ANZA ELEMENTARY SCHOOL

Pay It Forward—VOLUNTEER

PARENT-STUDENT HANDBOOK
2017-2018

21400 Ellinwood Drive
Torrance, California 90503
310-533-4559
www.anzaelementary.org

Anza Elementary School

Eagle Education Alliance
ENRICHING EDUCATION AT ANZA

Anza School Site Council

Torrance Council of PTAs
Thirty-Third District PTA
California State PTA
This program/directory has been completed for the sole use and convenience of the Anza Elementary School parents and staff. All names and phone numbers are for PTA use only. PLEASE GUARD CAREFULLY AGAINST UNAUTHORIZED USE BY OTHERS.

Torrance Unified School District Mission Statement

The Torrance Unified School District strives to ensure that each and every student is educated and prepared to succeed in life. We are dedicated to maximizing individual potential and developing lifelong learners who will be contributing members in a global society.

Torrance Unified School District
http://www.tusd.org

2335 Plaza Del Amo, Torrance, CA 90501 310-972-6500
Superintendent of Schools: Dr. George Mannon 310-972-6001
Senior Director, Elementary Schools: Dr. E Don Kim 310-972-6008

PURPOSES OF THE PTA

- To promote the welfare of children and youth in home, school, places of worship, and throughout the community;
- To raise the standards of home life;
- To advocate for laws that further the education, physical and mental health, welfare, and safety of children and youth;
- To promote the collaboration and engagement of families and educators in the education of children and youth;
- To engage the public in united efforts to secure the physical, mental, emotional, spiritual, and social well-being of all children and youth; and
- To advocate for fiscal responsibility regarding public tax dollars in public education funding.

PTA Mission Statement

The mission of the California State PTA is to positively impact the lives of all children and families.
Anza Elementary School
21400 Ellinwood Drive
310-533-4559 ext. “0”

Principal: Barbara Marks  PTA President: Monique Akker
Eagle Education Alliance President: Keith Herbers

PTA ASSOCIATION MEETINGS:
- October 19, 2017: Family Night
- December 14, 2017: “Cookies and Cocoa”
- February 22, 2018: Member Night
- May 31, 2018: Open House
- June 14, 2017: End of Year Celebration

EAGLE EDUCATION ALLIANCE MEETINGS:
- September 14, 2017
- November 16, 2017
- January 18, 2018
- March 15, 2018
- May 17, 2018
- June 7, 2018

SCHOOL SITE COUNCIL MEETINGS:
- October 12, 2017
- November 9, 2017
- February 8, 2018
- April 5, 2018
- May 10, 2017

Anza PTA Founded 1959

PTA THEME:
Pay It Forward—VOLUNTEER!

PTA Association Meetings:
Cafetorium, 6:30 p.m.

PTA Board Meetings:
2nd Thursday, 6:30 p.m.
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**YOUTH GROUPS**

Information about youth organizations and activities is sent home with students as it becomes available. This includes scouting groups, sports organizations, and Parks and Recreation.

**LOST AND FOUND**

Each year many articles of clothing and other personal items are turned into the office. To ensure prompt return, please mark all hats, coats, jackets, sweaters, sweatshirts, lunch boxes, and other personal items with your child’s name.

Clothing articles are kept on a rack outside of the school office. Periodically they are set out on the lunch benches for parents and students to sort through. Unclaimed articles are donated to charity at Winter Break, Spring Break, and at the close of school in June.

**Sexual Harassment Policy for Students**

TUSD is committed to an educational environment in which all students are treated with respect and dignity. Each student has the right to learn in an environment that promotes equal educational opportunity and is free from discriminatory practices. Sexual harassment is a violation of the California Education Code and the Civil Rights Act of 1964. Therefore the district has developed a policy that strongly condemns, opposes, and prohibits sexual harassment of students, whether verbal, physical, or environmental, by anyone in or from the district. Any student who engages in sexual harassment of any student in or from the district may be subject to discipline, up to and including expulsion.

“Sexual harassment,” as used in the policy, means unwelcome sexual advances, requests for sexual favors, and any other verbal, visual, or physical conduct of a sexual nature made by any student in the district. The policy defines an informal and formal complaint process which students can follow if they feel they have been a victim of sexual harassment. Further information is available in the school office.
SCHOOL PROPERTY

The school provides textbooks and other materials used by Anza students. Students are responsible for taking good care of the textbooks and materials provided for their use. Pupils and their parents will be held liable for damage or lost textbooks, including library books. Parents will be billed for damage to buildings, property, and supplies or equipment.

ITEMS INAPPROPRIATE FOR SCHOOL

In general, no electronic toys are to be brought to school. If an item is questionable, CHECK FIRST. Items that are prepared for “show and tell” or special days should be kept in the classroom during the course of the school day. Unapproved items will be confiscated and returned only to the parents. Money is easily lost and students should bring only what is needed for lunch or other school business. Pets are not permitted at school. Neither Anza School or TUSD are responsible for personal items that are broken, lost, or stolen.

Graffiti Policy

In keeping with district policy, persons who damage public property will face penalties, prosecution, and costs for damage. The jointly recommended options from the District Attorney’s Office, Probation Department, and Juvenile Court include:

- Full restitution for damages.
- Suspension of a driver’s license for up to one year.
- Delay of driver’s license for a year.
- Graffiti removal community services.
- A fine plus penalty assessment.
- A referral for parents to participate in a parenting education program.
Dear Anza Parents and Students,

Welcome to the 2017-2018 school year at Anza Elementary School! The beginning of the school year always exciting with new educational opportunities! Our goal at Anza Elementary is to maintain an environment that encourages growth by working as a team made up of students, staff and parents.

Anza is an outstanding school and has a history of success. We have tremendous teachers, staff and community support. I encourage all of you to be involved in school activities and programs. The amount of hours the volunteers put in at Anza is unmatched by any other school! That is quite impressive!

The priority of Anza is always students and education, but we had some changes this summer with fencing and new roofs! The rest of Anza’s renovation was pushed back to the summer of 2018. Our class rooms will be have some nice new upgrades as well as our facilities on the campus. We may even experience some minor renovations during the school year as well!! Our faculty and staff are excited for the new changes and will continue to provide a quality education for the students.

This handbook contains most of the information and calendar dates you will need thru the year to guide you. Anza communication is mainly paperless, so please be sure to check the communicator online weekly. There are some adjustments that occur thru the year so be sure to check regularly for updates.

I look forward to working and meeting everyone and having a successful and productive school year!

Barbara Marks
Principal
Anza Eagles

MESSAGES / USE OF TELEPHONE

Messages to teachers will be placed in the teachers’ mailboxes and are checked before and after school. Though our phone system has voice mail capabilities, please check with individual teachers as to the best way to make contact.

In an effort to minimize disruption to the instructional program it is important that messages to students be kept at a minimum. The office secretaries are not always able to get messages to students near the end of the day as students are often not in their classrooms due to P.E. activities, etc. We will, of course, deliver emergency messages to students/teachers immediately.

Because the school phone is a business phone, children will not be allowed to use the phone except in emergency situations. Please help by taking care of routine communications before your child leaves for school in the morning.

