

# J.P. KELLEY

— ELEMENTARY SCHOOL —



**2026-27**

## PARENT-STUDENT HANDBOOK



**Dr. Aldo Velasco**  
Principal



**Dr. Anabel Baba**  
Assistant Principal



380 S. Meridian Avenue, Rialto, CA 92376



(909) 820-7924



# J.P. Kelley Elementary School

380 S. Meridian Avenue, Rialto, CA 92376

(909) 820-7924 • Fax (909) 820-6880

Dr. Aldo Velasco, Principal • Dr. Anabel Baba, Assistant Principal



## TABLE OF CONTENTS

|                                                    |    |
|----------------------------------------------------|----|
| Welcome Letter From Principal                      | 4  |
| 2026-27 Staff Roster                               | 5  |
| School Hours                                       | 6  |
| Bell Schedule                                      | 7  |
| Kelley Elementary Academic Calendar                | 8  |
| Rialto USD Academic Calendar                       | 9  |
| Mission Statement                                  | 10 |
| General Information, Policies, And Procedures      | 11 |
| Attendance                                         | 11 |
| Short-Term & Long-Term Independent Study           | 11 |
| Perfect Attendance Awards                          | 12 |
| School Arrival                                     | 12 |
| Tardy                                              | 12 |
| Early Release                                      | 13 |
| School Dismissal                                   | 13 |
| Think Together/After-School Program                | 14 |
| Bus Transportation                                 | 14 |
| Step-Up Program                                    | 14 |
| 2026-27 RUSD Step-Up Calendar                      | 15 |
| Breakfast And Lunch                                | 16 |
| Student Lunch Drop Off                             | 16 |
| Bags Of Chips                                      | 16 |
| Class Celebrations/Birthday Parties                | 16 |
| RUSD Wellness Policy                               | 17 |
| Health Office And Medications                      | 18 |
| Homework                                           | 18 |
| Toys And Personal Items                            | 19 |
| Parent Teacher Conferences                         | 19 |
| Parent Volunteers                                  | 19 |
| Parent-Teacher Association (PTA)                   | 20 |
| Parent Involvement                                 | 20 |
| Title I School Parent And Family Engagement Policy | 20 |

|                                                                |    |
|----------------------------------------------------------------|----|
| Title I, School-Parent Compact                                 | 22 |
| Rialto USD Dress Code: The Big Three                           | 24 |
| Policy 5132: Dress & Grooming                                  | 25 |
| Environmental Safety                                           | 26 |
| Animals On Campus                                              | 26 |
| Discipline, Policies & Procedures                              | 26 |
| Kelley Keys To Success                                         | 26 |
| PBIS Overview                                                  | 26 |
| Racial Slurs (N-Word)                                          | 27 |
| Kelley's Kindness Campaign                                     | 27 |
| Rialto USD's Commitment To Safe And Respectful Schools For All | 28 |
| Restorative Justice                                            | 29 |
| General Procedures & Possible Consequences                     | 29 |
| Suspensions                                                    | 29 |
| Expulsions                                                     | 30 |
| Jurisdiction                                                   | 30 |
| Student Discipline Ed Code 48900                               | 30 |
| Bullying                                                       | 36 |
| Rialto USD Bullying (Cyberbullying) Prevention Policy          | 36 |
| Definition Of Harassment And Bullying                          | 37 |
| Bullying Legal Notice                                          | 39 |
| Bullying And Harassment Complaint Form                         | 40 |
| Uniform Complaint Procedures                                   | 41 |
| Mental Health Services For Students                            | 43 |
| Cell Phone Policy                                              | 44 |
| Student Acceptable Use Policy For Computer & Internet Use      | 45 |
| Firearms Safety                                                | 46 |
| Mckinney-Vento                                                 | 48 |
| Critical Incident Response Chart                               | 49 |
| Cell Phone ~ Electronic Device Agreement                       | 50 |
| School-Parent Compact Acknowledgement Form                     | 51 |
| 2026-27 Parent-Student Handbook Acknowledgment Form            | 52 |



# J.P. Kelley Elementary School

380 S. Meridian Avenue, Rialto, CA 92376

(909) 820-7924 • Fax (909) 820-6880

Aldo Velasco, Principal • Dr. Anabel Baba, Assistant Principal



## WELCOME LETTER FROM PRINCIPAL

Dear Kelley Families,

Welcome to the 2026–2027 school year! On behalf of our entire staff, it is my pleasure to welcome you to Kelley Elementary School. We are excited to begin another incredible year of learning, growth, and success alongside our students and families.

At Kelley Elementary, we believe every child has unlimited potential. Our mission is to provide an exceptional educational experience where students are challenged academically, supported socially and emotionally, and inspired to become lifelong learners and leaders. As we begin this new school year, we are excited about the opportunities ahead and confident that our students will continue to grow, achieve, and exceed expectations.

The culture of Kelley Elementary is built on a simple belief: students thrive when they feel valued, work hard, and know they belong. Every day, our staff is committed to creating classrooms where kindness is modeled, effort is celebrated, and every child feels physically and emotionally safe. These principles shape the way we teach, build relationships, and support one another as a school community.

We are incredibly proud of the growth our students have achieved, and we view each success as motivation to reach even greater heights. Through engaging instruction, high expectations, and a commitment to continuous improvement, we believe every student can make meaningful academic progress. This year, we are excited to build on that momentum by challenging our students to think critically, persevere through challenges, and discover all they are capable of accomplishing.

A strong partnership between home and school is essential to student success. We invite every family to become an active part of the Kelley community by communicating with teachers, participating in school events, and celebrating learning both at school and at home. Together, we can create experiences that inspire confidence, curiosity, and a lifelong love of learning.

As principal, I believe optimism is one of our greatest strengths. Every new school year brings new opportunities to learn, grow, and accomplish extraordinary things. I am confident that by working together—with a shared commitment to our students—we will continue to build upon our successes and make this our best year yet.

Thank you for entrusting us with your children. We are honored to be part of their educational journey and look forward to a year filled with learning, growth, and unforgettable accomplishments.

Dr. Aldo Velasco  
Proud Principal of Kelley Elementary



## 2026-27 STAFF ROSTER



### **Administration**

---

Principal: Dr. Aldo Velasco  
Assistant Principal: Dr. Anabel Baba

### **E-mail**

---

avelasco@rialtousd.org  
ababa@rialtousd.org

### **Office Team**

---

School Administrative Assistant: Jessica Moreno  
Office Assistant: Jennie Calderon  
Categorical Program Assistant: TBD  
Health Services Assistant: Rosa Leon  
IT Assistant: Aaron Saucedo

### **E-mail**

---

jmoreno@rialtousd.org  
jcaldero@rialtousd.org  
TBD  
rleon2@rialtousd.org  
asaucedo3@rialtousd.org

### **Support Team**

---

Reading Specialist: Leona Whitley  
Reading Specialist: Anna Thompson  
Education Specialist (SAI): Jessica Magaña  
School Psychologist: Shari Rawls  
Speech Therapist: Erin Meers  
Community Schools Specialist: Desmond Ferrera

### **E-mail**

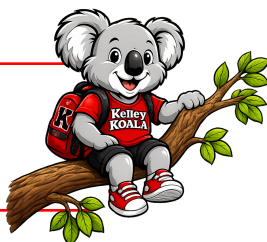
---

lwhitley@rialtousd.org  
athompso3@rialtousd.org  
jmagana3@rialtousd.org  
srawls@rialtousd.org  
emeers@rialtousd.org  
dferrera@rialtousd.org

### **Pre-K Team**

---

Pre-K Teacher: Mabel Jimenez



### **E-mail**

---

mjimenez@rialtousd.org

### **TK Team**

---

TK AM Teacher: Griselda Uribe  
TK PM Teacher: Sandra Alicea

### **E-mail**

---

guribe@rialtousd.org  
salicea@rialtousd.org

### **Kindergarten Team**

---

DLI Teacher: Laura Renderos  
ELM Teacher: Monica Chavarin  
ELM Teacher: Tiana Thach

### **E-mail**

---

lgonzale2@rialtousd.org  
mchavari@rialtousd.org  
tthach@rialtousd.org

### **First Grade Team**

---

DLI Teacher: Lizette Chavez  
ELM Teacher: Sandia Sinsel  
ELM Teacher: Pham Thuy

### **E-mail**

---

lchavez2@rialtousd.org  
ssinsel@rialtousd.org  
tpham@rialtousd.org

### **Second Grade Team**

---

DLI Teacher: Elizabeth Avila  
DLI Teacher: Maria Lara  
ELM Teacher: Jennifer Grzeskiwicz  
ELM Teacher: Mary Wilton

### **E-mail**

---

eavila@rialtousd.org  
Laramlara@rialtousd.org  
jgrzeski@rialtousd.org  
mwilton@rialtousd.org

### **Third Grade Team**

---

DLI Teacher: Elsa Hernandez  
DLI Teacher: Frank Guzman  
ELM Teacher: Sasha Lindblom  
ELM Teacher: Lori Nessi

### **E-mail**

---

ehernand2@rialtousd.org  
fguzman2@rialtousd.org  
slindblo@rialtousd.org  
lnessi@rialtousd.org

### **Fourth Grade Team**

---

DLI Teacher: Brenda Reyes  
DLI Teacher: Alma Ulloa  
ELM Teacher: Mary Gonzalez  
ELM Teacher: Judy Nava

### **E-mail**

---

breyes@rialtousd.org  
aulloaba@rialtousd.org  
mgonzale3@rialtousd.org  
jnav2@rialtousd.org

### **Fifth Grade Team**

---

DLI Teacher: Graciela Ballardo  
DLI Teacher: Anna Luna  
ELM Teacher: Susanne Pipenhagen Sanchez  
ELM Teacher: Joshua Berge

### **E-mail**

---

gballard@rialtousd.org  
aluna3@rialtousd.org  
spiepenh@rialtousd.org  
jberge@rialtousd.org

## **SCHOOL HOURS**



**Office Hours:**  
7:00 a.m. to 4:00p.m.

**Office Phone Number:**  
(909) 820-7924

### **School Library Hours for Parents/Guardians**

7:30 - 8:00 a.m.  
2:00 - 2:30 p.m.





# BELL SCHEDULE

## J.P. Kelley Elementary School

380 S. Meridian Avenue, Rialto, CA 92376  
(909) 820-7924 • Fax (909) 820-6880



### REGULAR DAY SCHEDULE

| AM T-K (205 Instructional Min.) |             |             |
|---------------------------------|-------------|-------------|
| 7:45 - 9:00 AM                  | Instruction | 75 Minutes  |
| 9:00 - 9:15 AM                  | Recess      | 15 Minutes  |
| 9:15 - 11:10 AM                 | Instruction | 115 Minutes |
| 11:10 - 11:35 AM                | Lunch       | 25 Minutes  |
| 11:35 - 11:50 AM                | Recess      | 15 Minutes  |

| PM T-K (205 Instructional Min.) |             |            |
|---------------------------------|-------------|------------|
| 10:30 - 10:55 AM                | Lunch       | 25 Minutes |
| 10:55 - 11:10 AM                | Recess      | 15 Minutes |
| 11:10 - 12:45 PM                | Instruction | 95 Minutes |
| 12:45 - 1:00 PM                 | Recess      | 15 Minutes |
| 1:00 - 2:35 PM                  | Instruction | 95 Minutes |

| Kindergarten (296 Instructional Min.) |             |            |
|---------------------------------------|-------------|------------|
| 8:00 - 9:30 AM                        | Instruction | 90 Minutes |
| 9:30 - 9:45 AM                        | Recess      | 15 Minutes |
| 9:45 - 10:45 AM                       | Instruction | 60 Minutes |
| 10:45 - 11:10 AM                      | Lunch       | 25 Minutes |
| 11:10 - 11:25 AM                      | Recess      | 15 Minutes |
| 11:25 - 1:00 PM                       | Instruction | 95 Minutes |
| 1:00 - 1:15 PM                        | Recess      | 15 Minutes |
| 1:15 - 2:06 PM                        | Instruction | 51 Minutes |

| 1st Grade (296 Instructional Min.) |             |             |
|------------------------------------|-------------|-------------|
| 8:00 - 9:40 AM                     | Instruction | 100 Minutes |
| 9:40 - 9:55 AM                     | Recess      | 15 Minutes  |
| 9:55 - 11:15 AM                    | Instruction | 80 Minutes  |
| 11:15 - 11:40 AM                   | Lunch       | 25 Minutes  |
| 11:40 - 11:55 AM                   | Recess      | 15 Minutes  |
| 11:55 - 1:00 PM                    | Instruction | 65 Minutes  |
| 1:00 - 1:15 PM                     | Recess      | 15 Minutes  |
| 1:15 - 2:06 PM                     | Instruction | 51 Minutes  |

