator Use | 9 |
| Emergency Information | 9 |
| Field Trips | 9 |
| Friends of Keller (FoK) | 10 |
| Grade Weighting | 10 |
| Grading Scale | 10 |
| Graduation | 10 |

4

Annie Keller Regional Gifted Center
3020 W. 108th Street
Chicago, IL 60655
Telephone: 773-535-2636/ Fax: 773-535-2635
www.keller.cps.edu

| | |
|-----------------------------------|-------|
| Gym Attire | 10 |
| Homework Policy | 10-11 |
| How Can I Help? | 11 |
| Keller Athletic Association (KAA) | 11 |
| Late and Missing Assignments | 11 |
| Local School Council (LSC) | 11-12 |
| Lockers | 11 |

| | |
|-------------------------------|----|
| Lost and Found | 12 |
| Lunch Program | 13 |
| Mathematics Placement | 13 |
| Medical Exclusion from School | 13 |

| | |
|------------------------------------|-------|
| Medication and Drug Policy | 13 |
| Mission and Vision Statement | 13-14 |
| Parent Conferences | 14 |
| Parent/Guardian Responsibilities | 14 |
| Parents Teachers Association (PTA) | 14 |
| Parties | 14-15 |
| Progress Reports | 15 |

Annie Keller Regional Gifted Center
3020 W. 108th Street
Chicago, IL 60655
Telephone: 773-535-2636/ Fax: 773-535-2635
www.keller.cps.edu

| | |
|---|-------|
| Recess Rules | 15 |
| Report Cards | 15 |
| School Fees | 15 |
| School Hours | 15 |
| School Pictures | 15 |
| School Purchases | 15 |
| Student Code of Conduct | 15 |
| Student Expectations | 15-16 |
| Student Responsibilities | 16 |
| School Visits | 16 |
| Washroom Use | 15 |
| Acknowledgement Page (to be returned to your child's teacher) | 16 |

**Annie Keller Regional Gifted
Center 3020 W. 108th Street
Chicago, IL 60655
Telephone: 773-535-2636/ Fax: 773-535-2635
www.keller.cps.edu**

**2024-2025
CALENDAR HIGHLIGHTS**

Classes Begin August 26, 2024- THIS IS A FULL DAY OF SCHOOL. Students attend from 7:30 A.M. - 2:30 P.M.

HOLIDAYS (SCHOOLS ARE CLOSED)

- September 2 - Labor Day
- October 14 - Indigenous Peoples' Day
- November 5 – Election Day
- November 28-29 - Thanksgiving Holiday
- January 20 - M.L. King Day
- February 17 - Presidents' Day
- May 26 - Memorial Day
- June 19 - Juneteenth
- July 4, Independence Day

REPORT CARD PICK-UP DAYS

November 4, 2024, and April 1, 2025 Parents will receive scheduled times to pick up report cards and conference with the teacher. **These are non attendance days for students.**

REPORT CARD DISTRIBUTION DAYS

Second Marking Period – January 24, 2025
Fourth marking Period - June 12, 2025

SCHOOL IMPROVEMENT DAYS/PD DAYS
January 21, 2025, March 31, 2025, June 13, 2025, June 16, 2025.
These are non-attendance days for students.

TEACHER INSTITUTE DAYS
August 20th - August 22, 2024, August 23, 2024
These are non-attendance days for students.

WINTER VACATION

Schools are closed from December 23, 2024 to January 3, 2025. Schools reopen January 6, 2025.

SPRING VACATION

Schools are closed from March 24, 2025 to March 28, 2025. Schools reopen March 31, 2025.

SUMMER VACATION (LAST DAY OF SCHOOL)

Schools are closed for students on June 12, 2025 at 2:30 PM. **THIS IS A FULL DAY OF SCHOOL.**

SCHOOL CONTACT INFORMATION
PHONE: (773) 535-2636, FAX: (773) 535-2635
WEBSITE: www.keller.cps.edu

AGENDA BOOK

Every student is issued a Keller Student Agenda/Parent Handbook at the beginning of each school year. Students are accountable for using it to keep track of all assignments and to organize their homework. The agenda book is

also useful for facilitating communication between the parent/guardian and school. **Parents must check the agenda book daily to monitor homework assignments and to access important school information, dates, policies, and procedures.** Lost agenda books may be replaced, for a fee, if copies remain available.

ALLERGEN FREE ENVIRONMENT

One allergen-free table has been designated during each lunch period. Specifically, any child who sits at the designated table **cannot** have any items containing an allergen, i.e., *shellfish, peanuts, nut products, or other food allergens identified by the parent of an impacted child.* When sending in party or other commercially made treats, please be mindful of allergies.

