



Hermosa
Elementary School
ALTA LOMA SCHOOL DISTRICT

**10133 Wilson Avenue
Alta Loma, CA 91737**



Be Safe ~ Be Responsible ~ Be Respectful

**Parent – Student Handbook
and
Code of Conduct**

Phone: (909) 484-5040

Fax: (909) 484-5045

Office Hours – 7:30 am to 4:30 pm



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2017-2018

HERMOSA ELEMENTARY SCHOOL



Opening Doors to Student Success

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Add
District Calendar
Here

**HERMOSA ELEMENTARY SCHOOL
Calendar of Events 2017-2018**

- Aug.** 7 First Day of School – 8:30am – Modified Dismissal at 1:30pm
 7 Kindergarten Orientation @ 8:30 - All K's Attend Early Bird Session (8:25am-12:30pm)
 7 Preppy K Activity Day – All PK's attend Early Bird Session (8:15-12:20)
 9 ALSD Board Meeting – 6:00pm @ DSC
 11 Back to School Night – 6:00pm– 8:00 PM
 29 Band Parent Information Night – 7:00pm
- Sept.** 6 ALSD Board Meeting – 6:00pm @ DSC
 4 Labor Day Holiday – No School
 7 Vision & Hearing Screening
 8 Kinder Activity Day – All K's attend Early Bird Session (8:25-12:30pm)
 8 Preppy K Activity Day- All Preppy K's attend early Bird Session (8:15-12:20)
 20 ALSD Board Meeting – 6:00pm @ DSC
- Oct.** 4 ALSD Board Meeting - 6:00pm @ DSC
 4-6 6th Grade Students go to camp
 16 Staff Development Day – Non Student Day
 18 ALSD Board Meeting – 6:00pm @ DSC
 23-27 Red Ribbon Week- **“Your Future is Free, so Stay Drug Free”**
 26 Parent University at ALE 5:15-8:30pm
 27 End of First Trimester
 27 Costume Parade -
 27 Kinder/Preppy K Activity Day – All K & PK's Attend Early Bird Session
- Nov.** 1 ALSD Board Meeting – 6:00pm @ DSC
 10 Veteran's Day Holiday – No School
 8-17 Parent/Teacher Conferences - Modified Dismissal at 1:30pm, Grades 1-6
 17 Kinder/Preppy K Activity Day – All K & PK's Attend Early Bird Session
20-24 Thanksgiving Holidays – No School
 27 First Trimester Awards Assembly
- Dec.** 13 ALSD Board Meeting – 6:00pm @ DSC
 20 Modified Day 1:30pm dismissal for students in grades 1-6th
 20 Kinder/Preppy K Activity Day – All K & PK's Attend Early Bird Session
21-29 Winter Break – No School
- Jan.** **1-5 Winter Break – No School**
 8 Return to School
 15 Martin Luther King, Jr.'s Birthday Holiday - No School
 17 ALSD Board Meeting – 6:00pm @ DSC
 29 Staff Development Day – Non Student Day
- Feb.** 7 ALSD Board Meeting – 6:00pm @ DSC
 12 President Lincoln's Birthday Holiday – No School
 14 Kinder/Preppy K Activity Day – All K & PK's Attend Early Bird Session
 19 Presidents' Day Holiday – No School
 21 ALSD Board Meeting – 6:00pm @ DSC
 23 End of Second Trimester

HERMOSA ELEMENTARY SCHOOL

Calendar of Events 2017-2018

-continued-

Mar. 6-9 Parent/Teacher Conferences – Modified Dismissal at 1:30pm
7 ALSD Board Meeting – 6:00pm @ DSC
22 Open House for all students
23 **Modified Dismissal at 1:30pm, Grades 1-6**
23 Kinder/Preppy K Activity Day – All K & PK's Attend Early Bird Session
26-30 Spring Break – No School

Apr. 4 ALSD Board Meeting – 6:00pm @ DSC
18 ALSD Board Meeting – 6:00pm @ DSC

May 2 ALSD Board Meeting – 6:00pm @ DSC
4 Kinder/Preppy K Activity Day – All K & PK's Attend Early Bird Session
8 Band Concert - 7:00 @ Los Osos High School
16 ALSD Board Meeting – 6:00pm @ DSC
24 6th Grade Promotion/Awards Assembly - 9:00am
24 Last Day of School – Modified Dismissal at 1:30pm, Grades 1-6
24 Kinder/Preppy K Activity Day – All K & PK's Attend Early Bird Session

June 6 & 13 – ALSD Board Meetings- 6:00pm @ DSC

****All dates and times are tentative****

Additional events and changes will be announced via newsletters and flyers.



GO HUSKIES!



2017-2018

Morning Recess

Time	Grade
9:55-10:13	1 st and 2 nd grade
10:15- 10:33	3 rd and 4 th grade
10:35- 10:53	5 th and 6 th grade

