

TOWERS ELEMENTARY SCHOOL

5600 Towers Street
Torrance, CA 90503

(310) 533-4535

FAX: (310) 972-6456

www.towers.tusd.org

www.towerspta.com

Towers Elementary School



everychild.one voice.

Torrance Council PTA
Thirty-Third District PTA
California State PTA

PARENT TEACHER ASSOCIATION

2010-2011

DIRECTORY & HANDBOOK

This Directory has been compiled for the sole use and convenience of the Towers Elementary School staff and parents. All names, addresses, and phone numbers are for PTA use only.

PLEASE GUARD AGAINST ITS UNAUTHORIZED USE BY OTHERS.

PTA INFORMATION

Since its founding in 1960, the Tower's PTA has prided itself on being a supportive voice for children, a significant resource for parents, and a perpetual advocate for education in our school.

The Parent - Teacher Association (PTA) is a self-governing unit that plans its programs and activities to meet the needs of children and youth in the community.

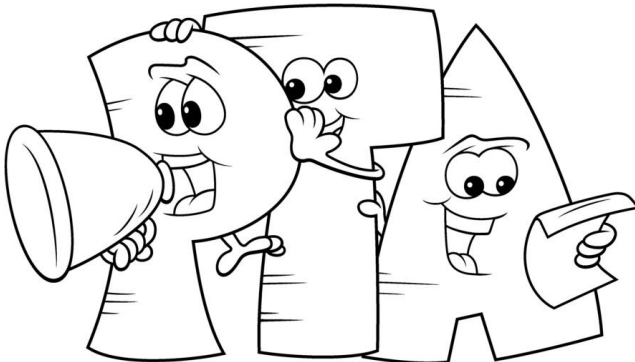
Each PTA has its own characteristics, but the underlying purpose of promoting the welfare of children and youth unites all PTAs, and gives continuity and nationwide significance to their work.

PURPOSES OF THE PTA

- To promote the welfare of children and youth in home, school, community, and place of worship.
- To raise the standards of home life.
- To secure adequate laws for the care and protection of children and youth.
- To bring into closer relation the home and the school, that parents and teachers may cooperate intelligently in the education of children and youth.
- To develop between educators and the general public such united efforts as will secure for all children and youth the highest advantages in physical, mental, social, and spiritual education.

MISSION STATEMENT

The mission of the California State PTA is to positively impact the lives of all children and families by representing our members and empowering and supporting them with skills in advocacy, leadership, and communication.



TORRANCE COUNCIL OF PTA's

www.torrancecouncilofptas.org

Council President

Martha Deutsch
Torrance, CA

torrancecouncil@aol.com

33rd DISTRICT PTA

www.33rdpta.org

District President

Tom Horn
Lakewood, CA

pta33rd@aol.com

562-804-4519

CALIFORNIA STATE PTA

www.capta.org

California State PTA President

Jo A.S. Loss
Sacramento, CA

leadership@capta.org

916-440-1985

NATIONAL PTA

www.pta.org

National PTA President

Charles J. "Chuck"
Saylor
Greenville, NC

info@pta.org

800-307-4782

PTA PRESIDENT'S MESSAGE



Dear Towers Parents,

It is my honor and privilege to take on the responsibilities of the 2010-2011 PTA President at Towers Elementary. Having three children that attend Towers Elementary I have experienced first hand how much the Towers PTA adds to my children's enrichment. I have been teaching for over 20 years and have seen time after time what the PTA does to continue supporting student's education. It is simple: having dedicated teachers, hard working staff, and superior parent involvement. The Towers PTA is fortunate to have all three.

Those involved in the Towers PTA do so completely on a volunteer basis. Their goal is to continue adding to the enrichment of the students' education by providing many activities such as: Adventures in Art, field trips, assemblies, and the bike rodeo. These listed enrichment activities are just a small sample of what the Towers PTA provides.

It is through the involvement of the PTA members and their donations that allow these activities to continue year after year. If you were a PTA member last year I look forward to your continued involvement and support. If you were not a PTA member please help by becoming a Towers PTA member. Your membership and involvement will go directly to enrich the education of the students at Towers Elementary.

Thank you for taking the time to read this message. I and the rest the PTA Board are looking forward to an exciting 2010-2011 school year at Towers Elementary.

Sincerely,

Rick Crump
Towers PTA President
"Plant A Seed and Watch Our Towers Children Grow"

TABLE OF CONTENTS

<u>PTA INFORMATION</u>	ii
PURPOSES OF THE PTA	ii
MISSION STATEMENT	ii
PTA PRESIDENT'S MESSAGE	iv
PTA EXECUTIVE BOARD MEMBERS	1
TOWERS PTA SPONSORED PROGRAMS	5
<u>CALENDAR</u>	11
SCHOOL HOLIDAYS & STUDENT FREE DAYS (No School)	11
MINIMUM DAYS (*Early Dismissal)	11
SPECIAL EVENTS & PROGRAM DATES	12
PTA EXECUTIVE BOARD MEETINGS	15
PROGRAM / PTA ASSOCIATION MEETINGS	16
<u>SCHOOL INFORMATION</u>	17
TOWER'S VISION AND MISSION	17
PRINCIPAL'S MESSAGE	18
TOWER'S PERSONNEL 2010-2011	19
TOWERS DAILY SCHEDULE	21
ATTENDANCE	22
SCHOOL HOURS AND DISMISSAL	22
ABSENCES	22
ARRIVING LATE OR LEAVING EARLY	23
PERMISSION FOR STUDY TRIPS	23
DISCIPLINE & HOMEWORK	24
DISCIPLINE PLAN	24
HOMEWORK POLICY FOR ALL STUDENTS	27
EMERGENCY CARDS- <u>VERY IMPORTANT!</u>	28
EMERGENCY PREPAREDNESS	29
HEALTH & SAFETY	30
DROPPING OFF AND PICKING UP CHILDREN	30
BICYCLES AND SKATEBOARDS	31
WELLNESS POLICY TUSD	31
MEDICATION	31
CASTS, BRACES, SPLINTS	32
ACCIDENT INSURANCE FOR STUDENTS	32
TUBERCULOSIS SCREENING	33

PTA INFORMATION

ASBESTOS MANAGEMENT	33
INFORMATION & POLICIES	33
BIRTHDAY CELEBRATIONS	33
STUDENT DRESS AND GROOMING	34
CELLULAR PHONES	34
FOOD AT SCHOOL	35
LUNCH INFORMATION	35
TOWERS CAFETERIA LUNCH PROGRAM	35
MESSAGES TO STUDENTS	36
PARENTS AND VISITORS ON CAMPUS	36
PUPIL RECORDS	36
SEARCH AND SERVE NOTICE	37
STATEMENT OF NONDISCRIMINATION	37
UNIFORM COMPLAINT PROCEDURE	37
TALKING TO TEACHERS DURING SCHOOL HOURS	38
SCHOOL PROGRAMS & COMMITTEES	38
ENGLISH LEARNERS & MULTICULTURAL ADVISORY COMMITTEE (ELMAC)	38
GIFTED AND TALENTED EDUCATION (GATE)	38
LEARNING CENTER	39
MUSIC	39
BACK-TO-SCHOOL NIGHT	39
OPEN HOUSE	39
SCIENCE FAIR	39
SCHOOL SITE COUNCIL (SSC)	39
PROFESSIONAL LEARNING COMMUNITIES (PLC)	40
ADOPT-A-SCHOOL PARTNER	40
<u>GENERAL INFORMATION</u>	41
TORRANCE UNIFIED SCHOOL DISTRICT	41
CITY OF TORRANCE OFFICIALS	42
TORRANCE CITY LIBRARIES	43
NON-SCHOOL SPONSORED ORGANIZATIONS	43
ELECTED OFFICIALS REPRESENTING TORRANCE	44
MAP OF TOWERS SCHOOL	46