| 2nd Grade (296 Instructional Min.) |             |             |
|------------------------------------|-------------|-------------|
| 8:00 - 9:40 AM                     | Instruction | 100 Minutes |
| 9:40 - 9:55 AM                     | Recess      | 15 Minutes  |
| 9:55 - 11:30 AM                    | Instruction | 95 Minutes  |
| 11:30 - 11:55 AM                   | Lunch       | 25 Minutes  |
| 11:55 - 12:10 PM                   | Recess      | 15 Minutes  |
| 12:10 - 1:00 PM                    | Instruction | 50 Minutes  |
| 1:00 - 1:15 PM                     | Recess      | 15 Minutes  |
| 1:15 - 2:06 PM                     | Instruction | 51 Minutes  |

| 3rd Grade (296 Instructional Min.) |             |             |
|------------------------------------|-------------|-------------|
| 8:00 - 9:40 AM                     | Instruction | 100 Minutes |
| 9:40 - 9:55 AM                     | Recess      | 15 Minutes  |
| 9:55 - 11:45 AM                    | Instruction | 110 Minutes |
| 11:45 - 12:10 AM                   | Lunch       | 25 Minutes  |
| 12:10 - 12:25 AM                   | Recess      | 15 Minutes  |
| 12:25 - 1:00 PM                    | Instruction | 35 Minutes  |
| 1:00 - 1:15 PM                     | Recess      | 15 Minutes  |
| 1:15 - 2:06 PM                     | Instruction | 51 Minutes  |

| 4th Grade (321 Instructional Min.) |             |             |
|------------------------------------|-------------|-------------|
| 8:00 - 10:10 AM                    | Instruction | 130 Minutes |
| 10:10 - 10:25 AM                   | Recess      | 15 Minutes  |
| 10:25 - 12:00 PM                   | Instruction | 95 Minutes  |
| 12:00 - 12:25 PM                   | Lunch       | 25 Minutes  |
| 12:25 - 12:40 PM                   | Recess      | 15 Minutes  |
| 12:40 - 2:16 PM                    | Instruction | 96 Minutes  |

| 5th Grade (321 Instructional Min.) |             |             |
|------------------------------------|-------------|-------------|
| 8:00 - 10:10 AM                    | Instruction | 130 Minutes |
| 10:10 - 10:25 AM                   | Recess      | 15 Minutes  |
| 10:25 - 12:15 PM                   | Instruction | 110 Minutes |
| 12:15 - 12:40 PM                   | Lunch       | 25 Minutes  |
| 12:40 - 12:55 PM                   | Recess      | 15 Minutes  |
| 12:55 - 2:16 PM                    | Instruction | 81 Minutes  |

### BELL SCHEDULE

#### 2026-27



| LUNCH SCHEDULE (40 MINS.) |                  |
|---------------------------|------------------|
| PM TK                     | 10:30 - 11:10 AM |
| AM TK                     | 11:10 - 11:50 AM |
| Kinder                    | 10:45 - 11:25 AM |
| 1st Grade                 | 11:15 - 11:55 AM |
| 2nd Grade                 | 11:30 - 12:10 PM |
| 3rd Grade                 | 11:45 - 12:25 PM |
| 4th Grade                 | 12:00 - 12:40 PM |
| 5th Grade                 | 12:15 - 12:55 PM |

| INCLEMENT WEATHER LUNCH (30 MINS.) |                  |
|------------------------------------|------------------|
| PM TK                              | 10:30 - 11:00 AM |
| AM TK                              | 11:10 - 11:40 AM |
| Kinder                             | 10:45 - 11:15 AM |
| 1st Grade                          | 11:15 - 11:45 AM |
| 2nd Grade                          | 11:30 - 12:00 PM |
| 3rd Grade                          | 11:45 - 12:15 PM |
| 4th Grade                          | 12:00 - 12:30 PM |
| 5th Grade                          | 12:15 - 12:45 PM |

| MINIMUM DAYS |                                |
|--------------|--------------------------------|
| AUG          | 5, 13, 14, 17, 24, 31          |
| SEPT         | 16, 17, 18, 21, 28             |
| OCT          | 5, 19, 30                      |
| NOV          | 4, 5, 6, 9, 10, 12, 13, 16, 30 |
| DEC          | 7, 18                          |
| JAN          | 25                             |
| FEB          | 1, 26                          |
| MAR          | 1, 8, 15, 16, 29               |
| APR          | 5, 12, 19, 26                  |
| MAY          | 3, 10, 17, 24                  |
| JUN          | 2                              |

TK SCHEDULE DOES NOT  
CHANGE ON MINIMUM DAYS.

### MINIMUM DAY SCHEDULE

| Kindergarten (243 Instructional Min.) |             |            |
|---------------------------------------|-------------|------------|
| 8:00 - 9:30 AM                        | Instruction | 90 Minutes |
| 9:30 - 9:45 AM                        | Recess      | 15 Minutes |
| 9:45 - 10:45 AM                       | Instruction | 60 Minutes |
| 10:45 - 11:10 AM                      | Lunch       | 25 Minutes |
| 11:10 - 11:25 AM                      | Recess      | 15 Minutes |
| 11:25 - 12:58 PM                      | Instruction | 93 Minutes |

| 1st Grade (243 Instructional Min.) |             |             |
|------------------------------------|-------------|-------------|
| 8:00 - 9:40 AM                     | Instruction | 100 Minutes |
| 9:40 - 9:55 AM                     | Recess      | 15 Minutes  |
| 9:55 - 11:15 AM                    | Instruction | 80 Minutes  |
| 11:15 - 11:40 AM                   | Lunch       | 25 Minutes  |
| 11:40 - 11:55 AM                   | Recess      | 15 Minutes  |
| 11:55 - 12:58 PM                   | Instruction | 63 Minutes  |

| 2nd Grade (243 Instructional Min.) |             |             |
|------------------------------------|-------------|-------------|
| 8:00 - 9:40 AM                     | Instruction | 100 Minutes |
| 9:40 - 9:55 AM                     | Recess      | 15 Minutes  |
| 9:55 - 11:30 AM                    | Instruction | 95 Minutes  |
| 11:30 - 11:55 AM                   | Lunch       | 25 Minutes  |
| 11:55 - 12:10 PM                   | Recess      | 15 Minutes  |
| 12:10 - 12:58 PM                   | Instruction | 48 Minutes  |

| 3rd Grade (243 Instructional Min.) |             |             |
|------------------------------------|-------------|-------------|
| 8:00 - 9:40 AM                     | Instruction | 100 Minutes |
| 9:40 - 9:55 AM                     | Recess      | 15 Minutes  |
| 9:55 - 11:45 AM                    | Instruction | 110 Minutes |
| 11:45 - 12:10 AM                   | Lunch       | 25 Minutes  |
| 12:10 - 12:25 AM                   | Recess      | 15 Minutes  |
| 12:25 - 12:58 PM                   | Instruction | 33 Minutes  |

| 4th Grade (249 Instructional Min.) |             |             |
|------------------------------------|-------------|-------------|
| 8:00 - 10:10 AM                    | Instruction | 130 Minutes |
| 10:10 - 10:25 AM                   | Recess      | 15 Minutes  |
| 10:25 - 12:00 PM                   | Instruction | 95 Minutes  |
| 12:00 - 12:25 PM                   | Lunch       | 25 Minutes  |
| 12:25 - 12:40 PM                   | Recess      | 15 Minutes  |
| 12:40 - 1:04 PM                    | Instruction | 24 Minutes  |

| 5th Grade (249 Instructional Min.) |             |             |
|------------------------------------|-------------|-------------|
| 8:00 - 10:10 AM                    | Instruction | 130 Minutes |
| 10:10 - 10:25 AM                   | Recess      | 15 Minutes  |
| 10:25 - 12:15 PM                   | Instruction | 110 Minutes |
| 12:15 - 12:40 PM                   | Lunch       | 25 Minutes  |
| 12:40 - 12:55 PM                   | Recess      | 15 Minutes  |
| 12:55 - 1:04 PM                    | Instruction | 9 Minutes   |

**KINDNESS EFFORT SAFETY**



Pending Approval

# KELLEY ELEMENTARY ACADEMIC CALENDAR

| J.P. Kelley Elementary School                                                                                                                       |  |  |  |  |  |  |
|-----------------------------------------------------------------------------------------------------------------------------------------------------|--|--|--|--|--|--|
| 2026-27                                                                                                                                             |  |  |  |  |  |  |
|  <p>382 S. Meridian Avenue, Rialto CA 92376<br/>(909) 820-7924</p> |  |  |  |  |  |  |
| BELL SCHEDULE                                                                                                                                       |  |  |  |  |  |  |
| Regular Day Schedule                                                                                                                                |  |  |  |  |  |  |
| Kinder - 3rd: 8:00 a.m. to 2:06 p.m.                                                                                                                |  |  |  |  |  |  |
| 4th - 5th: 8:00 a.m. to 2:16 p.m.                                                                                                                   |  |  |  |  |  |  |
| Minimum Days                                                                                                                                        |  |  |  |  |  |  |
| Kinder - 3rd: 8:00 a.m. to 12:58 p.m.                                                                                                               |  |  |  |  |  |  |
| 4th - 5th: 8:00 a.m. to 1:04 p.m.                                                                                                                   |  |  |  |  |  |  |
| Transitional Kindergarten                                                                                                                           |  |  |  |  |  |  |
| AM TK: 7:45 to 11:50 a.m.                                                                                                                           |  |  |  |  |  |  |
| PM TK: 10:30 a.m. to 2:35 p.m.                                                                                                                      |  |  |  |  |  |  |
| IMPORTANT DATES                                                                                                                                     |  |  |  |  |  |  |
| August 5: First Day of School                                                                                                                       |  |  |  |  |  |  |
| August 13: Back to School Night                                                                                                                     |  |  |  |  |  |  |
| September 16-18: Parent/Teacher Conferences                                                                                                         |  |  |  |  |  |  |
| October 12: Instructional Break                                                                                                                     |  |  |  |  |  |  |
| October 30: End of 1st Trimester                                                                                                                    |  |  |  |  |  |  |
| November 4-13: Parent/Teacher Conferences                                                                                                           |  |  |  |  |  |  |
| November 23-27: Fall Break                                                                                                                          |  |  |  |  |  |  |
| Dec 21 - Jan 11: Winter Break                                                                                                                       |  |  |  |  |  |  |
| January 12: Students Return from Winter Break                                                                                                       |  |  |  |  |  |  |
| February 26: End of 2nd Trimester                                                                                                                   |  |  |  |  |  |  |
| March 15: Open House                                                                                                                                |  |  |  |  |  |  |
| March 17-26: Spring Break                                                                                                                           |  |  |  |  |  |  |
| June 2: Last Day of School                                                                                                                          |  |  |  |  |  |  |
| DISTRICT HOLIDAYS                                                                                                                                   |  |  |  |  |  |  |
| July 3: Independence Day                                                                                                                            |  |  |  |  |  |  |
| Sept 7: Labor Day                                                                                                                                   |  |  |  |  |  |  |
| Nov 11: Veterans' Day                                                                                                                               |  |  |  |  |  |  |
| Nov 26-27: Thanksgiving Holiday                                                                                                                     |  |  |  |  |  |  |
| Dec 24: Christmas Eve                                                                                                                               |  |  |  |  |  |  |
| Dec 25: Christmas Day                                                                                                                               |  |  |  |  |  |  |
| Dec 31: In lieu of Admissions Day                                                                                                                   |  |  |  |  |  |  |
| Jan 1: New Year's Day                                                                                                                               |  |  |  |  |  |  |
| Jan 18: Dr. Martin Luther King's Day                                                                                                                |  |  |  |  |  |  |
| Feb 8: Lincoln's Day                                                                                                                                |  |  |  |  |  |  |
| Feb 15: Presidents' Day                                                                                                                             |  |  |  |  |  |  |
| May 31: Memorial Day                                                                                                                                |  |  |  |  |  |  |
| Jun. 18: Juneteenth Holiday                                                                                                                         |  |  |  |  |  |  |

  Step Up

  Minimum Days

  Holidays

# RIALTO USD ACADEMIC CALENDAR



## RIALTO UNIFIED SCHOOL DISTRICT 2026-2027 ACADEMIC CALENDAR

### August

| S  | M  | T  | W  | T  | F  | S  |
|----|----|----|----|----|----|----|
|    |    |    |    |    |    | 1  |
| 2  | 3  | 4  | 5  | 6  | 7  | 8  |
| 9  | 10 | 11 | 12 | 13 | 14 | 15 |
| 16 | 17 | 18 | 19 | 20 | 21 | 22 |
| 23 | 24 | 25 | 26 | 27 | 28 | 29 |
| 30 | 31 |    |    |    |    |    |