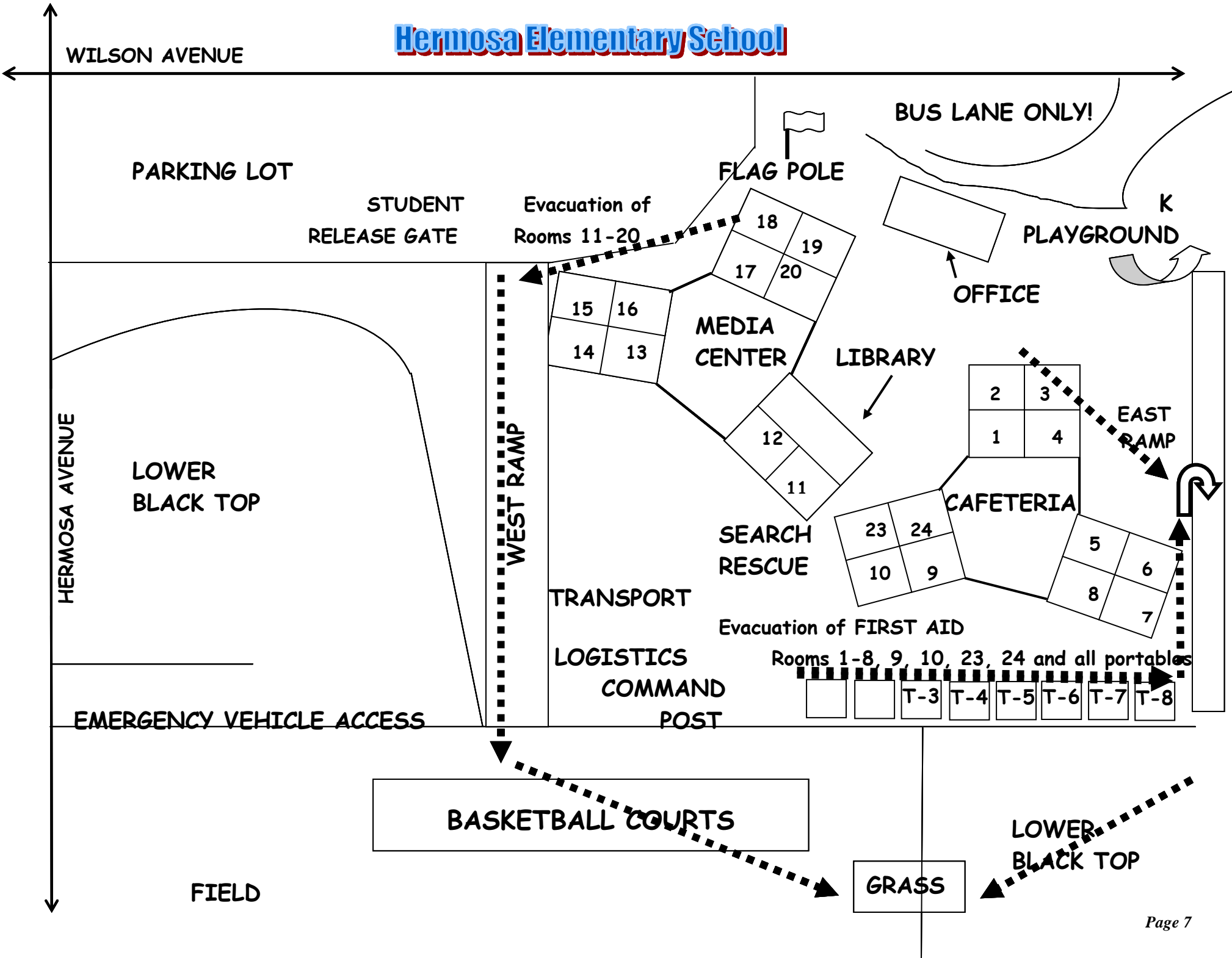
Lunches

Grade	EAT	PLAY	Wed. EAT	Wed. PLAY
Preppy K	11:00-11:25	11:25-11:45	11:00-11:25	11:25-11:45
Kinder	11:25-11:45	11:00-11:25	11:25-11:45	11:00-11:25
1 st & 2 nd grade	11:45-12:10	12:10-12:30	11:45-12:10	12:10-12:25
3 rd & 4 th grade	12:15-12:40	12:40-1:00	12:15-12:40	12:35-12:55
5 th & 6 th grade	12:45-1:10	1:10-1:30	12:45-1:10	1:05-1:25



Hermosa is a safe, respectful and responsible school.

Hermosa Elementary School





Hermosa School
Opening Doors to Student Success



Life Skills & Character Traits

~Trust~

I show trust when people can rely on me.

Core Ideas:

- Tell the truth.
- Leave things alone that belong to others.
- Do the right thing, even when no one is watching.

~Attitude~

I show a good attitude when I am positive with others and myself.

Core Ideas:

- Be friendly to adults and classmates on campus.
- Treat others with respect.
- Be excited about learning.
- Accept directions in a cheerful way.

~Work Ethic~

I show a good work ethic when I do my best work the first time around.

Core Ideas:

- Finish my school work neatly, correctly, and on time.
- Use my time wisely.
- Complete my homework and bring it back on time.
- Attend school daily and on time.
- Talk quietly when I am in the classroom and lunch area.

~Selflessness~

I show selflessness when I think of others before I act.

Core Ideas:

- Be kind to others.
- Help others when they need help.
- Share with others.

~Self-Control~

I show self-control when I am in charge of my behavior.

Core Ideas:

- Stay calm when I get angry.
- Keep quiet when I am doing my work.
- Keep my hands and feet to myself.
- Remember to raise my hand when I want to say something.
- Stay in my seat.

~Responsibility~

I show responsibility when I do what I am supposed to do without being told.

Core Ideas:

- Take care of my books and materials.
- Accept the consequence when I have made a bad choice.
- Walk on the school grounds.
- Keep my desk and class clean.
- Keep the cafeteria clean.
- I will work to keep my school clean.
- Be well-groomed.



STUDENT CODE OF CONDUCT

We strive to provide a positive atmosphere in which our students can succeed and learn to the best of their ability. It is necessary to establish standards of conduct at our school and for parents, teachers, and students to cooperate in following them. We are a safe, respectful and responsible school. In the following sections, these standards are listed. These standards are in addition to any Alta Loma School District or State Educational Code regulations pertaining to student conduct.