CELL PHONE POLICY FOR STUDENTS

Students may possess or use electronic signaling devices, including but not limited to pagers, beepers and cellular/digital telephones, provided that such devices do not disrupt the educational program or school activity.

Electronic signaling devices shall be turned off during class time and at any other time directed by a district employee. If disruption occurs, the employee may direct the student to turn off the device and/or confiscate the device until the end of the school day or activity.

Neither Anza School or TUSD are responsible for personal items that are broken, lost, or stolen.
Dear Anza Families and Friends,

Welcome back families, teachers and staff. Whether you are new to Anza or a returning family, this is an exciting time for everyone. A new Year, a chance to start fresh and hopefully try something new. I’m very excited to be your PTA President again this year and look forward to meeting many new faces to help maintain our school a fun and nurturing place to learn and grow. PTA is for all parents, teachers, and students.

This year I’m looking to get new parents to assist in the many activities that make our school great. We can’t do this without you. Many parents volunteer in the classroom which is important for our children’s education and I want to take this opportunity to ask you to please volunteer some of your time to our school-wide community as well. With about 550 families, a little of everyone’s time can go a very long way. I ask you to check us out and see how you can keep Anza a great school. I found this wonderful quote from Hellen Keller:

“Alone we can do so little; together we can do so much.”

Please come out and ask how you can help.

Monique Akker,
PTA President

NOTE: Torrance Unified School District requires that ALL volunteers who participate at school must agree to follow the TUSD volunteer policy. This form must be signed EVERY YEAR and all volunteers must have a TB screening from a doctor on file in the school office. Megan’s Law background checks are done yearly on every registered volunteer. These requirements apply also to adult participation in class parties and field trips.
Dear Anza Families,

Welcome to the 2017-2018 school year at Anza. I am honored and excited to serve as the President of the Eagle Education Alliance (EEA) for a second year. All of us involved in the EEA are ready to work hard to make it a tremendous year for the students at Anza Elementary School.

In light of the extremely tight budgets for primary education in California, the EEA was created to bridge the financial gap by fundraising to pay the salaries for our amazing credentialed Academic Intervention teachers in addition to providing important programs that promote social consciousness for our students. The Academic Intervention program positively impacts all the students of Anza, not just the students receiving direct support from our Intervention Teachers. Once students are identified as being in need of additional academic support, the Academic Intervention teachers work with those students in smaller groups outside of class - which in turn reduces the regular class sizes. Once those students who have received intervention support are up to speed in the respective academic areas, their regular class teachers can move all of the students forward in the curriculum. Through this program we realize a more enriching educational experience for all of our students. In fact, this program has become a model for all of the elementary schools in the Torrance Unified School District.

The EEA works incredibly hard to fundraise for the Academic Intervention program while also identifying ways to assist the school in whatever way possible. Last year we expanded our funding to provide for a weekly K-3 Music Instructor. This new program was met with rave reviews by teachers and students alike and we are hoping to repeat the program again this school year.

We are always looking for ways to make our family friendly events more enjoyable for - and beneficial to - Anza families. You will see this at Movie Night in September, our Pumpkins for Pelican program and the Fall Family Carnival in October, the Adopt a Family program in November, Mother/Son Activity Day in January, the Online Summer camp & Class Auction in April, the Ice Cream Social in May and the Father/Daughter Dance in June.

There are numerous opportunities for you to become involved, with volunteer positions to fit a wide variety of interests and schedules. Fundraising, in addition to parents’ contributions of time and effort, is an essential piece in helping to ensure the most enriched education experience for our children. We invite you to get acquainted with the Eagle Education Alliance and its mission. You will see that we are an open and inclusive group of hard working volunteers, focused entirely on Anza students. Your contribution to our organization – whatever form it may take – is always welcomed and greatly needed.

We are looking forward to another great year at Anza!

Best,

Keith Herbers
EEA President

Absences:

When your child is absent due to illness please make sure that he/she is symptom free for a twenty-four (24) hour period prior to returning to school. When returning to school students should bring a note stating the reason for the absence (illness/personal).

If school work is necessary for a student, a homework request must be made BEFORE 10:00 a.m. Homework may be picked up AFTER school in the office until 4:00 p.m.

Extended Absences:

If you anticipate that your child will miss three (3) or more days of school please ask your child's teacher to arrange an Independent Study Contract. This contract outlines the assignments to be completed during your child's absence. When your child returns to school, if the terms of the contract are met, the school can receive Average Daily Attendance (ADA) funding for the inclusive dates.

Tardies:

Students who arrive late to school need to report to the office with a note of explanation from the parent/guardian before going to class.

Signing students out of class early:

Pupils are expected to remain on the school grounds during school hours unless special arrangements have been made. Students who go off campus for lunch must be under the supervision of their parent, guardian or a designated adult.

**All students leaving before the end of the school day must be signed out in the office by the parent or parent designee on the green emergency card. Picture identification will be required of ALL adults picking up children, including parents. If the students return again that day the parent must sign them back in through the office.
Dear Anza Parents,

It is our pleasure to welcome you to the 2017-2018 school year. The members of the School Site Council will work to make this a successful year for the students and teachers.

School Site Council is the centerpiece of Anza Elementary’s site based decision making. Council members work together to develop, implement and evaluate school programs, procedures, and budgets. This group, as well as the PTA and the EEA, work towards the ongoing improvement of Anza’s programs.

The Anza SSC is comprised of the principal, three teachers, a classified employee and five parent members. Each member holds office for two years, while the tenures are staggered and elections are held annually. Meetings are open to interested community members and agendas are posted 3 days prior to the meeting. Please refer to the green book for dates and times.

We encourage you to take an active role in Anza’s SSC by attending a meeting, voting in the yearly election, or running for a school site council position.

Your SSC parent representatives:

Mark Gabriel          Jerry Gargus
Judy Libertor         Xochitl Sancen
Sarah Steinberg
Anza Elementary Mission Statement

At Anza Elementary, it is our mission to educate the whole child and to provide a balanced instructional program that is driven by student needs and abilities. The staff is committed to creating an optimal environment that addresses the academic, emotional, social, and physical needs of each child. We will strive to empower our students to develop positive characteristics that will encourage them to become lifelong learners and contributing members of society.

Anza Elementary Vision Statement

At Anza Elementary School we believe that:

- education is the partnership of all: parents, students, staff, and community.
- everyone’s participation and ideas are important and valued.
- high expectations are supported by a positive, organized learning environment.
- curriculum focuses on active learning and developing thinking skills.
- individual differences are respected and encouraged.
- education prepares students for their future
- communications between home-school-community are open and responsive.
- school is a place where people problem solve together.
- learning is a joyful experience.

TORRANCE UNIFIED SCHOOL DISTRICT
STUDENT DRESS CODE

In cooperation with teachers, students, and parents/guardians, the principal or designee shall establish school rules governing student dress and grooming which are consistent with law, Board policy and administrative regulations. These school dress codes shall be regularly reviewed.

