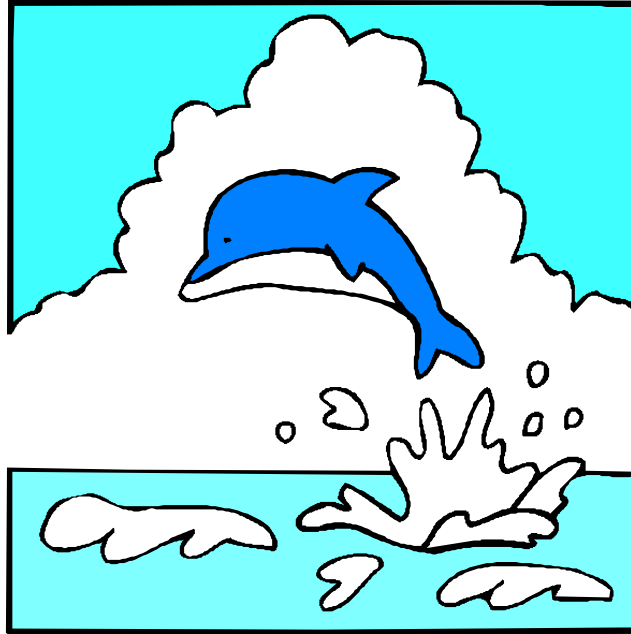


Hermosa View School Welcomes You!



A National Blue Ribbon School

A California Distinguished School

CA Business for Education Excellence Award Recipient

Hermosa Beach City School District

Our 106th Year

New Parent Handbook

HERMOSA BEACH CITY SCHOOL DISTRICT

1645 Valley Drive
Hermosa Beach, California 90254
(310)937-5877 FAX (310)376-4974

BOARD OF TRUSTEES

Jack Burns
Carleen Beste
Lisa Claypoole
Cathy McCurdy
Ray Waters

DISTRICT ADMINISTRATION

Bruce Newlin, Ed.D.
Angela Jones

Superintendent
Business Manager

HERMOSA VIEW SCHOOL

Grades K-2
1800 Prospect Avenue
Sylvia Gluck, Principal
(310)798-1680
FAX (310)798-4681

HERMOSA VALLEY SCHOOL

Grades 2-8
1645 Valley Drive
Tiffany Rudek, Principal
(310)937-5888
FAX (310)798-4365

Dear New Hermosa View Parents,

Welcome to Hermosa View and the Hermosa Beach City School District. Both Hermosa View and Hermosa Valley have been recognized as California Distinguished Schools and National Blue Ribbon Schools. Our K-2 program will provide wonderful experiences for your child as he/she learns, grows and interacts with others in a positive, nurturing environment.

We are extremely proud of our schools and strive to meet the particular needs of each child. You may be assured that we will provide an educational setting where every child can be successful within a stimulating academic environment. Please feel free to contact our school office should questions arise regarding programs, goals or policies. My door is always open. Please stop by. I look forward to meeting you as we start our home-school partnership.

Sincerely,

Sylvia

Sylvia Gluck, Principal

HERMOSA VIEW SUPPORT STAFF

Superintendent - Dr. Bruce Newlin

Principal - Sylvia Gluck

Office Manager - Nancy Waldner

Health Aide - Toni Belknap

Attendance Clerk - Judi McEachen

English Language Learners - Margarita Stover

Custodians -Richard Esparza & Bobby DeLand

Librarian - Karen Guerrero

P.E. - Mike Schlimmer

Speech - Mary Beth Young

Counselor - Rachel Lloyd

Resource Specialist - Gia Busse

Title II Reading Teacher - Molly Hoosack

Occupational Therapist - Courtney Daniels

ATTENDANCE

Arriving on time and attending class on a regular basis play a vital part in the development of your child's attitude toward school and his/her acquisition of skills and knowledge. Being at school on time sets the tone for your child's entire instructional day. Please call the school office the morning of, or send written verification upon the child's return after any absence. You will be notified if your child exceeds 6 absences or tardies. Research shows that children who are routinely absent/tardy do not achieve the academic success of those with good attendance habits. Office personnel will receive absence-related calls at (310) 798-1680. Average Daily Attendance (ADA) determines state funding. You may donate \$40. per day to HBCSD for any absences other than those covered by an Independent Study Contract.

