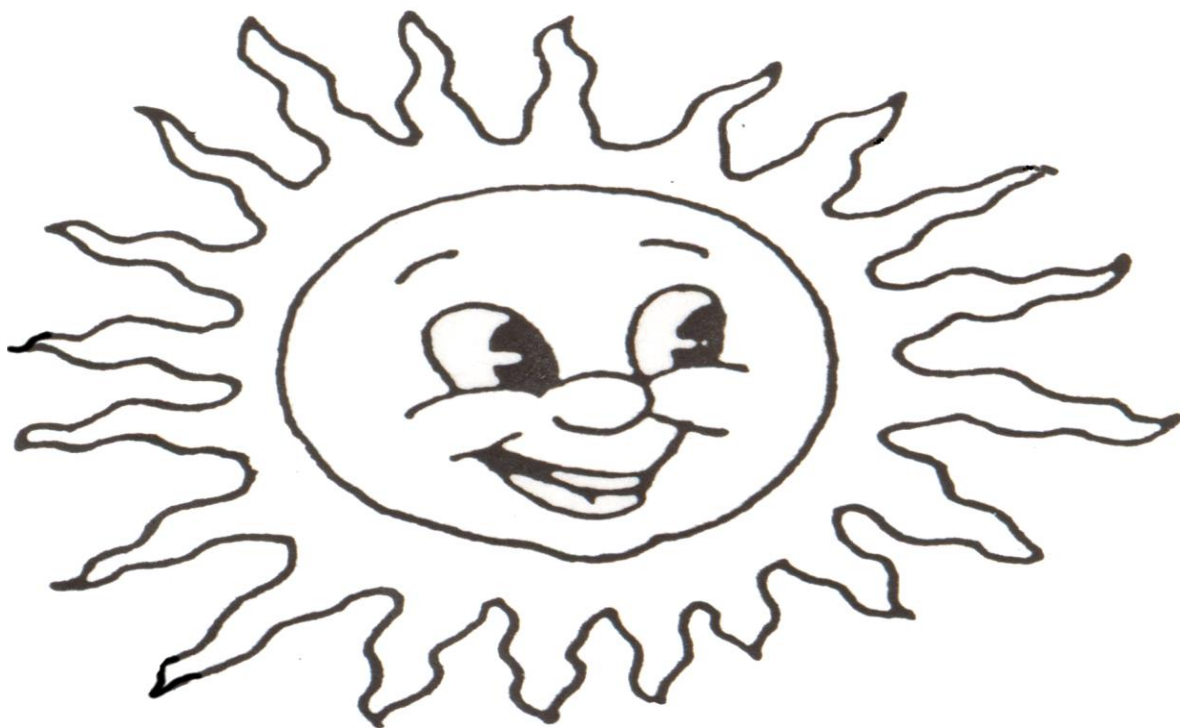


**THEODORE H. FALLER  
ELEMENTARY  
SCHOOL**

**2016 BLUE RIBBON SCHOOL  
2016 TITLE 1 ACADEMIC ACHIEVEMENT**

**"INSPIRE EXCELLENCE"**



**PARENT-STUDENT HANDBOOK  
2017-2018**

1500 W. Upjohn Avenue, Ridgecrest, CA 93555  
Phone (760) 499-1690 Fax (760) 499-1695

***THIS HANDBOOK CAN BE ACCESSED ON LINE AT  
<http://faller.ssusd.org>***

## Theodore H. Faller School Mission Statement

Theodore H Faller Elementary School is committed to having every child, parent, teacher, staff member and community member be a learner and a leader. The entire Faller School community assumes responsibility for each student's academic and personal success and for creating a safe, nurturing environment that permeates the entire culture of the school.

Approved by School Site Council 4/27/99 Reaffirmed Annually

### FALLER SCHOOL CORE VALUES

All members of the Faller community (students, parents, staff, and community members) are committed to working toward meeting the following objectives. These objectives represent our core values because they will guide everything we do in our school.

All members of the Faller community will be learners and leaders by:

- **BECOMING RESPECTFUL AND CARING CITIZENS** – by showing respect for ourselves, the Faller community, the others and the world in which we live.
- **BUILDING SELF-DIRECTED AND RESPONSIBLE LEARNERS** – by demonstrating daily commitment to learning. Individuals who achieve this will: think critically, value the process as well as the products of learning, be willing to question, explore, and take responsibility for their learning.
- **DEVELOPING SELF-CONFIDENT RISK TAKERS** – by having confidence and courage to meet challenges, to learn from mistakes, and to try again.
- **CREATING LIFE-LONG READERS AND LEARNERS** – by ensuring all students become literate, communicate clearly and are proficient in all subject areas.
- **PROVIDING EXPERIENCES FOR PROBLEM SOLVERS** – through technology and opportunities to explore, create, and apply learning to new situations.

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## FALLER ELEMENTARY SCHOOL 2017-2018

