

Rialto Unified School District
J.P. Kelley Elementary School

PARENT-STUDENT HANDBOOK 2021-2022



380 South Meridian Avenue
Rialto, CA 92376
(909) 820-7923

Dr. Vince Rollins, Principal
Dr. Elizabeth (Rachel) Reyes-Aceytuno, Assistant Principal



RIALTO UNIFIED SCHOOL DISTRICT
J.P. KELLEY ELEMENTARY SCHOOL
"Kelley Koalas"
380 S. Meridian Ave.
Rialto, CA 92376
(909) 820-7923

KINDNESSEFFORTSAFETY



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Parent/Guardian 2021 -2022 Welcome Letter

Dear Parents/Guardians,

I would like to welcome each of you to the start of the 2021-2022 academic school year. I am very excited and am looking forward to working with all of our parents/guardians, scholars, and community. There has been a lot of planning and preparation in order to get ready for this school year and I can assure you that the staff of Kelley Elementary is committed to providing an excellent academic and nurturing environment for your scholar. We are prepared to start the year off strong and your support of the school is truly appreciated! Below are a few changes to keep in mind:

- Every scholar will need to come to school each day with a mask. The mask must be worn throughout the day and may be removed during recess and lunch only.
- Any adult who is on school property will also be required to wear a mask at all times, including during drop off/pick up.
- Please make sure to drop off your scholar after 7:30AM (morning Kind=after 7:20AM) and pick up immediately after dismissal. Your prompt arrival/pick up will be extremely helpful.
- This year, we will continue to serve breakfast and lunch for all scholars. The cafeteria will be in use without restrictions at this time; however, we will encourage our older students to eat outside, weather permitting.
- This year, we will be holding off on volunteers in the classroom until further notice. However, we encourage our parents to fill out the parent volunteer form. You may also ask the classroom teacher if they need help with cut-outs or activity organization.
- PLEASE make sure we have updated contact numbers. ED CODE requires that parents provide schools with updated and working phone numbers.
- We strongly encourage you to send your scholars to school with a refillable water bottle. We have placed 3 water dispensing stations to encourage our scholars to use their own water bottles.
- COMMUNICATION is key: If you have any questions, feel free to contact the office at (909) 820-7924. Information and updates will be communicated via Blackboard voice/text messages, Remind app, phone calls, and/or school website.
- If your scholar has a Chromebook or hard cover books from last year, please bring them back to school and drop them off in the front office.

While no one can predict what the future holds, rest assured that our school team is prepared to come together to address any challenge, and we remain committed to making our school a fantastic place for students to learn and grow. Thank you, and may you continue to enjoy these next few days of summer.

Sincerely,

Vince Rollins



RIALTO UNIFIED SCHOOL DISTRICT
J.P. KELLEY ELEMENTARY SCHOOL
"Kelley Koalas"



MISSION STATEMENT

The mission of J.P. Kelley Elementary School, the key that unlocks each student's unlimited potential, is to ensure a strong academic, social, and emotional foundation that prepares students to be successful in their own future aspirations in an ever changing world, through a vital system distinguished by:

- Our commitment to the Kelley KEyS (Kindness, Effort, and Safety)
- High expectations for each member of our school community
- Inspiring a love for learning through creative and active instruction
- Embracing cultural diversity
- Continuously building strong collaborative relationships with all school, family, and community members

OBJECTIVES

- Objective 1:** We will provide high quality instruction across all subject areas.
- Objective 2:** We will provide a physically and emotionally safe learning environment.
- Objective 3:** We will create a culture of high expectations for each member of our community.

TACTICS

- Tactic 1:** Every student will excel at the highest level of academic achievement.
- Tactic 2:** Every student will be a lifelong critical thinker and creative problem solver.
- Tactic 3:** Every student will display high moral character and positive social skills.





Kelley KEyS to Success



Kelley Elementary is committed to teaching and learning the essential academic and social skills by modeling **K**indness, showing **E**ffort, and being **S**afe.

KES



(KINDNESS-EFFORT-SAFETY)



**J.P. KELLEY ELEMENTARY SCHOOL
2021-2022 STAFF ROSTER**

Administrators:

Dr. Vince Rollins, Principal
Dr. Elizabeth (Rachel) Reyes-Aceytuno, Assistant Principal

Office Personnel:

School Secretary: Birdie R. Valencia
Clerk Typist: Jennie Calderon
Project Clerk: Yvette Elizondo
Health Clerk: Rosa Leon



Teaching Personnel:

Teacher Name	Grade		Teacher Name	Grade
Monica Chavarin	K (A.M.)		Dominique Conerly	3 rd
Marisa De La Cruz	K (A.M.)		Jorge Delgado	3 rd
Ana Luna	K (P.M.)		Martha Diaz	3 rd DLI
Laura Renderos	K (A.M.) DLI		Tina Pham	3 rd
Monica Viveros	K (P.M.)			
			Graciela Ballardo	4 th DLI
Elizabeth Avila	1 st		Gail Bashaw	4 th
Irma Celaya	1 st DLI		Kristen Fields	4 th
Lizzette Chavez	1 st		Frank Guzman	4 th
Erick Serrano	1 st DLI			
Sandia Sinsel	1 st		Steve Funke	5 th
Tiana Thach	1 st		Mary Gonzalez	5 th
			Susanne Sanchez	5 th
Jennifer Grzeskiwicz	2 nd		Alma Ulloa	5 th DLI
Elsa Hernandez	2 nd DLI			
Maria Lara	2 nd DLI		John Abass	SDC
Yesenia Lerma	2 nd		Alicia Rodriguez	RSP
Mary Wilton	2 nd			
			William Renderos	I.S.
Liset Michel-Lopez	R.S.		Joshua Berge	I.S.
Judy Nava	R.S.			
Lori Nessi	R.S.			
Anna Thompson	R.S.			
Leona Whitley	R.S.			



Support Personnel

Miguel Lopez	AM Custodian
Nick Valenzuela	PM Custodian
Kevin Carrillo	4-hour Custodian
David Faoro	Psychologist
Erin Meers	Speech Teacher
Tami Elssmann	Nurse
Sandra Nguyen	Library Technician
Aaron Saucedo	Instructional Technology Assistant
Karina Alvarez	Instructional Assistant II/B.B.
Carolina Maravillas	Instructional Assistant II/B.B.
Naila Garcia	Instructional Assistant II/B.B.
Brigido Carvajal	Instructional Assistant II/SE
Nancy Franco	Instructional Assistant II/SE
Laura Hernandez	Instructional Assistant II/SE
Ashley Hunt	Instructional Assistant II/SE

J.P. KELLEY ELEMENTARY SCHOOL

OFFICE HOURS

7:00 AM – 4:00 PM Monday through Friday, except holidays.

LIBRARY HOURS

Before School: 7:30 – 8:00 AM (Open to Parents & Students)

After School: 2:00 – 2:30 PM (Open to Parents & Students)

BREAKFAST HOURS

Breakfast:	7:25-7:40	AM Kinder
	7:45-8:00	1st - 5th
	8:45-9:00	2nd chance (1st - 3rd)
	9:05-9:20	2nd chance (4th & 5th)

REGULAR DAY BELL SCHEDULE



**J.P. KELLEY ELEMENTARY SCHOOL
2021-2022**

KINDNESS EFFORT SAFETY

REGULAR DAY BELL SCHEDULE



Kindergarten			
AM	7:40 - 11:05 (205)	Luna (AM)	H101
PM	11:10 - 2:35 (205)	Renderos (AM)	H102
AM Lunch	11:05- 11:35	Chavarin (AM)	H103
PM Lunch	10:40 - 11:10	De la Cruz (AM)	H104
		Viveros(PM)	H104

Grade 1			
	8:00 - 9:40 (100)	E. Avila	A1
	9:40-10:00 Recess	T. Thach	A4
	10:00-11:15 (75)	E. Serrano	K1
LUNCH	11:15-11:55	L. Chavez	A2
	11:55-1:56 (121)	S. Sinsel	A3
		I.Celaya	B2
		Inclement Weather Lunch 11:10-11:40	

Grade 2			
	8:00 - 9:40 (100)	M. Wilton	B1
	9:40-10:00 Recess	M. Lara	B4
	10:00-11:30 (90)	Y. Lerma	D4
LUNCH	11:30-12:10	E. Hernandez	B3
	12:10-1:56 (106)	J. Grzeskiewicz	D1
		Inclement Weather Lunch 11:40-12:10	

Grade 3			
	8:00 - 9:40 (100)	J. Delgado	D2
	9:40-10:00 Recess	M. Diaz	E1
	10:00-11:45 (105)	J. Abbas	G5
LUNCH	11:45-12:25	D. Conerly	D3
	12:25-1:56 (91)	T. Pham	D4
		Inclement Weather Lunch 12:00-12:30	

Grade 4			
	8:00 - 10:05 (125)	G. Ballardo	E3
Recess	10:05-10:20	F. Guzman	G2
	10:20-12:00 (100)	K. Fields	G1
LUNCH	12:00-12:40	G. Bashaw	G3
	12:40-2:11 (91)	Inclement Weather Lunch 12:10-12:40	

Grade 5			
	8:00 - 10:05 (125)	A. Ulloa	E2
Recess	10:05-10:20	M. Gonzalez	H201
	10:20 - 12:15 (115)	S. Funke	G4
LUNCH	12:15 - 12:55	S. Sanchez	H202
	12:55 - 2:11 (76)	Inclement Weather Lunch 12:30-1:00	

**J.P. KELLEY ELEMENTARY SCHOOL
2021-2022
MINIMUM DAY SCHEDULE**



Kindergarten			
AM	07:40 - 11:05 (205)	A.Luna (AM)	H101
PM	11:05 - 02:35 (205)	L. Renderos (AM)	H102
AM Lunch	11:05 - 11:35	M. Chavarin (AM)	H103
		M. De la Curz (AM)	H104
PM Lunch	10:40 - 11:10	M. Viveros (PM)	H104

Grade 1					
Recess	08:00 - 09:40 (100)	E. Avila	A1	L. Chavez	A2
	09:40 - 10:00	T. Thach	A4	S. Sinsel	A3
	10:00 - 11:15 (75)	E. Serrano	K1	I. Celaya	B2
LUNCH	11:15-11:55	Inclement Weather Lunch 11:10-11:40			
	11:55 - 01:01 (66)				

Grade 2					
Recess	08:00 - 09:40 (100)	M. Wilton	B1	E. Hernandez	B3
	9:40 - 10:00	M. Lara	B4	J. Grzeskiewicz	D1
	10:00 - 11:30 (90)	Y. Lerma	D4		
LUNCH	11:30 - 12:10	Inclement Weather Lunch 11:40-12:10			
	12:10 - 01:01 (51)				

Grade 3					
Recess	08:00 - 09:40 (100)	J. Delgado	D2	D. Conerly	D3
	09:40 - 10:00	M. Diaz	E1	T. Pham	D4
	10:00 - 11:45 (105)	J. Abbas	G5		
LUNCH	11:45 - 12:25	Inclement Weather Lunch 12:00-12:30			
	12:25 - 01:01 (36)				

Grade 4					
Recess	08:00 - 10:05 (160)	G. Ballardo	E3	K. Fields	G1
	10:05 - 10:25	F. Guzman	G2	G. Bashaw	G3
	10:25 - 12:00 (95)				
LUNCH	12:00 - 12:40	Inclement Weather Lunch 12:10-12:40			
	12:40 - 01:01 (21)				

Grade 5					
Recess	08:00 - 10:05 (65)	L. Ulloa	E2	S. Funke	G4
	10:05 - 10:25	M. Gonzalez	H201	S. Sanchez	H202
	10:25 - 12:15 (160)				
LUNCH	12:15 - 12:55	Inclement Weather Lunch 12:30-1:00			
	12:55 - 01:01 (06)				

SCHOOL ARRIVAL

Students (“AM” Kindergarten & grades 1-5) may arrive on campus after **7:15 A.M. and enter the cafeteria for breakfast until 7:45 a.m. (7:35 for AM Kinder).** “PM” Kindergarten students begin class at **11:10 A.M.**

SCHOOL DISMISSAL

On Regular School Days, Grades 1-3 dismiss at **1:56 P.M.**, Grades 4-5 dismiss at **2:11 P.M.** On **Minimum Days, grades 1-5 will be dismissed at 1:01 P.M.** “AM” Kindergarten dismisses at 11:05 A.M, and “PM” Kindergarten dismisses at 2:35 P.M. Kindergarten students always remain on their regular schedule, unless notified by the classroom teacher.