PTA EXECUTIVE BOARD MEMBERS



OFFICERS

OFFICE	OFFICER	EMAIL ADDRESS	PHONE
President	Rick Crump	rickcrump83@yahoo.com	310-408-2414
1st Vice President	Dora Kane	kanebddm@gmail.com	310-542-4148
2nd Vice President	Colette Trainor	colettetrainor13@verizon.net	310-697-6213
3rd Vice President	Shirley Renfro	shirlrenfr@aol.com	310-793-0365
4th Vice President	Laura Brandt	jlbrandt97@verizon.net	310-542-9100
5th Vice President	Thalia Commins	thalia@thaliac.com	310-371-6441
6th Vice President	Jaime Cabrera	jaimeb_c@yahoo.com	310-371-4727
Advisor (Principal)	Dr. Yuen	kyuen@tUSD.org	310-533-4535
Auditor			
Budget & Finance Corresponding Secretary	Jeanine Nugent	jeanine_nugent@verizon.net	310-316-7093
Historian	Amy Altenberg	amyaltenberg@verizon.net	310-542-2779
Parliamentarian	Claudine Valot	cvalot@etUSD.org	310-533-4535
Recording Secretary	Linda Olsen	lolsen@elcamino.edu	310-874-2212
Teacher Rep	Tricia Poffenbarger	tpoffenbarger@etUSD.org	
Treasurer	Kevin Ball	kball90503@verizon.net	310-612-7777

PTA INFORMATION

EDUCATION - 1st Vice President – Dora Kane

COMMITTEE	CHAIRPERSON	PHONE/EMAIL
Adventures In Art	Thalia Commins	310-971-6441
Champs	Kathleen Fogo	310-214-1133
Emergency Preparedness	Dora Kane	310-542-4148
Enrichment	Christina Hick	310-921-1097
Green Committee		
Legislation		
Parent Education		
Physical Education- Playground Equipment		
Reflections	Dilyce McCraig	dlmckraig@sbcglobal.net
Scholarship	Leah Peri	310-371-2658
Wellness Committee	Carolyn Kramer	310-542-9794



MEMBERSHIP - 2nd Vice President – Colette Trainor

COMMITTEE	CHAIRPERSON	PHONE/EMAIL
Bert Lynn Representative	Shirley Renfro	310-793-0365
West High Representative	Amie Northern	310-370-6709
Communication Packets	Cheri Lowe	424-206-1250
Directory	Ana Koliander	310-214-3450
Honorary Service	By Committee	
Membership Campaign	Cheri Lowe	424-206-1250
	Colette Trainor	310-697-6213
Mural	Suzanne Gibson	310-739-5978
Newsletter	Angie Kim	310-542-3527

PTA INFORMATION



WAYS & MEANS - 3rd Vice President – Shirley Renfro

COMMITTEE	CHAIRPERSON	PHONE/EMAIL
Book Fair	Cheryl Strong	310-930-0616
Box Top Labels	Cheri Lowe	424-206-1250
Direct Donation	Colette Trainor	310-697-6213
	Cheri Lowe	424-206-1250
Family Portraits	Penny Nielsen	310-769-1396
Jog-A-Thon	Sindy Kang	310-542-3853
Scrip	Courtney Etherington	310-921-9219
Student Store	Amparo McCone	Ampies007@gmail.com
	Anerta Malone	310-542-1933
T-shirts	Dora Kane	310-542-4148
Earning for Learning		



VOLUNTEER COORDINATION - 4th Vice President –Laura Brandt

COMMITTEE	CHAIRPERSON	PHONE/EMAIL
Annuals	Annika Quist	310-540-9201
Beautification		
Courtesy & Hospitality	Jennifer Hasegawa	310-600-7759
Room Rep. Coordinator	Lisa Aitken	310-259-4204
		Aitkenlisa@hotmail.com
Teacher Appreciation	Julie Lumbao	310-212-1331
		Julielumbao@yahoo.com
Volunteer List	Lisa Aitken	310-259-4204
		Aitkenlisa@hotmail.com
WATCH D.O.G.S.	Brian Barbara	310-714-5151
		Brianmbarbara@hotmail.com



LIBRARY & TECHNOLOGY- 5th Vice President – Thalia Commins

COMMITTEE	CHAIRPERSON	PHONE/EMAIL
Book Purchasing		
Library Committee		
Read-A-Thon		
Call System	Kavian Yuen	310-533-4535
Music Program	Jory Schulman	310-533-4535
Computer Lab		
Technology		
Website	Tom Shortridge	310-371-8321

PROGRAMS - 6th Vice Presidents – Jaime Cabrera

COMMITTEE	CHAIRPERSON	PHONE/EMAIL
Bike Rodeo	Jeanine Nixt	
Blue Ribbon Week	Colette Trainor	310-697-6213
5 th Grade Picnic	By Committee	
Gold Rush Days	By Committee	
Ice Cream Social	By Committee	
Red Ribbon Week	By Committee	
Variety Show	By Committee	
Casino Night	Dena Almaraz	310-720-3973
Spelling Bee	Kathleen Fogo	310-214-1133

TOWERS PTA SPONSORED PROGRAMS

ANNUALS

Towers PTA will publish its yearly annual for the students. Any photos taken of student activities are welcome. Towers PTA will distribute one annual to each student at the close of the school year.

ASSEMBLIES

Towers PTA provides funds for several student assemblies each year. These assemblies will include a variety of subject material in keeping with the school curriculum.

BLUE RIBBON WEEK

During this week in May, we remember and honor all of those who serve in law enforcement in our city, state and country.

BOOK FAIR

Towers PTA sponsors book fairs to provide students and teachers the opportunity to attain quality books that correspond to your child's curriculum and reading level. All funds generated by the Book Fairs are used for the School Library.

CHAMPS

This is a self-esteem enhancing peer leadership program for all 5th grade students. CHAMPS is facilitated by volunteers and led by the 5th grade teaching staff. Students meet monthly to discuss life goals and choices. CHAMPS means Champs Have And Model Positive Peer Skills.

COMMUNICATION PACKAGE

It is very important that you receive all communications. To assure us that you have received the information sent home, we have devised a parent communication system. A packet of materials will be sent home each **Wednesday** with the oldest child of each family. In our attempt to go "green", shortly you will find all information on our website at www.towerspta.com.

COMPUTER LAB

Our school computer lab is coordinated by Towers staff and volunteers. The volunteers assist the students while learning keyboarding or word processing. This is a very valuable experience for students and volunteers.

DIRECT DONATION DRIVE

The money raised through the Direct Donation Drive Campaign supports the many programs that the PTA provides to your children. Because it's increasingly harder for public education to fund certain programs, the PTA has helped supplement the classroom curriculum with: art programs, assemblies, field trips, etc. Therefore your support truly impacts your child's education. Your donation is tax deductible and 100% of your donation stays at Towers.

EMERGENCY PREPAREDNESS

This is one of the most important concerns that we have for our children. The PTA researches, coordinates, and funds all supplies necessary for treating our children in a disaster. When you receive requests for help volunteering, information and time, please give this your total attention.

ENRICHMENT

The PTA provides enrichment funds for each teacher to help purchase educational materials and supplies. Since supply budgets have been hit hard in the past few years, we find it essential to help provide the teachers with much needed classroom materials for academic enrichment.

FAMILY PORTRAITS

Our annual family portraits will be available in November. You may purchase a portrait of your entire family for a very reasonable price. Our school receives the entire amount as a donation, and you receive a beautiful color portrait. Additional poses will be taken at no charge to you, to be reviewed when you pick up your portrait. These poses are priced reasonably, but you are under no obligation to buy. The portraits will be back in time for the holidays.

FIELD TRIPS

The PTA provides funds for transportation for two field trips for each classroom per year. The destination is at the discretion of the classroom teacher.

FIFTH GRADE PICNIC

Each year in last week of school, we sponsor a picnic to celebrate the promotion of our 5th graders to middle school. The entire 5th grade class enjoys a day at the park. After a barbeque lunch, the 5th graders participate in fun games and friendly competition. The day is capped off with a celebration in the school cafeteria.

FINE ARTS - ADVENTURES IN ART - TORRANCE

Volunteers that are trained at artist-taught workshops provide five “art experiences” during the year. These “hands-on” opportunities are uniquely designed and rooted in different cultures and art media. This program effectively complements the DBAE (Discipline Based Art Education) program currently used by our teachers. The program culminates in the spring with an art exhibit featuring an AIA project done by each Towers student.

FINE ARTS - REFLECTIONS

Reflections is a cultural arts program of the National Congress of Parents and Teachers (the National PTA), which encourages students in grades K-12 to express their thoughts and feelings through the creative arts. Every year a new theme is chosen, and students create artwork at home or school in four categories: Literature, Visual Arts, Photography and Musical Composition. Watch for more information in early October.

GRANTS

With funds for education growing smaller each year, a group of volunteer parents has come together to receive training in grant writing, application, and management. During the year, these people help formulate and write grants and obtain in-kind donations that will support the needs of our students.

