SERRANO

ELEMENTARY SCHOOL

STUDENT & PARENT HANDBOOK 2026-2027

EAGLES SOAR by being RESPECTFUL, RESPONSIBLE, & SAFE

17741 Serrano Avenue, Villa Park, CA 92861
Main Office: 714-997-6275 | Office Hours: 7:30 a.m.-4:00 p.m.
www.orangeusd.org/serrano-elementary-school

Welcome to Serrano Elementary School

Dear Serrano Families,

Welcome to the 2026-2027 school year! It is an honor to begin my second year serving as principal of Serrano Elementary. Our school is a close-knit community where students are known, families are valued, and staff members work together to create a safe, joyful, and academically challenging environment.

My educational philosophy is simple: all knowledge is in the connections, and relationships come before rigor. When children feel safe, respected, and connected, they are ready to take risks, solve problems, and grow. This handbook explains the routines and expectations that help us protect those relationships and maximize learning time.

This year, Orange Unified School District is using ParentSquare for district, school, and classroom communication. Please keep your contact information current in Aeries and review ParentSquare regularly for announcements, forms, calendars, and emergency messages.

Thank you for your partnership and for helping every Serrano Eagle SOAR. I look forward to a year filled with connection, growth, and celebration.

With appreciation,

Shannon Morgan
Principal

Quick Reference

Topic	Information
School	Serrano Elementary School, TK-6
Address	17741 Serrano Avenue, Villa Park, CA 92861
Main Office	714-997-6275
Attendance	Call 714-997-6275 and press 1; provide student name, teacher, date, and reason
Communication	ParentSquare is the primary school-home communication platform
Student information	Update contacts and authorized pickup adults in Aeries
School expectations	SOAR: Self Control, Ownership, (Positive) Attitude, Respectful and Responsible
Closed campus	All visitors enter through the front office, show photo ID, and wear a visitor badge

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1. School Schedule and Daily Routines

2026-2027 Schedule Notice

The bell schedule below reflects the current Serrano schedule published by the school. Families will be notified through ParentSquare if OrangeUSD approves any change for 2026-2027. Always follow the most recent school communication.

Grade Band	Start	Regular Dismissal	Wednesday Dismissal
TK	8 a.m.	1:50 p.m.	12:10 p.m.
K	8 a.m.	2 p.m.	12:15 p.m.
Grades 1-3	8 a.m.	2:15 p.m.	12:25 p.m.
Grades 4-6	8 a.m.	2:25 p.m.	12:35 p.m.

Before School

- Students may enter campus only when supervised gates open at 7:45am. Students arriving early must remain with a parent/guardian or attend an approved before-school program.
- Students eating breakfast should report directly to the designated breakfast area. Backpacks should remain with students until they proceed to class or the assigned waiting area.
- Students must walk on campus and follow directions from all staff members.
- After the start bell, students must enter through the office and obtain a tardy pass.

After School

- **Students must leave campus promptly through their assigned dismissal area or report directly to CARES/expanded learning, a supervised activity, or transportation.**
- **Walkers must leave campus and may not wait or play on the grass or near traffic areas.**
- Supervision ends 15 minutes after dismissal. Students who remain will be escorted to the office so a family member can be contacted.
- Changes to dismissal plans should be communicated to the teacher and office as early as possible. Last-minute messages cannot always be delivered before dismissal.

2. Arrival, Dismissal, and Parking Lot Safety

Student Safety Is the Priority

Please be patient, follow staff directions, and model the respectful behavior we expect from students. The flow of traffic depends on every driver following the same procedures.

Drop-Off

- **Parents and guardians remain in the vehicle in the loading lane.**
- Pull forward as far as directed before allowing students to exit.
- Students should be ready to exit quickly with backpacks and materials accessible inside the vehicle. Families needing extra assistance should park in a designated space and walk in.
- Students may exit only after the vehicle has passed the crosswalk and is in the marked loading area.
- TK/K students: please turn on your hazards to let personnel know students may need help. A student valet member will come to walk your student to the gate.

- Do not use cell phones while driving in the school traffic pattern. Observe the posted 5 mph speed limit.

