

HERMOSA ELEMENTARY SCHOOL



*10133 Wilson Avenue
Alta Loma, CA 91737*

2023-2024

Parent/Student Handbook

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Office Hours – 7:30 am to 4:30 pm

HERMOSA ELEMENTARY SCHOOL



Opening Doors to Student Success

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Alta Loma School District 2023-2024 School Calendar (Adopted 1.18.23)

July-23							August-23							Month	# School Days
S	M	T	W	T	F	S	S	M	T	W	T	F	S	July-23	
						1			1	2	3	4	5	4	Independence Day Holiday (observed)
2	3	4	5	6	7	8	6	7	8	9	10	11	12	24	Opening of School Offices
9	10	11	12	13	14	15	13	14	15	16	17	18	19	August-23	19 (18)
16	17	18	19	20	21	22	20	21	22	23	24	25	26	1	New Certificated Staff Orientation
23	24	25	26	27	28	29	27	28	29	30	31			2	Convocation
30	31													7	Non-Work Day for 8th Grade Certificated Staff
														7	First Day for Grades K-7 (Grades 1-7 Modified Day)
														8	First Day 8th Grade Students (Grades 1-8 Modified Day)
														September-23	20
														4	Labor Day Holiday
														21-22	Elementary Parent Conferences (Grades 1-6 Modified Days)
														25-28	Jr. High Parent Conferences (Grades 7-8 Modified Days)
														29	Jr. High - Modified Day (Grades 7-8)
														October-23	21
														9	Staff Development Day
														27	End of Trimester I (58 Days)
														November-23	16
														10	Veterans Day Holiday
														13-17	Elementary Parent Conferences (Grades 1-6 Modified Days)
														17	Jr. High - Modified Day (Grades 7-8)
														20-24	Thanksgiving Holidays
														December-23	15
														21	Modified Day, Grades 1-8; P.M. TK/Kdgn. Students attend A.M.
														22-29	Christmas Holidays/Winter Recess
														January-24	17
														1-5	New Year's Holiday/Winter Recess
														8	Students Return
														15	Martin Luther King Jr. Day
														February-24	19
														12	President Lincoln's Birthday Holiday
														16	End of Trimester II (61 Days)
														19	Presidents' Day Holiday
														March-24	15
														5	Elementary Parent Conferences (Grades 1-6 Modified Days)
														7-8	Elementary Parent Conferences (Grades 1-6 Modified Days)
														11	Staff Development Day
														22	Modified Day, Grades 1-8; P.M. TK/Kdgn. Students Attend A.M.
														25-29	Spring Recess
														April-24	22
														May-24	16 (17)
														17	Jr. High - Modified Day (Grades 7-8)
														22	Last Day of School Grades K-7 (61 Days)
														22	Modified Day, Grades 1-8; P.M. TK/Kdgn. Students attend A.M.
														23	Last Day for 8th Grade Students (Modified Day)
														24	Floating Holiday - Admissions Day (Observed)
														27	Memorial Day
														Total School Days	180

- Elementary Conferences - Modified Days
- Jr. High Conferences - Modified Days
- Modified Day - Extended Professional Development
- Jr. High - Modified Day
- Elementary & Jr. High - Modified Day

- Non-School Day: Schools and District Office Closed
- Non-School Day: Schools Closed; District Office Open

*Note: Wednesdays are modified days at elementary sites grades 1-6 from August 9 through May 22.

Hermosa Elementary School

Bell Schedule 2023-2024

Schedule for Monday, Tuesday, Thursday, and Friday

Grade	Start Time	AM Recess	Lunch	PM Recess	Dismissal
TK Early Bird	8:30		11:00-11:45		12:35
TK Late Bird	10:10		11:00-11:45		2:15
K Early Bird	8:30		11:20-12:05		12:35
K Late Bird	10:10		11:20-12:05		2:15
1	8:30	9:55-10:13	11:45-12:30	1:40-1:55	3:00
2	8:30	9:55-10:13	11:45-12:30	2:00-2:15	3:00
3	8:30	10:15-10:33	12:15-1:00	2:00-2:15	3:00
4	8:30	10:15-10:33	12:15-1:00		3:00
5	8:30	10:37-10:55	12:45-1:30		3:00
6	8:30	10:37-10:55	12:45-1:30		3:00

Preppy K & Kindergarten = 200 minutes, Primary = 312 minutes, Upper = 327 minutes

Wednesday & Modified Day Schedule

Grade	Start Time	AM Recess	Lunch	PM Recess	Dismissal
TK Early Bird	8:30		11:00-11:45		12:35
TK Late Bird	10:10		11:00-11:45		2:15
K Early Bird	8:30		11:20-12:05		12:35
K Late Bird	10:10		11:20-12:05		2:15
1	8:30	9:55-10:08	11:45-12:30		1:30
2	8:30	9:55-10:08	11:45-12:30		1:30
3	8:30	10:15-10:28	12:15-1:00		1:30
4	8:30	10:15-10:28	12:15-1:00		1:30
5	8:30	10:37-10:50	12:45-1:30		1:30
6	8:30	10:37-10:50	12:45-1:30		1:30

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 consequences 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.

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 8:00 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 students 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 identification 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 the 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 is served daily from 8:00am to 8:20am in the Hermosa Cafe. One breakfast and lunch are available daily for each student at no charge. Students must provide their student identification number to the cashier when picking up their meal. For menus, meal applications and household income forms, please visit the District website at <https://www.alsd.k12.ca.us>.