HONORARY SERVICE

Each year in February, the local, State and National PTA takes this opportunity to honor those people who have dedicated their lives to children, and have made a significant contribution to their community. At Towers, we honor these people with a celebration at our February Association Meeting.

ICE CREAM SOCIAL

This wonderful celebration will take place in June in the Towers cafeteria. It includes fun with friends, yummy ice cream treats, and games– a great family evening.

JOG-A-THON

This is one of the two main fundraisers that the Towers PTA holds for its general budget needs. In February, the children are asked to take pledges of financial support for each lap completed the day of the run. This is a fun, enthusiastic event.

LEGISLATION

Several members of the PTA Board are involved in following and studying different legislation on the local, state and national level that affect our children and schools.

PTA INFORMATION

This information is then passed along to our community usually in the weekly communications packet.

LIBRARY

Towers School Library is funded by our PTA and staffed by PTA volunteers. Volunteers are needed to assist the students while checking out books. Be sure to encourage your children to take advantage of this valuable resource by signing the Library Checkout permission slip that will be sent home with your child.

MEMBERSHIP

All parents, families and community members are encouraged to support the PTA. The majority of the money raised in the PTA membership drive goes to the National PTA. This branch of the PTA supplies all PTA's with legislative support on education issues, parent education, materials, and training for PTA members.

NEWSLETTER (TOWERS TIMBERWOLF TIMES) & WEBSITE

The "TTT" is a current informational publication to keep you updated on what's happening at Towers. You can download it from our website, pickup a copy in the office, or have it emailed directly to you. To access information on our new PTA/TOWERS website go to: www.towerspta.com.

PARENT EDUCATION

Watch for information that comes home in the weekly communication packet on various programs that we offer. There is also parent education offered in the monthly newsletter and a section called "Ask Your PTA."

READ-A-THON PROGRAM

This is a fun-filled, incentive program sponsored by the PTA to promote extra-curricular reading. Look for more information in the spring!

RED RIBBON WEEK

This week is held in October of each year. We are a part of a national campaign to eradicate drug use. There are pep rallies and lots of red ribbons!

ROOM REPRESENTATIVES

Without Room Representatives your PTA could not function successfully in the school. Room representatives call their class for volunteers to help with PTA activities. Room Representatives also help their class at two PTA sponsored parties.

SAFETY - BIKE RODEO & BIKE HELMETS

This is a yearly event held at Torrance schools in the spring. PTA volunteers will run this event for third, fourth and fifth grade students wanting to participate. Bicycle safety and skills are stressed. This is also a good time to license bicycles.

SCHOLARSHIPS

Our PTA awards scholarship money to graduates from West High, who have also graduated from Towers Elementary School. Scholarship applications are sent to our committee from the high school counselors.

SCRIP

The revenue generated by selling SCRIP from our local grocery and retail stores goes directly into our PTA funds. This is not a donation. The store sells the certificates at a discount to the school, and parents pay full face value when they purchase it. By participating in this program, you can support your own child's educational enrichment!



STUDENT STORE (TIMBERWOLF TRADER)

Our student store will carry supplies such as pens, pencils, folders, and school spirit items. The store is open Friday mornings before school starts.

TOWERS T-SHIRTS

Towers School T-shirts and sweatshirts are sold yearly to promote school spirit. Students are encouraged to wear their shirts on Fridays. This is not a fundraiser as the shirts are sold at cost. Watch for flyers with an order blank to be sent home in September. After the initial orders are filled, the balance remaining will be on sale at the student store.

VARIETY SHOW

In March, our children present a wonderful variety show of all of their talents, musical and athletic. Notices for volunteers will come out in your child's communication package.

WATCH D.O.G.S.

All father and father figures are invited to join this program at Towers. This program is being used by schools across the country to promote positive and committed fathers and father figures in our students' lives.

CALENDAR

CALENDAR

SCHOOL HOLIDAYS & STUDENT FREE DAYS (No School)

September 27	Student Free Day
October 25	Student Free Day
November 11-12	Veterans Day
November 24 –26	Thanksgiving Holiday
December 20-31	Winter Break
January 17	Martin Luther King, Jr. Day
January 28	Student Free Day
February 14	Lincoln's Birthday
February 21	Washington's Birthday
April 4-8	Spring Break
May 30	Memorial Day
June 17	Student Free Day

MINIMUM DAYS (*Early Dismissal)

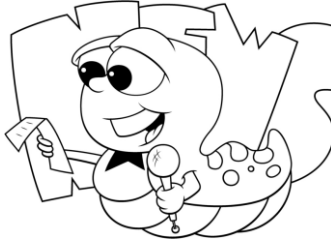
September 23	Back-to-School Night
December 13-17	Parent Teacher Conferences
March 21-25	Parent Teacher Conferences
April 23	Open House/Minimum Day
June 16	Last Day of School (Dismissal at 11:45 am)

**Early dismissal for minimum days are:*

Grades 1-5 2:12

Kindergarten will have regular dismissal at 1:50.

SPECIAL EVENTS & PROGRAMS



September 8	First Day of School
September 14-18	PTA Membership Drive
September 23	Back-to-School Night/PTA Association Meeting
September 27	Student Free Day
September 28	School Picture Day
October 18-22	Red Ribbon Week
October 21	Great California Shake Out
October 22	Progress Reports Go Home
October 25	Student Free Day
October 29	Halloween Parade
October 30	Halloween Carnival*
November 1	School Picture Retakes
November 1-5	Book Fair
November 8	Reflections Entries Due (Towers Deadline)
November 11-12	Veterans Day
November 24-26	Thanksgiving Holiday
December 1	Trimester Ends
December 9	Staff Holiday Luncheon
December 10	Report Cards Go Home/Father-Daughter Dance*
December 13-17	Parent Conferences / Minimum Days
December 14	Barnes & Noble Book Fair / Holiday Program

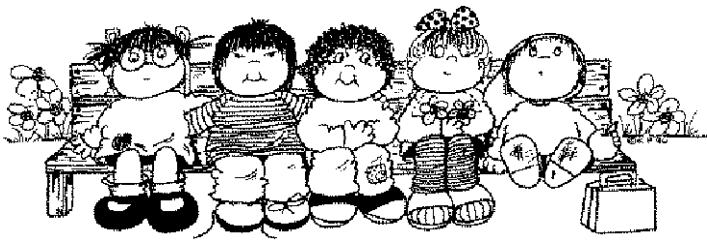
CALENDAR

December 17	Winter Class Parties
December 20-31	Winter Break
January 3	Students Return from Winter Break
January 17	Martin Luther King, Jr. Holiday
January 25	Career Day
January 27	Progress Reports Go Home
January 28	Student Free Day
February 11	Valentine's Day Class Parties
February 14	Lincoln's Birthday
February 21	Washington's Birthday
February 24	Reflections / Honorary Service Awards / Association Meeting
February 28-March 4	Book Fair
March 1	4 th Grade Star Writing
March 3	Vision & Hearing Test for 1 st Grade
March 9	Trimester Ends
March 11	Mother / Son Dance*
March 18	Report Cards Go Home
March 21- 25	Parent Conferences / Minimum Days
March 24	Variety Show / PTA Association Meeting / 5 th Grade Panoramic Picture Day
March 25	Torrance Education Foundation Dinner
March 30	Spring Pictures
April 4-8	Spring Break
TBA	Walk Through Revolution (5 th Grade)*
April 26-May 17	CST Testing Window
April 29	Jog-A-Thon*
May 6	Progress Reports Go Home
May 19	Spring Concert (Victor Elementary)
May 23-27	Teacher Appreciation Week

CALENDAR

May 30	Memorial Day
May 31-June 3	Book Fair
June 1	Family Picnic / Student Showcase Day
June 3	Track Meet
June 7	5 th Grade Picnic
June 9	Ice Cream Social
June 10	Gold Rush Day / 4 th Grade
June 16	Last Day of School

**TBA- to be announced later. Each month a detailed calendar will be distributed that includes any changes/additions, plus specific times. School activities and other special events will also be listed.*



PTA EXECUTIVE BOARD MEETINGS

The purpose of these meetings is for the officers and committee chairs to conduct their monthly business. Anyone wishing to observe may attend, but will be unable to vote. Also, if you would like to discuss a matter you must present your idea in writing, one week in advance, to the PTA President. You can email the PTA president, Rick Crump at Rickcrump83@yahoo.com or call if you have questions at (310) 408-2414. All PTA Meetings are held at 6:30pm in the Tower's Cafeteria..

