

# Hickory Elementary School

Parent Teacher Association

**2011-2012**

**Parent & Student Handbook**

**PTA Program Directory**

*no one can do everything...  
but everyone can do something*



2800 W. 227<sup>th</sup> Street, Torrance, CA 90505  
(310) 533-4672

[www.hickoryelementary.com](http://www.hickoryelementary.com)

**Hickory Elementary School**

**PTA<sup>®</sup>**

*everychild.onevoice.<sup>®</sup>*



# HICKORY ELEMENTARY SCHOOL

2800 West 227<sup>th</sup> Street

Torrance, CA 90505

(310) 533-4672

www.hickoryelementary.com

Edna Schumacher, Principal  
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Grace Gee, PTA President  
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but everyone can do something*

## 2011-2012

### Parent & Student Handbook PTA Program Directory

**Hickory PTA  
Torrance Council of PTAs  
Thirty-Third District PTA  
California State PTA**

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

**PLEASE GUARD CAREFULLY AGAINST ITS UNAUTHORIZED  
USE BY OTHERS.**

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## PTA PRESIDENT'S MESSAGE

*no one can do everything...  
but everyone can do something*

Dear Hickory Families,

On behalf of the Hickory PTA, I would like to welcome all parents, caregivers, and students to Hickory Elementary school. This Handbook offers helpful information about the school, the PTA, and many programs sponsored by the PTA throughout the year.

As you can see, our PTA has planned many enriching and exciting programs for our students. But these valuable PTA programs cannot happen without your help. Our PTA's theme this year is "*no one can do everything...but everyone can do something.*" Please take a moment to read this Handbook and find a program you might be interested in helping out with.

Remember that Hickory PTA touches every child, every day. Please feel free to contact me or any of the PTA Board members listed in this Handbook with any questions.

Sincerely,

Grace Gee  
PTA President

## PRINCIPAL'S MESSAGE

Dear Hickory Parents, Students, Faculty, and Staff:

Welcome to the 2011-2012 school year! I am very happy and excited to start this new school year. Hickory is a very special place for children to learn and grow in a safe, nurturing environment. I am committed to providing the best educational experience for all our students through a variety of programs and activities.

The faculty and I continue to be dedicated to making Hickory the best it can be. Each member of our staff is enthusiastically committed to teaching and creating a learning environment. We are professionals who support each other, our students and our parents. We diligently work together to ensure student success and to prepare our students for the future. As faculty, we set academic goals for our students for the school year. We discuss assessment, accountability and our response to student performance. Most importantly, we communicate with parents on a regular basis; the school/home connection remains one of Hickory's greatest strengths.

Additionally, Hickory PTA is a vital partnership in the education of our students. Parent involvement through the PTA continues to be outstanding and rewarding to teachers and students alike. I am thankful and amazed by the amount of volunteer hours that parents dedicate to our school and our students. The annual membership drive and direct donation program were a huge success last year. As a result of these efforts, our students were able to enjoy assemblies, art classes, field trips, science week and many other fun and enriching programs that make learning interesting and fun. In addition, the parent support to Hickory through these two fundraising programs enables Hickory to offer classroom support by adding support staff to large classrooms. This additional support staff will help all students by allowing for small group instruction during core instruction, and by offering additional support to those students who may need it. With the PTA's support, we will continue to upgrade our classroom technology by equipping all classrooms with 21st century technology.

I am looking forward to working with PTA President, Grace Gee, and her new PTA Board. Please support Hickory Elementary School by joining the PTA and participating in the many opportunities and family activities that unite us all in the common goal of providing the best education for all our children.

As a reminder, Hickory is scheduled to undergo significant renovations this year as a result of the Bond Measures passed over a year ago by Torrance voters. The site committee will continue to be involved with these renovations, and we are looking forward to sharing the progress as it happens.

Our motto--

*An Adventure in Learning ~ A Place in the Sun for Everyone*

Very truly yours,

Mrs. Edna Schumacher  
Principal

# CALENDAR OF EVENTS

## 2 0 1 1 - 2 0 1 2

*Note: Dates and times of events are subject to change without notice.  
Check the Communicator for specific date/time of an event.*

### SEPTEMBER

- 1 PTA Membership Drive begins  
Fall Direct Donation Campaign begins
- 6 Teachers' First Day  
Welcome Back Lunch
- 8 **First Day of School**
- 15 PTA Board Meeting
- 16 New Parent Orientation
- 22 Back to School Night, PTA Association Meeting
- 26 Scrip Sales begins  
Copy Center opens

### OCTOBER

- 6 Room Representative Orientation
- 10 **NO SCHOOL—Student Free Day**
- 11-14 Fire Prevention Week
- 13 PTA Board Meeting
- 14 Family Fun Movie Night, Book Fair opens
- 17-21 Book Fair
- 21 Picture Day, PTA Picture
- 22 School Beautification Day
- 24-28 Red Ribbon Week
- 31 Halloween Parade

### NOVEMBER

- 4 Volunteer Pictures
- 7 Owl Assembly (2<sup>nd</sup> grade)
- 7-18 Food Drive
- 11 **NO SCHOOL—Veterans' Day Holiday**
- 17 Winter Room Representatives Rap Meeting  
PTA Board Meeting
- 18 Student Picture Make Up Day
- 23-25 **NO SCHOOL— Thanksgiving Holiday**

# CALENDAR OF EVENTS

## 2 0 1 1 - 2 0 1 2

*Note: Dates and times are subject to change without notice.  
Check the weekly Communicator for specific dates and times of events.*

### DECEMBER

- 2 PTA Holiday Party
- 5-16 Parent-Teacher Conferences
- 8 Chorus Performance, PTA Association Meeting
- 19-Jan 2 NO SCHOOL - Winter Break**

### JANUARY

- 3 School reconvenes**
- 4-13 Toy Donation Drive
- 5 Honorary Service Award Nomination begins
- 12 PTA Board Meeting
- 16 NO SCHOOL – Martin Luther King, Jr. Day**
- 18-20 Author's Fair
- 26 Family Math Night

### FEBRUARY

- 3 NO SCHOOL - Student Free Day**
- 8-10 Multicultural Event
- 9 PTA Board Meeting
- 13 NO SCHOOL - Lincoln's Day**
- 16 Vision and Hearing Tests
- 20 NO SCHOOL - Presidents' Day**
- 23-24 Walk Thru California (4<sup>th</sup> grade)
- 27-Mar 2 Science Week

### MARCH

- 1 Mad Science
- 8 PTA Board Meeting
- 16 Jog-a-thon
- 19-21 Parent-Teacher Conferences
- 22 Hickory Science Fair
- 23 Panoramic Picture Day (Kindergarten and 5<sup>th</sup> grade)
- 28 Hickory Bike Rodeo
- 29 Honorary Service Awards Night  
PTA Association Meeting (Election)
- 29-30 Walk Thru the Revolution (5<sup>th</sup> grade)

## CALENDAR OF EVENTS

### 2 0 1 1 - 2 0 1 2

*Note: Dates and times are subject to change without notice.  
Check the weekly Communicator for specific dates and times of events.*

#### APRIL

- 5 District Science Fair
- 6 Student Showcase
- 9-13 NO SCHOOL - Spring Break**
- 19 Kindergarten Round-Up  
PTA Board Meeting
- 21 District Bike Rodeo
- 24-25 Kindergarten Round-Up
- 26 Talent Show
- 27 5<sup>th</sup> grade Promotion Pictures
- 30-May 4 Teacher Appreciation Week

#### MAY

- 7-18 STAR Testing
- 9-12 State PTA Convention (Anaheim)
- 14-18 Blue Ribbon Week
- 17 PTA Board Meeting (Installation)
- 18 Spring Family Night, PTA Association Meeting
- 28 NO SCHOOL - Memorial Day**

#### JUNE

- 1 Track Meet  
Scrip Sale ends
- 4 1<sup>st</sup> Grade Park Day  
5<sup>th</sup> Grade Ceremony
- 5 2<sup>nd</sup> Grade Park Day
- 6 Kindergarten Park Day
- 7 Volunteers Appreciation Celebration  
PTA Board Meeting (In and Out)
- 8 3<sup>rd</sup> Grade Park Day
- 11 4<sup>th</sup> Grade Olympics
- 12 5<sup>th</sup> Grade Park Day
- 14 LAST DAY OF SCHOOL**

## Early Dismissal Days

For Grades 1 - 5, every Wednesday is *Early Out* at 2:27 pm.  
Parents need to make pick-up arrangements for their children.

Other early dismissal days are:

September 22	Back to School Night Grades 1 - 5 2:12 pm Early Dismissal
December 5 - 16	Parent Conferences Grades 1 - 5 2:12 pm Early Dismissal
March 19 - 21	Parent Conferences Grades 1 - 5 2:12 pm Early Dismissal
April 6	Student Showcase and Family Picnic Grades 1 - 5 Early Dismissal
June 14	Last Day of School 11:59 am Early Dismissal

## No School For Students

October 10	Student Free Day
November 11	Veteran's Day
November 23–25	Thanksgiving Holiday
December 19-January 2	Winter Break
January 16	Martin Luther King, Jr. Day
February 3	Student Free Day
February 13	Lincoln's Day
February 20	Presidents' Day
April 9-13	Spring Break
May 28	Memorial Day



*everychild. one voice.*

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 purposes 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 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 represent our members and to empower and support them with skill in advocacy, leadership, and communication to positively impact the lives of all children.