Lunches from home must have the student's name and room number clearly marked on them. Students may go home for lunch only after special arrangements are made with the office and they must be signed out and back in by a parent or guardian.

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 open at 8:00am for students to participate in the breakfast program. Students not having breakfast at school are to arrive between 8:15 and 8:30. Students must be in the café or lining up in the quad before school begins.
3. At dismissal, all students will exit through the front blue doors. Young walkers will be escorted by the 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 children **during school hours** *unless* the parent has written a note with permission for the child to be released to someone else. In case of illness, the person(s) picking up your child **MUST** be listed in the Student Information System. 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 into 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.
6. 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.
7. 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 three days or more. **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).

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; and will follow Board Policy. Reminder, all visitors will sign in and wear a visitor badge while on campus.

PARENT INVOLVEMENT

Volunteers

Hermosa needs adults 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 the 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 school 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; or
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. Hats, caps, or warm weather gear are allowed for warmth and sun protection, but must be removed when entering buildings. All head coverings should be worn facing forward.
2. Attire that advocates or advertises any type of alcohol, drugs, racial slurs, hate language, profanity, sexual content, nudity violence, or acts which are illegal, obscene, or hazardous to one's health is not allowed.
3. Gang affiliated attire that is worn or altered in such a way as to identify students with gangs is not allowed.
4. Low or high-cut garments, strapless or off the shoulder tops, bare midriffs, see-through clothing, tops with thin straps (less than 2" wide), shorts, pants, skirts, or oversized clothing exposing posterior or that does not cover undergarments are not allowed.

5. Proper footwear must be worn at all times for safety reasons. Sandals may be worn, but they must have a back strap. No flip-flop styles, slides or slippers are allowed. Sandals may not be worn during physical education.
6. Attire, including clothing, jewelry, and other accessories, which is deemed a safety hazard to the wearer or others is not allowed. Jewelry worn in the face and/or other body piercings must be removed for activities such as P.E. or other situations.
7. Sunglasses, other than prescription, shall not be worn inside school buildings.
8. Pajamas are not to be worn to school unless allowed on a special event day.

MORNING SNACKTIME

Morning snacks may only be eaten 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. 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.

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.

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

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, walkie talkies, scooters, laser pointers, and glass items.

RULES FOR BICYCLE RIDING STUDENTS

1. Students in grades 4, 5, and 6 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 the school district's 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.
9. No electronic or motorized bicycles are allowed.

Failure to observe the above may result in a parent conference and/or loss of privilege to ride the bicycle 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/expulsion 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.

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 offenses 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.



Hermosa PBIS School-Wide Matrix



	Be Safe	Be Respectful	Be Responsible
Restrooms Voice Level: 1	<ul style="list-style-type: none"> • Wait until a stall is available • Keep self to self • Report any problems 	<ul style="list-style-type: none"> • Leave it better than you found it • Stay in own stall 	<ul style="list-style-type: none"> • Use facilities correctly • Always flush • Wash and dry hands • Use water and paper wisely
Playground Voice Level: 2-3	<ul style="list-style-type: none"> • Walk on blacktop and ramp • Freeze at whistle and kneel down • Use equipment properly 	<ul style="list-style-type: none"> • Share and invite others to play • Keep self to self • Use good sportsmanship • Listen to all adults • Use kind words 	<ul style="list-style-type: none"> • Attempt to resolve conflicts positively • Follow playground rules • Use restroom and water fountain before bell • Eat in snack area only
Quad/Cafeteria Voice Level: 2	<ul style="list-style-type: none"> • Always walk in the quad/cafeateria • Eat and touch your own food 	<ul style="list-style-type: none"> • Listen and respect adults • Practice good table manners • Wait your turn 	<ul style="list-style-type: none"> • Stand in line orderly • Clean up after yourself • Wait for permission to use the restroom or be dismissed
Computer Lab Voice Level: 0-1	<ul style="list-style-type: none"> • Keep food and drink out • Be a good digital citizen 	<ul style="list-style-type: none"> • Keep hands on own computer • Use technology properly 	<ul style="list-style-type: none"> • Work on assigned task • Use technology properly
Library Voice Level: 0-1	<ul style="list-style-type: none"> • Walk • Push in chairs 	<ul style="list-style-type: none"> • Be gentle with books • Return books correctly • Listen quietly during read aloud 	<ul style="list-style-type: none"> • Choose proper book level • Use shelf markers as intended • Follow library procedures • Return books on time
Pathways Voice Level: 0-1	<ul style="list-style-type: none"> • Walk, facing forward single file with your teacher • Stay outside of the yellow arcs 	<ul style="list-style-type: none"> • Keep self to Self • Respect other's classroom learning 	<ul style="list-style-type: none"> • Walk with a purpose • Go directly to destination
Arrival/Drop Off Voice Level: 1-2	<ul style="list-style-type: none"> • Keep self to Self • Walk 	<ul style="list-style-type: none"> • Listen to all adults • Use kind words with others 	<ul style="list-style-type: none"> • Breakfast in the cafeteria only • Arrive on time • Line up at 8:25
Dismissal/Pick Up Voice Level: 0-2	<ul style="list-style-type: none"> • Keep Self to Self • Stand along the gate 	<ul style="list-style-type: none"> • Listen to adults • Use kind words with others 	<ul style="list-style-type: none"> • Watch for parents/guardians • Walkers leave immediately