

# **Juan de Anza Elementary School**

11210 S. Hindry Avenue  
Hawthorne, California 90250

[www.wiseburn.anza.org](http://www.wiseburn.anza.org)



## **Student/Parent Handbook 2021-2022**

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## PRINCIPAL'S MESSAGE

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Dear Families,

Welcome to our Anza family! The staff of Juan de Anza Elementary School is very excited about the 2021-2022 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 families either online or a printed copy (available upon request in the office). 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. Our website, weekly e-mails, and Anza PTA Facebook page 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 positive reinforcements (rewards, 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. Please spend time reading and discussing this plan as a family.

This year we will continue to have counseling services. In addition to providing counseling services, they will also continue working with students to solve conflicts and engage in mediation. We will be implementing a new social emotional learning curriculum called Second Step that nurtures children's social-emotional competence and foundational learning skills. We look forward to being able to expand our services to students and strengthen our school culture.

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.*

In partnership,

Alberto Paredes  
Principal

Tami Sogi  
Assistant Principal

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## JUAN DE ANZA STAFF DIRECTORY

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<u>Grade</u>	<u>Room</u>	<u>Teacher</u>	<u>Phone Number</u> <u>310-725-2100</u>
TEDDE	1	Katie Nelson	Ext - 1011
K	2	Rebecca Robelotto	Ext - 1002
K	3	Maureen Martineau	Ext - 1003
K	4	Jordan Hayes	Ext - 1004
K	5	Abigail Gutierrez	Ext - 1005
1	6	Rachel Pianin & Rosalie Courtnell	Ext - 1006
1	7	Kristy Sullivan	Ext - 1007
1	8	Krista Pachuta	Ext - 1008
1	12	Emma Rennick	Ext - 1012
2	9	Renee Amaral	Ext - 1009
2	10	Ruby del Rio	Ext - 1010
2	11	Tanya Woodward	Ext - 1011
2	13	Tricia Brown	Ext - 1013
3	25	Sylvia Wagner	Ext - 1025
3	26	Heidi Obermeyer	Ext - 1026
3	27	Catherine Koundakjian	Ext - 1027
3	28	Alexandra Grodek	Ext - 1028
4	18	Glafira Carr	Ext - 1018
4	19	Evelin Jacobo	Ext - 1019
4	17	Stephanie Duwve	Ext - 1020
5	22	Heather Gilbert	Ext - 1022
5	23	Laura Wright	Ext - 1023
5	24	Cristobal Mendez	Ext - 1024
ELD	16	Patty Lonergan	Ext - 1016
Learning Center	14	Joy Yamane	Ext - 1014
	15	Rachel Ednalino	Ext - 1015
ELA TOSA		Elanya Thompson	
Reading Intervention		Traci Iwanaka	
Math Intervention		Barabara Tank	

Principal	Alberto Paredes
Assistant Principal	Tami Sogi
Counselors	Alia Elasmr
School Psychologists	Ayana Cadres, Dianna Castellanos
Secretary	Susan Castellanos
General Clerk	Ileana Muniz
Health Clerk	Chiyo Miyahara
Speech	Stephanie Kinsella
Food Service	Lorrene Montoya, Maria Sanchez, Cynthia Pablico & Elizabeth Mendez
Custodians	Ray Vaquer and Jose Briseno
Library	Kathy Pittluck

**dInstructional Aides/Noon Supervisors:** Theresa Warlich, Irene Umbarger, Barbara Greene, Indu Bhardwaj, Lauri Chipeco, Archana Prasad, Maria Anduaga, Oscar Silva, JoAnne McDonough, Zuzana Newman, Elizabeth Ceja, Cynthia Gilligan, Carmen Medina, Priscilla Colindres, Lourdes Duarte, Eva Rojas and more to come.

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## SCHOOL SCHEDULE

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### **FIRST DAY OF SCHOOL SCHEDULE - Tuesday 8/31/2021**

	<b><u>Arrival</u></b>	<b><u>Dismissal</u></b>
TEDDE & Kinder	10:00 a.m.	11:00 a.m.
Grades 1 - 2	8:45 a.m.	11:55 a.m.
Grades 3 - 5	8:30 a.m.	12:00 noon

### **MINIMUM DAY SCHEDULE - Wednesday 9/1/2021, Monday 11/8/21, Tuesday 11/9/21, Wednesday 11/10/21 & Thursday 6/16/2022**

	<b><u>Arrival</u></b>	<b><u>Dismissal</u></b>
TEDDE/Kindergarten	8:20 a.m.	11:30 a.m.
Grades 1 - 2	8:45 a.m.	11:55 a.m.
Grades 3 - 5	8:30 a.m.	12:00 noon

### **FIRST TWO WEEKS' SCHEDULE – September 2, 2021 through September 10, 2021**

#### **Shortened Day Schedule for all grades**

	<b><u>Arrival</u></b>	<b><u>Dismissal</u></b>
TEDDE/ Kindergarten	8:20 a.m.	12:20 p.m.
Grades 1 & 2	8:45 a.m.	2:05 p.m.
Grades 3, 4, & 5	8:30 a.m.	2:05 p.m.

### **REGULAR SCHEDULE - Beginning Monday, September 13, 2021**

<u>TEDDE &amp; Kindergarten</u>	<b><u>Arrival</u></b>	<b><u>Dismissal</u></b>
Early Birds	8:20 a.m.	12:30 p.m.
Later Gators	10:05 a.m.	2:15 p.m.
<u>Grades 1-2</u>		
Early Birds	8:45 a.m.	2:00 p.m.
Later Gators	9:45 a.m.	3:00 p.m.
<u>Grade 3</u>		
Early Birds	8:30 a.m.	2:00 p.m.
Later Gators	9:30 a.m.	3:00 p.m.
<u>Grades 4-5</u>	8:30 a.m.	3:00 p.m.