Each school shall allow students to wear sun-protective clothing, including but not limited to hats, for outdoor use during the school day (Education Code 35183.5) In addition, the following guidelines shall apply to all regular school activities:

1. Shoes must be worn at all times. Elementary students must wear flat, closed shoes.
2. Clothing, jewelry, and personal items (backpacks, fanny packs, water bottles, etc.) shall be free from writing, pictures, or any other insignia which are vulgar, profane, or which advocate racial, ethnic, sexual orientation, or religious prejudice.
3. Make-up and dangling or excessive jewelry should not be worn to school.
4. Sunglasses, hats, caps, and other head coverings shall not be worn indoors. Only medically/religiously required headgear, approved by the principal, may be worn indoors. Sun-protective clothing must comply with District and school site dress and grooming standards.
5. CLOTHES SHALL CONCEAL UNDERWEAR AT ALL TIMES. SEE-THROUGH OR FISHNET FABRICS, HALTER TOPS, OFF-THE-SHOULDER AND LOW-CUT TOPS, BARE MIDRIFFS, AND SKIRTS OR SHORTS SHORTER THAN MID-THIGH ARE PROHIBITED.
6. Swimwear, pajamas, nightgowns, and oversized clothing are not appropriate school wear and will not be permitted.
7. The principal, staff, students and parent/guardians at each school may establish reasonable dress and grooming regulations for times when students are engaged in extracurricular or other special school activities.
PURPOSES OF THE EEA

Eagle Education Alliance (EEA) is a fundraising, non-profit organization comprised of a group of all-volunteer parents, faculty/ staff and community members whose purpose is to:

• Be an advocate for academic and enrichment opportunities

• Assure that each and every student has the optimum academic advantages by fundraising in order to pay the salaries for the credentialed Academic Intervention teachers

• Instill in each child the importance of community outreach with our Pumpkins for Pelican and Adopt-A-Family programs

• Working closely with Principal Marks, the SSC and the PTA to identify school needs that can be met by community fundraising (i.e. conducting a paper drive for the school during Movie Night)

• Create and manage fun and interactive, large-scale, familyfriendly fundraising events

EEA Mission Statement

The Eagle Education Alliance mission is to impart community awareness to the students of Anza: enrich the educational experience for every student, while supporting Anza Elementary’s vision of inspiring our students to academic excellence, social responsibility and creativity.
Regular homework assignments are an integral part of the instructional program. Some of the benefits of homework are:

- Give students practice on skills taught during the school day.
- Increased academic achievement.
- An opportunity to develop responsibility, self-discipline, and organizational skills.
- An opportunity to communicate between home and school.
- A way for parents to see how their child is performing day-to-day on academic tasks as well as to become familiar with the content of the curriculum.

We know that you want to become involved in your child’s education and to support your child’s efforts, so we offer the following suggestions:

- Find out from your child and his/her teacher what the expectations and routines are concerning homework assignments.
- Provide a quiet, well-lighted study area, away from distractions so that your child can concentrate on assignments.
- Make homework a part of your family routine.
- Establish appropriate rules and be consistent in enforcing them.
- Give your child your undivided attention for a few minutes each day to discuss school and assignments. Help briefly with homework, if needed, but don’t do the work for your child. If anything more than brief help is needed, write a note explaining the problem to the teacher and attach it to the homework.

**California Code of Regulations, Title 5 Section 4622**
Requires pupils to conform to school regulations; obey all directions; be diligent in study and respectful to teachers and other authority; and refrain from the use of profane and vulgar language.

**Education Code Section 44807**
Every teacher in the public schools shall hold pupils to a strict account for their conduct on the way to and from school, on the playgrounds, or during recess.
Playground Rules

- Playground games are open to everyone. Games may not be "locked."
- Students must use school equipment only - **no equipment or toys from home.**
- Students may kick soccer and kickballs only. Rubber balls are not designed for kicking. Handball games must be at handball courts—balls may not be bounced or thrown at any building walls.
- No football or physical contact sports are allowed.
- Swings:
  - Hold on with both hands.
  - Back and forth swinging only (no twisting, bailing out, etc.).
  - Count to 50.
- Sandbox:
  - Sand is for digging and building, not for throwing.
  - After digging, students are expected to fill the holes.
- Bars and climbing equipment:
  - Use bars only if you can get on them unassisted.
  - Always hold on with at least one hand.
  - Wait for your turn at least 5 feet away from the bars.
  - Jumping off is not allowed.
- Running games are confined to the grass areas only.
- Tackle and chase games are not allowed.
- All students must WALK in the corridors.

Please help us enforce this for all children’s safety.

- Corridors are out of bounds during recesses, before school, and at lunch time.
- The **FREEZE BELL** stops all games and play. Students come to the edge of the blacktop and stop. Students are to listen for the whistle to line up.

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SUPPORT STAFF

**Counselor:**
Gloria Gutierrez

**Psychologist:**
Dr. Jennifer Radie

**Speech/Language:**
Jillian Lenz
Amber Sanles

**Intervention Teachers:**
Greg Wintroub
Sabrina Morgan
Jory Schulmann
Christine Vanderleest
Gregory Eddy
Aidan Hernandez

**Instrumental Music:**
Jory Schulmann
Christine Vanderleest

**Music:**
Christine Vanderleest

**Physical Education:**
Gregory Eddy
Aidan Hernandez

**Staff Assistant:**
Annie Rasmusson
Anita Winsell
Elaine Omoto
Mark Gabriel
Bruno Teran

**LVN:**
Mark Gabriel

**Day Custodian:**
Lana Tsoy

**Evening Custodian:**
Jesse Newman

**Cafeteria Manager:**
Lana Tsoy

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BOARD OF EDUCATION

Martha Deutsch 310-720-3893 deutsch.martha@tusd.org
Don Lee 310-345-0071 lee.don@tusd.org
Terry Ragins 310-323-6259 ragins.terry@tusd.org
Mark Steffen 310-618-9885 steffen.mark@tusd.org
Michael Wermers 310-378-5999 wermers.michael@tusd.org

Board of Education meetings are generally held on the 1st and 3rd Mondays of each month, with a few exceptions, as shown on the Board meeting calendar at www.tusd.org. The meetings are held in the TUSD Board Room, 2336 Plaza Del Amo at 7:30 p.m. Quarterly Construction Update meetings begin at 7 p.m. Recognition Only meetings to honor the achievements of teachers, employees, students, and community members start at 7 p.m. and are held at Torrance City Hall Council Chambers, 3031 Torrance Blvd. All regularly scheduled meetings are open to the public. The agendas for the meetings will be available online at www.tusd.org. The meetings are televised live on Time Warner Cable Channel 30 (or as listed in the Time Warner Cable Directory) and on Verizon Cable Channel 37. Meetings can also be viewed on a later date on the TUSD-TV channel on youtube.com.
ANZA PTA OFFICERS

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anzaptaprez@gmail.com

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Executive VP
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joannemoore2@gmail.com

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traciwanaka@gmail.com

3rd VP-Membership
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steinbergs123@gmail.com

4th VP-Parent Outreach
Catherine Sullivan 310-540-5040
catperron@hotmail.com

Recording Secretary
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lisacpahl@yahoo.com

