PARENT-STUDENT HANDBOOK
2018—2019

21400 Ellinwood Drive
Torrance, California 90503
310-533-4559
www.anzaelementary.org
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: Sarah Steinberg
Eagle Education Alliance President: Lisa Pahl

PTA ASSOCIATION MEETINGS: 6:00 p.m.
October 4, 2018 Family Night
December 13, 2018 “Cookies and Cocoa”
February 21, 2019 Member Night
May 30, 2019 Open House
June 13, 2019 End of Year Celebration

EAGLE EDUCATION ALLIANCE MEETINGS: 7:00 p.m.
September 13, 2018
November 15, 2018
January 17, 2019
March 14, 2019
June 7, 2019

SCHOOL SITE COUNCIL MEETINGS: 3:30 p.m.
October 11, 2018
November 8, 2018
February 7, 2019
April 4, 2019
May 16, 2019

Anza PTA Founded 1959

PTA THEME:
It Takes A Village: VOLUNTEER!

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

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

Anza PTA
every child. one voice.
Torrance Council of PTAs
Thirty-Third District PTA
California State PTA

Anza PTA Founded 1959
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.

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Dear Anza Parents and Students,

Welcome to the 2018-2019 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 with a positive history of success. We have been under construction this summer upgrading our classrooms and facilities. There are a few items left to complete as we start the new year. It is very exciting to have a new science lab and art/music room. Torrance Education Foundation is generously donating part of the equipment and supplies.

We have tremendous teachers, staff and community support. I encourage all of you to be involved in school activities and programs. Please consider volunteering and joining our outstanding PTA and the EEA, our site booster club. All of the wonderful events need your help no matter how small or large. Please be part of the team that makes this school go from Good to Great!

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!

Sincerely,

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 to the 2018-19 school year! I'm excited to take on the role of PTA president this year and I look forward to working together, continuing to make Anza an amazing and fun place to learn and grow. PTA is for all parents, teachers, and students. Your membership is your voice in the school and you are encouraged to attend all of our meetings and events. Together we strengthen our children's learning and our entire school. Join today!

As a PTA, we work collaboratively to support the many programs and activities Anza offers students and families. Volunteering not only helps the school, the students, and your child, it also helps you connect with your child's experience here at Anza. Please remember that every act, small or large makes a big difference when we're working together. We cannot succeed alone, and I encourage you to find a volunteer opportunity that works for you.

"Individually, we are one drop. Together, we are an ocean.”
—Ryunoske Satoro

Please join us and find out how you can help.

Thank you,

Sarah Steinberg
PTA President
Dear Anza Families,

Welcome to the 2018-2019 school year at Anza. I am excited to serve as the President of the Eagle Education Alliance (EEA) this year. All of us involved in the EEA are ready to work hard to make it another 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. When 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 has also purchased Chromebooks to increase the access our students have to technology, a vital part of learning in elementary school and beyond. We anticipate being able to continue to support Anza’s technology needs through our extensive fundraising efforts.

The EEA provides family events for Anza students throughout the year that are enjoyable, lively and fun! You will see this at Movie Night in September, the Fall Family Carnival in October, the Adopt a Family program in November, Mother/Son Activity Day in January, the Ice Cream Social in May and the Father/Daughter Dance in June.

We would love for you to become involved with the EEA. There are volunteer needs to fit a wide variety of interests and schedules. Work full time? We have opportunities to participate from home through online fundraising, designing flyers, and inputting information for our Silent Auction items. We invite you to get acquainted with the Eagle Education Alliance and its mission. You will see that we are a fun, 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 fun and productive year at Anza!

Best,

Lisa Pahl, EEA President

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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 (5) 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 2018-19 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 compounded 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:

Stephanie Fiery-Cale
Jerry Gargus
Doris Lee
Judy Libertor
Bonnie Millman-Stewart

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ATTENDANCE AND REPORTING OF ABSENCES

Effective since July 1, 1998, school districts do not receive funding from the State of California for pupils who are absent from school. This includes all absences, even those related to illness, medical or doctor appointments, or for the purpose of attending funeral services of a member of the immediate family.

In other words, schools will receive state funding only for students who actually attend school. If you find it necessary to keep your child out of school for reasons other than an illness, we encourage you to send your child to school for at least a part of the day so that your child will not be counted absent and also will not miss out on important school assignments. It is crucial that local schools continue to receive the financial resources necessary to provide quality educational services and reduce program cuts. We want to avoid the unnecessary absences that reduce district resources and limit your child's opportunity to obtain good grades.