### September

| S  | M  | T  | W  | T  | F  | S  |
|----|----|----|----|----|----|----|
|    |    | 1  | 2  | 3  | 4  | 5  |
| 6  | 7  | 8  | 9  | 10 | 11 | 12 |
| 13 | 14 | 15 | 16 | 17 | 18 | 19 |
| 20 | 21 | 22 | 23 | 24 | 25 | 26 |
| 27 | 28 | 29 | 30 |    |    |    |

### October

| S  | M  | T  | W  | T  | F  | S  |
|----|----|----|----|----|----|----|
|    |    |    |    | 1  | 2  | 3  |
| 4  | 5  | 6  | 7  | 8  | 9  | 10 |
| 11 | 12 | 13 | 14 | 15 | 16 | 17 |
| 18 | 19 | 20 | 21 | 22 | 23 | 24 |
| 25 | 26 | 27 | 28 | 29 | 30 | 31 |

### November

| S  | M  | T  | W  | T  | F  | S  |
|----|----|----|----|----|----|----|
| 1  | 2  | 3  | 4  | 5  | 6  | 7  |
| 8  | 9  | 10 | 11 | 12 | 13 | 14 |
| 15 | 16 | 17 | 18 | 19 | 20 | 21 |
| 22 | 23 | 24 | 25 | 26 | 27 | 28 |
| 29 | 30 |    |    |    |    |    |

### December

| S  | M  | T  | W  | T  | F  | S  |
|----|----|----|----|----|----|----|
|    |    | 1  | 2  | 3  | 4  | 5  |
| 6  | 7  | 8  | 9  | 10 | 11 | 12 |
| 13 | 14 | 15 | 16 | 17 | 18 | 19 |
| 20 | 21 | 22 | 23 | 24 | 25 | 26 |
| 27 | 28 | 29 | 30 | 31 |    |    |

### January

| S  | M  | T  | W  | T  | F  | S  |
|----|----|----|----|----|----|----|
|    |    |    |    |    | 1  | 2  |
| 3  | 4  | 5  | 6  | 7  | 8  | 9  |
| 10 | 11 | 12 | 13 | 14 | 15 | 16 |
| 17 | 18 | 19 | 20 | 21 | 22 | 23 |
| 24 | 25 | 26 | 27 | 28 | 29 | 30 |
| 31 |    |    |    |    |    |    |

### February

| S  | M  | T  | W  | T  | F  | S  |
|----|----|----|----|----|----|----|
|    | 1  | 2  | 3  | 4  | 5  | 6  |
| 7  | 8  | 9  | 10 | 11 | 12 | 13 |
| 14 | 15 | 16 | 17 | 18 | 19 | 20 |
| 21 | 22 | 23 | 24 | 25 | 26 | 27 |
| 28 |    |    |    |    |    |    |

### March

| S  | M  | T  | W  | T  | F  | S  |
|----|----|----|----|----|----|----|
|    | 1  | 2  | 3  | 4  | 5  | 6  |
| 7  | 8  | 9  | 10 | 11 | 12 | 13 |
| 14 | 15 | 16 | 17 | 18 | 19 | 20 |
| 21 | 22 | 23 | 24 | 25 | 26 | 27 |
| 28 | 29 | 30 | 31 |    |    |    |

### April

| S  | M  | T  | W  | T  | F  | S  |
|----|----|----|----|----|----|----|
|    |    |    |    | 1  | 2  | 3  |
| 4  | 5  | 6  | 7  | 8  | 9  | 10 |
| 11 | 12 | 13 | 14 | 15 | 16 | 17 |
| 18 | 19 | 20 | 21 | 22 | 23 | 24 |
| 25 | 26 | 27 | 28 | 29 | 30 |    |

### May

| S  | M  | T  | W  | T  | F  | S  |
|----|----|----|----|----|----|----|
|    |    |    |    |    |    | 1  |
| 2  | 3  | 4  | 5  | 6  | 7  | 8  |
| 9  | 10 | 11 | 12 | 13 | 14 | 15 |
| 16 | 17 | 18 | 19 | 20 | 21 | 22 |
| 23 | 24 | 25 | 26 | 27 | 28 | 29 |
| 30 | 31 |    |    |    |    |    |

### June

| S  | M  | T  | W  | T  | F  | S  |
|----|----|----|----|----|----|----|
|    |    | 1  | 2  | 3  | 4  | 5  |
| 6  | 7  | 8  | 9  | 10 | 11 | 12 |
| 13 | 14 | 15 | 16 | 17 | 18 | 19 |
| 20 | 21 | 22 | 23 | 24 | 25 | 26 |
| 27 | 28 | 29 | 30 |    |    |    |

#### KEY

- Elementary School Minimum Day
- Middle School Minimum Day
- High School Minimum Day
- Instructional Break
- Teacher Preparation Day
- Holiday

Calendar revised July 2026

### July

3 Independence Day (Observed) - Offices Closed

### August

3-4 Teachers Preparation Day  
5 First Day of School  
5 Middle Back to School Night  
13 Elementary School Back to School Night  
27 High School Back to School Night

### September

7 Labor Day - Offices Closed  
16-18 Elementary School Parent Conferences

### October

9 End of 1st Quarter for Middle and High Schools  
12 Instructional Break  
30 End of 1st Trimester for Elementary Schools

### November

4-13 Elementary School Parent Conferences  
11 Veterans Day - Offices Closed  
23-27 Fall Break  
26-27 Thanksgiving Holiday - Offices Closed

### December

18 End of 2nd Quarter for Middle and High Schools  
21 Winter Break Starts  
24 Christmas Eve - Offices Closed  
25 Christmas - Offices Closed  
31 New Year's Eve - Offices Closed

### January

1 New Year's Day - Offices Closed  
11 Teacher Professional Development/Preparation Day  
12 Students Return from Winter Break  
18 Martin Luther King, Jr. Day - Offices Closed

### February

8 Lincoln Day (Observed) - Offices Closed  
15 President's Day - Offices Closed  
26 End of Second Trimester for Elementary Schools

### March

3 Middle School Open House  
15 Elementary School Open House  
16 End of 3rd Quarter for Middle and High Schools  
17-26 Spring Break

### May

31 Memorial Day - Offices Closed

### June

2 Last Day for Students  
2 End of 4th Quarter for Middle and High Schools / End of 3rd Trimester for Elementary Schools  
3 Teachers Preparation Day  
TBA Middle School Completion Ceremonies  
TBA High School Graduation Day  
18 Juneteenth (Observed) - Offices Closed



# J.P. Kelley Elementary School

380 S. Meridian Avenue, Rialto, CA 92376  
(909) 820-7924 • Fax (909) 820-6880

**Dr. Aldo Velasco, Principal • Dr. Anabel Baba, Assistant Principal**



## **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:

- High-quality education through innovative instructional practices.
- Preparing students with essential 21st-century skills.
- Fostering a safe and inclusive environment through student leadership and community engagement.

## **OBJECTIVES**

- Objective 1:** Students will be engaged through high quality, innovative instruction that will prepare them with 21st Century skills
- Objective 2:** Students will be engaged in a safe and inclusive learning environment through leadership and community engagement.

## **TACTICS**

- Tactic I:** We will provide rigorous and explicit instruction to promote the development of 21st century skills.
- Tactic II:** We will foster a safe environment through inclusive and culturally responsive practices reflected in school-wide expectations.

## GENERAL INFORMATION, POLICIES, AND PROCEDURES

### ATTENDANCE

It is state law that all children attend school for the time that school is in session. According to state law, the parent(s) or legal guardian(s) of students are responsible for a student's school attendance until he or she attains the age of 18 or graduates from high school. Any student absent from school without a valid excuse 3 days or tardy more than 30 minutes on each of 3 days in one school year shall be reported truant (Education Code 4826). Code 60901, chronic absenteeism, is defined as a student missing 10% of in-class instruction time. Education Code 48260.5, truancy, is defined as a student missing school without an adequate excuse. Both can result in a SART (School Attendance Review Team). Students should be in school every day for the full instructional day.

Please plan doctor and dentist appointments and family outings after the school day or during school breaks. If your child is tardy, they must come to the office, be added to the tardy log, and take a tardy slip before going to class.

We realize from time to time children become ill and they should stay home when they are ill. When your child is absent from school, please **send a note** the day he/she returns to school giving the child's full name, days absent, reason for absence and the teacher's name or **call** the school office at **(909) 820-7923**.

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 students from being dropped. Re-enrollment in the same class will be dependent on current enrollment. All absences and tardies must be accounted for.

### SHORT-TERM & LONG-TERM INDEPENDENT STUDY

If your child is going to be absent from school for an unavoidable reason for 1 to 15 days, you may request a **Short-Term Independent Study Contract**. This request must be made at least three days before the absences and should be directed to the Office. If your child is going to be absent from school for an unavoidable reason for more than 15 days, you may request a **Long-Term Independent Study Contract**. This request must be made at least five days before the absences and should be directed to the Office. All contracts must be signed by the teacher, parent and student. As well as approved and signed by administration prior to your child's absence.

All work must be completed and turned in on the first day the student returns to school. Although there is no way for independent study to provide the full educational benefit your child has in school, Independent Study Contracts can help keep your child from getting behind and may prevent him/her from being declared truant. Please use this option judiciously and make every effort to plan vacations and out of town trips during school holidays. There is a yearly cut-off date for independent study. Please check with the office for that date.

## PERFECT ATTENDANCE AWARDS

Beginning this school year, to qualify for the **Gold Attendance Award** for perfect attendance, students must have **no absences** throughout the school year. This includes absences that have been recovered through **Step Up Saturday** sessions or by completing an **Independent Study** packet. To be eligible for the Gold Attendance Award, students must attend school every day and have **no recovered absences** (Step Up Saturday or Independent Study).

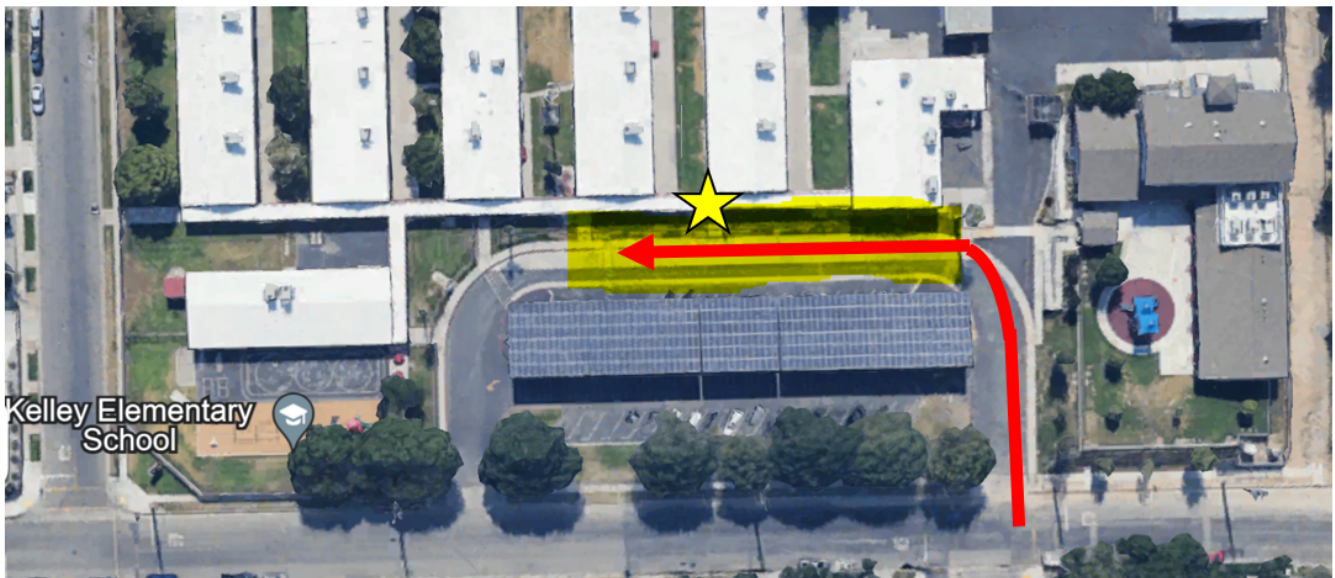
Students who maintain perfect attendance after recovering an absence by attending a **Step Up Saturday** session or completing an **Independent Study** packet will be eligible for the **Silver Attendance Award**.

## SCHOOL ARRIVAL

All students in Kindergarten through 5th grade may arrive on campus starting at 7:30 a.m. and enter through the gate on Meridian Avenue.

AM TK students arrive at 7:45 a.m., and PM TK students arrive at 10:30 a.m. Both groups will also enter through the gate on Meridian Avenue.

## Arrival Gate



Gate will open at 7:30 a.m.

All students will enter through the gate on Meridian Ave.