CONTACTING YOUR CHILD DURING SCHOOL HOURS and STUDENT TELEPHONE USE

If you have homework, lunch, money, jackets, etc. to be delivered to your child after school has started; **please leave these items in the office.** Please take the time before your child leaves for school each day or the night before to make or remind your child about after school arrangements. Telephone calls are not transferred to the classroom during instruction. **We cannot guarantee delivery of any message called in after 1:30 p.m. Please note: The office telephone is for business use and emergency situations only.**



IMPORTANT PARKING LOT SAFETY PROCEDURES

1. **Entering Campus:** Respect the red-curb Fire Lane by not parking in the Red Zone. In order to ensure that all emergency vehicles will have immediate access to Kelley School in case of an emergency, we need your support to ensure that cars no longer utilize areas that are not designated for parking, even for quick visits to the office or to pick up/drop off anyone. **Parking lot speed limit is 5 mph. Violators are subject to penal code citations.**
2. If you walk your child to the gate, you may park in a designated parking space or find a parking space on any surrounding street. **Do not leave cars running when not in driver’s seat.**
3. Anyone parking in a designated disabled space must display their disabled person placard from the Department of Motor Vehicles. Do not leave children unattended in cars, double park, or park behind cars already parked in designated parking spaces.
4. Students entering campus through the Meridian gates must stay on the sidewalks. Due to student safety precautions, they are not to walk through the parking lot unless accompanied by an adult.
5. Students are required to cross the street at any designated crosswalk. **Do not ask your student to cross the street at any other area not designated as a crosswalk.**
6. School personnel will not allow students to cross the parking lot or street without an adult escort.

Bike riders must wear required safety gear. All car riders may choose to drop-off students at the Yellow Loading/Unloading Zone at the front of the school (Meridian Gate), on Poplar Avenue or by parking in a designated parking space in the Kelley School parking lot. **Students who arrive to class after the tardy bell rings at 8:00 a.m. are considered tardy and will need a tardy pass from the office.**

AFTER-SCHOOL STUDENT PICK-UP

All students in grades 1-5 who are walkers or car riders are to exit from the Poplar Street gate. **Daily arrangements need to be made for each child to be picked up on time.** Parents may park along Poplar Street (**please do not block driveways or double park**). All drivers are responsible for adhering to penal code regulations and are subject to citation if they are found in violation. **If you are disabled** and have a parking permit, please notify your child's classroom teacher, and your child will be waiting for you at the bench located between the school office and the D-wing. Supervising personnel will be on duty after school at the Poplar Street gate.

Students must leave campus when school is dismissed, unless other arrangements have been made in writing between the parent and teacher or the student is registered to attend the Think Together Afterschool Program. Supervision is not available for students after school. Students are expected to go directly home at dismissal.

BUS RIDERS

In order to ensure safety of all students, only buses will utilize the main parking lot for after school pick up unless you have a disabled person parking permit and notify the classroom teacher to make sure that your child waits at the bench located between the office and the D-wing.

All bus riders in grades 1-5 are supervised and will line up in the hallway designated for their assigned bus route. All children will line up in an orderly manner while waiting for their bus to arrive. **We are not able to hold the buses in order to find a student on the bus.**

Due to the distance involved with bus transportation, it can take up to 30 minutes for students to be dropped off at their designated stop. If your child is not home within a reasonable amount of time, please call the school. If the child is not at school, please check with friends or neighbors. If you still do not have any results, you may want to call the appropriate authorities. If you find your child, please call the school. Otherwise, we will continue our search.

BUS TRANSPORTATION

School District guidelines state that bus transportation will be provided for kindergarten students attending their home school and live more than one mile from school, and students in grades 1-5 attending their home school and live more than one and a half (1 1/2) miles from school. **Bus riders are to ride their designated bus only. All students must have a bus pass to ride to and from school. Kindergarten students are only released to adults (18 and over), or they will be returned to the school.**

The responsibility for discipline on the school bus rests primarily with the bus driver. Bus transportation is a privilege and violations of bus rules may result in loss of bus privilege. It is our wish to make sure that your child is transported safely to and from school. The rules for bus riding are as follows:

1. Students shall be seated properly after boarding the bus and must remain seated while the bus is in motion. The driver may move students from one seat to another as his/her judgement dictates for safety purposes.
2. Orderly behavior is required at all bus stops and while loading or unloading.
3. All parts of the body must be kept inside the bus, including hair and clothing. Nobody may throw objects from the bus or inside the bus.
4. Vulgar and offensive language is not permitted.
5. Students crossing the street after unloading must follow the bus procedures which in some cases will include a crossing by the bus driver.
6. Unauthorized student riders are not permitted to ride the bus. This includes students without a bus pass, pre-school age children, parents, and visitors.

ATTENDANCE

ATTENDANCE:

Good attendance is directly related to your child's school achievement. Please make sure your child/children arrive on time to school every day. Please schedule your vacations during school breaks and doctor appointments for after school. Students with **three consecutive days of unverified absences** may be **DROPPED** from school on the fourth day. It is the parents'/guardians' responsibility to contact the school to verify the reason for the absences to avoid the student from being dropped. Reenrollment in the same class will be dependent on current enrollment. Students with perfect attendance are recognized at the trimester assemblies with a certificate. Students with perfect attendance will receive a trophy at the end of the year assembly.

TARDIES and EARLY PICK-UP:

One of the students' major responsibilities is to be in school on time and present every day. Being tardy and regularly leaving early are serious matters, causing loss of instruction and disruption to those students who are on time and in class. **Students who are tardy must check in at the school office before reporting to class.** Please accompany your Kindergarten child to the school office if he/she arrives late. Parents may not check students out of school after 1:40 p.m. except in the case of emergencies.

****INTER/INTRA District Transfers** – Students attending Kelley Elementary on an INTER/INTRA District

Transfer Agreement may have it revoked during the school year and/or not approved for the next school year if he/she does not maintain satisfactory attendance throughout the year. Satisfactory Attendance means a student is "on time" and "in school" 90% of the time. Students with 10% or more absences and/or tardiness may be returned to the home school.

"PERFECT ATTENDANCE" AWARDS – In order to receive the "Perfect Attendance" award, the student must not have any; 1) ABSENCES, 2) TARDIES, or 3) EARLY DISMISSALS / EARLY PICKUPS. An absence may be "recovered or cleared" by attending a Step-Up Saturday session but tardies and early dismissals cannot be recovered or cleared

Please note that one attendance to the Step-Up Saturday class will recoup the loss of a single school day.

STEP-UP PROGRAM (Attendance Recovery Program offered on Saturdays):

The Step-Up Program in the Rialto Unified School District is an attendance recovery program that provides enrichment opportunities for all students and creates an opportunity for students to make-up missed days of attendance. The Step-up Program is a great opportunity for students to achieve perfect attendance if they have missed a day of school. The Step-up

Saturday classes are offered at least once each month. **Please refer to the Step-Up Program Calendar for specific dates.**

INDEPENDENT STUDY CONTRACT

If you are planning to take your child out of school for 5 days or more, please contact your child's teacher or the school office in advance and request an Independent Study Contract. If your child is ill for an extended time, please contact the office, due to the fact that they may be eligible for home hospital services. All Independent Study Contracts must be approved prior to the requested date of leave and approved/signed by the classroom teacher, parent, student, and administrator. Upon approval, the teacher must have a minimum of three days in order to prepare student assignments. Approved contracts must be returned by the agreed upon date or the work will not be accepted. The student's absences will remain unexcused. The amount of credit given for work returned will be at the discretion of the teacher, and it could be less than the number of approved contract days. If the student does not return by the agreed upon date, they may be dropped from the school roster and will require the student to be re-enrolled.

EARLY RELEASE OF STUDENTS

If you need to take your child out of school during the school day, please go to the school office to sign your child out of school. If your child returns to school that same day, please sign him/her back in. **Photo identification is required for a student to be released to an authorized adult. Parent/guardians or persons authorized on the emergency card must come into the office to sign out the student.** No student without your consent will be released to anyone **not** on the emergency card or disaster card. **Please keep the information on the emergency card current. If you make ANY change in your child's normal routine, please send a note with your child to give to your child's teacher when he/she comes to school that morning.**

TARDY POLICY

The line-up bell rings at 7:55 a.m. and at 8:00 a.m. students will be escorted from the blacktop to their classrooms by their teacher. Students who arrive to class after 8:00 a.m. are considered **tardy and must have a tardy slip from the office or the classroom teacher.** Tardies greater than 30 minutes are defined as trancies by Ca Ed Code. **Three or more tardies (less than 30 minutes) in one semester will disqualify a student for perfect attendance.**

DID YOU KNOW THAT YOUR CHILD IS ALSO A TRUANT WHEN HE/SHE IS LATE?

Education code Section 48260 defines a "truant" as:

"Any pupil subject to compulsory full-time education or to compulsory continuation education who is absent from school without valid excuse more than three days or tardy in excess of 30 minutes on each of more than three days in one school year is a truant..."

Education Code Section 48260.5 states that districts, upon a student's initial classification as a truant, must notify the student's parent or guardian (Appendix A), by any reasonable means, of the following:

- (1) That the student is truant.
- (2) That the parent or guardian is obligated to compel the attendance of the student at school.
- (3) That parents or guardians who fail to meet this obligation may be guilty of an infraction and subject to prosecution pursuant to *Education Code Section 48290.*

EMERGENCY CARDS

A current emergency card will be kept on file for each student enrolled at the school. The information on the card will only be used by school personnel and will not be released to the public. **Please keep the school informed of any changes on the emergency card. Any changes need to be made in person, not over the phone.** Students will only be released to adults (18 years of age or older) whose names are on the child's emergency or disaster card. **The student Emergency Card** will be used in case of a school emergency or natural disaster. Please make sure the emergency card is updated as soon as changes occur. Students will only be released to adults listed on their Emergency Card.

EMERGENCY PREPAREDNESS

Both fire and disaster drills (earthquake drills) are practiced regularly. A site Disaster Plan is adhered to which is in alignment with the District Disaster Plan. During an actual emergency, no student will be released to anyone without proper identification and who is not on the Emergency Card(s). Please keep current information on the Emergency Card.

TOBACCO-FREE WORKPLACE

District Policy KGA mandates that effective July 1, 1995, smoking or other use of tobacco products shall be prohibited in all District facilities and vehicles, and at all times on District grounds. This applies to all employees, students, visitors, and other persons at any activity, or athletic event on property owned, leased, or rented by or from the District. This also includes vaporizers.

HEALTH OFFICE AND MEDICATIONS

Our school nurse is at Kelley Elementary one day per week and is on call for emergencies. We have a Health Clerk who provides first aid for minor injuries. If your child needs to take medicine during school hours, the following California State Health Department guidelines must be followed:

1. Physician's recommendation for medication must be signed and kept on file in the school office and resubmitted yearly.
2. Only prescription medication can be administered.
3. The prescription must be in the child's name.
4. Medicine must be in original container with prescription label attached.

STUDENT ACCIDENT INSURANCE FORMS

The Rialto Unified School District does not automatically cover medical or dental expenses for a pupil injured at school or in school activities. Special student insurance is available at the beginning of each year and when all new students register; coverage is optional. This optional insurance may cover certain student-related injuries that occur during the school day. Applications for low-cost medical and/or dental insurance are available in the school office. If this is not purchased, parents are responsible for medical costs.

CONTAGIOUS DISEASES

Any contagious diseases must be reported to the school office as soon as known or suspected.

HEAD LICE (PEDICULOSIS)

Anytime a child in a classroom is found to have head lice, that child may not return to school until that condition has been cleared through the school health office. The Health Clerk's hours are from 8:15 a.m. to 1:45 p.m., Monday through Friday.

STUDENT MEDICATIONS

- I. Medications will be given to a student only as a result of a written request from a physician and parent/guardian.
- II. Over-the-counter medications such as aspirin shall not be administered by school personnel unless there are signed requests from a physician and parent/guardian and medication is in a properly marked container.
- III. Medical conditions that require frequent monitoring, testing, and treatment may be performed by designated site personnel, licensed nurse or the student depending on the physician's orders.
- IV. Injections required on an emergency basis will be administered by school staff upon written requests from the parent/guardian and a physician.
- V. Non-emergency situations requiring an injection will be performed by a licensed nurse upon written request of a physician and parent/guardian.