Studies show that there is a direct correlation between good school attendance and student achievement; therefore, we encourage you as parents to reinforce the importance of good school attendance and to make every effort to send your child to school on a regular basis.

Again, we encourage your continued support to promote good school attendance and student achievement.

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Gang-Related Apparel

At individual schools that have a dress code prohibiting gang-related apparel at school or school activities, the principal, staff and parents/guardians participating in the development of the school safety plan shall define “gang-related apparel” and shall limit this definition to apparel that reasonably could be determined to threaten the health and safety of the school environment if it were worn or displayed on a school campus. (Education Code sections 32281, 32282, and 35183)

As used in this section, “gang” is defined as any ongoing organization, association, or group of three or more persons, whether formal or informal, having a common name or common identifying sign or symbol, having as one of its primary activities the commission of criminal acts. (Penal Code section 186.22.)

Because gang-related symbols are constantly changing, definitions of gang-related apparel shall be reviewed at least once each semester and updated whenever related information is received.
**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 through activities such as the 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, family-friendly 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.
ANZA PTA OFFICERS

President   Sarah Steinberg  213-271*3303
            anzaptaprez@gmail.com
Executive VP  Monique Akker  310-251-8842
               moakker@gmail.com
Executive VP  Traci Iwanaka  408-209-1050
               TraciIwanaka@gmail.com
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               Cheryl.abbani@yahoo.com
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                    joanne@ucla.edu
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                   lscoursey@yahoo.com
4th VP-Parent Outreach  Melody Gerdin  626-833-4944
                        Melodyhanatani@gmail.com
Recording Secretary  Lisa Pahl  310-403-6013
                   lisacpahl@yahoo.com
Corresponding Secretary  Naomi Stein  973-223-1105
                          nw2124@gmail.com
Treasurer  Carly Wooster  310-980-4677
            cfuruno@hotmail.com
Financial Secretary  Robert Marinas  310-387-3364
                  rmarinas@socal.rr.com
Auditor  Stacy Logue  310-980-4677
          stacynish@gmail.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 only
Allow anyone to sit next to you
Use quiet voices
Play fairly
Include everyone; be a team player
Be a kind friend
Show good sportsmanship
Hold the door open for the person behind you
Use quiet voices
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
Wait in line patiently
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
Inform adults of vandalism
(see common areas)
(see common areas)
(see common areas)
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

**BE SAFE**

<table>
<thead>
<tr>
<th>AREA</th>
<th>BEHAVIOR</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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<tr>
<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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<tr>
<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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<tr>
<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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<tr>
<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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<tr>
<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></td>
<td>No playing in the bathroom</td>
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<tr>
<td>Arrival and dismissal areas</td>
<td>Enter and leave campus only at designated gates</td>
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<tr>
<td></td>
<td>Walk bike on campus</td>
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<tr>
<td></td>
<td>Use sidewalks and crosswalks</td>
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<td></td>
<td>Wait in designated area</td>
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<tr>
<td>Special Events and assemblies</td>
<td>Wait for arrival and dismissal signals</td>
</tr>
</tbody>
</table>

**Parents**

Sign in and out at the office when walking your child to class and when visiting campus. Wear a visitor’s badge when on campus. This lets all students know that they are safe on campus. Utilize the drop off “Valet Service” in the morning and park in a legal space in the afternoon. 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.