<b>Mrs. Melissa Christman</b>	<b>Principal</b>	
Mrs. Melody Chan	Transitional Kindergarten	Room 4
Miss Brittni Green	Kindergarten	Room 5
Miss Mary Beth Boss	Kindergarten	Room 6
Mrs. Jennifer Brown	Kindergarten	Room 7
Mrs. Saundra Pettyjohn	First Grade	Room 1
Ms. Emily Zeller	First Grade	Room 2
Mr. Doug Dalton	First Grade	Room 3
Mr. Matthew Mann	First Grade	Room 11
Ms. Kim Moline	Second Grade	Room 8
Mrs. Jessica Auld	Second Grade	Room 9
Mrs. Jazmin Candelaria	Second Grade	Room 10
Mr. Blake Onishi	Third Grade	Room 13
Mrs. BJ Winslow	Third Grade	Room 14
Mrs. Dulce Baca	Third Grade	Room 15
Ms. Annie King	Fourth Grade	Room 21
Mrs. Courtney Broderick	Fourth Grade	Room 23
Mrs. Sarah Jones	Fifth Grade	Room 22
Ms. Alexandria Cloonan	Fifth Grade	Room 24
Mrs. Kristy McLaughlin	Projects Teacher	Room 19
Mrs. Theresa Blue	Resource Specialist Teacher	Room 12
Ms. Tania Nava	School Counselor	Room 16
Mrs. Erin Bledsoe	Speech Pathologist	Room 20
Mrs. Charisse MacGregor	School Administrative Assistant - Office Manager	
Mrs. Patty Wade	School Office Assistant – Clerk II	Front Office
Mrs. Cathy Della Santina	RSP Paraprofessional	Room 12
Mrs. Lorie Verkuyl	Speech Paraprofessional	Room 20
Mrs. Leisha Wetzel	Media Center Assistant	Computer Lab
Ms. Sylvia Payanes	Library Specialist	Library
Mrs. Saray Ortega	Interpreter	Office
Mrs. Karla Dunn	Noon Duty Assistant	
Mr. Manny Fierro	Noon Duty Assistant	
Mrs. Alberta Irons	Noon Duty Assistant	
Mrs. Debbie Ruth	Noon Duty Assistant	
Mrs. Cindy Stone	Noon Duty Assistant	
Mrs. Lorie Verkuyl	Noon Duty Assistant	
Mrs. Lisa Castillo	Food Service Assistant	Cafeteria
Mrs. Kathleen Ward	Food Service Assistant	Cafeteria
Mrs. Terrie Amidon	Custodian	
Mr. Pat Mgebroff	Custodian	
Mr. Manny Fierro	ASES Site Supervisor	MPR

## BELL SCHEDULE for Grades TK-5

### *Daily Schedule*

8:00	School Begins	
9:30 - 9:45	TK/ Kindergarten Recess	
9:30 - 9:45	Primary Recess	(Gr. 1-2)
10:00 - 10:15	Intermediate Recess	(Gr. 3-5)
10:45 - 11:45	Kdg. Recess & Lunch	(eat at 10:45)
11:00 - 11:45	First Grade Recess & Lunch	(eat at 11:15)
11:15 - 12:00	Second Grade Recess & Lunch	(eat at 11:30)
11:30 - 12:15	Third Grade Recess & Lunch	(eat at 11:45)
11:45 - 12:30	Fourth Grade Recess & Lunch	(eat at 12:00)
12:00 - 12:45	Fifth Grade Recess & Lunch	(eat at 12:15)
12:45 - 1:00	Kindergarten Recess	
2:15	Dismissal	

### *Minimum Day Schedule*

8:00	School Begins	
9:30 - 9:45	TK/Kindergarten Recess	
9:30 - 9:45	Primary Recess	(Gr. 1-2)
10:00 - 10:15	Intermediate Recess	(Gr. 3-5)
10:45 - 11:30	Kdg. Recess & Lunch	(eat at 10:45)
11:15 - 11:45	First Grade Recess & Lunch	(eat at 11:15)
11:30 - 12:00	Second Grade Recess & Lunch	(eat at 11:30)
11:45 - 12:15	Third Grade Recess & Lunch	(eat at 11:45)
12:05 - 12:35	Fourth Grade Recess & Lunch	(eat at 12:05)
12:05 - 12:35	Fifth Grade Recess & Lunch	(eat at 12:05)
12:50	Dismissal	

### *Late Start Wednesday Schedule*

8:30	School Begins	
9:30 - 9:45	TK/Kindergarten Recess	
9:30 - 9:45	Primary Recess	(Gr. 1-2)
10:00 - 10:15	Intermediate Recess	(G. 3-5)
10:45 - 11:45	Kdg. Recess & Lunch	(eat at 10:45)
11:00 - 11:45	First Grade Recess & Lunch	(eat at 11:15)
11:15 - 12:00	Second Grade Recess & Lunch	(eat at 11:30)
11:30 - 12:15	Third Grade Recess & Lunch	(eat at 11:45)
11:45 - 12:30	Fourth Grade Recess & Lunch	(eat at 12:05)
12:00 - 12:45	Fifth Grade Recess & Lunch	(eat at 12:20)
12:45 - 1:00	Kindergarten Recess	
2:15	Dismissal	

# **PARENT AND STUDENT INFORMATION**

## **ATTENDANCE**

Regular attendance at school is important in helping each student progress academically. A student's success in school is closely related to the consistency of school attendance. California law requires all persons of age to attend school full time. Parents or guardians are responsible for their child's attendance at school.

**Absences** – It is important to have your child in school and on time every day unless your child is sick. If your child is absent, it is necessary to **clear the absence** by contacting the school by telephone (760-499-1690) or sending a note on his/ her return to school. The school is required by the state to have an official explanation for all absences.

**Study Contracts-** If your student needs to be out of school for 5 or more consecutive days, please notify the classroom teacher and contact our office. We require at least 72 hour (3 days) notice. Study Contract work needs to be completed in a timely fashion. Although study contracts are available, they cannot replace the quality instruction that occurs in the classroom. **We strongly encourage parents to make every effort to schedule appointments and out of town trips when school is not in session.** The school calendar for the year is enclosed in this handbook for your convenience.

**Tardies** - If your student is tardy, he/she is to check in with the office. We want to eliminate the loss of instruction and the disruption caused by students who are tardy. We feel that students who arrive on time learn more effectively. Also, promptness is a positive trait that prepares children for successful future life experiences. Each trimester if a student has three or more unexcused tardies, the student will walk the quad during morning recess on the day of the tardy.