HERMOSA SCHOOL RULES

1. Students are not permitted on the school grounds **before 8:15 a.m.** **NO supervision is provided before that time.** **Students enter through the front blue doors and line up in the quad.**
2. Students are to follow directions given by all school personnel.
3. No student is to play or loiter in the bus zone, restrooms, hallways, bicycle rack area, media center, or cafeteria at any time.
4. Students are to use crosswalks when crossing streets. They are not to cross anywhere else. Please **DO NOT** cross your child across Wilson Ave., except at the crosswalk.
5. Student passes must be used by the students when leaving class during class time to go to the restroom, the office, library, computers, nurse's office or to any other class.
6. There is no throwing of any objects on the school grounds other than school balls during a recess or P.E. activity.
7. **All elementary schools in the District have closed campuses.**
 - **No student may leave during school hours without written permission from parents.**
 - **Items that are dropped off will be placed in our *drop off cabinet* and will be delivered to classrooms throughout the day.**
 - **Parents must sign student out and in at the front office.**
 - **For the protection of students, all parents, volunteers, and any other visitors to our campus are required to sign in at the front office upon arrival, to sign out when leaving and wear an identification badge (given at the office front desk). All visitors will need to show identification (CA driver's license)**
 - **Individuals requesting the release of a student may be asked to show verification to the office staff.**
 - **All volunteers must have prior arrangements with the classroom teacher.**
8. Students are not allowed in the media center, cafeteria, classroom, library, computer lab, recess/P.E. equipment bin, or any other campus area without teacher supervision. The teacher workrooms, staff lounge, staff bathrooms and volunteer room are OFF-LIMITS to all students.
9. No running, walking, throwing or bouncing balls, is permitted after the bell rings during recess. The proctor will blow a whistle at which time students are to line up.
10. All students will **walk down ramps** on the way to the playground and **walk up ramps** when returning to their classrooms.



11. Students are to keep off the banks, walls, fences and trees. Do not throw or kick anything over the walls, banks or fences. Students may never leave school grounds to retrieve playground equipment. School personnel will not leave campus to retrieve items.
12. No playing between or behind portable classrooms.
Balls should not be thrown, bounced, or kicked in quad area or hallways.
13. Tripping, pushing, fighting, wrestling, and spitting are not permitted on the campus.
We have a hands-off policy. Students are to keep their hands to themselves at all times.
14. Tackle football, crack the whip, red rover, gymnastics, karate, "bottoms up" and other rough play is prohibited at Hermosa School. Students are to use school equipment at school. **They are not to bring toys, games, balls, or other P.E. equipment from home.**
15. Gum chewing and sunflower seeds are not permitted at school at any time.
16. Because we are a safe and respectful school, all adults and children must use proper language and conduct themselves in a professional manner. **Use of profanity or obscene language and or hostile/aggressive behavior is not acceptable on campus from students, parents or guests.** Students may NOT say, act out or draw the words: gun, shoot or kill.
17. When students are playing ball games they are to only throw the ball below the waist at all times.
18. The school is not responsible for personal items or equipment brought to school from home. **Do not bring cell phones, MP3 players, spinners, laser pens/beams, skateboards, etc., to school.** If an item does not have a reasonable purpose at school, it should be kept home. **If your child brings a cell phone to use before and/or after school hours, the device MUST be turned off during the day so that it doesn't interfere with the instructional activities of the school. Any cell phone used during the school day will be confiscated and returned to the parent/guardian of the student.**
19. Students are to be courteous at all times when in the cafeteria line and practice good table manners at lunch. Students are not allowed to sell lunches/snacks or other items to other children.
20. Students will not be permitted to leave lunch area until their space (table and ground /floor) is cleaned up and they are dismissed by proctors.
21. Except for a legitimate emergency, students will not be permitted to call home for musical instruments, forgotten homework, lunch money or other personal items.

BREAKFAST AND LUNCH INFORMATION

Breakfast

Breakfast is served daily from 8:00 a.m. to 8:20 a.m. Students eligible for the free/reduced lunch program are also eligible for the breakfast program. Students will use their same number for breakfast and lunch.

Lunch

Lunches from home must have the student's name and room number clearly marked on them. The cost of school lunches includes milk. Milk or juice may be purchased separately. Lunches may be purchased on a daily basis at lunchtime, or you may prepay using the envelopes provided by the cafeteria, or using the website to pay in advance. Please make checks payable to **Alta Loma School District**. Students may go home for lunch only after special arrangements are made with the office.

ARRIVAL AND DISMISSAL GUIDELINES

1. Students are expected to come directly to school by the safest possible route. All students must leave campus to go directly home once dismissed. On the way to and from school, students are to obey all school and traffic rules and to conduct themselves in a courteous manner.
2. School grounds are closed until 15 minutes before school starts. Please do not have children on campus early unless participating in the breakfast program.
3. At dismissal, all students will exit through the front blue doors. Young walkers will be escorted by teacher to the campus exit. Bus riders will line up in the front of the door and wait respectfully for the bus to arrive. Car riders will stand still and wait inside the fenced area in our pick up area.

When picking up students, parents are asked NOT to park on the North side of Wilson Avenue to pick up their child as this presents a safety issue. Use designated crosswalks.