### **EVERY WEDNESDAY & SHORTENED DAY SCHEDULE**

**Every Wednesday is a Shortened Day Schedule for students in grades 1 through 5 only.  
Kindergarten and TEDDE students are not affected by the Wednesday schedule**

**GRADES 1-2: 8:45 – 2:05**

**GRADES 3-5: 8:30 – 2:05**

Thank you for communicating this schedule to whomever picks up/ drops off your student(s) as we **DO NOT** provide supervision of students who dropped off early or are left beyond the dismissal time.

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## ARRIVAL AND DEPARTURE

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Children must not be dropped off 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 are dropped off at school early on more than five occasions may be referred to SART. 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:** **DO NOT LEAVE YOUR CAR UNATTENDED IN A RED ZONE.** 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 yellow barrier. Please pull as far forward as possible to the drop off area before unloading and loading passengers. Have your student packed up and ready to exit the car, do not retrieve belongings from the trunk as it causes delays. 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 Avenue or any neighboring streets and walking to meet your child, please use the Pedestrian Walkway or other designated crosswalks. During arrival/dismissal times, the use of the blue crosswalk in our driveway is restricted to those using the handicap spaces with appropriate placards as this can create a 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 Wiseburn Child Development Center side of the valet. Parents of fourth and fifth graders should line up by pulling all the way forward in front of the WCDC. (Fourth and fifth grade students with younger siblings will sit with them and 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. **DO NOT use the RED Zone along the front of the school for drop off or pick up at any time during the school year.** This allows our youngest students to understand the drop off and pick up process before using the valet system in later grades. All TEDDE/Kindergarten students are picked up at the Kindergarten gate.

**To all parents: thank you for following all traffic rules and reminding your childcare 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 or dangerous activity to the school office or the South Los Angeles Sheriff's Station at (323) 820-6700.



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## ATTENDANCE

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### **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. *Please note: The District may conduct home visits to verify student residency/attendance requirements at any time without notice.*

### **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 in the form of a letter that will be placed in the student's permanent record. A School Attendance Review Team (SART) meeting may occur when students are absent from school more than 15 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 unexcused absences.

**Tardiness:** Students are let into the school building 10 minutes prior to their start time (see arrivals and dismissals time schedule). At the appointed start time the doors/gates close, students arriving beyond that point are marked as tardy. 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 school. 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. If students are late to school on more than 5 occasions, the office will send a notice home with the student 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.

**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 a minimum of 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 or if a student fails to meet the requirements of an independent study.

The State of California has determined that the 2021-22 WUSD Independent Study Program is for grades TK-12 students whose health may be put at risk during in-person instruction, as determined by their parent or guardian.

The WUSD Independent Study Program for 2021-2022 is primarily asynchronous; students are required to work independently, without a teacher throughout the day. Live interactions online and synchronous learning will occur during short time blocks daily or weekly, dependent on grade level. The WUSD Independent Study Program is an alternative program to traditional classroom instruction. Students will complete the required course of study from home and primarily online. Students will be assigned to a homeroom period for the purpose of attendance, announcements, and connectedness. Note that the independent study program is entirely separate from the in-person instruction program.

Students' independent study program requires a written learning agreement signed by the teacher, parent/guardian, and student, if appropriate. The written learning agreement will specify coursework, online schedule, meeting requirements, and clear expectations for successful participation in the program. While any student may enroll within the WUSD Independent Study Program, success in independent study requires motivation and a strong work commitment on the part of the student and parents/guardians. It also requires sufficient academic preparation to enable the student to work independently. If a student receives special education services, an IEP (Individualized Education Program) meeting must be held before the student can participate. Parents/caregivers should consider if they are available to support/teach all subject areas while maintaining the conditions for their student to learn at home

Families interested in this program should contact the school principal.

### **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)**

Students who are truant from school, have excessive absences and or tardies will need to attend a School Attendance Review Team (SART) meeting. This meeting will first be convened on the Anza campus in an effort to help families avoid a SARB referral.

### **Dismissal During the 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. Dismissal during the school day can be highly disruptive to the school environment. We request that you please schedule appointments outside of school hours.

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## SCHOOL LUNCH POLICIES

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### School Lunch Program

It is the parent's responsibility to ensure their child is either bringing a lunch from home or purchasing a lunch at school. 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 \$3.45 per day. Milk is included in this price. Students who bring lunches may purchase milk for \$0.50 per day. School lunch money and milk money can be turned in at any time to the office or students may put their money in a labeled envelope and leave it in the dropbox located in the North and South hallways. Please note that lunch money will not be collected in the students' classrooms. For your convenience, you may also pay on-line at [myschoolbucks.com](http://myschoolbucks.com).

A Free/ Reduced Lunch Program is also available to qualifying families (forms are available in the school office) and must be submitted yearly for participation in the program. If you are paying by check, make the check payable to the Wiseburn Unified School District (WUSD). Please make sure lunch money is turned into the office by 10:00 a.m.

In accordance with federal law and the 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 Ave. SW Washington, D.C. 20250-9410 or call (202) 720-5964 (voice and TDD). Wiseburn Unified School District is an equal opportunity provider and employer.

### Food Items Brought to School for School Functions

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

### Lunch Period

Our lunch periods are divided according to grade level spans. Students are adequately supervised during their lunch and lunch recess periods. The WUSD believes in healthy choices and asks families to follow nutritional guidelines when packing their children's lunch and avoid packing unhealthy foods. **No glass bottles, soda, coffee, or energy drinks will be allowed.** Having your child's lunchbox or sack labeled with name and room number eliminates many problems.