Corresponding Secretary
Karen Woods 310-997-3116
karendelson@yahoo.com

Treasurer
Carly Wooster 310-486-5027
cfuruno@hotmail.com

Financial Secretary
Stacy Logue 310-980-4677
stacynish@gmail.com

Auditor
Robert Marinas 310-316-5070
rmarinassoscalrr.com

Historian
Mimi Hong 310-809-5089
imimihong@gmail.com

Parliamentarian
Sonia DeDios 424-225-0538
dedioss@gmail.com

Advisor/Principal
Barbara Marks 310-533-4559
Marks.barbara@tusd.org

Anza Elementary Rules and Behavior Expectations

**BE RESPECTFUL**
- Use kind words and actions
- Wait for your turn
- Clean up after yourself
- Follow adult directions
- Touch property with permission
- Allow anyone to sit next to you
- Wait in line patiently
- Play fairly
- Include everyone; be a team player
- Be a kind friend
- Show good sportsmanship
- Hold the door open for the person behind you
- Knock on stall door
- Give people privacy
- Use audience manners
- Park your car in a legal space
- Please do not park in or drop off students in the staff parking areas

**BE RESPONSIBLE**
- Follow school rules
- Remind others to follow school rules
- Take proper care of all personal belongings and school equipment
- Be honest
- Get all utensils, milk, etc., when first going through the line
- Raise hand and wait to be excused
- Get adult permission before leaving area
- Always have at least one other student with you when leaving the area
- Use Conflict Managers when needed
- Return equipment to designated area
- Stay on sidewalks
- Get adult permission
- Flush toilet and wash hands after use
- Return to room promptly
- Inform adults of vandalism
- Set a good example for your children by following all of the rules.
- Always wear a visitor’s badge
- Sign out children in the office when necessary to take them for appointments during school hours.
## Anza Elementary Rules and Behavior Expectations

<table>
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<tr>
<th>AREA</th>
<th>BE SAFE</th>
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<tbody>
<tr>
<td>All Common Areas</td>
<td>Walk facing forward</td>
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<td></td>
<td>Keep hands, feet and objects to self</td>
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<tr>
<td></td>
<td>Get adult help for accidents and spills</td>
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<td></td>
<td>Use all equipment and materials appropriately</td>
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<tr>
<td>Cafeteria</td>
<td>Keep all food to self</td>
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<td></td>
<td>Eat only your food</td>
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<tr>
<td></td>
<td>Sit with feet on floor, bottom on bench, and facing table</td>
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<td></td>
<td>Stay seated; raise hand for permission to get up</td>
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<tr>
<td>Playground and Recess</td>
<td>Walk to and from the playground</td>
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<td></td>
<td>FREEZE when bell rings</td>
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<td></td>
<td>Stay within boundaries</td>
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<td></td>
<td>Be aware of activities and games around you</td>
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<td></td>
<td>No play fighting</td>
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<td></td>
<td>No food, drink, or gum</td>
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<tr>
<td>Halls and sidewalks</td>
<td>Stay on the right</td>
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<td></td>
<td>Allow others to pass</td>
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<td>Bathrooms</td>
<td>Keep feet on floor</td>
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<td></td>
<td>Keep water in sink</td>
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<td></td>
<td>Wash hands</td>
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<td></td>
<td>Put towels in garbage can</td>
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<td>No playing in the bathroom</td>
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<td>Arrival and dismissal areas</td>
<td>Enter and leave campus only at designated gates</td>
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<td></td>
<td>Walk bike on campus</td>
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<td></td>
<td>Use sidewalks and crosswalks</td>
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<td></td>
<td>Wait in designated area</td>
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<td>Special Events and assemblies</td>
<td>Wait for arrival and dismissal signals</td>
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<tr>
<td>Parents</td>
<td>Sign in and out at the office when walking your child to class and when visiting campus</td>
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<td></td>
<td>Wear a visitor’s badge when on campus. This lets all students know that they are safe on campus.</td>
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<td></td>
<td>Utilize the drop off “Valet Service” in the morning and park in a legal space in the afternoon</td>
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<tr>
<td></td>
<td>For the safety of all children, we ask that only Anza students be allowed on the playground during school hours. Please visit us after school and on weekends as a family.</td>
</tr>
</tbody>
</table>

## YOUR ANZA PTA CHAIRMEN

### 1st VP: PROGRAMS

- **Adventures in Art**  
  - Doug Meyer  
  - Douglas.meyer7@verizon.net  
  - Kerry Croucier  
  - 310-567-7789  
  - nymetssocal@yahoo.com

- **Anza Around the World**  
  - OPEN

- **Bike Rodeo**  
  - Stefanie Cale  
  - fierycale@hotmail.com

- **Cookies and Cocoa Night**  
  - Sonia DeDios  
  - 424-225-0538  
  - dedios@gmail.com

- **Costume Parade**  
  - Laurie Cram  
  - Cram.lauren@tusd.org  
  - Ext 2231  
  - twoecarole@aol.com

- **Dr. Seuss Day**  
  - Carole Hardinge  
  - 310-539-6027  
  - twoecarole@aol.com

- **Emergency Preparedness**  
  - Sonia DeDios  
  - 424-225-0538  
  - dedios@gmail.com

- **Field Day Friday**  
  - OPEN

- **Librarian**  
  - Barbara Fornaca  
  - 310-533-4559  
  - bfonaca@gmail.com  
  - ext 2218

- **Local Heroes Day**  
  - OPEN

- **Red Ribbon Week**  
  - OPEN

- **Reflections**  
  - Sonia DeDios  
  - 424-225-0538  
  - dedios@gmail.com

- **Safety**  
  - OPEN

- **Science Fair**  
  - Madonna Mashburn  
  - 562-477-7074  
  - Madonna.mashburn@gmail.com

- **Talent Show**  
  - OPEN

- **Unplugged/ Family Night**  
  - Jenny Son  
  - 310-560-1516  
  - jennykim1016@yahoo.com
DISCIPLINE PLAN

Be safe, be responsible, and be respectful. At Anza Elementary we believe in discipline that is fair, firm, consistent and positive. The teachers, principal and support staff work together to establish the school’s discipline standards and are involved in their consistent and thorough enforcement.

All schools in Torrance use a district-wide discipline matrix for consistency throughout the district and all schools enforce a zero tolerance policy for the safety of all personnel on campus. The discipline matrix is available for parent inspection on the TUSD website or at the Anza School office.

Our goal is to help students realize and accept responsibility for their own behavior. We believe that behavior has consequences, both positive and negative. Our efforts are focused on helping students develop a positive self image, as well as age appropriate social skills and work habits. In addition to our school-wide rules and policies, teachers develop individual classroom discipline plans, which they communicate to both students and parents.

As an ongoing part of our school-wide conflict management/resolution curriculum, we work to help students develop the skills and insights to independently resolve many of their own disagreements.
EMERGENCY PREPAREDNESS

In the event of an emergency during the school day, school personnel have been assigned specific duties and responsibilities to ensure the safety of all of our students, staff, and visitors.

