



325 South Peck Avenue • Manhattan Beach • California 90266 • (310) 318-7345 • FAX (310) 303-3834

## **New Elementary Student Enrollment/Registration** **2020-2021**

Welcome to the MBUSD family! We are thrilled to be your partners as your child embarks upon what will be a rich and exciting educational and developmental experience in one of our prestigious schools. We want to help make the first steps in this process as easy as possible, and so we are providing the following step-by-step information about how to get started.

1. On or after February 10, 2020, complete your Pre-Enrollment Information sheet and provide a copy of it and all required documents to your home/neighborhood elementary school (located by going to the District’s website at [www.mbusd.org](http://www.mbusd.org), clicking on the “Parents” tab, and selecting “School Boundaries”). While campuses are closed due to COVID-19, documents may be submitted by:
  - Emailing scanned copies to the email address for your school site as listed below:

Grand View Elementary Kathy Poje <a href="mailto:kpoje@mbusd.org">kpoje@mbusd.org</a>  EDP Questions: Caryn Dates <a href="mailto:cdates@mbusd.org">cdates@mbusd.org</a>	Meadows Elementary Isabel Giovati <a href="mailto:igiovati@mbusd.org">igiovati@mbusd.org</a>  EDP Questions: Zara Jamani <a href="mailto:zjamani@mbusd.org">zjamani@mbusd.org</a>	Pacific Elementary Susie Howat <a href="mailto:showat@mbusd.org">showat@mbusd.org</a>  EDP Questions: Caryn Virtue <a href="mailto:cvirtue@mbusd.org">cvirtue@mbusd.org</a>
Pennekamp Elementary Kate Juge <a href="mailto:kjuge@mbusd.org">kjuge@mbusd.org</a>  EDP Questions: Carrie Emhof <a href="mailto:cemhof@mbusd.org">cemhof@mbusd.org</a>	Robinson Elementary Nadine Spoerl <a href="mailto:nspoerl@mbusd.org">nspoerl@mbusd.org</a>  EDP Questions: Shannon Harger <a href="mailto:sharger@mbusd.org">sharger@mbusd.org</a>	Manhattan Beach Preschool Letty Salceda <a href="mailto:lsalceda@mbusd.org">lsalceda@mbusd.org</a>

- Faxing them to 310.303.3826
- Delivering them to the District Office, located at 325 S. Peck Avenue, and leaving them in the enrollment drop box located in the lobby.

Please note that once campuses re-open, you will be required to provide original hard copies of the required documents to the school office for verification. Details about the required documents can be found by going to the District’s website, clicking on the “Enrollment” link at the top of the page, and clicking on the “Kindergarten Enrollment and Registration Flyer” link.

2. On or after March 2, 2020, complete the online enrollment form. This form can be found by going to the District’s website at [www.mbusd.org](http://www.mbusd.org), clicking on the “Enrollment” link at the top of the

page, and clicking on the "Online Enrollment" link. Please be prepared to complete information regarding but not limited to, emergency contacts, allergies, etc. It is important that the information submitted be accurate and complete, as this data will be uploaded into our Student Information System and will become part of your child's permanent record.

***Please note: You must complete both Step 1 and Step 2 above to officially place your student on the pre-enrollment list to be considered for 2020-2021 school year placement.*** *Students are not guaranteed placement at their home/neighborhood elementary school and are placed based on space availability and consideration of a number of factors, including enrollment of siblings, prior placement history, registration date, etc.*

3. Once you have completed the online enrollment form, please print 2 copies of the Verification Page, sign, and return one copy to your home school via email, fax, or district office dropbox.
4. Watch for an email in June or July confirming your child's school placement and informing you about additional online forms and documentation that need to be completed before the first day of school.

***Thank you very much! We look forward to having your child join us in the 2020-2021 school year!***



# ***Manhattan Beach Unified School District***

## ***NEW ELEMENTARY STUDENT ENROLLMENT***

***Pre-Enrollment Begins Monday, February 10<sup>th</sup>***

If you are new to the Manhattan Beach area and have a child entering grades 1-5 who will be attending our schools for the first time in the 2020-2021 school year, it is very important that you go to your home/neighborhood elementary school to fill out the "Elementary School Pre-Enrollment Information Sheet."

The child's parent/legal guardian must fill out the Elementary School Pre-Enrollment Information Sheet. The following items are required in order to begin the registration process:

*(Please bring original and one copy of each item.)*

- *Birth Certificate*
- *Immunization Record Card*  
All students entering school in August, 2020 are required to have proof of up-to-date immunizations, including chicken pox (varicella).
- *Parent/Guardian's California Driver's License or ID Card*
- *Verification of Residence in Manhattan Beach*  
Verification of Residence in Manhattan Beach must be established before a child can be enrolled. Verification of Residence in Manhattan Beach requires the following:
  1. The original Closed Escrow Papers OR the Original Grant Deed OR the Original Lease Agreement OR a Property Tax Statement OR a Mortgage Statement\*
  2. A minimum of an original Edison bill\*\* plus two (2) additional original documents – for a total of three (3) original documents (NO PHONE BILLS; see acceptable document list below) indicating service in the student's parent's name at his/her Manhattan Beach address.
    - Edison bill required
    - Any two of:
      - Gas
      - Cable
      - Water
      - Waste Management
      - State/IRS/County Income Tax Documents
      - Payroll Stub
      - Social Service Documents

