

Juan de Anza School

A California Distinguished School

12110 S. Hindry Avenue
Del Aire, CA 90250
Telephone # (310) 725-2100

ANZA SCHOOL



WHERE EVERYONE IS SOMEONE SPECIAL!

**STUDENT/PARENT
HANDBOOK**

September, 2011

Dear Families,

Welcome to all Anza families! The staff of Juan de Anza Elementary School is very excited about the 2011-12 school year. We look forward to working together as a team with our families to ensure that every student is achieving to their highest potential.

Our PTA has provided funds to make this Student-Parent Handbook available to all students either on-line or a printed copy available in the office for those families without Internet access. We hope you find this handbook a useful reference. It has been prepared to answer those questions you might have regarding our district or our school. Please keep it nearby so that you can refer to it often.

The first section contains general information. Guidelines and procedures are noted as well as activities and services provided. Each month a calendar and more detailed information will be sent home with our PTA newsletter explaining any special experiences planned. The "Online Wednesday Envelope" will provide you with up to date information about the goings-on at Anza.

The second section describes our school discipline plan. We, at Anza, believe in discipline which is fair, firm, consistent, and positive. Helping our students understand that they are accountable for their own behavior is one of our major goals. We believe in natural and logical consequences that encourage self-responsibility, choice, and decision making. We also believe in encouraging appropriate behavior by rewarding positive student behaviors. Therefore, the many positive reinforcements (awards, praise, free time, special activities, etc.) are used extensively. In this way, we strive to help our students become positive, caring, and self-confident people. Parents will have opportunities to attend parenting workshops sponsored by the PTA. These will help parents address their child's behavior at home in a manner consistent with what they are learning in school. Please spend time reading and discussing this plan as a family. After you have discussed the discipline plan, please sign the "Three Way Pledge" and return it to your child's teacher by Monday, September 19, 2011.

Each school year brings new and exciting challenges. As children grow, they develop the skills and abilities which allow them to meet these challenges and to develop into responsible citizens. We look forward to working together in creating the best possible learning environment for all of our students at Juan de Anza Elementary School, *a place where everyone is someone special.*

Sincerely,
Chris D. Jones, Ed.D.
Principal

Juan de Anza Staff Directory

<u>Grade</u>	<u>Room</u>	<u>Teacher</u>
TEDDE	1	Debra Davis & Katie Nelson
K	2	Rebecca Robelotto
K	3	Maureen Martineau
K	4	Jordan Hayes
K	14	Heidi Obermeyer
1	5	Barbara Borel
1	6	Rachel Litoff
1	7	Terry Johnstone
1	8	Krista Pachuta
1	12	Karen Arias
2	9	Renee Amaral
2	10	Ruby del Rio
2	11	Kristy Sullivan
2	13	Tanya Wilson
2	15	Lisette Fernandez
3	25	Sylvia Wagner
3	26	Sarah Nitsos
3	27	Catherine Koundakjian
3	28	Suzanne Guidi & Cheryl Carrick
4	17	Glafira Carr
4	18	Laura Givens
4	20	Jeanne Sutton
4	23	Elanya Thompson
5	21	Rose Mary Angel
5	22	Liza Downer
5	24	Stacy Bellante
ELD	16	Amber Franco
Learning	19	Jana'e Jeffery
Center	29	Joy Yamane
Speech	A	Stephanie Kinsella
Principal		Chris Jones
Secretary		Anita Collins
Health Clerk		Chiyo Miyahara
General Clerk		Ivett Arroyo
Food Service		Dana O'Dell & D'Ann Ika
Custodians		Ray Vaquer & Jose Briseno
Library/Media Center.....		Kathy Pittluck & Sue Bennett
Bilingual Aides		Denise Galvan & Eva Gomez

Instructional Aides/Noon Supervisors

Corrine Mills JoAnne Kryske Kathy Tiano Jody Stritzel Noemi Galindo
 Theresa Warlich Irene Umbarger Barbara Greene Lisette Jimenez
 Indu Bhardwaj Candace Allison Caroline Collins Juanita Garcia
 Evelyn Faria Ashley Frye Anthony Dunaway Lauri Chipeco

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FIRST TWO DAYS' SCHEDULE - Wednesday 9/7/2011 & Thursday 9/8/2011

	<u>Arrival</u>	<u>Dismissal</u>
TEDDE	8:30 a.m.	11:40 a.m.
Kindergarten	8:05 a.m.	11:15 a.m.
Grades 1 - 2	8:45 a.m.	11:50 a.m.
Grades 3 - 5	8:30 a.m.	12:00 noon

**FIRST TWO WEEKS' SCHEDULE - Sept. 9, 2011 through Sept. 16, 2011
Shortened Day Schedule & Wednesday's Schedule for grades 1-5**

	<u>Arrival</u>	<u>Dismissal</u>
TEDDE	8:30 a.m.	12:25 p.m.
Kindergarten	8:05 a.m.	11:45 a.m.
Grades 1 & 2	8:45 a.m.	2:00 p.m.
Grades 3, 4, & 5	8:30 a.m.	2:05 p.m.

REGULAR SCHEDULE - Beginning Monday, September 19, 2011

	<u>Arrival</u>	<u>Dismissal</u>
<u>TEDDE</u>		
Early Birds	8:30 a.m.	12:25 p.m.
Late Birds	10:00 a.m.	1:40 p.m.
<u>Kindergarten</u>		
Early Birds	8:05 a.m.	11:45 a.m.
Late Birds	10:00 a.m.	1:40 p.m.
<u>Grades 1-2</u>		
Early Birds	8:45 a.m.	2:00 p.m.
Late Birds	9:50 a.m.	3:00 p.m.
<u>Grade 3</u>		
Early Birds	8:30 a.m.	2:00 p.m.
Late Birds	9:30 a.m.	3:00 p.m.
<u>Grades 4-5</u>	8:30 a.m.	3:00 p.m.