**Students earn awards for perfect attendance with no early sign-outs, tardies or study contracts. Perfect Attendance is when a student is at school every day, bell to bell. Students who have attendance, tardy or truancy problems may be referred to appropriate agencies such as the School Attendance Review Board (SARB). Parents are notified by letter when absences or tardies become excessive during the school year (3 unexcused absences, 10 excused absences or 10 tardies of less than 30 minutes.)**

## **CAMPUS HOURS**

Please see the school bell schedule printed in the handbook.

**Arrival Time** – Students may **not arrive to school prior to 7:45 AM** because there is no adult supervision prior to this time. In order to ensure student safety, students will not be permitted in play areas sooner than 15 minutes before the first school bell rings. The breakfast program starts at 7:45 AM.

**Late Start Wednesdays-** Students may arrive to school at 8:15 AM. Those students eating breakfast may arrive at 8:00 AM. There are no “special” arrangements with our office for students to arrive earlier than the above scheduled times. We greatly appreciate parents making arrangements for their student on LSW.

**Dismissal Time** – Students must exit the campus immediately at the conclusion of class unless they are participating in an after school program.

**Leaving School During School Hours** – Students may not leave the campus during school hours without permission from parents **and** the office. Students must be signed out by an adult. Students will be released only to parents, guardians or those persons listed on the emergency card (18 years or older). **Please keep the student’s emergency card updated at all times.**

## **FALLER SCHOOL DISCIPLINE POLICY**

The following rules supplement, or are in addition to, our broad discretionary power to maintain safety, order, and discipline for our Faller community.

### **GOALS OF THE FALLER SCHOOL DISCIPLINE POLICY**

1. to provide for a safe and orderly learning environment.
2. to foster responsibility and self-discipline in students as demonstrated by good citizenship.
3. to promote self-esteem through self-discipline.

### **STUDENT RESPONSIBILITY**

Since it is the intent of the school discipline policy to provide for a safe and orderly climate and teach students to become responsible, we consider the following points important:

1. Students need to follow the Character Counts and Universal Expectations so they know appropriate courses of action.
2. Students need to know that the first solution to any problem is **TALKING ABOUT IT.**
3. Students need to be consistently and systematically instructed, and reinforced with a set of **ACCEPTABLE CHOICES**, whenever they are upset or have a problem. We model and encourage students to use “the wheel” to solve conflict. Instruction in social skills and conflict management is an on-going goal of the Faller staff.

### **ACCEPTABLE CHOICES: Using the “Wheel”**

What to do if you have a problem:

1. Talk to the person calmly and say their name.
2. Wait and cool off.
3. Tell them to stop.
4. Go to another game.
5. Share and take turns.
6. Ignore it.
7. Walk away.
8. Suggest a possible solution (i.e. use “rock, paper, scissors” game).
9. Apologize.
10. Ask an adult for help.

## **CHARACTER COUNTS AT FALLER SCHOOL**

- Responsibility
- Respect
- Caring
- Trustworthiness
- Fairness
- Citizenship

Students should follow **KHFAAOOTY** (K H F A A O O T Y) (Keep H a n d s F e e t A n d A l l O t h e r O t h e r O b j e c t s T o Y o u r s e l f)

## **PARENT SUPPORT**

It is our hope that parents will also support the **CHOICES and RULES** at Faller and will reinforce them at home. Students are more secure when they have limits and guidelines consistently enforced by everyone.

## **CAFETERIA RULES**

1. Follow the directions of the supervisor.
2. Wait quietly in line. Pushing, shoving, or taking “cuts” will result in being sent to the back of the line.
3. Eat only the food you brought from home or purchased at school.
4. Remain seated until dismissed.
5. Use good manners and quiet voices.
6. Observe the “lights out” signal or the five finger signal which indicates “silence.”
7. Place trash in trash cans and leave your area clean.

## **PLAYGROUND RULES**

1. Keep hands, feet, and all other objects to yourself. (**KHFAAOOTY**)
2. Follow directions the first time they are given.
3. Follow the school game rules (these are reviewed in the classroom).
4. Use equipment properly.
5. Do not throw rocks, sand, or other objects. Throwing rocks is very dangerous and will result in a consequence.
6. Stay in designated student areas.
7. Do not play in restrooms or around drinking fountains.
8. Chasing is not permitted at recess.
9. Items such as matches, guns of any type, knives, gum, portable radios, tape players, and other electronic toys are not permitted at school.
10. Hats may be worn outside but not in the classrooms. All billed caps must have the bill facing forward.

## **New Playground Equipment**

1. Hold on to the equipment; when possible with both hands.
2. Look forward, not up, when going under the equipment.
3. Go down slides feet first and make sure the path is clear.
4. Take turns going up or down the stairs.
5. Slide or walk off equipment but never jump off

## **CLASSROOM POLICIES**

Each teacher has developed a positive behavior policy that includes classroom standards, consequences, positive reinforcement and a communication plan for parents. These plans are somewhat different



depending upon the age, grade level, and individual classroom needs. If you have questions about expectations for your students, please contact the teacher.

**All classroom rules:** TRRFCC

***Trustworthiness:***

I will say and do the right thing even when no one is watching.

***Respect:***

I will treat others the way I want to be treated.

***Responsibility:***

I will make good choices with my schoolwork, homework and actions.

***Fairness:***

I will participate, wait my turn and share with others.

***Caring:***

I will be kind to others and say please and thank you.

***Citizenship:***

I will do my share to make my classroom a better place to learn.

**POSITIVE CONSEQUENCES**

Students at Faller have a pleasant and safe environment for academic and social learning. They receive incentive rewards and gain self respect for having a good attitude and appropriate behavior in the classroom and on the playground. Student achievements and successes are recognized in a variety of ways including Character Counts assemblies “Popping with Character”, Faller Sun Dollar Days, special assemblies, field trips, school “free time”, cross-age helping experiences, prizes and class rewards. Awards are also given for academic achievement, excellent behavior, and perfect attendance as well as reading and math achievements.