BREAKFAST AND LUNCH PROGRAM

This school year will be the first year that the Rialto Unified School District will be participating in the National School Lunch and School Breakfast programs called the Community Eligibility Provision (CEP). All students enrolled at Kelley Elementary are eligible to receive a healthy breakfast and lunch at school at no charge to your household each day of the 2018-19 school year. Although students will be able to participate in these meal programs without having to pay a fee or submit a meal application, parents and guardians are required to complete the online Enrollment Verification Process in the ParentVue app (<https://pvue.rialto.k12.ca.us/>) to electronically verify their students' emergency contact information and provide household size/income. This parent information is a requirement for LCFF (Local Control Funding Formula) funding to our school. If you have any questions about the online Enrollment Verification Process, please contact the school office at (909) 820-7924.

In an effort to utilize all instructional minutes to accelerate student growth, breakfast will now be served in the cafeteria. Breakfast will be served in the cafeteria from 7:15 AM to 7:45 AM. Students in 1st through 5th grade who wish to eat breakfast at school must arrive in the cafeteria between 7:15 AM and 7:45 AM. Students in Kindergarten who wish to eat breakfast at school must arrive in the cafeteria between 7:25 AM and 7:40 AM.

Students in 2nd through 5th grade are to remain seated in the cafeteria until the 7:40 bell rings and dismissed onto campus by the cafeteria personnel. Students in kindergarten will be escorted to the kindergarten gate at 7:35 AM by cafeteria personnel. Students in first grade will remain in the cafeteria until 7:55 AM.

The RUSD is a soda free district and in line with making sure our students stay healthy and fit. **Students are not allowed to bring soda to school or family size bags of chips.**

CAFETERIA RULES

Each child eating a hot lunch must line up alphabetically and must enter in a single-file line. Everyone is expected to maintain a quiet demeanor and is required to pick up their trash.

Students must not share food with their classmates or peers. Throwing food will **NOT** be tolerated. According to the State of California Lunch Program only Kelley staff members are permitted in the school cafeteria during the school day. Food is not allowed to be taken outside of the school cafeteria per Nutrition Services and State of California regulations.

1. Students are to wait in line in a quiet and orderly manner.
2. Students will use indoor voices.
3. Students will be polite and use table manners.
4. Students will clean their area before being dismissed.
5. Students will raise their hand and wait to be called upon. When called upon, students are to throw trash into the containers, stack trays, and return to their seat.

STUDENT LUNCH DROP OFF

If you are bringing a lunch for your student, please make sure it is dropped off to the front office by 10:15 a.m. Your child needs to be aware that you are bringing them a lunch so that they can pick it up before their scheduled time. Class instruction will not be interrupted to notify students that a forgotten item has arrived.

LOST AND FOUND RACK (located in the cafeteria):

The Lost and Found Rack is located in the school cafeteria. If your child has lost an article of clothing or a lunch box, please have your child check the Lost and Found Rack for the lost item. Please label all articles of clothing, backpacks, and lunch boxes with your child's name. All unclaimed items will be donated to the Rialto Child Assistance in December and June.

SCHOOL COMMUNICATION

Always check with your child to see if there is a notice that has been sent home for parents. These notices may contain important information regarding minimum days, no school, school pictures, special events, etc. The school publishes a **monthly newsletter and school calendar**. The school calendar will list minimum days, conference days, and other important information. Parents of students receiving awards at the trimester awards assemblies will be notified by the teacher. The district's Blackboard telephone communication system is also utilized when needing to notify parents of additional information.

SCHOOL CALENDAR

At the time of registration or before the first day of school, each parent will receive a calendar indicating the days in which school is in session for the year, designated minimum days, holidays, Parent-Teacher Conference Days, Back to School Night and Open House.

HOMEWORK

Your child's teacher will provide you with their homework procedure for the year. Homework is given with the understanding that it will enhance classroom learning and provide students with reinforcement of material learned in class. Homework is required as stated in the policy of the Board of Education. Homework should take approximately 30 minutes for Kindergarten, 30-60 minutes for grades 1-3 and up to 90 minutes for grades 4 and 5. Students should be read to or read independently for a minimum of 20 minutes beyond their homework time. If your child is absent, you may contact the office and make arrangements with your child's teacher to obtain

homework. If homework is not completed, teachers may provide the child with an extra opportunity during recess to complete any unfinished homework.

Homework is a combined effort. The chart below gives you an idea about how homework should work.

HOMework RESPONSIBILITIES

Teacher Responsibility	Student Responsibility	Parent Responsibility
To communicate clearly to both students and parents what is expected and when.	To bring daily necessary materials to class.	To set a time and place for the students to do homework.
To monitor and record assignments.	To know what assignments are due.	To check with the student to see if assignments are completed.
To assure the class that it is acceptable to ask questions.	To complete all assignments.	To review on a regular basis the student's work and have them explain the assignment and what is being learned.
To keep the student informed about progress.	To seek help from the teacher if an assignment is not understood.	To feel free to check with the teacher or principal if the student does not bring home assignments.

PARENT INVOLVEMENT AND VOLUNTEERS

There is a significant positive impact on student achievement when schools and parents work together. You can become involved in your child's education in a number of ways, which include:

1. Provide a quiet place for your child to complete homework.
2. Check your child's backpack, folders and homework daily.
3. Model reading for your child; read all school communications and read daily to your child.
4. Take your child to the public library.
5. Volunteer in the classroom, on study trips, etc.
6. Join the school's PTA, School Site Council, English Learner Advisory Committee
7. Attend school functions: Parent-Teacher Conferences, Back to School Night, Open House, Awards Assemblies, parent education activities, etc.

TITLE I PARENT INVOLVEMENT POLICY

J. P. Kelley Elementary School has developed a written Title I Parent Involvement Policy with input from Title I parents. Parents are allowed opportunities to attend parent meetings, or to provide feedback in writing during the annual review period. The official policy is made available to parents of Title I students via our school website, at meetings presenting the final draft, and the policy is placed in our Single Plan for Student Achievement annually. The policy describes the means for carrying out the following Title I parental involvement requirements [20 USC 6318 Section 1118(a)-(f) inclusive].

Involvement of Parents in the Title I Program

To involve parents in the Title I program at J. P. Kelley Elementary School, the following practices have been established:

- a) The school convenes an annual meeting to inform parents of Title I students about Title I requirements and about the right of parents to be involved in the Title I program. In the first trimester of each school year, a Title I Parent meeting is held to advise parents of:
 - 1. Criteria that qualifies our school to be classified as Title I
 - 2. Current school demographics
 - 3. The latest academic achievement scores
 - 4. Programs and services that are available to students through Title I funds
 - 5. Title I funding given to Kelley ES

- b) The school offers a flexible number of meetings for Title I parents, such as meetings in the morning or evening.
 - 1. School Site Council Meetings are held after school at least 6 times a school year
 - 2. At least 6 English Learner Advisory Council meetings are held in the mornings during the school year
 - 3. Coffee with the Principal meetings.
 - 4. Parents are notified of meetings through notices sent home, a monthly school calendar, Parent Link messages to homes and other parent communication apps.

- c) The school involves parents of Title I students in an organized, ongoing, and timely way, in the planning, review, and improvement of the school's Title I programs and the Title I Parental Involvement Policy.
 - 1. At the end of every school year, parents of Title I students are given the opportunity to evaluate the effectiveness of Title I programs offered during that school year.
 - 2. Parents are given several opportunities to actively participate in the development of the next year's Single Plan for Student Achievement.
 - 3. As funding changes during the school year, parents of Title I students are advised of changes at parent meetings and given the opportunity to make suggestions or give feedback on proposed uses for such funding.
 - 4. During parent meetings, parents are asked for feedback and their opinions of which programs will be most beneficial for their students.

- d) The school provides parents of Title I students with timely information about Title I programs.
 - 1. Parents are given the opportunity to have input on and propose programs to be offered during the next school year when that year's budget and SPSA are developed with parents and teachers.
 - 2. Parents of identified Title I students are notified by memo or phone call of the intent to provide services for their child through Title I funding.
 - 3. Parents are notified of upcoming Title I Parent Workshops through memos, Parent Link messages, or Teacher newsletters with ample time to make arrangements to attend.

- e) The school provides parents of Title I students with an explanation of the curriculum used at the school, the assessments used to measure student progress, and the proficiency levels students are expected to meet.
 - 1. At Back To School Night each year, parents are given an opportunity to review the curriculum materials for their child's new grade level, provided copies of current curriculum standards, and teachers give explanations of the new grade level expectations.
 - 2. At Coffee with the Principal meetings, parents are given information regarding school wide performance on district and state assessments, grade level essential standards, and ways in which they can help their children master the standards.

- f) If requested by parents of Title I students, the school provides opportunities for regular meetings that allow the parents to participate in decisions relating to the education of their children.

1. All parents are notified about Kelley's SSC and ELAC meetings, any Parent Teacher Conferences, and all school wide meetings where parents will be advised of Title I funded school activities for students.

School/Parent/Student Compact

At J. P. Kelley Elementary School, the stakeholders share the philosophy that families, students and school staff should work together in partnership to help each student reach his/her potential. As partners, we agree to the following:

Student Responsibilities:

I realize that my education is important. I am responsible for my success and I must work hard to achieve success. I understand that my parent(s) and teacher(s) want to help me to do my best in school. As a student at Kelley Elementary School, I agree to:

- Come to school every day, with the necessary materials, ready to learn.
- Be responsible for my classwork, homework and read daily at home.
- Be a cooperative learner and ask for help when I don't understand.
- Actively participate at all times during classroom instruction.
- Follow school and classroom rules at all times.
- Respect all Kelley staff, parents, and fellow students.
- Follow the Kelley Keys by modeling Kindness, showing Effort and being Safe.

Parent Responsibilities:

I understand that participating in my child's education will help his/her achievement and attitude. Therefore, I agree to:

- Provide a quiet place for my child to do homework and encourage him/her to do their best.
- Regularly monitor my child's progress and communicate with my child's teacher if there is a concern.
- Make sure my child gets an adequate night's sleep.
- Read with my child on a regular basis and encourage their language development.
- Show my interest in school by participating in school activities/volunteer opportunities.
- Drop off and pick up my child to and from school on time.
- I will keep my child home and communicate with the school if my child is ill.
- Respect Kelley students, staff, and other Kelley families.

School Responsibilities:

I understand the importance of the school experience for every student and my role as a teacher and a role model. Therefore, I agree to carry out the following responsibilities to the best of my ability:

- Provide high-quality, safe, positive and caring learning environments.
- Provide an instructional program that is balanced, developmentally appropriate, differentiated, motivating, engaging and able to analyze data to guide instruction.
- Teach all necessary concepts to your child before regular homework is assigned.
- Communicate with parents regularly throughout the school year regarding their student's progress.

Communicate homework and class expectations.
Follow all safety guidelines provided to me by the school/district.

PARENT VOLUNTEERS

We are proud of our school and welcome visitors and parent volunteers to our classrooms. The law now requires all parent volunteers working with students in the classroom to be fingerprinted and pass a Tuberculosis (TB) test. Following this screening, you will be approved to volunteer in the classroom for the current school year. Parents must coordinate with the classroom teacher to schedule a time to volunteer. Please contact the school office for an application, if you are interested in volunteering. All persons wishing to visit a classroom for any reason must sign in at the school office and receive a **Visitor's Pass**. If you are planning an unannounced visit, you may observe in the classroom for a maximum of 30 minutes. Longer visits need to be arranged with the teacher at least 24 hours in advance. If a classroom is testing, parents will be asked to either wait or come back at a later time.

PARENT-TEACHER ASSOCIATION (PTA)

All parents are invited to join our PTA. The Membership fee is \$7.00. The PTA supports the school by providing various activities which can include study trips, awards, ribbons, trophies, book fairs, classroom libraries, and many other special extras. Please support the school through your PTA membership. Contact your child's teacher if you are interested in joining the PTA.

PARENT-TEACHER CONFERENCES

Parents will be asked to attend at least one parent-teacher conference during the school year to discuss their child's progress. Please make every effort to attend these conferences. Teachers will schedule parent-teacher conferences on minimum days. We encourage you to contact your child's teacher; call the school at (909) 820-7923 to schedule a parent-teacher conference at any time during the school year.