Parents of impacted children are accountable for notifying the school of

allergens and other medical needs. See page 10 of this agenda book for additional information.

Assessments

In addition to the IAR, other assessments may be used to provide teachers with insight into how best to plan for instruction and to inform district and state accountability. Our students will also participate in the following:

- Levels 1 thru 8- REACH Performance Tasks (Fall and Spring)
- Levels 1 thru 8 - Quarterly Benchmark Assessments (*item bank and curriculum embedded essay, problem-solving, performance -based, and multiple choice*).
- Algebra Exit Exam (Algebra students enrolled all four quarters).

7

**Annie Keller Regional Gifted
Center 3020 W. 108th Street
Chicago, IL 60655**

Telephone: 773-535-2636/ Fax: 773-535-2635

www.keller.cps.edu

least 150 minutes but less than 300 minutes is a half-day.

- iReady (Level 1 and Level2) – District Standardized Assessment.
- Star 360 - District Standardized Assessment

ATTENDANCE REQUIREMENTS

Regular attendance and punctuality are necessary for successful learning. Students must strive to be in school every day and on time (7:30 AM). **Tardies may count against perfect attendance recognition.**

- Parents are required to call the bus company and the school if their child is absent.
- Upon returning to school from an absence, the child is required to bring a signed note stating the date(s) and cause of absence. A half-day absence is determined by the instructional minutes received by the student that day. A full day is 300 minutes or more of instruction. At

According to state law, there are only five situations in which an absence is considered to be excused: Illness, death in the immediate family, family emergency, religious holiday, or military service (parent called to active duty). **These absences are only excused when the child has returned to school with a written note. Excused absences count against perfect attendance.** Telephoned excuses do not satisfy the requirement for a written note. Non-excused absences are truancies, which are entered into the student's official attendance record. Please note, even if you notify the main office of absence in advance, you will still receive an automated call from Chicago Public Schools. When a student has been absent, it is required that all work/homework be submitted within the timeframe as determined by the teacher. Teachers will do what they can to assist a student who has been absent due to illness or a family emergency. However, the student is responsible for all missed lessons, materials, tests, and content covered during their absence. Homework assignments may not be available in advance of a planned absence, depending on the skills covered.

Please schedule vacations during regularly scheduled breaks.

BUS DISMISSAL (OTHER THAN AS ASSIGNED)

Written notice is required if an assigned bus student is going to be picked up or if a parent wants a bussed student to go home with another student or adult. A signed note must be presented by both parties. The parent must also notify the bus driver.

Telephoned notification is only acceptable in an emergency. **Students are not allowed to ride on a bus route other than their own. Students ineligible for school bus service may not ride a CPS bus route to go home with another student.**

Please be sure your child understands the bus dismissal policy and has all required written permission notes. **If your child does not have a note to the contrary, he/she will be sent home on his/her regularly scheduled bus route. If your child is not approved for student transportation, he/she may not ride the school bus.**

BUS SERVICE RULES

Bus services are provided for students who live more than 1.5 miles from school. Your child must know what to do on and around the school bus. Parents are responsible for discussing the bus rules and policies below.

- Always sit, face forward, in your seat. • Do not open windows without the driver's permission. Given permission, windows cannot be opened more than 3".
- Never call out to, wave at, or signal to people outside of the bus.
- Do not talk to the driver unless it is necessary.
- Keep your voice at a reasonable level so that the directions of the bus driver can be heard easily at all times.
- Do not ask to be dropped off anywhere else. • If any school property item is lost, stolen, or damaged while on the bus, students are required to pay the full cost of replacement. •

Violation of these rules may result in students being temporarily or permanently removed from transportation for the rest of the school year

DISMISSAL - EARLY

Leaving school early has the potential to seriously compromise your child's attendance, safety, and protection. If an early dismissal is unavoidable, the parent must send a note indicating the following: •
Date and time of early pick-up.

- Children are required to behave properly and courteously on the buses at all times. •

Be at your bus stop before the bus is expected to arrive and wait in an orderly fashion - off the street and away from passing cars.

- If a line is formed to board the bus, do not push. Wait until the bus has come to a complete stop and the children ahead of you have boarded.
- Always remain in your seat with the seat belt buckled.
- Never move around the bus while it is in motion, when it pauses for traffic or when it stops at another child's stop.
- Never throw anything in the bus or out of the windows.
- Do not touch the emergency doors or fire extinguishers.
- In an emergency, stay in your seat until the driver tells you what to do.
- Do not eat or drink on the bus.
- Keep the aisles clear at all times.