During drop-off, students may exit the vehicle only when they are within the designated yellow cone safety area.



## TARDY

The bell to line-up for students in grades 1st through 5th, rings at 7:55 a.m. At 8:00 a.m. the teachers will escort students from the blacktop to their classrooms. Students who arrive at class after 8:00 a.m. are considered tardy. If your child is tardy, they must come to the office, be added to the tardy log, and take a tardy slip before going to class. **CA Ed Code defines tardies greater than 30 minutes as trancies.**

## EARLY RELEASE

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.** **Parents/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.

## SCHOOL DISMISSAL

On regular school days, **Kindergarten students are dismissed at 2:06 p.m.** and will be dismissed by their teacher at the H Building gate.

Students in **Grades 1–3 are also dismissed at 2:06 p.m.**

- 1st and 2nd grade students are dismissed by their teacher through the Poplar Avenue gate, located near the A-wing.
- 3rd grade students are dismissed by their teacher through the Meridian Avenue gate, located near the D-wing.

Students in Grades 4 and 5 are dismissed at 2:16 p.m. by their teacher through the gate on Meridian Avenue, located near the E-wing.

**\*If you have children in multiple grades (K-5th only), they can all be picked up from the gate where the youngest sibling is dismissed.**

### Dismissal Gate



#### AM TK (not in ELOP)

Dismissed at 11:50 a.m. through the Meridian Ave. Gate, by the E-wing.

#### PM TK

Dismissed by their teacher at 2:35 p.m. through the K Building Gate.

#### Kindergarten:

Dismissed by their teachers at 2:06 p.m. through the H Building Gate.

#### Grades 1<sup>st</sup> & 2<sup>nd</sup>:

Dismissed by their teachers at 2:06 p.m. through the Poplar Ave. Gate by the A-wing.

#### Grade 3<sup>rd</sup>:

Dismissed by their teachers at 2:06 p.m. through the Meridian Ave. Gate, by the D-wing.

#### Grades 4<sup>th</sup> & 5<sup>th</sup>:

Dismissed by their teachers at 2:16 p.m. through the Meridian Ave. Gate by the E-wing.

## THINK TOGETHER/AFTER-SCHOOL PROGRAM

Kelley Elementary's after school program is run by THINK Together. In this program, students have an opportunity to learn important social skills, complete daily homework, and have fun academic and social interaction with other Kelley students. Parents interested in having their children participate in THINK Together must submit an application. Space is limited! Enrolled students report to the program directly after school dismissal. All students must be picked up by 5:55 p.m. daily. In order to maintain their spot in the program, students must show good citizenship, respect authority and follow program rules. The coordinator can be reached by contacting the school office or by email at [thinkkly@rialtousd.org](mailto:thinkkly@rialtousd.org).

## BUS TRANSPORTATION

In order to ensure the safety of all students, only buses will utilize the main parking lot for after school pick up unless you have a disabled person with a parking permit. All bus riders in grades K-5th are supervised by staff. Students will line up in the hallway designated for their assigned bus route. **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. Bus transportation is a privilege and violations of bus rules may result in loss of bus privilege.

If you are picking up your student who rides the bus, call the office by 1:30 p.m. to ensure that the student is not placed on the bus.

### Bus Rules

- 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 judgment dictates for safety purposes.
- Orderly behavior is required at all bus stops and while loading or unloading.
- 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.
- Vulgar and offensive language is not permitted.
- Students crossing the street after unloading must follow the bus procedures, which in some cases will include a crossing by the bus driver.
- Unauthorized student riders are not permitted to ride the bus. This includes students without a bus pass, preschool age children, parents, and visitors.

## STEP-UP PROGRAM

Step-Up is an attendance recovery program offered on Saturdays. The Step-Up program provides enrichment opportunities for all students and creates an opportunity for students to make up missed days of attendance. Step-Up Saturdays are offered at least once each month. Please refer to the Step-Up program calendar below for specific dates.

## 2026-27 RUSD STEP-UP CALENDAR

Rialto Unified School District 2026-2027 STEP-UP Calendar

| High School        | Middle School      | Elementary         | Installments Due           |
|--------------------|--------------------|--------------------|----------------------------|
| August 15, 2026    |                    |                    | <b>1) October 19, 2026</b> |
| August 22, 2026    | August 22, 2026    | August 22, 2026    |                            |
| August 29, 2026    |                    |                    |                            |
| September 12, 2026 | September 12, 2026 | September 12, 2026 |                            |
| September 26, 2026 | September 26, 2026 | September 26, 2026 |                            |
| October 3, 2026    | October 3, 2026    | October 3, 2026    |                            |
| October 10, 2026   | October 10, 2026   |                    | <b>2) November 9, 2026</b> |
| October 17, 2026   | October 17, 2026   | October 17, 2026   |                            |
| October 24, 2026   | October 24, 2026   | October 24, 2026   |                            |
| October 31, 2026   |                    |                    |                            |
| November 7, 2026   | November 7, 2026   | November 7, 2026   | <b>3) February 9, 2027</b> |
| November 14, 2026  | November 14, 2026  | November 14, 2026  |                            |
| December 5, 2026   | December 5, 2026   | December 5, 2026   |                            |
| December 12, 2026  | December 12, 2026  | December 12, 2026  |                            |
| January 23, 2027   | January 23, 2027   | January 23, 2027   |                            |
| January 30, 2027   | January 30, 2027   | January 30, 2027   | <b>4) March 15, 2027</b>   |
| February 6, 2027   |                    |                    |                            |
| February 20, 2027  | February 20, 2027  | February 20, 2027  |                            |
| February 27, 2027  | February 27, 2027  | February 27, 2027  |                            |
| March 6, 2027      | March 6, 2027      | March 6, 2027      |                            |
| March 13, 2027     | March 13, 2027     | March 13, 2027     | <b>5) May 3, 2027</b>      |
| April 3, 2027      | April 3, 2027      | April 3, 2027      |                            |
| April 10, 2027     | April 10, 2027     | April 10, 2027     |                            |
| April 17, 2027     |                    |                    |                            |
| April 24, 2027     | April 24, 2027     | April 24, 2027     |                            |
| May 1, 2027        | May 1, 2027        | May 1, 2027        | <b>6) June 7, 2027</b>     |
| May 8, 2027        | May 8, 2027        | May 8, 2027        |                            |
| May 15, 2027       | May 15, 2027       |                    |                            |
| May 22, 2027       |                    |                    |                            |
| <b>29</b>          | <b>23</b>          | <b>21</b>          |                            |

6/22/2026

## **BREAKFAST AND LUNCH**

Kelley continues to participate in Breakfast in the Classroom for the 2026-27 school-year. Breakfast is provided free of charge for all students in the classroom at the start of the school day. Breakfast begins at 7:45 a.m. for students in the A.M. TK class. Breakfast for students in Kindergarten through 5th grade starts at 8:00 a.m. and ends at 8:20. Three entrée lunches in addition to a salad bar are available daily for students. The cost for lunch is free once the online verification process is completed. Parents or Guardians are required to complete the verification process in the ParentVue app.

## **STUDENT LUNCH DROP OFF**

If you are bringing 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 lunch so that they can pick it up before their scheduled lunch time. **Class instruction will not be interrupted** to notify students that a forgotten item has arrived.

## **BAGS OF CHIPS**

Students are not allowed to bring medium to large bags of chips on campus. Students may bring a small bag of chips. Sharing with other students is not allowed. Chips are to be eaten in the cafeteria or designated area and should not be taken to the playground.

## **CLASS CELEBRATIONS/BIRTHDAY PARTIES**

It is up to the teacher's discretion whether or not to hold a celebration in class which may align to a holiday. If a celebration is planned by the teacher, it is to be held at lunch or during the last 20 minutes of the school day. The Rialto Unified School District Student Wellness Policy has developed nutritional guidelines that align with state and federal nutrition standards.

Nutrition Guidelines (Birthday Treats & Other): Homemade goodies are NOT permitted as part of student birthday celebrations. Student birthdays are celebrated in class with each teacher acknowledging birthdays in a special way such as a birthday crown, singing happy birthday, allowing a student to share a special book with the class, or in another manner appropriate for their age and grade. This means no cakes, cupcakes, cookies or other non-nutritional sugary treats for birthdays or other celebrations. Please speak with your child's teacher for ideas to arrange goody-gift bags that do not include food, and to get a count on the number of students in the class.

The reasons for this policy include health concerns and the loss of instructional time. It may not seem like much instructional time is lost for recognizing a birthday, but when you multiply the time by 30 or more students, and that not all treats sent follow the nutritional guidelines set forth by RUSD Nutrition Services Department, it adds up to the equivalent of one or more days of lost instruction. Several of our students have health concerns related to food, including allergies, diabetes, and sensitivities to dyes.

Additionally, federal nutrition guidelines prevent outside food to be sold or served to students during, and up to 30 minutes after the school day. For more information review the RUSD Student Wellness Policy below.

## **RUSD WELLNESS POLICY**

### **RIALTO UNIFIED SCHOOL DISTRICT WELLNESS POLICY**



The Board of Education recognizes the importance between a healthy diet and a student's ability to learn. The Board has established the following practices to support their commitment to creating an environment that fosters healthy nutrition habits and physical activity.

#### **NUTRITION EDUCATION WILL BE:**

- Integrated Nutrition Education
- Taught with standards aligned curriculum
- Delivered by staff that has received professional development
- Shared with families to create a culture of nutrition education in the home & community

#### **SCHOOL CHILD NUTRITION PROGRAM WILL:**

- Provide access to a variety of nutritious food through all available Federal Child Nutrition Programs, at no cost
- Food and beverages served or sold will meet nutritional standards and guidelines set by Federal and State Government
- Nutritious food will be culturally diverse, age appropriate and appealing to students
- Ensure SB12 non-compliant foods are not sold, such as candy or soft drinks
- Serve meals in a courteous, caring and positive manner, with adequate time to eat, and near the middle of the day as possible
- Support eating areas that foster good manners and respect for fellow students
- Ensure drinking water is available for students during meal service

#### **PHYSICAL ACTIVITY EDUCATION WILL BE:**

- Integrated Physical Education
- Taught with standards aligned curriculum
- Safe and enjoyable for students
- Instruction inclusive of competitive and non-competitive team sports
- Inclusive of daily recess, which is not to be used as a reward or punishment



## OTHER SCHOOL BASED ACTIVITIES WILL INCLUDE:

- Access to health clinics, screenings, and assistance with enrolling eligible children in Medi-Cal and other state health insurance programs
- After school programs that encourage activity and healthy habits
- Local Wellness and Nutrition Council to plan, implement and improve nutrition and physical activity in school environment

*Board Policy 5030/ Adopted 4/25/2024*

*Administrative Regulation 5030/ Adopted 4/25/2024*

*Policy transcripts can be found on rialtousd.org*

Join our Nutrition &  
Wellness Committee



THIS INSTITUTION IS AN EQUAL OPPORTUNITY PROVIDER

## 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 Services Assistant 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:

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

All medications brought to school must be stored in the school office. "Over-the-Counter medications, including cough drops are not allowed on campus.

## HOMEWORK

Teachers will assign students homework in various subject areas. Please provide a quiet area for your child to do his/her 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.

Classrooms will not be interrupted during instruction. If your child forgot their homework, music instrument, computer or other items. Drop it off in the front office. Remind your child to stop by the office to check if items were dropped off.

## TOYS AND PERSONAL ITEMS

Toys and personal items need to be left at home unless the teacher has given permission. This includes balls and sports equipment. They become a distraction in the classroom and cause innumerable problems on the playground. The school provides play equipment for the students. The school will not be responsible for lost or stolen items.

## 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.

Parent Teacher Conferences (PTC) will be scheduled in two sessions. PTC Session 1 will take place from **September 16-18, 2026**. Your child’s teacher will notify you if you will be having a PTC during Session 1. These will be minimum days. PTC Session 2 will take place after the completion of the First Trimester, from **November 4-13, 2026**. *Each day these two weeks will be a minimum day.* Please make every attempt to attend your children’s assigned conference. If at any time during the school year, you feel the need to discuss your child’s progress with the teacher, an informal parent conference can be arranged. It is Kelley’s goal to maintain open communication between the home and school at all times during the school year.

## PARENT VOLUNTEERS

Parents are encouraged to participate in their child’s education by volunteering in the classroom. There are two types of volunteers: Level 1 and Level 2. The level is determined by the type of contact a volunteer will have with students.

**Level 1 Volunteer:** A Level 1 Volunteer may have direct student contact with supervision of students. These volunteers have contact with students at school events, field trips and excursions, usually as chaperones. Any overnight field trip does require that a volunteer be at least 21 years of age.

**Level 2 Volunteer:** A Level 2 Volunteer may have contact with students, but under “The direct supervision of a District employee” (classified or certificated) on campus at the discretion of a site administrator.

