



# Handbook for New Families



*This handbook was designed for families who are new to Manhattan Beach Unified School District (MBUSD) to help navigate your way through the public school system. Whether you come from another state or country, there may be differences from the schools you are familiar with. Most of this information, and more, can be found on the district website at [www.mbusd.org](http://www.mbusd.org).*



To All MBUSD Families,

Welcome to MBUSD! You've come to a wonderful place where we do our best to challenge and care for each student. I hope it is a great experience for your family. This handbook was developed with the particular goal of helping new families to navigate a new school, a new school district, and a new school community. As we have shared it with school and parent leaders, everyone believed that *all* of our families could benefit from this handbook, so it's available to all! I want to thank our innovative and strong District English Learner Advisory Committee members, as this project was their idea. Although over 90% of our families are English speaking, we do have families who speak over 35 other languages. These parents have helped to develop this handbook, and I am grateful for their efforts.

Our district serves approximately 6,500 students in a preschool, five elementary schools, one middle school, and one high school. We are one of the highest performing school districts in the state and the nation, and most families who move to Manhattan Beach tell us (and their realtors) that the schools are one of their top reasons for choosing Manhattan Beach. To be clear, there are other reasons for moving here. Manhattan Beach is pretty darn nice, the weather's great, and it's an amazing community that comes together to support our students and our schools.

The MBUSD Board of Trustees makes it clear that we are striving to not only help each child meet their highest academic potential, but also to help develop students who are socially and emotionally healthy in an increasingly stressful world. We have over 800 high quality teachers, administrators, and support staff, all of whom work together to create the best educational environment possible for each child. It's hard work, and we are proud of what we do, and even more proud that we are always learning how we can be even more effective.

If you need more information, our district and each of our schools maintain highly informative websites and they also publish frequent electronic newsletters to which you can subscribe. Our schools offices will answers your questions, and my office is happy to help as well. We would love to see you get involved in our schools through our PTAs, MBEF, or MBX. You'll find information about that in this handbook.

I hope you have an outstanding experience in MBUSD, and on behalf of all us, Welcome!

Michael D. Matthews, EdD  
Superintendent  
Manhattan Beach Unified School District

**JULY 2019 - JUNE 2020  
MANHATTAN BEACH UNIFIED SCHOOL DISTRICT**

**SCHOOL YEAR CALENDAR**

July 2019						
S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

August 2019						
S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

September 2019						
S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

October 2019						
S	M	T	W	T	F	S
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13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

November 2019						
S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

December 2019						
S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

T	Teacher Start Date
S	School Start Date
E	School End Date
TE	Teacher End Date
H	Legal Holiday, School/Offices Closed
	Non-Student, Non Teacher

Independence Day - July 4, 2019  
 Labor Day - September 2, 2019  
 Local Holiday - September 30, 2019  
 Local Holiday - October 9, 2019  
 Veteran's Day - November 11, 2019  
 Thanksgiving Recess - Nov. 25-29, 2019  
 Winter Recess - Dec. 23, 2019 - Jan. 3, 2020  
 Martin Luther King Day - January 20, 2020  
 Presidents' Holiday Recess -  
 Feb. 17-21, 2020  
 Spring Break - April 6 - 13, 2020  
 Memorial Day - May 25, 2020

**M** Mandatory Staff Development  
 (August 19, 2019 - no students)

Approved by:  
 MBUTA: 5/14/2019  
 Board of Trustees: 5/15/2019

January 2020						
S	M	T	W	T	F	S
			1	2	3	4
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12	13	14	15	16	17	18
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26	27	28	29	30	31	

February 2020						
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						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29

March 2020						
S	M	T	W	T	F	S
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15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

April 2020						
S	M	T	W	T	F	S
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12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

May 2020						
S	M	T	W	T	F	S
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10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

June 2020						
S	M	T	W	T	F	S
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7	8	9	10	E11	TE12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

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# Information for Everyone

## School Calendar

The school year typically starts the third week of August and ends in mid-June. Students attend 180 days of school. The complete school district calendar is available on the district website.

## School Schedules

Each school has its own start and end time. To find out the specific start and end times for your school, visit the school's website.

## Wednesday Schedules

All MBUSD schools follow a different schedule on Wednesdays. Elementary schools dismiss early, Manhattan Beach Middle School (MBMS) has "late start", and Mira Costa High School's (MCHS) schedule varies each Wednesday. Check your school website for times.

When school is shortened on Wednesdays, teachers use the additional time to improve student learning through teacher and staff development and focused school improvement efforts. Grade level and subject teacher teams use this time to review student assessments results. This effort helps teachers personalize learning for the students.