8

**Annie Keller Regional Gifted
Center 3020 W. 108th Street
Chicago, IL 60655**

Telephone: 773-535-2636/ Fax: 773-535-2635

www.keller.cps.edu

- Name of the adult who will pick the child up. •
The telephone number for the parent/guardian to confirm the early dismissal.

The child will only be released to the adult named in the note. The adult must be able to present identification and will be required to sign the child out.

A child will be placed on the bus if there is not a written note to the contrary.

If a student leaves school early and it results in less than 150 instructional minutes, it will be charged as a half-day absence. **Early dismissals resulting in a half-day absence will be counted against the student's attendance record and impact perfect attendance recognition.**

DISMISSAL - REGULAR

Students are dismissed from school directly from the classroom and escorted to the door by their classroom teacher. Students are to proceed immediately to their assigned bus, walking in an orderly manner, upon dismissal. Students may not return to their classroom or lockers to retrieve items.

DRESS CODE

Keller students are expected to dress neatly and comfortably, in a manner that will not distract the student or others from their academic responsibilities. Students are required to follow the appropriate dress code: Shirts must have sleeves and cover armpit to armpit; the entire torso must be covered, garments covering legs must be mid-thigh or longer, clothing

must cover all parts (stated above) in any position, i.e., sitting, standing, etc., high heels or shoes without an ankle strap are prohibited for safety reasons.

Students who do not adhere to the dress code will be sent to the office and the parent will be required to provide an immediate change of clothes.

ELEVATOR USE

Students may not use the elevator without staff permission. The elevator is restricted for use by individuals who are disabled, students on crutches (with supervision), teachers, and staff. Others are requested to use the two stairways at the East and West ends of the building.

EMERGENCY INFORMATION

It is important that a current emergency card is on file in the school office and that a current emergency sheet is provided for each child's teacher. These forms are issued during the first week of school or

when a child first enrolls. They are to be returned to Keller within the week each is received.

It is the parent's/guardian's responsibility to provide updated information and to inform the school if any change occurs during the school year. Please help us maintain current records so that we may reach you if necessary.

FIELD TRIPS

Keller students take several field trips during the school year. Field trips are an extension of classroom learning. Monies due **must be submitted in the exact amount; change will not be given.** Signed permission slips must be turned in before the deadline stated on the permission slip. Both must be submitted in a sealed envelope and labeled with the child's name, room number, and its contents. **Keller is not responsible for lost, stolen, or misdirected envelopes.** Children will not be allowed to participate in a field trip without a signed permission slip or payment. **Permission given via telephone call is not acceptable.** Refunds will not be given for prepaid trips. The teacher is the best source of information

9

**Annie Keller Regional Gifted
Center 3020 W. 108th Street
Chicago, IL 60655**

Telephone: 773-535-2636/ Fax: 773-535-2635

www.keller.cps.edu

regarding field trips. Most field trips are also listed on our monthly calendar, which is posted on the school's website. Please note the student travel dates ahead of time and ask your child about the trip slip. The CPS Board of Education student travel policy requires one (1) adult per six (6) students as chaperones on class trips.

Notify the teacher in charge of the trip if you are available to volunteer as a chaperone. Please be aware that all parent volunteers must complete the CPS Parent Volunteer Process, which can be found at www.cps.edu/volunteer. The teacher will contact you to confirm if you are needed. Siblings are not allowed to accompany the parents during a field trip due to the Board of Education insurance liability provisions.

Friends of Keller Friends of Keller (FoK) is a non-profit 501(c)3, all-volunteer, parent-run organization, committed to raising funds and building community while supporting the mission and day-to-day operations of Annie Keller Regional Gifted Center in the historic Mt. Greenwood neighborhood in Chicago. Please contact FoK at <https://friendsofkeller.wixsite.com/website>.

GRADE WEIGHTING

- Assessments (exams, quizzes, projects) - 50%
- Assignments (classwork, homework) -40%
- Participation engaging in learning, class activities, collaboration) -10%

Late assignments will receive 10% off for **every day** that they are late; during this time, teachers will partner with your child to turn in the assignment. However, once the assignment becomes (5) days past due, a score of 50 will be given, and the assignment will not be able to be redone, completed, or turned in. Please note: **The disclaimer for late assignments does not include projects, which are categorized as assessment.**

Resource teacher weighting of grades may vary. As applicable, individual teachers will inform of those exceptions at the beginning of the year. **Teachers have the discretion to drop the lowest homework grade only. Teachers will not drop grades in other categories (test, quizzes, classwork, and participation).**

GRADE SCALE

The following list represents a breakdown of Keller's grading scale per the Chicago Board of Education's grading policy.