WEDNESDAY SCHEDULE - Shortened Day Schedule

Every Wednesday is a Shortened Day Schedule for students in grades 1 through 5 only
(See above Shortened Day Schedule)

Kindergarten and TEDDE students are not affected by the Wednesday schedule

ARRIVAL & DEPARTURE

Children must not arrive any sooner than 10 minutes prior to their scheduled starting time. They are also expected to go home promptly upon dismissal at the end of the day. We ask that you pick up your child on time, because we cannot provide adult supervision beyond the scheduled times. Students who arrive to school early on more than five occasions will receive a detention. The following entrance and exit plan is provided for your use:

•**All Students in grades 1-5:** enter and exit the school through the blue double doors by the Guerrero Multi-purpose center. If your child is walking home, they must use the Pedestrian Walkway and crosswalks on the surrounding streets.

•**Driving:** Students in grades 1-5 being dropped off and picked up by car will enter the one way ENTRANCE ONLY driveway at 123rd and Hindry. Follow the traffic pattern set up by the orange cones. **Please pull as far forward as possible to the drop off area before unloading and loading passengers.** At dismissal, if your child is not at the "waiting" area, please exit and circle back around to the ENTRANCE ONLY driveway. Please **do not honk your horn** at any time in front of the school.

If parking on Hindry or any neighboring streets and walking to meet your child, please use the Pedestrian Walkway or other designated crosswalks. During arrival/dismissal times, please avoid using the blue handicap crosswalk (except when using handicap parking spaces) as this creates serious safety hazard in our valet line.

Riding Bikes: Fourth and fifth grade students riding bikes to and from school must walk their bikes while on campus, and proceed directly to the bike rack.

4th & 5th Grade Fast Pass: Fourth and fifth grade students will be picked up each day on the Rainbow River side of the valet. Parents of fourth and fifth graders should line up by pulling all the way forward in front of Rainbow River. (Fourth and fifth grade students with younger siblings will be picked up in the main valet line.)

TEDDE/Kindergarten Students: All TEDDE/Kindergarten students will enter and exit through the Kindergarten gate by the main entrance. Kindergarten and TEDDE parents need to park and walk in the crosswalks to bring their student to the Kindergarten gate. This allows our youngest students to understand the drop off and pick up process before using the valet system. All TEDDE/Kindergarten students are picked up at the Kindergarten gate.

To all parents: thank you for following all traffic rules and reminding your child care provider of the rules as well. Observing these rules ensures your child's safety. As adults, it is important for us all to model the correct way.

SAFETY

Please discuss with your child the importance of observing street signals, crossing streets safely, crossing only in the crosswalks, and not talking to strangers. Please report any suspicious activity to the school office.

ATTENDANCE:

The Law: All students between the ages of 6 and 18 must attend school daily. Parents or guardians are responsible for sending their children to school (E.C. 48200). A student who is absent three full days without a valid excuse, or on three occasions is tardy or absent for more than thirty minutes, or any combination thereof, is a truant (E.C. 48260). Truancy can lead to severe consequences, including fines and criminal prosecution. Students who are truant from school will be referred to the District Attendance Chairperson and a referral to the District Attendance Review Team (DART) and School Attendance & Review Board (SARB) may occur.

Verified excused absences are:

- Illness
- Quarantine directed by county or city health officials
- Medical, dental or eye care services
- Attending funeral services for the immediate family
- Attending religious services

Absence: A major factor contributing to quality education is continuous instruction. Please make sure your child attends school regularly and is absent only for illness or emergency reasons. If your child is absent, please telephone the school office the day of the absence or send a note upon your child's return explaining the reason for the absence. For attendance records, we must know if the absence is excused or not excused. If your child has had a communicable disease, a serious injury, or medical reason that restricts activity, please have your child report to the nurse's office before going to the classroom.

Excessive Absence: If students are absent from school more than 10 school days, school notification will occur. A School Attendance Review Team (SART) meeting may occur when students are absent from school more than 10 days.

Truancy: If students reach three unexcused absences, school notification will occur in the form of a truancy letter. Any unverified absences will be considered unexcused. Truancy letters become part of a student's permanent record. A School Attendance Review Team (SART) meeting may occur as a result of truancy. **Family trips are considered unexcused absences.**

Tardiness: It is the legal responsibility of the parent/guardian and student to see that the student arrives at school on time. Being on time for school is an important goal stressed at Anza. Everyone's learning is disrupted when a student arrives late to class. Frequent tardies may give the child the idea that school is not important. If your child is tardy, he/she must report to the school office before going to the classroom. Tardies become part of the student's permanent record. Car trouble, parent appointments, and reasons other than

the student's own doctor or dental appointment accompanied by a "Return to School" note will not be excused. After five tardies, the child will be required to serve detention during his/her lunch period. If students are late to school on more than 5 occasions, the office will continue to notify parents. If students reach 10 tardies a referral to the School Attendance Review Team (SART) for further action will occur. A violation of the SART contract will result in a referral to the District Attendance Review Team. Further action to the School Attendance Review Board (SARB) may occur if attendance does not improve. *Please note: The District may conduct home visits to verify student residency/attendance requirements.*

Home Instruction for Extended Illness: Students in need of home instruction due to chronic and/or extended illness should contact the school health office with physician referral to arrange for a home teaching program when appropriate.