Pick-Up

- Display the school-issued car tag clearly and follow the lane identified for your family.
- **Do not park or leave a vehicle in the loading lane.** Use marked spaces if you need to exit your vehicle.
- Students may not run between vehicles. Pedestrians must use marked crosswalks and follow crossing-guard directions.
- Parents must select one regular pickup location and make sure children know the plan.

3. Attendance, Tardies, and Independent Study

Daily attendance and punctuality are essential. Learning, class discussions, collaboration, and teacher feedback cannot be fully replaced by makeup work.

Reporting an Absence

1. Call 714-997-6275 and press 1 as soon as possible.
2. State the student's full name, teacher, date of absence, and reason.
3. Submit medical verification when applicable. Unverified absences may be recorded as unexcused.

Tardies and Early Release

- Students who arrive after the bell must report to the office before going to class.
- An authorized adult must sign out a student leaving early and present photo identification.
- Whenever possible, schedule appointments outside instructional hours and avoid early pickups during the final 20 minutes of the day.

Chronic Absence and Truancy

Students who miss 10 percent or more of enrolled school days are considered chronically absent. Families may be invited to a Student Attendance Review Team (SART) meeting to develop an improvement plan. Continued concerns may be referred to the District School Attendance Review Board (SARB). Attendance and punctuality may also affect continued open-enrollment placement, consistent with District procedures.

Short-Term Independent Study

Independent study is not a substitute for regular attendance. When an unavoidable non-medical absence is planned, families should contact the office at least 10 school days in advance. Approval depends on timing, duration, teacher availability, and completion requirements. Work and study logs must be returned by the deadline to receive attendance credit.

4. Campus Safety, Visitors, Volunteers, and Student Release

Closed Campus

During school hours, only students, staff, and cleared visitors or volunteers may be on campus. All adults must enter through the front office.

Visitors and Volunteers

- Present a valid photo ID and complete the Raptor visitor check-in process.
- Wear the issued badge visibly and check out before leaving campus.
- Arrange visits and volunteer service in advance. Drop-in classroom visits are not permitted.
- Complete all OrangeUSD volunteer clearance and training requirements before serving.
- Protect student confidentiality. Do not discuss, photograph, record, or post information about students without authorization.
- Silence mobile devices and avoid personal calls while supporting students.

- Siblings may not accompany volunteers into classrooms during the instructional day unless attending an approved school event.

Student Release

- Students are released only to adults listed as authorized contacts in Aeries who present photo identification.
- The school cannot release a child based only on a phone call, text message, or note from an unverified adult.
- Families are responsible for updating emergency contacts, phone numbers, custody information, and pickup permissions promptly.

Dogs and Animals on Campus

For safety and risk-management reasons, pets are not allowed on school grounds while students are present or during school events unless the animal is an authorized service animal or part of an approved instructional activity.

5. Health, Medication, Nutrition, and Emergency Procedures

Illness and Injury

- Keep students home when they have a fever, repeated vomiting, or symptoms that prevent meaningful participation in school.
- Please stay home if vomiting has occurred 2 or more times in 24 hours, unless current public-health guidance states otherwise.
- Students should be fever-free in the morning without use of medication and are able to hold down liquids and food to return to school.
- The health office provides basic first aid. Families will be contacted for significant illness or injury, and 911 will be called when necessary.

Medication

School personnel may administer medication only when current parent/guardian authorization and licensed health-care provider orders are on file. All prescription and over-the-counter medication, including cough drops, must be stored in the health office unless a legally authorized exception applies.

Nutrition and Food Safety

- Breakfast and lunch are available through OrangeUSD Nutrition Services. Menus and current meal information are posted online.
- Students may bring food from home. Food may not be shared because of allergies and dietary needs.
- Do not send glass containers, soda, or energy drinks.
- Late lunches should be labeled and left in the designated office area. Delivery services such as DoorDash and Uber Eats may not deliver student meals to campus.

Emergency Preparedness

- Serrano conducts required safety drills and maintains a comprehensive school safety plan.
- During an emergency, families should wait for ParentSquare or District instructions and avoid calling the school unless directed. Phone lines must remain open for emergency response.
- Students will be released only through the established reunification process to authorized adults with identification.

6. Communication and Family Partnership

Strong relationships depend on timely, respectful, and solution-focused communication. ParentSquare is the primary platform for district, school, and classroom messages.