Anza Elementary is a closed campus, and students leaving the grounds at lunch time must have a note on file in the school office from the parent giving permission to do so and what transportation will be provided students must be signed out at the office. For the safety of our students we do not allow parents to join their child for lunch at the lunch tables. If you wish to have lunch with your child, you may take them to lunch by signing them out at the school office. Please remember to have them back to class on time.

Please avoid dropping off lunches for students at the office, unless it is an emergency situation; this causes disruption to the classroom. If you do need to drop a lunch off at the office, please let your child know so s/he will know to pick it up and should not order hot lunch. Classrooms will not be called to inform students of dropped off lunches. Staff will not be responsible for lunches that are not picked up by students.

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## SCHOOL POLICIES AND PROCEDURES

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### **No Return Policy**

At Anza we believe in teaching personal responsibility, so our children are expected to take all their books, backpacks, lunchboxes, jackets, sweaters, etc. with them when they leave the classroom. Students will not be allowed to return to the classroom after their 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 located in the hallway outside of the Multi-Purpose Room. 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 and/or office staff member. Students who are left beyond the dismissal time will be permitted to call home. Please ensure students know or have written down a phone number to reach someone. Students who do not know their phone number will have to wait until a staff member is available to look it up.

### **Cell Phones/Smart Phones/Smart Watches and Other Communication Devices**

The use of any personal communication device is not permitted during school hours. Students bringing any type of communication device must keep them turned off and in their backpack. Please note that Anza is not responsible for any lost or damaged device. Devices that are used by students during the school day 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 also includes lost library books and textbooks. (Calif. Education Code 48909)

### **Toys**

The school supplies adequate materials for classroom and playground use. Therefore, all toys and trading cards should be left at home except for teacher directed sharing experiences. This includes any other item that is causing distraction.

### **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. WUSD 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. WUSD 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. 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 who in turn must secure administrative permission if an animal is to be brought to school for sharing. WUSD Board Policy states that animals are not permitted on school grounds.

## **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. 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 WUSD. 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 that 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 as well as ensuring completion on a daily basis. Assignments brought late by parents to the office will be placed in the teacher's mailbox and are considered late.

## **3rd, 4th, & 5th Grade Honor Roll**

Students must possess a 3.3 grade point average or higher for the given trimester and can have no more than two N's and may not have any U's in any of the effort or citizenship categories to be eligible for Honor Roll.

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## SPECIAL SERVICES

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### School Site Council

Our program includes school-wide planning, implementation of curriculum objectives, and on-going evaluation. Parents may become involved in the coordination of our Anza program through the School Site Council. Parent elections for School Site Council are held in late September or early October. School Site Council meetings are open to the public.

### 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 to meet the needs of the students.

### Language and Speech Therapy

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 (TK-3) are involved in split reading (Early-Bird/Later-Gator). 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 Reading Intervention. This program is designed to help students achieve grade level proficiency of the California Content Standards.

### School Counseling

In addition to meeting the needs of individual students, the CARE Team counselors support the development of students' social skills, problem solving skills, boundaries setting, sportsmanship and other interpersonal skills.

### Physical Education

There is a formal physical education program (2X's a week for 50 minutes) for grades 1-5. This program is coordinated and provided by the YMCA PLAY program. The emphasis is on fitness training, development of human movement and wellness. 5<sup>th</sup> graders participate annually in the State Physical Fitness exam. The Physical Education program is recognized as an integral component of a comprehensive educational program. Physical activity helps a child grow physically, intellectually, emotionally, and socially. All children are required to participate unless excluded by a physician's recommendation provided in writing with clearly delineated dates of exclusion. **A note from a parent can only excuse a student for two PE sessions per year, beyond that a medical doctor's note is required.** Appropriate clothing should be worn by students during physical education.

### 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 to discuss a child's progress. These meetings may include any or all of the following people: parent(s) of child, general education teacher (current), general education teacher(previous),

resource specialist, counselor, school psychologist, principal, speech and language therapist (as needed), and others with knowledge or resources to assist.

## **GATE**

In the spring all 3rd grade students will be screened for our Gifted and Talented Education program. Students in 4<sup>th</sup> or 5<sup>th</sup> grade can also be recommended for screening during this time. GATE 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:

- Wiseburn Library (LA County)
- Hawthorne Library

5335 West 135th Street  
12700 Grevillea Avenue

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## PARENT INVOLVEMENT

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### **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.

### **Field Trips**

Our PTA funds a field trip for every class as an extension of the classroom curriculum. Some grade levels use these funds to host "in house" field trips instead of traveling. Participation is not dependent on academic performance but on standards of behavior. Eligibility for participation is based on a student's record of positive behaviors, and ability to follow school rules. Eligibility must be maintained until the actual field trip. An alternative program will be provided for students who are either ineligible or decide not to attend. A signed permission slip is required for off-site field trips and will be sent home one to two weeks in advance. When preparing for a field trip, please notify the teacher or nurse if your child has a medical related issue the school should be aware of. Teachers may select parent volunteers to act as chaperones to guide small groups of students. All selected chaperones will be asked to sign a Chaperone Guideline form prior to leaving on the trip. If you're not an "official" chaperone, please do not be an "unofficial" one. When parents show up at field trip destination, it causes problems for the teacher and school. The best thing non-chaperone parents can do is be attentive listeners when their children return from the field trip.

### **Volunteers**

We are successful because of strong home/school partnerships we have established. 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 do the following:

- 1) Attend a parent volunteer training (offered throughout the school year)
- 2) Complete an online pest control training
- 3) Submit proof of a clear TB test within 4 years
- 4) Complete online pesticide training. Please bring a copy of your certificate of completion to the front office.