PLEASE DO NOT ENTER OR PARK IN THE BUS ZONE. DO NOT LEAVE CARS UNATTENDED AT THE CURB AREA. FOR SAFETY, DO NOT LOAD/UNLOAD CHILDREN IN ANY OTHER PARKING LOT AREA. VIOLATORS ARE SUBJECT TO TICKETING BY RANCHO CUCAMONGA POLICE. IT IS IMPORTANT THAT YOU NOT PARK OR BLOCK THE LANE TO THROUGH TRAFFIC. PLEASE DO NOT HONK YOUR CAR HORN TO HAVE YOUR CHILD RUN TO THE CAR.

4. Bicycle privileges are extended to fourth through sixth grade students only. A signed permission slip must be on file in the office. Students must observe all traffic and bicycle safety rules. Helmets must be worn at all times and are subject to citation by local law enforcement if they fail to do so.
5. **ONLY parents** are allowed to pick up your child **during school hours** *unless* the parent has written a note with permission to remove you child from school.
6. In case of illness, the person (s) picking up your child **MUST** be listed on the card. To avoid inconvenience, as well as alleviate delays, please list any relative/friend/neighbor that you may have in mind to pick up your student. It is our policy that we check photo identification at the front desk, so we would like to remind you to always have a photo ID when coming in to the office. If during the school year you wish to add/change/delete a person on your card, please update your information. **We cannot take verbal requests over the phone. There will be no exceptions to this policy.** These procedures are in place for the **safety of your child**, and our goal is to make our partnership in your child's education both safe and convenient.
7. Any student who is a bus rider must ride his/her assigned bus and is not allowed to walk home, unless a written note from the parent/guardian is given to the classroom teacher.



8. Students who are picked up by parents or child care providers are expected to be picked up **no later than 10 minutes after student dismissal.**

ATTENDANCE AND TARDY POLICY/ LEAVING SCHOOL EARLY

We expect our students to attend school regularly and promptly. Good attendance is essential for school success. Students with excessive absences may be referred to the Rancho Cucamonga School Attendance Review Board. The school will periodically send attendance and tardy updates home if either of these become excessive.

Absences - Parent/guardian is asked to call the office on the first day of the absence, 909-484-5040. If this is not convenient, a signed note from the parent/guardian should accompany the student when he/she returns to school. Any absence without a valid excuse will be recorded as a truancy. We have "hot-seat" attendance. This means students must be physically here to be counted. The only alternative studies allowed will be for students who are out five days or more. Perfect Attendance awards will only be given to students who are here daily on time, with no tardies and no early pick-ups. **Please help us to cut down on tardies -- they are a disruption to our academic program.**

Homework Requests - Parent/guardian requests for homework may be made by calling the school prior to 10:30 a.m. Assignments may be picked up in the office after 3:00 p.m. Please call the school to verify that work has been left in the office.

Leaving School Early - Whenever possible, a student should inform his teacher of a doctor/dental appointment before the absence. **If you have a medical appointment during the day, a parent/guardian must send a note indicating the time the child will be picked up.** Upon arrival, parent/guardian must sign the student out, and back in when they return, at the school office.

Tardy Policy - The home and school should work together to encourage punctuality. School starts at 8:30am. **Students are expected to be in line by 8:30am.** A child arriving late to class disturbs an entire classroom. If a child is tardy, he/she is to report directly to the office, accompanied by a parent/guardian, or, with a note signed by his/her parent/guardian. If the student does not have a note, the parent/guardian will be contacted at home or at work to verify the tardiness.



Frequent, recurring tardies are a significant intrusion into the classroom learning environment as well as embarrassing to the tardy student. Parents/guardians of young children especially need to be responsible to get the student to school on time. Excessive tardies may result in the child and parents being referred to the School Attendance Review Team (SART) or Rancho Cucamonga School Attendance Review Board (SARB).



Students who have perfect attendance with no tardies, no lates and no early pick-ups will be recognized each trimester.

VISITORS / CLOSED CAMPUS POLICY

Hermosa Elementary is a closed campus. This is for the protection of your child as well as protecting instructional time. **Students may not leave the grounds at any time during the school day except in the company of a parent.** The parent must sign the student out at the school office when leaving and sign them in upon return to school.

ALL parents, guardians, volunteers, or other persons wishing to visit please identify your reason for visiting our campus. **Visitors MUST sign in and out at the front office and wear a visitor's badge.** All visitors must have a valid California identification or driver's license. Relatives or friends from other schools are not permitted to visit or accompany students on campus.

If you wish to observe/visit in your student's class, we require that you submit notice at least 24 hours prior to the date and time of your visit unless a prior agreement has been made with the classroom teacher. Classroom observations will take place at the discretion of School Administration and/or Classroom Teacher; usually scheduled for ½ hour; or a block of time not to exceed 1 hour. Reminder, all visitors will sign in and wear a visitor badge while on campus.

PARENT INVOLVEMENT



Volunteers

Hermosa needs parents and grandparents to volunteer to help our children. Volunteers may help the students with their academic subjects and enrichment activities, go on field trips, or assist in making educational games or instructional materials for classroom use. A volunteer may have special talents that will supplement the school curriculum for the enrichment of the student instructional program. Volunteers are also welcome to help our children. **Please note that because of school district insurance requirements, siblings are not allowed in the classroom, workroom, or on the playground.** Please arrange daycare during your volunteer time. **ALL volunteers must have prior arrangements with classroom teacher.**

Hermosa PTA

We encourage your membership and involvement in our school-based parent group. The purpose of this group is to support and enrich students and school programs through assemblies, recognition awards, and volunteer time. The membership drive begins in August. Parents, community leaders, business groups, extended family members, neighbors, and friends are all invited to join.