DATE

September 15

October 15

November 17

January 19

February 16

March 16

April 20

May 18

June 15

PTA STATE CONVENTION

April 28 – May 1

Long Beach, California

PTA NATIONAL CONVENTION

June 9 – 12

Orlando, Florida

PROGRAM / PTA ASSOCIATION MEETINGS

It is required in the by-laws of the organization to have four meetings per year to which the entire membership is included. The purpose of these meetings is to approve the annual budget, approve nominations for next year's executive board and vote on any issues requiring the entire association. These meetings are scheduled along with school programs to make it convenient for all PTA members to attend.

<u>DATE</u>	<u>PROGRAM / PTA MEETING FOCUS</u>
September 23	Back to School Night Approve Annual PTA Budget Ratify Committees & Calendar of Events
February 24	Honorary Service Awards & Reflections Awards Elections for 2010-2011 Executive Board
March 24	Variety Show – 6:30 pm

THE PURPOSE OF TOWERS SCHOOL

The purpose of Towers School is to educate children.

Vision

Towers Elementary is dedicated to a strong tradition of quality education in a safe and academically motivating environment in which all students can reach their maximum potential. Our vision is to develop lifelong learners who can be leaders in our culturally diverse world as they meet the challenges of the future.

Mission

Towers Elementary maintains high expectations in developing the whole child in a well-balanced program that encompasses social, emotional, cognitive, and physical development in an environment that maximizes individual potential as determined by state and national standards. Towers Elementary is also dedicated to empowering students' self-esteem and respect for all members of our community. Consistent with our motto, "Kids with Character", faculty, students, parents, and community liaisons nurture and demonstrate positive character traits including Respect, Responsibility, Fairness, Friendship and Honesty. We commit to a comprehensive system of support to assure this outcome.

We will achieve our vision because . . .

We believe in a leadership style that inspires trust, teamwork, and continuous improvement.

We believe that each child is a unique learner.

We believe lifelong learning is a key to lifelong success.

We believe that every child can succeed in our global community.

We value our community's contributions and the involvement that enriches our programs.

We believe in a safe and nurturing learning environment.

We believe that "Towers' Teamwork makes the Dream Work".

Towers School believes in children.

PRINCIPAL'S MESSAGE

Dear Towers Parents,

The start of school went smoothly and our students are beginning to acclimate to their classroom routines. The classrooms are now moving ahead to prepare all of our students for proficiency in grade level content standards.

Through your support, Towers made Adequate Yearly Progress and made gains in our Academic Performance Index. Despite the budget crisis, we were also able to sustain many of our enrichment programs due to your donations to the PTA. At the core, we were able to maintain a strong instructional program, delivered in a safe setting, for all of our students.

In addition, Towers is gradually becoming a 21st Century School. Over half of our classrooms are equipped with interactive white boards that help teachers with their delivery of lessons, making the lessons highly interactive and visual for our students. Every classroom at Towers have a document camera and LCD projector that enable teachers to model lessons for students and present information that taps into the multiple learning modalities of our students.

As a school, we have continued to focus our efforts in the areas of reading, writing, mathematics, science, and technology. We have teachers who are a part of Sally Ride Science, Mickelson ExxonMobil Teachers Academy, and Cognitively Guided Instruction, to name a few. Through these trainings, our teachers become more knowledgeable about current best practices that are research based, which enables our students to receive effective instruction and powerful learning.

I am particularly proud of our students at Towers. Many of our students have presented initiatives to either me, or their teachers, and demonstrated their leadership to the entire school. For instance, we have a student initiated group that helped the school “go green” by teaching students to recycle. We also have students who collected goods and delivered them to local charities. It is wonderful to see our students acknowledge a problem in our community, think of ways to solve the problem, and put their ideas into action to better their world.

Thank you for being a partner of Towers Elementary School. We appreciate all the help you have provided to our school and your continuous support.

Sincerely,

Kaivan Yuen, Ed. D.

Principal

SCHOOL INFORMATION

TOWER'S PERSONNEL 2010-2011

Kaivan Yuen

Principal



TEACHING STAFF

	<u>Grade</u>	<u>Room</u>
Sherry Skari	K	1
Debbie Lee	K	K2
Tamara Sheue	K	K1
Theresa McCarthy	K/1	6
Carrie Padden	1	13
Carrie Brumbaugh	1	2
Laura Jane Boushell	1	14
Denise Palmieri	2	26
Tricia Poffenbarger	2	24
Kelly Schneider	2	30
Claudine Valot	3	25
Alisa Dawson	3	9
Yvonne De Morro	3	27
Danica Burgner	4	8
Nanette Parra	4	4
Kim Gauna	4	7
Carol Grossi	4/5	5
Shelley Miller	5	3
Jackie Hayden	5	9
Cindy Barth	K-3	23
Angelica Tipon	4-5	21

SCHOOL INFORMATION

INSTRUCTIONAL ASSISTANTS

Victoria Nagano (Paraeducator)
Diana Demshki (Paraeducator)
Irena Rook (RSP Assistant)
Lynn Dyer (Paraeducator)
Sylvia Williams (Instructional Aide)

SUPPORT STAFF

Secretary..... Nancy Horvat
Office Assistant Jill Pierson
Custodian Mike Turner
Cafeteria Maria Bird
Health Assistant Teresa Kalmar
Speech & Language..... Daphne Tanimitsu
..... Rachel Swanholt
..... Kristin Amidon
Psychologist..... Leana Tsue
Counselor..... Angelica Vargas-Jones
Instrumental Music & Vocal..... Jory Schulman
Intervention Teacher Roberta Alvarez-Morales

NOON ASSISTANTS

Sindy Kang
Tess Kalmar
Dolly Keswani
Ana Koliander
Rosalba Laveaga
Dayna Mackintosh
Esperanza Villavisencio

SCHOOL INFORMATION

TOWERS DAILY SCHEDULE

8:20 AM	School Grounds Open
8:50 AM	Kindergarten, 4 th & 5 th grade classes begin
8:59 AM	1 st , 2 nd , & 3 rd grade classes begin. Every Friday at 9:00AM, school begins with a flag salute and morning message on the playground. Other days or during rain, go directly to classroom upon arrival.
10:15 AM – 10:30 AM	K, 1 st , & 2 nd grade recess
10:20 AM - 10:35 AM	3 rd , 4 th , & 5 th grade recess
11:45 AM - 12:30 PM	Kindergarten & 1 st grade lunch
12:15 PM - 1:00 PM	2 nd & 3 rd grade lunch
12:30 PM - 1:15 PM	4 th & 5 th grade lunch
1:45 PM - 1:55 PM	1 st & 2 nd grade recess
1:50 PM	Kindergarten dismissal
2:00 PM - 2:10 PM	3 rd , 4 th , & 5 th grade recess
3:12 PM	1 st – 5 th grade dismissal*

PLC Wednesday Dismissal

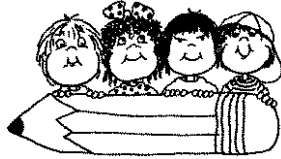
1:50 PM	Kindergarten dismissal
2:27 PM	1 st – 5 th grade dismissal

Minimum Day Dismissal

1:50 PM	Kindergarten dismissal
2:12 PM	1 st – 5 th grade dismissal

ATTENDANCE

SCHOOL HOURS AND DISMISSAL



Kindergarten
Grades 1-5

8:50 AM - 1:50 PM
8:50 AM - 3:12 PM

Students are to arrive on the school grounds no earlier than 8:20 AM since there is no student supervision before that time. Once students enter the school grounds after 8:20 AM, they should **NEVER** leave without permission from the principal.

All students are expected to go directly home immediately following dismissal from school. If you are picking up your child, please be on time.

ABSENCES

Any time your child is absent from school, please write a note to be given to your child's teacher stating the reason for absence. It is necessary according to state law that we know whether the absence was due to (1) illness, (2) medical appointment, (3) bereavement, or (4) for personal reasons.

Children who are sick should be kept at home because our school has neither the facilities nor the personnel to care for them. We would particularly like to stress that a child should not return to school until his/her temperature has been normal for at least 24 hours.

Please be certain that your child's green Emergency Card lists at least one adult living in the area who would be willing to assume responsibility for your sick or injured child during school hours. Also, we recommend that you check with local hospitals regarding pre-arranged programs at their locations to care for ill children.