Due to safety rules, we thank you for understanding that children are not permitted to come with you during the time you are volunteering, thank you for understanding and arranging for childcare. All regular volunteers must follow the Wiseburn Unified School District guidelines and submit proof to the school office of a TB risk assessment questionnaire completed by a physician.

### **Parent Visitations**

Parents are welcome to visit, but must 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, all parents and visitors must sign in at the office and obtain a visitor's badge. District policy allows a visitation stay for up to 30 minutes to reduce disruption to the learning environment. The classroom teacher will not be able to confer during at this time. Parents are not allowed to go directly to the child's classroom without checking into the office. 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). Those who visit/volunteer on a regular basis must have a recent TB risk assessment questionnaire completed by a physician on file with the office.

### **Parent/Volunteer Sign-In Policy**

All parents, volunteers, and visitors are required to check in with the front office staff and receive a badge through the Raptor System. A valid government-issued ID is needed for clearance in the system. Once cleared, a sticker ID badge will be issued and is required to be worn visibly at all times. Please check out with the front office and return the sticker ID. Identification will be saved in the system for future visits.



## **Civility Policy**

Members of WUSD 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 WUSD encourages positive communication and discourages volatile, hostile, or aggressive actions. The District seeks public cooperation with this endeavor. (Board Policy 1313a)

## **Disruptions**

1. 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.
2. 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. (Ed Code 4811 & Board Policy 1313(a))

## **Tobacco/Vape Pens/E-Cigarettes**

The board prohibits the use of tobacco products at any time in district owned or leased buildings, on district property, and in district vehicles. Prohibited products include any product containing tobacco or nicotine, including, but not limited to, cigarettes, cigars, miniature cigars, smokeless tobacco, snuff, chew, clove cigarettes, betel, vapes, and electronic nicotine delivery systems (ENDS) such as electronic cigarettes.

A visitor who smokes or uses tobacco of any kind on district property shall be informed of the district's tobacco-free schools policy and asked to refrain from use. If the person fails to comply with this request, the following actions may ensue:

- The matter may be referred to the Superintendent or designee responsible for the area or the event.
- The Superintendent or designee may direct the person to leave school property.
- If necessary, the Superintendent or designee may request local law enforcement assistance in removing the person from school premises.
- If the person repeatedly violated the tobacco-free schools policy, the Superintendent or designee may prohibit him/her from entering district property for a specified period of time.

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## HOME/SCHOOL COMMUNICATION

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### **Back to School Night**

This informational meeting is to be held 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.

### **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. Please see our current calendar for scheduled conferencing periods

Report cards will be distributed to students at the end of each Trimester please check your student's backpack regularly.

### **Weekly E-Mail**

To keep you better informed and maintain that strong home/school connection, up to date information and flyers will be sent via e-mail. This will include important school information, PTA news, and flyers announcing special projects and events. If you are having trouble receiving e-mail from the school, please contact the office.

### **Anza Website <https://anza.wiseburn.org/>**

This was created and is kept up-to-date so you can always have the best information about our school.

### **Social Media**

Follow @anzaeagles on Instagram for posts that highlight students and events around school.

### **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 a list of staff email please visit the Faculty tab on the Anza website.

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## UNIFORM COMPLAINT PROCEDURES

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The Board of Trustees recognizes that the district has primary responsibility for ensuring that it complies with state and federal laws and regulations governing educational programs. Therefore, the WUSD 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: 201 Douglas St., El Segundo, CA.

Complete information is sent home each year in the opening day packet.

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### SECTION 10: DRESS AND GROOMING

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#### **Board Policy**

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. Clothing and shoes should be washable and comfortable for work and play as our students get dirty, sometimes very dirty. 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.

Juan de Anza Elementary enforces a dress code to foster a professional and respectful school environment. The dress code is in effect from the time students arrive to school and until they leave. The dress code applies to field trips, site visits, academic internships, and other school-related activities, unless the supervising adult informs the students otherwise.

Students may receive lunch or after school detention if they are in violation of the dress code. In some cases, as determined by school administration, students will be required to change their clothes before going to class. If a student does not have access to dress code-appropriate clothing, he/she can request assistance in the front office or the Principal's Office before the start of the school day.

#### **Acceptable Wear**

- Shirts (t-shirts, polos, button-downs, Wiseburn USD apparel)
- Pants (khaki pants, slacks, jeans)
- Shorts, skirts, dresses (no shorter than mid-thigh)
- Leggings, jeggings, or tights (as long as they are paired with a top, skirt, or dress that is mid-thigh in length)
- Collared blazers, jackets, or sweatshirts with school appropriate tops underneath
- Close-toed shoes, sandals, or professional footwear

#### **Unacceptable Wear**

- Indecent exposure of any kind (midriffs, low-cut tops, large rips in jeans, etc.)
- Skirts, dresses, and shorts that are shorter than mid-thigh, with or without leggings, tights, or stockings underneath

- Spaghetti strap tops
- See-through shirts of any kind, unless paired with an acceptable top underneath
- Pajamas
- Clothing with inappropriate content of any kind
- Hats, beanies, or caps in class, unless otherwise approved by the teacher
- 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
- Clothing, jewelry, or accessories which pose a threat to the physical safety and well-being of the student or others
- Clothing and/or accessories related to a group or gang that may provoke violence or cause others to be intimidated by fear of violence
- Flip-flops, toeless or open toe sandals, strapless heels, CROCS, Heelies (shoes with wheelies), high heels on any shoes.