Communication Guidelines

- Keep Aeries and ParentSquare contact information current and select your preferred language and notification settings.
- Questions about classroom learning, assignments, or routine concerns should be addressed with the classroom teacher first.
- Contact the principal when a concern remains unresolved, involves safety, or requires schoolwide support.
- Use email or ParentSquare messages for nonurgent matters. Staff generally respond within two school days during the workweek.
- Schedule appointments for conferences. Arrival, dismissal, recess, and instructional time are not appropriate times for an extended conversation.
- Maintain respectful language. School staff may move complex or escalating message threads to a scheduled meeting or a single email chain with administration included.

Family Engagement

Families are encouraged to participate in PFO activities, School Site Council, workshops, school events, and approved volunteer opportunities. Partnership supports student belonging and achievement while preserving instructional time and student confidentiality.

7. Academic Expectations, Homework, and Technology

Student Learning Responsibilities

- Attend every day, arrive on time, and be ready to learn.
- Know what you are learning, why it matters, and how you will show understanding.
- Complete work honestly and ask specific questions when support is needed.
- Use AVID organization strategies, maintain materials, and check assignments regularly.
- Protect textbooks, library books, and school-issued devices.

Homework

Homework provides purposeful practice, reading, organization, or preparation. Teachers communicate grade-level expectations. Families should contact the teacher when homework consistently exceeds a reasonable amount of focused time or when a student cannot complete it independently after using taught strategies.

Academic Honesty

Maintaining academic integrity is an essential expectation for all students. Students are expected to complete and submit their own work and demonstrate honesty in all academic tasks. Academic dishonesty undermines the learning process and will result in disciplinary action.

Students must submit their own work and use technology responsibly. Copying, unauthorized collaboration, plagiarism, or using artificial intelligence to complete work without teacher permission may result in the assignment being redone, parent contact, loss of credit, and progressive consequences. Instructional responses will emphasize learning, accountability, and restoration.

First Offense:

- The student will receive a grade of zero on the assignment or assessment.
- The student will be given an opportunity to redo the assignment for partial credit.

- Parent/guardian notification will occur by teacher.
- The teacher will review academic expectations with the student.

Second Offense:

- The student will receive a grade of zero on the assignment or assessment.
- Parent/guardian notification will occur by administrator.
- The student will be assigned detention.
- The student will be required to redo the assignment for partial credit, at the teacher's discretion.

Subsequent Offenses:

- The student will receive a grade of zero on the assignment or assessment.
- A parent/guardian conference will be required with the teacher and administrator.
- The student will be assigned detention and/or additional disciplinary consequences in accordance with school policy.
- Additional supports and interventions may be implemented.

District Devices and Digital Citizenship

- Use District accounts, networks, and devices only for educational purposes and in accordance with the OrangeUSD Acceptable Use Policy and 1:1 Device Handbook.
- Keep passwords private, protect personal information, and report unsafe or inappropriate online content to an adult.
- Families may be financially responsible for negligent or intentional damage or loss as allowed by law and District policy.

8. Mobile Communication Devices - Board Policy 5131.8

Gate-to-Gate, Off and Out of Sight

At Serrano Elementary, personal mobile communication devices must be powered off and placed in the backpack for the entire school day while students are on campus, unless an authorized exception applies.

OrangeUSD Board Policy 5131.8 defines mobile communication devices broadly to include cell phones, tablets, wireless earbuds/headphones, smartwatches, and other portable wireless communication devices. For elementary students, devices may not be used during the instructional day and must be turned off and out of sight. Students who need to contact a parent or guardian must use the school office.

Permitted Exceptions

A student may possess or use a device when one of the following applies:

- There is an emergency or a perceived threat of danger.
- A teacher or administrator grants permission, subject to reasonable limits.
- A licensed physician or surgeon determines use is necessary for the student's health and well-being.
- Use is required by the student's individualized education program (IEP).

Privacy and Recording

- Devices may never be used in a manner that infringes on another person's privacy.
- Students may not photograph, audio-record, or video-record any person at school without explicit staff authorization.
- Wireless earbuds and headphones must be stored unless a staff member authorizes their use for instruction or an approved accommodation.