Independent Study: Independent Study may be considered when a student will miss more than 5 days of school. **The school must have 5 days prior notice, so the teachers can prepare the work.** All work must come back to the teacher the day the student returns to school. Independent Study can be denied if the student leaves for reasons not recognized in the Education Code.

SCHOOL ATTENDANCE REVIEW BOARD (SARB)

SARB is a community agency of educators, community representatives, parents, and members of law enforcement, probation and welfare agencies. SARB acts as a resource for families and offers support in seeking solutions to habitual attendance/behavior problems. When referrals are made, students, parents, SARB representatives, and school representatives are mandated to meet to discuss areas of concern, review records and recommend a specific plan of action. This is a confidential process designed to solve problems before a student becomes part of the Juvenile Justice System.

SCHOOL ATTENDANCE REVIEW TEAM (SART)

A School Attendance Review Team (SART) will first be convened on the Anza campus in an effort to help families avoid a SARB referral.

DISMISSAL DURING SCHOOL DAY

If an emergency arises that requires your child leaving school before dismissal time, please notify the school office. For your child's welfare, please know that children will only be dismissed through the office.

SCHOOL LUNCH PROGRAM

A school lunch is available to all students in grades kindergarten through five. Sack lunches may also be brought from home. The price of the hot meal is \$2.50 per day. Milk is included in this price. Students who bring lunches may purchase milk for \$1.50 per week. Milk money will only be collected on Tuesdays. All tickets are sold in blocks of five. **Tickets in blocks of five for \$12.50 or 20 lunches for \$50.00 are purchased only on Tuesdays.** A Free/Reduced Lunch Program is also available to qualifying families (forms are

available in the school office). If you are paying by check, make the check payable to the Wiseburn School District. On those rare occasions when a

single ticket is needed, a lunch ticket may be purchased daily before 10:00 a.m. A child who is to leave school daily for lunch must have a note on file in the school office from the parent giving permission to do so and what transportation will be provided. The Wiseburn School District believes in healthy choices and encourages families to consider nutritional guidelines when packing their children's lunch. Please avoid sending soda and unhealthful foods.

In accordance with federal law and U.S. Department of Agriculture policy, this institution is prohibited from discriminating on the basis of race, color, national origin, sex, age, or disability.

To file a complaint of discrimination, write USDA, Director, Office of Civil Rights, Room 326-W, Whitten Building, 1400 Independence Avenue, SW, Washington, D.C. 20250-9410 or call (202) 720-5964 (voice and TDD). Wiseburn School District is an equal opportunity provider and employer.

FOOD ITEMS BROUGHT TO SCHOOL:

In accordance with WSD Wellness Policies, students are not allowed to bring home-baked items to school for school functions and/or school sponsored events. For these events, bring healthy pre-packaged store-bought items.

LUNCH PERIOD

Anza School is a closed campus, and students leaving the grounds at lunch time must be signed out at the office. Our lunch periods are divided according to grade level spans. Students are adequately supervised during their lunch and lunch recess periods. Having your child's lunch box or sack labeled with name and room number eliminates many problems. **Please do not drop off lunches for students at the office, unless it is an emergency situation; this creates a burden on our staff and causes a disruption to the classroom.**

NO RETURN POLICY

Students are expected to take all their books, backpacks, lunchboxes, jackets, sweaters, etc. when they leave the classroom at the end of the day. Students will not be allowed to return to the classroom after dismissal. Please do not ask teachers or the office staff to make exceptions to this policy, as this would only reinforce the forgetful behavior, resulting in more forgotten items in the future. Please understand that this policy is in place not to punish students, but rather to encourage personal responsibility.

LABELING POSSESSIONS

All sweaters, jackets, and other personal possessions should be labeled with your child's name so that they can easily be returned when found. Unfortunately, many new sweaters, Anza Wear, and jackets are unable to be returned to the owners if the clothing has not been labeled.

LOST AND FOUND

The school maintains a "Lost and Found" area. Students and parents are welcome to check for lost items at any time. Since the school cannot accept responsibility for lost or stolen valuables, we request that valuable belongings be kept at home. Unclaimed lost and found items are donated to charity several times during the year.

TELEPHONE USE

School telephones are to be used for emergencies or for school business only. Students may use the phone only when it is extremely important and only when they have received permission from their teacher or office staff member.

CELL PHONES

Cell phone use is not permitted at school. Cell phones that are observed by staff members will be taken and returned only to a parent. Repeated offenses will result in disciplinary action.

LOST OR DAMAGED SCHOOL PROPERTY

If school property is lost or damaged by a student, the student and parents are responsible and will be asked for reimbursement. This includes lost library books as well as textbooks. (Calif. Education Code 48909)

TOYS

The school supplies adequate materials for classroom and playground use. Therefore, all toys should be left at home except for teacher directed sharing experiences. **Trading cards and other toys are NOT to be played with at school.**

IMMUNIZATION

All children entering Kindergarten or entering school from out of state must have, at the time of enrollment, written evidence of required immunizations. The law states that any child not immunized will be excluded from school until the required immunizations are completed.

FIRST-GRADE PHYSICALS

All first-grade students are required by law to have a physical examination before entering school. Wiseburn School District does not provide this service.

ORAL HEALTH

California law requires students to have an oral health assessment by November 1st in either kindergarten or 1st grade, whichever is their first year in a public school. Wiseburn School District does not provide this service.