To become a Volunteer, the following must be completed:

- Volunteer Application Form with a proof of identification, such as a California Driver’s License, California ID, etc. or see volunteer application for acceptable forms of identification (Appendix A). Official Volunteer Application Form are available at each school.
- A negative TB (tuberculosis) test clearance taken within the last 60 days of initial service and every four years thereafter (AR 1240), from a family physician, the District Health Services Department or other health clinics (Appendix B)
- A background check and fingerprinting through the District’s Personnel Department. Livescan and background check clearance are a necessary requirement to ensure the welfare and safety of our students (Level 1 Volunteers, only). Fingerprinting is available by appointment only, at the Rialto Unified School District’s Personnel Department, located at the Dr. John R. Kazalunas Education Center, 182 East Walnut Avenue, Rialto CA 92376. For more information, please call the Personnel Department at (909) 820-7700, ext. 2400.
- Individuals who are registered sex offenders are prohibited from participating as volunteers, per Education Code 35021.

## **PARENT-TEACHER ASSOCIATION (PTA)**

All parents are invited to join our PTA. The PTA supports the school by providing various activities, assemblies, and giving thousands of volunteer hours for all students. Please consider becoming an active member of our P.T.A. If you wish to get involved, please contact a PTA member, or visit the PTA tab of our school website for further information.

## **PARENT INVOLVEMENT**

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:

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

## **TITLE I, PART A SCHOOL-PARENT AND FAMILY ENGAGEMENT POLICY**

Kelley Elementary School with parents and family members, has jointly developed, mutually agreed upon, and distributed to, parents and family members of participating children in Title I, Part A programs the following requirements as outlined in Every Student Succeeds Act (ESSA) sections 1116(b) and (c).

J. P. Kelley Elementary School has developed a written Title I Parent and Family Engagement Policy with input from Title I parents. Parents are provided many opportunities to attend parent meetings such as School Site Council (SSC) and English Learner Advisory Committee (ELAC) meetings. During the annual revision period, the Title I Parent and Family Engagement Policy is reviewed and updated during scheduled SSC and ELAC meetings, where parents are invited to provide feedback and input on any proposed changes. Parents can also provide feedback and input in writing during the annual review period. The official policy is made available to parents of Title I students via our school website, and at meetings presenting the final draft. The approved policy is placed in our Single Plan for Student Achievement and the Student-Parent Handbook annually.

Kelley Elementary offers the following partnership opportunities for parents:

- School Site Council (SSC): Kelley Elementary School's SSC is composed of 10 members, five of which are parent members, elected by parents. The SSC reviews and revises the school's Title I Parent and Family Engagement Policy. All parents are welcome to attend the SSC meetings to provide input as well.

- English Learner Advisory Committee (ELAC): Kelley Elementary School's ELAC is composed of parents of English Learners. ELAC members also review and provide input as to the revision of the Title I Parent and Family Engagement Policy.
- Annual Title I Parent Meeting is held at the beginning of Back-to-School Night. School administrators meet with parents in the Multi-Purpose Room (MPR) to share information about Kelley Elementary's Title I program, ways to get involved, and gather feedback as it relates to Title I and the Parent and Family Engagement Policy.

Parents and family members of participating students in Kelley Elementary's Title I, Part A program may amend the parent and family engagement school policy to meet requirements. Amendments are proposed and discussed during regular SSC and ELAC meetings. The final Title I, Part A Family Engagement Policy is then voted on by the SSC. (ESSA Section 1116[b][2])

The Rialto Unified School District conducts a minimum of one annual meeting at a convenient time for parents. The purpose of these meetings is to:

1. Involve parents in the joint development and joint agreement of the District Title I Parent and Family Engagement Plan and Policy.
2. Provide an ongoing process for the development, refinement, adoption, and distribution of the District Plan and Parent and Family Engagement Policy. (ESSA Section 1116[b][3])

If Kelley Elementary parents and families find the plan under ESSA Section 1112 is not satisfactory to the parents of participating children, they may submit comments through the principal, assistant principal and/or School Site Council (SSC). The District shall submit any parent comments with such a plan when the District submits the plan to the State.

The school convenes an annual Title I Parent meeting to inform parents of Title I students about Title I program 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: Criteria that qualify our school to be classified as Title I.

- (1) Current school demographics.
- (2) The latest academic achievement scores.
- (3) Programs and services that are available to students through Title I funds.
- (4) Title I funding allocated to Kelley Elementary.

Kelley Elementary School offers a flexible number of meetings for Title I parents, including parents with limited English proficiency, such as meetings in the morning, afterschool, or evening.

- School Site Council Meetings are held after school.
- English Learner Advisory Committee meetings are held in the mornings.
- Parent Workshops are offered in the mornings and evenings.
- Parent Teacher Conferences are scheduled by teachers in the mornings, after-school, and evenings to accommodate parents.

Kelley Elementary 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 and Family Engagement Policy. As part of the annual evaluation and revision of the Single Plan for Student Achievement, parents of Title I students are also given the opportunity to evaluate

the effectiveness of Title I programs during SSC/ELAC meetings, parent meetings, and by completing an annual Title I Parent Survey. (ESSA Section 1116[c][2])

Kelley Elementary School provides parents of Title I students, including parents with limited English proficiency, 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 by grade level. (ESSA sections 1116[c][4][A-C])

At Back-To-School Night each year, parents are given an opportunity to review the curriculum materials for their child's new grade level, they are provided copies of grade-level content standards, and teachers give an explanation of the new grade level expectations. Parents are also given a copy of the Parent and Family Engagement Policy. (ESSA sections 1116[c][4][A-C])

At SSC, ELAC, AAPAC, and 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. (ESSA sections 1116[c][4][A-C])

At Parent-Teacher conferences, assessment information on student academic progress and grade level content standards are shared with parents. Student progress in relation to state and local standards is explained to parents including the curriculum being used, grade-level expectations for proficiency, data reporting for state and local assessments and available interventions in reading, ELA and mathematics for students needing assistance. (ESSA sections 1116[c][4][A-C])

Kelley Elementary Title I, Part A School Parent and Family Engagement Policy was developed jointly and agreed on with parents and family members of children participating in Title I, Part A programs on November 19, 2025. The school will distribute the policy to all parents and family members of participating Title I, Part A students annually on or before September 30 of each school year.

## **TITLE I, PART A SCHOOL-PARENT COMPACT**

Kelley Elementary School, and the parents of the students participating in activities, services and programs funded by Title I, Part A, agree that the School-Parent Compact outlines how the parents, the entire school staff, and the students will share in the responsibility for improved student academic achievement and the means by which the school and parents will build and develop a partnership that will help children achieve the State high academic standards (*Every Student Succeeds Act [ESSA] Section 1116[d]*). As partners, we agree to the following:

### **Parent/Guardian 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-wide meetings, events, activities, and volunteer opportunities.
- Drop off and pick up my child to and from school on time.
- If my child is ill, I will keep my child home and communicate with the school.
- Respect Kelley students, staff, and other Kelley families.

### **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:

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

### **School Responsibilities:**

The school understands the importance of providing high-quality learning experience for every student and agrees to carry out the following responsibilities to the best of its ability:

- (a) Provide high-quality curriculum and instruction in a safe, supportive, positive, and caring learning environment that enables students to meet state academic standards (ESSA Section 1116[d][1]).
- (b) Implement an instructional program that is data-driven, balanced, developmentally appropriate, differentiated, motivating, and highly engaging.
- (c) Communicate with parents/guardians throughout the school year regarding their student's progress during school-wide meetings such as Back-to-School, Open House, Coffee with the Principal, School Site Council, English Learner Advisory Committee, and African-American Parent Advisory meetings. Communication will also take place via the weekly Koala Posts sent through Parent Square.
- (d) Hold Parent-Teacher conferences in the fall, with follow-up conferences for struggling students in the spring.
- (e) Ensure that school staff and teachers are available to parents and families via email, phone calls, the Parent Square app, and upon request for conferences.
- (f) Provide parents/guardians with opportunities to volunteer, participate in, and observe the educational program.
- (g) Provide assistance and support to parents/guardians by sharing methods, strategies, or programs they can use to support their children's learning at home.

Kelley Elementary's Title I, Part A School Parent and Family Engagement Policy and School-Parent Compact were developed jointly and agreed on with parents and family members of children participating in Title I, Part A programs on **November 19, 2025**. The school will distribute the policy and compact to all parents and family members of participating Title I, Part A students annually on or before September 30 of each school year.

## RIALTO USD DRESS CODE: THE BIG THREE

The mission of the Rialto Unified School District (RUSD), the bridge that connects students to their future aspirations, is to ensure each student achieves personal and career fulfillment within a global society.

RUSD believes that high expectations for students and a safe and engaging learning environment prepares students for academic success and their future. The student dress code should serve to support all students in developing a body-positive self-image. All students are expected to adhere to RUSD Student Dress and Grooming Board Policy 5132, which includes, but is not limited to, the three expectations.

### “Big Three”

3. Clothing must cover and conceal undergarments; no private parts, including midriff, should be visible.
  4. Appropriate shoes must be worn at all times.
  5. Clothing, backpacks, and accessories must be free of images and content that are sexually suggestive, depict drugs, alcohol, or tobacco use, firearms, gang-related images, or other illegal activities.
- All RUSD staff will support students by reinforcing Dress and Grooming Board Policy 5132.
  - Students who do not comply with the dress code expectations, may be subject to progressive discipline.
  - Any student in need of appropriate clothing, will be referred to the RUSD Kindness Connection.

### Non-Discrimination Policy

*The Rialto Unified School District does not discriminate on the basis of the actual or perceived race ethnicity, religion, color, age, national origin, political affiliation, gender, gender identity, gender expression, sexual orientation, mental or physical disability, parental or marital status, or any other basis protected by the federal, state or local law, ordinance, or regulation in its educational programs or employment.*



## **POLICY 5132: DRESS & GROOMING**

### **Policy 5132: Dress And Grooming Status: ADOPTED**

**Original Adopted Date: 08/25/1999 | Last Revised Date: 10/09/2019 | Last Reviewed Date: 10/09/2019**

The Board of Education believes that appropriate dress and grooming contribute to a productive learning environment. The Board expects students to wear clothing that is suitable for the school activities in which they participate. Students shall not wear clothing that presents a health or safety hazard or is likely to cause a substantial disruption to the educational program.

(cf. 4119.22/4219.22/4319.22- Dress and Grooming)

District and school rules pertaining to student attire shall be included in student handbooks, may be posted in school offices and classrooms, and may be periodically reviewed with all students as necessary. Students shall not be prohibited from dressing in a manner consistent with their gender identity or gender expression or with their religious or cultural observance.

(cf. 5145.3 – Nondiscrimination/Harassment)

(cf. 5145.7 – Sexual Harassment)

The principal or designee is authorized to enforce this policy and shall inform any student who does not reasonably conform to the dress code. The dress code shall not be enforced in a manner that discriminates against a particular viewpoint or results in a disproportionate application of the dress code based on students' gender, sexual orientation, race, ethnicity, household income, or body type or size.

(cf. 0410 – Nondiscrimination in District Programs and Activities)

(cf. 0415 – Equity)

(cf. 5145.2 – Freedom of Speech/Expression)

School administrators, teachers, and other staff shall be notified of appropriate and equitable enforcement of the dress code.

(cf. 4131 – Staff Development)

(cf. 4231 – Staff Development)

(cf. 4331 – Staff Development)

When practical, students shall not be directed to correct a dress code violation during instructional time or in front of other students. Repeated violations or refusal to comply with the district's dress code may result in disciplinary action.

(cf. 5144 - Discipline)

### **Gang-Related Apparel**

The principal, staff, and parents/guardians at a school may establish a reasonable dress code that prohibits students from wearing gang-related apparel when there is evidence of a gang presence that disrupts or threatens to disrupt the school's activities. Such a proposed dress code shall be presented to the Board, which shall approve the plan upon determining that it is necessary to protect the health and safety of the school environment. The dress code policy may be included in the school's comprehensive safety plan. (Education Code 35183)

(cf. 0450 - Comprehensive Safety Plan)

(cf. 5136 - Gangs)

When determining specific items of clothing that may be defined as gang apparel, the school shall ensure that the determination is free from bias based on race, ethnicity, national origin, immigration status, or other protected characteristics.

## Uniforms

The Board may approve a school-initiated dress code requiring students at the school to wear a school uniform whenever the Board determines that such a dress code will promote student achievement, a positive school climate, Board Policy Manual Rialto Unified School District and/or student safety.