**Possible CONSEQUENCES/PENALTIES**

1. Loss of privileges
2. Time out in designated area
3. Report of misconduct
4. Parental contact or conference
5. Visit with the principal
6. Detention – recess and after school
7. Campus clean-up/restitution/work programs
8. Referral to appropriate agencies
9. In –school suspension
10. Out of school suspension
11. Recommendation for expulsion

**Classroom Chain of Action**

1. Warning
2. No Recess
3. Reflection Sheet/Buddy Classroom/Parent Contact
4. Office Referral
5. Parent Conference

## **DETENTION**

Students may be required to remain after school up to one hour. Parents will be notified in advance and transportation is the responsibility of the parent. Recess and lunch detentions may also be assigned. If a student who attends the After School Program is serving detention, they are not allowed to attend the After School Program on the day of detention. Transportation arrangements need to be made for pick up at 3:00 PM.

## **SUSPENSION**

Students may be suspended from school from one to five days, when there is “good cause” as defined in Education Code 48900:

- a. Caused, attempted or threatened to cause physical harm to another person (including fighting)
- b. Possessed, sold or furnished firearm, knife, explosives or other dangerous object (including pocket knives and toy gun caps)
- c. Possessed, used, sold, furnished or was under the influence of, any controlled substance, alcoholic beverage, or intoxicant of any kind.
- d. Offered, arranged or negotiated to sell any controlled substance, alcoholic beverage or intoxicant of any kind, and then sold, delivered, or otherwise furnished to any person another liquid, substance or material and represented same as controlled substance, alcohol beverage or intoxicant.
- e. Committed or attempted to commit robbery or extortion
- f. Caused or attempted to cause damage to school or private property
- g. Stole or attempted to steal school or private property
- h. possessed or used tobacco and other such products
- i. Committed obscene acts, or engaged in habitual profanity or vulgarity
- j. Possessed, or offered, arranged, or negotiated to sell any drug paraphernalia
- k. Disrupted school activities, or willfully defied the valid authority of school authorities
- l. Knowingly received stolen school or private property

Students in grades 4 – 12 are also subject to suspension or recommendation for expulsion for any of the acts listed below:

- m. Possessed an imitation firearm, i.e. a replica of a firearm that is so similar in physical properties to an existing firearm as to lead to reasonable person to conclude that the replica is a firearm
- n. Committed or attempted to commit a sexual assault or committed a sexual battery
- o. Harassed, threatened, or intimidated a student who is a complaining witness or witness in a school disciplinary proceeding for the purpose of either preventing that student from being a witness or retaliating against that student for being a witness, or both
- p. Committed sexual harassment
- q. Caused, attempted to cause, threatened to cause, or participated in an act of hate violence
- r. Intentionally harassed, threatened or intimidated a student or group of students to the extent of having the actual and reasonably expected effect

of materially disrupting class work, creating substantial disorder, and invading student rights by creating an intimidating or hostile educational environment

## **EXPULSION**

Education Code 48915 mandates that a principal shall recommend expulsion, or make a report as to why expulsion is not appropriate, for the following acts: causing serious physical injury to another person; possession of any firearm, knife, explosive, or other dangerous object; possession of any controlled substance; robbery, or extortion; and assault or battery upon any school employee.

## **ANTI-BULLYING POLICY (can report on the STOPit app)**

Everyone at Faller School is committed to making our school a safe and caring place for all students. We will treat each other with respect, and we will refuse to tolerate bullying in any form.

We define *bullying* as follows:

Bullying is unfair and one-sided. It happens when someone keeps hurting, frightening, threatening, spreading rumors and gossip, or leaving someone out on purpose.

Examples of bullying include:

- Hurting someone physically by hitting, kicking, tripping, pushing, and so on.
- Stealing or damaging another person's things.
- Ganging up on someone.
- Teasing someone in a hurtful way-including "just kidding" remarks or supposed jokes.
- Using put-downs, such as insulting someone's race or making fun of someone for being a girl or boy.
- Touching or showing private body parts.
- Spreading gossip or rumors about someone. (Verbally, written, or on-line)
- Leaving someone out on purpose or trying to get other kids not to play with someone.

Staff at Faller will do the following things to prevent bullying and help children feel safe at school:

- Closely supervise students in all areas of the school and playground.
- Watch for signs of bullying and stop it when it happens.
- Teach the respect and anti-bullying units from health curriculum in grades K-5, and the *Second Step* program to students in grades TK-5.
- Respond quickly and sensitively to bullying reports using the *Second Step curriculum*.
- Take seriously parents' concerns about bullying.
- Look into all reported bullying incidents.

- Assign consequences for bullying based on the school discipline code.
- Provide immediate consequences for retaliation against students who report bullying.

Students at our school will do the following things to prevent bullying:

- Treat each other respectfully.
- Refuse to bully others.
- Refuse to let others be bullies.
- Refuse to watch, laugh, or join in when someone is being bullied. Be an advocate.
- Try to include everyone in play, especially those who are often left out.
- Report bullying to an adult.

Consequences:

- Conference with teacher
- Conference with principal
- Notification to parent
- Meeting with parents
- Corrective learning lesson (essay, apology, discipline plan)
- Service project to school
- Suspension/expulsion



## **FOOD SERVICES**

**FREE AND REDUCED MEALS** – Free and reduced price meals are available for students who qualify. The forms are available online, in the front office, and are sent home in opening day packets. Free and reduced applications from the prior year stay in effect after the start of school for the first 30 days. Until new applications are processed and approved, students must pay full price.

**BREAKFAST and MORNING SNACKS** – Breakfast may be purchased for \$1.50. Students may bring a nutritious snack to be eaten at the mid-morning recess.