## Minimum Days

The students attend minimum days (dismissal times vary by site) on the day after Back to School Night, Open House, and the last day of school. Check your school site for times.

There are also elementary school "early release" minimum days during parent-teacher conferences in January and Fountas and Pinnell (F&P) Reading Assessment Week in December and May. Check MBMS and MCHS website for additional minimum days throughout the year.

## School Lunch

Students may either bring lunch from home, or purchase lunch at school. School menus can be found at <https://mbcampuscafe.org/>. You may set up your child's lunch account online through [www.myschoolbucks.com](http://www.myschoolbucks.com) where you will be able to make online payments. Your student may be eligible to get lunch for free or pay at a reduced price. Eligibility is based on your family's income. Information on applying for free or reduced lunches can also be found at <https://mbcampuscafe.org>.

## Home School Communication

A strong home-school partnership promotes academic and social growth. On going communication occurs through newsletters, emails, telephone calls, and via your school and district websites. In the fall, schools host **Back to School Nights** where families learn about the upcoming year. In the spring, learning is showcased at **Open House**.

## Immunizations

California state law requires school age children to receive specific immunizations in order to attend school.

**For Kindergarten:** Polio; Diphtheria, Tetanus, and Pertussis (DTaP); Measles, Mumps, and Rubella (MMR); Hepatitis B; and Varicella (Chickenpox).

**For 7<sup>th</sup> grade:** Tetanus, diphtheria, and pertussis booster (Tdap); and Varicella (Chickenpox).

Vaccinations are available at Torrance Health Center (free) at 711 Del Amo Blvd., Torrance or the CVS Minute Clinic (fees apply) at 2900 N. Sepulveda Blvd., Manhattan Beach.

## Too Sick for School?

Keeping children home when they are too sick for school protects other students and staff from potential illnesses. Keep your child home until he/she has remained free of the below symptoms for a **24-hour** period without the use of fever reducing medication.

In addition, students must also be picked up from school as soon as possible if he/she shows any of the following symptoms:

- Vomiting and/or diarrhea
- Fever, measured orally of 100.4 F or above
- Severe Cold Symptoms
- Flu
- Conjunctivitis (pinkeye), Scabies, and Strep throat

**Written instructions from the student's physician** stating limitations and/or instructions for care while at school will be required for the following:

- A student returns to school with a cast, crutch, or other orthopedic appliance.
- A student returns after a serious illness requiring 3 days or more absence from school, a surgical procedure, or overnight hospitalization.
- A student is to be excused from physical education/playground activities for more than three days in a row.

**Regular attendance** is critical to your child's education. Please do not schedule extended family vacations during school. For an entertaining yet informative explanation, click [here](#).

If your child is too sick to attend, **it is important that you call the school's attendance line or use the quick report an absence link on your school website**, each morning to report your child's absence. If you do not call the school, the school will call you to confirm the absence.



## Medication at School

Schools rely on the cooperation of parents and guardians to safely and effectively administer medication to their students at school if that is needed. **Parents/guardians** are responsible for:

- Supplying all medications
- Transporting all medications to and from school.

**This form** is also available at the school and must be signed by the health care provider and the parent/guardian, should your child need medication while at school.

## Allergies

If your student has a severe allergy that is potentially life threatening, you must inform the school your child attends. Severe allergies are serious abnormal reactions of the body that are potentially life-threatening. Schools need documentation of these health conditions and necessary treatment to effectively care for your student.

Other forms that may be required include:

- [Asthma Action Plan](#)
- [EPIPen Administration](#)
- [Medication at School](#)

## Emergency Safety Plans

Keeping students and staff safe is a top priority. Each school has a safety plan in case of an emergency. The plans can be found on the [district website](#).



**Personalized learning** is a student-centered approach where teachers use data as well as student interests, strengths, and needs to provide flexible learning opportunities, incorporating technology and student voice and choice, culminating in student growth and excellence.



### Music

First – Fifth grade students receive weekly music instruction, which forms the foundation for our Grammy-winning middle and high school programs. Music, math, language, and science achievement go hand-in-hand.

### Technology

MBUSD continues its commitment to student-centered instruction through the development of 21st century skills. This focus is evident in the progress we have made in increasing teacher and student access to and use of technology, by implementing a 1:1 ratio for devices in grades 3-12 over the last five years. Through modeling, coaching, collaborative meetings, and after school professional development, we are committed to infusing instruction with technology-based learning opportunities.