The Superintendent or designee shall establish procedures whereby parents/guardians may choose to have their children exempted from the school uniform policy. Students shall not be penalized academically, otherwise discriminated against, or denied attendance to school if their parents/guardians so decide. (Education Code 35183)

## 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.

## ANIMALS ON CAMPUS

Due to health and safety reasons, *animals are not permitted on school grounds at any time*, except for Guide/Service Dogs. Please do not bring animals or pets to school. In the event an animal is brought to campus, you will be kindly asked to remove the animal from the premises. This policy includes weekends.

## DISCIPLINE, POLICIES & PROCEDURES

### 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.



## **PBIS OVERVIEW**

### **What is PBIS?**

Positive Behavioral Interventions and Supports (PBIS) is an evidence –based approach used nationwide for developing positive behavior and creating a positive climate for learning. Children learn about behavioral expectations throughout the school day and are encouraged to continue the expectations at home.

PBIS provides proactive strategies for defining, teaching, and supporting appropriate student behaviors to help create a positive and safe learning environment. Our goal is to explicitly teach and model behavioral expectations, as well as recognize and celebrate positive behaviors shown by students. By improving the school environment, we hope to increase learning time and promote academic, social success, and college and career readiness.

## **RACIAL SLURS (N-Word)**

Kelley Elementary is committed to providing a safe, respectful, and inclusive environment for all students. Racial slurs, including the N-word, are harmful, offensive, and have no place in our school. We urge families to speak with their children about the impact of such language and the importance of respecting all cultures and identities. The use of racial or identity-based slurs, regardless of intent, violates California Education Code and will result in appropriate disciplinary action, including restorative practices or suspension. By working together, we can ensure that all students feel valued, protected, and supported. For questions, please contact the school's admin team. (*Ed. Code §201(a)*)

## **KELLEY'S KINDNESS CAMPAIGN**

Kelley Elementary is committed to fostering a school culture built on kindness, respect, and inclusion. As part of our Kindness Campaign, we actively teach students the importance of using positive and respectful language, emphasizing that racial slurs (n-word) and hurtful words have no place in our school community. Through classroom lessons, assemblies, and daily reminders, we encourage students to speak kindly, stand up against disrespect, and celebrate the diversity that makes our school family strong.



## RIALTO USD'S COMMITMENT TO SAFE AND RESPECTFUL SCHOOLS FOR ALL

April 8, 2025

Dear Rialto USD Families,



The Rialto Unified School District is committed to fostering a safe, respectful, and inclusive learning environment for all students. To uphold this commitment, we are addressing the unacceptable use of racial slurs, including the “N-word,” on our campuses.

Words carry weight. Racial slurs are not jokes or casual slang—they have a long and painful history of harm. Such language is offensive, damaging, and has no place in our schools. Our diverse student population deserves to feel respected, valued, and always safe.

Families, we ask for your partnership in this vital work. Please talk to your child about the history and impact of racial slurs. Reinforce the importance of respecting all racial and cultural backgrounds, and encourage them to speak up as allies—not bystanders—when they hear harmful language. Rialto is a strong, united community that thrives when we support one another, and together we can ensure a positive and nurturing environment for all students.

The use of the N-word, its derivatives, and any racial or identity-based epithet—regardless of intent or context—violates the principles of respect, inclusivity, and dignity that we expect from all students. Under California Education Code §201(a), every student has the right to a school environment free from harassment, discrimination, and hate-motivated behavior.

Hate-motivated behavior includes intimidation, harassment, bigoted slurs, threats, or violence directed at a person’s race, ethnicity, nationality, immigration status, religion, disability, gender, sexual orientation, or any other protected status under Education Code §§200 & 220, Government Code §11135, and Penal Code §422.55. The Board of Education remains steadfast in its commitment to protecting students from these harms and ensuring a safe, inclusive, and respectful learning environment.

To uphold this commitment, the District will enforce strict policies under the California Education Code to hold students accountable. Consequences for using racial slurs or other hate motivated language may include restorative justice practices, parent conferences with school staff, behavioral support programs, and, when warranted, suspension or expulsion.

Together, as families, educators, and community members, we can continue to build Rialto USD as a district that celebrates diversity, rejects hate, and ensures dignity for every student. Thank you for your partnership in creating safe and respectful schools for all.

Please contact your child’s school site administrator if you have any questions.

Sincerely,

Dr. Ayanna Ibrahim-Balogun  
Director: Equity and Social Sciences

## **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.

## **JURISDICTION**

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.

## **STUDENT DISCIPLINE ED CODE 48900**

### **DISTRICT LIAISON**

Department of Student Services  
*Lead Student Services Agent or*  
*Agent: Child Welfare & Attendance*  
260 S. Willow Ave., Rialto, CA 92376  
(909) 873-4336

Education Code 48900

A pupil may not be suspended from school or recommended for expulsion unless the superintendent or the principal of the school in which the pupil is enrolled determines that the pupil has committed an act as defined pursuant to one or more of EC 48900 subdivisions (a) to (t), inclusive:

- (a) (1) Caused, attempted to cause, or threatened to cause physical injury to another person.  
(2) Willfully used force or violence upon the person of another, except in self-defense.
- (b) Possessed, sold, or otherwise furnished a firearm, knife, explosive, or other dangerous object, unless, in the case of possession of an object of this type, the pupil had 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. Please note that with the passage of AB 424 no one has the authority to grant permission to possess a firearm on school grounds.
- (c) Unlawfully possessed, used, sold, or otherwise furnished, or been under the influence of, a 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.
- (d) Unlawfully offered, arranged, or negotiated to sell a 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 either sold, delivered, or otherwise furnished to a person another liquid, substance, or material and represented the liquid, substance, or material as a controlled substance, alcoholic beverage, or intoxicant.

- (e) Committed or attempted to commit robbery or extortion.
- (f) Caused or attempted to cause damage to school property or private property.
- (g) Stolen or attempted to steal school property or private property.
- (h) Possessed or used tobacco, or 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.
- (i) Committed an obscene act or engaged in habitual profanity or vulgarity.
- (j) Unlawfully possessed or unlawfully offered, arranged, or negotiated to sell drug paraphernalia, as defined in Section 11014.5 of the Health and Safety Code.
- (k) (1) 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.  
(2) Except as provided in Section 48910, a pupil enrolled in kindergarten or any of grades 1 to 8, inclusive, shall not be suspended for any of the acts enumerated in this subdivision, and this subdivision shall not constitute grounds for a pupil enrolled in kindergarten or any of grades 1 to 12, inclusive, to be recommended for expulsion.
- (l) Knowingly received stolen school property or private property.
- (m) Possessed an imitation firearm. As used in this section, "imitation firearm" means a replica of a firearm that is so substantially similar in physical properties to an existing firearm as to lead a reasonable person to conclude that the replica is a firearm.
- (n) Committed or attempted to commit a sexual assault as defined in Section 261, 266c, 286, 288, 288a, or 289 of the Penal Code or committed a sexual battery as defined in Section 243.4 of the Penal Code.
- (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.
- (p) Unlawfully offered, arranged to sell, negotiated to sell, or sold the prescription drug Soma.
- (q) Engaged in, or attempted to engage in, hazing. For purposes of this subdivision, "hazing" means a method of initiation or preinitiation into a pupil organization or body, whether or not the organization or body is officially recognized by an educational 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.
- (r) Engaged in an act of bullying. For purposes of this subdivision, the following terms have the following meanings:
  - (1) "Bullying" means any severe or pervasive physical or verbal act or conduct, including communications made in writing or by means of an electronic act, and including one or more acts committed by a pupil or group of pupils as defined in Section 48900.2, 48900.3, or 48900.4, directed toward one or more pupils that has or can be reasonably predicted to have the effect of one or more of the following:
    - (A) Placing a reasonable pupil or pupils in fear of harm to that pupil's or those pupils' person or property.
    - (B) Causing a reasonable pupil to experience a substantially detrimental effect on the pupil's physical or mental health.

(C) Causing a reasonable pupil to experience substantial interference with the pupil's academic performance.

(D) Causing a reasonable pupil to experience substantial interference with the pupil's ability to participate in or benefit from the services, activities, or privileges provided by a school.

(2) (A) "Electronic act" means the creation or transmission originated on or off the school site, by means of an electronic device, including, but not limited to, a telephone, wireless telephone, or other wireless communication device, computer, or pager, of a communication, including, but not limited to, any of the following:

(i) A message, text, sound, video, or image.

(ii) A post on a social network internet website, including, but not limited to:

(I) Posting to or creating a burn page. "Burn page" means an internet website created for the purpose of having one or more of the effects listed in paragraph (1).

(II) Creating a credible impersonation of another actual pupil for the purpose of having one or more of the effects listed in paragraph (1). "Credible impersonation" means to knowingly and without consent impersonate a pupil for the purpose of bullying the pupil and such that another pupil would reasonably believe, or has reasonably believed, that the pupil was or is the pupil who was impersonated.

(III) Creating a false profile for the purpose of having one or more of the effects listed in paragraph (1). "False profile" means a profile of a fictitious pupil or a profile using the likeness or attributes of an actual pupil other than the pupil who created the false profile.

(iii) (I) An act of cyber sexual bullying.

(II) For purposes of this clause, "cyber sexual bullying" means the dissemination of, or the solicitation or incitement to disseminate, a photograph or other visual recording by a pupil to another pupil or to school personnel by means of an electronic act that has or can be reasonably predicted to have one or more of the effects described in subparagraphs (A) to (D), inclusive, of paragraph (1). A photograph or other visual recording, as described in this subclause, shall include the depiction of a nude, semi-nude, or sexually explicit photograph or other visual recording of a minor where the minor is identifiable from the photograph, visual recording, or other electronic act.

(III) For purposes of this clause, "cyber sexual bullying" does not include a depiction, portrayal, or image that has any serious literary, artistic, educational, political, or scientific value or that involves athletic events or school-sanctioned activities.

(B) Notwithstanding paragraph (1) and subparagraph (A), an electronic act shall not constitute pervasive conduct solely on the basis that it has been transmitted on the internet or is currently posted on the internet.

(3) "Reasonable pupil" means a pupil, including, but not limited to, a pupil with exceptional needs, who exercises average care, skill, and judgment in conduct for a person of that age, or for a person of that age with the pupil's exceptional needs.

***(s) A pupil shall not be suspended or expelled for any of the acts enumerated in this section, unless that act is related to school activity or school attendance occurring within a school under the***

*jurisdiction of the superintendent of the school district or principal or occurring within any other school district. A pupil may be suspended or expelled for acts that are enumerated in this section and related to school activity or attendance that occur at any time, including, but not limited to, any of the following:*

- (1) While on school grounds.*
- (2) While going to or coming from school.*
- (3) During the lunch period whether on or off the campus.*
- (4) During, or while going to or coming from, a school-sponsored activity.*

- (t) A pupil who aids or abets, as defined in Section 31 of the Penal Code, the infliction or attempted infliction of physical injury to another person may be subject to suspension, but not expulsion, pursuant to this section, except that a pupil who has been adjudged by a juvenile court to have committed, as an aider and abettor, a crime of physical violence in which the victim suffered great bodily injury or serious bodily injury shall be subject to discipline pursuant to subdivision (a).
- (u) As used in this section, “school property” includes, but is not limited to, electronic files and databases.
- (v) For a pupil subject to discipline under this section, a superintendent of the school district or principal is encouraged to provide alternatives to suspension or expulsion, using a research-based framework with strategies that improve behavioral and academic outcomes that are age appropriate and designed to address and correct the pupil’s specific misbehavior as specified in Section 48900.5.
- (w) (1) It is the intent of the Legislature that alternatives to suspension or expulsion be imposed against a pupil who is truant, tardy, or otherwise absent from school activities.  
  
(2) It is further the intent of the Legislature that the Multi-Tiered System of Supports, which includes restorative justice practices, trauma-informed practices, social and emotional learning, and schoolwide positive behavior interventions and support, may be used to help pupils gain critical social and emotional skills, receive support to help transform trauma-related responses, understand the impact of their actions, and develop meaningful methods for repairing harm to the school community.

### **Sexual Harassment EDC 48900.2**

In addition to the reasons specified in Section 48900, a pupil may be suspended from school or recommended for expulsion if the superintendent or the principal of the school in which the pupil is enrolled determines that the pupil has committed sexual harassment as defined in Section 212.5. For the purposes of this chapter, the conduct described in Section 212.5 must be considered by a reasonable person of the same gender as the victim to be sufficiently severe or pervasive 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 pupils enrolled in kindergarten and grades 1 to 3, inclusive.

### **Hate Violence EDC 48900.3**

In addition to the reasons set forth in Sections 48900 and 48900.2, a pupil 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 pupil is enrolled determines that the pupil has caused, attempted to

cause, threatened to cause, or participated in an act of, hate violence, as defined in subdivision (e) of Section 233.