BICYCLES

In the interest of safety, only fourth and fifth-grade students may ride their bicycles to school. Interested students should obtain the Wiseburn Bicycle Safety Handbook from our school office. After reviewing the information with your child, please sign the Bicycle Permission Slip and return the form to the classroom teacher. Before permission is granted, the student must pass a bicycle safety test. All bicycles must be locked individually while parked at school. Riding a bicycle to school is a privilege which may be withdrawn if the

rules are broken. **Students must wear a helmet when riding a bicycle, and the helmet must be fastened.**

SKATEBOARDS, ROLLER SKATES, and ROLLER BLADES

Skateboard riding, roller-skating/blading, roller hockey, and scooters are **strictly** prohibited on school grounds.

ANIMALS IN THE CLASSROOM

Parents must secure permission from the classroom teacher if an animal is to be brought to school for sharing.

BIRTHDAY PARTIES

Due to allergy concerns we **cannot** allow **any** student to celebrate his/her birthday at school with food treats. Classroom teachers recognize student birthdays within the classroom. Our students have two classroom parties each year thanks to the thoughtfulness of our Anza PTA. Please do not bring balloons or flowers to school, as this creates a disruption to the classroom.

HOMEWORK

Homework is an important part of the overall educational plan of the Wiseburn School District. The type of assignments, frequency and length of assignments vary with the age of the student as well as his/her needs. Homework includes activities which supplement classroom work and contribute to the continuing growth of the pupil. Parents are responsible for providing a quiet study environment for their children to complete homework assignments. Assignments brought late by parents to the office will be placed in the teacher's mailbox and are not considered "on time".

SPECIAL SERVICES:

School Improvement Program: The School Improvement Program is a State-funded, supplementary program for all grades, K-5, and covers all areas of the curriculum. This program includes school-wide planning, implementation of curriculum objectives, and on-going evaluation. Parents may become involved in the coordination of the SI Program and all aspects of the Anza program through the School Site Council. Parent elections for School Site Council are held in late September or early October.

English Language Development: For students whose primary language is other than English, the District provides support in acquiring English language skills. Students are tested for language proficiency, and services are provided for those students identified as limited or non-English speaking. Qualified students participate in extended-day English Language Development services. Additionally, all of our teachers are trained to deliver academic instruction with these students in the classroom. Parents are welcome to participate in the coordination of this program through the English Learner Advisory Committee (ELAC).

Special Education: Designed to help children with learning difficulties, our Learning Center is available for qualifying students. Working in conjunction with regular education teachers, our Special Education teachers develop programs that help meet the needs of the students.

Language and Speech Therapy: In cooperation with the Los Angeles County Office, our District provides the services of a Speech and Language Specialist who works with students in need of remedial therapy.

Split Reading: Our students in the primary grades (K-3) are involved in split reading (Early-Bird/Late-Bird). This plan divides a classroom into two sessions enabling the teacher to better meet the individual language arts needs of the students. Our teachers divide their classes carefully, so that each student may be most successful. We thank you for understanding that individual requests cannot be honored.

Academic Intervention: Some students may experience academic struggles during the school year. These students may be recommended for participation in an additional academic program, which may include Homework Heroes, Reading Intervention, and Math Intervention. Each of these programs is designed to help students achieve grade level proficiency of the California Content Standards.

School Success Team (SST): If a student is experiencing academic or social difficulties at school, a School Success Team (SST) meeting may be held for that individual student. Teachers or parents may request an SST meeting which includes the teacher, counselor, psychologist, principal, and the parent.

GATE: Beginning in 3rd grade, students may be recommended for our Gifted and Talented Education program. Students participate in a program provided by S.T.A.R. Education Services. Teachers engage in a variety of differentiated instructional techniques to meet the needs of gifted learners.

Healthy Families: Families in need of information relating to health care programs available in the community should contact the school health office.

McKinney-Vento Homeless Assistance: Families who lack a fixed, regular and adequate nighttime residence may be eligible for programs and services to assure that children receive equal access to free and appropriate public education and appropriate services in order to be successful in school.

Foster Youth: Children living in foster care and group homes should meet with the school administrator to discuss unique educational needs.

Library/Media Center Services: With our state-of-the art library and media center, services are available to all of our students. Students visit our school library on a regular basis to check out books, to do research and access the Internet (as appropriate), to enjoy selected literature, and to work on library skills with the school library/media center assistant. Parents are requested to support this program by encouraging children to **return books on time** and taking proper care of the borrowed items in their possession. **Payment for lost or damaged books is required.**

Listed below are the two Public Libraries found in Hawthorne:

- | | |
|---------------------|------------------------|
| •Hawthorne Library | 12700 Grevillea Avenue |
| •Los Angeles County | 5335 West 135th Street |

PARENT INVOLVEMENT

The Parent-Teacher Association (PTA) plays an active role at Anza School. Joining the PTA provides a good opportunity to become involved in your child's academic program as well as to meet the parents of your child's classmates. Through the generous support of the Anza PTA, our instructional program has been enhanced by field trips, assemblies, additional activities, and needed instructional materials.

