



Crescent Elementary School

5001 E. Gerda Drive
Anaheim Hills, CA 92807
(714) 997-6371 FAX (714) 997-6260
Shelé Tamaki, Principal

August 9, 2017

Dear Parents,

On behalf of the Crescent Elementary staff, I'd like to welcome all new and returning families to the 2017 – 2018 school year. We hope that each of you had a relaxing and enjoyable vacation.

The Parent Newsletter (available online only) will be helpful to you as we work together to support the safety, health and welfare of our students. Please read and discuss each section with your child, as well as mark the minimum days on your calendar from the bell schedule included in this packet.

Crescent has implemented a new registration process for collecting all forms prior to the start of the school year. Please refer to the Registration Information section. All forms should be brought to Crescent on August 22, 2017 at the designated times listed by alphabet on your summer mailer.

In accordance with school safety procedures, all visitors must sign in at the school office before coming on campus. If you have any questions, please contact the school office at 997-6371. The Crescent Elementary staff and I look forward to working together with our families as partners in your child's education.

Sincerely,

Shelé Tamaki
Principal



Crescent Elementary School

Home of the Cougars

Parent Newsletter

5001 E Gerda Drive * Anaheim, CA 92807 * 714-997-6371

August, 2017 Shelé Tamaki, Principal ♦ Rick Torres, AP

OFFICE AND SCHOOL HOURS

Office Hours	---	7:30 AM to 4:00 PM
Campus Opens	---	7:45 AM
TK and Kindergarten Schedule (M,T,Th,F)	---	8:00 AM to 2:05 PM
TK and Kindergarten Modified Wednesday	---	8:00 AM to 12:00 PM
<i>Grades 1-3 (M,T,Th,F)</i>	---	<i>8:00 AM to 2:10 PM</i>
<i>Grade 1-3 Modified Wednesday</i>	---	<i>8:00 AM to 12:05 PM</i>
Grade 4-6 (M,T,Th,F)	---	8:00 AM to 2:25 PM
Grades 4-6 Modified Wednesday	---	8:00 AM to 12:20 PM
District Minimum Days – TK and Kdg.	---	8:00 AM to 12:05 PM
District Minimum Days – Grades 1-3	---	8:00 AM to 12:10 PM
District Minimum Days – Grades 4-6	---	8:00 AM to 12:20 PM

PARKING LOT SAFETY

The safety of our children is a number one priority. Your help is needed in order to continue to eliminate dangerous situations and congestion in the parking lot at arrival and dismissal times.

If you are dropping off or picking up your child, please pull up as far as you can along the yellow curb. This will enable a complete stream of cars to unload or pick up their children. Families may also use the parking lot at Peralta Park to drop-off students. Students may then walk on the sidewalk to the Crescent campus. Parents may also park at Peralta Park and then walk to the school to pick up their children at the end of the school day. **Students are never to walk through**

the parking lot without an adult escort. Your cooperation is greatly appreciated in the area.

BICYCLES

Students in grades 3 – 6 may ride their bicycles to school with parent permission. The school will not assume responsibility for lost, stolen or damaged bicycles. State law requires bicycle helmets. Students must wear a helmet at all times and follow these rules:

- All bicycles must be securely locked to the bike rack.
- Students are not to ride double on their bicycles.
- No riding of bicycles on school property at any time. School property starts at the gate entering the parking lot

No skateboards, roller type skates, retractable shoe skates, or scooters are allowed on school grounds.

ABSENCE INFORMATION

When your child is absent because of illness, medical appointments, or any other kind of reason, please call our 24-hour ***Absence Hotline on the first day of the absence at 714-997-6050*** and record the following information:

- The child's first and last name.
- The day or days of the absence
- The reason for the absence
- The name of the individual reporting the absence

If your child's absence is not cleared on the ***Absent Hotline***, please send a written note stating all of the above. **If your child will be absent from Afterschool CARES, please call them at 714-628-5380 to report the absence.**

Vacation absences during the school year are considered unexcused absences. Please help your child establish school and learning as a priority in his / her life by planning family activities during the scheduled breaks.