School Site Council

The School Site Council is an elected group of parents and staff members who meet to plan, implement, and evaluate our School Based Coordinated Program. Meetings are open to all parents and residents of the school's community. The agenda for each School Site Council meeting is posted in the school office three schools days prior to the meeting date.

STUDENT AND PARENT GUIDE TO DRESS AND GROOMING

The following describes attire appropriate for the school setting. A student may not remain in the classroom dressed in a manner which:

1. Creates a safety hazard for said student or for other students.
2. Constitutes a serious or unnecessary distraction to the learning process.
3. Tends to disrupt the campus order.
4. Is in conflict with the District's goals and philosophy of the prevention of substance abuse and gang activity.

Parents have the primary responsibility to see that students are properly attired for school. School personnel have the responsibility for maintaining proper and appropriate conditions conducive to learning.

The following are guidelines for clothing selection:

1. Clothing, including jackets and shoes, with Old English style writing is not allowed.
2. Attire that advocates or advertises any type of alcohol, drugs, or acts which are illegal, obscene, or hazardous to one's health is not allowed.
3. Attire that is worn or altered in such a way to identify students with gangs is not allowed. This includes, but is not limited to: Jackets, sagging pants or shorts, cut-off shorts with knee-high socks, hanging belts, suspenders off the shoulders and gang-related initials on belt buckles. **Baggy shorts or pants that will not stay around the waist without a belt are not permitted, as well as pants which are excessively long.**
4. Attire which is sexually suggestive or extremely brief, such as low and high-cut garments, strapless or off the shoulder tops, bare midriffs, tank tops, shorts or skirts exposing posterior or that do not cover undergarments is not allowed.
5. Proper footwear must be worn at all times for safety reasons. No flip flops allowed. **All sandals must have a heel strap and closed toes.**
6. Attire, including clothing, jewelry, and other accessories, which is a safety hazard to the wearer or others is not allowed.
7. Glasses, other than prescription, shall not be worn inside school buildings.
8. Hats shall not be worn inside school buildings.



LIBRARY AND COMPUTER

1. Walk in quietly and refrain from talking.
2. Stay in your seat until directed otherwise.
3. Raise your hand if you have questions.

BEFORE SCHOOL

When the bell rings, all students are to stop talking and line up in their designated spot in the quad.

ASSEMBLIES

Students will walk to the media center with their teacher. They will sit together, as a class, in designated areas and will remain seated with appropriate assembly behavior. Students will leave the media center quietly when dismissed by the person in charge or their teacher.

MORNING SNACKTIME

Morning snacks may only be eaten in in a designated area under a proctor's supervision. Students are required to throw away their trash and maintain a clean campus. Snacks may not be taken to the lower playground. **Nutritional snacks are encouraged.**

LUNCH PROCEDURES

The students at Hermosa School are given a forty-five minute lunch period. Students eat first and play second. Prepayment lunch envelopes are available to purchase weekly/monthly lunches. Please make the check payable to Alta Loma School District. You may also pay online. Visit www.ezschooldpay.com to set up your child's account. Daily lunches can be purchased at lunch time. **THERE WILL BE NO CHARGING OF LUNCHES. OFFICE PERSONNEL CANNOT MAKE LOANS.**

Students who wish to bring their lunch should have them clearly marked with name and room number.

The following rules will be observed.

- a. Students will remain in their seat while eating.
- b. Students must use proper language and a quiet voice.
- c. Students will keep their hands to themselves at all times.
- d. Students will keep the table area clean.
- e. All eating will take place in cafeteria & quad.
- f. No beverages or containers may be taken to the playground.
- g. Each child is expected to eat his/her own lunch, whether buying lunch or bringing it from home.
Due to diabetic concerns and allergies, students may not share food.
- h. Students will remain at their assigned tables until excused to go to the playground.



Hermosa School is a closed campus. Students may be checked out for lunch after special arrangements have been made with the office. **All students must be signed in and out of school by parent or guardian after school has begun.** All students will eat together with their class at an assigned table in the cafeteria. Cafeteria rules must be followed. Students are required to remain in their seats until dismissed. Tables must be clean and students quiet before they are dismissed. When ready, students should raise their hand to be excused by the proctor.

BUS

Students will walk to lineup area by the office along the wall and remain in a line until the bus pulls up and the bus driver asks the students to board the bus. Any student riding a bus other than his/her assigned bus, must have a permission slip signed by parent/guardian and given to the bus driver. Any student assigned to bus transportation home may not walk home without a permission slip signed by parent/guardian and given to his/her teacher who will file it in the office.

SCHOOL SCHEDULE

Early Bird Kindergarten 8:25am - 12:30pm Preppy K: Early Bird 8:15am-12:20am
Late Bird Kindergarten 10:05am – 2:10pm Preppy K: Late Bird 9:55am -2:00pm

Grades 1 through 6 8:30am - 3:00pm

Modified Dismissal All Wednesdays and other designated days - Dismissal at 1:30pm all grades except Kindergarten/Preppy K

BEFORE SCHOOL



1. School grounds are closed until the arrival of the first bus or fifteen minutes before school starts. There will be supervision beginning at 8:15 a.m.
2. No students are to be on the school grounds before 8:15 a.m.
3. School begins promptly at 8:30 A.M. Habitual tardies are disruptive to the child, office staff, teacher, and classroom. Please have your child on campus in line before school starts. Excessive tardies will be referred to School Attendance Review Team (SART) or Attendance Review Board (SARB). Students eating breakfast must be in class on time or will be counted tardy.
4. You must sign in at the office when escorting your child to the classroom late.
5. Breakfast will only be served until 8:20 a.m.