## **Hickory PTA Board Members 2011—2012**

*A listing of PTA functions and events and board members contact information.  
Please contact the board member if you have a question about a function or  
event, or if you are interested in volunteering for that activity.*

### **Executive Board**

<b>President</b>	<b>Grace Gee</b>	<b>hickorypta.president@yahoo.com</b>
1 <sup>st</sup> VP - Programs	Mylee Tynen	hickorypta.program@yahoo.com
2 <sup>nd</sup> VP - Fundraising	Sharyl Yamada-Oda	hickorypta.fundraiser@yahoo.com
3 <sup>rd</sup> VP - Volunteers	Sandra Mukogawa	sandram@sbcglobal.net
4 <sup>th</sup> VP - Communications	David Eguchi	hickorypta.comm@yahoo.com
5 <sup>th</sup> VP - Scrip	Carolyn Saruwatari	hickorypta.scrip@yahoo.com
Recording Secretary	Sheree Bradford	stbradford2000@yahoo.com
Treasurer	Mary Ellen Nobuhara	hickorypta.treasurer@yahoo.com
Financial Secretary	Stephanie Woolley	doeeyslw@aol.com
Auditor	Daniel Evans	danielaevans@gmail.com
Historian	Caitlin Leivers	caitlee4@gmail.com
Parliamentarian	open	
Advisor	Edna Schumacher	eschumacher@tUSD.org

### **Programs**

1 <sup>st</sup> VP - Programs	Mylee Tynen	hickorypta.program@yahoo.com
Adventures in Art	Sharyl Yamada-Oda	slyamada@socal.rr.com
Author's Week	Sharon Horodner	horodner@sbcglobal.net
Bike Rodeo	Roxanne Arroues Paige Hamilton	roxannearroues@sbcglobal.net paigehamilton@hotmail.com
Blue Ribbon Week	Mitzi Calhoun	mitzicalhoun@yahoo.com
Emergency Preparedness	Brian Schrunk	
Family Nights	Rhonda Carroll	drkcarroll@aol.com
Fire Prevention Week	Kerri Eastham	kerrijle@gmail.com
Food Drive	Christi Creek	christi_creek@yahoo.com
Multicultural Event	Jeanette Kioi Nancy MuneKata	jlk693@yahoo.com nancy.munekata@yahoo.com

## **Programs (continued)**

Red Ribbon Week	Wendy Baker	keisatsu01@aol.com
Reflections	Lori Nagaoka	Inagaoka@etusd.org
Scholarship	Janie Oden	joden@etusd.org
Science KITS	Maria Colobong	colobong@sbcglobal.net
Talent Show	Jenny Yim	jennykinsa@yahoo.com
Toy Donation Program	Roxanne Arroues Paige Hamilton	roxannearroues@sbcglobal.net paigehamilton@hotmail.com
Track Team	Rhonda Carroll	drkcarroll@aol.com

## **Fundraising**

2 <sup>nd</sup> VP - Fundraising	Sharyl Yamada-Oda	hickorypta.fundraiser@yahoo.com
Book Fair	Mary Ellen Nobuhara	mnobuhara@aol.com
Box Tops	Tracie Yamasaki	ltrk@sbcglobal.net
Fall Fundraiser	Sharyl Yamada-Oda	hickorypta.fundraiser@yahoo.com
Jog-A-Thon	Rhonda Carroll	drkcarroll@aol.com
Membership	Janis Sakasegawa	hickorypta.membership@yahoo.com
Spirit Wear	Traci Sell Alissa Materman	ctksell@sbcglobal.net alissaanddan@netscape.net

## **Volunteers**

3 <sup>rd</sup> VP - Volunteers	Sandra Mukogawa	sandram@sbcglobal.net
5 <sup>th</sup> Grade Exit Party Liaison	Roxanne Arroues	roxannearroues@sbcglobal.net
5 <sup>th</sup> Grade Promotion Reception	Grace Gee	grace_e_gee@yahoo.com
Copy Center	Rita Paul	brjheart@aol.com
Field Trip Coordinator	Ruth Marshall-Coulter	rmarshall@tusd.org
Honorary Service Awards	open	
Hospitality	Linda Nakamura	dancediva78@gmail.com
Library	Laura Fischer	hickorylibrary@hotmail.com
School Beautification	Dan Materman	alissaanddan@netscape.net
Teacher Appreciation Week	Liz Lee Jill Ito	lizlee70@yahoo.com hulangel@aol.com

## **Volunteers (continued)**

### Welcome Committee

Chinese	Maggie Nemoto	maggiene@earthlink.net
Japanese	Naoko Phillips Maggie Nemoto	naokoso@hotmail.com maggiene@earthlink.net
Korean	Grace Gee Jenny Whang	grace_e_gee@yahoo.com girlwith2kids@hotmail.com

## **Communications**

4 <sup>th</sup> VP - Communications	David Eguchi	hickorypta.comm@yahoo.com
Communicator On-Line	David Eguchi	hickorypta.comm@yahoo.com
Communicator Paper Copy	Maiko Watanabe	marelunlun@hotmail.com
ELMAC Liaison	open	
GATE Liaison	Adele Kaplan	adelekapan1@gmail.com
Legislation	Open	
Marquee	David Eguchi	d2728s8751e@gmail.com
Program Directory	David Eguchi	hickorypta.comm@yahoo.com
School Site Council Liaison	Mary Ellen Nobuhara	mnobuhara@aol.com
Webmaster	David Eguchi	hickorypta.comm@yahoo.com
Yearbook Production	Patty Kim	jjj3kim@hotmail.com
Yearbook Sales	Naoko Phillips Stephanie O'Brien	naokoso@hotmail.com sw.obrien@sbcglobal.net

### Teacher Representatives

Kindergarten	Mylee Tynen	mtynen@etusd.org
First Grade	Mylee Tynen	mtynen@etusd.org
Second Grade	Lyn Hunt-Russell	lhunt-russell@etusd.org
Third Grade	Lyn Hunt-Russell	lhunt-russell@etusd.org
Fourth Grade	Jean Barbanti	jbarbanti@etusd.org
Fifth Grade	Jean Barbanti	jbarbanti@etusd.org

## **Scrip**

5 <sup>th</sup> VP - Scrip	Carolyn Saruwatari	hickorypta.scrip@yahoo.com
Scrip	Glenna Kurisu Linda Fujii	sushinwontons@sbcglobal.net lin_ono@yahoo.com

# 2011-2012 PTA Meetings

## PTA Association Meetings

The PTA Association meets four times during the school year. The PTA Association meetings are open to all PTA members. The meeting dates and times are subject to change without notice. Please check the Communicator for specific dates and times for PTA Association meetings.

September 22	6:15 p.m.	Back to School Night in the cafeteria
December 8	6:30 p.m.	Chorus Performance in the cafeteria
March 29	6:30 p.m.	Honorary Service Awards/Annual Election Meeting
May 18	TBA	Spring Family Night

## PTA Board Meetings

September 15	6:30 p.m.	Cafeteria
October 13	6:30 p.m.	Cafeteria
November 17	6:30 p.m.	Cafeteria
January 12	6:30 p.m.	Cafeteria
February 9	6:30 p.m.	Cafeteria
March 8	6:30 p.m.	Cafeteria
April 19	6:30 p.m.	Cafeteria
May 17	To Be Announced	
June 7	To Be Announced	

## **PTA SPONSORED PROGRAMS**

Hickory PTA sponsors a wide variety of programs to enrich the lives of our children. The programs cover topics including the arts, language, science, physical education, and social studies. They are designed to enhance the children's knowledge, teach good values, and expose them to different aspects of various cultures, environment, charitable work and even basic safety education. Additionally, the PTA sponsors many programs to provide support to the school, teachers, and students. These include School Beautification Day, the library, Hickory PTA Scholarship, and Yearbook among others. Please refer to the weekly Communicator (available online) for more information on the PTA sponsored programs.

### **Adventures in Art**

Adventures in Art is a citywide fine arts program designed to provide students the opportunity, materials, and the methods to create their own unique art projects. One of the goals is to build a foundation of exploration and fun that will inspire students to be creative. Parent volunteers attend an orientation and five workshops throughout the year where they are trained in the different projects which they then share with our students back at school.

### **Assemblies, Programs, and Field Trips**

The PTA provides quality enrichment activities for Hickory students by funding assemblies, programs, and field trips. Some of the assemblies are Walk Thru California, Walk Thru the Revolution, and music assemblies. Enrichment programs such as Aquarium on Wheels, interactive tide-pools, and South Bay Wildlife conservatory are also scheduled for the students. Assemblies, field trips, and enrichment programs provide a wonderful way to share a variety of outside resources and experiences with our students.

## **Author's Fair**

The PTA schedules published authors to visit our school and share their craft and stories. This is a wonderful experience for the students to meet and learn from these talented people about the craft of writing.

## **Bike Rodeo**

The Hickory Bike Rodeo is an annual event usually held after school in March. This exciting event emphasizes bicycle safety and is open to all 3rd, 4th, and 5th grade students (with parent/guardian permission). First and second place winners in each grade level will then participate in Bike Rodeo at the district level.

## **Blue Ribbon Week**

During Blue Ribbon Week, we honor local heroes such as police officers, firemen, and those serving in the military. At a special assembly, students honor our local heroes and learn more about the many duties and services that these men and women perform in our communities.

## **Copy Center**

This team of volunteers photocopies, collates, and staples homework packets and other materials for our teachers, staff, and the PTA. In the past, teachers and aides spent hours doing these tasks. Now parent volunteers complete these tasks for them, so the teachers may have more time in the classroom.

## **Emergency Preparedness**

The PTA annually supplements the emergency supplies provided by Torrance Unified School District. Our Emergency Preparedness chairperson conducts on-going surveys of our school to improve safety and provide effective care and shelter for our children in the event of a disaster. In the past, PTA has purchased privacy shelters with portable toilets, emergency blankets, water, additional first aid supplies, walkie-talkies, hard hats, stretchers, generator, and emergency lights. Additional supplies are purchased yearly as needed.