Volunteers: We are successful because of strong home/school partnerships we have established. Our Very Important Volunteer (VIV) program asks that each family pledge an hour per week of to Anza. Our family volunteer program has accomplished many great things! People willing to work at school or home are needed at every grade level. If you would like to become a volunteer on a regular basis, please fill out a volunteer form and return it to our school office. This is an excellent way to become involved! Our PTA and Anza School office personnel coordinate this program. Due to safety rules, we thank you for understanding that young children are not allowed in the administration/workroom or office areas. **All regular volunteers must submit proof of a TB (Mantoux) test to the school office.**

PARENT VISITATIONS

Parents are welcome to visit, but telephone the school office or teacher at least 24 hours in advance to arrange a visitation time with your child's teacher. As a safety measure, parents must sign in at the office and obtain a visitors badge. District policy allows the visitation stay for up to 30 minutes to reduce disruption to the learning environment. The classroom teacher will not be able to confer with you at this time. Parents are not allowed to go directly to the child's classroom at any time without prior approval. In addition, schools are required to promptly remove from the school premises any individual who disrupts or threatens to disrupt normal school operations, threatens the health and safety of students or staff, or causes property damage. (E.C. 32210) The use of any electronic listening or recording device in any classroom without the prior consent of the teacher and principal is prohibited. (E.C. 51512)

CIVILITY POLICY

Members of Wiseburn School District staff will treat parents and other members of the public with respect and expect the same in return. The District is committed to maintaining orderly educational and administrative processes in keeping schools and administrative offices free from disruptions and preventing unauthorized persons from entering school/district grounds. This policy promotes mutual respect, civility and orderly conduct among District employees, parents, and the public. This policy is not intended to deprive any person of his/her right to freedom of expression, but only to maintain, to the extent possible and reasonable, a safe, harassment-free workplace for our students and staff. In the interest of presenting District employees as positive role models to the children of this District, as well as the community, the Wiseburn School District encourages positive communication and discourages volatile, hostile, or aggressive actions. The District seeks public cooperation with this endeavor.

DISRUPTIONS

Any individual who disrupts or threatens to disrupt school/office operations, threatens the health and safety of students or staff, willfully causes property damage; uses loud and/or offensive language which could provoke a violent reaction; or who has otherwise established a continued pattern of unauthorized entry on District property, will be directed to leave the school or District property promptly by the Superintendent, principal, or designee. If any member of the public uses obscenities or communicates in verbal or written language in a demanding, loud, insulting and/or demeaning manner, the administrator or employee to whom the remarks are directed will calmly and politely admonish the speaker to communicate civilly. If corrective action is not taken by the abusing party, the District employee will verbally notify the abusing party that his/her participation in the meeting, conference or telephone conversation is terminated and, if the meeting or conference is on District premises, the offending person will be directed to leave promptly. If an individual refuses to leave upon request the Superintendent, principal or designee may notify law enforcement officials.

HOME/SCHOOL COMMUNICATION

Back-to-School Night: This informational meeting will be held on Thursday, September 15, 2011 by the classroom teacher with the parents of her pupils. Your child's teacher will explain the subject matter covered, procedures, and activities planned for the school term. **Thanks for understanding that teachers will not be able to confer individually with you during this evening.** Additional information regarding this Back-to-School evening will be sent home with your child. Back-to-School Night is for **parents only**. Child care services will be available for a small fee at Rainbow River.

Individual Parent Conferences: Opportunities for individual conferencing are available at any time throughout the school year, and parents and teachers are encouraged to maintain open communication. Research has proven that the stronger the home/school connection is the more successful students are. Our scheduled conferencing periods for school term 2011-12 will be:

- Grades TEDDE & K-2 – December 5-16, 2011 and March 26-30, 2012
- Grades 3-5 – November 1-15, 2011 and February 13-17, 2012

Report cards will be distributed to students at the end of each Trimester.

Wednesday Envelopes: To keep you better informed and maintain that strong home/school connection, up to date information and flyers will be sent via our "Online Wednesday Envelope". This will include important school information, PTA news, and flyers announcing special projects and events. For those who do not have access to email, our PTA provides a "mail service" whereby your oldest child will bring this information home in an envelope each Wednesday. For "mail service", please stop by the office to complete an opt out form. This weekly email is designed to keep you up to date on informational items and activities planned.

Voicemail/email: Electronic methods of communication including email and voicemail are available on the Anza campus. Your child's classroom teacher will indicate the best methods of communication for parents with the teacher.

UNIFORM COMPLAINT PROCEDURES:

The Board of Trustees recognizes that the district has primary responsibility for insuring that it complies with state and federal laws and regulations governing educational programs. Therefore, the Wiseburn School District has adopted a uniform complaint procedure (BP 1312.3). Any person wishing to file a complaint regarding a violation of federal or state law or regulation governing an educational program which is covered under this procedure may do so by contacting the Superintendent's Office at 13530 Aviation Blvd., Hawthorne, CA. Complete information is sent home each year in the opening day packet.

DRESS AND APPEARANCE STANDARDS

The Board of Trustees, acting on administrative recommendations adopted the following dress and appearance standards:

Dress should be appropriate for normal school activities; it should reflect pride and respect. Pupils are expected to dress neatly, cleanly, and in good taste at school and all school-related functions. Pupil appearance shall not be disruptive to the educational process, create a distraction in any form, or be unsafe for that pupil or others. The determination of good taste or safety rests with the building principal or designee at school and all school-related functions. Health and safety are guides to employees to adhere to and enforce the dress code. The Board finds that the presence of certain types of clothing and attire can cause a substantial disruption of or material interference with institutional and other school activities. Specifically, the Board finds that it is necessary to establish dress and grooming standards designed to prohibit the wearing or displaying of clothing, attire, jewelry or materials that evidence membership in or affiliation with any gang; which are obscene, sexually explicit or suggestive; which promote the use/abuse of drugs and/or alcohol; or which are otherwise inappropriate or unsafe for normal school activities.