PLAYGROUND

1. Students will follow directions given by the adult in charge.
2. Students will stay in designated areas before school, at recesses, and while waiting for buses.
3. Students will use school equipment properly and safely. Caution should be used to prohibit balls from going on the roof or over fences.

PLAYGROUND SAFETY

1. The following items are banned from school: knives or any sharp objects, guns, (squirt, cap, or any kind) bean shooters, spinners, slingshots, skateboards, skates, yo-yos, tops, marbles, bats, hardballs, footballs, frisbees, radios, tape recorders, beepers, walkie talkies, scooters, laser pointers, and glass items.

RULES FOR BICYCLE RIDING STUDENTS



1. Grades 4, 5, and 6 **only** may ride their bicycles to school. Children will walk bicycles while on the school grounds and when crossing the streets.
2. All students who ride their bicycle to school **MUST** wear a safety helmet (it is a state law).
3. Bicycles must be locked with the owner's lock.
4. Each bicycle rider must have a permission slip signed by the parents on file in the school office.
5. Bicycles should be registered with the Rancho Cucamonga Sheriff's Department.
6. Children riding to school will follow the California Highway instructions for riding a bicycle safely while en route to and from school.
 - a. Use hand signals.
 - b. Only one person may ride on each bicycle.
7. Children not riding bicycles will stay away from the bicycle area.
8. Bicycles on campus without permission will be locked up for parents to pick up. Failure to observe the above may result in a parent conference and/or loss of privilege to ride the bicycle to school. Detach and return the permission slip to school.

SCHOOL WIDE POSITIVE DISCIPLINE



Any violation which endangers another's safety or injures another person intentionally will result in appropriate consequence and may result in suspension from school.

At Hermosa School, our school wide positive discipline program is designed to preserve and maintain the dignity and safety of students and staff. **We are a safe, respectful and responsible school.** We follow a Positive Discipline Intervention Supports (PBIS) program. In the back of this handbook, you find our schoolwide matrix that all staff and students will follow. **We use citations and Personal Improvement Plans to communicate with parents when children break a rule, are unsafe and/or are disrespectful.**

Our progressive discipline system:

- 1st Warning
- 2nd Time Out
- 3rd Citation/PIP/ Parent meeting with student being placed on a behavior contract
- 4th May result in an in-school suspension
- 5th May result in an out of school suspension

LOST AND FOUND

Our lost and found cart can be found for lost and found items in our café or quad. It is helpful if your child's clothing is labeled.

ELECTRONIC READING DEVICES

Electronic reading devices (eReaders) are permitted on school grounds for students for the sole purpose of promoting reading.

For the purpose of this policy, an eReader is defined as a digital device whose primary function is to store books, periodicals, magazines, and other print media. A device whose primary function is to communicate or play music or games, but allows electronic books, would not be classified as an eReader under this policy.

Electronic Reading Devices

A. Possession and Use of Electronic Reading Devices

Students may possess eReader devices on school premises for specific educational purposes and may use these devices under the direct supervision of a professional staff member or to further reading instruction. The following stipulations apply:

1. Student use of a personal eReader requires consent of the student and the parent/guardian by signing an appropriate form indicating that the student and parent/guardian have received, read, understood, and agrees to abide by all applicable policies and guidelines. The parent/guardian may withdraw approval at any time.
2. All eReaders must be registered with the school and accompanied by the Acceptable Use Agreement Form signed by the parent/guardian and the student.
3. All eReaders are to be used only for the reading of school-approved material (books and other print media) and not to be used for other purposes unrelated to curricular goals. Students may not e-mail or chat using these devices while on school time. The use of games, music, or other entertainment on the eReader is prohibited on school time; on school property, including buses; and at school-sanctioned events. At all times of appropriate use, sound must be turned off and any screensavers and background must be appropriate for school.
4. The use of eReaders during testing is strictly prohibited.
5. The use of the eReader on school property, including school buses, and/or off school property at school-sponsored events, carries no right or expectation of privacy. Hermosa Elementary reserves the right to monitor, review, and restrict the use of any personal eReader. The contents of the equipment are subject to review at any time, for any reason.
6. Personal equipment, such as an eReader used on school property or school time is also subject to Acceptable Use Agreement.
7. All material on the eReader and accessed on school property or during school-sponsored events must comply with the educational objectives of Hermosa Elementary.
8. All use of eReaders must otherwise comply with Hermosa Elementary school policies.
9. All eReaders must have cellular and network capabilities disabled (turned off) while the device is on school property, including school buses; at a school function; or otherwise on school time. Students may not access their personal, online subscriber services or use school district network services.
10. All eReaders must be used at appropriate times in accordance with teacher instruction. The eReader must not be a distraction for the student or others, nor be the source of any classroom disruption.
11. Students are responsible for knowing how to properly and effectively use their eReaders. The School Division cannot provide any means of support for the device.
12. eReaders must be taken home daily by the students and may not be left at school overnight.

B. Fiscal Responsibility

Hermosa Elementary assumes no responsibility in any circumstance for loss, destruction, damage, theft, or charges made on monthly statements for an electronic reading device. Students will be responsible for locating any lost/stolen items and for other expenses accrued to their eReader accounts.

C. Data Responsibility

Hermosa Elementary assumes no responsibility for any data contained on any personal electronic device.

D. Misuse of the eReading Device

1. Violations of these Guidelines may result in confiscation of the equipment, suspension, and/or termination of the privilege to bring a personal eReader to school.
2. Violations may also result in appropriate school disciplinary action, up to and including suspension and/or expulsion, and/or legal action.