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 Elementary, have high standards, and we believe that learning takes place when students come to school dressed appropriately.

If a child's clothing or shoes are inappropriate for school parents will be called to bring a change of shoes or clothing. Students will not be allowed to return to class until they are appropriately clothed.

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## PERMITS

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Permits, allowing a child to attend WUSD 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 310-725-2101. Applications may be obtained from the district office located at 201 Douglas St., El Segundo, California.

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## OUT OF DISTRICT MOVE

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Please inform the school office 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.

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## EMERGENCY INFORMATION

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Your child's safety and well-being continue to be our 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 or emergency card. This is why we ask you to keep us informed of any changes that occur and to keep the registration form current. See Pupil Request and Release Procedures in case of Emergency page.

**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.

### **Pupil Request and Release Procedures in case of Emergency**

*Purpose: To outline the procedures used at the Wiseburn Unified Elementary Schools to ensure a safe, orderly, efficient, and timely pupil release system in case of an emergency. We understand that during an emergency situation emotion runs high and it is our responsibility to see to it that in an emergency, students are cared for and released to an authorized individual. In order to do so, we will employ the following procedures:*

1. Students will be gathered by class in the designated staging area (fire drill locations)
2. Student runners will report to the Operations Chief at the Incident Command Post. The ICP is located Anza: near the south hallway student restrooms if that is deemed to be safe.
3. Request Gates: The double gates on the South Side of the playground off of 123<sup>rd</sup> St. if it is deemed safe.
4. Parents will identify themselves using photo identification and complete an official request form for their child or a student who they are authorized to pick up (authorized on emergency or registration card only, no other authorization will be permitted).
5. There will be three tables (if possible) or lines if tables are not possible. Each table will represent a grade level span (K-1<sup>st</sup>, 2<sup>nd</sup> -3<sup>rd</sup>, and 4-5<sup>th</sup>.)
6. After determining that the person is authorized to pick up a particular student, the Request Team will write the student's name on a release form and will indicate his/her Room Number so the student runner/staff member knows where to go.
7. The Student Runner/Staff Member will take the slip to the appropriate location at the staging area and will show the slip to the teacher or the person left in charge of the class. The student runner will escort the student, with the slip to the Release Gate.
8. Incident Command Post will determine the staff responsible to man the Release Gate and will make sure the student is familiar with the person who is there to pick him/her up. A second identification check may be necessary at this time.
9. Staff working at the Release Gate will have a log and the authorized adult must sign out the student they are picking up. Include the time of pick up in the log entry. Staff may not release students without a signature.
10. This release process will be active until all students are released or until the Incident Commander declares an end to the emergency situation and the school day continues as planned.

Remember that in the case of a small earthquake or a minor emergency, some parents may pick up their children and some may leave them at school if it is deemed safe to proceed with the school day at the facility. Therefore, the release process could be very short or could take hours before the release procedures are deactivated

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## **MEDICATION**

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California Education Code Section 49423 allows designated school personnel to assist the pupil when required to take medication (prescription or over the counter) during the school day.

In order for the school personnel to assist a pupil with medication, the following legal requirements must be met:

- A. Parent/Guardian must sign a statement requesting that school personnel assist the pupil in taking medication during school hours.
- B. The physician must sign a statement detailing the method, amount, and time schedules by which such medication will be taken.
- C. Whether it is prescription or over the counter medication, the medication bottle provided by the parent must have the prescription label, complete with the pupil's name and doctor's instruction.
- D. Parent request and physician's statement must be renewed at least annually; new signed physician and parent statements must be submitted if the medication regimen is changed.
- E. If your child needs to take medication during school hours, please see the school health clerk or secretary to obtain a form.

# Request for Assistance with Medication During Regular School Day



## Wiseburn Unified School District Parent/Guardian and Authorized Health Care Provider Request for Medication (valid for maximum of 1 year)

Name of Child: \_\_\_\_\_ Birth Date: \_\_\_\_\_

School: \_\_\_\_\_ Teacher: \_\_\_\_\_ Grade: \_\_\_\_\_

### Parent/guardian request for the administration of Medication, Prescription and non-Prescription

California Education Code Section 49423 allows designated non-medical school personnel to assist students who are required to take medication during the day.

I request that medication be administered to my child in accordance with my authorized health care provider written instructions. I understand that designated non-medical personnel will administer medication. I will notify the school immediately and submit a new form if there are changes in medication, dosage, time of administration, and/or the prescribing authorized health care provider. I give permission for Wiseburn Unified School District personnel to exchange medication-related information with the authorized health care provider. The district nurse may counsel school personnel regarding the medication and its possible effects.

Emergency medicine such as Epi-Pen and asthma inhalers may be carried by the student when recommended by the authorized health care provider and parent. Back up medication should be kept at school for emergency use. I release WUSD and all their employees from civil liability if my child suffers an adverse reaction as a result of self-administering the medication.

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

Telephone (cell) \_\_\_\_\_ (home) \_\_\_\_\_ (work) \_\_\_\_\_

### Authorized Health Care Provider Request for Administration of Medication

Reason for Medication: \_\_\_\_\_

Medication: \_\_\_\_\_ Dose: \_\_\_\_\_ Route: \_\_\_\_\_ Time: \_\_\_\_\_

If PRN: Amount of time between doses \_\_\_\_\_ Maximum # of doses per day \_\_\_\_\_

Possible medication reactions: \_\_\_\_\_

Instructions for emergency care: \_\_\_\_\_

Health Care Provider Signature: \_\_\_\_\_ Telephone: \_\_\_\_\_

Date of Request: \_\_\_\_\_ Date to discontinue Medication: \_\_\_\_\_

\*(4<sup>th</sup>-8<sup>th</sup> grade students only) Regarding Epi-Pens/inhalers, it is my professional opinion that this student should be permitted to carry/self-administer this emergency Epi-Pen/inhaler. This student has been instructed and demonstrates an understanding of proper usage.