**LUNCH** – School lunches are \$2.50. Students or parents should pay for meals **in the cafeteria before school**. This procedure helps students get through the computerized point of sales more efficiently. Milk may be purchased for 40 cents, 6 oz Juice box for 50 cents, bottle of water for 50 cents, and 4 oz apple juice for 35 cents. Free and reduced meals are available for students who qualify. Applications are available in the office. Until new applications are processed and approved, students must pay full price. In order to cut down on interruptions during class, **please make sure students have their lunch or money for lunch before they come to school.** Parents may eat lunch with their students and may purchase a school lunch for \$3.50 by notify the office the day before so a lunch can be ordered.

## **GENERAL INFORMATION**

### **CELL PHONE POLICY**

According to SSUSD Board Policy (BP 513c), elementary students **may not** have a cell phone at school without the knowledge and approval of the principal.

Cell phones will be held in the front office until an adult is able to pick it up. Students are allowed limited use of the classroom and office phones with staff permission.

### **CLASS PLACEMENT**

We believe that we have an excellent staff of teachers at Faller. We make every effort to use our professional judgment for the best possible placement of each child, taking into consideration the individual needs of the child as well as the need to provide balanced classrooms at each grade level. We develop classes to have a balance of achievement/ability levels and learning styles. We also consider class size, boy/girl ratio, relationships with peers, special education needs, GATE, ELD clusters, and children's degree of dependence and independence. These are very important in making the best class placement for each child attending Faller School.

1. Parents/guardians wanting to provide specific input about their child should **put this in writing to the principal.** Forms will be available **AFTER** Open House from May 17-May 19, 2017. This written request should emphasize the needs/characteristics of your child (for example: describe the environment in which your child will best function, the desired structure of the classroom, or teaching style which would best match your child.) Providing this kind of information about your child can be helpful to our staff as we prepare class placement for students.
2. As next year's class assignments are made, we will give careful consideration to the information that you have shared about your child. Although there is no guarantee a request will be honored, Faller has traditionally **considered** parental input regarding placement of students in classrooms. If you feel you must request a specific teacher, then in order to provide some flexibility, you must request two choices. The staff takes many considerations into account when class assignments are made. Lastly, there is no guarantee that requests will be honored.

**Regardless of whether or not a parent/guardian provides specific information, we will give careful thought to the placement of each child. The needs of all children are very important and taken into consideration as we determine classroom placements for the coming year.**

### **DRESS CODE (School Board Policy 5132)**

The Sierra Sands Unified School District dress code is as follows:

1. Revealing or excessively short garments, including bare midribs, shall not be worn. Clothing shall be worn at an appropriate length for sitting and bending, as well as standing. Appropriate length is defined as that which does not reveal undergarments or the posterior. (Spaghetti straps, "muscle" shirts and tank tops are considered revealing and unsuitable for school wear. Straps of shirts should be over one inch wide. Pants must cover the hip bones, may not show underwear, and must remain up "hands free" while student is running.)
2. Articles displaying vulgar words, tobacco and alcohol products, symbols, pictures or derogatory remarks which are contrary to a positive educational climate shall not be worn.

3. Bare feet or shoes that do not hold both the front parts of the foot and the heel securely to the sole shall not be permitted. (Recess and PE activities require shoes that are laces and tied firmly to the foot. Heelys or “skate shoes may not be worn.)
4. Extremely tight fitting garments, backless halters, and strapless tops or dresses shall not be worn.

Clothing associated with gangs can **disrupt** the educational process. Unnatural hair colors (such as bright pink, red, green, blue) and unnatural hair styles (such as excessive mohawks) have also been found to be a **distraction** in the classroom. Please assist the school by monitoring the types of clothing and sports apparel worn by your child. We appreciate the assistance of parents in providing a wholesome and positive school climate for our children.

### **FIELD TRIPS**

Classroom field trips may be scheduled when they relate to topics of study within the classroom. Written permission from parents/guardians is required before a student may participate in a field trip. Most, if not all, field trips are transported using school transportation. All students will be transported to the field trip with their class. Written release must be on file in the office 24 hours in advance for a parent to pick up his/her student at any away school activity. Only students who are enrolled in the class taking the field trip are permitted to accompany the class on the trip. Parent chaperones are greatly appreciated to assist in the supervision of the students on the field trip. **Other children or family members of chaperones may not attend.**

Due to regulations regarding insurance and liability, siblings are not allowed to attend school field trips, classroom activities or class parties. All family and friends, including siblings, are invited to attend the following: the Winter Program, Awards Assemblies, Jr. Olympics, Talent Show, and the 5<sup>th</sup> Grade Moving on Ceremony. When bringing younger siblings to the above events, please attend to the child’s needs to avoid disruption.

### **INTERNET USE**

According to SSUSD Board Policy, students need to have parent permission to participate in using the Internet during school hours. Our computer staff monitors all students in the lab and only allows students to use safe sites. Students are taught how to use the Internet safely. Likewise, classroom teachers also monitor and restrict the use of the Internet within their classrooms. Parent permission forms are sent home early in the year with students. Please return these as quickly as possible so your child may be able to participate fully in the computer classes. Students who do not have parental permission for Internet use will be given alternate activities.

**LOST AND FOUND** – Lost items are held in the small NE corner room in the MPR. Students and parents are encouraged to check frequently for lost items. The school is not responsible for any lost items.

**LOST OR DAMAGED BOOKS OR SCHOOL PROPERTY** – Every child is held fully responsible for all textbooks, instructional materials, library books and chrome books assigned or checked out to him/her during the school year. Your

child is assigned textbooks or materials with a special identification number. All library books have an identification stamp on them. These same books must be returned at the end of the year or before a student transfers out of school. All lost or damaged books must be paid for at the end of the year or before transferring. The final report card will be released upon payment or return of the books.