Should we have an emergency, such as an earthquake, that requires students to be held at school until the arrival of a parent or designated adult, the following procedures will be followed:

- Students will stay with their class until they are released to a designated adult.
- The Z-Gate by Paradise park is the designated check-in area. All adults coming to school to pick up students will be required to check in with the staff at that gate. The front gate will be locked for security.
- The Z gate by Paradise Park is also the designated reunion area. Students will be brought to this gate to meet the adult who is checking them out.
- All adults coming to school during an emergency situation should walk to school if at all possible, keeping traffic in the school area to a minimum.
- In preparation for an emergency, classrooms are equipped with emergency supplies. In addition, each student is required to have a personal survival kit stored in the classroom. The office sends home information about items to be included in the kit on the first day of school. Please make sure your child is prepared for an emergency by obtaining their emergency kit as soon as possible. Information on prepackaged emergency kit sales will come home in the first day packet.

Our students will be released only to persons listed in the online emergency information. Please be sure that your emergency information is up-to-date and your child is aware of the people on his/her emergency card.

<table>
<thead>
<tr>
<th>4th VP: PARENT OUTREACH</th>
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</table>
| **Beautification** Emily Mattie 310-750-8999  
  emilymattie@gmail.com |
| **Garden** Veronica Ciko 310-426-0201  
  vciko26@gmail.com |
| **Grant Writer** Sally Yuguchi 310-525-9836  
  SallyandKevin@msn.com |
| **Honorary Service** Bonnie Millman 310-850-1086  
  Millman.stewart@gmail.com |
| **Hospitality** Catherine Sullivan 310-540-5040  
  catperron@hotmail.com |
| **Jefferson Liaison** Ginger Krauss 310-245-1316  
  geogin74@gmail.com |
| **Room Rep Coordinator** Christa Pennington 310-462-1000  
  oauhounu@yahoo.com |
| **Scholarship Committee** Alan Matsumoto 310-259-6161  
  alanmats1@verizon.net |
| **Staff Appreciation** Melissa Sterzick  
  Sterzickfamily@gmail.com |
| **Toy Loan Drive** Diane Quast 310-251-8636 |

<table>
<thead>
<tr>
<th><strong>Additional PTA Contacts</strong></th>
</tr>
</thead>
</table>
| Torrance Council of PTAs  Nanette Nolan, President  
  torrancePTAs@gmail.com |
| Thirty-Third District PTA  Martha Deutsch, President  
  562-804-4519  
  33rdptapresident@gmail.com  
  www.33rdpta.org |
| California State PTA  Dianna MacDonald, President  
  916-440-1985  
  info@capta.org  
  www.capta.org |
| National PTA  Jim Accomando, President  
  800-307-4782  
  info@pta.org  
  www.pta.org |
EEA Executive Board

President  Keith Herbers  310-567-9126  
krherbers@gmail.com
Vice President  Judy Libertor  562-243-6037  
judylibertor@gmail.com
Secretary  Stefanie Fiery-Cale  310-462-9193  
fierycale@hotmail.com
Treasurer  Katie Marjala  310-918-0519  
katiemarjala@gmail.com

EEA Events and Chairmen

Movie Night – Friday, September 15
Judy Libertor  judylibertor@gmail.com  562-243-6037
Mindy Paulson  mindy.paulson@gmail.com  310-848-5572

Pumpkins for Pelican – October 2 thru October 23
Mindy Paulson  mindy.paulson@gmail.com  310-848-5572
Allison Zahorik  beingme@me.com  310-720-7747

Carnival – Friday, October 28
Katie Marjala  katiemarjala@gmail.com  310-918-0159

Adopt A Family – November 6 thru November 20
Derek Hoffman  hoffman.derek@tusd.org  310-533-4559

Mother-Son Day – Sunday, January 21
Lisa Pahl  lisacpahl@yahoo.com  310-403-6013

VALET STUDENT DROP-OFF GUIDELINES

Time:  Operates in the morning only 8:00 - 8:45 a.m.
Place:  Designated drive-through is marked with cones and signs. Parking places are reserved for staff only.

DO:
- Follow the directions of the parent volunteers and crossing guard who are there to direct traffic, open and close car doors, and keep traffic moving efficiently and safely.
- Make sure your child is ready to exit your vehicle as soon as it comes to a stop.
- Pull forward as far as possible before allowing your child to exit.
- Consider becoming a Valet Volunteer one day a week. Help keep our students safe! Look for more information to come home after school begins.

DO NOT:
- Park or stop in the crosswalk or in front of red zones.
- Block driveways.
- Park in staff parking places.
- Park in the handicapped parking place, unless legally authorized.
- Double park or stop behind any parked cars.

These rules also apply to afternoon pick-up time as well. Please observe these rules for the safety of all our students!

The location of Anza Elementary School creates a variety of problems for students walking to and from school. The heavy vehicle traffic makes it dangerous for our children. We all must work together to inform our students of the importance of following safe rules for walking. If your child walks to school, be certain he/she crosses the street with the help of a crossing guard.

Please discuss all traffic and pedestrian regulations with your child. If you meet your child, please be sure to model appropriate and safe behavior. The crossing guards are obligated to report problems to the school and their supervisors for appropriate action.
CHILD CARE RESOURCES

Information about licensed child care programs in this Los Angeles County can be found at the L.A. County Social Services site:
http://dpss.lacounty.gov/dpss/child_care

The YMCA also offers before and after school day care on the Anza campus. For further information please contact the YMCA at 310-325-5885.

T.U.S.D. WELLNESS POLICY

Torrance Unified School District is committed to providing school environments that promote and protect children’s health, well being, and ability to learn by supporting healthy eating and physical activity under a Coordinated School Health Program. Therefore, it is the intent of Torrance Unified School District that:

- The school district will engage students, parents, teachers, food service professionals, health professionals, and other interested community members in developing, implementing, monitoring, and reviewing district-wide nutrition, health, wellness and physical activity policies.
- All students in grades K-12 will have opportunities, support, and encouragement to be physically active on a regular basis.
- Foods and beverages sold or served at school will meet the nutrition recommendations of the U.S. Dietary Guidelines for Americans including fundraisers.
- Qualified child nutrition professionals will provide students with access to a variety of affordable, nutritious, and appealing foods that meet the health and nutrition needs of students; will accommodate the religious, ethnic, and cultural diversity of the student body in meal planning; and will provide clean, safe, and pleasant settings and adequate time for students to eat.
- To the maximum extent practicable, all schools in our district will participate in available federal school meal programs.
- Schools will provide nutrition education and physical education to foster lifelong habits of healthy eating and physical activity, and will establish linkages between health education and school meal programs, and with related community services.