Health

Care Provider Initials: \_\_\_\_\_

### WUSD use

Reviewed by: \_\_\_\_\_ Title: \_\_\_\_\_ Date: \_\_\_\_\_



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# SOAR

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At Anza we SOAR!

We are *Scholars* and *Outstanding citizens* who are *Accountable* and *Respectful*. At Anza, we expect all students to behave in a manner that is respectful to themselves and others. We have worked to create a matrix that outlines the behavioral expectations of our students in all areas. For any area not specifically addressed in the matrix students are expected to SOAR at all times.

[Behavior expectations on next page]

## 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. It is important to note we are working to foster personal responsibility within the children and promoting the value of intrinsic rewards. We feel intrinsic rewards are very valuable now and in long term character development.

- Verbal Praise
- Special Activities
- Eagle Slips and/or SOAR Slips
- Recognition Certificates
- Recognition at Award and Honor Roll Assemblies
- Raffle Prizes
- Eagle Buttons

## SOAR Slips

Teachers and Staff may give a SOAR Slip to any student displaying desired behaviors. Students will use these to enter a bi-monthly raffle.

# Anza Eagles SOAR!

	Hallway	Office Area/Nurse Station	Playground/ PE	Classroom/ Library	Bathroom	Arrival and Dismissal Areas	Cafeteria and Lunch Area	Computers/Lab
<b>S: Scholars</b>	Stay in line with your class	Use materials appropriately	Use and return equipment properly	Use materials appropriately	Use the bathroom appropriately (go, flush, wash, and leave)	Have all needed materials in backpack.	Clean up after yourself	Use computers, printers, and other equipment appropriately
	Use the hallway at appropriate times	Return materials after use	Be prepared to learn	Be prepared to learn	Wash hands with soap and water		Eat your own food	Be prepared to learn
			Freeze at bell or whistle	Be an active listener	Use the bathroom during recess and lunch			Make sure equipment is properly put away and is ready for the next person
				Be on time				Stay on assigned task
<b>O: Outstanding Citizens</b>	Slow down when going around corners	Address staff politely	Be polite to all staff	Exercise self-control		Be polite to staff	Be polite to staff and student helpers	Be a good digital citizen
		Say "please" and "thank you"	Include others in your play	Use manners	Use the restroom and return immediately to your area	Keep all items inside your backpack	Use good manners	

# Anza Eagles SOAR!

	Hallway	Office Area/Nurse Station	Playground /PE	Classroom/Library	Bathroom	Arrival and Dismissal Areas	Cafeteria and Lunch Area	Computer s/Lab
<b>O: Outstanding Citizens</b>			Participate in the activity	Participate in the activity		Face forward and watch for your car.	Be welcoming and make room for others at your table	Participate in the activity
			Use conflict resolution strategies	Complete all work with your best effort			Stay in your seat or assigned area until dismissed	Complete all work with your best effort
				Ask for help appropriately			Ask for help appropriately	
	Walk with a purpose	Walk with a purpose	Walk with a purpose		Walk with a purpose	Walk quietly and with a purpose to your area	Walk with a purpose	
<b>A: Accountable</b>	Walk on the right side of the hall	Take care of business in a timely manner	After whistle walk to designated area	Listen to instructions before beginning work	Keep bathroom clean and dry	Use appropriate crosswalks	Remain quietly in line with your lunch card ready	Listen to instructions before beginning work
	Keep backpack against the wall		Throw snack trash away	Make sure all materials needed for home are in your backpack before leaving.		Follow the No Return Policy	Throw away trash	
	When working in the hallway stay out of the walkway	Wait patiently for help, unless it is an emergency	Be responsible for your personal items		Stay in your own stall		Wait patiently for help	Focus on your own computer

# Anza Eagles SOAR!

<b>A: Accountable</b>	<b>Hallway</b>	<b>Office Area/Nurs e Station</b>	<b>Playground /PE</b>	<b>Classroom /Library</b>	<b>Bathroom</b>	<b>Arrival and Dismissal Areas</b>	<b>Cafeteri a and Lunch Area</b>	<b>Computers /Lab</b>
			Get a drink and use the restroom before the bell rings					
			Stand in line appropriatel y					
<b>R: Respectful</b>	Listen to and follow adult directions	Listen to and follow adult directions	Listen to and follow adult directions	Listen to and follow adult directions	Listen to and follow adult directions	Listen to and follow adult directions	Listen to and follow adult directions	Listen to and follow adult directions
	Use appropriate voice level	Use appropriate voice level	Use appropriate voice level	Use appropriate voice level	Use appropriat e voice level	Wait calmly and use appropriate voice level	Use appropria te voice level	Use appropriate voice level
	Keep hands and feet to yourself		Be on time when returning to class/line	Keep hands and feet to yourself	Keep hands and feet to yourself	At arrival exit the vehicle quickly and safely.	Keep hands and feet to yourself	Keep hands and feet to yourself
	Be respectful of the other classrooms who are working.	Respect the privacy of others		Show Cooperatio n	Respect the privacy of others	At dismissal watch for your vehicle and get to it quickly	Take care of lunch card and other equipmen t.	
	Use appropriate language	Use appropriate language	Use appropriate language	Use appropriate language	Use appropriat e language	Use appropriate language	Use appropria te language	Use appropriate language
				Raise your hand and wait patiently				Raise your hand and wait patiently

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## DISCIPLINE

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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 will be taken. Therefore, referrals and citations may be issued for violations. If a student chooses not to follow school expectations/rules, he/she understands that the consequences are as follows:

### **Discipline Referral**

Discipline referrals may be issued by teachers to students for inappropriate conduct. An administrator or designee will follow up appropriately with the student and parent. (Students receiving 3 referrals per year will not be permitted to attend field trips.)