IMPORTANT INFORMATION ABOUT SCHOOL FUNDING & ATTENDANCE -

School districts no longer receive funding from the State of California for pupils who are absent from school. This includes all absences, even those related to illness, medical or doctor appointments, or for the purpose of attending funeral services of a member of the immediate family. In other words, schools will receive state funding only for students who actually attend school. If you find it necessary to keep your child out of school for reasons **other than an illness**, we encourage you to send your child to school for at least a part of the day so that your child will not be counted absent and also will not miss out on important school assignments. It is crucial that local schools continue to receive the financial resources necessary to provide quality educational services and reduce program cuts. We want to avoid

SCHOOL INFORMATION

the unnecessary absences that reduce district resources and limit your child's opportunity to obtain good grades.

According to our district health procedures, *any child who becomes ill at school*, and either vomits or has a temperature, must go home to recover. Again, we would like to *stress* that a child should not return to school until his/her temperature has been normal for at least 24 hours.

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

ARRIVING LATE OR LEAVING EARLY

If your child is late to school, we ask that he or she report to the office (*and sign in at the office*) with a note of explanation signed by a parent or guardian before going to class. Arriving late results in the student missing an orientation to the instruction for the day. Please make every effort to help your child be on time. Tardy counts are written on report cards.

If you find it necessary to take your child out during school hours for any reason, **please come to the office and we will send for your child.** Teachers have been informed not to release any child from the classroom without office approval. If you know in advance that you will be picking your child up during school hours, a note to the teacher asking to have the child sent to the office at an appointed time makes matters more convenient.

PERMISSION FOR STUDY TRIPS

Prior to leaving the school for an instructional trip, students must return a permission slip signed by a parent or guardian that designates the location and time of the trip. Students not holding permission slips will have to be denied the opportunity for an exciting learning experience.



DISCIPLINE & HOMEWORK

DISCIPLINE PLAN

Please read the set of school rules for acceptable cafeteria, playground, and school-wide behaviors. We will be issuing citations for inappropriate behaviors.

To accomplish our academic and behavioral goals, your support and cooperation is required. Please discuss these rules carefully with your child.

Please read the following rules for yellow, pink, and blue citations for grades 1 - 5 carefully.

Cafeteria rules: (yellow citation)

1. Remain seated while eating
2. Speak in a quiet voice
3. Walk
4. No throwing food or wrappers

Playground rules: (pink citation)

5. Play in appropriate areas
6. Play appropriate school games
7. Use equipment properly
8. Use rest rooms properly
9. Obey Freeze Bell
10. After whistle, walk directly to line and stand quietly
11. Follow proper P.E. procedure

BREAKING ANY OF THE ABOVE THREE TIMES IN A MONTH WILL RESULT IN DETENTION.

School wide rules: (blue citation)

12. Treat others with respect and dignity:
 - a) No profanity
 - b) No "hurtful" language
 - c) No "talking back" to adults
 - d) No inappropriate physical contact
 - e) No vandalism or theft

BREAKING THE SCHOOLWIDE RULES WILL RESULT IN AUTOMATIC DETENTION.

SCHOOL INFORMATION

For those students who elect to frequently abuse the rules, a detention notice will be sent home for your review and signature. The following morning, the child is to return the signed notice to his/her teacher and is to serve detention after school the following Tuesday.

If a student receives a fourth blue slip, a conference with the Principal, parent, teacher and student will be set up and consequences, which may include suspension will be determined.

BEHAVIOR SUBJECT TO IMMEDIATE SUSPENSION OR EXPULSION

(as defined in the California Education Code and in Torrance Board Policy).

- Causing or attempting to cause physical injury
- Possessing firearms, knives or other weapons
- Possessing, selling or using alcohol or controlled substances
- Committing robbery or extortion
- Damaging or stealing private property
- Engaging in habitual profanity or vulgarity
- Disrupting school activities
- Defying the authority of teachers, supervisors or administrators

Education Code Section 48908

States that all pupils are required by law to comply with all school regulations, pursue the district's required course of study, and submit to the authority of the teachers of the school.

California Code of Regulations, Title 5 Section 4622

Requires pupils to conform to school regulations; obey all directions; be diligent in study and respectful to teachers and others in authority; and refrain from the use of profane and vulgar language.

Education Code Section 44807

Every teacher in the public schools shall hold pupils to a strict account for their conduct on the way to and from school, on the playgrounds, or during recess.

Thank you for your cooperation and assistance. Working together, we can provide the best possible experience for your child.

Torrance Unified School District-Sexual Harassment Policy for Students

Sexual harassment is a violation of Title IX of the Education Act Amendments of 1972, Title VII of the Civil Rights Act of 1964, and California Education Code Sections 210 through 214, inclusive.

SCHOOL INFORMATION

Definition

As used in this policy and regulation “sexual harassment” means unwelcome sexual advances, requests for sexual favors, and other verbal, visual, or physical conduct of a sexual nature, made by anyone in or from the district, under any of the following conditions:

1. Submission to the conduct is explicitly or implicitly made a term of the condition of the student’s academic status or progress.
2. Submission to, or rejection of, the conduct by the student is used as the basis of academic decisions affecting the student.
3. The conduct has the purpose or effect of having a negative impact upon the student’s work or academic performance, or of creating an intimidating, hostile, or offensive educational environment.
4. Submission to, or rejection of, the conduct by the student is used as the basis for any decision affecting student honor programs, or activities offered at or through the educational institution.

Complaint Procedure

1. **Informal Resolution Process** - To accommodate the unique nature of sexual harassment complaints, an informal process is provided for the primary resolution of a complaint at the earliest possible date.
 - a. The Principal will be available to receive sexual harassment complaints from students. If the complaint is against the Principal, the student may present his or her complaint to the appropriate Assistant Superintendent, K-12 Schools. Upon receiving a sexual harassment complaint, the Principal shall:
 - (1) Counsel the alleged victim.
 - (2) Obtain a factual written statement of the complaint.
 - (3) Conduct an investigation, interview the accused, and any witnesses as appropriate, and recommend the disposition of the complaint.
 - b. The Principal will review the factual information collected to determine whether the alleged conduct constitutes sexual harassment, giving consideration to the record as a whole and the totality of the circumstances, including the nature of the sexual advances and the context in which the alleged incidents occurred, and will take and/or authorize action.
 - c. An effort will be made to protect the privacy of the parties involved in a complaint. Files, which pertain to complaints handled under the informal process, shall be kept confidential.
2. **Formal Resolution Process**
 - a. If the complaint is not resolved by the informal process to the satisfaction of the alleged victim, the following formal procedures are available:
 - (1) The complaint shall be reduced to writing and sent to the Assistant Superintendent, K-12 Schools within ten working days of the completion of the informal process.
 - (2) The Assistant Superintendent, K-12 Schools shall investigate the complaint and respond within ten working days after receiving the complaint.
 - (3) If the complaint is not satisfactorily resolved at the level of the Assistant Superintendent, K-12 Schools within ten days of receipt of the Assistant Superintendent’s response, the student may request that the complaint be reviewed by the Superintendent.

SCHOOL INFORMATION

- (4) The Superintendent shall then take action deemed appropriate to resolve the situation including but not limited to, discipline, training, or other remedial measures.
- (5) An effort will be made to protect the privacy of the parties involved in a complaint. Files, which pertain to complaints handled under the formal process, shall be kept confidential.
- (6) Time limits may be extended by mutual agreement of the alleged victim and the person to whom the complaint is addressed at the respective level(s).
- (7) No retaliation of any kind will occur because a student made a sexual harassment complaint.

HOMEWORK POLICY FOR ALL STUDENTS

Homework shall be regularly assigned to all students to provide essential practice in needed skills, promote individual responsibility, extend the school experience of students, and enrich the learning activity.

- Homework shall grow out of the instructional programs and be assigned regularly in accordance with the needs and abilities of students. Students in classes of all ability levels should be assigned homework.
- Homework should be reasonable in the demands made on the students' time. Homework should be independent practice to reinforce skills previously taught in class.
- Homework assignments completed by the student shall be evaluated promptly by the teachers, and informative feedback shall be provided to students.
- Homework assignments shall not be made for disciplinary purposes.
- Parents shall be responsible for providing the opportunity for their children to complete homework assignments and are encouraged to cooperate with and to give support to teachers.
- Time spent on homework will vary according to individual needs, abilities and course of study. If there are concerns about homework, please talk to your child's teacher.