If your child has accumulated 14 absences a doctor's note is required to clear any absences.

ATTENDANCE AND TARDIES

Campus supervision begins at 7:45 AM and students are expected to be in line at 8:00 AM when the school bell rings. Arriving to school on time is a valuable lesson that we teach our children. Just as adults are expected to report to work on time, the staff at Crescent holds the same expectations for our students. Missing even a few minutes of class time in the morning can have an impact on student learning, as well disrupting the learning of others by coming in late.

Any student who arrives after the front gate has been closed will need to go to the office and receive a Tardy Slip. Tardies are recorded and logged into our computerized attendance system. For a tardy to be excused, we must have the original doctor's / dentist's note and not a note from the parent. After five absences and / or tardies, a letter from the office will be mailed home. After 10 absences and/or tardies, a second letter will be mailed home requesting a parent conference. All documentation is logged into the Aeries System and may result in a meeting with our OUSD Student & Community Services personnel.

LOST AND FOUND

Please label all lunch boxes, clothing, water bottles, etc., with your child's name so any lost articles may be identified. At the end of each trimester, all unclaimed articles will be donated to a local charity.

PETS – NO DOGS OR CATS ON CAMPUS

Please do not bring pets to school without having made prior arrangements with the teacher. All pets must be caged / leashed properly and be up to date on shots. **Dogs and cats are not allowed on any school campus at any time!**

CHILD CARE

Orange Unified School District has a School Aged Care program available for parents at Crescent Elementary School. Fees are charged and are competitive with private day care centers. CARES opens at 7:00 AM and closes at 6:00 PM. Please access their information on the OUSD site / CARES. They may be reached by phone at 714-628-5380.

SCHOOL LUNCH PROGRAM

Lunches are available for all students to purchase daily. Menus are sent home at the end of each month for the next. Menus may also be found at the OUSD/nutrition services site. The cost for lunch is \$2.50, including milk. If you wish to purchase milk only, the cost is \$.50 per container.

To speed up service to students, we encourage families to pre-pay for a minimum of five lunches. You may pre-pay at www.PayPAMS.com otherwise the cash or check needs to be brought to the office where it will be recorded and put into the money drop box in the office.

All students retain their "PIN" number throughout their education at OUSD. If your child has moved from another school within OUSD they will retain the same number. New students to OUSD will receive their new number from their teacher.

OUSD will be offering only one hot lunch choice again this year. Please prepare your child for lunch with either a pre-paid lunch or a sack lunch from home. This is a parent and student responsibility.

CUSTODY ARRANGEMENTS

If your child is participating in any specific child custody arrangements pertaining to the release procedures defined by a court, please make sure that we have copies of any legal documents.

We are happy to supply non-custodial parents, who have joint legal custody, with copies of report cards and communication bulletins. Please give our office your home and email addresses.

BUS TRANSPORTATION

Students who wish to ride the bus to school must obtain a bus pass. Bus Pass applications are available in our office or at the Bus Pass Office at 726 W Collins Ave., in Orange. If you have any questions, please call the Bus Pass Office between the hours of 7:30 AM and 3:30 PM, Monday through Friday at 714-538-8295.

CLASSROOM TREATS

Please obtain teacher approval before bringing in any treats. There has been an increase in the number of students with food allergies. We recommend store bought foods when bringing in treats to your child's classroom. Ingredients can then be reviewed for possible food allergies.

Birthday treats are provided by our PTA on a monthly basis. Please do not bring in additional birthday treats without the classroom teacher's prior approval.

MONEY, TOYS OR VALUABLES

Children are discouraged from carrying large sums of money or valuable items to school. We cannot be responsible for lost/stolen items. Student should not bring any toys, games or sports equipment from home.