Progressive Response to Unauthorized Use

Occurrence	School Response
First	Device is secured for the day; student reviews the expectation; family is notified. The device is returned according to office procedures.
Second	Device is secured in the office and must be picked up by a parent/guardian. A behavior referral may be issued.
Repeated	Parent/guardian conference and an individualized plan, which may include loss of the privilege to bring a personal device to school and additional discipline consistent with Board policy.

The District is not responsible for personal devices that are lost, stolen, or damaged. Reference: OrangeUSD Board Policy 5131.8, Mobile Communication Devices, adopted June 2026.

9. SOAR Behavior Expectations, PBIS, and Discipline

Serrano uses Positive Behavioral Interventions and Supports (PBIS), social-emotional learning, and restorative practices to teach expected behavior, recognize positive choices, and respond consistently when harm occurs. Serrano Students SOAR by being Respectful, Responsible, and Safe. Our specific guidelines for being Respectful, Responsible, and Safe in various school areas are posted around school.

SOAR EXAMPLES	What It Looks Like
RESPECTFUL	Use kind words; listen to adults and peers; protect property; include others; respect differences and privacy.
RESPONSIBLE	Tell the truth; complete your work; accept feedback; repair harm; take responsibility for choices.
SAFE	Keep hands, feet, and objects to yourself; walk in designated areas; use equipment correctly; report concerns.

Recognition

- SOAR tickets and the SOAR Store
- Student of the Week and classroom recognition

- Positive calls or messages home
- Schoolwide celebrations and citizenship awards

When Expectations Are Not Met

Responses are matched to the behavior, age, pattern, intent, impact, and applicable law or District policy. Possible responses include reteaching, reflection, restorative conversation, loss of a related privilege, parent contact, behavior support plan, office referral, detention, suspension, or recommendation for expulsion when legally authorized. Serious behaviors may be referred directly to administration.

- Weapons and look-alike weapons are prohibited and may result in suspension or expulsion.
- Fighting, threats, vandalism, major defiance, harassment, discrimination, and repeated unsafe behavior are major concerns.
- Consequences do not replace instruction. Students will be supported in understanding impact, repairing harm, and returning successfully to learning.

10. Bullying, Harassment, Nondiscrimination, and Student Rights

Every student has the right to learn in a safe environment free from bullying, harassment, discrimination, intimidation, and retaliation. Concerns may involve words, actions, gestures, images, exclusion, physical conduct, or online behavior.

Report Concerns

- Tell a teacher, counselor, playground supervisor, office staff member, or principal as soon as possible.
- Families should provide specific information: who, what, when, where, witnesses, and any screenshots or messages.
- The school will respond promptly, protect privacy to the extent possible, and communicate within legal limits. Student discipline records are confidential.

Student Bill of Rights

- Learn in a disruption-free environment.
- Know what is expected in every school setting.
- Have concerns heard and addressed.
- Be protected from physical harm, verbal abuse, discrimination, and harassment.
- Be treated with kindness and dignity.
- Express ideas appropriately and develop independence.
- Celebrate strengths, identities, cultures, abilities, and differences.

Student Responsibilities

- Respect yourself, others, and school property.
- Make safe choices and follow staff directions.
- Use inclusive, school-appropriate language.
- Avoid teasing, threats, hateful language, and physical aggression.
- Help solve problems and seek adult support when needed.
- Keep the campus clean and contribute to a positive community.

11. Dress, Personal Property, Library, and School Materials

Dress and Grooming

Student clothing, footwear, accessories, and grooming must support safety, active participation, and a disruption-free learning environment. Dress expectations will be applied in a manner consistent with OrangeUSD Board Policy 5132 and nondiscrimination requirements.

- Wear secure, activity-appropriate footwear. Athletic shoes are strongly recommended for daily recess and physical education. Crocs, Slipper - style, open toed shoes, and boots are not permitted. Students need to be able to run and access playground equipment in their shoes.
- Clothing must provide appropriate coverage and allow safe movement without repeated adjustment.
- Clothing, jewelry, or accessories may not display or promote drugs, alcohol, tobacco, weapons, profanity, hate, sexual content, or gang affiliation.
- Hoods are removed indoors unless an accommodation is approved. Hats may be worn outdoors for sun protection and removed when directed for indoor activities.
- Items that create a safety hazard or interfere with instruction may be stored in the office until dismissal.