CLASS PARTIES

T.U.S.D. has a Wellness Policy that is designed to reflect the school nutrition standards required by Senate Bill 12. If you wish to bring treats to the classroom for a holiday or celebration, please check with the teacher first. We request that you bring non-food treats if possible (pencils, stickers, etc.). All food served in a classroom must come from the pre-approved list and be served after the last lunch has been complete. Any food items brought must be commercially produced: NO HOME BAKED ITEMS ARE ALLOWED.
CAFETERIA

Beginning the first day of school, students may purchase lunch in the cafeteria. Until November, a menu will be sent home each month. After that, the menu will be on-line and at the school office only. Students sign up on a daily basis in their classrooms to buy lunch. Lunch prices remain at $3.00 per day. Every student is issued a school debit card for cafeteria purchases. Parents may fund their student’s debit card by going online to www.family.titank12.com or here are envelopes conveniently located in the Anza office. Students are expected to spend approximately fifteen minutes eating lunch in the designated lunch area before being excused to the playground, but certainly may remain longer. Candy, gum and soda are not allowed as part of a lunch.

TUSD allows parents to join their children for lunch or sign them out to take them off campus. We have a lunch table outside the cafeteria where parents may eat with only their child. Written permission is needed from parents if other children are to join.

If you bring lunch at lunch time, please do not pass food items through or over the fence for safety reasons.

BICYCLES, SKATEBOARDS, SCOOTERS, AND ROLLER BLADES/SKATES

Children in grades 3 - 5 may ride bicycles to school at their own risk. The school cannot be responsible for lost or damaged bikes. All bicycles must be locked and kept in the bicycle racks provided. Bikes are to be walked onto the campus—BIKES MAY NOT BE RIDDEN ON SCHOOL GROUNDS.

Guided by our concern for the safety of our students, and in compliance with State law, school policy requires Anza students to wear helmets if they want the privilege of riding a bicycle to school.

Students who do not comply with these requirements will have their bike riding privileges suspended until they can prove that they have a helmet, will be conscientious about wearing it on their trip to and from school, and that they have the capability of locking their bike at school.

Skateboards, scooters, roller skates/blades, and “wheelie” shoes are not allowed on campus AT ANY TIME.

EEA Events and Chairmen, continued

* P enny Ways—February 27—March 2
  Deanne Herbers  Deanne.herbers@gmail.com  310-567-9126

* Online Summer Camp and Class Auction—April 9—April 14
  Deanne Herbers  Deanne.herbers@gmail.com  310-567-9126
  Lisa Pahl  lisapahl@yahoo.com  310-403-6013

* Ice Cream Social – Thursday, May 31
  Deanne Herbers  Deanne.herbers@gmail.com  310-567-9126

* Father-Daughter Dance—Saturday, June 10
  Mindy Paulson  mindy.paulson@gmail.com  310-848-5572

Torrance City Council

www.ci.torrance.ca.us

310-618-2801

Patrick J. Furey, Mayor
Heidi Ashcraft
Tim Goodrich
Mike Griffiths
Milton Herring
Geoff Rizzo
Kurt Weideman

PFurey@TorranceCA.gov
HAshcraft@TorranceCA.gov
TGoodrich@TorranceCA.gov
MGriffiths@TorranceCA.gov
MHerring@TorranceCA.gov
GRizzo@TorranceCA.gov
KWeiderman@TorranceCA.gov

Unless adjourned to another time or location, the Torrance City Council meets every Tuesday in the city Hall Council Chamber at 3031 Torrance Blvd., at 5?30 p.m. for an executive session with regular business commencing no earlier than 7:00 p.m. Council chambers may be dark on holidays falling on a Tuesday, on the 5th Tuesday of a month, or on a Tuesday following a Monday holiday.
TORRANCE UNIFIED SCHOOL DISTRICT
GUIDELINES FOR STUDENTS WITH SYMPTOMS OF ILLNESS

In order to protect the health of all students and staff at school and prevent the spread of illness, the following information is provided to help parents determine when to keep a student with symptoms home from school. If your student has symptoms at school, school personnel will evaluate the student to determine if he/she should remain in school. (California Code of Regulations, Title 17, Public Health, 2526)

<table>
<thead>
<tr>
<th>SYMPTOM</th>
<th>Keep your child home if:</th>
<th>May return to school when:</th>
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<tbody>
<tr>
<td>Fever</td>
<td>Student currently has a fever (a temperature of over 100 degrees) or has had a fever in the last 24 hours</td>
<td>He/she has been fever-free for 24 hours without taking fever-reducing medication such as Tylenol or Advil</td>
</tr>
<tr>
<td>Runny nose</td>
<td>Excessive drainage or thick, dark mucous</td>
<td>Symptoms resolved or released by physician</td>
</tr>
<tr>
<td>Cough</td>
<td>Persistent cough, coughing up phlegm, cough sounds like a bark or is accompanied by a sore throat or wheezing</td>
<td>Symptoms resolved or released by physician (unless associated with a known health condition, i.e. asthma)</td>
</tr>
<tr>
<td>Sore throat</td>
<td>Sore throat with tender swollen glands or fever</td>
<td>Symptoms resolved or released by physician. If strep throat, 24 hours after antibiotic has been started.</td>
</tr>
<tr>
<td>Nausea, vomiting, or diarrhea</td>
<td>Two or more episodes of vomiting or diarrhea, or has had one in the past 24 hours and feels tired or ill</td>
<td>Symptom free for 24 hours</td>
</tr>
<tr>
<td>Rash</td>
<td>If the rash blisters, develops pus, or is uncomfortable, accompanied by fever, behavioral change, or suspicious for communicable disease (chicken pox, measles)</td>
<td>When released by physician</td>
</tr>
<tr>
<td>Eyes with redness, itching, pain, swelling or discharge</td>
<td>Pink or red conjunctiva (whites of the eyes) with white or yellow eye mucous drainage</td>
<td>Symptoms resolved or released by physician. After treatment has begun if diagnosis is bacterial conjunctivitis</td>
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</tbody>
</table>

SCHOOL CALENDAR
2016-2017

Note: Dates and times are subject to change. Please remember to keep checking your Communicator and the website every week for changes and updates to the calendar.

September

7 First day of school
14 School Site Council Meeting, 3:30 p.m.
PTA Board Meeting, 6:30 p.m.
EEA Board Meeting 7:00 p.m.
15 Movie Night
18 Reflections Kick-Off
25 Carnival Kickoff
28 Early Dismissal: Back-To-School Night
6:00 - 6:45 KG—2nd grades
6:45 - 7:15 Meet the Staff, EEA, & PTA
7:20 - 8:05 3rd—5th grades
29 Picture Day and Volunteer Photos

October

2 Pumpkins for Pelican Kick-Off
9 & 10 STUDENT FREE DAYS—NO SCHOOL Mon & Tues
12 School Site Council Meeting, 3:30 p.m.
PTA Board Meeting, 6:30 p.m.
13 Progress Reports
16-20 Fall Book Fair
19 Great Shake Out Drill, 10:20
Book Fair Family Night  5:00 p.m.
20 Reflections Entries Due
23 Pumpkins for Pelican Turn-In / Assembly
23—27 Red Ribbon Week
27 ELMAC Meeting, 9:30 a.m.
Fall Carnival  5:00 p.m.
31 Costume Parade, 9:00 a.m.
November
2  Picture Make-Up Day
   Reflections Reception, 6:00 p.m. cafetorium
6  Adopt-A-Family Kick-Off
8  PTA Board Meeting, 6:30 p.m.
9  School Site Council Meeting, 3:30 p.m.
10 Veterans’ Day Holiday - NO SCHOOL
16 EEA Board Meeting; 7:00 p.m.
20 Adopt-a-Family turn-in.
22-24 Thanksgiving Holiday - NO SCHOOL (**Wed-Fri**) 
27 See’s Candy Drive

December
1  Report Cards Go Home
1  PTA Board Meeting / Holiday 6:00 p.m.
4-15 EARLY DISMISSAL:
   Parent-Teacher Conferences
11 Toy Loan Kick-Off
   Talent Show Kick-Off
14 PTA Association Meeting 6:00 p.m.,
   “Cookies and Cocoa”, Cafetorium,
22-1/6 WINTER BREAK—NO SCHOOL
NOTE: This includes FRIDAY the 22nd.