## **Fire Prevention Week**

In conjunction with the National Fire Prevention Week, the PTA sponsors this event to teach and remind students about fire safety. This may include a visit by a local fire truck, tying yellow ribbons around our campus, and learning fire survival techniques such as “Stop, Drop & Roll”.

## **Food Drive**

The PTA organizes a Food Drive each year to help those that are less fortunate. Since a variety of goods are needed, each grade is asked to bring in an item from a specific category. However, any type of donation is appreciated. This program strives to teach our Hickory Hounds the importance of community awareness and kindness.

## **Honorary Service Awards**

Each year, the PTA presents Honorary Service Awards to individuals who have demonstrated extraordinary service to our school and community. All are eligible for these coveted awards. Nominations are submitted in writing to the Honorary Service Awards chairperson in the school office.

## **Kids Into Science (K.I.T.S)**

The Kids In To Science (KITS) program is a take-home science program designed to stimulate children’s curiosity about the world around them, make science relevant to our students’ lives, and provide hands-on experiments. Twice a year, students can check out a science kit from a variety of science related topics. A permission slip and order form must be completed before kits are issued. KITS handbook, available on our website, describes each kit. There are also great volunteer opportunities to both English and non-English speaking parents.



## **Legislation**

Though most PTA units must fundraise to support their programs and to supplement what local and state funding does not provide, the primary mission of PTA is one of advocacy. Advocacy begins at the PTA unit level in many ways. At Hickory, our legislative chairperson organizes support for school bond measures, monitors the local school board, and keeps the members informed of local, state, and federal education issues.

## **Library**

Hickory Hounds love to read! During every school day, our library is a place where students and parents share their enthusiasm for books. Our mission is to encourage the love of reading and learning. We maintain an up-to-date book collection and help students learn and explore the library. In addition, we contribute to the teachers' efforts in the classroom by supporting classroom curriculum and making sure our resources meet the California Department of Education standards. This program is run entirely by PTA volunteers. There are many different ways you can help. The Library's success depends on you. Please stop in and check us out!

## **Multicultural Event**

Hickory celebrates its diverse student body with PTA sponsored Multicultural Event. The Multicultural Event committee plans activities for students to learn different cultures and appreciate interesting aspects of other cultures.

## **PTA Scholarship**

Each year, the Hickory PTA is pleased to award scholarships to graduating high school seniors who have attended Hickory Elementary School. In the fall, high school counselors distribute and collect applications, which are evaluated by Hickory PTA Scholarship Committee in the spring. Consideration is given to volunteer service, academic performance, leadership abilities, and financial need.

## **Red Ribbon Week**

Hickory's Red Ribbon Week coincides with the *National Red Ribbon Week*, and is a time to teach our students how to make healthy choices in food, exercise, and being drug-free.

## **Reflections**

The National PTA Reflections program is an arts recognition and achievement program for students. It encourages students in grades K-12 to express their thoughts and feelings through creative arts. A different theme is chosen every year and students create works at home in various categories such as literature, visual arts, photography, and music. In previous years, several talented students have honored Hickory by receiving recognition for their outstanding entries at the PTA Council and District level.

## **Room Representative**

The primary duty of a room representative is to coordinate two annual classroom celebrations and Teacher Appreciation Week activities. The winter party is held prior to winter break in December and the year-end party is held in June. Other room representative duties may include arranging for field trip chaperones and assisting the teacher as needed.

## **School Beautification Day**

We like it pretty, we like it sparkling, and we like to make it better and better. So we bring our cleaning rags, our paint brushes, our carpentry tools, and our gardening gloves to help with School Beautification Day. Once the chairperson works with the principal to determine what jobs need to be done, Hickory families come to do the work. School Beautification Day is usually held on a Saturday in October and both adults and children are welcome to come and help. PTA funds this event to purchase necessary materials and tools. Please consider donating your time and talent. Every "body" is needed and appreciated.

## **Teacher Appreciation**

Appreciation of our exceptional teachers happens year-round at Hickory, beginning with our Back to School Luncheon in September. However, the most celebrated recognition occurs during Teacher Appreciation Week. During this week, the Room Reps organize activities to honor their teachers. The Teacher Appreciation chairperson also coordinates a Multicultural Luncheon for Hickory teachers, usually held on Thursday of the week.

## **Toy Donation Program**

Our Hickory Hounds learn the value of both community service and caring for those less fortunate by donating new or gently used toys, games, books, and stuffed animals. These items are collected in January and donated to Toy Loan, a Los Angeles County program that is used as a learning and therapy tool for over 30,000 children annually.

## **Yearbook**

Hickory's Yearbook is designed by the PTA volunteers with the goal of reflecting students in all grades Kindergarten through 5<sup>th</sup> grade. It highlights our awesome school, student council and PTA sponsored events that occur throughout the year. Parents and caregivers are encouraged to participate by helping with creating the book or submitting photos of Hickory students at Hickory events.

# PTA FUNDRAISING EVENTS

The PTA conducts fundraising events throughout the school year to help support the various programs which positively impact our children's learning experience. Your participation is very important to help fund and continue these valuable programs. With your support, programs including the school library, science kits, assemblies, and field trips are possible for our children. The PTA strives to create fundraising activities that are healthy and positive experiences for the children and their families. There may be additional fundraisers held by the PTA as necessary.

## **Book Fair**

Each year, Hickory students are encouraged to enjoy the pleasures of reading by purchasing books at our annual Book Fair. The Book Fair exposes the children to a wide selection of books that capture their interests. This event is staffed completely by dedicated volunteers.

## **Box Tops**

Simply cut off and save the Box Tops for Education coupons from General Mills products and turn them in to the Box Tops Collection can in the office. Hickory PTA earns \$0.10 for every Box Tops. Please ask your friends and family to save the Box Tops as well. They can be found on a lot of different products, so keep an eye out for them.

## **Fall Fundraiser/Direct Donation Campaign**

The Fall Fundraiser/Direct Donation Campaign kicks off at the beginning of the school year and is one of the major fundraisers for the PTA. It generates funds to support the PTA sponsored programs throughout the school year such as Adventures in Art, field trips, the library, science kits, and assemblies. Donation forms are sent home during the summer and weekly through the Communicator during the campaign.

## **Jog-A-Thon**

The Jog-A-Thon is an annual fundraiser in the Spring and addresses our dedication to fitness. Our students sign-up sponsors who pledge either a flat donation amount or money for each lap they are able to run. We encourage students to stay fit by practicing for this annual event. Parent volunteers are needed the day of the event to punch lap cards, distribute water, and cheer for the children from the sidelines.

## **Membership**

Join PTA, the largest and the most powerful volunteer child advocacy association in the nation. When you join Hickory PTA, your dues pay for your membership not only to Hickory PTA but also to Torrance Council of PTAs, 33rd District PTA, California State PTA, and the National PTA.

Our Membership Drive begins in September with memberships being accepted throughout the year. By joining the Hickory PTA, you are part of a national network of people who believe in the education and welfare of our children and youth. All children benefit when you belong to PTA. Please join the Hickory PTA today!

## **Scrip**

SCRIP (gift cards) is sold to the PTA at a discount and parents purchase the SCRIP from Hickory PTA at full face value. You can use SCRIP cards like any other gift cards at many of your favorite stores, restaurants, gas stations, and grocery stores. A percentage of your purchase goes back to your child's classroom. So your purchases make money for the class effortlessly! SCRIP is sold in Room 31 on Mondays and Fridays from 8:45 am - 9:30 am. You can also send in your completed order form with payment to your child's teacher. Scrip can be delivered to your child (to go home with him/her) or you can pick up your SCRIP in Room 31 during normal SCRIP sales hours. You can order Scrip online at [www.shopwithscrip.com](http://www.shopwithscrip.com). Your order will come to us and we will place your order once we receive your payment.

## **eScrip**

Register your grocery cards and other major credit/ATM cards, and the PTA will receive a percentage of what you spend with certain merchants such as Ralphs, Macys, and Vons.

## **Spirit Wear**

Hickory PTA sells Spirit Wear that includes T-shirts and sweat-shirts. Students and parents are encouraged to wear their Spirit Wear on Mondays and Fridays (Hickory Hound Day) to show school spirit. The Spirit Wear are also helpful for the children to wear on field trips or for school activities as they help identify our Hounds.

# VOLUNTEER GUIDELINES

## Requirements

- ◆ A volunteer must complete and sign “An Agreement for Volunteer Services” required by Torrance Unified School District.
- ◆ A Mantoux Tuberculosis test is **required** of volunteers at Hickory School. Once this test has been successfully completed, the results remain valid for four years.
- ◆ Please do not use the copier machines without proper training. Copiers and computers are for school and PTA use only.
- ◆ No smoking or gum chewing is allowed at Hickory Elementary School. All school volunteers should be in compliance with the district dress code.

## Sign In and Attendance

- ◆ Please report to the school office to sign in and pick up your volunteer badge.
- ◆ Report to your assigned classroom or office.
- ◆ When you are ready to leave, return your volunteer badge in the school office and sign out.
- ◆ If you are unable to honor your volunteer commitment, please phone the school with an advance notice so that we can inform the teacher or the appropriate person.

## Volunteer Guidelines

- ◆ The physical safety of children is always the first consideration. Never leave a child or children unattended.
- ◆ Never discipline a child with physical force. Please refrain from using negative or demeaning words when reprimanding a child. If a child needs further attention, please tell the teacher.
- ◆ If a child confides to you that another adult is physically mistreating him/her, please tell the teacher immediately.
- ◆ Please refrain from discussing any individual student behavior or achievement with any one except the classroom teacher.