#### **Harassment EDC 48900.4**

In addition to the grounds specified in Sections 48900 and 48900.2, a pupil 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 pupil is enrolled determines that the pupil has intentionally engaged in harassment, threats, or intimidation, directed against school district personnel or pupils, that is sufficiently severe or pervasive to have the actual and reasonably expected effect of materially disrupting classwork, creating substantial disorder, and invading the rights of either school personnel or pupils by creating an intimidating or hostile educational environment.

#### **Terroristic Threat EDC 48900.7**

- (h) In addition to the reasons specified in Sections 48900, 48900.2, 48900.3, and 48900.4, a pupil may be suspended from school or recommended for expulsion if the superintendent or the principal of the school in which the pupil is enrolled determines that the pupil has made terroristic threats against school officials or school property, or both.
- (i) For the purposes of this section, "terroristic threat" shall include any statement, whether written or oral, by a person who willfully threatens to commit a crime which will result in death, great bodily injury to another person, or property damage in excess of one thousand dollars (\$1,000), with the specific intent that the statement is to be taken as a threat, even if there is no intent of actually carrying it out, which, on its face and under the circumstances in which it is made, is so unequivocal, unconditional, immediate, and specific as to convey to the person threatened, a gravity of purpose and an immediate prospect of execution of the threat, and thereby causes that person reasonably to be in sustained fear for his or her own safety or for his or her immediate family's safety, or for the protection of school district property, or the personal property of the person threatened or his or her immediate family.

#### **Recommendation for Expulsion: Education Code 48915**

- (a) (1) Except as provided in subdivisions (c) and (e), the principal or the 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, due to the particular circumstance:
  - (A) Causing serious physical injury to another person, except in self-defense.
  - (B) Possession of any knife 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 the Health and Safety Code, except for either of the following:
    - i. The first offense for the possession of not more than one avoirdupois ounce of marijuana, other than concentrated cannabis.
    - ii. The possession of over-the-counter medication for use by the pupil for medical purposes or medication prescribed for the pupil by a physician.
  - (D) Robbery or extortion.
  - (E) Assault or battery, as defined in Sections 240 and 242 of the Penal Code, upon any school employee.

- (b) Upon recommendation by the principal, superintendent of schools or by a hearing officer or administrative panel appointed pursuant to subdivision (d) of Section 48918, the governing board may order a pupil expelled upon finding that the pupil committed an act listed in subdivision (a) or in subdivision (a), (b), (c), (d), or (e) of Section 48900. A decision to expel shall be based on a finding of one or both of the following:
  - (1) Other means of correction are not feasible or have repeatedly failed to bring about proper conduct.
  - (2) Due to the nature of the act, the presence of the pupil causes a continuing danger to the physical safety of the pupil or others.
- (c) The principal or superintendent of schools shall immediately suspend, pursuant to Section 48911, and shall recommend expulsion of a pupil that he or she determines has committed any of the following acts at school or at a school activity off school grounds:
  - (5) 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 the 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.
  - (6) Brandishing a knife at another person.
  - (7) Unlawfully selling a controlled substance listed in Chapter 2 (commencing with Section 11053) of Division 10 of the Health and Safety Code.
  - (8) Committing or attempting to commit a sexual assault as defined in subdivision (n) of Section 48900 or committing a sexual battery as defined in subdivision (n) of Section 48900.
  - (9) Possession of an explosive.
- (d) The governing board shall order a pupil expelled upon finding that the pupil committed an act listed in subdivision (c), and shall refer that pupil to a program of study that meets all of the following conditions:
  - (1) Is appropriately prepared to accommodate pupils who exhibit discipline problems.
  - (2) Is not provided at a comprehensive middle, junior, or senior high school, or at any elementary school.
  - (3) Is not housed at the school site attended by the pupil at the time of suspension.
- (e) Upon recommendation by the principal, superintendent of schools, or by a hearing officer or administrative panel appointed pursuant to subdivision (d) of Section 48918, the governing board may order a pupil expelled upon finding that the pupil, at school or at a school activity off of school grounds violated subdivision (f), (g), (h), (i), (j), (k), (l), or (m) of Section 48900, or Section 48900.2, 48900.3, or 48900.4, and either of the following:
  - (1) That other means of correction are not feasible or have repeatedly failed to bring about proper conduct.
  - (2) That due to the nature of the violation, the presence of the pupil causes a continuing danger to the physical safety of the pupil or others.
- (f) The governing board shall refer a pupil who has been expelled pursuant to subdivision (b) or (e) to a program of study which meets all of the conditions specified in subdivision (d). Notwithstanding this subdivision, with respect to a pupil expelled pursuant to subdivision (e), if the county superintendent of schools certifies that an alternative program of study is not available at a site away from a comprehensive middle, junior, or senior high school, or an elementary school, and that the only option for placement is at another comprehensive middle, junior, or senior high school, or another elementary school, the pupil may be referred to a program of study that is provided at a comprehensive middle, junior, or senior high school, or at an elementary school.

- (g) As used in this section, "knife" means any dirk, dagger, or other weapon with a fixed, sharpened blade fitted primarily for stabbing, a weapon with a blade fitted primarily for stabbing, a weapon with a blade longer than 3 ½ inches, a folding knife with a blade that locks into place, or a razor with an unguarded blade.
- (h) As used in this section, the term "explosive" means "destructive device" as described in Section 921 of Title 18 of the United States Code.

## **BULLYING**

The Rialto Unified School District is committed to providing a safe working and learning environment; takes bullying seriously 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 USD 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 are 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 the 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)).

**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.

## **BULLYING LEGAL NOTICE**

### **Rialto Unified School District Legal Notices for Pupils and Parents/Guardians Bullying and Harassment**

The Rialto Unified School District prohibits discrimination, harassment, intimidation, or bullying of students or staff, including sexual harassment, hate-motivated behavior, cyber bullying, hazing or initiation activity, extortion, or any other verbal, written, or physical conduct that causes or threatens to cause violence, bodily harm, or substantial disruption. This policy applies while on school grounds, going to or coming from school, at school activities, or using district transportation.

*Board Policy 5131*

Bullying is defined as any **severe or pervasive** physical or verbal act or conduct, including communications made in writing or by means of an electronic act, and including one or more acts committed by a pupil or group of pupils directed toward one or more pupils that has or can be reasonably predicted to have the effect of causing a reasonable pupil to experience a substantially detrimental effect on the pupil's physical or mental health, academic performance, or ability to participate in school activities.

#### **REPORT IT (the rest of the document is in Times New Roman, should we keep it consistent, this page is in Arial font?)**

Any person that has been a victim of, or witnessed bullying or harassment on school grounds, during school activities, or going to and coming from school is highly encouraged to report the incident immediately to a counselor, administrator, or other adult personnel on campus. Students have an option of reporting the incident anonymously through the Bullying/Harassment Complaint form located at the school.

#### **INVESTIGATION**

The principal or designee shall promptly investigate all complaints of bullying or sexual harassment. The person who filed the complaint shall have an opportunity to describe the incident, present witnesses and other evidence of the bullying or harassment, and put his/her complaint in writing. Within 10 school days of the reported incident, the principal or designee shall present a written report to the person who filed the complaint and the accused individual. The report shall include his/her findings, decision, and reason for the decision. If the person is in disagreement with the outcome of the investigation, an appeal can be filed at the Department of Student Services located at 260 S. Willow Ave., Rialto, CA 92376.

#### **TRANSFER REQUEST**

A student that has been reported as the victim of a violent offense as defined by state law is entitled to transfer to another school within or outside the District, under California Education Code 46600 § (b). Placement at a requested school is contingent upon **space availability**. Transfer requests can be obtained at the Student Services Department - **Child Welfare and Attendance Office**.

# BULLYING AND HARASSMENT COMPLAINT FORM



## BULLYING/HARASSMENT COMPLAINT FORM

(Students May Report Anonymously)

Date Filed: \_\_\_\_\_ Name of student being bullied/ harassed: \_\_\_\_\_

Address: \_\_\_\_\_ Phone #: \_\_\_\_\_

Please identify yourself:

☐ Student ☐ Parent/Guardian ☐ Employee ☐ Volunteer ☐ Other

Please check the type of bullying that has occurred (more than one can be checked):

Verbal Abuse ☐

(name-calling, racial remarks, belittling, etc.  
Can be done over the phone, in writing,  
in person, over the phone, text, email)

Physical ☐

(hitting, kicking, shoving, twisting limbs, spitting,  
or destroying personal belongings)

Extortion ☐

(verbal or physical bullying for money  
or personal items)

Hazing ☐

(Having to participate in an act of physical or emotional  
harm to be part of a group, or are a victim of a group)

Indirect Bullying ☐

(Rejection, exclusion, ignoring, alienating, or  
isolating to purposely cause emotional distress)

Cyberbullying ☐

(Using technology to harass, threaten, or target another  
person – text, IMs, email, Facebook, videos, MySpace,  
Twitter, etc.)

Bullying/ Harassment on the basis of:

☐ Race, color or nationality  
☐ Gender or Gender Identity

☐ Disability  
☐ Other

School Site: \_\_\_\_\_ Dates of alleged bullying or harassment(s): \_\_\_\_\_

Person(s) alleged to have committed the bullying or harassment: \_\_\_\_\_

Description of the incident: If possible, use specific dates, times, locations, names, etc. Use the  
backside of the form or additional sheets if necessary.

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Names of Witnesses: \_\_\_\_\_

Have you reported this to anyone else: Yes \_\_\_ No \_\_\_ If so, who? \_\_\_\_\_

Signature of Reporting Person \_\_\_\_\_ Date \_\_\_\_\_

Note: Completion of this form will initiate an investigation of the alleged incident of bullying or harassment outlined in this form. All information will be confidential except for that which must be shared as part of the investigation. Submission of a good faith complaint or report of bullying or harassment will not affect the complainant or reporter's future employment, grades, learning, or working environment or work assignment. By signing above, you are verifying that your statements are true and exact to the best of your knowledge.

## **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 Programs, 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 no later than six (6) months from the date of the alleged violation(s) of federal or state law 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 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.
9. The Uniform Complaint Procedures shall be used to address any complaint alleging the District's failure to comply with the prohibition against requiring students to pay fees, deposits, or other charges for participation in educational activities and for failure to comply with the requirements for the development and adoption of a school safety plan.

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.

Revised: 7/17/13

## **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**

## CELL PHONE POLICY

### *Cell Phone Policy (Mobile Communication Devices)* *Rialto Unified School District*

Students may use cell phones, smart watches, pagers, or other mobile communication devices before school begins and after the regular school day ends. **Devices must be turned off and not visible during the school day which includes passing periods, recesses, and lunch.**

When a student uses a mobile communication device in an unauthorized manner, the student shall be subject to progressive consequences and a restorative process.

- Early Intervention includes conducting restorative conversations with the student.
- 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 employee shall store the device securely until it is returned to the student or turned over to the principal or designee, as appropriate. When a device is confiscated, 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.

*\*\*A student shall not be prohibited from possessing or using a mobile communication device under any of the following circumstances:*

- In the case of an emergency, or in response to a perceived threat of danger.
- When a teacher or administrator grants permission to the student to possess or use a mobile communication device, subject to any reasonable limitation imposed by that teacher or administrator.
- When a licensed physician or surgeon determines that the possession or use is necessary for the student's health and well-being.
- When the possession or use is required by the student's individualized education program.

# STUDENT ACCEPTABLE USE POLICY FOR COMPUTER & INTERNET USE

(front)

Keep this by your computer at home

## For Home

Some of the things you do with a computer at school, you can also do on a computer at home!

### School Website:

\_\_\_\_\_.rialto.k12.ca.us

You can also use links from the public library if you have a library card. You can get to the links from your school's web page. Write your card number here to use when you're on your computer at home.

Public Library Card #:

### Learn more about Internet Safety at

<https://www.common SenseMedia.org/parent-concerns>

### Family Internet Safety Pledge

- ☐ I will turn off my computer monitor and tell my mom or dad if anything makes me feel bad.
- ☐ I will tell my mom or dad if anyone online asks for my name or anything else about me.
- ☐ I will tell my parents if anyone online asks to meet me.
- ☐ I will not use bad or mean words on the Internet.

### Family Signatures:

### Information for Parents/Guardians

Rialto Unified School District strives to provide a powerful educational program for your child. Because technology is such an integral part of today's society, using technology during school is a critical component of your child's learning experiences. We take every precaution possible to ensure your child's safety while using these

educational tools. Please help us teach your child appropriate use of technology by discussing the information in this document and encouraging them to adhere to the rules at all times. If you or your child have any questions or concerns, please contact his/her teacher.