Glossary of Disciplinary Actions

Students who become involved in areas of problem behavior will be subject to certain disciplinary actions. Depending upon the behavior problem of the student, one or more of the following actions (not listed in progressive order) may be taken by the school officials. The action(s) taken will be in accordance with Board policies, California Education Code and State Law.

Detention - Upon notification of parents, students may be detained in school for disciplinary reasons for up to one hour after the close of the school day.

Discipline Counseling - A school official (teacher, administrator, or counselor) will talk to the student to identify the inappropriate behavior, review alternative behaviors, discuss consequences and develop a plan to promote appropriate student behavior expectations.

Expulsion - The student is informed that s/he is subject to expulsion. The student is also informed regarding the due process procedure. The student's parent(s) or legal guardian is notified by telephone and certified letter from the District Office that the student is subject to expulsion. Notification to the parent(s) or legal guardian must include clear instructions regarding the due process procedure. The principal/superintendent will recommend to the Board of Trustees that the student be expelled. The due process procedure is immediately initiated. The expulsion does not become effective until the due process procedure has been completed.

In-School Suspension - A student may be assigned to an in-school suspension program at the discretion of the principal or designee for offences for which suspension is permitted. Students will work on class and/or behavioral assignments while being isolated from their peers.

Loss of Privileges - Students are prohibited from attending or participating in student activities for a period of time.

Parent Conference - A formal conference is held between the student, parent, and one or more school officials. Parent involvement will be solicited in an attempt to modify/improve student behavior.

Police Contacted - The police will be contacted if drugs, alcohol, or weapons are brought on to the campus. The school police resource officer may also be contacted at the discretion of school administration.

Removal from Class(es) - The student is removed from one or more classes, but remains at school during these class periods.

Request Parent Attendance - Parents/guardians may be requested to escort/attend class with their child.

Restitution - Restitution (either in payment, or in-kind) will be expected for damaged or lost property, e.g., textbooks, library books, vandalism, etc.

Revocation of Inter/Intra District Transfer Agreement - The principal or district designee may revoke a transfer agreement at any time due to excessive tardies, absenteeism or unacceptable behavior. The transfer agreements must be renewed on a yearly basis.

SARB - School Attendance Review Board.

SART - School Attendance Review Team.

Suspension - The student is informed that he/she is subject to a suspension (five days or less). The student is also informed regarding the due process procedure. The student's parent(s) or legal guardian is notified by telephone or in person that the student is subject suspension. Notification to the parent (s) or legal guardian must include clear instructions regarding the due process procedure.

Suspension of Bus Privilege - Loss of privilege to ride bus for period of time.

Systematic Exclusion - Readjustment of student schedule to a modified day.

PBIS Matrix



Alta Loma School District

Four Levels of Unacceptable Behavior and Consequences to Ensure a Positive Learning Environment

<p>LEVEL 1: UNACCEPTABLE BEHAVIOR EXAMPLES:</p> <p>Productive Personal Environment: A Level 1 behavior is one that occurs in the classroom and interferes only with the learning of the student who demonstrates the behavior. Such behaviors can usually be corrected without disrupting the learning of others, and the teacher should NOT stop the learning activity to correct the behavior.</p> <ul style="list-style-type: none"><input type="checkbox"/> Not having appropriate equipment, supplies, and/or materials<input type="checkbox"/> Sleeping<input type="checkbox"/> Being off task, but not disruptive to others<input type="checkbox"/> Failing to turn in homework/failing to complete assignments<input type="checkbox"/> Doodling<input type="checkbox"/> Playing with items in desk<input type="checkbox"/> Daydreaming<input type="checkbox"/> Gum chewing / eating <p>Students who do not create a productive personal learning environment cannot take away time from the teacher or the focus away from the learning objective. May require parent notification.</p>	<p>LEVEL 1: CONSEQUENCE EXAMPLES:</p> <p>Productive Personal Environment: For behaviors that occur in the classroom and affect only the disruptive student, the possible consequences are appropriate depending upon frequency and may include:</p> <ul style="list-style-type: none"><input type="checkbox"/> Looking in the vicinity of the misbehavior<input type="checkbox"/> Walking toward the area of the misbehavior (proximity)<input type="checkbox"/> Ignoring behavior<input type="checkbox"/> Using a verbal redirection/signal<input type="checkbox"/> Utilizing informal talk<input type="checkbox"/> Behavior Matrix Review<input type="checkbox"/> Time-out/work completion in another room<input type="checkbox"/> Parent/teacher conference<input type="checkbox"/> Behavior Contract<input type="checkbox"/> Referral to an SST (Student Success Team Meeting)
<p>LEVEL 2: UNACCEPTABLE BEHAVIOR EXAMPLES:</p> <p>Productive Classroom Environment: This is the highest priority for the classroom teacher. A Level 2 behavior is one that occurs in the classroom and disrupts the learning of other students.</p> <ul style="list-style-type: none"><input type="checkbox"/> Failing to follow a reasonable request of the teacher<input type="checkbox"/> Talking at inappropriate times<input type="checkbox"/> Blurting out<input type="checkbox"/> Horseplay<input type="checkbox"/> Disturbing another student in any way<input type="checkbox"/> Dress code violation<input type="checkbox"/> Being out of seat during inappropriate times<input type="checkbox"/> Improper use of equipment<input type="checkbox"/> Not following directions disruptively<input type="checkbox"/> Writing notes and passing them<input type="checkbox"/> Cell phone use <p>Students must refrain from Level 2 behaviors. Whenever such behavior occurs, it requires immediate attention of the teacher and calls for immediate correction. May require parents' notification and office referral.</p>	<p>LEVEL 2: CONSEQUENCE EXAMPLES:</p> <p>Productive Classroom Environment: For behaviors that occur in the classroom and interfere with the learning of others, the possible consequences are appropriate depending upon frequency and may include:</p> <ul style="list-style-type: none"><input type="checkbox"/> Walking toward the area of the misbehavior (proximity)<input type="checkbox"/> Verbal redirection/signal<input type="checkbox"/> Utilizing informal talk<input type="checkbox"/> Behavior Matrix Review<input type="checkbox"/> Time-out/work completion in another room<input type="checkbox"/> Behavior Contract<input type="checkbox"/> Parent/teacher /administrator conference with student<input type="checkbox"/> Loss of classroom privileges<input type="checkbox"/> Referral to an SST<input type="checkbox"/> Counseling referral<input type="checkbox"/> In-school suspension/teacher discretion<input type="checkbox"/> Parent to sit with student in class