HOMWORK POLICY FOR ILLNESS

- Children who are **absent for a minimum of one or two days** will get their missing or make-up assignments from their teachers upon returning to school the next day. At that time the teacher will let the children know how much time they have to complete their assignments.
- If children are **absent more than two days**, homework may be requested at the beginning of the third day and will be ready for pick-up at the end of that day.

Extenuating circumstances may occur when parents know that children will be absent from school for a period of time, i.e. travel, family business, etc. In this case, arrangements in advance, need to be made with the teacher for class and homework assignments.

EMERGENCY CARDS- VERY IMPORTANT!

Current information is required on home and work telephone numbers, place of employment, caregiver's address and telephone number, and people who will be able to attend to your child in the event of illness or emergency. We need two cards. One is kept in the school office and the other in your child's Emergency Preparedness Kit in the classroom.

Parents or Guardians are required to report, in writing, a change of an address within 30 calendar days of the change. Failure to do so may be cause for forfeiture of the right to a Continuing Enrollment Permit.

Since students will be released only to those persons designated on the Emergency Card, it is important to record as many people as you deem appropriate who will be able to pick up and care for your child. Please be sure each person on the card is aware that he/she could be called by the school to pick up your child in the event of illness or emergency. If you have a relative or friend who can be contacted out-of-state for the purpose of telephone contact by the school/family in the event of an earthquake emergency, please designate the name, geographic location, and area code and telephone number.

NOTE: On the reverse side of the emergency card is a space where parents may choose who will administer emergency care to their child if we are unable to contact a parent. If you have filed a "Permission for Treatment" form at a local hospital, please indicate this in Section "f" of the Emergency Card. If you choose your physician, please indicate name and telephone number. If not, please check "yes" for the school's choice. This would allow the school to seek emergency aid for your child.

IF ANY INFORMATION ON THE EMERGENCY CARDS CHANGES DURING THE SCHOOL YEAR, PLEASE CONTACT THE SCHOOL OFFICE IMMEDIATELY AT (310) 533-4535.

EMERGENCY PREPAREDNESS

Should an emergency or disaster situation ever arise in our area while school is in session, we want you to be aware that our school and our school district have prepared, and continue to update, plans to meet such situations.

Your cooperation is essential to support your child who may be at school when such an emergency occurs. These are the most important things you can do:

- **Make sure the Emergency Green Cards are current.**
- Provide your child with his/her individual emergency kit that will be kept in the classroom with the current emergency card. Information on the contents of the kit will be provided at the beginning of the school year.

Then, if there is a disaster...

- Remain calm.
- Do not telephone the school as telephone lines may be needed for emergency communications.
- Walk, do not drive to the school, to pick up your child (streets must be kept open for emergency vehicles).
- Come to the "Reunion Place" in front of the school office to sign-out your student. The secretary or appointed school staff will send a messenger to their teacher who will then check off your student on his/her list. Your child will return with the messenger to the "Reunion Place" and you will sign your name and time of pickup (in case another responsible person on your emergency card needs to know if your child has been picked up). Students will only be released to those people on the Emergency Card.
- Tune your radio to KFI 640 AM, KNX 1070 AM, or KFWB 980 AM for emergency announcements.
- All children will be kept at school until we are able to make some type of contact with you. The school is equipped with emergency medical supplies, water, and various types of needed equipment and tools. Each staff member automatically becomes a civil defense employee in times of emergency and is required by law to remain on campus to assist until dismissed by the principal.

HEALTH & SAFETY



DROPPING OFF AND PICKING UP CHILDREN

In order to provide the safest conditions for our children when they come to school in the morning or leave in the afternoon, the green curb zone immediately in front of the school is designated for loading and unloading during peak traffic times. (At times other than dismissal and drop off, parents may use the zone for short-term office business). Please do not block or park in front of the Handicap Parking spaces. **STUDENTS WILL NOT BE ALLOWED TO CROSS THE STREET IN FRONT OF THE SCHOOL WITHOUT AN ADULT.**

MORNING DROP-OFF (8:20-8:59am):

- Towers Street is one-way from north to south.
- Drop children off on the green curb zone closest to the school.
- As you progress along the green curb in the drop-off zone, you may stop only long enough to unload passengers. The green curb is considered the drop-off zone. Do NOT park on the curb or leave your car unattended at the curb during our early morning drop-off time.
- Valet drop-off service will be in effect from 8:30 to 8:59am.

AFTERNOON PICK-UP (1:50-3:03pm & 3:12pm):

- Towers Street is one-way from north to south.
- Pick children up on the green curb closest to the school.
- As you progress along the green curb in the pick-up zone, you may stop only long enough to pick up passengers. The green curb is considered the pick-up zone.
- Do NOT park on the curb or leave your car unattended at the curb or anywhere in the street that is not an appropriate parking space when you are picking up children.

THE (RED) CURB IN FRONT OF SCHOOL IS OFF LIMITS FOR PARKING AT ALL TIMES!

We suggest that those of you coming west on Towers Street make a left turn at Ronald, pull to the curb and allow your students to get out at the curb. They can walk the remainder of the way into school with other students who have crossed that intersection with our crossing guard. This would be a safe route for your children, an easy and quick exit for you, and a great help with the traffic congestion in our busy parking lot.

Always use cautious and appropriate driving skills, especially when you are in the vicinity of young children!

BICYCLES AND SKATEBOARDS

It is strongly recommended that students in the primary grades (K-2) not ride their bicycles to school. Many have been stolen and it is almost impossible to recover them. If your child does ride a bicycle to school, we ask that they lock it with a chain and strong lock. California State Law and Torrance School Board policy require that students riding bicycles *must wear helmets*.

Skateboards, roller blades, “Razor”-type scooters, “sneaker skates,” and skates are not allowed at school at any time.

WELLNESS POLICY TUSD

The Torrance Unified School District recently adopted a Wellness Policy in accordance with the requirements of the California Department of Education and No Child Left Behind.

The District is committed to providing school environments that promote and protect children’s health, Well-being, and ability to learn by supporting healthy eating and physical activity under a Coordinated School Health Program.

Our Wellness Policy can be found on the District website at www.tusd.org.

MEDICATION

According to the California State Education Code, certain procedures must be followed if medication is to be administered by the school to a student during school hours. **Medication will ONLY be administered at school if written permission is granted by the physician.**

Any pupil who is required to take prescribed medication during school hours must provide:

- A written statement from the physician stating the method, amount and time by which medication is to be taken.

AND

- A written statement from the parent or guardian of the student granting the school permission to carry out the physician's orders.

No medication will be kept in the classroom. It is the student's responsibility to go to the office at the designated time to take prescribed medication.

A parent or guardian may bring prescribed medication to the school and give it to their child directly. If the student goes home for lunch, medication can be given under parent's supervision.

SCHOOL INFORMATION

These policies are for the protection of all school children.

CASTS, BRACES, SPLINTS

Children wearing casts, braces or splints may only be readmitted to school with the following clearances:

- A note from a physician indicating extent of injury and restrictions of physical activities.
- Written release by parent.
- Approval of the principal.

ACCIDENT INSURANCE FOR STUDENTS

The Torrance Unified School District does not carry medical or dental insurance for children hurt on the school grounds, and unfortunately, children do get hurt, sometimes seriously. If your family insurance does not cover accidents, it might be very worthwhile investing the few dollars for this coverage. Low cost accident insurance for children is available through a District-sponsored group plan. We urge that every child be protected in some manner. The information and application are in the school's "Student Information Packet."

TUBERCULOSIS SCREENING

All children and school volunteers are required by the State of California to have a Mantoux tuberculosis (TB) screening. All adults working with children must have a Mantoux screening every four years. Call the school for information about TB screening. Only volunteers who have filed written proof of a negative tuberculosis test with the school office are eligible to work in the classroom with children. Please refer to the TUSD AGREEMENT FOR VOLUNTEER SERVICES for further information.

ASBESTOS MANAGEMENT

The Asbestos Hazard Emergency Response Act (AHERA) requires that the condition of asbestos-containing building material be checked regularly. Each summer specially trained personnel undertake this task at our school. A copy of the inspector's written report is included in our asbestos management plan that is

available in the school office.

