

# *Hermosa View Office*

## ***Plan Ahead***

Please plan each night & help your student pack his/her backpack with items needed for the day. Be sure to mark personal items, clothes with permanent marker. Don't forget K-2 snack and/or lunch (Gr 1-2)!

## ***Lunch/Item Drop Off (View Only)***

Forgotten snacks, lunches, jackets may be dropped off in the office for pick up during recess or lunch. Please do not disturb the classroom to deliver items.

## ***After School Plans***

Please discuss with your child the daily after school plan and have a back up plan if things change. Only adults authorized on your child's emergency card will be allowed to pick up your child after school. Be sure to keep all phone numbers current.

## ***Absence Verification***

If your child is absent from school please call the office that day. If phone verification has not taken place, please send a note when he/she returns to school. Our district loses \$39. in state funding per day per student absence.

## ***Tardies***

If a student arrives at school after the start time, he/she is required to check in at the school office. Please remember how important being on time to class is each day. Even a few minutes disrupts the class and your student's start to his/her day. Thank you for making this a priority.

## ***Playground/Blacktop/Field/***

The Hermosa View School campus is not open to the public during school hours, and dogs are not permitted on the grounds on or off their leashes at any time.

## ***Medication***

Never send meds to school with your child. Please notify the Health Aide if your child's physician is prescribing meds that must be taken during school hours. Written orders from a doctor are required and medication must be in the original container with the child's name & dosage.

## ***Visitor / Volunteer Check In/Out***

All visitors and volunteers on campus are required to sign in at the Hermosa View office and wear a visitor's badge. This helps all staff and students know that such visitors have a purpose on campus. Volunteers are also required to sign a confidentiality agreement before beginning work in classrooms. These procedures help us keep our school safe.

## ***Mantoux TB Requirement***

Classroom volunteers are required to have results of a Mantoux TB skin test on file in order to work with children. Please bring documentation of this test to the office prior to working in the classroom.

## ***Phone Use***

Students may not use the office phone for after school play date arrangements. Please make these plans before school. If you will be delayed at pick up time, or you are authorizing another person to pick up your child, please call the office and know that your child will await you or your designated person in the office.

## ***Student Sign Out***

If you need to check your child out during school hours – please report to the school office. An office staff member will then give you a note to give the teacher. Please inform the teacher that your child is being signed out. If he/she will be returning to campus that day, please notify the teacher and the office staff.

## ***Home/School Communication***

Informational items/flyers will be sent home online at [www.hbcasd.org](http://www.hbcasd.org). Please take time to read these notices, as they often require your written response by a deadline date. You may E-mail your teacher or call after hours, accessing that teacher's extension through the office's number at 310-798-1680.

Please notify the office if your child(ren) will be absent 5 or more days. Independent Study Contracts may be arranged in advance, the student(s) will keep up on missed assignments and state funding will not be lost.

For emergency purposes it is critical that your phone/pager numbers on your child's emergency card remain current.

## ***Lunch (Gr 1-2)***

Gr 1-2 students can buy a school lunch, including milk, or milk only, each day. Lunch tickets (10 or 20 lunches) may be purchased in the office. Please make checks payable to HBCSD. Students without a lunch should report to the office at lunch time. If your child does not have a ticket, please do not request a school lunch without sending payment in an envelope with his/her name and the teacher's name.

Lunch menus are online at the district website- [www.hbcasd.org](http://www.hbcasd.org). Look for View school, then Food Service. Students may pack a lunch – remember no glass containers, candy or sodas,

## ***Messages***

If there is an emergency, please contact the school and we will assist in any way possible. If you will be delayed for pick up or want another adult to pick up your child, we will inform the teacher after school. Sorry, but we cannot deliver messages to the classrooms during school time. Thank you for your understanding and cooperation.

## ***Shhhhhhhhhhhhh!***

Please remember that school instructional time is golden. Please help us keep our campus quiet during school hours. Remember that not all students are dismissed at the same times and that outside classroom voices and sibling's cries may disturb instructional time.

## ***Reminder: Drop Off Time***

**There is no supervision beyond 10 minutes (HOP/Kinder) & 15 minutes (Gr 1-2) before class begins.**

**CAMPUS & PLAYGROUND ARE CLOSED TO PLAY GROUPS/CARE GIVERS BETWEEN 8AM-3:15PM.**