Alta Loma School District

Four Levels of Unacceptable Behavior and Consequences to Ensure a Positive Learning Environment- Continued

<p>LEVEL 3: UNACCEPTABLE BEHAVIOR EXAMPLES:</p> <p>Orderly Environment: A Level 3 behavior is one that occurs in the school, is not intended to cause physical harm to another individual, is not illegal, but does disrupt order.</p> <ul style="list-style-type: none"> <input type="checkbox"/> Disruptive behavior on the playground <input type="checkbox"/> Intimidation/Name Calling/Teasing <input type="checkbox"/> Unsafe/rough play <input type="checkbox"/> Equipment misuse <input type="checkbox"/> Disruptive behavior in the hallway <input type="checkbox"/> Disruptive behavior in the cafeteria <input type="checkbox"/> Disruptive behavior at a school event/activity/bus <input type="checkbox"/> Tardiness/Truancy <input type="checkbox"/> Inappropriate reading materials <input type="checkbox"/> Inappropriate display of affection <input type="checkbox"/> Defiance/disrespect toward supervising adult <input type="checkbox"/> Inappropriate use of social media/devices <p>Students cannot be safe or free from distraction when exhibiting Level 3 behaviors. The incident will be handled by the individual(s) assigned to supervise the area. If any other staff member is in the area, he or she is expected to assist when necessary. May require office referral, staff and parent notification.</p>	<p>LEVEL 3: CONSEQUENCE EXAMPLES:</p> <p>Orderly Environment: For behaviors that occur at school that are not intended to, and do not have the potential to cause physical or mental harm to another individual and are not illegal. May include:</p> <ul style="list-style-type: none"> <input type="checkbox"/> Proximity <input type="checkbox"/> Behavior matrix review <input type="checkbox"/> Using a verbal redirection/signal <input type="checkbox"/> Conference/Discussion <input type="checkbox"/> Time-out/work completion in another room <input type="checkbox"/> Parent/teacher / conference administrator with student <input type="checkbox"/> Referral to principal office <input type="checkbox"/> Referral to SST <input type="checkbox"/> Referral to SART and/or SARB <input type="checkbox"/> Establishing a Behavior Contract <input type="checkbox"/> Restitution <input type="checkbox"/> Detention <input type="checkbox"/> Loss of privileges <input type="checkbox"/> Removal from bus/activity <input type="checkbox"/> Counseling referral <input type="checkbox"/> In-school suspension <input type="checkbox"/> SWAP <input type="checkbox"/> Suspension for repeated offenses
<p>LEVEL 4: UNACCEPTABLE BEHAVIOR EXAMPLES:</p> <p>Safe Environment: A Level 4 behavior (highest priority) is an unacceptable behavior that is intended to or has the potential to cause another individual physical or mental harm and/or is illegal.</p> <ul style="list-style-type: none"> <input type="checkbox"/> Possession or use of dangerous objects, weapons, and explosives <input type="checkbox"/> Theft (taking school or personal property) <input type="checkbox"/> Fighting-assault or battery <input type="checkbox"/> Hitting, choking, biting, or kicking <input type="checkbox"/> Alcohol/drugs/tobacco (possession, sale, or use) <input type="checkbox"/> Sexual harassment of any kind <input type="checkbox"/> Vandalism <input type="checkbox"/> Arson <input type="checkbox"/> Obscene acts or habitual profanity or vulgarity <input type="checkbox"/> Ongoing harassment (sexual), threats, and intimidation including use of social media <input type="checkbox"/> Defiance/disrespect and threaten adult authority <p>Students cannot be expected to learn in a threatening and dangerous environment. Whenever such behavior occurs it requires immediate attention from staff, notification to parents, and possible notification of law enforcement.</p>	<p>LEVEL 4: CONSEQUENCE EXAMPLES:</p> <p>Safe Environment: For behaviors that are intended to, or have potential to cause another individual physical or mental harm and/or are illegal, the possible consequences depending on frequency and severity may include:</p> <ul style="list-style-type: none"> <input type="checkbox"/> Behavior Matrix Review <input type="checkbox"/> Administrator/parent/student conference <input type="checkbox"/> Behavior Contract <input type="checkbox"/> Detention <input type="checkbox"/> Counseling referral <input type="checkbox"/> In-school suspension <input type="checkbox"/> Out-of-school suspension <input type="checkbox"/> In-lieu of expulsion contract <input type="checkbox"/> Parent to accompany student on campus <input type="checkbox"/> Expulsion referral (48915) <input type="checkbox"/> Notification of local law enforcement <input type="checkbox"/> Law Enforcement Citation