INFORMATION & POLICIES

BIRTHDAY CELEBRATIONS

The staff at Towers School likes to celebrate both reading and your child's birthday in a very special way each year. Instead of celebrating birthdays with goodies, etc., we like to celebrate with a book.

In honor of your child's birthday, we would like to suggest that you and your child consider choosing from the following options:

- On the day of your child's birthday, the teacher and your child may choose a book in the classroom to be read to the class in honor of his/her birthday; or,
- You and your child may pick out a book that you would like to donate to the classroom. Please include your child's name, picture, and a short message inside the cover. Gift wrap the book and have your child bring it to school on his/her special day. The birthday celebration will include your child unwrapping the gift and then either your child or the teacher reading the book to the class. The new book will then become a very special part of the permanent classroom library to be enjoyed over and over again.

We would like every child to have an opportunity to celebrate. For any child whose birthday falls during the summer or on a weekend or holiday, the teacher, parent and child will pick an "un-birthday" date during the school year to celebrate his/her birthday.

Party invitations may not be distributed at school as it creates low self-esteem for those who are not included.

STUDENT DRESS AND GROOMING

Towers has established school rules governing student dress and grooming which are consistent with law, Board policy and administrative regulations. These school dress codes shall be regularly reviewed.

All students are allowed to wear sun-protective clothing, including but not limited to hats, for outdoor use during the school day. (Education Code 35183.5)

In addition, the following guidelines shall apply to all regular school activities:

1. Shoes must be worn at all times. Elementary students must wear flat, closed shoes.
2. Clothing, jewelry and personal items (backpacks, fanny packs, gym bags, water bottles, etc.) shall be free from writing, pictures or any other insignia which are vulgar, profane, or which advocate racial, ethnic, sexual orientation, or religious prejudice.
3. Sunglasses, hats, caps, and other head coverings shall not be worn indoors. Only medically/religiously required headgear, approved by the principal, may be worn indoors. Sun-protective clothing must comply with District and school site dress and grooming standards.
4. Clothes shall conceal underwear at all times. See-through or fishnet fabrics, halter tops, off-the-shoulder or low-cut tops, bare midriffs and skirts or shorts shorter than mid-thigh are prohibited.
5. Swimwear, pajamas, nightgowns, and oversized clothing are not appropriate school wear.

Teachers may impose more stringent dress requirements to accommodate the special needs of certain sports and/or classes.

The principal, staff, students and parent/guardians at each school may establish reasonable dress and grooming regulations for times when students are engaged in extracurricular or other special school activities.

CELLULAR PHONES

Cellular phones are allowed on campus and can only be used after school hours. During school hours, cellular phones must not be heard or seen. If a student chooses to take the cellular phone out during the school day, the following consequences will be applied:

1. 1st time, the cellular phone will be taken away and a parent can pick up the phone after school from the office.

SCHOOL INFORMATION

2. 2nd time, the cellular phone will be taken away and a parent can pick up the phone at the end of the school year.
- ❖ The school will not be liable for any lost phones or if the phones become damaged while in our possession.

FOOD AT SCHOOL

1. Only commercially prepared and packaged food items are allowed.
2. Always make arrangements with the classroom teacher prior to bringing a food item to classrooms.
3. Visit the website www.tusd.org for the TUSD Wellness Policy.

LUNCH INFORMATION

Grade K & 1	11:45 AM - 12:30 PM
Grade 2 & 3	12:15 PM - 1:00 PM
Grades 4 & 5	12:30 PM - 1:15 PM
Price of Lunch for all grades	\$3.00
Milk or Chocolate Milk	50¢ each

Parents are invited to join their children for lunch, but it is essential to call the office before 9:00 AM to assure a correct lunch count (and no hungry little people!).

TOWERS CAFETERIA LUNCH PROGRAM

All Towers students wishing to purchase lunch in the cafeteria now have lunch credit/debit cards on file with Food Services in our Towers cafeteria. Parents may activate the cards by making deposits by cash or checks made payable to: "TUSD – Food Services." These deposits can be made at the Towers front office. It is recommended that a minimum of \$20.00 be deposited; however, parents may submit any amount above that. Each time the child uses the credit card, \$3.00 is subtracted from the account. Parents may find out the balance in their child's lunch account by calling Food Services (972-6350). Children will be able to purchase milk separately for 50¢ cash.

This system was designed by TUSD Food Services to expedite service in the cafeteria line by reducing the number of cash transactions that slowed the movement through the line. Parents with questions regarding this system may call

SCHOOL INFORMATION

TUSD Food Services (972-6350) or the Towers Front Office (533-4535).

MESSAGES TO STUDENTS

Please use discretion when requesting the office to deliver messages to your child. We encourage you to communicate dental appointments or similar commitments to your child before they leave for school in the morning.

PARENTS AND VISITORS ON CAMPUS

As protection for your children, state law requires that all persons not employed or enrolled as a student report their presence and purpose for the visit to the school office immediately upon arriving on campus. Visitors are requested to sign in, obtain a Visitor's Badge, and sign out when they return their badges upon leaving.

To prevent classroom disruption, parents are requested to bring lunches, money, books, messages, etc. from home to the office, rather than take them directly to their child's room.

Please note: Anybody observed on campus without a Visitor's or Volunteer's badge will be stopped to identify themselves and will be directed to the office to obtain the appropriate identification.

Classroom Visits and Observations:

Classroom observations are a welcome part of the program at Towers. You may observe in your child's classroom for a period of 30 minutes per day. If you wish to observe in a classroom, you will need to call the school office and make the arrangements through the Principal.

On the designated day of your visit, you are required to sign in at the Towers school office, obtain a visitor's badge and secure a short memo that will outline the procedures to follow during your visit. Don't forget to sign out and return the visitor's badge when you are leaving.

Thank you in advance for your cooperation in observing our school visitation guidelines. They are designed to protect the welfare and security of our students and staff, as well as minimize distractions to the academic program and learning environment of our students.

PUPIL RECORDS

The school is required to maintain individual student records containing information relating to academic progress, health and safety. These records may be reviewed by parents or legal guardians through arrangements with the school principal. The principal is prepared to explain the types of records maintained, how they may be

reviewed, and procedures for the changing of records.

SEARCH AND SERVE NOTICE

State law mandates that all individuals with exceptional needs have a right to participate in a free appropriate public education with special education and services where necessary.

Assessment for special education placement is provided for children from birth to 21 years of age. Some preschool programs are available for qualified handicapped youngsters. Please contact the school if you are aware of handicapped children who are not being served.

STATEMENT OF NONDISCRIMINATION

The Torrance Unified School District does not discriminate on the basis of race, color, religion, ancestry, national origin, age, sex, marital status, medical condition or handicap in its educational programs, activities, and employment. All educational opportunities will be offered without regard to race, color, national origin, sex or handicap. Limited English language skills will not be a barrier to admission and participation in vocational programs.

UNIFORM COMPLAINT PROCEDURE

The Torrance Unified District has primary responsibility for ensuring that it complies with state and federal laws and regulations governing educational programs. The District has adopted uniform complaint procedures when addressing complaints alleging unlawful discrimination on the basis of ethnic group identification, religion, age, sex, color, and physical or mental disability. In addition, the District will follow uniform complaint procedures when addressing complaints alleging failure to comply with state or federal laws in adult basic education, consolidated categorical aid programs, vocational education, child care and development programs, child nutrition programs, and special education programs.

The Board prohibits retaliation in any form for the filing of a complaint, the reporting of instances of discrimination, or for participation in complaint procedures. Such participation shall not in any way affect the status, grades, or work assignments of the person filing the complaint. The investigation of a discrimination complaint will be conducted in manner that protects the confidentiality of the parties and the facts.

The Superintendent (972-6001) or the Assistant Superintendent – Human Resources (972-6071) has been designated to receive all noncompliance complaints and forward them to the appropriate compliance officers to investigate.

SCHOOL INFORMATION

Any individual, public agency, or organization may file a written complaint with the School District, or directly with the California Dept. of Education, of alleged noncompliance within six months from the date when the alleged noncompliance occurred. If filed with the School District, after an investigation and within 60 days, the compliance officer's decision will be rendered to the individual or agency bringing the complaint. If dissatisfied with the compliance officer's decision, the person bringing the complaint may appeal to the Torrance Board of Education. If dissatisfied with the decision of the Board, the complainant may appeal to the California Dept. of Education within 15 days of receiving the District's decision.