A sick child should not be sent to school. Please report contagious diseases to the Health Aide, extension 102.

REGISTRATION REQUIREMENTS

Kindergarten students must be 5 yrs of age on or before Dec. 2, 2009 to be eligible to enroll. AM/PM requests are done by lottery. Parents will be notified of AM/PM placement the first week of July. ***Registration for all K-2 students must include all 9 of the following items. You must provide originals of residency proofs, birth certificate & records of immunizations. You may bring copies with originals to expedite registration. Office hours to register 9-11AM & 1-3PM.**

1. EMERGENCY CARD completed on both sides and signed on back, including names and phone/cell phone contacts for local persons other than parents who can sign out child. List any health conditions, especially allergies & medications needed on a daily basis. Written authorization by parent and physician is required for meds to be dispensed by the school health aide.

2. DEMOGRAPHIC FORM with E-mail address for district/home communications. This information is reported for state standardized testing.

3. SPECIAL PROGRAM FORM - Please indicate if your child participated in any special program in any school prior to attending Hermosa View.

4. LANGUAGE SURVEY - Please complete lines 1-4 & sign. Assessment information is requested if your child is fluent in a language other than English and/or was born outside the United States.

5. RESIDENCY PROOFS - **MUST** have 3 verifications of residence and a **VALID DRIVER'S LICENSE**. Originals must be submitted, with or without copies. **3 OF THE FOLLOWING ACCEPTABLE ITEMS**: Electric and gas bill or intent to hook up with bill to follow in 30 days; rental agreement with bank, credit union or other financial institution statement; car registration; car or health insurance bill; payroll check or mail of an official nature (jury summons, social security, welfare letter, citations) if no utilities are paid. **NOT ACCEPTABLE**: Home/cell phone bills; cable bill; water or trash bill; property tax bill or home insurance statement; credit card bill; or items not in parent's name.

6. BIRTH CERTIFICATE - Birth certificate, hospital document, baptismal certificate; passports are acceptable. Original must be submitted.

7. HEALTH QUESTIONNAIRE - Please complete all questions on both sides.

8. IMMUNIZATIONS - Please bring any records at time of registration for office staff to advise re: immunization requirements, boosters, TB test, 1ST Grade physical requirement

9. AFFIDAVIT OF RESIDENCY AGREEMENT (Form 1AR)

ORAL ASSESSMENT SIGNED BY DENTIST DUE BY FIRST DAY OF SCHOOL- Pursuant to new state law requiring children entering Kindergarten or 1ST Grade for the first time in public school to have dental assessment within 12 mo. of start.

1ST GR PHYSICAL FORM - Completed by physician within 18 mo. of 1ST Grade start.

(GR 1-2) AUTHORIZATION FOR EXCHANGE OF INFORMATION Please complete with name of child's previous school & sign, authorizing exchange of information.

HEALTH INFORMATION

- Your child should have a complete physical and dental examination. Immunizations against German measles, mumps and rubella (MMR), diphtheria, tetanus, and whooping cough (DTP), polio, Hepatitis B, chickenpox (Varicella) and a TB Mantoux skin test (PPD) are required for Kindergarten. If child's 5-year boosters are not due before the first day of school, you will need to sign a waiver. See Health Aide regarding this and any special health information/concerns.
- You can help control the spread of disease at school by keeping your child home for a 24-hour period if you observe any of the following symptoms: elevated temperature (100 degrees or more), nausea, vomiting, diarrhea, stomachache, earache, persistent headache, red/watery/itchy eyes, runny nose, dizziness, or any signs of rash on the face or body.
- If your child becomes ill at school, you will be called. **It is essential that we have current home and cell phone numbers for you and a family member, friend and child care provider.**
- Ensure that your child has adequate rest and breakfast. Young children need 10 hours of sleep every night.
- Clothe your child simply and comfortably in washable clothing that allows room for jumping, running, stretching, and independent toilet habits. Sturdy shoes that tie are recommended. Sandals or open toe shoes are not permitted. Please label your child's clothing & backpack and/or lunchbox with his/her first and last name.
- Teach your children the importance of hand washing before and after eating, and after using the bathroom.
- Although young children begin school toilet-trained, accidents do occur. Please notify the Health Aide if there is a concern with your child.