TEXTBOOKS AND MATERIALS

Students are provided with textbooks and school supplies at no charge. We expect our students to be responsible for the care and safekeeping of materials provided. If any school-issued item is lost or damaged, it will need to be paid for by the student.

REPORT CARDS

Report cards are sent home three times a year, once at the end of each trimester. After six weeks of every trimester, progress reports will be sent home for students not meeting grade level standards or regarding behavior concerns.

Decisions regarding promotion in grades K-5 are based on meeting expected grade level standards. Student acquisition of grade level standards shall be described using five performance or achievement levels.

Letter Grade A: Student has met ALL grade level content standards at an above average level of competency. *(The student is able to grasp, apply, and extend the key grade/subject level concept(s), and skill(s)).*

- Letter Grade B:** Student has met MOST grade level content standards at an above average level of competency. *(The student, with limited errors, grasps and applies the key concept(s), process(es), and skill(s) for the grade/subject level.)*
- Letter Grade C:** Student has met MOST grade level content standards at an average level of competency. *(Student has achieved mastery of many grade level skills, but is considered only minimally proficient in meeting grade/subject level standards. Work is satisfactory for promotion, but inconsistency limits true mastery of concepts).*
- Letter Grade D:** Student has met SOME grade level content standards at a below average level of competency. *(The student has not met grade level/subject standards, but demonstrates partial proficiency in some areas. The student is beginning to grasp and apply some key concept(s), process(es), and skill(s) for the grade level, but produces work that contains many errors.*
- Letter Grade F:** Student has met FEW grade/subject level content standards at a far lower level of competency. *(The student is not meeting grade/subject level standards and work indicates a lack of understanding of the fundamental skills needed for success with grade level material.)*

WHAT TO DO IF YOUR CHILD IS HAVING A PROBLEM AT SCHOOL

In the event that you develop concerns over a problem occurring at school, **please make an appointment to discuss the situation with the classroom teacher.** If the problem should continue, please make an appointment or call the principal or assistant principal.

STUDENT CODE OF CONDUCT

TOYS/WEAPONS

Toys are not to be brought to school except with teacher permission. We have found that problems frequently occur and can result in items being lost, stolen, or broken. Toys include but are not limited to: Spinners, iPods, dolls, cars, radios, stuffed animals, electronic pets, sports cards, footballs, electronic games, etc. If toys are brought to school with teacher permission, they are to remain in the classroom and are not to be taken out during recess. If toys or personal items (including cell phones) are lost or stolen, they do not become the responsibility of the school.

SCHOOL SAFETY RULES

The school rules are included in this packet. Please read and review these rules with your child. All students at Kelley Elementary School are expected to behave in a way that is conducive to a safe and orderly learning environment. Each classroom teacher establishes rules and conduct guidelines for their class; however, the school rules are enforced throughout the school by all staff members. **Education Code, Section 85291.5 gives administrators the authority to adopt rules and procedures so that a safe environment may be created for student and staff.**

- The first morning bell rings at 7:55 A. M. Students are to be in their classrooms ready to learn at 8:00 A. M. After the 8:00 A. M. bell rings, they are considered tardy.
- Students and adults will respect people and property.
- The use of obscene/vulgar language and gestures are not permitted.
- Fighting, including play fighting is not permitted.

- Students must keep hands, feet, and objects to themselves.
- No personal property is permitted, except for school supplies or by permission from school staff (including make-up).
- Students are to dress according to school dress code. (see Dress Code)
- Students are to maintain proper hygiene: bathe regularly, wear clean clothes, and have clean hands and hair.
- Students in grades 3-5 may ride bicycles to school. (State law requires the use of a helmet)
- Bikes, Skate boards and scooters must be walked while on campus or held and padlocked in the bike rack.
- Roller Blades must be carried while on school campus.
- Hair may not be sprayed with any color that might attract undue attention and/or cause a distraction to the educational process.
- Make-up is not to be worn at school.
- Fake/acrylic nails are not to be worn at school.
- Each school site allows for outdoor use of articles of sun-protective clothing that meet the following guidelines:
 - a. Hats may be worn during passing periods, lunch time, outdoor assemblies, outdoor Physical Education, and to/from school;
 - b. Sun-protective hats must have brims of one to three inches, all the way around the head. Crowns shall be no more than two inches above the head, made of a soft material and foldable. Hats and tie strings must be white, tan, gray, or black. The hat must be unadorned except with the approved school logo.
 - c. These sun-protective items may not be worn during class time or in school buildings.



GENERAL PLAYGROUND RULES

1. All students are to play in designated areas of playground and field.
2. Balls and jump ropes are not permitted on sidewalks.
3. Students are not permitted in the areas in front, behind, between portables, or on portable walkways before school, during recess periods, or without teacher permission.
4. Students are not to play in restrooms.
5. Students are not to play between school buildings.
6. Students must have a pass to leave class or designated playground areas.
7. The only objects allowed to be thrown are rubber balls (no rocks, sticks, sand, wood chips, etc.).
8. Contact sports are not permitted.
9. Playground equipment going over the fence is to be reported to the teacher on duty.
10. No running on blacktop, through hall areas, between buildings or on play structure.
11. Kicking of playground balls is permitted on the field only.
12. Students are to freeze and drop when the bell rings. When the whistles blows, students must walk directly to their classroom line.
13. No playing or drinks after the bell rings. Balls and other playground equipment must be held.
14. No jumping off or standing on picnic tables and swings.
15. No jumping off the play structure.

PLAYGROUND EQUIPMENT RULES

1. The playground equipment will not be used during the breakfast recess time.
2. Show effort in being safe and walk in the play structure area. Be safe and stay out from underneath all the parts of the play structure. When the freeze bell rings, all students safely exit the play structure by walking and sit on the cement curb until the teacher signals for all students to walk to their lines.

3. Green slides – Down Only:

- Be safe and only go down the slides, feet first.
- Stay in a sitting position facing forward.
- Only one person on each slide at a time.
- Keep your feet, legs, arms, and body parts inside the slide channel at all times.
- Be safe and kind, don't push others down the slide, wait your turn.

4. Blue Deck Areas and Stairs – Walking Only:

- Be safe and kind, keep your hands to yourself.
- Be safe and walk at all times and don't push.
- Use the stairs and poles correctly, don't jump from the play deck areas.



5. Blue Rope Ladder – Up Only:

- The rope ladder located next to the blue entry stairs are used only for climbing up to the large blue deck area.

6. Yellow Climbing Ladder Areas – Up Only:

- All ladders are used to climb up to the play equipment and not down.
- You can only enter the yellow traveling rings or the overhead climbing bars from the yellow ladder.
- You will exit down the yellow fireman's pole or the small green slide.

7. Yellow Fireman's Pole and Winding "S" Pole – Down Only:

- Slide down the pole with hands and feet attached to the pole.
- Safety first- no splits at the bottom of the pole.
- Use it correctly and do not pole dance.

8. Please review rules with your students during P.E

9. Bars

- Only two students on any bar at a time.
- Be safe and do not hang upside down.
- Show kindness and safety by waiting behind the cement curb for your turn.

10. Keep all classroom and playground equipment off the play structure area.

11. When the freeze bell rings, all students must safely stop what they are doing. If you are on a piece of the equipment when the freeze bell rings, safely complete your task and walk to a safe location. Exit the play structure and sit on the cement curb.

12. The duty teacher needs to make sure that the play equipment is not too hot or wet for students to use. The duty teacher will make the decision to allow students to play or close the structure for the recess time.

13. Play with safety in mind and have fun.

TETHERBALL RULES

To begin play, each player will take one side of the circle. The second player to enter the court will serve (each time a new player enters the court they will serve).

1. Play will begin by the server throwing the ball into the air and hitting it once.
2. Each player must stay on his/her side of the line.

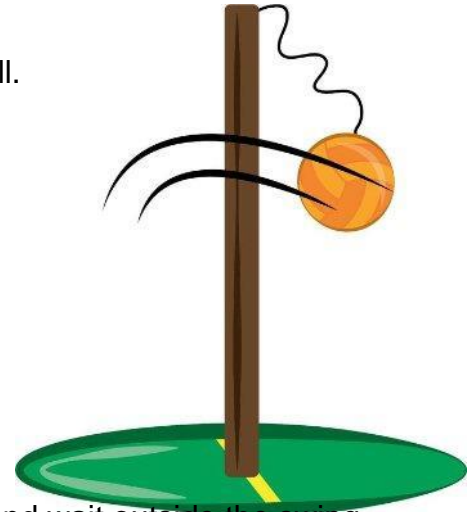
3. Each player may hit the ball once each time the ball comes onto his/her side.
4. If a player “fouls” (see below), the other player gets one penalty hit (hit the same way as the first serve). A penalty hit may be blocked.
5. The player who first winds the rope completely around the pole wins the game. Straight outs are allowed.
6. After a player wins his/her third consecutive game, both players will exit the tetherball court and two new players will enter.
7. If a player commits three “fouls” during a game, they are automatically out, and the next person in line will enter the court.
8. The first person in line is the referee and is the one who calls all fouls during a game. He/she has final say.

Fouls:

- Stopping the continuous play by holding or catching the ball.
- Touch the pole with any part of the body.
- Hitting or grabbing the rope.
- Throwing the ball.
- Crossing the white line that divides the court in half.

Automatic Outs:

- Arguing or fighting.
- Refusing to get out.
- Three fouls during a game.



SWING RULES

1. Always swing with your body facing north.
2. When you are waiting to count on a swing, you always stand and wait outside the swing box on the north side (behind the cement curb in the grass area). The person in line will count to twenty-five on the person that is swinging. Each time the swinger’s feet come forward that equals one count.
3. Buddies stay away from the person swinging so everyone is safe.
4. Only one person may swing on each swing at any time.
5. The swinger must hold on to the swing chains with both hands at all times.
6. We use the swings only to sit on and swing.
7. Only those who are swinging should be inside the swing box area at any time.
8. Exiting the swing:
 - When you hear the bell ring, start slowing the swing down.
 - When the swing comes to a complete stop, let go of the chains and step off.
 - Always exit the swing area on the north side.
 - When the signal is given, walk to your line.
9. Play safely and have fun.

DISCIPLINARY PROCEDURES



POSITIVE BEHAVIOR INTERVENTIONS AND SUPPORTS (PBIS)

Kelley Elementary participates in a very important district initiative called Positive Behavior Interventions and Supports (PBIS). PBIS is one of the foremost advances in school-wide

discipline that includes proactive strategies for defining, teaching, and supporting appropriate student behaviors to create positive school-wide environments, and for students to achieve social, emotional and academic success. PBIS is a team-based approach to establishing the behavioral supports and social culture for all students at Kelley Elementary to achieve social, emotional and academic success.

The foundation of PBIS at Kelley Elementary centers around three behavior expectations, also known as the Kelley KEyS:



Each setting of the school contains a behavior matrix, which lists the expected behaviors for that area. For example, in the cafeteria students are expected to keep their area clean, use inside voices, etc. A large matrix is posted in the cafeteria for students to view. Students are rewarded with Kelley KEyS coupons when they are “caught” modeling kindness, showing effort, and/or being safe. These coupons can be saved and spent in the Kelley KEyS store on most Fridays during their lunch time. The following are the behavior matrices for each area of the school.