A - Excellent 100% - 90% B - Good 89% - 80%
C - Satisfactory 79% - 70% D - Needs
Improvement 69% - 60% F - Unsatisfactory

59% or Below

It is not Keller's policy to assign extra credit assignments to offset low grades. Rather, it is expected and required that the highest quality work be submitted at all times.

GRADUATION

A student who fulfills all stated and local requirements for graduation has a legitimate expectation or a property right in receiving a diploma.

However, participation in the graduation ceremony and its related activities, while important and memorable, is a privilege (not a right) for the individual students and his/her parents. The privilege of participating in the graduation ceremony and its related activities is governed by the following principles:

Students must successfully meet all criteria per CPS' promotion policy and have complied with school rules and regulations, as certified by the school

administration, to such a degree that the students have earned the privilege of being an active participant in the graduation ceremony and its related activities.

GYM ATTIRE

Students must wear gym shoes for all gym activities. We recommend shorts or sweatpants and t-shirts for clothing. The PTA offers parents an opportunity to order shorts, sweatpants, and t-shirts imprinted with the Keller logo. These clothes are not mandatory but are offered as a service to parents.

HOMEWORK POLICY

Parents will receive information stating the school's policy on homework appropriate for your child's grade level. Please review your child's homework assignment book and make sure that you understand what is required. The Chicago Board of Education recommends the following as minimum time allocations for daily homework:

10

**Annie Keller Regional Gifted
Center 3020 W. 108th Street
Chicago, IL 60655**

Telephone: 773-535-2636/ Fax: 773-535-2635

www.keller.cps.edu

- Level 1-3 30 minutes
- Level 4-6 45 minutes
- Level 7-8 90 minutes

Due to the accelerated pace and advanced nature of Keller Elementary Gifted Center, the homework allocations identified above **are not in effect**. Rather, please be informed of the following time allocations as you help your child to develop good work study habits:

- Students in levels 1 and 2 can expect to be on task for approximately 30-60 minutes of homework each night.
- Students in levels 3 thru 6 can expect to be on task for approximately 60-90 minutes of homework each night.
- Students in levels 7 thru 8 can expect to be on task for at least 90 minutes of homework each night.

Long term assignments require additional time for completion. Parents are expected to help their children to pace themselves on these assignments.

HOW CAN I HELP

Parents and the school staff must work together to ensure that our children achieve maximum academic and social development. There are many ways parents may assist.

A growing child needs to have a balanced diet in order to maintain good health. If your child will not be participating in the school's breakfast and/or lunch

program, please ensure that your child receives balanced meals.

Some children experience learning problems impacted by emotional concerns. A stable home environment, with minimal amount of tension and pressure, is important to a child's overall development. Keller's teachers and counseling staff are available to support your efforts to help your child feel secure and confident. If your child has difficulties, please share them with us.

If your child is a new Keller student this year, pay special attention to his/her reactions to the educational program. If you notice any problems, however slight, please contact the teacher, administration, or school counselor immediately. You can also help your child by participating in Keller's activities. Attend all of our events and volunteer often!! We are always in need of parent volunteers during the day as well as for our FoK, KAA, and PTA sponsored events.

KELLER ATHLETIC ASSOCIATION (KAA) The KAA is a parent-run organization that provides sports and team activities for the students of Keller. The KAA supports activity nights for students to come together and socialize through organized games. KAA may be contacted at kellereagles@gmail.com.

LATE AND MISSING ASSIGNMENTS

All classwork and homework assignments must be turned in on the date due during the scheduled class period. Late assignments will receive 10% off for **every day** that they are late; during this time, teachers will partner with your child to turn in the assignment. However, once the assignment becomes (5) days past due, a score of 50 will be given, and the

assignment will not be able to be redone, completed, or turned in. Please note: **The disclaimer for late assignments does not include projects, which are categorized as assessment.** The student's eligibility to participate in extracurricular sports or other enrichment activities may be suspended or revoked if a student accumulates three (3) missing assignments in any week across all classes; or if any five (5) week progress or cumulative quarter grade in any subject falls below a "C".