# PTA COMMUNICATIONS

The PTA partners with the school's Principal and Teachers to communicate important information about the school, activities and events with parents and caregivers. This communication is sent through our weekly Communicator, the school website, broadcast voicemail and by e-mail. Every effort is made to ensure that students and parents are well informed about events and activities at the school and that information is updated and easy to find.

## Communicator

The weekly Communicator contains information about the school programs and events, monthly lunch menu, monthly Principal's Newsletter, school fundraisers and external activities.

All parents will be receiving the weekly Communicator by email through our On-Line Communicator. This will help protect our environment by saving paper, trees, and landfill space. This will also help Hickory save the cost on paper and toner which can be used for school programs, activities, and field trips.

## On-Line Communicator

You must first sign-up to receive the On-Line Communicator by email.

- ◆ **How do I sign-up for the On-Line Communicator?** Go to [www.hickoryelementary.com](http://www.hickoryelementary.com) (Home tab) and click on Sign Up for the On-Line Communicator. Follow the instructions and type your name and email address. Next, click on the Sign Me Up button. You will receive an email notification that you have been added to Hickory's mailing list. If you have spam filtering setup on your email, then please make sure you can receive email from [hickoryweb@earthlink.net](mailto:hickoryweb@earthlink.net). If you have any questions about how to sign-up for the On-Line Communicator, then email them to [hickoryweb@earthlink.net](mailto:hickoryweb@earthlink.net)
- ◆ **Do I need to sign-up if I was receiving the On-Line Communicator from last school year?** No. You do not need to sign-up again since your information is already in our system.
- ◆ **What if I do not have access to a computer and the internet?** If you do not have access to a computer and the internet, you will need to fill out a Request for Hard-Copy Communicator Delivery form in the school's office. This form must be filled out in order to receive a hard-copy Communicator delivered to your child's classroom.

### **Hard-copy Communicator**

If you are approved to receive the printed version of the Communicator, then it will be delivered to your child's teacher. PTA volunteers collate and distributes the printed version of the Communicator.

### **Email**

When you sign up for the On-Line Communicator, you will also receive email reminders about school programs, events, and school information. Parents should regularly check their email for the On-Line Communicator and any school information.

If you have any questions, suggestions or want to become involved in any PTA programs or events, you can contact PTA via email. Check the PTA Board Member directory for the contact information.

### **PTA Mailbox**

Any PTA forms or suggestions can be dropped off in our PTA mailbox. The PTA mailbox is located inside the school office.

### **Website**

Visit Hickory's website at [www.hickoryelementary.com](http://www.hickoryelementary.com). Our website has information on the weekly Communicator, upcoming events, monthly Lunch Menu, school calendar, PTA, Teachers, Administration and much more! The website is updated by our PTA webmaster. Checking the website **before** calling the school office regarding lunch menu, dismissal times, events and scheduled activities is very much appreciated. Needless phone calls to the school office is disruptive and takes away time from school business and responsibilities.

### **Welcome Committee**

Hickory is made up of many diverse cultures and this committee has bilingual-speaking (Japanese, Korean, Chinese) volunteers to welcome those families whose English is not their first language. Please contact a member of the Welcome Committee if you need school information translated in Japanese, Korean or Chinese.

## **SCHOOL INFORMATION**

**Faculty and Staff**  
**2011-2012**  
**Phone: (310) 533-4672**

<b>ADMINISTRATION</b>		<b>EXT</b>
Principal	Mrs. Edna Schumacher eschumacher@tUSD.org	3180
Secretary	Mrs. Ruth Marshall-Coulter	3181
Office Assistant	Mrs. Brenda Banfield	3182

**KINDERGARTEN**

<b>TEACHER</b>	<b>ROOM</b>	<b>EXT</b>	<b>EMAIL</b>
Mrs. Stephanie DiPrete	K-1	3171	sdiPREte@etUSD.org
Mrs. Holly Evans	4	3104	hevans@etUSD.org
Mrs. Julie Faherty	1	3101	jfaherty@etUSD.org
Mrs. Diane Pendrick	K-2	3172	dpENDrick@etUSD.org
Mrs. Mylee Tynen	3	3103	mtynen@etUSD.org

**FIRST GRADE**

<b>TEACHER</b>	<b>ROOM</b>	<b>EXT</b>	<b>EMAIL</b>
Mrs. Kelli Hammond	Mod C	3168	khammond@etUSD.org
Ms. Amanda Leyland	Mod G	3164	aleyland@etUSD.org
Mrs. Janie Oden	Mod I	3163	joden@etUSD.org
Ms. Aja Roberts	Mod J	3162	aroberts@etUSD.org
Mrs. Dori Yamamoto	Mod D	3167	dyamamoto@etUSD.org

**SECOND GRADE**

<b>TEACHER</b>	<b>ROOM</b>	<b>EXT</b>	<b>EMAIL</b>
Mrs. Angel Barteau	Mod B	3169	abarteau@etUSD.org
Ms. Suzanne Erving	8	3108	erving@etUSD.org
Mrs. Lyn Hunt-Russell	7	3107	lhunt-russell@etUSD.org
Mrs. Cyndi Ondo	9	3109	condo@etUSD.org
Mrs. Shelley Risk	6	3106	srisk@etUSD.org

### THIRD GRADE

TEACHER	ROOM	EXT	EMAIL
Mrs. Angel Barteau	Mod B	3169	abarteau@etusd.org
Mrs. Gayle Bond	19	3119	gbond@etusd.org
Mrs. Missy Davis	21	3121	mdavis@etusd.org
Mrs. Corinne Grace	Mod A	3170	cgrace@etusd.org
Ms. Peggy Imatani	29	3129	pimatani@etusd.org
Mr. Fred Shiga	27	3127	fshiga@etusd.org
Mrs. Lorrie Spears	29	3129	lspears@etusd.org

### FOURTH GRADE

TEACHER	ROOM	EXT	EMAIL
Mrs. Filomena Benedetti	14	3114	fbenedetti@etusd.org
Mrs. Missy Davis	21	3121	mdavis@etusd.org
Ms. Lori Nagaoka	20	3120	lnagaoka@etusd.org
Mrs. Debbie Owens	30	3130	dowens@etusd.org
Mr. Fred Shiga	27	3127	fshiga@etusd.org
Mrs. Mari Shirai	30	3130	mshirai@etusd.org
Ms. Cheryl Tabellion	22	3122	ctabellion@etusd.org

### FIFTH GRADE

TEACHER	ROOM	EXT	EMAIL
Mrs. Filomena Benedetti	14	3114	fbenedetti@etusd.org
Mrs. Jean Barbanti	12	3112	jbarbanti@etusd.org
Mrs. Krista Clark	11	3111	kclark@etusd.org
Ms. Amie Poling	16	3116	apoling@etusd.org
Mrs. Melissa Tyrrell	13	3113	mtyrrell@etusd.org

### HICKORY SCHOOL STAFF

Mrs. Marlis Gilman	Learning Center	18
Mrs. Maya Williams	Learning Center	15
Ms. Charlotte Svolos	Learning Center	17
Mrs. Lori Takaki	Speech Therapist	R-13
Ms. Melissa Matherly	Speech Therapist	R-13
Ms. Shelly Contreras	Health Assistant	Office
Ms. Andrea Rice	Counselor	Mod L
Dr. Rosalind Myatt	Psychologist	R-17
Dr. David Feldmann	Psychologist	R-13
Mr. Jack Sollecito	Instrumental Music	Mod K
Mr. Antonio Avila	Custodian	
Mrs. Debbie Oviedo	Cafeteria Supervisor	

# SCHOOL BELL SCHEDULE

## Kindergarten

Playground Opens .....	8:45 a.m.
School Begins .....	8:59 a.m.
Morning Recess .....	10:30 a.m. - 10:45 a.m.
Lunch .....	11:45 a.m. - 12:30 p.m.
School Dismissal .....	1:59 p.m.

## 1<sup>st</sup>, 2<sup>nd</sup> and 3<sup>rd</sup> Grades

Playground Opens .....	8:30 a.m.
School Begins .....	8:59 a.m.
Morning Recess .....	10:30 a.m. - 10:45 a.m.
Lunch Grade 1 .....	12:00 p.m. - 12:45 p.m.
Lunch Grades 2 & 3 .....	12:15 p.m. - 1:00 p.m.
Afternoon Recess .....	1:55 p.m. - 2:05 p.m.
School Dismissal .....	3:12 p.m.

## 4<sup>th</sup> and 5<sup>th</sup> Grades

Playground Opens .....	8:30 a.m.
School Begins .....	8:50 a.m.
Morning Recess .....	10:50 a.m. - 11:05 a.m.
Lunch .....	12:30 p.m. - 1:15 p.m.
Afternoon Recess .....	2:10 p.m. - 2:20 p.m.
School Dismissal .....	3:12 p.m.

For 1<sup>st</sup> grade through 5<sup>th</sup> grade, every Wednesday is “Early Out” at 2:27 p.m. Parents need to make pick-up arrangements for their children.

*For the purpose of safety after 9:00 a.m., parents are to leave campus at 8:50 a.m. The park gate will be locked at 8:50 a.m., the other gates will be locked at 9:00 a.m. All gates will be unlocked at 3:12 p.m.*

*Please remember that we do not provide supervision for students before 8:30 a.m. or after 3:12 p.m. This is a safety concern and we do need your cooperation in picking your children up on time.*

# SCHOOL ATTENDANCE

## Attendance and Absences

The passage of Senate Bill 727 has changed the method which California will fund public schools. As of July 1, 1998, school districts will no longer receive funding from the state for pupils who are absent from school. Districts will receive funding ONLY for actual student attendance (also known as "seat" time). Students must turn in absence notes for ANY absence upon returning to school.