Cell phones brought to school must be either kept in their backpack at all times during school hours or given to the teacher upon request. Cell phone watches are not allowed at school.

HEALTH OFFICE

The Office Staff will continue to handle emergencies following basic first aid procedures. Should you need medical advice, you will need to consult a physician. The Health Clerk is versed in First Aid but is not a nurse and cannot provide assistance that requires a

medical background or expertise. In the event of an injury requiring additional care, the parent will be notified to obtain needed medical care. In extreme emergencies, paramedics will also be called to provide immediate care at school.

MEDICATION AT SCHOOL

State laws require very careful control of possession and use of any medication. If your child requires medication during school hours, you must file a Medication Request statement from your doctor with the school office. All prescriptions must be in original containers from the pharmacy to be administered by school personnel. We cannot give out pills sent in plastic bags, unlabeled bottles, etc. **As a safety measure, no medication (including over the counter) may be sent to school with a child.**

DISMISSAL TIME INSTRUCTIONS

Dismissal procedures should be discussed with your child before they leave for school. Students will not be allowed to call home to make social arrangements after school. It is our policy to direct the child to go home in their usual manner and discuss any change of plans with you.

Please be prompt in picking up your child after school. Supervision ends at 2:40 PM when our teacher on duty returns to their classroom to prepare for the next day. In the event that a teacher needs a child to stay after school, the parent will be notified the day before.

Students who are continually being picked up late will need to be signed out in the school office. These will be logged into the attendance system and tracked. If your student is on Open Enrollment or Inter-District and are being picked up late may have their acceptance to Crescent jeopardized.

DISCIPLINE

Assertive discipline will be implemented where all students are held personally accountable for their behavior. We expect all students to be respectful to adults and fellow students. OUSD has a “zero tolerance” policy for weapons at school.

MESSAGES TO STUDENTS

Extra effort should be made to make arrangements for such things as lunches, after school pick-ups and returning homework & school projects **before** your child comes to school. If it is absolutely necessary to get a message or item to your child during class hours, students will be responsible for checking the office during recess for their items. The office staff will not interrupt classes unless there is an emergency. **Do not go directly to the classroom to drop off items.**

REQUESTING STUDENTS DURING SCHOOL

Children must be signed out in the school office in order for them to leave school during school hours. The office staff will send for the child that is being released. Be sure to sign the “Student Check-Out” sheet in the office with reason and time. We encourage you to have your children remain in school all day. Early dismissal is very disruptive to the learning of your child and the other children in the room.

If you need a student released to persons other than those you have listed on your emergency card, please send a note or call the office to authorize the release.

SCHOOL TO HOME COMMUNICATIONS

All flyers, monthly parent newsletters and other special school-wide announcements will be sent to all Crescent families via School Messenger. If

you do not have an email account, you may pick up all the information in the school office. You may also access our monthly calendar by going to our PTA website at www.crescentpta.org.

VOLUNTEERS NEEDED

The students of Crescent Elementary School are enriched by all the support they receive from parents and community volunteers. Please devote a few hours each month helping out in the classroom, serving on the PTA or school committee, or sharing your expertise in a particular area. We welcome all parents, grandparents and community members! Please call the school and we'll put you to work. The students love it and you'll find that volunteering is the best "paid" job you'll ever have.

Volunteers should arrange their visits with the classroom teacher in advance and refrain from holding conferences during instructional time. District Board Policy requires that visitors sign in at the office and obtain a "Visitor's" pass that should be visible at all times. Parents who are volunteers are not permitted to bring siblings with them to school other than "family events" because of liability purposes. We greatly value your help in the classroom, on campus or on fieldtrips; however, if you are watching a younger child, it is difficult to supervise the child while assisting the teacher and students.