LOCAL SCHOOL COUNCIL (LSC)

Keller's Local School Council (LSC) consists of: six parents, two teachers, one support staff, two community members, and the principal. The LSC meets monthly. Dates and times are posted on our website and included in our monthly newsletter. Please join us at our meetings. We, as elected representatives, want to hear your comments, ideas, and suggestions. Written or email communications

are always welcome!

Listed below are the powers and duties of our LSC, as defined by the Chicago Public Schools Board of Education and Illinois law:

- Evaluate the principal.
- Approve the school budget.
- Approve Keller's Continuous Improvement Work Plan.
- Develop a calendar of LSC training activities.
- Comply with the Illinois Open Meetings and Freedom of Information Acts. ● Consider a dress code.
- Encourage involvement of members of the school community.
- Pursuant to Board policy, approve receipts and expenditures for Internal Accounts of the school.

11

**Annie Keller Regional Gifted
Center 3020 W. 108th Street
Chicago, IL 60655**

Telephone: 773-535-2636/ Fax: 773-535-2635

www.keller.cps.edu

- Approve fundraising activities by non-school organizations.

LSC PARLIAMENTARY PROCEDURE/RULES

Chairperson - The chairperson presides over the meeting, recognizes council members who wish to speak, and determines what is in and out of order, rules on whether a speaker has exceeded the bounds of courtesy, responds to questions about rules of order, calls recesses, and adjourns the proceedings.

Council Action By Motion - Council business is conducted by motions. Motions are made so that the members can discuss an issue and then reach a decision on it. In general, any motion put before a group requires a second. Any council member, even the chairperson, can make a motion.

Discussion - After a motion is made and seconded, but before a vote is taken, the Chairperson opens the floor for LSC member discussion as follows:

- The member who makes the motion generally speaks first.
- Discussion is confined to the pending motion.
- The chairperson may want to give the floor alternately to council members who wish to speak for and against the motion.
- The chairperson can limit discussion by common consent, by saying, for instance, "if no one objects, we will limit discussion to five more minutes."

- For clarification, the chairperson should always restate the motion and any amendments before a vote is taken. Items that are not on the agenda may be discussed, but not voted upon. An item has to have previously been on the agenda. Before the council can take a vote on it. The LSC meets regularly during the school year as determined by the LSC during its July organizational meeting. The time and place of such meetings shall be convenient to the public.

Special Meetings: Special meetings of the LSC may be called by the chairpersons, or any four (4) members by giving notice thereof in writing, specifying the time, place, and purpose of the meeting.

Participation: All LSC meetings shall be open to the public, except as otherwise provided in the Open Meetings Act, provided; however, that only members of the LSC shall have voting privileges. The council may place time limits on public participation comments.

Quorum: A majority of the full membership of the LSC shall constitute a quorum. Whenever a vote is taken on any measure before the LSC, a quorum being present, the affirmative vote of a majority of full membership then serving shall determine the outcome thereof.

An LSC cannot vote by written or secret ballot. The public is entitled to know how its representatives vote on issues before the LSC. The LSC may vote by a show of hands or, if requested, by roll call.

Freedom of information Act: The FOIA is intended to provide any person with full and complete access to information about public bodies, the official act of public officials, and the policies adopted by those bodies. Access to information must be available for inspection.

LOCKERS

All students will be assigned a locker where books and personal articles are to be kept. For the student's protection, **lockers must be kept locked.**

All students in levels 4-8 must purchase a Keller School lock to secure their belongings. Expensive items such as, but not limited to, jewelry, watches, cameras, large sums of money, etc., must not be

brought to school. **The school is not responsible for lost or stolen items.** The staff and administration have the right to inspect the contents of lockers periodically, without notice.

LOST AND FOUND

Personal belongings should be labeled with each child's name. Lost clothing, lunch boxes, book bags, glasses, watches, keys, and jewelry are kept in the office.

Please inform the teacher if your child is missing a piece of property. We regularly display the contents of our lost and found throughout the school year. Unclaimed items are discarded or donated quarterly. Children are permitted to search for missing items during their lunch/recess period.

12

**Annie Keller Regional Gifted
Center 3020 W. 108th Street
Chicago, IL 60655**

Telephone: 773-535-2636/ Fax: 773-535-2635

www.keller.cps.edu

LUNCH PROGRAM

Free breakfast and lunch are served to all students by our full-service lunchroom. Students eat lunch beginning at 11:15 a.m. in two shifts. Primary and intermediate students (levels 1-4) eat during the first lunch period. Intermediate and upper students (levels 5-8) eat during the second lunch period. Breakfast and lunch menu links are posted to the school website's home page.