## Tardy Procedures

When a child is late to school, s/he must report to the Office with a note of explanation signed by a parent or guardian before going to class. Not present during the start of class may result in missing instructions for the day. Please make every effort to help your child be on time. Tardy counts are recorded on report cards. Children who are chronically tardy will make up the time after school. When a student accumulates 3 tardies, then the student will have to serve a detention.

## Permission to Leave Early

If you wish your child to leave during the school day, please send a note with the child on that day or before indicating:

1. The time to be excused. Students will not be dismissed during the last 15 minutes of the school day.
2. Purpose (medical appointment or personal.)
3. Whether you or another specified person will pick up the child.
4. Whether your child will be returning to school on the same day.

Your child will be sent for when you come to the school. Early dismissal of a student is subject to approval of the principal and prescribes that the student makes up missed assignments or tests.

# GRADING

## Grading

All K-5 students receive three Standards Based Report Cards during the year; one at the end of each trimester. Report card citizenship marks are affected by classroom and playground behaviors.

*MID-TRIMESTER PROGRESS NOTIFICATION:* Mid-trimester progress notes are sent home with all students to appraise parents of areas of strength and those needing improvement. A special effort will be made by each teacher to provide the reasons for any concerns. This is done so parents can give their child support toward improvement.

# STANDARDS BASED REPORT CARDS

Standards Based Report Cards are one way of reporting on student achievement. Teachers report on a student's achievement level in several discreet areas of a subject content. These subject areas and their contents are taken directly from the California State Standards. The State of California requires that students master grade level standards in order to be promoted to the next grade level. Mastery of these content areas is important for success in the next grade level.

In standards based report cards, we do not use traditional Grading, instead we use Scoring. With Scoring, students are compared to the standards not each other. Did they meet mastery of the standard? This tells us specifically what students know and what they are able to do.

You will still probably be tempted to ask "How does my student compare to the others?" Remember that this is not a competition. We do not compare one student to another. Every child can do great. The better question to ask, "Is my child meeting mastery of the standards."

## **Achievement Level Marks:**

### **4 Advanced or Exceeds Standard**

The student's academic performance significantly and consistently demonstrates knowledge, application, and extension of content standards taught during the trimester as demonstrated by classroom, grade level, and district or state-wide assessments. Typically a student at this level moves through the standards faster, goes deeper, explores connections or relationships through critical thinking or exhibits creativity in their thinking.

### **3 Proficient or Meets Standard**

The student's academic performance consistently demonstrates knowledge and application of standards taught during the trimester.

### **2 Basic or Approaching Standard**

The student's academic performance partially demonstrates knowledge of grade level standards taught during the trimester. The student is approaching the grade level standards but may be at risk of retention.

### **1 Below Basic/Far Below Basic or Below Standard**

The student's academic progress demonstrates limited knowledge of grade level standards taught during the trimester. Progress indicates the student may not achieve mastery by the end of the year. The student is at risk of retention.

**NA Not Assessed**

The content standard was not assessed during the trimester.

**NM No Mark**

The content standard could not be fully evaluated during the trimester.

These Achievement Level marks reflect the student's performance on the California State Content Standards. Performance is determined by teacher evaluation of mastery of specific content standards. This includes quality of work, quantity of work, application of skills, and originality of work. An important part of this new report card is showing parents and caregivers the progress that students are making toward the content standards using a numbering system that is similar to information that parents and guardians receive from the STAR (Standardized Testing and Reporting) Program. Grade level standards describe the academic skills, knowledge, and abilities that students are expected to master in a trimester or by the end of the school year. The state-wide goal is for all students to score in the Advanced or Proficient categories.

**Effort and Citizenship Marks:**

Teachers use the following marks for effort and citizenship. For effort, these grades describe the student's overall ability to complete a classroom task in a given time, turn in homework and assignments on time, make a good effort on his or her work, and have a good attitude about learning. For citizenship, these grades describe the student's ability to follow class and school rules, as well as, interacting appropriately with his or her peers. Students should display an attitude that is helpful and friendly.

**E Excellent**

The student consistently demonstrates effort and good citizenship.

**S Satisfactory**

The student usually demonstrates effort and good citizenship.

**N Needs Improvement**

The student sometimes demonstrates effort and good citizenship.

**U Unsatisfactory**

The student rarely demonstrates effort and good citizenship.

For additional information related to SBRC, refer to the TUSD website, [www.tusd.org](http://www.tusd.org).

# HOMEWORK

The findings of many current research studies point to the value of regular homework as part of the instructional program. We believe homework can:

- ◆ Support academic achievement
- ◆ Increase opportunities for developing responsibility, self-discipline, and organizational skills
- ◆ Extend the school experience or enrich a learning activity

Homework assignments become an avenue for communication between home and school. They also provide parents with opportunities to keep abreast of their children's progress and become better acquainted with the curriculum content. The following guidelines for homework assignments have been established by the District:

Kindergarten	20 to 40 minutes per week
Grades 1 - 3	1 to 2 hours per week
Grades 4 & 5	3 to 4 hours per week

The quality of student performance on homework assignments will naturally affect student learning. Homework performance will be noted on the study skills and effort section of the report card.

# SCHOOL LUNCH

## Cafeteria

The school cafeteria is open daily. Student meals cost:

Lunch Tray	\$3.00
Chocolate Milk	\$0.50
Milk	\$0.50
Juice	\$0.50

You may deposit money in the office before school. No cash in the line. Prepaid meals may be purchased on-line at [www.myschoolbucks.com](http://www.myschoolbucks.com). If you are paying by check, please make check payable to TUSD/Food Services and place in the Food Services box in the front office BEFORE school begins. The school menu is available on Hickory website.

## Lunches at School

Please do not bring fast food to the school office to be delivered to your child. If your child is in grades K-3<sup>rd</sup>, we will contact the teacher if you deliver a forgotten lunch to the office. If your child is in 4<sup>th</sup> or 5<sup>th</sup> grade, we will keep the lunch in the office, but we will not contact the teacher about it. Please remind your 4<sup>th</sup> or 5<sup>th</sup> grader to check the office if your child forgot their lunch.

# PARKING

## School Parking

All parking spaces are reserved daily for staff between the hours of 7:30 a.m. and 4:30 p.m. Temporary unoccupied spaces need to be kept open at **ALL** times, as staff do come and go throughout the day. Street parking is available for parents and visitors.

# DROP OFF/PICK-UP CHILD

## Valet Service

Valet Service, operated by students and teachers, is now in operation in the mornings and afternoons. Please follow the directions of the attendants when you are dropping off or picking up your child. Older students are available to walk the younger children to their classrooms if necessary.

# EMERGENCY PREPAREDNESS

## Survival Kits

Disaster survival kits must be prepared and brought to school each September. Please pack the following items in a one-gallon zip lock bag:

- ◆ Use a 3 x 5 card to write your child's name, phone number, and emergency phone number to go inside the survival kit.
- ◆ One (1) small towel
- ◆ One (1) small packet of Kleenex
- ◆ Small Packets of Handi-wipes
- ◆ Sweatshirt or sweater - rolled up tightly
- ◆ Change of underwear
- ◆ Two (2) 6 oz cans of juice, no boxes please
- ◆ Some band-aids
- ◆ Small packets of snacks that are commercially vacuum packed and preserved (pudding, fruit, beef jerky, cheese/peanut butter crackers, etc.) Place these snacks in smaller baggies. NO loose snacks that could attract ants, please.
- ◆ Cards or a small game (not battery operated)
- ◆ Very small flashlight with batteries **not** installed
- ◆ A note from you to your child explaining that you will pick him/her up as soon as you possibly can, and not to worry.
- ◆ A family picture

Disaster kits are returned at the end of the school year so that you can replace necessary items.

## **Emergency Preparedness— “Preparation Spares Panic.”**

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. Here are some of the things you can do:

1. Make sure the Green Emergency Cards are current.
2. Provide your child with a “Survival Kit” that will be kept in the classroom with the Green Emergency Card. This kit should help sustain your child before being picked up safely from school. See **Emergency Kits** for complete details.
3. When arriving at Hickory to pick up your child, go to the Greenwood gate to request your child. Your child will be released to you at the Hickory Park gate.

## **Emergency Plan**

Hickory has a Policies and Procedures manual, which we follow in case of a disaster. Should we have a major earthquake or other disaster during school hours, students will be kept under our supervision and will not be released without a parent contact or until the emergency is over.

Please read the following instructions carefully so that you will know the proper procedure should a disaster strike. Your cooperation is vital in any emergency.

1. **DO NOT** telephone the school. Telephone lines may be needed for emergency communications.
2. **DO NOT** drive to school. If you wish to pick up your child, walk to school. Streets must be kept open for emergency vehicles.
3. The Main Reunion Gate at Hickory School is the Z-gate located on Greenwood on the east side of the school grounds. This is where you would come to pick up your child in the event of an emergency. The gate in front of the office would be closed.
4. Tune your radio to KFI 640 AM, KNX 1070 AM, or KFOX 93.5 FM for emergency announcements.
5. Please keep your **two Green emergency cards** up-to-date. Inform the office when changes in phone numbers occur.
6. Impress upon your children the need for them to follow directions of school personnel. All school staff members have had special emergency training.

# HEALTH AND SAFETY

## Health Policies

A child should **not** attend school when they: have a temperature above 99.9, have vomited or had diarrhea in the last 24 hours, have a persistent runny nose and/or cough or are directed by their physician to remain at home. A child will be sent home from school if any of the above mentioned symptoms are present or if the Hickory Health Aide or Staff deem that your child is sick. Sick children are usually uncomfortable and contagious. Please make every attempt to arrange pick-up for your child within 20 minutes of being contacted by the school. **Therefore it is very important that the school have up-to-date contact information.** A child should not return to school unless they are fever free and/or have not vomited or had diarrhea for 24 hours. All our children will remain healthier if these guidelines are followed.