YOUR ANZA PTA CHAIRMEN

1st VP: PROGRAMS

<table>
<thead>
<tr>
<th>EVENT</th>
<th>CHAIRMAN</th>
<th>PHONE NUMBER</th>
<th>EMAIL ADDRESS</th>
</tr>
</thead>
<tbody>
<tr>
<td>Adventures in Art</td>
<td>Kerry Croucier</td>
<td>310-567-7789</td>
<td><a href="mailto:nymetssocal@yahoo.com">nymetssocal@yahoo.com</a></td>
</tr>
<tr>
<td>Adventures in Art Supplies</td>
<td>Rachel Disloquez</td>
<td>424-888-3347</td>
<td><a href="mailto:Rachel@disloquez.com">Rachel@disloquez.com</a></td>
</tr>
<tr>
<td>Anza Around the World</td>
<td>Basanti Dey</td>
<td>44-558-4800</td>
<td><a href="mailto:Basanti22ghy@gmail.com">Basanti22ghy@gmail.com</a></td>
</tr>
<tr>
<td>Bike Rodeo</td>
<td>Alan Matsumoto</td>
<td>310-259-6161</td>
<td><a href="mailto:alanmats1@verizon.net">alanmats1@verizon.net</a></td>
</tr>
<tr>
<td>Cookies and Cocoa Night</td>
<td>Sonia DeDios</td>
<td>424-225-0538</td>
<td><a href="mailto:dedioss@gmail.com">dedioss@gmail.com</a></td>
</tr>
<tr>
<td>Costume Parade</td>
<td>5th Grade Team</td>
<td>310-533-4559</td>
<td></td>
</tr>
<tr>
<td>Dr. Seuss Day</td>
<td>Carole Hardinge</td>
<td>310-989-0250</td>
<td><a href="mailto:twoecarole@aol.com">twoecarole@aol.com</a></td>
</tr>
<tr>
<td>Emergency Preparedness</td>
<td>Sonia DeDios</td>
<td>424-225-0538</td>
<td><a href="mailto:dedioss@gmail.com">dedioss@gmail.com</a></td>
</tr>
<tr>
<td>Field Day Friday</td>
<td>Julie Cotter</td>
<td>310-634-4112</td>
<td><a href="mailto:getfitgal@gmail.com">getfitgal@gmail.com</a></td>
</tr>
<tr>
<td>Librarian</td>
<td>Barbara Fornaca</td>
<td>310-533-4559</td>
<td><a href="mailto:bfovomaca@gmail.com">bfovomaca@gmail.com</a></td>
</tr>
<tr>
<td>Local Heroes Day</td>
<td>Neil Daniel</td>
<td>410-458-7486</td>
<td><a href="mailto:neildaniel@hotmail.com">neildaniel@hotmail.com</a></td>
</tr>
<tr>
<td>Red Ribbon Week</td>
<td>Kim Doner</td>
<td>310-720-7933</td>
<td></td>
</tr>
<tr>
<td>Reflections</td>
<td>Sonia DeDios</td>
<td>424-225-0538</td>
<td><a href="mailto:dedioss@gmail.com">dedioss@gmail.com</a></td>
</tr>
<tr>
<td>Safety</td>
<td></td>
<td>OPEN</td>
<td></td>
</tr>
<tr>
<td>STEAM Fair</td>
<td>Jodi Miyamoto</td>
<td>310-634-5555</td>
<td><a href="mailto:jodimiwa@hotmail.com">jodimiwa@hotmail.com</a></td>
</tr>
<tr>
<td>Talent Show</td>
<td>Phil Hong</td>
<td><a href="mailto:phihong@gmail.com">phihong@gmail.com</a></td>
<td></td>
</tr>
<tr>
<td>Unplugged/ Family Night</td>
<td>Madonna Mashburn</td>
<td>562-477-7074</td>
<td><a href="mailto:Madonna.mashburn@gmail.com">Madonna.mashburn@gmail.com</a></td>
</tr>
</tbody>
</table>
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 pre-packaged 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.
EEA Executive Board

President   Lisa Pahl     310-403-6013
            lisapahl@gmail.com
Vice President  Judy Libertor  562-243-6037
                judylibertor@hotmail.com
Secretary     Jenny Pan Hacker  202-607-7143
                jennylpan@gmail.com
Treasurer     Katie Marjala    310-918-0519
                katiemarjala@gmail.com

EEA Events and Chairmen

Movie Night – Friday, September 14
Mindy Paulson   mindy.paulson@gmail.com  310-848-5572
Judy Libertor  judylibertor@hotmail.com  562-243-6037

Carnival – Friday, October 28
Katie Marjala  katiemarjala@gmail.com  310-918-0159
Judy Libertor  judylibertor@hotmail.com  562-243-6037

Adopt A Family – November 5 thru November 20
Derek Hoffman  hoffman.derek@tusd.org  310-533-4559

Mother-Son Day – Saturday, January 27
Erin Infuso    einfuso@hotmail.com

(continues next page)

VALET STUDENT DROP-OFF GUIDELINES

Time: Operates in the morning only 8:20 - 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
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 treat items 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. Students sign up on a daily basis in their classrooms to buy lunch. Lunch prices are $3.50 per day. Every student is issued a school debit card for cafeteria purchases. 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 has a new menu software platform for 2018/2019 called Nutrislice. This state of the art system will allow us to notify students and parents of menu changes in real time, provide more detailed allergy and nutritional information for staff and students, and translate into multiple languages, all on a smartphone or computer. The Nutrition Services Menu page on the district website has the link to the software.