Students have recess either before or after lunch by grade level cluster. We believe that recess has a positive impact not only on the development of students' social skills but also on achievement and learning in the classroom. We are always in need of parent volunteers to supervise the lunch/recess periods. If you are available, please visit, www.cps.edu/FACE/pages/volunteerprograms.aspx. To complete the CPS volunteer application.

During indoor lunch/recess periods, students may be assigned to the media center, gym, or science lab. Staff, with the assistance of parent volunteers will supervise these activities. The following rules must be strictly observed while in the lunchroom. Students who violate the lunchroom rules will be required to have a supervised lunch away from their classmates.

- Enter the lunchroom in a single line through the entrance near the east door.
- Be quiet and courteous while waiting.
- Take responsibility for presenting your lunch ticket to the lunchroom monitor before getting lunch.

- Be seated and remain with your class unless given permission to change seats.
- Clean your eating area when finished.
- Dispose of trays properly.
- Drop, do not throw, trash into containers provided in the lunchroom
- Place aluminum cans in the blue bins.
- Do not take open food or drinks out of the lunchroom.

MATHEMATICS PLACEMENT

Keller's Mathematics Placement Exam is a **mandatory** test required for enrollment in Pre Algebra and Algebra. Multiple evaluation criteria are reviewed, which may include online and hardcopy assessments, review of the student's Spring to Spring growth on the NWEA MAP Mathematics assessment, the Chicago Public Schools Readiness Rubric for Algebra, and teacher recommendation. Placement testing and evaluation occur annually in June.

MEDICAL EXCLUSIONS FROM SCHOOL

Children are excluded from school for the following concerns: fever, dizziness and/or weakness, skin rash and/or infections, head lice, sore throat, diarrhea, swollen glands, severe pain, vomiting, conjunctivitis (pinkeye), open sores, chicken pox and severe cough or cold. One or more of these symptoms may be a sign of a contagious disease. Consequently, it is advisable that you keep your child at home.

Children must have a doctor's note before returning to school after the following health conditions: scarlet fever, hepatitis, fungal infection (ringworm), measles/rubella, head lice, scabies, meningitis and

conjunctivitis. (pinkeye).

MEDICATION AND DRUG POLICY

Allergies to food or substances must be reported to the classroom teacher and office, **in writing**, using the required CPS allergy forms.

Many students are able to attend school regularly with the effective use of medication for the treatment of chronic conditions, which are not contagious. **In these cases, the Chicago Public Schools' strongly recommends that the student's medication be administered at home.** Parents should ask their doctors to schedule their dosage in this manner, if at all possible. If this is not possible, parents may come to the school to administer medication or children can be instructed to take their medicine under the supervision of qualified staff. **However, under no circumstances will teachers or any other staff member administer the**

medication. In cases where the student's medication must be administered at the school, the parent must register the medication with the school clerk, after which it will be kept in the office. All medications must be labeled with the child's name and dosage. The parent must submit a "Medical Information & Authorization Form" (obtained from the office), which includes the physician, pharmacy's name and telephone number, and effective date. Children are not allowed to take medication (prescription or nonprescription) without proper authorization from a parent. Medication **cannot** be kept in student lockers.

MISSION & VISION The shared mission of Annie Keller Gifted Center is to ensure that all students are provided a differentiated, accelerated, and interdisciplinary gifted curriculum, which emphasizes English, Language Arts, Writing, Math, Science and Social Science with the

13

**Annie Keller Regional Gifted
Center 3020 W. 108th Street
Chicago, IL 60655**

Telephone: 773-535-2636/ Fax: 773-535-2635

www.keller.cps.edu

integration of technology and leadership development as part of our goal for students to become globally competitive. The shared vision is for administrators, teachers, staff, community, parents, and all students to work together to create a cooperative, nurturing, and respectful learning environment that honors diversity and encourages student responsibility to produce world-class citizens.

At Keller, we envision that all students will be provided with continuous, high-quality instructional excellence. Our goal is to successfully educate all students by recognizing and addressing the unique needs of our gifted and academically talented students.

Teachers participate in ongoing professional development and utilize innovative ideas in instruction, collaborate with one another, and are dedicated to making learning interesting, relevant, and stimulating.

The Keller community celebrates diversity and it demonstrates respect for all teachers, students, and parents.

At Keller, we believe in the possibilities of new ideas and work cooperatively to bring them to fruition.