If a child is injured and requires the use of any of the following: cast, crutches, sling, brace, splint, wheel chair, ace bandage, s/he will not be permitted on the playground during recess or PE until a release notice from the Doctor is submitted to the school office.

## Medication at School

*According to the California State Education Code, definite procedures must be followed with regard to taking medication at school.*

During the regular school day, any pupil who is required to take medication prescribed by a physician or over-the-counter must receive:

1. A written statement from the physician stating the method, amount, and time by which medication is to be taken.
2. A written statement from the parent or guardian of the pupil, granting their permission for the physician's orders to be carried out.

No medication is to be kept in the classroom (with the exception of the medicines in the Survival Kits). Medication should be brought to the school office. It is the student's responsibility to come to the office to take the prescribed medication at designated times.

A parent or guardian can bring prescribed medication to the school office and give it to their child directly.

These policies are for the protection of all school children. Cough medicines, cough drops, and aspirin are not to be sent with children to school for self-administration.

## **Accidents**

When accidents occur at school, they must be reported immediately to the adult in charge. School personnel may administer first aid. In cases of serious injury, parents will be contacted. *It is imperative that parents complete and return the **two Green Emergency Information** cards at the beginning of the school year.*

It is suggested that you sign permission for Treatment card at a local hospital emergency treatment room and then notify the school office so the name of that hospital can be placed on the Emergency Information card. This is vital when a parent cannot be reached in an emergency.

If you do not have insurance, we suggest to parents that it might be worthwhile investing in low cost accident insurance for children that is available through a District sponsored group plan.

## **Health Assistant**

Our Health Assistant is at Hickory School Monday through Friday from 10:15 a.m. to 2:15 p.m. The Health Assistant's duties include administering first aid, assisting the region nurse in checking student's vision and hearing, checking immunizations records, processing physician's medications forms for students (see **Medications** section), and acting as liaison between the school and the region registered nurse.

## **Homemade Foods**

In accordance with county health laws, homemade or home baked goods may not be served to students in the classroom. These homemade goods will still be permitted at PTA or other functions at which students are free to choose if they want them.

## **Child Abuse Reporting**

All school employees are required by law to report to the police suspected incidents of physical, mental, or neglectful abuse of any child attending Hickory Elementary School. If you suspect child abuse at a home, call the Child Abuse Hotline at 800-540-4000 for advice and answers.

## **Tuberculosis Screening**

All children and school volunteers are required by the State of California to have a Mantoux tuberculosis (TB) screening every four years.

## **Safe Walking**

Please emphasize the crucial importance of crossing streets only at corners or in marked crosswalks, rather than taking the “short cut” in the middle of the block. This will contribute greatly to your child’s lifelong safety practices and help avoid accidents. Model this safe behavior with your child and please follow the directions of the two city-provided crossing guards.

## **Preventing H1N1 or Seasonal Flu**

This information is provided by the Los Angeles County Department of Public Health.

No matter which virus you have, preventing the flu requires little effort. Follow these tips to stay healthy:

- ◆ Cover your nose and mouth with a tissue when you cough or sneeze.
- ◆ Wash your hands often with soap and water. Gel sanitizers are also effective.
- ◆ Avoid touching your eyes, nose, or mouth since germs spread that way.
- ◆ Avoid close contact with sick people.
- ◆ If you’re sick, stay home and rest for at least 24 hours after fever ends.

Information on H1N1 virus can be found at the Los Angeles County Department of Public Health website, <http://publichealth.lacounty.gov>.

# SCHOOL INFORMATION, RULES AND GUIDELINES

## Bicycles

Students in third to fifth grade may ride their bikes to school if parents have sent a permission slip. Those students who bring bicycles to school **must** have proper locks. We do not have constant supervision of the bicycle parking area and therefore **cannot guarantee the security of the bicycles and we strongly suggest that students not park their bikes at the park.** If your child does ride a bike to school, please be advised that according to state law a helmet must be worn and students may not ride the bike on school grounds. We ask for your cooperation in this matter.

## Cell Phones on Campus

Revised state law authorizes student possession of cell phones and pagers provided that the devices do not disrupt the educational program or school activity. Cell phones and pagers must be turned off during class time, and at any other time directed by a TUSD employee. If a disruption occurs, the employee may direct the student to turn off the device and/or may confiscate the device until the end of the class period, school day. If a cell phone or pager is used by a student during the school day it will be confiscated and turned into the school office.

At Hickory, all cell phones and pagers are to remain in student's backpack and must be turned off from 8:30 a.m. until 3:12 p.m. We discourage families from sending cell phones or pagers to school with students as they are expensive items and the school cannot assume responsibility for loss or damage.

## Change of Address

Parents/guardians are required to report in writing a change of 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.

## Classroom/Teacher Assignments

Students are assigned to classrooms by recommendations from teachers and the principal who work together collaboratively. Many considerations are taken into account to achieve a heterogeneous grouping. Unless there is an unusual circumstance, we do not take parental requests for classroom teachers.

## **Dress**

We encourage students to dress for safety, modesty and be conducive to learning. Shoes with high heels or open-toes are not considered safe. Students with pierced ears should wear studs, rather than dangling earrings, which have been found to be safety hazards during play. We also request that students do not wear tank tops. Parents will be called to bring other clothing or shoes if clothing or shoes are not appropriate. Finally, hats and hoods are not allowed to be worn inside the classroom.

## **Lost and Found**

A lost and found basket is located outside Room 31. Students should check their classroom first for lost articles, then check the lost and found basket. Items such as money, glasses, wallets, and other valuables are frequently turned in at the office. Items from Lost and Found are donated to Global Awareness periodically during the school year.

## **Messages to Students/Classrooms**

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.

## **Messages To Teachers**

Parents should send a note with their child to request an appointment with their teacher. Parents who do not wish to send a note may call the office and a message will be left in the teacher's mailbox or leave a voicemail for the teacher.

The teacher contract specifies that teachers must be on campus, available to parents and students one-half hour before the day begins, and may leave campus when their professional obligations end, at the close of the day.

## **Money and Valuables**

Children should bring money to school to meet lunch needs or for other school approved purposes. Pupils also should not bring valuable articles. It is recommended that you provide a zippered coin purse for your child.

## **Multi-Age Classrooms**

Often times we have the opportunity to have more than one grade level in a classroom. Children who are recommended to participate in these rooms have exhibited independent working skills, are developmentally at grade level, and are children who have good social skills. Being recommended for these combo classes is a compliment to those students.

## **Parties in the Classroom**

Please do not bring food, drinks, etc. for individual Birthday parties for your child. We encourage honoring your child's birthday by presenting a book, game, software or some other gift in your child's name. Classroom parties are schedule and limited to a Holiday Party and an End of the Year Party.

## **School Philosophy**

We believe that the role of the school, as that of the home, is to provide firm but loving guidance and discipline to assist the child toward the attainment of the eventual goal of self-discipline.

In order to accomplish this crucial goal, we believe that children in their young and formative years require positive guidance coupled with well-defined limits of behavior. The observance of these limits gives the child sense of inner security, and contributes towards the formation of strong moral character.

The child must know, for example, that s/he will not be allowed to harm him/herself, others, or the property of others. Also, a child will not be permitted to interfere with the learning process. If s/he transgresses these limits, s/he must be prepared to accept the required consequences. Developing self-discipline takes the combined efforts of students, parents, and teachers.

We encourage parents to allow their children to be accountable for school behavior and academic success.

## **Visitors On Campus**

To protect the welfare and security of students and staff, the Torrance Unified School District requires that individuals having legitimate and relevant school business, and wishing to enter or remain on school campus, must first obtain permission form the Principal. Visitors are requested to sign-in at the school office

and receive a “visitor/volunteer” badge before entering school grounds or classrooms.

Classroom and teacher visitations are welcomed, however advance arrangements with the teacher is necessary. Please see **Visitation of Classrooms**.

School-age friends or relatives are not permitted on campus during school hours.

Loitering in or nearby a public school is prohibited by law. This includes older friends waiting off-campus for school to dismiss.

## **Visitation of Classrooms**

Hickory welcomes all parents to the school for visitation in classrooms. The following suggestions will make your visit of greater value:

- ◆ Notify the principal of your request in advance.
- ◆ Make your presence known by stopping by the Principal’s office. This is a state requirement.
- ◆ If you wish to visit and observe a certain subject area, determine in advance the time of day the subject is scheduled. Do this by phoning the office a few days prior to visiting. Try to time your arrival to coincide with the beginning of the lesson.
- ◆ Usually a visit of 20 minutes will suffice.
- ◆ It is our intent that regular classroom procedures not be interfered with or delayed. We would like parents to see as natural a classroom situation as possible.
- ◆ Plan to talk with the teacher when s/he is free of personal responsibility for the children. **Please do not try to confer with the teachers during class time.**
- ◆ Smaller children should not be brought with parents on visits.
- ◆ Please check with the teacher (if possible) at least a day in advance so you will know what activities are planned for your visitation period.

# SCHOOL ENROLLMENT

## Enrolling Students

To enroll a student at Hickory, a parent/guardian needs to provide the following information at the school office:

- ◆ Two forms of proof of residency
  1. Electric bill (must be from Edison)
  2. Gas bill
  3. Water/Trash bill
  4. Cable bill (must be from Time Warner)
- ◆ Child's birth certificate
- ◆ Immunization record
- ◆ Language proficiency assessment for English Language Learners

Contact the school office for student enrollment. Additional information on student enrollment can be found at TUSD website, [www.tusd.org](http://www.tusd.org).

## Permits/Open Enrollment

**Inter-district permits:** This permit is for students that do NOT live in Torrance, but wish to attend a Torrance school. Inter-district permits need to be renewed every year.