*\* If the parent submits a lease agreement that includes written documentation stating that the lease includes utilities, the parent may submit a California Driver's License or ID Card, tax documents, payroll stub, social service documents, bank statement, credit card or car insurance statements – all showing the student's parent's name and the Manhattan Beach address – in lieu of the utility bills.)*

*\*\* If registering before move-in, proof of Edison connection and other utilities must be provided within three days of move-in date, if move-in occurs at least three days before school is in session, or on or before first date of attendance, if move-in occurs within three days of school starting or while school is in session, or the student's placement will be rescinded and placement re-initiated upon provision of such documentation (based on space availability at the time of acceptable documentation being submitted). Actual bills must be submitted within 30 days of move-in date.*

- Complete the Affidavit of Residency as part of the online enrollment and registration process.

Grand View Elementary School  
455 24<sup>th</sup> Street  
(310) 546-8022, Ext. 5461

Pacific Elementary School  
1200 Pacific Avenue  
(310) 546-8044, Ext. 5761

Meadows Elementary School  
1200 Meadows Avenue  
(310) 546-8033, Ext. 5661

Pennekamp Elementary School  
110 South Rowell Avenue  
(310) 798-6223, Ext. 5801

Robinson Elementary School  
80 South Morningside Avenue  
(310) 318-5120, Ext. 3261



Manhattan Beach  
Unified School District

**MBUSD Elementary School Pre-Enrollment Information Form**

Student's Legal Name: \_\_\_\_\_  
(as listed on birth certificate)

Gender (M/F): \_\_\_\_\_ Grade Level: \_\_\_\_\_ Birthdate: \_\_\_\_\_

Parent/Guardian Name(s): \_\_\_\_\_

Address: \_\_\_\_\_ City: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Primary or \_\_\_\_\_ Secondary or \_\_\_\_\_

Home Phone: (\_\_\_\_\_) \_\_\_\_\_ Cell Phone: (\_\_\_\_\_) \_\_\_\_\_

Family Email Address: \_\_\_\_\_  
(please provide one main email address)

Name(s) and age(s) of siblings enrolled or currently enrolling in MBUSD:

Name: \_\_\_\_\_ Age: \_\_\_\_\_

Name: \_\_\_\_\_ Age: \_\_\_\_\_

Parent/Guardian Highest Education Level (check one):  Graduate School  College Graduate  
 Some college (includes AA degree)  High school graduate  Not a high school graduate  Decline to state

Primary Language: \_\_\_\_\_

1) Which language did your son/daughter learn when he/she first began to talk? \_\_\_\_\_

2) Which language does your child most frequently speak at home? \_\_\_\_\_

3) Which language do you most frequently use when speaking with your child? \_\_\_\_\_

4) Which language is most often spoken by adults in the home? \_\_\_\_\_

Special needs/Abilities: GATE \_\_\_\_\_ Special Ed/IEP \_\_\_\_\_ 504 \_\_\_\_\_ Speech \_\_\_\_\_ Other \_\_\_\_\_

Last School Attended: \_\_\_\_\_

School Phone Number (Required): (\_\_\_\_\_) \_\_\_\_\_ School Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Parent/Guardian Signature: \_\_\_\_\_

Office Use Only:  Birthplace  Parent Ed Level  Primary Language: \_\_\_\_\_

Date: \_\_\_\_\_ Student Number: \_\_\_\_\_ Family Number: \_\_\_\_\_



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## Immunization Law SB 277

Starting January 1, 2016, parents or guardians of students in any school or child-care facility, whether public or private, will no longer be allowed to submit a personal beliefs exemption or religious exemption to required vaccines.

Children with a valid personal beliefs exemption (or religious belief exemption) filed before 2016 who enter kindergarten or 7<sup>th</sup> grade will have to meet **all age-appropriate immunization requirements** for admission to kindergarten/TK or 7<sup>th</sup> grade.

A parent/guardian can submit a temporary or permanent medical exemption. This will be a written statement from a licensed MD or DO which states:

- That the physical condition or medical circumstances of the child are such that the required immunization(s) is not indicated.
- Which vaccines are being exempted
- Whether the medical exemption is permanent or temporary
- The expiration date, if the exemption is temporary

Students will no longer be required to have immunizations if they attend

- A home-based private school or
- An independent study program with no classroom-based instruction (our independent study programs are classroom-based).

Children behind on their required immunizations may be admitted conditionally, if they are not currently due for any doses or have a temporary medical exemption. Children who have Special Education services (an IEP) cannot be excluded from school, but they are under the same immunization requirements as stated above.

