

Serrano Elementary



2017-18 Opening Bulletin

The Mission of Serrano Elementary School is to become a high performing community school that engages all students in exemplary teaching and learning experiences that are rigorous, differentiated, meaningful and takes place in a safe and orderly environment. Scholars will be well equipped to impact, influence and contribute to a global society, with the freedom to explore and develop their strengths!

Communication – The Key to Learning

We invite the Serrano community to be connected and stay informed through a variety of sources. Our parents and community generously donated the funds to enhance technology on our campus and will continue to help prepare our students for the 21st Century.

We encourage all parents to use the following resources:

1. Sign up for Parent Portal. (See Pam Jones in the office for particulars) This district service provides student and school information.
2. The OUSD web site is: www.orangeusd.org
3. Student access number is the Student Permanent Number. It is used to log into the computer and it is their lunch account number (the number is used throughout the student's career in OUSD).
4. Teacher e-mail addresses for parent / teacher communication – to be provided at Back to School Night.
5. The Serrano News is sent online by e-mail.
6. Principal's Message – Periodic phone messages to all Serrano families via automated phone service.
7. Important school information goes home each week in the "Wednesday Folder".

Visit Our Webpage & Check-Out Our Up-To-Date EAGLE CALENDAR

<http://www.orangeusd.org/serrano/index.asp>

Follow Our Twitter
@SerranoOUSD

Follow Our Facebook Serrano Elementary
<https://www.facebook.com/serranoousd/>

VERY IMPORTANT!!17

Emergency cards and registration documents will be online for the 2017-18 School Year. Please take time to access the Parent Portal (see above) and fill out required information PRIOR TO SEPTEMBER 15th, 2017. If you think you have a Parent Portal Account, Parent Portal can be accessed @

<https://sp.orangeusd.org/LoginParent.aspx?page=default.aspx>

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“Maximize Student Achievement”

Serrano has many unique recognitions and programs that provide students engaging opportunities and enhance the educational programs. Below are a few of the recognitions and programs worth highlighting:

- 2016 California Gold Ribbon School Award
- 2014, 2010 and 2004 California Distinguished School Award
- Orange/Villa Park Rotary Recognition – Teacher Grants
- Art Masters Program
- PRIDE Achievement Awards
- English Language Learner Program
- Student Council
- Serrano Elementary TV (SETV)
- School Spirit Days
- Student Leadership Participation - Flag Salute at Community Council Meetings
- PBIS (Positive Behavioral Intervention & Support)
- Foundation Games Elementary School Champions 2004 – 2015
- **AVID**

Serrano, A College-Going Culture

Elementary School is just the beginning of a successful Educational Career for our Eagles and our school wide theme this year is “A College-Going Culture.” Each classroom has adopted a college and will celebrate the opportunities that college provides students throughout the year. Believe it or not, kids will know and celebrate the years below:

“Together Everyone Achieves More”

Serrano Elementary School staff is dedicated to an instructional program that prepares all students for a successful future.

For all students:

A Commitment to Reading

- All students will participate in the continuing school-wide reading program, reading a minimum of 20 minutes daily outside the school day.
- Students participate in leveled reading groups and Daily Five Grouping to build skills in reading comprehension in all subject areas.

A Commitment to Math

- All students in every classroom participate in developmental math instruction to promote and reinforce math concepts for better understanding.

A Commitment to Writing

- All students will participate in a school-wide writing program, “Write From the Beginning and Beyond”, focused

on building creative and inspired writers.

Serrano students will demonstrate:

- Increased reading and writing skills through developmental activities
- Information literacy through the use of technology
- Critical/creative thinking problem solving through mathematics
- Individual excellence through effective decision-making and skillful conflict resolution ability
- A desire to accomplish goals through inspiration and perseverance

Class Assignments

The decision as to which class your child was assigned rests with the school staff and the principal. At this time, changes in student assignments will be made only according to the following criteria:

- There is documented evidence by you and the teacher that a problem exists with the assigned teacher and student or sibling of the student.
- Teacher initiated change for academic reasons.

Requests for changes in student assignment must be made in writing with specific details that meet the above criteria. Please understand that due to the necessity of having classes ready to begin in August, individual appointments to discuss class placement cannot be scheduled at this time.

Requests for classroom change will not be considered until the third week of school.



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Classroom Interruptions

In order to preserve the valuable instructional time in the classroom, the school will focus on quality teaching minutes. Therefore, it is important to limit office communication that interrupts the classroom activity to only recess and lunch periods. Messages will be relayed during the teacher-student breaks. We appreciate your cooperation by limiting messages to emergencies only in order to increase our instructional and learning time.