### MakerSpace and STEM

MakerSpace is a hands-on, student-directed learning experience at the elementary schools. Capitalizing on the student's intrinsic motivation and curiosity, the program fosters innovative thinking by challenging students to develop a concept, create a plan for project development, solve problems that arise in making a prototype, improve their plan, and finally accomplish their goal of building that project.

### Secondary Science Technology Engineering Mathematics (STEM)

The mission of the Technology and Engineering Department, is to support a broad range of knowledge, skills, and abilities in Computer Science, engineering, and robotics concepts and principles by providing appropriate courses and programs of study tailored for Mira Costa Students.

### English Learners (EL)

When enrolling your student into school, California state law requires you to complete a Home Language Survey. *If you respond with a language other than English to any of the first three questions, we are required to assess your student's English proficiency with the ELPAC assessment.* Your child will take the Initial ELPAC assessment within the first 30 days of school. The results of the Initial ELPAC help to determine whether or not your student will need additional English language support.

MBUSD offers a Structured English Immersion program. This is a classroom setting where English learners receive instruction through an English language acquisition process, in which nearly all classroom instruction is in English but with a curriculum and presentation designed for children who are learning the language. At the middle and high school, there is also an English Language Development class that students may take as an elective to help support their acquisition of English.

### Special Education (SPED)

MBUSD provides services to all students, including students with disabilities and special needs. We strive for excellence in a student-centered learning environment that includes highly engaging, differentiation instruction, and utilizes all available resources.

## Board of Trustees

MBUSD's Governing Board, also known as "School Board," is comprised of five [members](#) who are elected by the public in order to provide leadership and citizen oversight over the district. While ensuring that MBUSD is responsive to the values, benefits, and priorities of the community, the Board works with the Superintendent and sets the direction of the district. Board meetings are open to the public and a schedule, along with corresponding minutes, can be found on the MBUSD website. Board meeting minutes and scheduled meetings can be found on the MBUSD website.

## MBEF

Manhattan Beach Education Foundation (MBEF) was founded in 1983 by a group of concerned parents and community leaders who recognized the need to supplement our limited state funding for education. MBEF is a nonprofit organization that relies on donations from parents, local businesses, and community members to fund programs that inspire learning, enrich teachers, promote innovation, and academic excellence. Each year, MBEF invests over \$6 million to ensure our students have access to enrichment opportunities in STEM, Music and the Arts, Physical Education, Reading Enrichment, Guidance Counselors, and Libraries. To learn more about MBEF and its impact, please visit [www.mbef.org](http://www.mbef.org).

## MB/X Foundation

The MB/X Foundation is a nonprofit organization that coordinates numerous secondary Booster Clubs (to support athletics and other organized groups. Their efforts to raise money in support of their athletic or extra-curricular activities. Donations received are directed to the Booster Club. MB/X also administers after-school enrichment classes at the elementary schools and a high school summer school. To learn more, please visit <https://www.mbxfoundation.org/>.

## PTA/PTSA

Each school has its own Parent Teacher Association (PTA) or Parent Teacher Student Association (PTSA) that is actively involved in supporting the education of children. In addition to maintaining site-specific programs, purchasing teaching/classroom supplies, and providing technological and capital improvements on each campus, the PTA/PTSA may also:

- Organize fundraisers
- Serve as volunteers in the classroom
- Support spirit assemblies and other school activities

Each PTA/PTSA is a self-governing organization that operates within the parameters of state law and the national organization ([www.PTA.org](http://www.PTA.org)). To get involved and provide support for the school, visit your site's website and click the "Join our PTA/PTSA" button.

California law requires classroom volunteers to turn in a TB screening to the school health office prior to volunteering in the classroom.

## Directory Spot (Parent and Teacher Contact Information)

Parents who join the PTA can download the [Directory Spot app](#) and have access to parent contact information including parent names, addresses, email addresses and phone numbers as well as teacher contact information.