**Open Enrollment:** This is for students that live in Torrance, but do not live in the Hickory attendance area and want to make Hickory their home school. Contact the school office for the open enrollment schedule and application. Once enrolled at Hickory through this open enrollment policy, students remain in that school's attendance area until graduation from high school, meaning that students will attend Hickory Elementary, Madrona Middle School and Torrance High School. Students placed in a requested school through this open enrollment policy no longer have priority rights for the school in the attendance area in which they reside. For additional information related to Permits/Open Enrollment, refer to the TUSD website, [www.tusd.org](http://www.tusd.org).

## Kindergarten Roundup

Each year in April, Hickory conducts a round-up for those students who will be entering kindergarten in the fall. This is an opportunity for teachers to meet incoming students, conduct a brief assessment, and for parents to meet with the principal for a brief overview of our program. Please check the school Communicator for Kindergarten Round-Up dates, or contact the school office in April.

# STUDENT AWARDS AND RECOGNITION

## Academic Awards

Hickory students are encouraged to set high academic goals for themselves. Together with their teachers and parents, they review and discuss their specific grade level standards and expectations. Students are recognized by their individual teachers and at school assemblies throughout the school year for their academic achievements. Outstanding Student Recognition Awards, honoring individual talents, not limited to academics, are part of the Monday morning assembly.

## Student Recognition

Every week at flag assembly, students from different classrooms receive special awards recognizing and encouraging student achievement in academics, school spirit, character development, citizenship, athletics, and social skills.

In addition, periodically, a different class is featured and rewarded for being well behaved and cooperative.

The featured Class of the Week is rewarded with the following:

- ◆ Early entrance to the cafeteria and a special designated eating area for each lunch
- ◆ Food certificates from sponsoring merchants
- ◆ Special seating at Flag Assembly

## Caught Being Good/Super Citation High 5 Hound

Any student who is observed doing something “nice” for another person may be randomly rewarded by the adult who saw the behavior. S/he is given a “Caught Being Good” slip. The student is then eligible for a “Lunch with the Principal” drawing. There are also High 5 Hound slips. With five slips, students can also enter the drawing.

## Lunch With The Principal

This program was developed to acknowledge and award children throughout the week for good behavior and helpfulness to others on the playground. At the weekly morning flag assemblies, the Principal will randomly select “Caught Being Good” students to join her on Thursdays for a special lunch or treat.

# SCHOOL ACTIVITIES

## **Campus Clean Up Class of the Week**

This program is designed to keep our school looking clean and encourages students to be proud of their school. Every week at flag assembly the campus clean up class of the week is announced.

## **Hickory Student Showcase**

In April, Hickory will sponsor a “Student Showcase”. This is an amazing opportunity for parents to focus on student achievement. Students will have the opportunity to share their academic accomplishments with their parents. Teachers and students will display student work, projects, and presentations that students have worked on throughout the year. We are excited to give students the chance to articulate and share with their parents what they have learned. All parents will be invited to join their child/children for lunch on our school grounds. Teachers will open the classrooms for the “Student Showcase”.

## **Music Instruction (instrumental and vocal)**

Students in 4th and 5th grade receive vocal music instruction. In addition, students in grades 3, 4 and 5 may be eligible to receive instruction in instrumental music.

## **Student Council**

At Hickory, we have an active Student Council; new officers are elected twice a year. A Hickory teacher guides the Council in coordinating and implementing special events. Some of the events held in previous years have been Twin/Triplet Day, Sports Day, and Teachers vs. Kids Kickball/Basketball. Special announcements about these activities will be sent home periodically. Watch for them and encourage your child to participate.

## **School Science Fair**

The Hickory Science Fair, held in February, includes participation of all students and encourages them to explore, share ideas, invent and problem solve. The Science Fair projects can be done with parent supervision and help, but parents should not singlehandedly do the projects. Winners are invited to attend the TUSD Science Fair.

# SCHOOL PROGRAMS

## **English Language Development**

Children whose English language is limited are involved in the ELD Program at Hickory. All new children who speak another language are tested during the summer. All English language learners receive SDAIE instruction in their classroom as well as meet periodically with the English Language Development (ELD) teacher. The children continue in this program until tests determine that they are fluent in the English language.

## **Gifted And Talented Education (GATE)**

Students in 3<sup>rd</sup> through 5<sup>th</sup> grades are identified for the GATE program based upon their academic ability test performance, teacher evaluation, and parent/student surveys as outlined by state and District guidelines. Classroom teachers provide an on-going enrichment program for high achieving and GATE students through differentiated instruction thus encouraging students to develop to their fullest potential. GATE students are clustered into groups of 4 - 6 when space is available.

## **Learning Center**

The Learning Center is intended to serve students with exceptional needs who have been identified as having learning disabilities, or a physical handicap, which interferes with their learning. These students can benefit from the major part of the regular curriculum, but require some special assistance provided by the Learning Center Teachers to help remediate their learning problems. Students who qualify, and are placed, have designated services specified on an Individual Educational Plan (IEP). A student with no learning disabilities can also be placed in the Learning Center as an intervention measure for a specific amount of time if space is available.

## **Pillars of Character**

Each month we highlight a different Pillar of Character as we participate in the National Character Counts program. They are; fairness, caring, respect, trustworthiness, citizenship and responsibility.

## **Speech and Language Specialist**

Students who qualify may receive help from the county speech and language specialist. This may be for help in speech articulation or language processing difficulty.

## **School Psychologist/Counselor**

A part-time school psychologist and school counselor will be at Hickory on various days. They are available by contacting the school. They confer with parents, students, and staff; and conduct psychological testing for students as needed. Due to time constraints, they cannot meet with adults or children on a regular basis, but can be an excellent source for psychological referrals.

## **Student Success Teams (SST)**

When a student is having a behavioral and/or academic difficulty, parents may request the student be evaluated by the SST to explore possible school interventions. Teachers also may recommend an SST evaluation. Parents are invited and encouraged to attend SST meetings when their child is being discussed. SST occurs each Tuesday morning before school.

## **Search and Serve**

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 when necessary. Assessment for special education is provided for children from birth to 21 years of age and there are some pre-school programs for the disabled.

# BEHAVIOR POLICIES

## School Rules

At the beginning of the school year, each child is given a copy of the School Rules. Teachers and students discuss these at length, and the student and parent sign and agree to discuss these rules throughout the year. These rules coupled with problem-solving situations, afford a positive way for students to develop their interpersonal skills.

Students are expected to obey all directions; be diligent in study; be respectful to teachers and others in authority; and refrain from the use of profane language. Teachers are expected to hold all pupils accountable for their conduct on the way to and from school, on the playgrounds and during recess.

## Classroom Rules

Each teacher has a classroom discipline plan for their class. This plan includes a list of expected behaviors. Positive behavior is recognized and encouraged through a system of classroom and school rewards; there is also an established system of consequences for misbehavior.

## Discipline Plan

Our Discipline Plan at Hickory consists of behavior standards that address desired behaviors in “common areas”, not classrooms. Students who choose to break the behavior standards will be issued detentions slips, which will be sent home on the day of the infraction for your review and signature. If a student does not return the slip the next day, they will be assigned an extra day of detention. Students must stay after school to serve detention. A teacher supervises detention. If the student does not arrive to the detention room on time, they will not be allowed to enter the detention room and will have to serve an additional day of detention. The detention teacher will walk students up to the office to meet their parents once detention is over. Parent conferences are setup by the principal to discuss the student’s behavior, if necessary.

## Progressive Discipline Policy

1. When a student receives a detention for breaking a behavior standard, their homeroom teacher will speak to the student about the problem.

2. When a student receives a third detention for the same standard, the Principal or Assistant Principal will speak to the student and parents may be contacted.
3. When a student receives 5 detentions, then the Principal or Assistant Principal will call the parents to discuss the problem.
4. If a student receives 6 detentions, the Principal or Assistant Principal will speak to the student and call the parent to determine consequences. A SARB meeting may also be scheduled.

If a student continues with unacceptable behavior, s/he may be suspended from school. Any severe type of infraction, as listed in the Torrance School Board Policy 434.11, may result in suspension or expulsion from school. Possession of guns, knives, weapons, drugs, or alcohol will not be tolerated and may result in expulsion. (See **Zero Tolerance**.) Students who use ethnic or racial slurs or any type of harassment behavior or language can be suspended from school.

### **Zero Tolerance**

Torrance Unified School District and Hickory School adopted a **Zero Tolerance** code in 1993 for the following violations. Zero Tolerance means that should any of the named behaviors occur, a student may be recommended for expulsion by the principal. Students may be suspended pending investigation.

- ◆ **Causing serious physical injury** to another person, except in cases of self-defense.
- ◆ **Possession of any knife, explosive, or other dangerous object** of no reasonable use to the pupil at a school activity off school grounds.
- ◆ **Unlawful sale** of any controlled substance, except for the first offense for the sale of not more than one ounce of marijuana.
- ◆ **Robbery or extortion.**
- ◆ **Bringing to school any sort of gun**, or a play gun, which is a facsimile.

**Students may not bring knives, play guns, firecrackers, or any type of explosive to share with their classrooms.**

## **Sexual Harassment**

Our School Board has formulated and adopted a sexual harassment policy for all employees and for students in grades four through 12. Sexual harassment means unwelcome sexual advances, requests for sexual favors, and any other verbal, visual, or physical conduct of a sexual nature made by any student in the district. Any student who engages in sexual harassment of any student in or from the district may be subject to discipline, up to and including expulsion.

## **PROHIBITED ON CAMPUS**

### **Smoking on Campus**

Hickory is a smoke-free school. No one is allowed to smoke on the school grounds at any time. As a regular part of our school curriculum, students are given information about the health hazards of drugs, alcohol, and tobacco.