### **Citation**

Citations are given by teachers, aides, staff, and administrators to students for inappropriate conduct outside of the classroom setting.

### **Restorative Discipline Practices**

Restorative practices in schools are based on restorative justice principles instead of punishment. They aim first to build classroom communities that are supported by clear agreements, authentic communication, and specific tools to bring issues and conflicts forward in a helpful way. They provide specific pathways to repair harms by bringing together those who are affected by misbehavior in a dialogue to address concerns, achieve understanding, and come to agreement about setting things right. In addition to serving the cause of fairness and justice, restorative approaches make safer schools and contribute to social and emotional learning.

When a student engages in behavior that varies from the school-wide expectations, staff are present to facilitate the implementation of logical consequences with the student(s).

Characteristics of Logical Consequences:

- Respectful
  - Staff are respectful in their tone and language when conferencing with a student. They direct the conversation that focuses on the behavior, not aspects of the child and their character.
- Relevant
  - The consequence should be directly related to the child's actions.
- Realistic
  - The consequences must be able to be implemented in a reasonable amount of time and resources for both the child and staff.

### **In School Suspension**

If a student continues to demonstrate inappropriate behavior, he/she may be suspended from the classroom by the teacher. (Education Code 48901). The teacher/administrator will notify and confer with the parent as to why the child was suspended from class. The teacher will discuss ways in which the home and school can work together to prevent further classroom suspension.

### **Suspension/Expulsion**

When the above mentioned interventions do not result in positive behavior(s), the student may be suspended from school.

**Per EC 48900(s), students may be suspended or expelled for acts listed below which occur at any time, if the act is related to school activity or school attendance. Other means of correction have been considered prior to this action.**

**Your child may be suspended for violation of Education Code (EC) 48900:**

- a.1 **Caused, attempted to cause, or threatened to cause physical injury to another person.**

- a.2 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.
- c. Unlawfully possessed, used, sold, or otherwise furnished, or been under the influence of, a controlled substance
- d. Unlawfully offered, arranged or negotiated to sell a controlled substance, alcoholic beverage, or an intoxicant of any kind, and either sold, delivered, or otherwise furnished to a person an imitation.
- e. Committed or attempted to commit robbery or extortion.
- f. Caused or attempted to cause damage to school or private property.
- g. Stolen or attempted to steal school or private property.
- h. Possessed or used tobacco, or products containing tobacco or nicotine products.
- i. Committed an obscene act or engaged in habitual profanity or vulgarity.
- j. Unlawfully possessed or unlawfully offered, arranged, or negotiated to sell drug paraphernalia.
- k. Disrupted school activities or otherwise willfully defied the valid authority of school personnel. (Grades 4-12 Only Administrative Action)
- l. Knowingly received stolen school or private property.
- m. Possessed an imitation firearm.
- n. Committed or attempted to commit a sexual assault or sexual battery.
- o. Harassed, threatened, or intimidated a pupil who is a complaining witness or witness in a school disciplinary proceeding.
- p. Unlawfully offered, arranged to sell, negotiated to sell, or sold the prescription drug Soma.
- q. Engaged in, or attempted to engage in, hazing.
- r. Engaged in an act of bullying.

48900.2 Committed sexual harassment (Grades 4-12 only).

48900.3 Caused, attempted to cause, threatened to cause, or participated in an act of, hate violence (Grades 4-12 only).

48900.4 Intentionally harassed, threatened, or intimidated, creating a hostile educational environment (Grades 4-12 only).

48900.7 Made terroristic threats against school officials and/or school property.

EC 48915(a)(1) requires a recommendation for expulsion for the following act committed by your child unless expulsion is found to be inappropriate due to the circumstances:

- A. Causing serious physical injury to another person, except in self-defense.
- B. Possession of a knife or other dangerous object.
- C. Unlawful possession of any controlled substance.
- D. Robbery or extortion.
- E. Assault or battery upon a school employee.

EC 48915(c) requires mandatory suspension and a recommendation for expulsion for the following act committed by your child:

- 1. Possessing, selling or otherwise furnishing a firearm.
- 2. Brandishing a knife at another person.
- 3. Unlawfully selling a controlled substance.
- 4. Committing or attempting to commit a sexual assault or sexual battery.
- 5. Possession of an explosive.

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## SEXUAL HARASSMENT

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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)

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## STUDENT RIGHTS

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

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

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## **BULLYING**

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No student or group of students shall, through physical, written, verbal, or other means, harass, sexually harass, threaten, intimidate cyber bully, cause bodily injury to, or commit hate violence against any other student or school personnel.

Juan de Anza Elementary believes that all students have a right to a safe and healthy school environment. Bullying has a negative effect on the social environment of schools, creates a climate of fear among students, and leads to other antisocial behavior. Recognizing the harmful effects of bullying on student learning and school attendance, school employees have an obligation to promote mutual respect, tolerance, and acceptance.

Juan de Anza Elementary will not tolerate behavior that infringes on the safety of any student. No individual or group shall intimidate, harass, sexually harass, threaten, cause bodily injury to, or commit hate violence against another student or school personnel through physical, written, verbal, or other means. Such behavior includes: direct physical contact, such as hitting or shoving, or taking or breaking another individual's property; verbal assaults, such as name-calling, taunting, making inappropriate sexual comments, or threatening to cause harm; and social isolation, embarrassment, or manipulation.