- A. Students, while at school or any school-sponsored activity, are **NOT** permitted to wear:
- 1) Shorts, skirts or dresses that expose undergarments or posteriors.
 - 2) See-through blouses, bare midriffs, revealing tank-tops, spaghetti straps, halter, strapless, or backless tops.
 - 3) Any clothing that refers to any type of alcohol, drug, or act that is illegal or hazardous to one's health. Clothing with crude or inappropriate writing is not acceptable.
 - 4) Baseball caps or other hats must be worn frontwards only and are to be removed indoors.
 - 5) Clothing or jewelry that shows or suggests sexually-related or obscene gestures, pictures, or wording.
 - 6) Clothing, jewelry, or accessories which pose a threat to the physical safety and well-being of the student or others.
 - 7) Clothing and/or accessories related to a group or gang that may provoke violence or cause others to be intimidated by fear of violence.

- 8) Shoes must be worn at all times for reasons of safety. The following shoes are not acceptable: thongs, toeless or open toe sandals, strapless heels, high heels on any shoes.
- 9) Heelies (shoes with wheels) are NEVER acceptable for school.
- 10) Hair must be neat and well-groomed for sanitary reasons.

Unfortunately, certain styles of clothing are identified as being associated with gangs. We believe that wearing this attire poses a safety threat to your child. We have found that oversized clothes are a safety hazard, and they appear to hamper learning. Therefore, we ask that oversized shirts and/or those with very long sleeves, as well as baggy/ill-fitting pants NOT be worn to school. Baggy, oversized, calf length shorts worn with white knee socks are never appropriate for school. Instead, we are asking that all of our students wear clothing that fits them and is appropriate for school. Parents, we appreciate your understanding and support in the above mentioned student dress and appearance standards. We, in Wiseburn and at Anza School, have high standards, and we believe that learning takes place when students come to school dressed appropriately.

PERMITS

Permits, allowing a child to attend Wiseburn School District from another district, are granted for only specific reasons. Each permit status will be reviewed at the end of each grading period. The privilege of attending Anza School may be lost if student expectations and parent requirements are not met. If you have questions regarding permits, please telephone our district office at 310-643-3022. Applications may be obtained from the district office located at 13530 Aviation Blvd., Hawthorne, California.

OUT-OF-DISTRICT MOVE

Please inform the school office a day or two in advance if you plan to move out of the District. This advance notice will provide sufficient time to prepare your child's transfer form.

EMERGENCY INFORMATION

Your child's safety and well-being continue to be our first priority at Anza School. Because we care, we have a well-defined emergency drill plan in place.

This plan is designed to minimize those fears and stresses that accompany an emergency. Each member of our staff has been instructed on measures necessary to cope with a disaster. In addition, each person has been assigned to a committee and has been trained to perform the necessary committee functions. We have regular drills throughout the year to acquaint both staff and students with these procedures.

Important aspects of this plan are parental support and instructions. Should an actual emergency occur, our plan now instructs parents to report directly to the 123rd St. gate to pick up children. Trained personnel will be there to assist you. Children will be released only to those names appearing on the registration form. This is why we ask you to keep us informed of any changes that occur and to keep the registration form current.

Please notify us immediately of any change in address, phone numbers, employment, or emergency information. Should an emergency arise, we must be able to reach you.

THIS IS VITAL TO THE WELFARE OF YOUR CHILD.

MEDICATION

All medication (prescription and over the counter) must be brought into the school office. A written statement from the physician indicating the method, amount, and time that the medication is to be taken must accompany the medication and/or be labeled accordingly. Parents/guardians may bring medication to the school office and give it to their child at the appropriate time. Any individual student medical needs should be brought to the attention of the health office.

STUDENT RECOGNITION

We are very proud of our Anza students! The overwhelming majority of our children exhibit positive behavior and put forth strong effort in accomplishing academic goals. Acknowledging their successes is a major goal of ours. Therefore, we recognize those pupils who consistently follow the rules and demonstrate good citizenship in the following ways:

- Academic Awards
- Eagle Slips
- Recognition Certificates
- Prizes
- Eagle Buttons
- Special Activities
- Special Awards
- Recognition at Monthly Super Star Assemblies and Honor Assemblies

Eagle Slips

Anza “Eagle Slips” are issued to students who consistently demonstrate good behavior. Students who receive three Eagle Slips will be recognized for their excellence in citizenship at a Super Star Assembly and/or Honor Assemblies, and will be awarded an Anza Eagle button.



DISCIPLINARY MEASURES

We are proud that the majority of our students exhibit responsible behavior. However, when a student does not control his or her actions, disciplinary measures must be taken. Therefore, White Slips are issued for violations.

(Below is a sample of an Anza White Slip.)

Juan de Anza School
Disciplinary Notice
(White Slip)

Student's Name _____ Room # _____ Date: _____
Referred by _____ Time: _____

VIOLATIONS:

<input type="checkbox"/> Disrespectful or defiant	<input type="checkbox"/> Entering/exiting school in a disorderly manner	<input type="checkbox"/> Throwing food
<input type="checkbox"/> Poor sportsmanship	<input type="checkbox"/> Harassing others/bullying	<input type="checkbox"/> Defacing school property
<input type="checkbox"/> Negative, rude, or uncooperative	<input type="checkbox"/> Rough play (pushing/ shoving)	<input type="checkbox"/> Not following directions
<input type="checkbox"/> Profanity, inappropriate language, vulgarity	<input type="checkbox"/> Involved in dangerous or unsafe games (tackle/tag)	<input type="checkbox"/> Work consistently incomplete
<input type="checkbox"/> Running in restricted or unsafe area	<input type="checkbox"/> Sexual Harassment	
<input type="checkbox"/> Other/Comment: _____		