PBIS MATRICES:

	OFFICE
K	<ul style="list-style-type: none">-Speak clearly when an adult asks you a question-Bring a pass from an adult-Use polite language; "Please", "Thank You", "Excuse Me"
E	<ul style="list-style-type: none">-Stay in your seat-Raise your hand to ask permission to get out of your seat-Bring work with you
S	<ul style="list-style-type: none">-Keep your hands and objects to yourself-Keep all four legs of chairs and tables on floor-Keep objects in your possession



	CAFETERIA
K	<ul style="list-style-type: none">-Wait patiently for your turn-Leave space between people in line-Use manners – Be respectful to the nutrition workers by using "Thank you" and "Please"
E	<ul style="list-style-type: none">-Be prepared with your lunch number/name-Keep your area clean-Use inside voices-Listen to Noon-Duty Supervisors
S	<ul style="list-style-type: none">-Walk in the cafeteria at all times-Hold tray with two (2) hands-Pick up dropped food/trash-Stay in ABC order-Take turns-Clean your hands when you are done eating

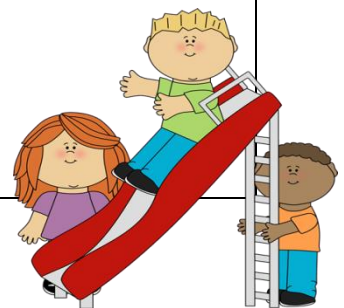




HALLWAY	
K	<ul style="list-style-type: none"> -Walk quietly, keep hands and feet to yourself -Use respectful language -Use quiet voices -Be respectful to classes in session
E	<ul style="list-style-type: none"> -Model good behavior -Be quick and punctual to your destination -Use walkways
S	<ul style="list-style-type: none"> -Be aware of your space and others when walking -Stay clear of the safety circles by the doors -Use yellow lines to walk -Use assigned grade level restrooms (B wing/E wing)



PLAYGROUND	
K	<ul style="list-style-type: none"> -Use polite words (“Please”, “Thank you”, etc.) -When playing, take turns and wait patiently -Let others know when they have done something good -Share play equipment with others -Accept all who want to play
E	<ul style="list-style-type: none"> -Show good sportsmanship -Before the bell rings, use the restroom and get a drink of water -Freeze when the bell rings -When the whistle blows, walk to your line -Play by the rules of the game -Use your grade level’s restroom
S	<ul style="list-style-type: none"> -Follow teacher’s directions -Walk on the blacktop & play structure -When the whistle blows, walk to your line -Use equipment correctly -Keep hands/feet to yourself





RESTROOM	
K	<ul style="list-style-type: none">-Respect privacy-Wait patiently for your turn-Use respectful language
E	<ul style="list-style-type: none">-Use bathroom supplies appropriately-Flush thoroughly-Leave toilet clean
S	<ul style="list-style-type: none">-Wash hands with soap/water-Only 4 students in the restroom at one time...If more than 4 students, wait your turn outside in a line-Report any safety issues-Keep walls clean



To be successful, our behavior program needs a partnership between home and school. Please support Kelley Elementary by:

- Reviewing the behavior expectations with your child
- Using the three expectations at home (see the Home Matrix below).
- Providing positive reinforcement (rewarding good choices with compliments or quality time) at home.

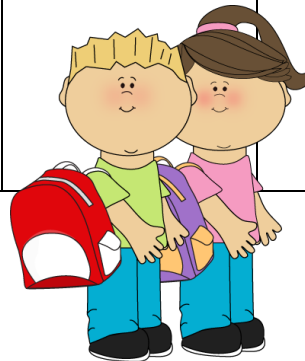
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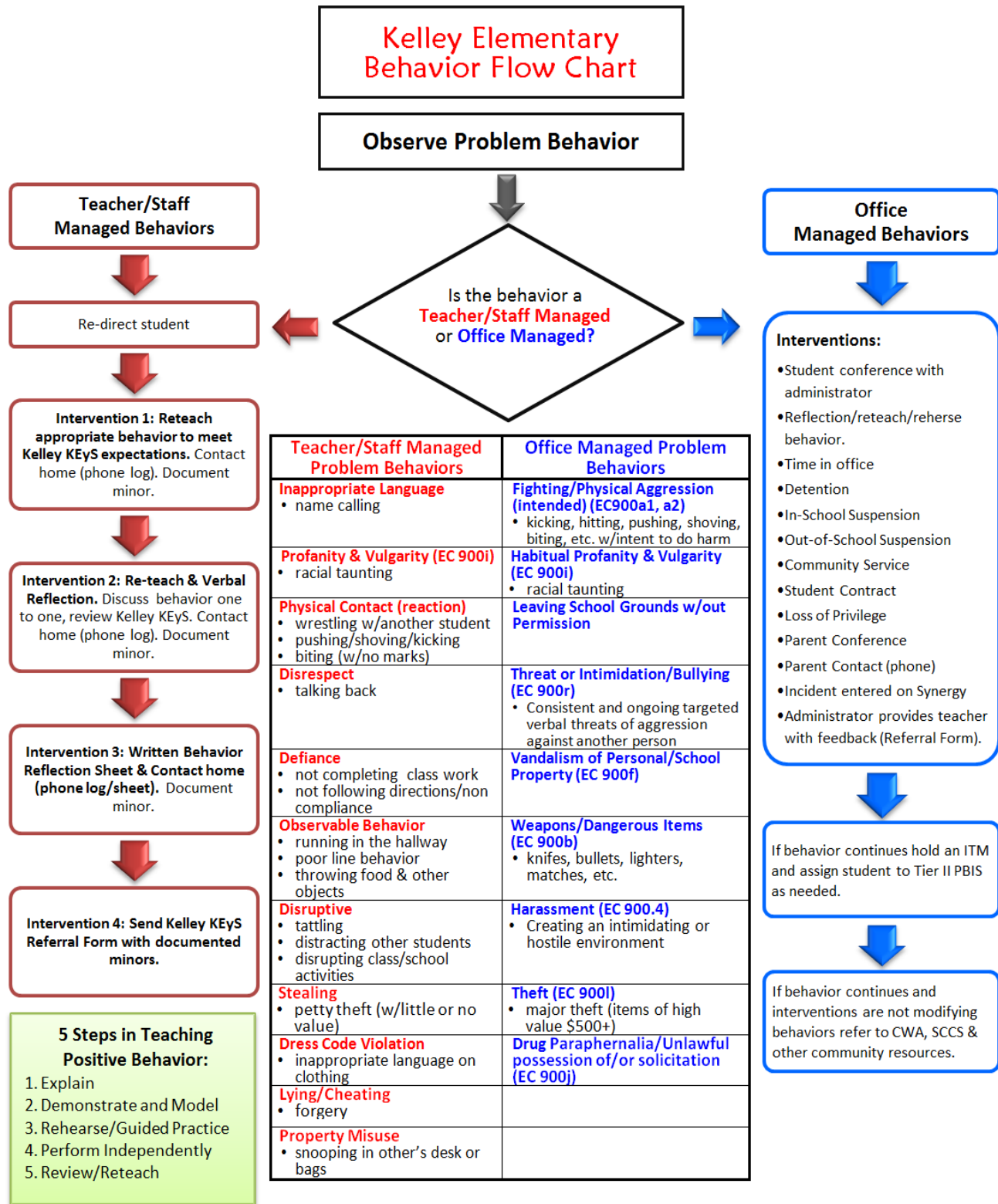


PBIS Home Matrix

	BEFORE SCHOOL	MEALTIMES	HOMEWORK	EVENING ROUTINE	INSIDE PLAY	OUTSIDE PLAY
K	<ul style="list-style-type: none"> - Have a positive attitude - Use respectful words 	<ul style="list-style-type: none"> - Use Please and thank you - Offer to help prepare or clean up 	<ul style="list-style-type: none"> - Do homework without arguing - Ask kindly for help 	<ul style="list-style-type: none"> - End the day with nice words and thoughts 	<ul style="list-style-type: none"> - Use inside voices - Share your toys - Use respectful words 	<ul style="list-style-type: none"> - Show good sportsmanship - Invite others to play with you
E	<ul style="list-style-type: none"> - Get up on time - Brush your teeth - Be ready to leave on time 	<ul style="list-style-type: none"> - Put dishes in the sink - Put all trash in the trashcan - Try to taste something new! 	<ul style="list-style-type: none"> - Put homework in your backpack for the next day - Ask for Help - Do your best 	<ul style="list-style-type: none"> - Brush your teeth - Get to bed on time - Get your clothes and shoes ready for the next day 	<ul style="list-style-type: none"> - Pick up and put toys away when finished playing 	<ul style="list-style-type: none"> - Put outside toys away when finished - Finish your homework and chores before going out to play
S	<ul style="list-style-type: none"> - Wear your seatbelt in the car - Use the crosswalk - Listen to the bus driver 	<ul style="list-style-type: none"> - Be careful with the utensils - Carry the plate or cup with both hands 	<ul style="list-style-type: none"> - Choose a key spot to put your backpack daily 	<ul style="list-style-type: none"> - Put all toys away - Get a good night's sleep 	<ul style="list-style-type: none"> - Walk inside the house - Be gentle with all things and with each other 	<ul style="list-style-type: none"> - Wear Protective pads and helmets when riding your bike or scooter - Be aware of your surroundings - Let a responsible adult know where you are at all times - Follow traffic safety rules



The following flow map shows the procedures on how behavior incidents are addressed at Kelley Elementary.



RESTORATIVE JUSTICE

Part of the implementation of PBIS, also includes the implementation of Restorative Justice. Restorative Justice is a philosophy based on a set of principles that guide the response to conflict and harm. Restorative Justice is based on respect, responsibility, relationship-building and relationship-repairing. It focuses on mediation and agreement, instead of punishment.

Restorative disciplinary practices at Kelley Elementary are aimed at keeping students safe and creating a positive and safe school-wide environment where teachers can teach and students can learn. Restorative disciplinary practices include:

- Kelley KEyS Store
- Teacher's Choice Recognition (students who model Kindness, Effort & Safety)
- End-of-Trimester Awards (students who model Kindness, Effort & Safety)
- Authentic dialogue/Student Circles
- Creating caring climates to support healthy communities.
- Understanding the harm and developing empathy for both the harmed and the harmer
- Listening and responding to the needs of the person harmed and the person who harmed.
- Encouraging accountability and responsibility through personal reflection within a collaborative environment.
- Reintegrating the harmer into the community as a valuable, contributing member of society.
- Giving students the opportunity to make things right.

GENERAL PROCEDURES & POSSIBLE CONSEQUENCES

- Student awareness of expectations
- Teacher warning/counseling
- Teacher/parent conferences
- Loss of privileges
- Detention/Parent contact (May include a conference with the parent, teacher and/or principal)
- Removal from class (In-house suspension)
- Suspension from school (To include a conference with the parent and an administrator before returning to school)
- Expulsion



SUSPENSIONS

Although suspension is to be used as a last resort, there are some situations in which a student may be suspended for the first offense. These include:

- Fighting
- Profanity/vulgarity
- Sexual Harassment
- Possession or indulging in smoking, drinking, or any other controlled substance
- Theft/extortion/robbery
- Vandalism/arson
- Weapons/explosives

EXPULSIONS

Students may be suspended or expelled for the following reasons as outlined in Education Code 48900:

- Stealing, damaging, or attempting to steal or damage property of others.
- Causing or threatening to cause physical injury.
- Possession, selling, or furnishing of weapons, knives, firearms, explosives, or other dangerous objects.
- Use or possession of tobacco, alcohol, or drugs.
- Committing an obscene act, or engaging in profanity/vulgarity.
- Consistently exhibiting disruptive behavior or defiance of authority.

The school has jurisdiction:

- On school grounds
- Going home and/or coming to school
- During lunch (on or off campus)
- During, while going to, or while coming from a school sponsored activity.

According to California Education Code 48900, possession of a firearm, imitation firearm, knife, explosive, or other dangerous object, unless in the case of possession of any such object, the pupil had obtained written permission to possess the item, can lead to suspension or expulsion. Although "Ninja" Nunchakus and brass knuckles are sold as toys, the California Education Code considers them to be weapons. Students can be suspended and/or expelled for possession of "Ninja" Nunchakus and/or brass knuckles on school grounds.

GROUNDS FOR SUSPENSION AND EXPULSION

Education Code 48900

A pupil shall not be suspended from school or recommended for expulsion unless the Superintendent or Principal of the school in which the pupil is enrolled determines that the pupil has:

- **48900 (a1)** Caused, attempted to cause, or threatened to cause physical injury to another person.
- **48900 (a2)** Willfully used force....
- **48900(b)** Possessed, sold or otherwise furnished any firearm, knife, explosive, or other dangerous object unless, in the case of possession of any such object the pupil obtained written permission to possess the item from a certificated school employee which is concurred in by the principal or the designee of the principal.
- **48900(c)** Unlawfully possessed, used, sold, or otherwise furnished, or been under the influence of any controlled substance listed in Chapter 2 (commencing with Section 11053) of Division 10 of the Health and Safety Code, an alcoholic beverage, or an intoxicant of any kind.
- **48900(d)** Unlawfully offered, arranged, or negotiated to sell any controlled substance listed in Chapter 2 (commencing with Section 11053) of Division 10 of the Health and Safety Code, an alcoholic beverage, or an intoxicant of any kind and then either sold, delivered, or otherwise furnished to any person another liquid, substance, or material and represented the liquid, substance, or material as a controlled substance, alcoholic beverage, or intoxicant.
- **48900(e)** Committed or attempted to commit robbery or extortion or attempted to commit robbery or extortion.
- **48900(f)** Caused or attempted to cause damage to school property or private property.
- **48900(g)** Stolen or attempted to steal school property or private property.
- **48900(h)** Possessed or used tobacco or any products containing tobacco or nicotine products including, but not limited to, cigarettes, cigars, miniature cigars, clove cigarettes, smokeless

tobacco, snuff, chew packets, and betel. However, this section does not prohibit use or possession by a pupil of his or her own prescription products.