Personal Property

- Label jackets, water bottles, lunch containers, and school materials with the student's name.
- Toys, trading items, large sums of money, collectibles, and personal sports equipment should remain at home unless a teacher gives permission.
- The school is not responsible for lost, stolen, or damaged personal property.
- Unclaimed lost-and-found items may be donated at announced times during the year.

Library and School Materials

Students are responsible for the care and timely return of library books, textbooks, instruments, and devices. Families may be charged for loss or damage as permitted by law and District procedures. Replacement costs may vary by item and model; the current OrangeUSD 1:1 Device Handbook governs device charges and expectations.

12. Playground, Recess, Lunch, and Restroom Expectations

Playground and Recess

- Follow the rules of the game, take turns, include others, and demonstrate good sportsmanship.
- Use equipment only as intended and in assigned areas. No rough play, play fighting, tackling, or throwing rocks, dirt, or other unsafe objects.
- Freeze at the signal, return equipment, and walk to line promptly.
- Ask a supervising adult for help. Use "stop, walk, and talk" strategies when appropriate.
- Students may not enter classrooms or buildings during recess without staff permission or cross the yellow line unless using the restroom.
- Students should use the restroom individually.

Lunch

- Walk to the cafeteria and lunch tables, sit in assigned areas, and follow supervisor directions.
- Eat only your own food; sharing is not allowed.
- Clean your area and wait to be dismissed before going to the playground.
- Food stays in the lunch area and may not be taken onto the playground.
- Fast food may not be served at lunch tables and must be eaten at the tables by the office.

Restrooms

- Use restrooms for toileting and handwashing only.
- Respect privacy, use a quiet voice, keep hands and feet to yourself, and leave the area clean.
- No playing, socializing, climbing, filming, or vandalism in or near restrooms.
- Report damage, unsafe behavior, or a need for assistance immediately.

13. Celebrations, Awards, and Special Events

Birthdays and Classroom Celebrations

- Coordinate with the teacher at least one week in advance; teacher discretion for celebrations will be followed.
- Non-food recognition is encouraged. Any food must be store-bought, individually packaged when possible, and approved in advance because of allergies and health plans.
- Celebrations may not interrupt instruction. Balloons, flowers, and gift deliveries will not be delivered to classrooms.
- Private party invitations may be distributed at school only when every student in the class is invited, or through an approved electronic method that protects privacy.

Recognition and Awards

Serrano recognizes academic growth, achievement, attendance improvement, citizenship, leadership, perseverance, and SOAR behavior. Criteria and event dates are communicated by teachers and through ParentSquare. Recognition systems are designed to celebrate a wide range of strengths and contributions.

Field Trips and Special Activities

Field trips and special activities are extensions of the instructional program. Students must follow school expectations and any activity-specific behavior agreement. The school will provide appropriate support consistent with student rights, IEPs, Section 504 plans, and District procedures.

If a student is on a behavior plan, a parent/caregiver may be required to attend the field trip as a chaperone.

Chaperones for field trips will be picked by teacher discretion.

14. Handbook Acknowledgment

Family Review

Please review this handbook with your child. Discuss the SOAR expectations, arrival and dismissal procedures, attendance, and the mobile communication device policy.

We have reviewed the Serrano Elementary School Student & Parent Handbook for 2026-2027. We understand that the handbook summarizes school routines and expectations and works together with OrangeUSD Board Policies, Administrative Regulations, annual notices, and the District Parent/Pupil Handbook. When District policy or law changes, the current policy or law governs.

Student Name:
_____

Grade / Teacher:
_____

Student Signature: Date: _____
_____

Parent/Guardian Name:
_____

Parent/Guardian Signature: Date: _____
_____

Thank you for helping every Serrano Eagle SOAR!

Policy and Reference Notes

This site handbook is intended as a practical family reference. It does not replace OrangeUSD Board Policies, Administrative Regulations, the annual District Parent/Pupil Handbook, student IEPs or Section 504 plans, or applicable law. Current policy resources are available through the Orange Unified School District website under Board of Education > Board Policies and Student & Community Services > Family Resources.