CRESCENT ELEMENTARY SCHOOL
2017-2018 SCHOOL CALENDAR

Staff Development (Non-Student Days)	August 18 & 21, 2017
Teacher Preparation Day (Non-Student Day).....	August 22, 2017
First Instructional Day (Wednesday).....	August 23, 2017
Labor Day Holiday (Monday).....	September 4, 2017
Minimum Days (Parent Conferences).....	October 9 - 13, 2017
Staff Development Day (Non-Student Day).....	November 7, 2017
Veterans' Day Holiday (Friday).....	November 10, 2017
Minimum Day-Report Card Preparation (Friday).....	November 17, 2017
Thanksgiving Break (Mon. – Fri.).....	November 20 – 24, 2017
Winter Break.....	December 18, 2017 – January 5, 2018
School Resumes (Monday).....	January 8, 2018
Martin Luther King Jr. Holiday (Monday).....	January 15, 2018
President's Day - Lincoln's Birthday (Friday).....	February 16, 2018
President's Day - Washington's Birthday (Monday).....	February 19, 2018
Minimum Day-Report Card Preparation (Tuesday).....	March 13, 2018
Spring Break.....	April 2 – April 6, 2018
School Resumes (Monday).....	April 9, 2018
Memorial Day Holiday (Monday).....	May 28, 2018
Minimum Day-Report Card Preparation (Friday).....	June 1, 2018
Last Instructional Day (Minimum Day).....	June 14, 2018
Teacher Closing Day (Non-Student Day).....	June 15, 2018



CRESCENT ELEMENTARY SCHOOL
2017 – 2018 BELL SCHEDULE

Crescent Elementary School Main Phone Number 714-997-6371
Absence Line Number 714-997-6050 Fax Number 714-997-6260

REGULAR SCHEDULE – GRADES K-6

7:30 AM.....Office Opens
 7:45 AM.....Campus Opens
 7:57 AM.....1st Bell
 8:00 AM.....School Begins / Tardy Bell
 4:00 PMOffice Closes

TK and Kindergarten Schedule

8:00 – 9:30 Instruction
 9:30 – 9:50 Recess (**9:30 – 9:45 on Modified Wednesdays and Minimum Days)
 **9:50 – 11:15 Instruction
 11:15 – 12:00 Lunch
 12:00 – 2:05 Instruction

Grades 1 -3 Schedule

8:00 – 9:30 Instruction
 9:30 – 9:50 Recess
 **9:50 – 11:30 Instruction
 11:30 – 12:20 Lunch
 12:20 – 2:10 Instruction

Grades 4-6 Schedule

8:00 – 10:00 Instruction
 10:00 – 10:20 Recess
 **10:20 – 12:20 Instruction
 *12:20 – 1:05 Lunch
 1:05 – 2:25 Instruction

**9:30 – 9:45 Recess Mod. Wed. & Min. Days **10:00 – 10:15 Recess Mod. Wed. & Min. Days
 *12:20 – 12:40 – 4th and 5th eat lunch, 6th play first
 12:40 – 12:45 – 4th and 5th dismissed to playground and 6th line up for lunch
 12:45 – 1:05 - 4th and 5th play, 6th eat lunch

****MODIFIED WEDNESDAYS – Optional lunch at dismissal time**

TK and Kdg. Dismissal - **12:05**
 1st – 3rd Dismissal - **12:05**
 4th – 6th Dismissal - **12:20 with recess from 10:00 – 10:15**

MINIMUM DAYS– Optional lunch at dismissal time

TK and Kdg. Dismissal - **12:10**
 1st – 3rd Dismissal - **12:10**
 4th – 6th Dismissal - **12:20**

MINIMUM DAY DATES

Oct. 9 – Oct. 13, 2017 November 17, 2017
 March 13, 2018 June 1, 2018 June 14, 2018

INSTRUCTIONAL TIME

	REGULAR SCHEDULE	MINIMUM DAY	MODIFIED DAY
Grades K – 3	300 Minutes	K = 235 Minutes 1–3 = 235 Minutes	230 Minutes 230 Minutes
Grades 4 – 6	320 Minutes	4-6 = 245 Minutes	245 Minutes

CRESCENT ELEMENTARY DRESS CODE

The Governing Board of Education, along with the Crescent Staff, believes that appropriate dress and grooming contribute to a productive learning environment. We expect students to give proper attention to personal cleanliness and to wear suitable clothing. Generally, students are not to be attired in clothing which compromises safety or modesty, clothing which is disruptive to the educational process, and any clothing or accessory that is gang related.