### Home Use of the Internet for Learning

Parent involvement and supervision are critical to ensuring your child's safety on the Internet. Rialto Unified assists you in this by providing home access to resources that support your child's learning. The following are examples of the resources available at home as well as school:

- ☐ Online Library Catalog: search for books in the school library by reading level or topic. Print a list to take to school the next day.
- ☐ Research tools: students can research a topic using safe, educational resources provided by the District. Access online encyclopedias, magazines, newspapers, and other reference works. These resources also provide links to external websites that have been reviewed for educational appropriateness.
- ☐ School Website: your school's webpage provides direct access to the aforementioned resources and class webpages where teachers can post additional resources selected to support your child's learning. Go to [www.rialto.k12.ca.us](http://www.rialto.k12.ca.us) and click "Schools" in the left sidebar to locate a school's webpage.

Please contact your child's school if you have any questions regarding these resources. We hope you find them valuable when using the Internet at home to support your child's learning.

## RIALTO UNIFIED SCHOOL DISTRICT



### Student Acceptable Use Policy for Computer & Internet Use

GRADES K-5



B-19/2018

### Student and Parent Signatures

Please sign below and return to your teacher.  
I read this with my mom or dad. I agree to follow the rules when I use the computers at school.

Student: \_\_\_\_\_

Name: \_\_\_\_\_

Date: \_\_\_\_\_ Student ID#: \_\_\_\_\_

My child and I have read and understand this document.

We agree to follow the rules stated in this policy.

Parent Signature: \_\_\_\_\_

Print Name: \_\_\_\_\_

Date: \_\_\_\_\_

### What You Can Do With a Computer at School

There are many things you can do with the computers at school. You can:

- Take a test on a book you read.
- Use web pages your teacher has picked out for you.
- Type stories, create pictures, and more!

### Danger!

Sometimes when you use a computer at school, something you don't like might show up. If this happens, tell your teacher right away!

### Rules for Using School Computers

- ☐ When I use a computer at school, I will only do what my teacher has told me to do.
- ☐ I will not damage the computers at my school.
- ☐ I will not tell my password to anyone, not even my friends.
- ☐ I will not type my name or anything about myself on the computer without asking.
- ☐ If I see something that makes me feel bad, I will tell my teacher.



- ☐ If I use a picture or words from a webpage, I will show where I got it from.

### What Happens if You Break the Rules?

Always ask before using the computer at school. If you do not follow these rules, your teacher may not allow you to use the computer anymore!

### Ready?

Take this home and talk about it with your mom or dad. Then write your name on the back.

Parents: Please see other side for more information.

(back)

# FIREARMS SAFETY



## SAFETY SERVICES MEMORANDUM 002/2024-2025



**Norberto Perez**  
Chief Lead Agent  
Expanded Learning Programs  
& Safety Innovation

**TO:** Parents and Guardians of Students in the Rialto Unified School District  
**FROM:** Lead Agent, Expanded Learning Programs & Safety Innovation Norberto Perez  
**DATE:** July 1, 2024  
**SUBJECT: CALIFORNIA LAW REGARDING SAFE STORAGE OF FIREARMS**

**Bryan Harper**  
Safety Operations Supervisor

**Victor Ramirez**  
Safety Operations Supervisor

**Alex Rodriguez**  
Emergency Operations  
Specialist

**Magali Nuñez**  
Secretary III

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.<sup>[1]</sup>

- **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.<sup>[2]</sup>

<sup>[1]</sup> See California Penal Code sections 25100 through 25125 and 25200 through 25220.

<sup>[2]</sup> See California Penal Code section 25100(c).



**Norberto Perez**  
Chief Lead Agent  
Expanded Learning Programs  
& Safety Innovation

**Bryan Harper**  
Safety Operations Supervisor

**Victor Ramirez**  
Safety Operations Supervisor

**Alex Rodriguez**  
Emergency Operations  
Specialist

**Magali Nuñez**  
Secretary III



- In addition to potential fines and terms of imprisonment, as of January 1, 2020, a gun owner found criminally liable under these California laws faces prohibitions from possessing, controlling, owning, receiving, or purchasing a firearm for 10 years.<sup>[3]</sup>

- Finally, a parent or guardian may also be civilly liable for damages resulting from the discharge of a firearm by that person's child or ward.<sup>[4]</sup>

**Note:** Your county or city may have additional restrictions regarding the safe storage of firearms.

Thank you for helping to keep our children and schools safe. Remember that the easiest and safest way to comply with the law is to keep firearms in a locked container or secured with a locking device that renders the firearm inoperable.

Sincerely,

**Norberto Perez**

Date published: July 1, 2024  
California Department of Education

---

<sup>[3]</sup> See California Civil Code Section 29805.

<sup>[4]</sup> See California Civil Code Section 1714.3.

## **MCKINNEY-VENTO**

|               |
|---------------|
| <b>NOTICE</b> |
|---------------|

**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 underpass or abandoned structures, etc.
- **As a student**, are you living with someone other than your parents 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 support 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.

# CRITICAL INCIDENT RESPONSE CHART

| <div> <div> <b>EMERGENCY</b><br/> <b>DIAL: 911</b> </div> <div>  </div> <div> <b>EMERGENCY</b><br/> <b>PROCEDURES</b> </div> <div>  </div> <div> <b>RUSD SAFETY SERVICES &amp; OPERATIONS</b><br/> <small>OFFICE: (909) 421-7609</small><br/> <small>DISPATCH: (909) 820-6892</small> </div> </div>                                                                                                                                                                                                                          |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |
|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <div> <b>Active Shooter/Lockdown</b>  </div> <ul style="list-style-type: none"> <li>• <b>Call 911</b></li> <li>• <b>Run:</b> Get into a building, lock and barricade doors, shut off lights, silence cell phone</li> <li>• <b>Prepare to Defend:</b> Be ready to protect and defend yourself using any item available</li> <li>• <b>Remain in Place:</b> Wait for all clear from authorities before evacuating your area</li> </ul>                                                                                                                                                                             | <div> <b>Earthquake</b>  </div> <p><i>Drop, Cover, and Hold...</i></p> <ul style="list-style-type: none"> <li>• Under a table or desk or against an interior wall until shaking stops (do not stand in the doorway)</li> <li>• After shaking stops, check yourself and others around you for injuries</li> <li>• Evacuate, if directed by Emergency Personnel and/or authorized District staff</li> </ul>                                                                                                                                                                                                   | <div> <b>Bomb Threat</b>  </div> <p><i>If you receive a Bomb Threat</i></p> <ul style="list-style-type: none"> <li>• Stay calm/pay attention</li> <li>• Obtain vital information</li> <li>• Call 911 and provide information</li> </ul> <p><b>Important:</b> If you are told by emergency responders to evacuate the building, follow your site evacuation procedures</p> <ul style="list-style-type: none"> <li>• Check your work area for unfamiliar items. Do not touch suspicious items; report them to authorities</li> <li>• Take personal belongings with you when you leave</li> <li>• Leave doors and windows open; do not turn light switches on or off</li> <li>• Use stairs, <u>not elevators</u></li> <li>• Move far away from the building and follow the instructions from emergency responders</li> </ul> |
| <div> <b>Fire/Evacuation</b>  </div> <ul style="list-style-type: none"> <li>• Call 911</li> <li>• Activate nearest fire alarm</li> <li>• Proceed to nearest exit</li> <li>• Use stairs, not elevators</li> <li>• Assist persons with disabilities</li> <li>• Meet at a designated area</li> <li>• Account for individuals</li> <li>• Re-enter area only when authorized by emergency personnel</li> </ul> <p><b>Fire Extinguisher Instructions:</b></p> <p>P - Pull Safety pin from handle<br/> A - Aim nozzle at base of fire<br/> S - Squeeze the trigger of the handle<br/> S - Sweep from side to side</p> | <div> <b>Medical Emergency</b>  </div> <ul style="list-style-type: none"> <li>• Call 911 and/or Safety Control Dispatch at (909) 820-6892</li> <li>• <i>Remain Calm</i> - provide comfort to the sick or injured person, if you are able</li> <li>• Provide name, location, and type of emergency</li> <li>• Stay on phone for instructions</li> <li>• Provide first aid, if you are certified</li> <li>• Follow the directions from the Emergency Personnel</li> <li>• Move victim <i>only</i> if danger is imminent</li> <li>• Designate a proactive, willing person to meet first responders</li> </ul> | <div> <b>Suicide Threat or Attempt</b> </div> <p><b>What:</b> When a person makes a verbal or physical gesture to inflict self-harm, follow these steps</p> <p>If threat is imminent, do not delay, <b>call 911</b></p> <p><b>Actions to take:</b></p> <ol style="list-style-type: none"> <li>1. Make every effort to clear others from the area</li> <li>2. Remain calm and listen attentively</li> <li>3. Get the individual to talk (remember vital information)</li> <li>4. Stay with the individual</li> <li>5. Notify staff resources for assistance (i.e. principal, counselor, nurse, crisis team)</li> </ol>                                                                                                                                                                                                                                                                                        |
| <div> <b>Chemical/Hazardous Spill</b>  </div> <ul style="list-style-type: none"> <li>• Call 911 - Give a description of the type of chemical, size or possible exposures</li> <li>• Evacuate the area and/or building</li> <li>• Wait for all clear indications from Emergency Personnel</li> <li>• Call RUSD Risk Management at (909) 820-7700 ext. 2110</li> </ul>                                                                                                                                                                                                                                          |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |

## **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  | Date |



# J.P. Kelley Elementary School

380 S. Meridian Avenue, Rialto, CA 92376

(909) 820-7924 • Fax (909) 820-6880

Dr. Aldo Velasco, Principal • Dr. Anabel Baba, Assistant Principal



## 2026-27 Title I, Part A School-Parent Compact Acknowledgment

Kelley Elementary School, and the parents of the students participating in activities, services and programs funded by Title I, Part A, agree that the School-Parent Compact outlines how the parents, the entire school staff, and the students will share in the responsibility for improved student academic achievement and the means by which the school and parents will build and develop a partnership that will help children achieve the State high academic standards (*Every Student Succeeds Act [ESSA] Section 1116[d]*). As partners, we agree to the following:

### Parent/Guardian Responsibilities:

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

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

Parent Signature \_\_\_\_\_

Date: \_\_\_\_\_

### 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:

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

Student Signature: \_\_\_\_\_

Date: \_\_\_\_\_

### School Responsibilities:

The school understands the importance of providing high-quality learning experience for every student and agrees to carry out the following responsibilities to the best of its ability:

1. Provide high-quality curriculum and instruction in a safe, supportive, positive, and caring learning environment that enables students to meet state academic standards (ESSA Section 1116[d][1]).
2. Implement an instructional program that is data-driven, balanced, developmentally appropriate, differentiated, motivating, and highly engaging.
3. Communicate with parents/guardians throughout the school year regarding their student's progress during school-wide meetings such as Back-to-School, Open House, Coffee with the Principal, School Site Council, English Learner Advisory Committee, and African-American Parent Advisory meetings. Communication will also take place via the weekly Koala Posts sent through Parent Square.
4. Hold Parent-Teacher conferences in the fall, with follow-up conferences for struggling students in the spring.
5. Ensure that school staff and teachers are available to parents and families via email, phone calls, the Parent Square app, and upon request for conferences.
6. Provide parents/guardians with opportunities to volunteer, participate in, and observe the educational program.
7. Provide assistance and support to parents/guardians by sharing methods, strategies, or programs they can use to support their children's learning at home.

Teacher/Staff Signature: \_\_\_\_\_

Date: \_\_\_\_\_



# J.P. Kelley Elementary School

380 S. Meridian Avenue, Rialto, CA 92376

(909) 820-7924 • Fax (909) 820-6880

Dr. Aldo Velasco, Principal • Dr. Anabel Baba, Assistant Principal



## 2026-27 Parent-Student Handbook Acknowledgment Form

The 2026-27 Parent-Student Handbook is available to view at the school's website at: <https://kelley.rialto.k12.ca.us/our-school/parent-student-handbook> under the Our School tab. This handbook represents one of many ways we have of maintaining an effective home-school communication network. We strongly encourage you to read the handbook with your student and familiarize yourself with the policies, procedures, and expectations under which we operate.

Please complete the form below acknowledging that you and your child have reviewed the 2026-27 Parent-Student Handbook.

**By checking these boxes, I acknowledge that I have reviewed and am aware of important school and district policies.**

- ☐ I have read the 2026-2027 Kelley Elementary School Parent-Student Handbook.
- ☐ I have read the Title I School Parent and Family Engagement Policy included in the handbook (page 20).
- ☐ 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.
- ☐ My child and I have read, understand and agree to follow the rules stated in the Student Acceptable Use Policy for Computer & Internet Use, Grades K-5<sup>th</sup> (page 45).

*Please print.*

Student Name: \_\_\_\_\_

Grade: \_\_\_\_\_

Teacher Name: \_\_\_\_\_

Parent/Guardian Name: \_\_\_\_\_

Date: \_\_\_\_\_

Parent/Guardian Signature: \_\_\_\_\_

*Please return the Acknowledgement Form to your child's teacher.*