

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.

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.

If you anticipate that your child will miss five (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. Please remember that students arriving after 9:00 will not be able to order a cafeteria lunch.

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.**



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.

Bicycle Helmet Policy

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.

CLASS PARTIES

CHILD CARE RESOURCES

Information about licensed child care programs in this area is available from the Family Child Care Network hotline, at 1-800-KIDLINE.

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. has implemented 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 SB 12 snack list. This list is available for reference in the office or with teachers and room parents. Any food items brought must be commercially produced: **NO HOME BAKED ITEMS ARE ALLOWED.**

CAFETERIA

Beginning the first day of school a cafeteria lunch is available to all students. The present cost for a student lunch is \$3.00, including milk. Students may also purchase beverages only from the cafeteria at lunch time. Though cash may be used, the district has implemented a computer system to simplify the purchasing process. Each student will have a picture I.D. card kept on a rack in the cafeteria. The children will select their cards, proceed through the cafeteria line, and the card will be swiped through the computer and returned to the rack. Each meal will be deducted from the student's account. This is a debit account that must be pre-paid before use.

To put money on your child's account, send cash or a check (to TUSD Food Services) to the office with child's name, room number, and amount enclosed to the school office. You will be notified when your child's account goes below \$3.00. If you do not reload the card, your child will be allowed to eat ("charge") ONE meal without money on account. This is not a free meal and must be repaid.

Our lunch orders are called in to the central cafeteria service by 9:00. Students arriving at school after 9:00 AM must make other arrangements for lunch. Parents wishing to join their child for lunch in the cafeteria must call the school office prior to 9:00 AM so that we can include you in our lunch count. Parents must check in at the office first. Adult lunches cost \$3.75.

Students are expected to spend approximately fifteen (15) minutes eating lunch in the designated lunch area before being excused to the playground but may remain longer. Gum and sunflower seeds are not allowed at school at any time. Students are to eat their own lunches, and no sharing of food is allowed.

Lunch Loan Policy:

The PTA has maintained an emergency lunch loan fund for children who have lost or forgotten their money and have no funds on their cards. This policy may change as the cafeteria debit card system is refined. For now, the guidelines are as follows:

Kindergarten: Students may borrow as needed throughout the year provided the loan is repaid each time.

Grades 1-3: Students may borrow as needed during the first semester provided the loan is repaid each time. Second semester they will be limited to borrowing two times.

Grades 4-5: Students may borrow two times per school year.

All cash loans are made and repaid through the cafeteria noon aide. Loans must be paid back the following day in order to keep the fund available to serve other students. Students may borrow only if their previous loan is repaid. If a student is not eligible to borrow from the lunch fund he/she will be given a modified lunch by the PTA.



DISCIPLINE

Research shows that safe and orderly schools are conducive to academic achievement and student well-being. At Anza School we believe in discipline that is fair, firm, consistent, and positive. The teachers, principal, support staff, and School Site Council work together to establish the school's discipline standards and are involved in their consistent and thorough enforcement.

We have established a schoolwide assertive discipline plan with strong emphasis on positive reinforcement for appropriate behaviors and clear consequences for inappropriate behaviors. Our focus is on helping students to assume responsibility for their behavior. Our goal is to retain their dignity while learning more appropriate/acceptable ways of behaving.

The Student Success Team, in concert with the principal, act as consultants in discipline. We recognize and appreciate that Anza parents are both involved in and supportive of our discipline procedures. Together we work to provide a safe and secure learning environment for all of our students.

When teachers have recurring problems with a student's behavior they may find it necessary to refer him/her to the office for further intervention. Office referrals for behaviors not subject to immediate suspension will be handled as follows:

1st	Conference with Principal Possible home contact Possible consequence assigned by Principal
2nd	Conference with Principal Home contact Consequence assigned by Principal Possible suspension
3rd	Conference with Principal Conference with parents Suspension assigned by Principal

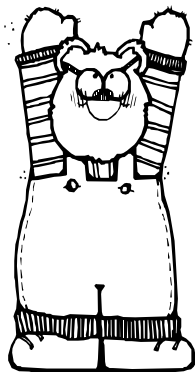


Students who have repeated problems may benefit from the following:

- Student Success Team referral
- Contract or daily reporting system
- A parent observation with follow-up conference
- Referral for counseling
- Suspension

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.



Playground problems:

- Students are encouraged to try to work the problem out independently whenever possible.
- Students are always encouraged to seek a duty teacher's help if someone is being hurt or if equipment is being damaged.
- 3rd, 4th, and 5th grade students are also encouraged to seek help from a student mediator.

4th-5th Grade

Because our upper grade students are capable of a greater degree of self control and act as models for appropriate behavior for the rest of the school, our expectations for their behavior is high. We do not tolerate excessive roughness on the playground or in games. This is enforced by::

- First incident - conference with Principal
- Second incident - conference with Principal / parents

Lunch detention or suspension will be given when necessary.

Third graders go on the above plan mid-year.