1. Students are to wear shoes that allow them to participate in all school activities. No sandals or open-toe shoes. All shoes must have back straps.
2. Make-up and extreme hairstyles are not allowed for everyday use. They may be worn for talent shows or class plays with teacher permission.
3. Pants and shorts must be appropriate to allow safe movement for school activities. Pants must fit at the natural waist.
4. Pants, shorts, dresses or skirts which are too tight, revealing, or which cause underclothing to show are not allowed. All skirts may not be shorter than mid-thigh in length.
5. Bare-midriffs, halter tops, or spaghetti straps are not allowed unless a shirt or blouse is worn underneath them.
6. Clothing that is very large or baggy is not allowed. Pants are too large if the pant legs wrap half way around the leg, or they do not stay up without a belt.
7. Belts must be of appropriate length for student waist size and the belt must be kept in the belt loops.
8. T-shirts depicting violence, weapons, blood, promoting drugs or alcohol, or including inappropriate language are not allowed.
9. Children are not allowed to wear long dangling earrings or chain wallets.
10. Clothing with decorative rips or tears will not be allowed.
11. Hats or caps are not allowed in the classroom. They may be worn on the playground with the brim facing forward to protect the face from the sun.
12. Hair must be of natural color.

If a student comes to school dressed in an inappropriate manner, his/her parents will be called to bring appropriate clothing.

STUDENT STANDARDS AND EXPECTATIONS

In planning Crescent Elementary School's learning environment, we ask four main questions for students to monitor their own behavior:

1. Is what you are doing safe?
2. Are you being kind, courteous and respectful?
3. Are you protecting property – yours and others?
4. Are you acting in a responsible manner?

These questions lead to the expectations that our students follow these standards of behavior:

AT ALL TIMES

1. Students will behave in a manner that does not disrupt or interfere with the rights of others.
2. Students will keep hands, feet and objects to self.
3. Students will use only kind words toward others. No statements will be allowed that make fun of a person's name, appearance or abilities.

SAFETY FOR ALL

1. Students will not bring any weapons (toy or real), bullets or shell casings, or explosives to school under any conditions. This includes, but not limited to, guns, knives, martial arts instruments, shock pens, or any other object that can be misconstrued as a weapon.
2. Students will not fight, wrestle, or use any form of martial arts, whether real or fake.
3. Students will not throw rocks, sand, sticks and/or other harmful objects.
4. Students will tell an adult if someone is hurt, or if there is a knife, weapon, fireworks or other dangerous objects on campus. Students will also tell an adult if someone has made a threat against them or another student.

TO AND FROM SCHOOL

1. Students will be responsible for their actions on the way to and from school. Fighting, teasing and vandalism are not tolerated.
2. Students will walk on the sidewalks, cross at intersections and crosswalks, and respect private property.
3. Students who ride bicycles to school (grades 3-6 only) will walk them while on school property and crossing the street. Bicycles are to be locked and helmets worn.
4. No skateboards, roller blades, scooters, or retractable shoe skates are allowed at school.
5. At dismissal, bus riders should proceed to the grass area in front of the upper campus office and wait for instructions to get on the bus.
6. Students are to go directly home, or must give the office a signed note from their parent if they wish to go home with another student.
7. Students should arrive at school no earlier than 7:45 a.m., as there is no supervision prior to 7:45 a.m.
8. Students arriving by bus will walk directly to the playground before school.
9. Students do not run or play in front of the school.
10. Students are not to go back home for books or homework once they have arrived at school.