Dress Standards

Students are expected to dress appropriately for the school day following OUSD dress code standards. Reasonable care should be taken by parents to make sure that the child attends school properly attired.

- Footwear must be worn at all times. Tennis shoes and other appropriate shoes allow participation in school activities. **Open-toed sandals or shoes without backs may not be worn to school** for safety sake.
- If a hat is worn to school, it is kept in the student backpack during classroom instructional time. It is expected that students wearing hats will follow accepted hat etiquette (i.e., removing the hat when inside a building or classroom, saluting the flag, and wearing the hat with the "bill" in front, etc.).
- Tank tops, spaghetti straps and open-back shirts or blouses, bare-midriff tops, nylons, baggy/oversized jeans, short skirts, and "short" shorts (arms extended must touch bottom hem of shorts) are not appropriate for school.
- Make-up is considered inappropriate for elementary school.
- Friday are SCHOOL PRIDE Days and students are encouraged to wear their Serrano Spirit Shirts to school.

Lost and Found

Children lose things! Please **label everything** your child brings to school with the first and last name! If your child has lost an item of clothing, please feel free to visit our "found" shelf on the backside of the administration building. No toys or electronic devices at school unless requested by teacher as for a "share day". We recommend you not send to school any items that are of high value. Items do get lost or broken. "Found" items are delivered to charity twice yearly, December and June.

Cell phones and Technology

Cell Phones must be turned "off" and left in backpacks during the school day. We are not responsible for lost, broken or stolen electronic devices, including cell phones.



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Lunch Program

It is a parental responsibility to see that their child has lunch or money for lunch every day. Classroom academic time will not be interrupted to deliver either lunch or money to a student. We do not have a "lunch loan" program at Serrano School. On rare occasions, when lunches are brought to school, they must be delivered through the school office, and placed in the "late lunch blue cart." Tell your student to always check in the office for delivered lunches. As part of our health curriculum, we are focusing on nutrition and fitness; therefore, please, no fast food lunches at school and no soft drinks. *Office staff is not responsible for the delivery of lunches.* District lunch cost is \$2.50 per day (includes milk). We have an automated lunch program. Lunches are purchased through the office. If you purchase 20 lunches for \$50.00, your student will receive a 21st lunch at no charge. Milk is available and sold a la carte for 50 cents cash (**automated system cannot be used for milk purchase**). It is a good idea to deposit money into the students' lunch account to avoid sending money to school every day. Please make all checks for the lunch program payable to **OUSD NUTRITION SERVICES**. Include the student(s) name(s), room number(s) and pin number on the front memo section of the check. All monies must be in a food service envelope available in the office. They are deposited into the gray box located in the office.

Information regarding free and/or reduced price lunch has been sent home, and is available online, to each student enrolled in the district. If your family qualifies for this program, please return the application to school ASAP so that your child can receive meals without delay. If for some reason, you did not receive an application in the mail, or you are new to our school, applications are available in the school office and online. ***For those continuing on the free/reduced program, it is imperative that a new application be processed before the end of the month. You must re-quality at the beginning of each new school year. Your child will be dropped from the program October 1st if a new application has not been processed.***

All students are expected to remain at school during the lunch period. You may, of course, pick your child up for lunch (Kindergarten at 11:30 AM, grades 1-3 at 12:15 PM and grades 4-6 at 11:45 AM) by signing him/her out in the office. Make these arrangements with your student before the school day begins. When dismissed for lunch, students must come into the office to be signed out by the waiting parent. Classrooms will not be interrupted to summon a student for lunch. Students should be returned promptly (Kindergarten before 12:15 PM, grades 1-3 before 1:00 PM and grades 4-6 before 12:30 PM) as classes resume promptly.

Health and Emergency Procedures

It is vital that you complete the online emergency cards through Parent Portal NO LATER THAN SEPTEMBER 15th. It is essential that we know whom to contact in the event of illness or accident and to whom your child may be released if we cannot contact you. If there are custodial issues with a former spouse, please be sure your student knows with whom they may leave campus. Also, please be sure the proper paper work is in place in the office (ex. court papers, custody papers) – so office personnel know to whom your child may be released. Be sure that if there are custodial restrictions, current court papers are in place and that office personnel and the teacher are aware of the limitations. Please make sure we have at least two working emergency phone numbers at all times.

If your child has special health needs or requirements (ex. allergies, regular medication, wears glasses, diabetic, etc.), please notify the office immediately. Medication authorization must be renewed annually.