**TELEPHONE USAGE** – Student use of the telephone is permitted for emergencies only. Students are allowed to phone for illness, to notify parents of detention, and at the discretion of the teacher regarding unforeseen circumstances. **SSUSD Board Policy does not allow elementary students to have cell phones at school unless permission has been given by the principal.**

**CLASSROOM VISITATIONS** – Visitors are welcome at Faller Elementary School. Visits may be initiated by school personnel or parents to observe the learning process in action, as long as the principal has been notified and such visits do not disrupt classroom activities. Visits must be arranged in advance and teachers notified before visitors arrive. Conferences with your child’s teacher regarding his/her progress should **not** be held during a classroom visit. **All visitors must stop in the office to sign in when arriving at school.** We ask you to do this because we need to know everyone’s whereabouts on campus in the event of an emergency. Preschoolers and/or older students from other schools may not accompany parents who are visiting the classroom, volunteering, or having lunch with their child. **(Education Code 35292, School Board Policy 1250(b))**

**CLASSROOM INTERRUPTIONS** – Schools are required by law and school board policy to provide students with sustained, uninterrupted instruction. Schools must restrict unnecessary interruptions and distractions to ensure that teachers can dedicate classroom time to the instruction of students. While we recognize that emergencies may arise, parents are asked to make lunch and after school arrangements with students before they arrive at school whenever possible. **Messages for students received after 1:00 PM are not guaranteed to be given to students before the end of the day.** If it is necessary to bring something to your child at school, please take it to the school office. **Do not take it to the classroom.** The office staff will see that your child gets the item you have brought without disrupting that educational process. (Education Code 33212, School Board Policy 6116)

**RECOGNIZING STUDENTS’ BIRTHDAYS-** School wide, we announce students’ birthdays daily during morning announcements and every student receives a birthday charm. Each classroom teacher also provides recognition for each student based on the teacher’s discretion. We do not interrupt classroom instruction for providing individual student birthday treats or presents. We appreciate the parent’s support of not sending in treats or other items for your student’s birthday.

(Sierra Sands School Board Policy 6116- classroom interruptions  
Sierra Sands School Board Policy 5030- student wellness.)

**Sierra Sands School Board Policy BP 5030: Student Wellness** (cf. 1230 - School-Connected Organizations) School staff shall encourage parents/guardians or other volunteers to support the district's nutrition education program by considering nutritional quality when selecting any snacks which they may donate for occasional class parties and by limiting foods or beverages that do not meet nutritional standards to no more than one food or beverage per party. Class parties or celebrations shall be held after the lunch period when possible.

## **HEALTH AND MEDICAL**

**Healthy School Snacks-** Serving healthy snacks to children is important to providing good nutrition, supporting lifelong healthy eating habits and helping to prevent costly and potentially-disabling diseases, such as heart disease, cancer, diabetes, high blood pressure and obesity. Snacks play a major and growing role in children's diets. Between 1977 and 1996, the number of calories that children consumed from snacks increased by 120 calories per day.

**Below are ideas for teachers and parents for serving healthy snacks and beverages to children in the classroom. Parents please consider the suggested snack ideas for your individual child if you should send a snack to school with them or if you have been asked by the teacher to provide a classroom snack. Thank you for helping to keep our students healthy!**

**FRUITS**- served whole, sliced, cut in half, cubed or in wedges

Apples, Apricots, Bananas, Blackberries, Blueberries, Cantaloupe, Cherries, Grapefruit, Grapes (red, green, or purple), Honeydew Melon, Kiwis (cut in half and give each child a spoon to eat it), Mandarin Oranges, Mangoes, Nectarines, Oranges, Peaches, Pears, Pineapple, Plums, Raspberries, Strawberries  
Tangerines, Watermelon, Applesauce, Fruit Cups, Canned Fruit, Dried Fruit, Frozen Fruit, Fruit Salad, Frozen Fruit Bars (healthy popsicles), smoothies

**VEGETABLES**- served raw with dip or salad dressing

Broccoli, Carrot Sticks or Baby Carrots, Cauliflower, Celery Sticks, Cucumber, Peppers (green, red, or yellow), Snap Peas, Snow Peas, String Beans, Tomato Slices or grape or cherry tomatoes, Yellow Summer Squash Slices, Zucchini Slices, Dips, Salad, Soy, Veggie Pockets, Ants on a Log

**HEALTHY GRAINS**- cookies, snack cakes and chips should be saved for occasional treats, given their poor nutritional quality

Whole Wheat English Muffins, Pita, Tortillas, Breakfast Cereal, Crackers, Rice Cakes, Popcorn, Baked Tortilla Chips, Granola and Cereal Bars, Pretzels, Breadsticks and Flatbreads

## **LOW-FAT DAIRY FOODS**

Yogurt, Low-Fat Cheese, Low-Fat Pudding and Frozen Yogurt

## **OTHER SNACK IDEAS**

Nuts (check to make sure none of the children has an allergy), Trail Mix, Luncheon Meat

## **HEALTHY BEVERAGES**

Water, Seltzer, Low-Fat and Fat-Free Milk, Soy and Rice Drinks, Fruit Juice



**EMERGENCY CARDS-** Each student is required to have a completed emergency card on file in the office. This provides us with information necessary in the event of an accident or a problem at school. It is important to list at least two people having telephones who we can be contacted in the event you cannot be reached in an emergency. It is also helpful to list which adults have permission to pick up your child from school. **It is absolutely essential that information be kept current all year.**

**MEDICATION** – School employee may not legally administer medication to students, whether it is a prescription medicine or simply aspirin, except with written parental request. A doctor’s note is necessary for any prescription medication. If a student must take medication at school, please contact the school office for the necessary forms and procedures. All medication must be left in the school office and should be brought to school by an adult not the student.

**STUDENT INSURANCE** – The school district provides secondary insurance coverage for students injured while on campus during the school day or while participating in a class activity elsewhere. The school insurance covers the amount not covered by your individual health insurance plan. If needed, contact the office for more information.