Cyberbullying includes the electronic creation or transmission of harassing communications, direct threats, or other harmful texts, sounds, videos, or images. Cyberbullying can include sharing personal or private information about another student, causing embarrassment or humiliation.

As appropriate, Juan de Anza Elementary may collaborate with law enforcement and community-based organizations and agencies in the development and implementation of strategies to promote safety in schools and the community and to provide services for alleged victims, witnesses, and perpetrators of bullying.

### **Bullying Intervention**

Students are expected to immediately report to the principal or designee incidents of bullying or when there is suspicion that a student is being victimized on school grounds, while traveling to and from school, during the lunch period, and during a school-sponsored activity. Students can confidentially and anonymously report threats or incidents by leaving a note in the box located outside of the Care Team office.

School employees who witness an act of bullying shall immediately intervene to stop the incident when it is safe to do so.

When appropriate based on the severity or pervasiveness of the bullying, the Wiseburn USD Superintendent, principal, or principal's designee shall notify the parents/guardians of victims and perpetrators and may contact law enforcement.

The principal or designee may refer a victim, witness, perpetrator, or other student affected by an act of bullying to a school counselor, school psychologist, social worker, child welfare attendance personnel, school nurse, or other school support service personnel for case management, counseling, and/or participation in a restorative justice program as appropriate.

### **Reporting and Filing of Complaints**

Any individual who believes that a student has been subjected to bullying or who has witnessed bullying may report the incident to a teacher, the principal, a compliance officer, or any other available school employee. A school employee who receives a report or is witness of an incident of bullying involving a student shall notify the principal within one business day, whether or not the alleged victim files a complaint.

When the circumstances involve cyberbullying, individuals with information about the activity shall be encouraged to save and print any electronic or digital messages that they feel constitute cyberbullying and to notify a teacher, the principal, or other employee so that the matter may be investigated. When a student uses a social networking site or service to bully or harass another student, the Wiseburn USD Superintendent or Designee may file a request with the networking site or service to suspend the privileges of the student and to have the material removed.

Complaints or reports filed should include, at minimum, the following information:

1. Description of the incident, including date, time, and location of such incident
2. Identity of the alleged victim(s) and alleged offender(s)

3. List of witnesses who may have relevant information
4. Any evidence of the bullying allegations

### **Investigation and Resolution of Complaints**

All complaints of bullying must be investigated by the principal or designee within ten business days from the date the complaint was filed. The principal or designee shall take all necessary actions to resolve the complaint and provide the complainant with a final written decision that contains, at minimum, the following elements:

1. A description of the complaint
2. The list of evidence gathered and reviewed
3. The rationale for the decision based on evidence and any applicable laws or Juan de Anza Elementary policies
4. Corrective actions, if any are warranted

Discrimination, harassment, intimidation, and bullying based on actual or perceived status of a student belonging to a protected class is prohibited. If the principal or designee, in the course of the investigation, determines that discriminatory harassment, intimidation, or bullying has occurred, the principal or designee shall inform the student or parent/guardian of the right to file a formal written complaint in accordance with Juan de Anza Elementary's Uniform Complaint Procedures (UCP). The principal or designee shall also inform the Wiseburn USD Superintendent of the complaint, who shall then investigate and resolve the complaint in accordance with the UCP.

As part of the investigation, the principal or designee shall provide an opportunity for the complainant, or the complainant's representative, or both, to present evidence or information to support the allegations in the complaint. Such evidence or information may be presented at any time during the investigation. Refusal by the complainant to provide documents or other evidence related to the allegations in the complaint, or to otherwise fail or refuse to cooperate in the investigation or engage in any other obstruction of the investigation, may result in the dismissal of the complaint because of a lack of evidence to support the allegations.

Interviews of the alleged victim(s), any alleged offenders, and other relevant witnesses shall be conducted privately, separately, and in a confidential manner. As necessary, additional staff or legal counsel may conduct or support the investigation.

All complainants shall be protected from retaliation. In investigating complaints, the confidentiality of the parties involved shall be protected as required by law. For any complaint alleging retaliation or discriminatory harassment, intimidation, or bullying, the Wiseburn USD Superintendent or Designee shall keep the identity of the complainant, and/or the subject of the complaint if he/she is different from the complainant, confidential when appropriate and as long as the integrity of the complaint process is maintained.

As appropriate, interim measures shall be implemented during and pending the result of an investigation and shall remain in place until the principal or designee determines they are no longer necessary.

### **Corrective Actions and Disciplinary Measures**

When a complaint is found to have merit, appropriate remedies that may be offered to the victim but not communicated to the offender may include, but are not limited to, the following:

1. Counseling
2. Academic support
3. Health services
4. Assignment of an escort to allow the victim to move safely about campus
5. Information regarding available resources and how to report similar incidents or retaliation
6. Separation of the victim from any other individuals involved, provided that the separation does not penalize the victim
7. Restorative justice
8. Follow-up inquiries to ensure that the conduct has stopped and that there has been no retaliation



Corrective actions for a student determined to have committed an act of bullying of any type may include, but are not limited to, the following:

1. Transfer from a class or school
2. Parent/guardian conference
3. Education regarding the impact of the conduct on others
4. Positive behavior support
5. Referral to a student success team
6. Denial of participation in extracurricular or co-curricular activities or other privileges
7. Disciplinary action, such as suspension, expulsion, or involuntary removal as permitted by law

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## PARENT COOPERATION

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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. No one is permitted to interfere with the learning or safety of others. We live in a community and work in groups and groups need rules. Review the school discipline plan with your child. 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.

### Anza Elementary 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)**