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Medication

No form of medication (including vitamins, aspirin, Tylenol, cold pills or lozenges, cough drops, etc.) may be brought to school by children and kept in the classroom, backpacks or in lunch boxes. When medication must be administered to a child (prescription or non-prescription) parents may bring it to school and administer it themselves or school personnel may administer it ONLY when the parent and doctor have completed the appropriate medication release form. These release forms must be updated each school year. Forms are available in the school office. **All prescription medication must be left in the original prescription container stating the correct prescribed dosage with the name of the student on the container.** It is possible for the pharmacy to "split" a prescription so that 2 containers are labeled (one for home and one for school). You may want to keep a form on hand in case a prescription is necessary following a doctor appointment.

Report Cards and Parent Conferences

Serrano School is on the trimester system. Please see the School Calendar on the Serrano Website for trimester schedule and parent conferences week. Report cards are sent home at the end of each trimester. Teachers may choose to send academic progress reports home to inform you of your child's performance at any time during the school year.

Playground Supervision

Playground supervision begins at 7:45 AM and school gates (Main Gate and Kindergarten Gate) will be open at that time. Please do not send your child to school before 7:45 AM as there is NO adult supervision. At 7:45 AM, students arriving prior to class starting are to enter through the main gate and go directly to the covered lunch area for quiet chat and reading. All Kindergarteners will enter through the Kindergarten Gate only. For campus security and student safety, the Kindergarten gate will be closed at 8:00AM and the Main gate will be closed at 8:15 AM. All students that are tardy must check in through the office. Parents **MUST** sign in through the office to be on campus at all times. Parents remaining on campus after that time will need to exit Serrano through the office. At dismissal, all students are expected to go directly home or to the car lines in front of the school. All students should be picked up within 15 minutes of dismissal.

If an after school activity is scheduled, a parent must sign a permission form and only those students who participate in that activity with a signed form may remain at school. After school plans, must be previously arranged and will not be made over the phone at the end of the school day.

School Site Council

Serrano Elementary has a School Site Council that provides parents and community members another avenue for supporting the school and helping to make school-related decisions. The SSC is a requirement by the State of California. Its membership is comprised of the school principal, teachers, resource personnel and parents of students in the school.

The function of the SSC is to work with the school staff to determine the educational needs of the students and any other needs affecting their education. This group also helps evaluate the program to determine if it is effective and to recommend revisions if necessary. They are to become familiar with the special funding budget in order to ensure that the money is best spent to serve the needs of all students. Our SSC assists in disseminating information about school programs from a survey of all parents that is taken each spring.



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Parent Participation and Volunteers

Parent volunteers are the heart of our program! You must sign in and out at the iPad Kiosk in the office before going to the classroom for any reason and all visitors must have a badge while on campus. Parents must fill out the OUSD District Volunteer form and supply a copy of a Driver's License or picture ID. Turn this information in to the school office as soon as possible. The school office will forward it to the District office for you. Please report any activity or person on campus that makes you feel uncomfortable or suspicious.

Parking Lot Procedures

PARKING LOT PROCEDURES

The safety of Serrano students is our number one priority. In order to provide an orderly process for drop off and pick up of all students, the following procedures must be observed by all parents – *including kindergarten parents*:

1. Respect the red curb marking "NO Parking" areas. **Do not leave cars unattended in these areas even "for a minute", as you may be ticketed by the Orange County Sheriff.**
2. Do not stop at the driveway entrance (you are blocking all of the cars waiting to come in behind you!) Pull forward into the parking lot as far as you can go to load or unload students.
3. Proceed through the drop-off lanes to the far west end (toward the library) of the parking lot to drop off or pick up all students (yes, even kindergarteners).
4. Be sure to pull BEYOND the crosswalk to unload. All students exit the vehicle beyond the crosswalk.
5. For overflow parking such as Back to School Night, class party days, etc., we will have "over flow" parking on the "The Big Apple". Look for signs to direct parking. Carpooling always works best!
6. We are always in need of parent volunteers to help support safety in the parking lot. If you are available to volunteer one day a week, please let the office know.
7. Have your child exit the vehicle promptly – from the passenger side only, at the curb.
8. NEVER back up while in the drop-off lanes – students and volunteers are present.

It gets very congested before and after school in our parking lot, and on Serrano Ave. It is important to allow extra time from your daily schedule to be safe, courteous and cautious. Please be a model for the children, and use the crosswalks. Staff members and parent volunteers will be wearing safety vests while on duty. Please follow their directions. These safety procedures apply to all Serrano students, kindergarten through sixth grade!