**HEALTH SERVICES** – Vision and hearing screenings are provided routinely in kindergarten, second and fifth grades by the district nurse. Children in other grades may be referred for screening if necessary.

## **HOME/SCHOOL COMMUNICATION-**

Faller School recognizes that the communication between home and school enhances student success. Several means of communication are offered by the school.

**BACK TO SCHOOL** – Back to School Night is an evening set aside in August/September for parents to familiarize themselves with their child’s classroom and school. Classrooms are open to show the work that will be undertaken by students during the school year. Grade level expectations, classroom expectations, classroom daily schedules and discipline plans will be discussed. Childcare is available in the MPR.

**OPEN HOUSE** – Open House is scheduled in the spring and is an opportunity for your child to share his/her school experiences with his family. Your child will want the family to tour the school.

**NEWSLETTERS** – A calendar of events will be posted on our website announcing release days, minimum days, school activities, and special school events . Auto dialer messages regarding upcoming events will be sent to parents via the phone numbers you provide the school. Special announcements may be sent at other times through a flyer or auto dialer. A one page newsletter is sent home each month with your student.

**COMMITTEES/COUNCILS AND VOLUNTEERS** – There are opportunities for parents to join committees and councils, such as the School Site Council and Parent Teacher Organization (PTO). **Parents are also encouraged to volunteer in the classrooms, office, and library.** District policy requires volunteers to complete a volunteer form available at the school. Liability considerations make it necessary to ask that volunteers not bring young children with them during volunteer times. Please contact your child’s teacher or the office if you wish to schedule a time to volunteer. **We need and encourage your involvement in your child’s school. (See our website for more ideas for involvement.)**

**INFORMAL CONFERENCES** – Any time there is a problem or concern, parents are encouraged to contact the classroom teacher by note or by calling the school office to arrange for a conference time. The principal is also available for conferences.

**REPORT CARDS AND PROGRESS REPORTS** - Report cards will be provided to students and parents at the conclusion of each trimester. Progress reports are sent mid-way through the trimester when students fail to meet the academic standards and/or expectations. Reporting periods and progress report dates are listed in the calendar at the front of this handbook.

**PARENT/TEACHER CONFERENCES** – Parent/teacher conferences will be held on minimum school days scheduled November 16-20 and March 9-11. You will receive an invitation from your child’s teacher to schedule a time for a conference. These personal conferences offer you an opportunity to better understand the progress your child is making in school. The conference also provides an opportunity for you to ask questions about the school program. If you desire additional conferences please contact your child’s teacher.

**HOMEWORK** – Homework is an extension of the classroom instruction. It informs parents of classroom curriculum and helps students develop responsibility. Homework may: (1) provide practice needed to master a particular skill, (2) extend or enrich learning, (3) provide an activity not possible in the classroom, (4) develop responsibility for gathering materials, completing the assignment and returning materials promptly, and (5) provide an opportunity for parent and child to work together.

Teachers assign homework on a regular basis, usually Monday through Thursday. The amount and kinds of homework are planned in accordance with the student’s grade level and district policy. Setting up a routine and providing a quiet place for homework to be completed will assist the student. Questions concerning homework should be referred to the individual teacher. Each grade will be sending home a nightly homework folder. Parents should check the folder each night for homework as well as important school information.

Suggested time guidelines for homework.

Kdg.	10	minutes 4 X a week or	1/2 to 3/4 hour per week
1 <sup>st</sup> Gr.	10	minutes 4 X a week or	3/4 hours per week
2 <sup>nd</sup> Gr.	20	minutes 4 X a week or	1-1/2 hours per week
3 <sup>rd</sup> Gr.	30	minutes 4 X a week or	2 hours per week
4 <sup>th</sup> Gr.	40	minutes 4 X a week or	3 hours per week
5 <sup>th</sup> Gr.	50-60	minutes 4 X a week or	4 hours per week

## **SPECIAL PROGRAMS**

**STUDENT COUNCIL** involves students in grades 4-5. Elections and regular meetings at lunch provide a forum for student input and support of school projects.

**MEANINGFUL WORKERS** Jobs around school for fifth grade students

**GATE (GIFTED AND TALENTED EDUCATION)** is provided within the regular classroom and in after-school programs.

**JR. AUDOBON SOCIETY**- meets once a week before school to learn about and observe birds.

**BATTLE OF THE BOOKS**- An opportunity for students in grades 4-5 to read, discuss, and quiz on a pre-determined set of book titles

**SOCCER CLUB**- students learn the fundamentals of soccer during a 4-6 week, one to two days a week, after school program.

**BASKETBALL**- for fifth grade boys and girls (and if space permits fourth grade.) The objective of the basketball program is to provide interested students an opportunity to learn and develop skills, play basketball, have fun, and practice sportsmanship. Runs from late January to May.

**COMPUTER EDUCATION** is provided weekly in an up-to-date computer lab located at the school. All students in grades 3-5 have a chrome book (computer) for their use in the classroom. Grades K-2 have approximately 4 student computers per classroom.

**MEDIA CENTER/LIBRARY** time is provided to all students weekly. A library assistant oversees this and assists students with book check-out as well as locating research materials.

**SOCIAL GROUPS**- under the direction of our counselor, students participate in small group sessions exploring appropriate social skills.

**LEARNING RESOURCE PROGRAM** Services are provided by an RSP (Resource Specialist Program) special education teacher and paraprofessional to students qualifying for special education. Student eligibility is based on a severe discrepancy between ability and achievement and the presence of a learning disability.

**SPEECH THERAPY** is provided for students experiencing difficulty with speech and language.

**DURING AND AFTER SCHOOL INTERVENTION CLASSES** are offered throughout the year to students not mastering district and state curriculum standards for promotion.