- **48900(i)** Committed an obscene act or engaged in habitual profanity or vulgarity.
- **48900(j)** Had unlawful possession of or unlawfully offered, arranged, or negotiated to sell any drug paraphernalia, as defined as section 11014.5 of the Health and Safety Code.
- **48900(k)** Disrupted school activities or otherwise willfully defied the valid authority of supervisors, teachers, administrators, school officials, or other school personnel engaged in the performance of their duties.
- **48900(l)** Knowingly received stolen school property or private property.
- **48900(m)** Possession of an imitation firearm; "Imitation firearm" means a replica of a firearm so similar in physical properties to an existing firearm as to lead a reasonable person to conclude that the replica is a firearm.
- **48900(n)** Committed or attempted to commit a sexual assault as defined in Section 261, 266c, 288, 288a, or 289 of the Penal Code or committed a sexual battery as defined in Section 243.4 of the Penal Code.
- **48900(o)** Harassed, threatened, or intimidated a pupil who is a complaining witness or a witness in a school disciplinary proceeding for the purpose of either preventing that pupil from being a witness or retaliating against that pupil for being a witness, or both.
- **48900(p)** Unlawfully offered, arranged to sell, negotiated to sell, or sold the prescription drug Soma.
- **48900(q)** Engaged in, or attempted to engage in, hazing. For purposes of this subdivision, "hazing" means a method of initiation or Pre-initiation into a pupil organization or body, whether or not the organization or body is officially recognized by an education institution, which is likely to cause serious bodily injury or personal degradation or disgrace resulting in physical or mental harm to a former, current, or prospective pupil. For purposes of this subdivision, "hazing" does not include athletic events or school-sanctioned events.
- **48900(r)** Engaged in an act of bullying, including, but not limited to, bullying committed by means of an electronic act as defined in subdivisions (f) and (g) of Section 32261, directed specifically toward a pupil or school personnel.

Education Code 48900.3 Hate Violence (gr. 4-12)

In addition to the reasons specified in Sections 48900 and 48900.2, a student in any of grades 4 to 12, inclusive, may be suspended from school or recommended for expulsion if the superintendent or the principal of the school in which the student is enrolled determines that the student (caused, attempted to cause, threatened to cause, or participated in an act of, hate violence, as defined in subdivision (e) of Section 33032.5.) (Added by Stats. 1994, c. 1198).

Education Code 48900.4 Intentional harassment, threats, intimidation

In addition to the grounds specified in Sections 48900 and 48900.2, a student enrolled in any of grades 4 to 12, inclusive, may be suspended from school or recommended for expulsion if the superintendent or the principal of the school in which the student is enrolled determines that the student has (intentionally engaged in harassment, threats, or intimidation, directed against a student or group of students, that is sufficiently severe or pervasive to have the actual and reasonably expected effect of materially disrupting class work, creating substantial disorder, and invading the rights of that student or group of students by creating an intimidating or hostile educational environment.)

Education Code 48915(a)

Except as provided in subdivisions (c) and (e), the principal, or superintendent of schools shall recommend the expulsion of a pupil for any of the following acts committed at school or at a school activity off school grounds unless the principal or superintendent finds that expulsion is inappropriate because of the particular circumstance:

- (a) Causing serious physical injury to another person except in self-defense
- (b) Possession of any knife, explosive, or other dangerous object of no reasonable use to the pupil
- (c) Unlawful possession of any controlled substance listed in Chapter 2 (commencing with Section 11053) of Division 10 of Health and Safety Code, except for the first offense for the possession of not more than one avoirdupois ounce of Marijuana other than concentrated cannabis
- (d) Robbery/extortion
- (e) Assault or battery, as defined in Sections 240 and 242 of the Penal Code, upon any school employee.

Zero Tolerance

48915(c) The principal/superintendent shall immediately suspend, pursuant to the Section 48911, and shall recommend the expulsion of a pupil who he or she determines has committed any of the following acts at a school or school activity off school grounds:

- 1. Possessing, selling, or otherwise furnishing a firearm. This subdivision does not apply to an act of possessing a firearm if the pupil had obtained prior written permission to possess the firearm from a certificated school employee which is concurred in by the principal or designee of the principal. This subdivision applies to an act of possessing a firearm only if the possession is verified by an employee of a school district
- 2. Brandishing a knife at another person
- 3. Unlawfully selling a controlled substance listed in Chapter 2 (commencing with Section 11053) of Division 10 of the Health and Safety Code

SEXUAL HARASSMENT (STUDENTS)

Board Policy JGEB (CSBA 5145.7) Adopted Feb. 10, 1993 (Revised September 1999)

The Rialto Unified School District Board of Education (hereinafter "District") recognizes that harassment on the basis of sex is a violation of the law. The district believes that students have the right to attend school in an environment which promotes an equal educational opportunity free of sexual harassment. In keeping with this policy, The District will not tolerate sexual harassment by or to any of its students.

Education Code 48900.2 Sexual Harassment

In addition to the reasons specified in Section 48900, a student may be suspended from school or recommended for expulsion if the superintendent or the principal of the school in which the student is enrolled determines that the student has committed sexual harassment as defined in EC 212.5.

For the purpose of this chapter, the conduct described in EN Section 212.5 must be considered by a reasonable person of the same gender as the victim to be sufficiently severe or perverse to have a negative impact upon the individual's academic performance or to create an intimidating, hostile, or offensive educational environment. This section shall not apply to students enrolled in kindergarten and grades 1 to 3, inclusive (Add Stats. 1992 Ch. 909).

It is the intent of the Legislature that alternatives to suspensions or expulsion be imposed against any student who is truant, tardy, or otherwise absent from school activities. (Amend Stats. 1989, Ch., 1306).

SEXUAL HARASSMENT POLICY

The district recognizes that harassment on the basis of sex is a violation of law and is a form of gender discrimination. Students and employees have the right to work and study in an environment that is equitable to all and free of sexual harassment. (Policy Code JGEB, ACAB)

Sexual harassment consists of (1) unwelcome sexual advances; (2) requests for sexual favors; and (3) other verbal or physical conduct of a sexual nature in all educational settings including, but not limited to:

- (a) Decisions involving academic status, honors, programs and activities for students.
- (b) Conduct or gestures that have the purpose or effect of unreasonably interfering with a student's academic performance or creating an intimidating, hostile or offensive school environment.
- (c) Verbal harassment, such as derogatory comments, jokes, or slurs.
- (d) Physical harassment, such as unnecessary or offensive touching, or impeding or blocking movement.
- (e) Visual harassment, such as derogatory or offensive posters, cards, calendars, cartoons, graffiti, drawings, or gestures.

BULLYING

The Rialto Unified School District is committed to providing a safe working and learning environment; takes seriously bullying or any behavior that infringes on the safety or the well-being of students, employees or any other persons within the District's jurisdiction; and will not condone retaliation in any form when bullying has been reported. District policy continues to require all schools and personnel to promote among students and staff mutual respect, tolerance and acceptance.

The California Department of Education (CDE) has developed and made available to school districts a policy model on the prevention of bullying and on conflict resolution. These policies are developed for the purpose of incorporating them into a district wide school safety plan. The attached documents are a sample policy for Bullying Prevention & Conflict Resolution, and Student Code of Conduct for Rialto Unified School District.

Rialto Unified School District Bullying (Cyberbullying) Prevention Policy

(Ed. Code 48900(a),(k),(o),(r),(s))

The **Rialto Unified School District** believes that all students have a right to a safe and healthy school environment. The district, schools, and community have an obligation to promote mutual respect, tolerance, and acceptance.

The **Rialto Unified School District** will not tolerate behavior that infringes on the safety of any student. A student shall not intimidate or harass another through words or actions. Such behavior includes: direct physical contact, such as hitting or shoving; verbal assaults, such as teasing or name-calling; and social isolation or manipulation.

The **Rialto Unified School District** expects students and/or staff to immediately report incidents of bullying to the principal or designee. Staff is expected to immediately intervene when they see a bullying incident occur. Each complaint of bullying should be promptly investigated. This policy applies to students on school grounds, while traveling to and from a

school-sponsored activity, during the lunch period, whether on or off campus, and during a school-sponsored activity.

To ensure bullying does not occur on school campuses the **Rialto Unified School District** will provide staff development training in bullying prevention and cultivate acceptance and understanding in all students and staff to build each school's capacity to maintain a safe and healthy learning environment.

Definition of Harassment and Bullying

Harassment or bullying of students or staff is an extremely serious violation of the ***Student Code of Conduct***. It can also be a violation of criminal law. The District will not tolerate unlawful bullying and harassment on school grounds, or when traveling to and from school or a school sponsored activity, and during lunch period, whether on or off campus, or sending insulting or threatening messages by phone, e-mail, websites, or any other electronic or written communication. The physical location or time of access of a computer-related incident cannot be raised as a defense in any disciplinary action initiated pursuant to this policy.

"Harassment" means any threatening, insulting, or dehumanizing gesture, use of data or computer software, or written, verbal or physical conduct directed against a student or employee that:

- Places a student or employee in reasonable fear of harm to his or her person or damage to his or her property
- Has the effect of substantially interfering with a student's educational performance, opportunities, or benefits
- Has the effect of substantially disrupting the orderly operation of school

"Bullying," means *systematically* and *chronically* inflicting physical hurt or psychological distress on one or more students or school employees. It is unwanted and repeated written, verbal, or physical behavior, including any threatening, insulting, or dehumanizing gesture, by an adult or student, that is severe or pervasive enough to create an intimidating, hostile, or offensive educational environment; cause discomfort or humiliation; is carried out repeatedly and is often characterized by an imbalance of power; or unreasonable interference with the individual's school performance or participation; and may involve but is not limited to:

- 1) Unwanted teasing or taunting (verbal or non-verbal)
- 2) Social exclusion
- 3) Threat
- 4) Intimidation
- 5) Stalking
- 6) Physical violence
- 7) Theft
- 8) Sexual, religious, or racial/ethnic harassment
- 9) Public humiliation
- 10) Destruction of property



"Cyberbullying," sometimes referred to as internet bullying or electronic bullying, is defined as the "willful and repeated harm inflicted through the medium of electronic text". It may involve:

- Sending mean, vulgar or threatening messages or images;
- Posting sensitive, private information about another person;
- Pretending to be someone else in order to make that person look bad; and

- Intentionally excluding someone from an online group.

Teachers should discuss this policy with their students in age-appropriate ways and should assure them that they need not endure any form of bullying. Students who bully are in violation of this policy and are subject to disciplinary action up to and including expulsion. (*Ed. Code 32261 Legislative findings, declarations, and intent; Ed. Code 48900, 48900.2, 48900.3, 48900.4, 48915(a) and 48915(c)*).

Each school will adopt a Student Code of Conduct to be followed by every student while on school grounds, or when traveling to and from school or a school-sponsored activity, and during lunch period, whether on or off campus.

The Student Code of Conduct includes, but is not limited to:

- Any student who engages in bullying may be subject to disciplinary action up to and including expulsion.
- Students are expected to immediately report incidents to the principal or designee.
- Students can rely on staff to promptly investigate each complaint of bullying in a thorough and confidential manner.
- If the complainant student or the parent of the student feels that appropriate resolution of the investigation or complaint has not been reached, the student or the parent of the student should contact the principal. The school system prohibits retaliatory behavior against any complainant or any participant in the complaint process.
- Students are to resolve their disputes without resorting to violence.
- Students, especially those trained in conflict and peer mediation, are encouraged to help fellow students resolve problems peaceably.
- Students can rely on staff trained in conflict resolution and peer strategies to intervene in any dispute likely to result in violence.
- Students needing help in resolving a disagreement, or students observing conflict may contact an adult or peer mediators (*give location where listing of designated staff and students is posted*).
- Students involved in a dispute will be referred to a conflict resolution or peer mediation session with trained adult or peer mediators. Staff and mediators will keep the discussion confidential.
- Conflict resolution procedures shall not supplant the authority of staff to act to prevent violence, ensure campus safety, maintain order, and discipline students.