**Make sure you sign up for your school PTA/PTSA's weekly newsletter by clicking on the links below:**

[Grand View](#)

[Pacific](#)

[Pennekamp](#)

[Meadows](#)

[Manhattan Beach Middle School](#)

[Mira Costa High School](#)

[Robinson](#)



# MBUSD Frequently Used Terms

<b>EDP</b> Extended Day Program	The Extended Day Program provides care before and/or after school at the elementary schools. Families are encouraged to register early for EDP. Please inquire in the school office about availability.
<b>Enrichment Classes</b> Grand View – GAP; Meadows–MAP; Pacific & Pennekamp – PACE; Robinson – MBX	Sponsored by MBX, K – 5 students can supplement and enrich their current educational experiences with a variety of fun classes held after school, including Chess, Spanish, Science, Art, and more. For more information, visit: <a href="http://www.mbxfoundation.org">www.mbxfoundation.org</a> .
<b>eScrip</b>	Many of the elementary schools rely on a SCRIP program to support their fundraising efforts. Register your grocery, department store and all major credit cards to help schools. Visit: <a href="http://www.eScrip.com">www.eScrip.com</a> to fund your school site.
<b>GG</b> Growing Great	Trained parent docents provide fun and interactive nutrition lessons to teach children how and why to make healthy food choices.
<b>Grades of Green</b>	Students and parents participate in ongoing activities to improve the environment. The goal is to educate families on the importance of the three R's: reduce, reuse, and recycle. Programs include bringing a "trashless" lunch, 'Walk to School' Wednesdays, and recycling in the classroom/lunchroom.
<b>International Network Club</b>	The International Network Club welcomes and connects families from all over the world, embracing different cultures and building networks.
<b>MBEF</b> Manhattan Beach Education Foundation	MBEF is a nonprofit organization that raises money to improve and enhance education for all students in grades K- 12. The funds raised by MEF are a significant part of the school district's annual budget.
<b>PTA/PTSA</b> Parent Teacher Student Association	The PTA/PTSA helps fund site-specific needs at schools and sustains the basic operation of the school, cultural arts experiences, and academic enhancements.
<b>TK</b> <b>Transitional Kindergarten</b>	Transitional Kindergarten is a two-year kindergarten program available for students who turn five between Sept. 2 and Dec. 2
<b>YAA</b> Young at Art	A hands-on program led by volunteer parent docents that provide enriching experiences for all students (K – 6) with art projects based on exemplary arts.
<b>Manhattan Beach Community and Safety Information</b>	
<b>Manhattan Beach City</b>	Visit <a href="https://www.cityymb.info/">https://www.cityymb.info/</a> to learn all about the city of Manhattan Beach.
<b>Earthquake Preparedness</b>	Visit <a href="https://www.fema.gov/earthquake-safety-home">https://www.fema.gov/earthquake-safety-home</a> to learn how to prepare your home for earthquakes. Learn more about the app Shake Alert LA at <a href="https://www.lacity.org/blog/download-shakealertla-earthquake-early-warning-app-now">https://www.lacity.org/blog/download-shakealertla-earthquake-early-warning-app-now</a> .
<b>Community Involvement through Clubs, Sports, and Other Organizations</b>	There are a wide variety of clubs and sports in the Manhattan Beach area. Identifying your child's interest, and <b>registering early</b> opens up the doors to many opportunities.

# Information for Elementary Families

## Registration

In order to register for kindergarten, students must be five years old by September 1. Per California state guidelines, students who turn five between September 2 and December 2 are eligible for Transitional Kindergarten, which is a two-year kindergarten program.

When registering, you will need:

- Birth certificate
- Immunization record
- Parent/Guardian State Driver's License or Passport
- Driver licenses are given through the Department of Motor Vehicles (DMV). Find a local DMV office or make an appointment by phone (800) 777-0133 or [online](#).

## School Supplies

After you register, contact your school office or PTA/PTSA to learn more about what school supplies could be beneficial for your child's classroom. Supplies may be purchased through your PTSA, Target, or Office Depot.

## Parent-Teacher Communication

We believe building a trusting partnership between families and schools support positive student outcomes. We encourage parents to reach out to their child's teacher with questions and concerns. Conferences typically occur in the month of January.

## F&P Reading Assessments

Twice a year, teachers meet individually with students after school to conduct a Fountas and Pinnell reading assessment. This helps inform teachers and parents which reading skills and behaviors students have mastered, which ones they are working on, and how to support their growth as a reader. During these weeks, students attend school half-days. Check your school for specific times.

## Before and After School

The **Manhattan Beach Extended Day Program** (EDP) provides before and after school care for children attending Manhattan Beach Preschool, Pacific, Meadows, Pennekamp, Robinson and Grand View Elementary schools. For more information, contact your school office or click the [EDP link](#) on the district website.