## **AFTERSCHOOL PROGRAM**

### **Background-**

The After School Education and Safety (ASES) Program is the result of the 2002 voter approved initiative, Proposition 49. This proposition amended California *Education Code 8482* to expand and rename the former Before and After School Learning and Safe Neighborhood Partnerships Program (BASLNP). The ASES Program funds the establishment of local after school education and enrichment programs. These programs are created through partnerships between schools and local community resources to provide literacy, academic enrichment and safe constructive alternatives for students in kindergarten through ninth grade.

An application was made by in 2006-2007 for an ASES program grant for all elementary schools in SSUSD. The ASES grant was awarded to three schools with 50% or more of the students eligible for free and reduced-cost meals. These three recipients are Faller, Inyokern, and Pierce Elementary schools.

### **Hours and Days of Operation**

The After School program will begin operation immediately upon the end of the regular school day (180 days per year) and operate for a minimum of 15 hours per week and until at least 6:00 p.m. on every regular school day. On minimum days the program runs from 12:50-6:00pm. Current hours of operation are:

Faller- after school	2:20- 6 PM	18.75 hours per week
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It is expected that elementary school pupils participate in the full day of the before or after school program and that they attend the program every regular school day. An Early Release Policy has been developed. SSUSD before and after school programs do not charge a fee for attending (contingent upon continued ASES funding). A snack s provided daily to all participants at no cost. This snack meets all standards as identified in *Education Code Section 49430*, U.S. Department of Agriculture nutrition guidelines, and the SSUSD Wellness policy.

In order to accomplish this mission the SSUSD ASES Program components will include:

- age-appropriate academic support that includes homework and tutoring support as well as enrichment activities that reinforces and expands upon the regular day standards-based curriculum
- encouragement and support for good citizenship, including responsible behavior, respect for others and positive attitudes for all students
- inspiration for creativity and teaching the value of creative self-expression
- experiences that encourage social, emotional, intellectual and physical growth
- create awareness of and promotion of good nutrition, fitness and safety practices
- a trained, caring, and diverse staff that interacts with students in group and individual settings
- regular communication with parents regarding their child's general well-being
- a safe and engaging learning environment

## **TRAVEL TO AND FROM SCHOOL**

Both the school and you, as parents, share the responsibility of training children to go directly to and from school. It is extremely important that children stay off private property and travel the recommended routes to and from school.

Please teach your child the following safety rules:

1. Cross the street at the crosswalk or at a corner if a crosswalk is not provided.
2. Watch for cars before crossing a street, and cross only when it is safe.
3. Stay alert while crossing a street.
4. Never accept rides from strangers.

Students in grades 3 through 5 may ride their bikes to school. This privilege may be extended to younger students with a note from parents and approval of principal. By law, students are required to wear helmets and will not be allowed to ride home without one. Bikes must be stored and locked in the bicycle racks. The school cannot assume responsibility for stolen or damaged bicycles. Bikes may not be ridden on campus. Failure to follow this safety rule may result in losing the privilege of riding a bike to school.

**Skateboards** – Skateboards are not allowed at school. If a student brings a skateboard to school, it will be taken and held in the classroom till the end of the day.

**Roller Blades** – Roller Blades may be used for transportation IF the student follows safety rules and brings a bag for storage during the school day. Unsafe practices will result in the removal of this privilege. (Roller skate shoes should not be used on campus.)

Students living beyond the prescribed walking distances from the school may ride the school bus. BUS PASSES are required for all students riding the bus and will be issued after parents complete the bus application and pay the fees. The cost of bus transportation is \$62.50 per half a year per child. One day bus passes can be purchased in the office for \$1.00. Students eligible for free or reduced lunches may qualify for free or reduced bus passes. Students not observing rules will be issued “bus tickets” and may lose the privilege of riding the school bus.

**Wheelie Backpacks** – Wheelie backpacks are not allowed at school. This is a safety issue due to the backpacks causing potential tripping accidents.

**Pick-up/ Drop Off procedures- Your student's safety is our number one concern. Please abide by the following rules so that pick-up and drop off is safe for all.**

1. AM and PM buses will drop off students in the east parking lot. Students who ride the buses will enter and exit through the southeast corner of the school property.
2. **FOR SAFETY REASONS, PLEASE DO NOT DROP STUDENTS OFF IN THE EAST PARKING LOT OR AT ANY RED CURBING.** Do not park in the area designated for bus pick-up. Police will be asked to enforce this procedure.
3. We encourage all parents to use the drive-through parking lot at the front of the school for dropping off and picking up. The procedure goes very smoothly and promptly. Students who are being picked up will be waiting in the white box area in front of the cafeteria.
4. If necessary, parents may park their cars and walk to the front area (white box) to pick up their students. If so, use all sidewalks and avoid walking through the parking lot.
5. Anyone picking up their students by walking on campus for them are asked to wait at the picnic tables to the east of the multipurpose room. Please do not go to the classrooms or wait near the office to pick up your students since this causes congestion and confusion.
6. Safety and courtesy are requested of all drivers. Your patience and consideration of others will help make our school a safer campus.

**Parent Teacher Organization (PTO)**

We are pleased to have an active and involved parent group, Faller Friends (PTO). These people are looking forward to working with you and helping you become involved in your child's education. President for 2016-2017: Jamie Brickey Powell

**PUBLICITY**

Throughout the year, Faller School has many opportunities for students to be featured in our local newspapers. A Media Permission Slip form must be completed on every student and if you would prefer NOT to have your child featured, you may note your preference on this form. Extra forms are available in the office. We will make every effort to honor your request.

**WE WELCOME YOUR COMMENTS, QUESTIONS, AND HELP AT FALLER ELEMENTARY SCHOOL. THE STAFF IS COMMITTED TO WORKING WITH YOU TO PROVIDE A SUCCESSFUL LEARNING EXPERIENCE FOR EACH CHILD.**

Please call the school office 499-1690 to share your compliments or concerns.