The procedures for intervening in bullying include, but are not limited to:

- District-wide training provided for students, staff, parents, and concerned community members about bullying awareness and prevention strategies.
- All staff, students and their parents will receive a summary of this policy prohibiting bullying; at the beginning of the school year, as part of the student handbook and/or information packet, as part of new student orientation, and as part of the school system’s notification to parents.
- The school will make reasonable efforts to keep a report of bullying and the results of investigation confidential.
- Staff are expected to immediately intervene when they see a bullying incident occur.
- People witnessing or experiencing bullying are encouraged to report the incident; such reporting will not reflect on the victim or witnesses in any way.

Conflict Resolution (policy model):

The **Rialto Unified School District** believes that all students have a right to a safe and healthy school environment. Part of a healthy environment is the freedom to openly disagree. With this freedom comes the responsibility to discuss and resolve disagreements with respect for the rights and opinions of others.

To prevent conflict, each school within the **Rialto Unified School District** will incorporate conflict resolution education and problem solving techniques into the curriculum and campus

programs. This is an important step in promoting respect and acceptance, developing new ways of communicating, understanding, and accepting differing values and cultures within the school community and helps ensure a safe and healthy learning environment.

The **Rialto Unified School District** will provide training to provide the knowledge, attitudes, and skill students need to choose alternatives to self-destructive, violent behavior and dissolve interpersonal and intergroup conflict. Each school will adopt a Student Code of Conduct to be followed by every student while on school grounds, when traveling to and from school or a school-sponsored activity, and during lunch period, whether on or off campus.

STUDENT WELLNESS POLICY

All parents are invited to participate in the Rialto Unified School District Wellness Council. All parents may obtain information regarding the Wellness Council and how they may participate via the District Webpage, Annual Parent Notification, School Parent/Student Handbook, etc.

The District will use electronic mechanisms, such as email or displaying notices on the district's website, as well as non-electronic mechanisms, such as newsletters, presentations, or distributing other correspondence, to ensure that parents/students, representatives of the school food authority, teachers of physical education, school health professionals, the school board, school administrators, and the general public are actively notified of and provided an opportunity to participate in the development, implementation, and periodic review and update of the local school wellness policy.

If you are interested in participating on the RUSD Wellness Council, please contact Student Services at 909-873-4336 extension 2371.

Mission

The educational mission is to improve the health of the school community by creating a variety of educational opportunities to establish life-long healthy eating habits and physical activity. The mission shall be accompanied by serving nutritious foods on District property, providing nutrition education to promote a healthy lifestyle and promoting physical activity.

Responsibilities

The Rialto Unified School District Board of Education recognizes the important connection between a healthy diet and a student's ability to learn effectively to meet high achievement standards in school. The Board also recognizes the school's responsibility in creating an environment that fosters healthy nutrition and physical activity.



Nutrition Education

- Nutrition education that is ethnically appropriate will be integrated into other areas of the curriculum such as math, science, language arts and Social Studies.
- The staff responsible for nutrition education will have the opportunity to participate regularly in professional development activities to deliver an effective nutrition education program as planned.
- Nutrition education curriculum will meet the standards set by the Health and P.E. Framework.
- Nutrition education will involve sharing information with families and broader community to impact students and the health of the community positively, including sharing information on the District website.
- School District will provide health information to families to encourage them to teach their children about nutrition.

Physical Education

- Physical activity will be integrated across curricula and throughout the day. Physical movement can be made a part of science, math, Social Studies and Language Arts.
- Physical Education courses will promote an environment where students learn, practice, and are assessed on developmentally appropriate motor skills, social skills, and knowledge of nutrition and health.
- Time allotted for physical activity will be consistent with State Standards.
- A daily recess period will be provided in grades P-5.
- Physical Education includes the instruction of individual activities as well as competitive and non-competitive team sports to encourage life-long physical activity.
- Equipment is available for all students to participate in Physical Education. Facilities on school grounds will be safe and well maintained.
- The school provides a physical and social environment that encourages safe and enjoyable activities for all students, including those who are not athletically gifted and/or interested in athletics.
- Students will work toward performing within their "fitness zone" in order to achieve and maintain physical active lifestyles.

Other School Based Activities

- After-school programs will encourage physical activity and healthy habits.
- Support for the health of all students is demonstrated by providing health clinics, health screenings, and help to enroll eligible children in Medi-Cal and other state children's health insurance programs.
- District will organize a local Wellness Committee composed of families, teachers, support staff, administrators and students plan, implement, and improve nutrition and physical activity in the school environment.
- The Nutrition Services Department will work with the Student Advisory Committees to open a line of communication regarding healthy eating.

Nutrition Guidelines for All Foods on Campus

- All foods and beverages sold or served during school hours shall meet nutritional standards and other guidelines set by the Federal and State Government and the School Board.
- Nutrition Services will take every measure to ensure that student access to foods and beverages meets federal, state, and local laws and guidelines. Nutrition Services will offer a variety of age appropriate healthy food and beverage selections for elementary schools, middle schools, and high schools.
- Food items served and sold shall reflect the cultural diversity of the student body.
- Nutritious and appealing foods such as fruits, vegetables, and whole grain products shall be available during the school day.
- Nutrition information for products offered in snack bars, a la carte, and vending machines is readily available.
- The sale of soft drinks, candy, and any non-compliant food items are not allowed from midnight to 30 minutes after school.
- Nutrition education is encouraged during classroom snack times, not just during meals.
- Advertising of foods or beverages must be consistent with the established nutrition environment standards.
- All food and beverage items sold or given away by school organizations must have prior School Board approval.

Eating Environment

- All schools will foster an environment that allows adequate time for eating while promoting positive behavior, good manners and respect for fellow students.
- All personnel will adhere to the District's Customer Care Promise to interact in a courteous, caring and positive manner that ensures all people will be treated with dignity and respect.
- Lunch periods are scheduled as near the middle of the school day as possible.
- Cafeterias include enough serving areas so that students do not have to spend too much time waiting in line.
- Drinking water is available for students at meals.

Child Nutrition Operations

- The Nutrition Services Program will ensure that all students have affordable access to the varied and nutritious foods they need to stay healthy and become life-long learners.
- The school will strive to increase participation in the available Federal Child Nutrition Programs (e.g. school lunch, school breakfast, after-school snack.)
- Students are encouraged to start each day with a healthy breakfast. Breakfast programs will be offered at all schools. Pilot programs such as breakfast during testing and universal free breakfast in the classroom may be offered as funding allows.

Food Safety/Food Security

- All foods made available on campus comply with the State and local food safety and sanitation regulations. Plans and guidelines of the Hazard Analysis and Critical Control Points (HACCP) are implemented to prevent food illness in schools.
- For the safety and security of the food and facility, access to the food service operations is limited to Nutrition Services staff and other authorized personnel.

Annual Review

- The Wellness Committee shall evaluate the established District-wide Wellness Policy and report the findings annually to the Superintendent.
- The District will revise and update the Wellness Policy as needed.

This institution is an equal opportunity provider.

Revised/Approved 1.19.18

DRESS CODE GUIDELINES:

Dress should be suitable and comfortable for normal school activities and should reflect pride and respect. Health and safety are good guides to acceptable school attire. The following is a list of apparel that is **NOT appropriate for school:**

1. Clothing which exposes undergarments, posteriors or private body parts.
2. Sandals or shoes without back straps. Footwear should be appropriate for normal activities; street shoes should have hard, comfortable soles and back support. Tennis shoes are appropriate. The following are not appropriate: Flip flops bedroom slippers, soft-soled leather moccasins, footsies, and combat or steel-toed boots.
3. See-through blouses, bare midriffs, strapless or backless tops, spaghetti strap tops.
4. Sleeveless undershirts worn as an outside garment – muscle shirts, tank tops.
5. Bandanas, rags, hair nets, stocking caps, or wave caps.
6. Clothing that advertises suggestive, derogatory, insulting pictures or writing.
7. Clothing that refers to any type of drug, alcohol, tobacco, or act that is illegal or harmful to one's health.
8. Any article of clothing which is any way suggestive or can be construed to have a "double" meaning.
9. Apparel with emblems, printing, logos (i.e. Raiders, LA, Red Skins, etc.) or color that creates animosity between groups and/or individuals.
10. Any article of clothing, hairstyle, wig or head covering (no "do-rags"), jewelry (such as body piercing – nose rings, tongue studs, etc.) that attracts undue attention or that is indicative of gang affiliation so as to disrupt the peaceful interaction of students or classroom instruction.
11. Sun-protective hats with a brim all the way around are acceptable dress code apparel. Other types of hats are not to be worn while at school. Hats may not be worn during class time or inside school buildings.
12. Make-up, including lip stick, lip gloss, glitter lotion, colored hair spray, and long or fake fingernails. These things distract and interfere with instruction and could be a safety hazard to others.

In cases of questionable dress, not covered above, the administration's decision regarding inappropriate dress will prevail. In the event that a student is in violation of the dress code, a call will be placed to the parent to ask the parent to bring a change of clothing. If the school is unable to reach the parent, or the parent is unable to provide alternate apparel, the school will look for an alternative clean garment to loan the student from our "clothes closet" in the health office.

Top Wear:

1. When hands are raised, the abdomen may not be revealed (no baby tees, crop tops, halters tops, etc.).
2. When arms are extended along your side, the shirt tail may not extend below the fingertips.
3. Tops are to be worn to fit. Excessive material is considered oversized.
4. Undergarments may not be revealed.
5. Sleeveless tops may not have large open sleeves. Shoulder straps must be at least 2 inches wide.
6. Shirts that are too tight or revealing are prohibited.
7. See-through clothing is not permissible (no bare midriffs, strapless or backless tops).
8. Sleeveless undershirts worn as an outside garment are not permitted.

Bottom Wear:

1. Shorts, skirts, and pants must not reveal undergarments.
2. Shorts, skirts, and pants are to be worn to fit, not sagging. Waistline must be



- fastened at the waist.
3. No short shorts.
 4. Skirts and shorts must be mid-thigh to top of the knee in length.
 5. See-through garments are not permitted.
 6. Pant length cannot be longer than the heel of the shoes.
 7. Skirt slits must be no higher than mid-thigh.

Footwear:

Footwear should be appropriate and safe for normal activities. The following footwear is not allowed:

1. Backless shoes (Shoes must have hard, comfortable sole and heel back support.)
2. Shoes must be laced and worn in the intended manner for which they were made.
3. Laces are not to drag on the ground.
4. Sandals/flip-flops/slides/flaps (shoes without back support)
5. Bedroom slippers
6. Platform shoes or shoes with soles thicker than 2 inches.
7. Shoeskates/Heelies



ENVIRONMENTAL SAFETY

Due to concern for the safety of students and staff with specific allergies, students are not permitted to bring **Aerosol Dispensers (i.e. spray cans, body sprays, etc.)** on campus, or to use such products in excess during school hours. *Reference : Administrative Regulation 3514-Business and Non-instructional Operations -Environmental Safety*

If a student is found with these products, parent/guardian will be contacted to address the concern.

UNIFORM COMPLAINT PROCEDURES

The Rialto Unified School District has the primary responsibility to insure compliance with applicable state and federal laws and regulations. In compliance with Title V of the California Code of Regulations, Uniform Complaint Procedures, the District is committed to providing an internal process for any individual, including a person's duly authorized representative or an interested third party, public agency, or organization, to file a written complaint alleging violation by the District of federal or state law or regulations, including allegations of discrimination in programs and activities funded directly by the state or receiving any financial assistance from the state.

Any individual, including a person's duly authorized representative or an interested third party, public agency or organization may file a written complaint relating to Federal Consolidated Categorical Aid Programs, State Consolidated Categorical Aid Programs, Special Education and unlawful discrimination. Federal programs include No Child Left Behind Act of 2001: Title I (Basic Programs), Title II (Teacher Quality and Technology), Title III (Limited English Proficient), Title IV (Safe and Drug Free Schools), Title V (Innovative Strategies); Title VI (Rural Education Achievement Program); Adult Education, Career/Technical Education, Child Development, Consolidated Categorical Aid Programs, Indian Education, Nutrition Services and Special Education. State Consolidated Categorical Aid Programs include Economic Impact Aid (State Compensatory Education), Economic Impact Aid (California Economic Impact Aid-Limited English Proficient), Peer Assistance and Review, School Improvement Program, School Safety and Violence Prevention, and Tobacco Use Prevention Education; unlawful discrimination

because of actual or perceived sex, sexual orientation, gender (identity or expression), ethnic group identification, race, ancestry, national origin, religion, color or mental or physical disability, age, or on the basis of a person's association with a person or group with one or more of these actual or perceived characteristics.