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

Penny Wars—Wednesday Feb 27—Friday March 1
Jenny Pan Hacker jennylpan@gmail.com 202-607-7143

Online Summer Camp and Class Auction—April 1—April 5
Stephanie Fiery-Cale fierycale@hotmail.com 310-462-9193

Ice Cream Social – Thursday, May 25
Katie Marjala katiemarjala@gmail.com 310-918-0519
Judy Libertor judylibertor@hotmail.com 562-243-6037

Father-Daughter Dance—Saturday, June 8
Mindy Paulson mindy.paulson@gmail.com 310-848-5572

Torrance City Council
www.ci.torrance.ca.us
310-618-2801

Patrick J. Furey, Mayor PFurey@TorranceCA.gov
George chen Gchen@TorranceCA.gov
Tim Goodrich TGoodrich@TorranceCA.gov
Mike Griffiths MGriffiths@TorranceCA.gov
Milton Herring MHerring@TorranceCA.gov
Aurelio Mattuci Amattuci@TorranceCA.gov
Geoff Rizzo GRizzo@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>
</tr>
</thead>
<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>
</tr>
</tbody>
</table>

SCHOOL CALENDAR
2018-2019

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

September

<table>
<thead>
<tr>
<th>Date</th>
<th>Event</th>
</tr>
</thead>
<tbody>
<tr>
<td>6</td>
<td>First day of school</td>
</tr>
<tr>
<td>13</td>
<td>PTA Board Meeting, 6:30 p.m.</td>
</tr>
<tr>
<td>14</td>
<td>EEA Board Meeting 7:00 p.m.</td>
</tr>
<tr>
<td>18</td>
<td>Movie Night</td>
</tr>
<tr>
<td>19</td>
<td>PTA Chair Meeting, 9:00 a.m.</td>
</tr>
<tr>
<td>20</td>
<td>School Site Council Meeting, 3:30 p.m.</td>
</tr>
</tbody>
</table>
| 27   | Early Dismissal: Back-To-School Night
  6:00 - 6:45: 3rd—5th grades
  6:45 - 7:15: Meet the Staff, EEA, & PTA
  7:20 - 8:05: KG—2nd grades
| 27   | Picture Day and Volunteer Photos                                    |

October

<table>
<thead>
<tr>
<th>Date</th>
<th>Event</th>
</tr>
</thead>
<tbody>
<tr>
<td>1 - 5</td>
<td>Fall Book Fair</td>
</tr>
<tr>
<td>4</td>
<td>Book Fair Family Night 5:00 p.m.</td>
</tr>
<tr>
<td>6</td>
<td>PTA Association Meeting 6:00 p.m.</td>
</tr>
<tr>
<td>8 &amp; 9</td>
<td>STUDENT FREE DAYS—NO SCHOOL Mon &amp; Tues</td>
</tr>
<tr>
<td>11</td>
<td>School Site Council Meeting, 3:30 p.m.</td>
</tr>
<tr>
<td>13</td>
<td>DELMAC, 8:30 Torrance High School</td>
</tr>
<tr>
<td>15</td>
<td>Reflections Entries Due</td>
</tr>
<tr>
<td>18</td>
<td>Great Shake Out Drill,</td>
</tr>
<tr>
<td>19</td>
<td>ELMAC Meeting, 9:30</td>
</tr>
<tr>
<td>22 - 26</td>
<td>Red Ribbon Week</td>
</tr>
<tr>
<td>25</td>
<td>Picture Make-Up Day</td>
</tr>
<tr>
<td>26</td>
<td>Fall Carnival</td>
</tr>
<tr>
<td>31</td>
<td>Costume Parade, 9:00 a.m.</td>
</tr>
</tbody>
</table>
November

4 Daylight Saving Time ends
5 Adopt-A-Family Kick-Off
6 Election Day
8 School Site Council Meeting, 3:30 p.m.
   PTA Board Meeting, 6:30 p.m.
12 Veterans’ Day Holiday - NO SCHOOL
15 EEA Board Meeting; 7:00 p.m.
21-23 Thanksgiving Holiday - NO SCHOOL (**Wed-Fri**)  
30 Report Cards Go Home