Anza Elementary Rules and Behavior Expectations

AREA	BE SAFE
All Common Areas	Walk facing forward Keep hands, feet and objects to self Get adult help for accidents and spills Use all equipment at materials appropriately
Cafeteria	Keep all food to self Eat only your food Sit with feet on floor, bottom on bench, and facing table Stay seated; raise hand for permission to get up
Playground and Recess	Walk to and from the playground FREEZE when bell rings Stay within boundaries Be aware of activities and games around you No play fighting No food, drink, or gum
Halls and sidewalks	Stay on the right Allow others to pass
Bathrooms	Keep feet on floor Keep water in sink Wash hands Put towels in garbage can No playing in the bathroom
Arrival and dismissal areas	Enter and leave campus only at designated gates Walk bike on campus Use sidewalks and crosswalks Wait in designated area
Special Events and assemblies	Wait for arrival and dismissal signals
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.

Anza Elementary Rules and Behavior Expectations

BE RESPECTFUL	BE RESPONSIBLE
Use kind words and actions Wait for your turn Clean up after yourself	Follow school rules Remind others to follow school rules Take proper care of all personal belongings and school equipment
Follow adult directions Touch property with permission only	Be honest
Allow anyone to sit next to you	Wait in line patiently Get all utensils, milk, etc., when first going through the line
Use quiet voices	Raise hand and wait to be excused
Play fairly	Get adult permission before leaving area
Include everyone; be a team player	Always have at least one other student with you when leaving the area
Be a kind friend Show good sportsmanship	Use Conflict Managers when needed Return equipment to designated area
Hold the door open for the person behind you Use quiet voices	Stay on sidewalks
Knock on stall door Give people privacy	Get adult permission Flush toilet and wash hands after use Return to room promptly Inform adults of vandalism
(see common areas)	(see common areas)
Use audience manners Sit on bottom	(see common areas)
Park your car in a legal space	Set a good example for your children by following all of the rules
Please do not park in or drop off students in the staff parking areas	Always wear a visitor's badge Sign out children in the office when necessary to take them for appointments during school hours

Suspension

The following behaviors are in violation of Education Code Section 48900 and may result in suspension:

- (a) Caused, attempted to cause, or threatened to cause physical injury to another person; willfully used force or violence upon the person of another, except in self-defense.
- (b) Possessed, sold or otherwise furnished any firearm, knife, explosive, or other dangerous object unless, in the case of possession of any such object of this type, the pupil had obtained written permission to possess the item from a certificated school employee, which is concurred in by the principal or the designee of the principal.
- (c) Unlawfully possessed, used, sold, or otherwise furnished, or had been under the influence of any controlled substance, an alcoholic beverage, or intoxicant of any kind.
- (d) Unlawfully offered, arranged, or negotiated to sell any controlled substance, an alcoholic beverage, or intoxicant of any kind.
- (e) Committed or attempted to commit robbery or extortion.
- (f) Caused or attempted to cause damage to school property or private property.
- (g) Stolen or attempted to steal school property or private property.
- (h) Possessed or used tobacco, or any products containing tobacco or nicotine products, including, but not limited to, cigarettes, miniature cigars, clove cigarettes, cigar, smokeless tobacco, snuff, chew packets, and betel.
- (i) Committed an obscene act or engaged in habitual profanity or vulgarity.
- (j) Had unlawful possession of, or unlawfully offered, arranged or negotiated to sell any drug paraphernalia.
- (k) Disrupted school activities or otherwise willfully defied the valid authority of supervisors, teachers, administrators, school officials, or other school personnel engaged in the performance of their duties.
 - Knowingly received stolen school property or private property.
 - Possessed an imitation firearm.
 - Committed sexual harassment.
 - Committed or attempted to commit a sexual assault; or committed a sexual battery (as both are defined in the penal code).
 - Harassed, threatened, or intimidated a pupil who is a complaining witness or witness in a school disciplinary proceeding for the purpose of either preventing that pupil from being a witness or retaliating against that pupil for being a witness or both.
 - Caused, attempted to cause, threatened to cause or participated in an act of hate violence.
 - Intentionally engaged in harassment, threats or intimidation, directed against a pupil or groups of pupils.
 - Made terrorist threats against school officials or school property, or both.

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Suspension, continued

A student may be suspended or expelled for acts which are enumerated in this section and related to school activity or attendance which occur at any time, including, but not limited to, any of the following:

- While on the school grounds.
- While going to or coming from school.
- During the lunch period, whether on or off campus.
- During, or while going to, or coming from, a school sponsored activity.

Expulsion

The Education Code mandates that principals shall recommend expulsion for the following violations:

- Causing serious physical injury to another person, except in self-defense.
- Possession of any knife, explosive, or other dangerous object of no reasonable use to the pupil at school or at a school activity off school grounds.
- Unlawful sale of any controlled substance listed in Chapter 2 of Division 10 of the Health and Safety Code, except for the first offense for the sale of not more than one avoirdupois ounce of marijuana, other than concentrated cannabis.
- Robbery or extortion.

No guns, knives of any sort, or any other weapon or dangerous object, are allowed at school.

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.

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.

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.

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.

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, or 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.



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.

Elected Representatives:

Torrance City Council

Frank Scotto, Mayor
Gene Barnett, Councilmember
Tom Brewer, Councilmember

www.ci.torrance.ca.us

Gene Drevno, Councilmember
Bill Sutherland, Councilmember
Hope Witkowsky, Councilmember

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