January
8  Return from Winter Break
   Toy Loan Begins
11 PTA Board Meeting, 6:30 p.m.
   5th Grade Parent Night: Family Life Films
12 ELMAC Meeting, 9:30 a.m.
15 Martin Luther King Holiday -
   NO SCHOOL
16-19 Peace Week
17 & 18 Talent Show Try-Outs
19 Progress Reports
18 EEA Board Meeting, 7:00 p.m.
21 Mother-Son Day of Fun
29 Science Fair Kick-Off
31 & 2/1 Talent Show Dress Rehearsal

FROM THE HEALTH OFFICE
Please let the school office know if your child has contracted a contagious medical condition such as measles, chicken pox, a rash, head lice, etc., so that appropriate precautionary measures may be taken.

Medication:
The following policies regarding medication are for the protection of all school children:
• All medication (prescription/over the counter) must be brought to the school office. **No medication may be kept in the classroom, lunch pail, or backpack.**
• A written statement from the physician and signed by the parent, indicating the method, amount, and time by which the medication is to be taken, must be provided, even for over-the-counter medicines.
• It is the student's responsibility to come to the office to take the prescribed medication at the designated time.
• A parent or guardian can bring the prescribed medication to the school office and give it to their child in the health office.

Accident Insurance
The school is not responsible for accidents that occur at school unless negligence is involved. In September of each school year parents have the opportunity to obtain low cost accident insurance for their children through a District sponsored group plan. We urge you to make sure that your child is covered either by your personal insurance or the District sponsored plan.
SPECIAL SERVICES

English Language Learner (ELL):
All Torrance Unified School District teachers are required to have a BCC (Bilingual Cross Cultural) or ELD (English Language Development) certificate. This allows the teachers to deliver the curriculum to English Language Learners in the classroom.

Gifted and Talented Education (GATE):
Students are tested and identified for the GATE program beginning in third grade. Once identified, students are clustered together within general education classes. These clusters receive differentiated instruction and assignments within the core curriculum for their grade level. Differentiated lessons change the pace, depth, and complexity with which the curriculum is presented. The way material is approached or the type of assignment given is changed to meet the needs of the GATE students.

Home Instruction:
Home instruction is available for children during extended illnesses (one month or longer). Contact the school office for further information.

Learning Disabilities:
Specialized instruction for children with learning disabilities is available within the district. Further information may be obtained from the principal.

Psychological:
Testing and consultation are available as appropriate to evaluate and improve student learning. A psychologist is available at Anza School one day a week.

Speech/Language Therapy:
Speech therapy is available for children with speech and language disabilities. Contact the school office for an appointment with the speech and language therapist if you have any questions or concerns.

SPECIAL EDUCATION: FAPE

State law requires that all individuals with exceptional needs have a right to participate in a free and appropriate public education (FAPE) with special education services where necessary. Assessment for special education placement is provided for children from birth to 21 years of age. Some preschool programs are available for qualified disabled children who are not being served.

February

1  Talent Show Dress Rehearsal
2  Talent Show, 7:00 p.m.
5-15  Anza Around the World
8  School Site Council Meeting, 3:30 p.m.
   PTA Board Meeting, 6:30 p.m.
12  Lincoln’s Birthday Holiday—NO SCHOOL
15  International Fair 1:50 p.m.
19  Presidents’ Day Holiday—NO SCHOOL
21  Spring Photos
22  PTA Association Meeting, Member Night, 6 p.m.
23  Honorary Service Award Celebration
26  Bike Rodeo Kick-Off
26-3/2  Penny Wars

March

1  District Spelling Bee
2  Dr. Seuss Day
8  PTA Board Meeting, 6:30 p.m.
9  Report Cards Go Home
14  Bike rodeo 1:00 p.m.
14-16  EARLY Dismissal: Parent-Teacher Conferences
15  EEA Board Meeting, 7:00 p.m.
16  ELMAC Meeting, 9:30 a.m.
26—30  SPRING BREAK—NO SCHOOL

Remember, changes to the calendar may happen as the year goes on. The most up-to-date information will be found on the web-site:

Www.anzaelementary.org
### April
- **2** Jog-a-Thon Kick-Off
- **3** Science Fair
- **5** School Site Council Meeting, 3:30 p.m.
- **5** Science Fair Reception, 6:00 p.m.
- **9-14** Online Summer Camp and Class Auction
- **12** PTA Board Meeting, 6:30 p.m.
- **14** District Bike Rodeo
- **16-20** Book Fair
- **18** Fifth Grade Panoramic Picture
- **19** Family Unplugged Night, 5:00 p.m.
- **27** Jog-a-Thon Kick-off
- **30** Ice Cream Social Kick-off
- **30-5/4** Staff Appreciation

### May
- **4** Progress Reports
- **10** School Site Council Meeting, 3:30 p.m.
- **10** PTA Board Meeting, 6:30 p.m.
- **11** Local Heroes Day
- **14** Golden Ticket Kick-Off
- **17** Academic Pentathlon
- **17** EEA Board Meeting, 7:00 p.m.
- **18** Thank-You Brunch
- **18** ELMAC Meeting, 9:30 a.m.
- **28** **Memorial Day Holiday** - NO SCHOOL
- **31** **EARLY DISMISSAL: OPEN HOUSE**

### June
- **1** District Track Meet
- **4** Career Day
- **7** EEA Board Meeting, 7:00 p.m.
- **8** Track Meet, 3:30 p.m.
- **9** PTA Board Meeting, 6:30 p.m.
- **14** Father-Daughter Dance
- **14** PTA Association Meeting, 6:30 p.m.
- **21** Report Cards Go Home
- **21** Last Day Of School—11:50 Dismiss

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**SCHOOL SITE COUNCIL**

Each school involved in the School Based Consolidated Program/School Improvement Program has a School Site Council (S.S.C.). This council is the centerpiece of site based decision-making. Council members work together to develop, implement and evaluate school policies, programs, procedures and budgets. This group is crucial in the ongoing improvement of Anza's program. The Anza S.S.C. is comprised of three teachers, the principal, a classified employee and five parent members representing: PTA, the English Language Multicultural Advisory Committee, Special Education, GATE and two parents at large. We encourage you to take an active role in this process. Elections for S.S.C. positions are held annually. Each member holds office for a two year term. The meetings are open to interested community members.

Please contact the principal or any S.S.C. member if you have questions and/or concerns about school programs/policies or would like to suggest a program/policy for consideration.