NEVER SEND MEDICATION TO SCHOOL WITH YOUR CHILD. In addition to your written authorization (available in the school office), a physician must send/FAX written orders to the school to dispense medication before any medicine, including non-prescription drugs, may be administered. Medication taken at school must be in the original container with child's name, prescribed dosage, and expiration date of drug. Our FAX number is (310)798-4681.

INDEPENDENT STUDY CONTRACT

If you know in advance your child will miss 5 or more consecutive days for travel, personal reasons or an extended illness, please contact the office in advance to arrange an Independent Study Contract. Average Daily Attendance (ADA) is used by the state to allocate school funding. By way of independent study, your child keeps up with classroom work and the school does not lose ADA funding in the amount of \$40. per day per child. Please make every effort to have your child attend each day, or at least part of the day.

PREPARING FOR THE SCHOOL DAY

- Before the year begins, please be aware that View students are not permitted to walk to or from home without an adult. You may wish to familiarize your child with the campus after 3:10PM Mon. - Fri.
- Teach your child his/her first and last name, address and phone number.
- Get your child up early enough each day to get to school on time without rushing or causing either of you stress.
- Provide a well-balanced breakfast and send nutritious snacks and lunches.
Please, no soda, candy or gum at school. No nut products in classrooms.
- Please use a permanent marker to label all clothing, books and other articles brought to school. Lost & Found clothing and backpacks are located on the walkway between Rooms 1-Computer Lab. Unclaimed items are donated to charity at winter and spring breaks. Please mark all items with a permanent marker.
- If you drive to school, the drop-off area in the middle parking lot is next to Rooms 1-2-3. If possible, park on neighboring streets, observing street cleaning signs. Use caution at all times in parking lots, especially at entrance and exit driveways. No pedestrians are allowed on the traffic ramp between lower and middle parking lots, and children may not walk through the parking lots unescorted. Strollers may be left at the foot of the main stairway. Please turn off your cell phone when driving on campus or visiting the View office.
- Keep the school informed. Only persons designated on your child's emergency card may sign him/her out of school. Please make arrangements and inform your child before school about a change in his/her pick up routine, as well as after school play-date plans. . In the event your child must leave school earlier than dismissal time, you will need to come to the office, sign your child out, and get an office note for the teacher.

HERMOSA VIEW DAILY SCHEDULE (Effective 1/4/2010)

- **8:00 (AM Kinders) SCHOOL STARTS** *No supervision before 7:50AM.
- **8:30 (1st & 2nd Grade) SCHOOL STARTS** * No supervision before 8:15AM.
- **11:40 (PM Kinders) SCHOOL STARTS** *No supervision before 11:30AM.
- **9:50-10:10 1st GRADE RECESS**
- **10:00-10:20 2nd GRADE RECESS**
- **11:30 AM KINDER DISMISSAL** - Be alert to parking lot jams and vehicles traveling too fast. Reassure children who may be anxious about late parents.
Early Out Wednesday schedule is 8-10:40 each week.
- **12:00-12:45 1st GRADE LUNCH & 12:15-1:00 2nd Gr LUNCH-** Volunteers are welcome to help with games at noon recess. Noon aides are there to handle any problems that may arise. Please sign in at the office and wear a "Visitor Pass" each time you visit campus.
- **2:35 1st/2nd GRADE DISMISSAL** *Students may not wait for parents or caregivers on the playground. No supervision after 2:45. Please be on time.
Early Out Wednesday dismissal is 1:20 each week.
- **3:10 PM KINDERGARTEN DISMISSAL** *Sorry, playground, structure & blacktop areas are reserved for school use until 3:30.
Early Out Wednesday schedule is 11-1:40 each week.

HOME AND SCHOOL COMMUNICATIONS

Call the school office for any student absence. Contact the office and teacher one week in advance if your child will be absent for five or more days. An Independent Study Contract with the student's assignments will be prepared by the teacher. In this way the student keeps up with missed class work and the school receives ADA (Average Daily Attendance) funds for his/her absence. Funding is lost for any absences other than those covered by the Independent Study Contract. You may choose to donate \$40. per day to HBCSD for missed days not covered by a study contract.