Filing a Complaint under the Uniform Complaint Procedure:

1. The complaint must be filed with the Senior Director of Personnel Services not later than six (6) months from the date of the alleged violation(s) of federal or state laws or regulations or the date of alleged discrimination or illegal harassment (including sexual harassment) or six(6)months from the date the complainant first obtained knowledge of the facts of the alleged discrimination unless the time for filing is extended by the Superintendent or his/her designee.
2. An investigation of a discrimination complaint (including sexual harassment) will be conducted in a manner that protects the confidentiality of the parties and the facts, as appropriate and allows all involved parties to present evidence.
3. The investigation of the complaint will be initiated and completed within sixty (60) days from the receipt of the complaint by the Senior Director of Personnel Services. The time period may be extended under certain circumstances. Sexual harassment complaints will be promptly investigated.
4. The Senior Director of Personnel Services' determination on the merits of the complaint will be put in writing and issued in the primary language of or interpreted for the complainant according to Education Code 48985. The report shall include: (a) The findings of fact based on the evidence gathered (b) The conclusion(s) of law (c) Disposition of the complaint (d) Rationale for such disposition (e) Corrective actions, if any are warranted (f) Notice of the complainant's right to appeal the LEA's Decision to CDE (g) Procedure to be followed for initiating an appeal to CDE (see #5).
5. The complainant has the right to appeal and/or review the Senior Director of Personnel Services' decision through the appeal process by notifying the Board within five(5) days of the Director's decision. Any complainant may appeal the District's decision to the Superintendent of Public Instruction, State Department of Education, within fifteen (15) days of receiving the District's decision. The appeal must include a copy of the complaint filed with the Local Education Agency (LEA) and a copy of the LEA's decision.
6. Nothing in the District's complaint procedure will preclude the complainant from pursuing other available civil remedies. Complainants may seek assistance from mediation centers or public/private interest attorneys. Civil law remedies that may be imposed by a court include, but are not limited to, injunctions and restraining orders.
7. The District prohibits retaliation in any form for the filing of a complaint, the reporting of instances of discrimination (including reporting sexual harassment), or for participation in any part of the complaint procedures.
8. If you are alleging that you are a victim of discrimination, pursuant to Section 262.3 of the General Education Code Provisions, you may not seek civil remedies until at least sixty (60) days have elapsed from the filing of an appeal to the State Department of Education. The

moratorium does not apply to injunctive relief and is applicable only if the District has appropriately, and in a timely manner, apprised the complainant of his/her right to file a complaint in accordance with 5 CCR 4622.

For further information on any part of the complaint procedures, including filing a complaint or requesting a copy of the District's complaint procedures free of charge, please contact the Senior Director of Personnel Services, Rialto Unified School District, 182 E. Walnut Avenue, Rialto, CA 92376, (909) 820-7700 Ext. 2431.

MENTAL HEALTH SERVICES FOR STUDENTS

As required by Education Code, school districts are required to notify students and parents or guardians of students on how to access available mental health services on campus or in the community. The following information in bold will be printed on the back side of student Identification cards for students in grades 6 through 12.

Crisis Walk-In Clinic, 909-421-9495
850 East Foothill Blvd., Rialto, CA 92376

211 San Bernardino County, 2-1-1

National Suicide Prevention Lifeline, 1-800-273-8255

The Crisis Text Line, which can be accessed by texting HOME to 741741

Rialto Unified Safety Office, 909-820-6892

California Youth Crisis Hotline, 1-800-843-5200

RIALTO UNIFIED SCHOOL DISTRICT CRITICAL INCIDENT RESPONSE PLAN

SAFETY CONTROL DISPATCH (909) 820-6892

NOTE: 911 (EMINENT DANGER) LIFE-THREATENING CALLS
SUPERCEDE CRISIS COMMUNICATIONS FLOW CHART

CRISIS COMMUNICATIONS FLOW CHART



ACTIVE SHOOTER VIOLENT INTRUDER

Call 911

RUN: Quickly & safely get away from area

HIDE: Get into a building, lock & barricade doors, shut off lights, silence cell phone

PREPARE TO DEFEND: Be ready to protect & defend yourself using any item available

REMAIN IN PLACE: Wait for all clear from authorities before evacuating your area

EARTH QUAKE

Drop, Cover, and Hold ...

Under a table or desk or against an interior wall until shaking stops. (Do Not Stand in Doorway)

After shaking stops, check yourself and others for injuries

Evacuate if directed by Emergency Personnel and/or authorized District staff

BOMB THREAT



If you receive a Bomb Threat:

- Stay calm
- Pay close attention
- Obtain vital information

Call 911 and provide them with your information.

Very important! If you are told by emergency responders to evacuate the building, follow your site evacuation procedures.

• Check your work area for unfamiliar items. Do not touch suspicious items; report them to authorities

• Take personal belongings when you leave.

• Lock doors and windows open, do not turn light switches on or off.

• Use stairs only; do not use elevators

• Move far away from the building and follow instructions of emergency responders

FIRE/EVACUATION



- Call 911
- Activate nearest fire alarm
- Proceed to nearest exit
- Use stairs, not elevators
- Assist persons with disabilities
- Meet at designated assembly area
- Account for individuals
- Re-enter area only when authorized by emergency personnel

Fire Extinguisher Instructions
P - Pull safety pin from handle
A - Aim nozzle at base of fire
S - Squeeze the trigger handle
S - Sweep from side to side

MEDICAL EMERGENCY



- Call 911 and/or Safety Control Dispatch (909) 820-6892
- Remain Calm - provide comfort to the sick or injured person
- Provide name, location & type of emergency
- Stay on the phone for instructions
- Provide First Aid if you are certified
- Follow the Directions from Emergency Personnel
- Move victim only if danger is imminent
- Designate someone to meet first responders

SUICIDE THREAT OR ATTEMPT

WHAT: When a person makes verbal or physical gesture to inflict self-harm, follow the recommendations below.

If threat is imminent, do not delay, call 911.

ACTIONS TO TAKE

1. Make every effort to clear others from the area.
2. Remain Calm & Listen attentively
3. Get individual to talk (remember vital information)
4. Stay with the individual
5. Notify staff resources for assistance (i.e., principal, counselor, nurse, crisis team)



J.P. Kelley Elementary School

380 South Meridian Avenue, Rialto CA 92376

Phone (909) 820-7923

Dr. Vince Rollins
Principal

Dr. Elizabeth (Rachel) Reyes-Aceytuno
Assistant Principal

CELL PHONE ~ ELECTRONIC DEVICE AGREEMENT

We, the undersigned are aware of the Kelley Elementary School *CELL PHONE/ELECTRONIC DEVICE POLICY*. However, it is absolutely necessary that the student below has a cell phone for *BEFORE/AFTER SCHOOL EMERGENCY PURPOSES*. By signing below, we acknowledge/agree to the following:

- The cell phone/device will remain in the student's backpack AT ALL TIMES during the school day and will not be used for any reason during school hours.
- The cell phone/device will remain turned OFF and OUT OF SIGHT at all times during school hours.
- Taking pictures and/or video recording is prohibited: Any device with camera, video, or voice recording function shall not be used in any manner which infringes on the privacy rights of any other person.
- When a student uses a mobile communication device in an unauthorized manner, the student shall be subject to progressive consequences and a restorative process.
- If a student does not follow the expectation of the policy after the restorative conversations, the consequence shall include confiscation of the phone by a school official in accordance with law, the student shall have it returned at the end of the period or school day.
- A parental pick-up of the device at the end of the school day shall be required for students who have not followed the expectations of the policy on multiple occasions.
- If a student continues to not meet expectations of the policy, the student shall have his/her cell phone privileges revoked for the remainder of the quarter/semester/trimester.
- In cases of severe incidents, such as distribution of pornography, severe cyber bullying, or terroristic threats; the student shall be prohibited from possessing cell phones, smart watches, or pagers while on school grounds for the remainder of the current school year.

****The items above are detailed/supported by Rialto Unified School District's Board Policy 5131.9**

Student Name (Please Print)

Student Signature

Date

Parent Name (Please Print)

Parent Signature

Parent's Phone

PRECAUTIONARY MEASURES

Personal Protective Equipment (PPE)

- All staff students and visitors on campus must wear a face covering in order to enter the school site facilities, unless wearing a face covering poses a health risk to that individual.
- Face covering must adhere to the District's dress code policy.
- One disposable face covering and one reusable face covering will be provided to every staff member and student. Additional face coverings will be provided as needed.
- Students and staff will not be required to wear a mask at recess or most outdoor situations. However, masks will be required in a crowd for an extended period of time, like in the stands at a football game.
- Face coverings will not be required while eating breakfast or lunch.
- Face coverings will not be required while outdoors when social distancing is possible.



Firearms Safety Memorandum

To: Parents and Guardians of Students in the Rialto Unified School District

From: Cuauhtémoc Avila, Ed.D., Superintendent

Subject: California Law Regarding Safe Storage of Firearms

The purpose of this memorandum is to inform and to remind parents and legal guardians of all students in the Rialto Unified School District of their responsibilities for keeping firearms out of the hands of children as required by California law. There have been many news reports of children bringing firearms to school. In many instances, the child obtained the firearm(s) from his or her home. **These incidents can be easily prevented by storing firearms in a safe and secure manner, including keeping them locked up when not in use and storing them separately from ammunition.**

To help everyone understand their legal responsibilities, this memorandum spells out California law regarding the storage of firearms. Please take some time to review this memorandum and evaluate your own personal practices to assure that you and your family are in compliance with California law.

- With very limited exceptions, California makes a person criminally liable for keeping any firearm, loaded or unloaded, within any premises that are under their custody and control where that person knows or reasonably should know that a child is likely to gain access to the firearm without the permission of the child's parent or legal guardian, and the child obtains access to the firearm and thereby (1) causes death or injury to the child or any other person; (2) carries the firearm off the premises or to a public place, including to any preschool or school grades kindergarten through twelfth grade, or to any school-sponsored event, activity, or performance; or (3) unlawfully brandishes the firearm to others.¹
 - **Note:** The criminal penalty may be significantly greater if someone dies or suffers great bodily injury as a result of the child gaining access to the firearm.
- With very limited exceptions, California also makes it a crime for a person to negligently store or leave any firearm, loaded or unloaded, on their premises in a location where the person knows or reasonably should know that a child is likely to gain access to it without the permission of the child's parent or legal guardian, unless reasonable action is taken to secure the firearm against access by the child, even where a minor never actually accesses the firearm.²

¹ See California Penal Code sections 25100 through 25125 and 25200 through 25220.

² See California Penal Code section 25100(c).

NOTICE

TO ALL PARENTS AND STUDENTS AT RIALTO UNIFIED SCHOOL DISTRICT:

If you are:

- Homeless
- Moving from place to place
- Sharing housing temporarily due to economic hardship
- Living in motels, shelters, campgrounds or in a location **NOT** designated for sleeping accommodations such as: a car, the park, under a freeway under pass or abandoned structures, etc.
- **As a student**, are you living with someone other than your parent or legal guardian?

If you answered **YES**, to any of these questions, please ask to speak to your school's McKinney-Vento Representative. They will provide you with the school's supports you need as well as information where you can get any additional help within your community.

If needed, they will fill out a referral form with you and it will be submitted to the District's McKinney-Vento Liaison for further follow up and assistance.

If you are not sure who your McKinney-Vento Rep is, please see the list of the designees posted on the Child Welfare and Attendance website.

J.P Kelley. Elementary School

2021-2022 PARENT & STUDENT HANDBOOK
Handbook Acknowledgement

This handbook represents one of many ways we have of maintaining an effective home-school communication network. Please take time to review the information provided and use it as a reference throughout the school year as questions arise. It is important that you are knowledgeable of the policies, procedures, and expectations under which we operate. We ask that after you have read the handbook, you please sign and return the signature form to your child's teacher.

- I have received and have read the 2021-2022 Kelley Elementary School Parent/Student Handbook.
- I understand that my child is to follow the school rules and obey the laws in the Education Code.
- I understand that regular, on-time attendance is of paramount importance to my child's education.

Name of Student: _____

Name of Parent/Guardian: _____