<u>VIOLATION LOCATION</u>		<u>STUDENT'S ATTITUDE</u>
<input type="checkbox"/> Restroom	<input type="checkbox"/> Courtyard	<input type="checkbox"/> Cooperative
<input type="checkbox"/> Playground	<input type="checkbox"/> Front of School	<input type="checkbox"/> Uncooperative/Argumentative
<input type="checkbox"/> Lunch area	<input type="checkbox"/> Parking Lot	<input type="checkbox"/> Defiant
<input type="checkbox"/> Other	<input type="checkbox"/> Classroom	<input type="checkbox"/> Verbally Abusive

ACTION TAKEN:

<input type="checkbox"/> Teacher, principal, and parent notified	<input type="checkbox"/> Campus clean up	<input type="checkbox"/> Parent conference
<input type="checkbox"/> Detention (recess, lunch, after school)	<input type="checkbox"/> Behavior contract	<input type="checkbox"/> Writing standards
<input type="checkbox"/> Student counseled by teacher	<input type="checkbox"/> Letter of apology	<input type="checkbox"/> Suspension (in-house/home)
<input type="checkbox"/> Student counseled by principal		

Student's Signature _____ Parent's Signature _____
Staff's Signature _____ White Slip # 1 2 3 4 5

White Copy-Teacher (to be signed by parent and returned); Yellow- Parent; Pink-Principal
(Revised 6/01)

GENERAL BEHAVIOR STANDARDS

All of our students are expected to exercise safe and responsible behavior in their classrooms and on the playground. Our Anza students are expected to:

- Be quiet and walk in hallways.
- Follow directions and speak respectfully to all school personnel.
- Be respectful to other students at all times.
- Keep hands, feet, and body to themselves and away from hallway walls and student work.
- Respect school and student property at all times.
- Fighting, pushing, hitting, kicking, and/or shoving are not allowed.
- Use acceptable language (Profanity will not be tolerated).
- Use an appropriate voice (No shouting in hallways and classrooms).
- Understand that hallways are to remain student free during recess, before school, and at lunch time, unless asked by a teacher to come to class during those times.
- Use the outside door restrooms during all recesses, before school, & after school.
- Use restrooms and drinking fountains during recess time and for intended purposes only.
- Walk bikes at all times on school property.

PLAYGROUND & RECESS STANDARDS

Our Anza students are expected to:

- Always walk on the courtyard.
- Keep control of all recess equipment, and use only on the playground in designated areas.
- Walk on the playground, unless running is a part of the game.
- Stay in supervised areas only.
- Respect other's games by not interfering.
- Follow game rules and use equipment appropriately.
- Refrain from rough play. (Tackle games are not allowed.)
- Freeze when the bell rings and WALK immediately to their class line when the whistle is blown.
- Stand in line in an orderly manner.

LUNCHTIME STANDARDS

Our Anza students are expected to:

- **Stand in the hot-lunch line in an orderly and respectful manner.**
- **Eat only in the designated areas.**
- **Remain seated while eating and use appropriate table manners.**
- **Clean the table and floor area before leaving. It is everyone's responsibility to keep our beautiful school clean.**
- **Remain seated until dismissed by noon supervisor (a minimum of 10 minutes).**
- **Follow all directions given by noon time supervisors.**

If a student chooses to break any of the above lunch-time standards, he/she understands that:

A designated period of clean-up time will be sent in the lunch area under the direction of the noon supervisor. A Grounds Citation will also be issued, signed by the parent, and returned to school the following day.

CLASSROOM STANDARDS

Our Anza students are expected to:

- **Follow the rules of each classroom.**
- **Respect the rights of others to learn.**
- **Respect the teacher's right to teach.**
- **Refrain from wasting school materials.**
- **Keep desk and classroom area neat and clean.**

Our students are required to follow the above rules. When classroom standards are violated, the teacher may issue a White Slip. If a child continues to demonstrate inappropriate behavior, he/she may be suspended from the classroom by the teacher. (Education Code 48901) The teacher will notify and confer with the parent as to why the child was suspended from class. The teacher will also discuss ways in which the home and school can work together to prevent further classroom suspension.

DISCIPLINARY MEASURES

If a student chooses to break any of the above school rules, he/she understands that the consequences are as follows:

First White Slip:

The student will receive a White Slip and may be required to write a repetitive statement or a written summary of the rule involved (at home or at school). In addition, the parent's signature will be required on the written assignment and on the White Slip. Both must be returned to school the next day.

Second White Slip:

The student will receive a White Slip and may be required to write a repetitive statement or a written summary of the rule involved (at home or at school). In addition, the parent's signature will be required on the written assignment and on the White Slip. Both must be returned to school the next day.

After the second White Slip, the student will have a 45 minute detention at lunch. The principal or designee will contact the parents.

Third White Slip:

The student will be disciplined individually by the principal. A conference involving the parent, student, teacher, and principal will be scheduled so that the student understands that he/she is accountable for one's own behavior. Future misbehavior may result in the creation of a behavior contract and In-house or home suspension.

Any student receiving three white slips during the course of the school year will NOT be permitted to attend any field trip unless the teacher and principal determine otherwise.