### **Skateboards**

Skateboards, roller skates, heelies, etc. are not allowed on campus. A ticket from the police is given to anyone skateboarding on campus even on weekends and weeknights. Please support us in this.

### **Toys**

Toys shall not be brought to school except with the teacher's permission to "share." They shall remain in the classroom unless specific approval is obtained from the principal.

- ◆ Hard balls, marbles, water pistols, slingshots, fake weapons, and other items of a dangerous or nuisance type will not be allowed.
- ◆ No radios, CD players or IPODs are to be brought to school at any time.
- ◆ Pokemon, Yugio or Baseball cards are not to be brought to school at any time, nor are cards that are to be traded.
- ◆ Students may not sell, buy, or trade items while at school.
- ◆ Please do not send electronic toy devices to school.
- ◆ No make-up or jewelry is to be brought to school.

# **PARENT INVOLVEMENT**

## **Parent-Teacher Conferences**

Individual parent-teacher conferences are held at the end of the first and second school trimesters to discuss the progress of students. Teachers will send invitations for appointments home with students to schedule the conference. This year, conferences are scheduled for December and March. Check the Communicator for specific dates and time.

## **School Site Council**

The School Site Council (SSC) is a committee composed of elected representatives: the Principal, parents, and staff members. It is a shared decision making body that oversees the implementation of the Single Plan for Student Achievement. The Council meets monthly and is directly involved in setting goals and objectives for the school, as well as determining and monitoring various school budgets with the Principal. The SSC also provides a forum for parental and staff input for district policies and directions. SSC meeting dates are announced in the weekly communicator. Notices of meetings will be published in the Communicator.

## **Multicultural Parent Advisory Committee**

This is a group of parents that meets four times a year to give input and direction to multicultural education of our ethnically diverse student body. Its members provide meaningful multicultural experiences for students in classrooms and throughout the Hickory community. ELMAC meets four times a year.

## **School Accountability Report Card (SARC)**

Each year the school publishes a report to parents about pertinent successes and issues involving the school. This report is compiled by parents, teachers, and the principal and is distributed to the school community. Copies of the report are available on-line. The long form of this report is also available for you to read.

## **Volunteers**

We are attempting to lower the ratio of children to adults to ensure all children have the opportunity to learn to their fullest potential.

If you would like to volunteer in your child's classroom, send a note to the teacher indicating the day and time you prefer. If you would like to help prepare materials for teachers, call the school office or the PTA Volunteer Coordinator.

A reminder that all volunteers are required by state law to have a Mantoux tuberculosis (TB) test with results on file in the Health Assistant's office. Volunteers must check in daily and wear their volunteer badges while on campus.

## **CHILD CARE**

### **Before and After School Care**

The Torrance YMCA offers a fee-based before and after school child care program on the Hickory campus. Enrollment is limited, and applications must be made through the YMCA. Hickory does not administer the program. Their phone number is 310-530-9381.

# SCHOOL CAMPUS

## Hickory Elementary School



# CONTACT INFORMATION

## PTA CONTACT INFORMATION

### ***Hickory PTA***

Grace Gee, President  
hickorypta.president@yahoo.com  
www.hickoryelementary.com

### ***Torrance Council of PTAs***

Martha Deutsch, President  
torrancecouncil@aol.com  
www.torrancecouncilofptas.org

### ***Thirty-Third District PTA***

Vera Johnson, President  
president@33rdpta.org  
www.33rdpta.org

### ***California State PTA***

Carol Kocivar, President  
(916) 440-1985  
2327 L Street  
Sacramento, CA 95816-5014  
www.capta.org

### ***National PTA***

Betsy Landers, President  
(703) 518-1200  
(800) 307-4PTA  
1250 N. Pitt Street  
Alexandria, VA 22314  
www.pta.org

## **TORRANCE UNIFIED SCHOOL DISTRICT**

2335 Plaza Del Amo

Torrance, CA 90501

310-972-6500

[www.tusd.org](http://www.tusd.org)

### **SCHOOL DISTRICT ADMINISTRATORS**

#### ***Superintendent***

Dr. George Mannon

(310) 972-6001

[superintendent@tusd.org](mailto:superintendent@tusd.org)

#### ***Deputy Superintendent/Administrative Services***

Dr. Don Stabler

(310) 972-6061

[dstabler@tusd.org](mailto:dstabler@tusd.org)

#### ***Senior Director of Elementary Schools***

Dr. E Don Kim

(310) 972-6008

[dkim@tusd.org](mailto:dkim@tusd.org)

### **BOARD OF EDUCATION**

Don Lee - President

[dlee@farmersagent.com](mailto:dlee@farmersagent.com)

Terry Ragins - Vice President

[ragins@socal.rr.com](mailto:ragins@socal.rr.com)

Mark Steffen - Clerk

[msteffen1@pacbell.net](mailto:msteffen1@pacbell.net)

Albert Muratsuchi - Member

[amuratsuchi@gmail.com](mailto:amuratsuchi@gmail.com)

Michael Wermers - Member

[mwermers@gpsd.com](mailto:mwermers@gpsd.com)

The Torrance Unified School District Board of Education meets twice monthly. The meetings are open to the public starting at 7:30 pm the evening of the meeting. The board room is located in the Educational Materials Building at 2336 Plaza del Amo.

Agendas and minutes are available at [www.tusd.org](http://www.tusd.org). The meetings are televised live on Cable (see the listing in the Time Warner Cable Directory) and repeated several times during the week following the meeting.

## CALIFORNIA ELECTED OFFICIALS

*As of September 2011*

### **California Governor**

Jerry Brown  
State Capitol Building, Suite 1173  
Sacramento, CA 95814  
Phone: 916-445-2841  
Fax: 916-558-3160

### **United States Senate**

Barbara Boxer  
312 North Spring Street, #1748  
Los Angeles, CA 90012  
Phone: 213-894-5000  
Fax: 202-224-0357

### **United States Senate**

Dianne Feinstein  
11111 Santa Monica Blvd., #915  
Los Angeles, CA 90025  
Phone: 310-914-7300  
Fax: 310-914-7318

### **US House of Representatives 36<sup>th</sup> District**

Janice Hahn  
544 N. Avalon Blvd.  
Wilmington, CA 90744  
Phone: 310-549-8282  
Fax: 310-549-8250

### **California State Senate 28<sup>th</sup> District**

Ted Lieu  
2512 Artesia Blvd., #320  
Redondo Beach, CA 90278  
Phone: 310-318-6994  
Fax: 310-318-6733

### **State Assembly Representative 53<sup>rd</sup> District**

Betsy Butler  
500 Center Street  
El Segundo, CA 90245  
Phone: 310-615-3515  
Fax: 310-615-3520

## **TORRANCE CITY COUNCIL**

(310) 618-2801

Mayor	Frank Scotto
Council Member	Gene Barnett
Council Member	Tom Brewer
Council Member	Pat Furey
Council Member	Cliff Numark
Council Member	Susan Rhilinger
Council Member	Bill Sutherland
City Clerk	Sue Herbers
City Treasurer	Dana Cortez

Unless adjourned to another time or location, the Torrance City Council meets every Tuesday in the City Hall Council Chamber at 3031 Torrance Blvd. at 5:30 p.m. for an executive session with the regular business commencing no earlier than 7:00 p.m.

## **TORRANCE PUBLIC LIBRARIES**

Katy Geissert Civic Center Library	3301 Torrance Blvd. 310-618-5959
El Retiro Branch	126 Vista Del Parque 310-375-0922
Henderson Branch	4805 Emerald St. 310-371-2075
North Torrance Branch	3604 West Artesia Blvd. 310-323-7200
Southeast Branch	23115 South Arlington Ave. 310-530-5044
Walteria Branch	3815 West 242 <sup>nd</sup> St. 310-375-8418

## **CITY OF TORRANCE INFORMATION**

Torrance Cultural Arts Center	3330 Civic Center Dr. 310-781-7150
Ken Miller Recreation Center	3330 Civic Center Dr. 310-781-7150
Victor E. Benstead Plunge	3331 Torrance Blvd. 310-781-7113
Torrance Parks and Recreation	310-618-2930

## **TORRANCE RESOURCE NUMBERS**

Fire Department .....	911
Police Department.....	911
Healthcare Services .....	211
Torrance Fire Department (non-emergency) .....	310-781-7042
Torrance Police Department (non-emergency) ..	310-328-3456
Centers for Disease Control & Prevention .....	800-232-4636
Poison Control Center .....	800-222-1222
Providence Little Company of Mary .....	310-540-7676
Torrance Memorial Hospital .....	310-325-9110
Child Abuse Hotline .....	800-540-4000
Graffiti Removal Hotline .....	310-781-7149
Southern California Edison .....	800-684-8123
Southern California Gas Company .....	800-427-2200
Torrance Utilities .....	855-354-5623

## **NON-SCHOOL SPONSORED ORGANIZATIONS**

Girl Scouts of America - Southwest Region.....	310-450-3720
<a href="http://www.girlscoutsla.org">www.girlscoutsla.org</a>	
Boy Scouts of America - Los Angeles Area Council .....	213-413-4400
<a href="http://www.boyscoutsla.org">www.boyscoutsla.org</a>	
YMCA Hickory Before & After School Child Care .....	310-530-9381
YMCA Torrance South Bay Family Branch.....	310-325-5885

## Notes

## **The Hickory Alma Mater**

Girls and boys together  
Strong, like a tree  
Blue and white forever,  
We're Hick-o-ry!

Our teachers will guide us,  
On to vic-to-ry  
We're H-I-C-K-O-R-Y!  
We're Hick-o-ry! Hickory Hounds!  
There's a place in the sun for everyone  
We're Hick-o-ry! Hickory Hounds!

## **Our School Pledge**

I will be respectful  
I will come to school to learn  
I will be a friend to others