- Homework assistance for grades 1-5
- Arts and crafts
- Nutritious snacks
- Safe and secure outdoor play areas
- Flexible scheduling: 5 days (M-F) 3 days (M,W,F) or 2 days (T, Th) per week, mornings and/or afternoons
- Open 7:00 am - 5:55 pm
- Experience, dedicated, and professional staff
- Optional Camp days
- Summer Camp

The **MB/X Foundation**, in partnership with the Manhattan Beach Unified School District, sponsors and operates **After School Enrichment** Programs at Grand View, Meadows, Pacific, Pennekamp and Robinson schools. The goal of these programs is to provide students with the opportunity to supplement and enrich their current experiences in a familiar and safe environment. All classes are held on their respective school campuses. To learn more, visit <https://www.mbxfoundation.org/after-school-programs/>.



# Information for Secondary Families

## Registration

Information for Mira Costa High School registration can be found [here](#). Manhattan Beach Middle School registration information is available at the school office.

When registering, you will need:

- Birth certificate
- Immunization record - **For 7<sup>th</sup> grade: Tetanus, Diphtheria, and Pertussis Booster (Tdap); Varicella (Chickenpox)**
- Parent/Guardian's State Driver's License or Passport
- Driver licenses are given through the Department of Motor Vehicles (DMV). Find a local DMV office or make an appointment by phone (800) 777-0133 or [online](#).

## Aeries Portal (Grade Information)

MBMS and MCHS parents and students can view student academic progress. MBUSD administrators advise signing up to receive weekly updates on your child's progress. To access Aeries, go to

<https://mbusd.asp.aeries.net/student>

## Manhattan Beach Middle School (MBMS) Electives/Wheel

Students may select a year-long elective or participate in their grade level wheel which is comprised of four classes that rotate throughout the year. Options include but not limited to: Art, Film, Language, Coding, Music, Technology, Marine Biology, Creative Writing, Journalism, and STEM. Some classes require an audition or application.

## Where Everyone Belongs (WEB)

At the middle school, WEB is a program where 8<sup>th</sup> graders mentor 6<sup>th</sup> graders and help them through the transition from elementary school.

## Mira Costa High School Office Hours

Office hour Wednesdays are scheduled throughout the year so students have the opportunity to meet with teachers during the school day. Each class is shortened to allow for morning and afternoon office hours.

## School Counselors and College Career Center (CCC)

The Counseling team consists of five Guidance Counselors, three College and Career Counselors, and two Student Academic Support Counselors. Each student works with one Guidance Counselor throughout their four years at MCHS. The Guidance Counselors are assigned by last name and provide holistic and proactive services which contribute to each student's educational, vocational, and personal/social development. Students also have the opportunity to meet both during or after school with the College and Career Center counselors to plan for post-graduation.

## Link Crew

Link Crew is an organization comprised of juniors and seniors who are passionate about helping others. They focus on providing help for incoming freshmen during their first year of high school. Link Leaders serve as mentors to the freshmen, offering advice, providing tips, and answering questions.

## Associated Student Body (ASB)

The ASB is a formal organization of students that support the students and the school through extracurricular events. At the start of each school year, students are asked to purchase "ASB" cards that allow each cardholder to participate in activities and/or events throughout the year. The **ASB Summer Special** is a discounted package which includes a Stampede t-shirt, Yearbook, a Planner and ASB Marker. The [online ASB store](#) can be found on the [Mira Costa website](#).



# Manhattan Beach Unified Schools

School	Address	Phone	Website
MBUSD Administrative Offices	325 S. Peck Ave.	310.318.7345	<a href="http://mbusd.org">mbusd.org</a>
MBUSD Preschool	1431 15 <sup>th</sup> St.	310.546.7655	<a href="http://mbp.mbusd.org">mbp.mbusd.org</a>
Grand View Elementary School	455 24 <sup>th</sup> St.	310.546.8022	<a href="http://gvpta.com">gvpta.com</a>
Manhattan Beach Middle School (MBMS)	1501 N. Redondo Ave.	310.545.4878	<a href="http://mbmswaves.com">mbmswaves.com</a>
Meadows Elementary School	1200 N. Meadows Ave.	310.546.8033	<a href="http://meadows.mbusd.org">meadows.mbusd.org</a>
Mira Costa High School (MCHS)	1401 Artesia Blvd.	310.318.7337	<a href="http://miracostahigh.org">miracostahigh.org</a>
Pacific Elementary School	1200 Pacific Ave.	310.546.8044	<a href="http://pacificschool.com">pacificschool.com</a>
Pennekamp Elementary School	110 S. Rowell Ave.	310.798.6223	<a href="http://pennekampschool.org">pennekampschool.org</a>
Robinson Elementary School	80 S. Morningside Dr.	310.318.5120	<a href="http://robinsonelementary.org">robinsonelementary.org</a>