Meet your child's teacher early in the school year. Ask how to volunteer and become an active partner in the classroom program. Volunteers are required to have on file results of a TB Mantoux test, results of which are good for 4 yrs.

Attend parent meetings and take part in school events. The Parent Teacher Organization (PTO) has many opportunities for your involvement and meets monthly on Mondays, both afternoons and evenings.

Discuss the work your child brings home and look for flyers/notices online at www.hbcasd.org every Wednesday. The PTO sends out a weekly EBlast as well. **Confidentiality is very important. Please refrain from discussing any child other than your own with other parents. We appreciate your cooperation.**

HERMOSA VIEW OFFERS THE FOLLOWING

- **CLASS-SIZE REDUCTION** - All K-3 classrooms are participating in the state's Class-Size Reduction Program, limiting enrollment to 25 students per classroom.
- **COMPUTER LAB** - Hermosa View's computer lab is equipped with 21 eMac's, 8 iMac's, 2 laser printers, a color scanner & lcd player. Teachers work with students to implement the district's technology plan.
- **MUSIC** - A credentialed music teacher instructs every classroom each week.
- **LIBRARY** - Room 16 is a complete library available to students and staffed by Mrs. Guerrero, who introduces children to library use, oversees a Book Fair, and coordinates programs such as Books & Beyond and Accelerated Reader, all of which provide incentives to read.
- **P.E.** - Supplemented with a grant from Beach Cities Health District, a credentialed physical education teacher instructs students in Gr 1-2.
- **COMMUNITY SERVICE PROJECT** - K-8 Books for Long Beach Children's Clinic.
- **TECHNOLOGY PROJECTS** - Students in all classes complete a project:
Kinders- Kid Pix; 1st Gr- Hyper Studio "All About Me"; 2nd Gr 2- Social Studies Word Documents w/ Pictures.

VOLUNTEER IN THE CLASSROOM!

- **TB TESTS** - All persons who work in classrooms must have on file results of a Mantoux TB test, good for four years. A negative report of a recent x-ray is also acceptable, and is good for four years.
- **SIGN IN** - You must sign in each time you arrive to volunteer. The office needs to know who is on campus in case of an emergency. You will be given a "Visitor Pass" to wear to identify you as a welcomed visitor.
- **POLICIES AND PROCEDURES** - Because you are now a part of the district working with our children, it is important to be aware of the laws and procedures under which we must operate. **CONFIDENTIALITY OF INFORMATION:** All data concerning the school and the pupils must be kept confidential. **UNDER NO CIRCUMSTANCES** should a volunteer discuss any child other than his/her own with anyone other than that student's teacher.
- **COMMITMENT** - It is important for the volunteer to establish a schedule indicating the days and hours that will be donated to the program. If you find that you must be absent, please try to find a substitute. Please call the school office to relay a message if there will be a change of plans.

SPECIAL PROGRAMS

- **SCHOOL IMPROVEMENT PROGRAM (SIP)**
SIP is a program of extra state funding for K-8 which is to be spent at the school level decided by the School Site Council.
- **RESOURCE SPECIALIST PROGRAM (RSP)**
RSP is a program for children with learning disabilities. RSP children are housed in the regular classroom and may leave the classroom to receive additional instruction in their special area of need.
- **SPEECH AND LANGUAGE**
Specialists are available for students with special needs in these areas.
- **COMPUTER LEARNING**
A computer laboratory is equipped with iMac and eMac computers, a color scanner, a laserprinter and 2 black & white printers, which enable K-2 students to learn computer skills with their teacher.
- **LIBRARY**
Classes visit the library once a week to check out books with Mrs. Guerrero. Students may also donate new books to the library.
- **STAR, Kids Kabaret & Savoir Faire After School Enrichment Classes**
After school enrichment classes for Kinders, 1st and 2nd grade. Classes are offered each trimester on Tues., Thurs. & Fri. (STAR) & Wed., (Kids Kabaret & Savoir Faire.)