PARENT CONFERENCES

Parent conferences are an opportunity to bring parents and teachers together to help children learn and plan for success in school. If a teacher requests that a conference be held, your cooperation is necessary and very much appreciated. Being able to share information and suggestions will make these

settings more effective and valuable. To that end, please follow the procedures noted below. Keller teachers are usually available to return emails and telephone calls during their students-free periods, which vary throughout the day. Please email or leave a message in the office. Upon receipt of the teacher's response, parents can expect to confer briefly at that time and/or make an appointment with the teacher. Non-homeroom Keller staff is also available to meet with you or to participate in teacher conferences, including the principal, assistant principal, counselor, social worker, psychologist, or any other staff member who is working with your child.

PARENT/GUARDIAN RESPONSIBILITIES

- Review and discuss the *Keller Student Agenda/Parent Handbook* with your child. ●
- Complete the CPS *Volunteer Packet*. ●
- Volunteer three or more days per year.
- Be familiar with Keller's homework policy. ●
- Attend all requested conferences.

PARENT TEACHER ASSOCIATION (PTA)

The PTA provides parents and teachers the opportunity to support programs, activities and social events for the Keller School Family. Every parent and staff member is encouraged to join. A major goal of the PTA is to enhance parents' awareness of their child/ren's daily activities, promote stronger relationships with the staff, and to provide a greater understanding of the school. The main objective is to enhance and enrich the lives of Keller's children. Please help us realize that goal. The PTA raises funds to financially support a variety of social

activities. We thank you in advance for your help in these endeavors. Our PTA meets on a monthly basis. Please refer to the monthly school calendar for meeting dates. Prior to the PTA meeting, parents gather for the purpose of collaboration and sharing of information pertaining to special events. Please come out and support the PTA!

school, and community to enhance the overall community.

PARENT/TEACHER ASSOCIATION PLEDGE

- To support and speak on behalf of children to schools, communities, and before government bodies.
- To assist parents in developing skills they need to raise and protect their children.
- To encourage parent and public involvement in our public school system.
- To bring about cooperation between home,

PARTIES

Classroom and school parties are scheduled by teachers with administrative approval. The assistance of room parents is requested. Please confer with your child's teacher about allergies and traditions for the class. **Per CPS policy, only commercially purchased, individually wrapped items can be served to students.**

Unless the whole class is to be united, do not send invitations for home parties to the school for distribution. Out of consideration for those not included, children absolutely will not be allowed to hand deliver invitations in school. This presents a difficult situation for students and staff.

14

**Annie Keller Regional Gifted
Center 3020 W. 108th Street
Chicago, IL 60655**

Telephone: 773-535-2636/ Fax: 773-535-2635

www.keller.cps.edu

- Students must be under the supervision of a teacher at all times.

PROGRESS REPORTS

Progress reports are distributed at the end of each five (5) weeks and at the end of each of the four (4) quarters, Q1- September 26, 2024, Q2 – November 22, 2024, Q3 - February 14, 2025, and Q4 – May 2, 2025. Parents are encouraged to access Parent Portal to foster school - family connection and communication. **However, the student is highly accountable for submission of all assignments on time. Any grade dispute must be brought to the attention of administration within two weeks of the assignment grade posting. All requests for grade change entry must be approved by the teacher and administration.**

RECESS RULES

When children are outdoors, they must:

- Use playground equipment appropriately. • Keep hands, feet and objects to themselves. (fighting will result in disciplinary action)
- Remain inside the playground fence at all times. If a ball or other object goes outside the fence, a teacher on duty will retrieve it.
- Remain in the playground location unless granted permission by staff on duty.
- Never play near the parking lot.
- Remain under the direct supervision of staff at all times.

When children are indoors, they must:

- Remain in their assigned indoor location. • Use the washroom in pairs, when given the teacher's permission.
- Stay off of all gym equipment, unless given permission.

REPORT CARDS

Report cards are issued to all students four (4) times a year. It is required that parents pick up report cards for the first and third marking periods . Report cards for the second and fourth marking periods will be sent home with the child.

SCHOOL FEES

A fee of \$80.00, by Check, Money Order or payable online through the Keller website at www.keller.cps.edu is assessed to cover the cost of Arts performances, Discovery Education, Mathletics, Agenda Books, Study Island, and student recognitions. This fee is payable in full at the beginning of the year or in *two payments due before the end of November*. Parents may apply for a fee waiver (due by November 1st), subject to administrative approval.

SCHOOL HOURS - 7:30 A.M. - 2:30 P.M.

Students who are being dropped-off must not arrive before 7:30 A.M. as our teachers' workday does not start until 7:30 A.M. to supervise students. There is no morning recess.