December

3-14 EARLY DISMISSAL: Parent-Teacher Conferences
   PTA Board Meeting / Holiday 6:00 p.m.
13 PTA Association Meeting 6:00 p.m.,
   “Cookies and Cocoa”, Cafetorium,
21-1/7 WINTER BREAK—NO SCHOOL
NOTE: This includes Friday the 21st

January

7 Return from Winter Break
7-18 Toy Loan Drive
10 PTA Board Meeting, 6:30 p.m.
11 ELMAC Meeting, 9:30 a.m.
16-17 Talent Show Try-Out
17 EEA Board Meeting, 7:00 p.m.
21 Martin Luther King Holiday - NO SCHOOL
24 Talent Show Rehearsal
25 Talent Show, 6:30 p.m.
27 Mother-Son Event, 1:30 p.m.

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.

EMERGENCY CARDS ARE ONLINE!

Copies of the online emergency cards are kept on file in the school office and are used by school personnel only. One is for the secretary and the other for the Health Assistant. It is imperative that the information on these cards be complete and up to date. In case of an emergency it is your child who will benefit from correct information being available. Students may be released from school only to adults listed on the emergency cards. Please notify the office immediately of any corrections to your emergency information or if you need help going online.

To supply your child’s emergency information, please go to: www.tusd.org - Parents/Students— Parent Connect.
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

7 School Site Council Meeting, 3:30 p.m.
PTA Board Meeting, 6:30 p.m.
11 Lincoln’s Birthday Holiday-NO SCHOOL
12-15 Anza Around the World
14 International Fair 2 p.m.
18 Presidents’ Day Holiday-NO SCHOOL
21 Spring Photos
21 PTA Association Meeting, Member Night, 6 p.m.

March

1 Dr. Seuss Day
Honorary Service Award Celebration, 6:00 p.m.
8 Report Cards Go Home
13 Bike rodeo 1:30 p.m.
13-15 EARLY Dismissal: Parent-Teacher Conferences
14 PTA Board Meeting, 6:30 p.m.
EEA Board Meeting, 7:00 p.m.
22 ELMAC Meeting 9:30 a.m.
26 STEAM Science Fair Turn In
28 STEAM Science Fair Reception, 6:00 p.m.

April

1-5 Online Summer Camp and Class Auction
4 School Site Council Meeting, 3:30 p.m.
PTA Board Meeting, 6:30 p.m.
8-12 Spring Break—no school
18 Family Unplugged Night, 5:00 p.m.
22-26 Book Fair
May

9  PTA Board Meeting, 6:30 p.m.
10  Local Heroes Day
16  School Site Council Meeting, 3:30
17  ELMAC Meeting, 9:30 a.m.
30  EARLY DISMISSAL: OPEN HOUSE
      5:00 Food available
      5:15 PTA Association Meeting:
      5:30—6:30 Classrooms Open
      6:30 Ice Cream Served
      6:45 Auction Activities begin
27  Memorial Day Holiday - NO SCHOOL

June

6  PTA Board Meeting, 6:30 p.m.
7  Track Meet 3:30 p.m.
8  Father-Daughter Dance
13  PTA Association Meeting, 6:30 p.m.
20  Report Cards go home
    Last Day of School-

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”.

Www.anzaelementary.org
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.

### DAILY SCHEDULE

<table>
<thead>
<tr>
<th></th>
<th>KG</th>
<th>First</th>
<th>Second</th>
<th>Third</th>
<th>Fourth</th>
<th>Fifth</th>
</tr>
</thead>
<tbody>
<tr>
<td>Campus Opens</td>
<td>8:20</td>
<td>8:20</td>
<td>8:20</td>
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</tr>
<tr>
<td>Class Starts</td>
<td>8:50</td>
<td>8:50</td>
<td>8:50</td>
<td>8:50</td>
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<td>8:50</td>
</tr>
<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>
</tr>
</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 - 9:15 2:50 - 4:00
- Anza and Carson 7:50 - 9:15 2:50 - 4:00
- Palos Verdes Blvd. & Carson 7:50 - 9:15 2:50 - 4:00
- In front of school 7:50 - 9:15 2:50 - 4:00

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.

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.