SCHOOL SAFETY RULES

FIRE AND EMERGENCY DRILLS

1. Students are to stop talking immediately, remain silent, and follow the directions of the teacher.
2. All students will take part in monthly emergency disaster drills that will ensure the best possible care and safety for your child.

SNACK AND LUNCH PROCEDURES

1. All food must be eaten at the lunch tables and not taken onto the playground.
2. Students are to eat their own food; trading is discouraged.
3. Glass bottles should not be brought to school in students' lunches.
4. During lunch, students must remain seated until a noon supervisor dismisses them.
5. Upon dismissal from the tables, students are to place all trash into the trashcans and walk out to the playground.
6. **Gum is never allowed at school.** This includes candy with gum in it.

PLAYGROUND RULES

1. Students must be visible to a supervisor at all times and avoid playing near classrooms.
2. Students are to get drinks and use the restroom **before** the end of recess.
3. Students must walk on the blacktop at all times.
4. Problems on the playground are reported to the teacher or supervisor on duty.
5. Students may not come up to the office without permission from a teacher or noon supervisor on duty. They must have a hall pass or note.
6. Students are not allowed in the hallways or quad during recess or lunch.
7. Restrooms are to be used to go to the bathroom and wash hands. No playing in or around the restrooms, and they must be kept clean.
8. Students are to place all trash in the trashcans and help keep the school clean.
9. Toys and electronic devices may not be brought to school unless requested to by the teacher. This includes, but is not limited to, CDs, virtual pets, Game Boys, DS games, yo-yos, trading cards. Cell phones are also discouraged; however, if brought to school for emergency purposes only, they must remain in students' backpacks throughout the day. They will be confiscated if being used for any purpose other than an emergency.
10. The buying, selling and trading of items is prohibited at school.
11. No child shall be excluded from any play opportunity at his/ her grade level.
12. Students may not bring hard baseballs, bats, or footballs to school unless they have permission and are directly supervised by the classroom teacher.
13. Wrestling, tackling and/or play fighting is not allowed. Keep your hands and feet to yourself at all times.
14. Crescent school rules must be played during all school games.

PARENT CHECK IN AND CHECK OUT PROCEDURES

1. All adults must be identified when on the school campus. Parents, volunteers, and other visitors must check in and out of the office during the school day.
2. Parents who wish to speak to their child's teacher before school will need to check in at the office. The Office Manager or Attendance/Health Clerk will call to see if the teacher is available.
3. If you need to check your child out of school for an appointment, please come to the office and notify the office staff. They will call your child's classroom and your child will meet you in the office.

PEACEFUL PLAYGROUND RESOLUTION STRATEGIES

One of the ways in which children learn to play and work cooperatively is through positive recreational experiences. Since disagreements are more likely to occur in unstructured environments, our Peaceful Playground program provides a setting that encourages skills in conflict resolution.

Through the activities in the program, the school community is introduced to a consistent set of rules, conflict resolution strategies, and expectations for appropriate behavior. Children practice skills in problem solving and responsible behavior that expand from the playground to the classroom, home and community.

The following three strategies, used in any sequence, are among the kid-friendly ways that children can solve their problems:

- ❖ **Walk:** The student can simply walk away from a conflict situation.
- ❖ **Talk:** The student can choose to resolve a conflict by talking it over with the involved parties, or talking to an adult.
- ❖ **Rock:** Playing Rock, Paper, Scissors, the students can have one quick round of this hand signal game (rock breaks scissors, scissors cut paper, paper covers rock). The winner gets to select the solution to the disagreement.

Fighting at school will not be tolerated. Students who choose to fight will be sent home on suspension. Habitual fighters may lose the privilege of attending school at Crescent Elementary.