**ENGLISH LANGUAGE MULTICULTURAL ADVISORY COMMITTEE**

We are pleased to have an active English Language Multicultural Advisory Committee (ELMAC) at Anza. ELMAC meets at least three times a year to discuss the English Learner (EL) program and to make recommendations, modifications, and to talk about ways that we can ensure that all language groups at Anza have the opportunity to participate fully in the educational program. This committee is represented on the School Site Council so that we can coordinate all aspects of the school program.

**FAMILY WELCOME ENROLLMENT CENTER**

2336 Plaza del Amo
Torrance, CA 90509

Hours: Monday-Friday 8 a.m.—4 p.m.

Phone 310-972-6280     Fax 310-972-6267

New student enrollments are taken at this central location. Enrollment requirements can be found on the TUSD website at www.tusd.org, under the drop-down menu “Students/Parents”.
Emergency Preparedness: The PTA is vital in the organization and equipping of Anza’s program for Emergency and Disaster preparedness. This includes first aid supplies, safety equipment, and basic survival needs for the students in the event of an emergency.

Field Trips: Every year each classroom teacher at Anza has the opportunity to schedule an educational study trip for his/her class. These study trips are fully funded by the PTA.

Library: The school library is staffed by PTA volunteers who enable classes to visit weekly. The only funding for books in the library comes from the PTA.

Room Representatives: Room representatives (reps) serve as a liaison between the teacher, parents and the PTA to recruit volunteers for field trips, class parties, and major school events. Parents interested in serving as a room rep. should contact their child's teacher.

Other programs include the support of P.E./Recess equipment purchases, the Bike Rodeo, Yearbooks, the Reflections Program, Science Fair, the Talent Show, and a multicultural celebration (“Anza Around the World.”)

Fund-raisers: The PTA is not a fundraising organization. However, it is necessary to sponsor fund-raisers in order to provide assemblies, field trips, and other programs and activities for Anza students. If the fall Direct Donation drive meets the budget with enough to fund all programs, there will be no further fund-raising requests from the PTA.

For a complete listing of activities and programs sponsored by the PTA, and the chairperson for each, please refer to pages 12—15.

If you have any questions or would like to help with any of these programs, please contact the person in charge of the program, the responsible Vice-President, or the President.

In order to maintain campus security our Kindergarten, bike alley, and "Z Gates" are locked after 9:00 and are reopened just before dismissal. Any student arriving late to school must come through the front gate and check into the office. All cafeteria lunch orders must be placed by 9:00. Students arriving after 9:00 must make other arrangements for lunch.

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<th>Third</th>
<th>Fourth</th>
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<tbody>
<tr>
<td>Campus Opens</td>
<td>8:20</td>
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<td>Class Starts</td>
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<td>A.M. Recess</td>
<td>10:15</td>
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<tr>
<td>Lunch</td>
<td>11:45-12:30</td>
<td>11:45-12:30</td>
<td>12:00-12:45</td>
<td>12:00-12:45</td>
<td>12:15-1:00</td>
<td>12:15-1:00</td>
</tr>
<tr>
<td>P.M. Recess</td>
<td>n/a</td>
<td>2:00-2:10</td>
<td>2:00-2:10</td>
<td>2:00-2:10</td>
<td>2:00-2:10</td>
<td>2:00-2:10</td>
</tr>
<tr>
<td>End of Day M,T,Th,F</td>
<td>1:50</td>
<td>3:03</td>
<td>3:03</td>
<td>3:03</td>
<td>3:12</td>
<td>3:12</td>
</tr>
<tr>
<td>End of Day WEDS</td>
<td>1:50</td>
<td>2:18</td>
<td>2:18</td>
<td>2:18</td>
<td>2:27</td>
<td>2:27</td>
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</tbody>
</table>

OFFICE HOURS

The office is open daily between the hours of 8:00 am and 4:00 pm. You can reach us at 310-533-4559, extension “0”. After hours, you can leave a message on the voice mail system by dialing 533-4559 extension “2281”.
ARRIVAL, DISMISSAL and DAILY SCHEDULE

Kindergarten: Students may arrive on campus beginning at 8:20. Kindergartners go directly to the Kindergarten playground. Class starts at 8:50. Dismissal is at 1:50. Students are walked out to the grass area in front of the school by their teachers. Please meet your children there.

1st - 5th Grades: Students may arrive on campus beginning at 8:20. Students go directly to the playground. Class starts at 8:50. Dismissal is at 3:03 for 1st—3rd Grades, and at 3:12 for 4th-5th. On Wednesdays, 1-3rd Graders are dismissed at 2:18, and 4-5th Graders at 2:27.

Parents must make arrangements to have students picked up promptly at their dismissal times.

Crossing Guards: The Torrance Police Department provides crossing guards for our students at the following corners:

- Anza and Lenore 7:50 - 8:50 2:50 - 3:30
- Anza and Carson 7:50 - 8:50 2:50 - 3:30
- Palos Verdes Blvd. & Carson 7:50 - 8:50 2:50 - 3:30
- In front of school 7:50 - 8:50 2:50 - 3:30

PARKING AND STREET SAFETY

Traffic in front of the school is at a peak between 8:30 - 8:45, and again at dismissal times. This creates a hazard for our students. Please consider their safety as you drop off and pick up your children. **Double parking is unsafe, illegal, and ticketed by the Torrance Police.** Crosswalks are the only safe place for students to cross the street.

Out of consideration for our exceptionally tolerant neighbors we ask that you do not “honk” for your children or park in/block our neighbors’ driveways.

The parking slots in front of the school are assigned to staff. Please be respectful and DO NOT park in these spaces even for a quick “drop-off”. In addition, the staff parking lot is a very hazardous area to drop off and pick up your children. **This area should never be used for drop off and pick up.** Please utilize the drop off “Valet Service” in the morning and park your car in a legal space in the afternoon. Talk to your children and discuss with them the importance of using the sidewalks and crosswalks at all times. If you meet your child, please be sure to model appropriate and safe behavior.

Anza Elementary School highly values our local unit of the Parent Teacher Association (PTA) and encourages your support and participation. The PTA holds Association meetings five times per year, in conjunction with school wide evening activities. Dates and times are listed in the school calendar.

Anza’s annual PTA membership drive is held in September. Your membership is valued. We encourage everyone to join this important child advocacy organization. PTA membership dues are used at Anza and for children everywhere at the local, state, and national levels. In addition to membership dues, Direct Donations are appreciated, and stay entirely at the school.

The PTA sponsors a wide Variety of activities and programs at Anza, including:

- **Adventures in Art:** PTA funds and trains the volunteer docents to bring interesting and meaningful art experiences into the classroom several times throughout the school year.
- **Anza Copy Club:** PTA organizes and trains volunteers to do the copying that teachers need done daily, allowing the teachers to focus on their students.
- **Assemblies and Stay-Trips:** Educational assemblies are arranged for and funded by the PTA working with the school staff.
- **Community Activities:** The PTA organizes and sponsors a range of events that include firefighter, military, and police recognition; community service projects; and book and toy drives.