TALKING TO TEACHERS DURING SCHOOL HOURS

It is school policy that parents not go to the classroom to talk to teachers for any reason while school is in session, as this takes away from instructional time. If you wish to talk to a teacher, please send a note requesting an appointment. The teacher will contact you promptly to set up a conference or to discuss the matter by phone.

SCHOOL PROGRAMS & COMMITTEES

ENGLISH LEARNERS & MULTICULTURAL ADVISORY COMMITTEE (ELMAC)

The English Learners and Multicultural Advisory Committee meets at least once a trimester to give input and direction to the education of our English Language Learners and to monitor the Economic Impact Aid program for Limited English Students (EIA-LEP). ELMAC elects a representative to serve on the School Site Council. ELMAC members volunteer in classrooms and also work to provide an elaborate multicultural experience for all students each year

GIFTED AND TALENTED EDUCATION (GATE)

Beginning in the 3rd grade, students are eligible to participate in enhanced academic activities. Enrollment is based on test scores and teacher recommendations. Testing for the GATE program begins at the end of Grade 2.

LEARNING CENTER

As early as kindergarten, children who are in need of additional tutoring and support may qualify for instruction in the Learning Center. The Learning Center is available for **all** students.

Children attending the Learning Center during specific times of the day that correlate to their classroom's time for specific subjects, receive comprehensive instruction in Language Arts, Reading, Writing Skills, and Mathematics if it is

SCHOOL INFORMATION

needed. The program is designed to assist children in acquiring skills that allow them to be successful with their grade level curriculum.

MUSIC

Once a week, Mr. Jory Schulman teaches vocal music to all fourth and fifth grade students. Instrumental music is also offered, but on a limited basis.

BACK-TO-SCHOOL NIGHT

In September the teachers introduce you to the classroom and discuss curriculum plans. Also, at this time they may ask for parent participation for the upcoming year since this is a whole group event. If you have any specific concerns relating to your child, a private conference may be arranged with the teacher for a later date.



OPEN HOUSE

This is an event held every spring to allow parents and families to visit each classroom and see a display of all of the children's work throughout the year. Adventures in Art will also present a student art show in the cafeteria the same evening.

SCIENCE FAIR

Each spring the Towers Science Fair is held for two days. This is an event open to all students at Towers (a requirement for all 5th graders). Notices will be sent out in February.

SCHOOL SITE COUNCIL (SSC)

The Towers School Site Council (SSC) is a committee composed of equal numbers of parents, faculty and administrative representatives. The Parent Representatives are elected by the entire Towers community annually. This shared decision-making body oversees the implementation of the Site Base Coordination Program, to which all other Towers functioning committees and programs are accountable. The Council meets approximately four times per year and is directly involved in setting goals, monitoring the School site plan, and overseeing allocated site money from the State. The SSC provides a forum for parental and staff input for district policies and directions.

Further, it allows representation on a district level from parents and staff from our school to the Torrance School Site body. While only the official members may vote, all meetings are open to everyone. Meeting location, dates and times will be published in the monthly PTA calendar that is distributed in the weekly communication packets.

SCHOOL INFORMATION

SITE COUNCIL MEMBERS

Parent	Jon Liu	(310) 542-6878
Parent	Jeff Etherington	(310) 921-9219
Parent	Amy Peterson	(310) 371-5182
Principal	Kaivan Yuen	(310) 533-4535
Faculty	Kim Gauna	(310) 533-4535
Faculty	Kelly Schnieder	(310) 533-4535
Faculty	Danica Burgner	(310) 533-4535
Staff	Nancy Horvat	(310) 533-4535

PROFESSIONAL LEARNING COMMUNITIES

The purpose of our Professional Learning Communities (PLC) is to increase students' academic achievement by creating a collaborative school culture focused upon student learning. We believe all of the students at Towers will benefit from the PLC model. School will end 45 minutes early every Wednesday to enable the teachers to meet with their respective PLC.

ADOPT-A-SCHOOL PARTNER:

Kaiser Permanente
Adoption formalized June 12, 2006

GENERAL INFORMATION

TORRANCE UNIFIED SCHOOL DISTRICT

2335 Plaza Del Amo
Torrance, CA 90501
(310) 972-6500
www.tusd.org

SCHOOL DISTRICT ADMINISTRATORS

Superintendent of Schools	Dr. George Mannon
Deputy Superintendent Administrative Services	Dr. Donald Stabler
Senior Director – Secondary Schools	Dr. Tim Stowe
Senior Director – Elementary Schools	Dr. E. Don Kim

BOARD OF EDUCATION

President: Mark Steffen	Willysip2004@yahoo.com	310-618-9885
Vice President: Don Lee	dlee@farmersagent.com	310-297-2050
Clerk: Mrs. Terry Ragins	ragins@socal.rr.com	310-323-6259
Board Member: Albert Y. Maratsuchi, Esq	amuratuschi@gmail.com	310-326-6901
Board Member: Michael Wermers	mwermers@gpsd.com	310-378-5999

Board of Education meetings are held on the 1st and 3rd Monday of each month at 7:30 PM in the District Board Room, 2336 Plaza Del Amo, Torrance. All regularly scheduled meetings are open to the public. Agendas are available at all school sites, District Offices, and each public library the Friday prior to each meeting. The meetings are televised live on local Cable TV, and repeated several times during the following week.

CITY OF TORRANCE OFFICIALS

Mayor:	Frank Scotto
City Council: 3031 West Torrance Blvd. Torrance, CA 90503 (310) 618-2801	Gene Barnett Tom Brewer Pat Furey Cliff Numark Susan Rhilinger Bill Sutherland

TORRANCE CITY LIBRARIES

Civic Center
3301 West Torrance Blvd.
(310) 618-5959

Walteria
3815 West 242nd Street
(310) 375-8418

North Torrance
3604 West Artesia Blvd.
(310) 323-7200

El Retiro
126 "A" Vista del Parque
(310) 375-0922

Isabel Henderson
4805 Emerald Street
(310) 371-2075

Southeast Torrance
23115 South Arlington Ave.
(310) 530-5044

NON-SCHOOL SPONSORED ORGANIZATIONS

Los Angeles Girl Scouts Council
Torrance Program Center (323) 933-4700
(310) 328-2312

Boy Scouts of America
Los Angeles Area Council (213) 413-4400

Torrance Parks and Recreation (310) 618-2930

YMCA Torrance (310) 370-4789

American Youth Soccer Organization (AYSO) (310) 618-1449

ELECTED OFFICIALS REPRESENTING TORRANCE

Los Angeles County
Board of Supervisors
District 4

Supervisor Don Knabe
825 Maple Ave., Room 150
Torrance, CA 90503
(310) 222-3015

California State Assembly
53rd Assembly District

Assemblyman Ted Lieu
1700 E. Walnut Ave., Suite 601
El Segundo, CA 90245
(310) 615-3515

California State Senate
28th Senate District

Jenny Oropeza
2512 Artesia Blvd., Suite. 200
Redondo Beach, CA 90278
(310) 318-6994

United States House of
Representative
36th Congressional District

Jane Harman
2321 Rosecrans Ave., Suite 3260
El Segundo, CA 90245
(310) 643-3636

United States Senate

Barbara Boxer
312 N. Spring St., Ste. 1748
Los Angeles, CA 90012
(213) 894-5000

United States Senate

Diane Feinstein
11111 Santa Monica Blvd., Ste. 915
Los Angeles, CA 90025
(310) 914-7300

Governor of California

Arnold Schwarzenegger
1st Floor, State Capitol Building
Sacramento, CA 95814
(916) 445-2841

NOTES

MAP OF TOWERS SCHOOL

<u>Legend</u>	
Boushell.....	14
Brumbaugh.....	2
Burgner	8
Dawson	9
De Morro	27
Grossi.....	5
Gauna	7
Hayden.....	9
Lee	K2
Martin	18
McCarthy.....	6
Miller.....	3
Padden.....	13
Palmieri	26
Parra	4
Poffenbarger	24
Schneider	30
Sheue.....	K1
Skari	1
Valot	25
Vernick	K1
Wilson.....	7
Computer Lab	20
ESL.....	22
Library	LIB
Psychologist – Tsue	22
Learning Center – Barth.....	23
Learning Center – Butler	29
Speech – Tanimitsu, Swanholt, & Amidon	22
Counselor – Vargas-Jones.....	29
Restroom	★
Emergency Reunion Place.....	Office Area
Staff Workroom	15
Staff Meeting Room	28