**IF STUDENTS ENGAGE IN FIGHTING, SUSPENSION
WILL FOLLOW.**

SEXUAL HARASSMENT: The Governing Board is committed to maintaining a learning environment which is free of harassment. Any student who engages in the sexual harassment of anyone at school or a school-related activity shall be subject to disciplinary action. For students in grades K-3, this disciplinary action shall depend on the maturity of the students and the circumstances involved. For students in grades 4 and 5, the disciplinary action may include a white slip, suspension and/or expulsion. (CA. Ed. Code 48900.2)

STUDENT RIGHTS

When an infraction occurs, the student will have the right to explain the circumstances.

PARENT COOPERATION

The support and cooperation of each parent is essential for a successful school discipline plan. By home and school working together, students are better able to become responsible citizens and are more accountable for their own behavior. We, at Anza School, encourage your active participation. We believe that our Three Way Pledge is a meaningful way for students, parents, and teachers to realize that the education of the student involves all parties.

SEVERE DISCIPLINARY MEASURES

If a severe violation should occur, the student will be disciplined immediately by the principal, and the parents will be notified.

If a student inflicts physical or verbal abuse upon a staff member, the student shall be immediately suspended from school.

SUSPENSION

According to Education Code 48900, a student may be suspended from school for the following reasons:

- Caused, attempted to cause, or threatened to cause physical injury to another person.
- Possessed, sold, or otherwise furnished any firearm, knife, explosive, or other dangerous object unless, in the case of possession of any such object, 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.
- Unlawfully possessed, used, sold, or otherwise furnished, or been under the influence of any controlled substance, as defined in Section 11007 of the Health and Safety Code, alcoholic beverage, or intoxicant of any kind.
- Delivered, offered for sale, furnished, or arranged the delivery of a look-alike controlled substance.
- Committed robbery or extortion.
- Caused or attempted to cause damage to school property or private property.
- Stolen or attempted to steal school property or private property.
- Possession or use of tobacco products
- Committed an obscene act or engaged in habitual profanity or vulgarity.
- Had unlawful possession of, or unlawfully offered, arranged, or negotiated to sell any drug paraphernalia, as defined in Section 11364 of the Health and Safety Code.
- 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.
- Possession of an imitation firearm.
- Committed sexual assault/battery or sexual harassment.
- Harassed, threatened or intimidated a pupil who is a complaining witness or a witness in a school disciplinary action.
- Aiding or abetting the infliction or the attempted infliction of injury on another person.
- Making terroristic threats against school officials or school property.

No pupil shall be suspended or expelled for any of the acts enumerated unless such act is related to school activity or school attendance. A pupil 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 school grounds.
- While going to or coming from school.
- During the lunch period, whether on or off the campus.
- During, or while going to or coming from, a school- sponsored activity.

Suspension may be used:

- When other means of correction fail to bring about proper conduct.
- Upon a first offense, if the principal determines that the pupil's presence causes a danger to persons or property or is a threat to disrupting the instructional process.

EXPULSION

According to Education Code 48915, the principal or the superintendent of schools shall recommend a pupil's expulsion for any of the following acts, unless the principal or superintendent finds, and so reports in writing to the governing board, that expulsion is inappropriate, due to the particular circumstance, which shall be set out in the report of the incident:

- Causing serious physical injury to another person, except in self-defense.
- Possession of any firearm, knife as defined in Ed. Code 48915(g) explosive, or other dangerous object of no reasonable use to the pupil.
- Unlawful possession of any controlled substance, as defined in Section 11007 of the Health and Safety Code, except for the sale of not more than one ounce of marijuana, other than concentrated cannabis.
- Robbery or extortion.
- Assault or battery upon any school employee.

MANDATORY EXPULSION RECOMMENDATIONS WILL RESULT FOR

- Possessing or furnishing a firearm
- Brandishing a knife
- Unlawfully selling a controlled substance
- committing or attempting to commit sexual assault
- Possession of an explosive

Anza School Three Way Pledge

The Parent's Pledge

As a parent, I/we will be responsible for letting my child know through my words and deeds that education is important. Therefore, I/we will be responsible for the following:

- Supporting the school and district's homework, discipline, and attendance policies.
- Being involved in my child's education through participation in school events such as Parent Conferences, PTA functions, Open House.
- Providing a quiet place, time, and materials needed for my child to study.
- Encouraging my child to complete his/her homework.
- Making sure my child gets an adequate night's sleep and a healthy diet.
- Having my child attend school regularly and on time.
- Listening to or reading with my child on a daily basis.
- Reviewing all school communications and returning notices.

(Parent's/Guardian's Signature)

(Date)

The Student's Pledge

As a student, I realize that my education is important to me. I understand my parent(s) and teachers want to help me do my very best in school. I know I am the one responsible for my own success, and that I must work hard to achieve it. Therefore, I will be responsible for the following:

- Being responsible about my own behavior by following all school and classroom rules
- Respecting the rights of others to learn without distraction and disruption.
- Being a cooperative learner.
- Arriving to school on time and being prepared to do my best.
- Returning all homework completed and on time.
- Spending time at home reading and studying.
- Asking for help when needed.

(Student's Signature)

(Date)

The Teacher's Pledge

As a teacher, I understand that education is important to every student's life. I also understand the role I play in making a difference. Therefore, I will be responsible for the following:

- Providing a challenging and positive instructional program to teach all students.
- Teaching grade level skills and addressing the individual needs and strengths of all students.
- Modeling behavior that is expected from our students.
- Assigning appropriate homework with clear instructions.
- Correcting and returning appropriate work in a timely manner.
- Helping students follow the school and classroom rules.
- Assisting parents with how to help children at home.

(Teacher's Signature)

(Date)