Students who arrive late to school must enter the building through the main entrance. The Whipple and Sacramento entrances will be locked after the tardy bell. The student must report to the office for a tardy slip before going to the classroom. A student is marked tardy if they arrive after 7:30 A.M. Tardies may impact perfect attendance recognition.

SCHOOL PICTURES

School pictures are taken of all students in the Fall and Spring as a service to parents each year. You will be notified as to the cost, date, and time. **DO NOT**

SEND CASH FOR PICTURES. CHECK OR MONEY ORDER ONLY.

SCHOOL PURCHASES

Do not make any school purchase with the expectation of reimbursement without having obtained advance, written agreement and approval from administration. Original receipts are required for all reimbursements per CPS internal account guidelines.

STUDENT CODE OF CONDUCT

The Student Code of Conduct (*Student Rights and Responsibilities*) will be used to investigate all occurrences of misconduct. Every child will receive a copy of *Student Rights and Responsibilities*. You

may also reference the policy here, <https://www.cps.edu/about/policies/student-code-of-conduct-policy/>.

STUDENT EXPECTATIONS

Academics

- Complete all assignments on time.
- Take initiative.
- Be curious and creative.
- Communicate effectively.
- Learn from mistakes.
- Put forth maximum, best effort.
- Develop knowledge and skills to become independent thinkers and life-long learners.

Citizenship

- Follow school policies and procedures.

15

**Annie Keller Regional Gifted
Center 3020 W. 108th Street
Chicago, IL 60655
Telephone: 773-535-2636/ Fax: 773-535-2635
www.keller.cps.edu**

- Cooperate and contribute to group efforts. ●
Represent our school in a positive manner ●
Exercise self-discipline.
- Demonstrate kindness and support for each other.
- Be responsible, honest, and respectful ●
Express school spirit.
- Volunteer and participate in school and community projects.

Social Awareness

- Take pride in personal appearance and practice good health and hygiene.
- Exhibit consideration and acceptance toward others.
- Practice good sportsmanship.
- Become mature, responsible members of society.

STUDENT RESPONSIBILITIES

- Review and discuss the *Keller Student agenda/Parent Handbook* with your parents.
 - Complete all assignments on time.
- Do your best to achieve excellence in academics and personal conduct.
- Maintain the homework assignment book provided by the school.
- Seek assistance from school personnel to prevent or resolve conflicts.
- Report incidents or activities that may threaten or disrupt the school environment to staff.
 - Make every effort to graduate on track. ●
 - Contribute to a productive learning climate. ●

Immediately improve your performance upon notice of unsatisfactory progress.

VISITS TO THE SCHOOL

Parents are welcome and encouraged to visit the school and to participate in school activities. Please make an appointment to visit. Parents are not allowed to enter classrooms unannounced to observe instruction. **All visitors must sign the guest book, obtain a visitor's pass, and check-in at our office. This policy enables us to limit interruptions to the instructional program and enhances our school's security measures.**

Please be aware the **"NO PARKING"** is allowed in front of the school between the "No Parking" signs. To prevent the hazard of students walking between our school buses, it is requested that parents park on the east side (Sacramento) of the school for student pick-up. Parking is permitted on the street, but not in front of residential driveways. Parking is not permitted in the space(s) designated for handicapped parking without a handicapped license plate or sticker.

WASHROOM USE

The following policies and procedures usually provide children with adequate opportunities to use the washroom and minimize interruptions in the classroom. **Please be informed that additional accommodations require a doctor's note.**

- Primary students (levels 1-2) are escorted to the washrooms several times daily.
- Intermediate/upper students (levels 3-8) have a sign-out procedure for washroom use. However, students are not allowed to use the washroom before the first twenty minutes of class, except for emergencies.

- Students must use the washroom for its intended purpose and not for congregating or playful activities.

- Acts of washroom vandalism will result in disciplinary action.

**Annie Keller Regional Gifted
Center 3020 W. 108th Street
Chicago, IL 60655
Telephone: 773-535-2636/ Fax: 773-535-2635
www.keller.cps.edu**

DETACH, SIGN, AND RETURN THIS FORM TO YOUR CHILD'S TEACHER WITHIN ONE WEEK OF RECEIPT

PARENT/GUARDIAN STUDENT ACKNOWLEDGEMENT PAGE

(Print) Student's Name Room/Level Teacher

We have received and reviewed the 2023-2024 Annie Keller Gifted Center Student Agenda/Parent Handbook and understand what is required of the parent/guardian and the student. We will comply with the policies and procedures contained herein.

Parent's/Guardian's Signature Date