You can review the new law at:

[http://leginfo.legislature.ca.gov/faces/billNavClient.xhtml?bill\\_id=201520160SB277](http://leginfo.legislature.ca.gov/faces/billNavClient.xhtml?bill_id=201520160SB277)

If you have further questions, please refer to:

<http://www.shotsforschool.org/laws/sb277faq/>

### **Class Assignment**

The Governing Board believes students should be assigned to classes and/or grouped in a manner that provides the most effective learning environment for all students.

When assigning students to specific classes, the principal or designee may consider the following criteria as appropriate for the grade level and course:

1. Staff recommendation, including, but not limited to, the recommendations of teachers and counselors
2. Skills and classroom management style of individual teachers
3. Student skill level as indicated by multiple objective academic measures, such as student assessment results, grade point average, and grades in prerequisite courses

(cf. 5121 - Grades/Evaluation of Student Achievement)

(cf. 6152.1 - Placement in Mathematics Courses)

(cf. 6162.5 - Student Assessment)

(cf. 6162.51 - State Academic Achievement Tests)

4. Balance of high, medium, and low academic achievers
5. Student interests, readiness, behavior, and motivation
6. Student/teacher ratios and, if relevant, class size reduction considerations

(cf. 6151 - Class Size)

The principal or designee may accept from parents/guardians any information which would be helpful in making placement decisions. However, a parent/guardian who provides such information shall be informed that a request for a specific teacher shall be one of many factors which may be taken into account when determining his/her child's placement.

During the school year, the principal or designee may make any adjustments in class placement which he/she considers beneficial to the student or the educational program.

Additional Requirements for Grades 9-12

## Class Assignment

Except for a student enrolled in an alternative school, community day school, continuation high school, or opportunity school, or as otherwise specified below, no student enrolled in grades 9-12 shall be assigned:

1. To any course without educational content for more than one week in any semester, including any of the following situations: (Education Code 51228.1)

a. The student is sent home or released from campus before the conclusion of the designated school day.

b. The student is assigned to a service, instructional work experience, or other course in which he/she is assigned to assist a certificated employee, but is not expected to complete curricular assignments, in a course the certificated employee is teaching during that period and where the ratio of certificated employees to students assigned to the course for curricular purposes is less than one to one.

c. The student is not assigned to any course for the relevant course period.

2. To a course that he/she has previously completed and received a grade determined by the district to be sufficient to satisfy minimum high school graduation requirements and the requirements and prerequisites for admission to California public postsecondary institutions, unless the course has been designed to be taken more than once because students are exposed to a new curriculum year to year and are therefore expected to derive educational value from taking the course again (Education Code 51228.2)

(cf. 6181 - Alternative Schools/Programs of Choice)

(cf. 6184 - Continuation Education)

(cf. 6185 - Community Day School)

An exception to item #1 or #2 above may be made only if all of the following conditions are satisfied: (Education Code 51228.1, 51228.2)

1. The student, or the student's parent/guardian if he/she is younger than age 18 years, has consented in writing to the assignment.

2. A school official has determined that the student will benefit from being assigned to the course period.

3. The principal or assistant principal has stated in a written document maintained at the school that, for the relevant school year, no students are assigned to those classes unless the school has obtained the student's or parent/guardian's consent and determined that the student will benefit from the assignment.

In addition, under no circumstances shall a student be assigned to a course period without educational content or a course he/she has already satisfactorily completed because there are insufficient curricular course offerings for the student to take during the relevant period of the school day. (Education Code 51228.1, 51228.2)



The above limitations on class assignments shall not affect the authority of the Superintendent or designee to permit the enrollment of a student in a dual enrollment, independent study, evening high school program, or other class or course authorized by law. (Education Code 51228.1, 51228.2)

(cf. 6158 - Independent Study)

(cf. 6172.1 - Concurrent Enrollment in College Courses)

Any complaint that the district has not complied with the requirements in this section regarding assignments in grades 9-12 may be filed in accordance with the district's procedures in AR 1312.3 - Uniform Complaint Procedures. A complainant not satisfied with the district's decision may appeal the decision to the California Department of Education (CDE). If the district or the CDE finds merit in an appeal, the district shall provide a remedy to the affected student. (Education Code 51228.3; 5 CCR 4600-4687)

(cf. 1312.3 - Uniform Complaint Procedures)

Legal Reference:

EDUCATION CODE

35020 Duties of employees fixed by governing board

35160 Authority of the board

51224.7 California Mathematics Placement Act of 2015

51228.1 Assignment to courses without educational content, grades 9-12

51228.2 Assignment to courses previously completed, grades 9-12

51228.3 Uniform complaint procedures; noncompliance with assignment limitations for grades 9-12

CODE OF REGULATIONS, TITLE 5

4600-4687 Uniform complaint procedures

Management Resources:

WEB SITES

California Department of Education, Curriculum and Instruction: <http://www.cde.ca.gov/ci>

National Association for the Education of Young Children: <http://www.naeyc.org>

Policy MANHATTAN BEACH UNIFIED SCHOOL DISTRICT

adopted: September 5, 2007 Manhattan Beach, California

revised: June 20, 2017