

THEODORE H. FALLER ELEMENTARY SCHOOL

**2017-2018 CALIFORNIA HONOR ROLL SCHOOL
2016 BLUE RIBBON SCHOOL
2016 TITLE 1 ACADEMIC ACHIEVEMENT**



PARENT-STUDENT HANDBOOK

2022-23

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>



FALLER PLEDGE

T**R****R****R****F****C****C**

Trustworthy and **R**esponsible are who we want to be.

Respect and **F**airness are what we want to see.

Caring and **C**itizenship are the key.

Be a **T****R****R****R****F****C****C** Faller Sun just like me!





TABLE OF CONTENTS

Mission Statement and Core Values	4
District Goals	5
Staff Directory	6
Bell Schedules	7
Drop Off/ Pick Up Procedures	8
General Information										
Class Placement, Attendance	10
Dress Code	11
Internet Use, Cell Phone Policy, Food Services, Lost & Found	12
Lost or Damaged Books or School Property	12
Classroom Visitations, Volunteer Protocol & Procedures	13
Health & Medical	14
Field Trips, Publicity	16
Home/ School Communication	17
Homework	18
Special Programs	19
ASES After School Program	20
Parent Teacher Organization (PTO)	21
Directory	21
Expectations & Discipline Policy	22
Classroom Policies	23
Detention, Suspension	25
Expulsion	26
Anti-Bullying Policy	26



MISSION STATEMENT

At Faller Elementary School, our mission is to provide a safe, healthy, respectful learning environment where all students are valued and supported. We work to create a robust education program that builds character, encourages proficiency, celebrates achievement, and prepares students for life-long learning.

Approved by Faller Elementary School Site Council on 12/3/2020.

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.



2020-23 DISTRICT GOALS

Sierra Sands USD Board of Education aligned district goals with the Eight State Priorities. The goals are as follows:

1. Provide a rigorous academic program which promises college and career readiness.
2. Maximize student engagement and achievement.
3. Grow family and community partnerships that benefit students.
4. Guarantee safe and well-maintained facilities.
5. Develop, value, and retain a high-quality diverse educational team.

Faller Elementary has adopted these goals at the site level as well. As a Title I school, the funding, activities, communication, and involvement are all based on meeting these goals.

DISTRICT ADMINISTRATION

Dr. Dave Ostash, *Superintendent*

Bryan Auld, *Assistant Superintendent of Human Resources*

Michelle Savko, *Assistant Superintendent of Curriculum and Instruction*

Pamela Smith, *Assistant Superintendent of Business & Support Services*

Paul Delbick, *Executive Director Special Education Local Plan Area*

Donnie Morrison, *Director of Technology*



SIERRA SANDS
Unified School District

Engaging All Learners



STAFF DIRECTORY
760-499-1690

POSITION	NAME	EMAIL
Principal	Jennifer Brown	jenbrown@ssusd.org
Office Manager	Charisse MacGregor	cmacgregor@ssusd.org
Office Clerk II	Pattye Wade	pwade@ssusd.org
Counselor	Amber Prater-Berghoff	aberghoff@ssusd.org
Interpreter	Saray Ortega	sortega@ssusd.org
Projects Teacher	Alexandria Cloonan	acloonan@ssusd.org
Title I/ Computer Paraprofessional	Leisha Wetzel	lwetzel@ssusd.org
Library Specialist	Sylvia Payanes	spayanes@ssusd.org
RSP Teacher	Heather Newberry	hnewberry@ssusd.org
RSP Paraprofessional	Lorie Verkuyl	
Speech Pathologist	Erin Bledsoe	ebledsoe@ssusd.org
Speech Paraprofessional	Olivia Placencia	
SDC Teacher	Miranda Ryan	mryan@ssusd.org
SDC Paraprofessional	Daljit Khara	
	Debbie Ruth	
	Mallory Deuel	
Transitional Kindergarten	Christine Austin	caustin@ssusd.org
Kindergarten	Courtney Broderick	cbroderick@ssusd.org
	Sandra Pettyjohn	spettyjohn@ssusd.org
	Brittini Rickman	brickman@ssusd.org
First Grade	Belinda Diaz	bdiaz@ssusd.org
	Cassandra Largent	clargent@ssusd.org
	Kristy McLaughlin	kmclaughlin@ssusd.org
	Christina Roush	croush@ssusd.org
Second Grade	Jessica Auld	jauld@ssusd.org
	Jazmin Candelaria	jcandelaria@ssusd.org
	Kim Moline	kmoline@ssusd.org
	Valeria Montoya Del Real	vmontoyadelreal@ssusd.org
Third Grade	Dulce Baca	dbaca@ssusd.org
	Blake Onishi	bonishi@ssusd.org
	Jennifer Ewbank	jewbank@ssusd.org
	Connie Romero	cromero@ssusd.org



Fourth Grade	Brittaney Pietrangelo	bpietrangelo@ssusd.org
	Chance Salmon	csalmon@ssusd.org
Fifth Grade	Brittany Albitre	balbitre@ssusd.org
	Don Dewald	ddewald@ssusd.org
	Soledad Gonzalez	sgonzalez@ssusd.org

BELL SCHEDULES

DAILY SCHEDULE

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

LATE START WEDNESDAY SCHEDULE

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

MINIMUM DAY SCHEDULE

8:00	School Begins	
9:15-9:30	TK/Kindergarten Recess	
9:30-9:45	Primary Recess	Grades 1-2
10:00-10:15	Intermediate Recess	Grades 3- 5
10:45-11:30	TK/Kindergarten Recess and Lunch	eat at 11:00



11:15-11:45	First Grade Recess and Lunch	eat at 11:15
11:30-12:00	Second Grade Recess and Lunch	eat at 11:30
11:45 - 12:15	Third Grade Recess and Lunch	eat at 11:45
12:05 - 12:35	Fourth Grade Recess and Lunch	eat at 12:05
12:05 - 12:35	Fifth Grade Recess and Lunch	eat at 12:05
12:50	Dismissal	

DROP OFF/ PICK UP PROCEDURES

Arrival Time – Students may **not arrive at 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 at 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 Late Start Wednesday.

DROP OFF:

1. When dropping off your child in the front to the school please **pull ahead** to allow as many cars to drop off at one time. We encourage all parents to drop off in the front of the school.
2. Our staff assists in the morning to facilitate a safe and speedy drop off traffic movement flow in front of school.
3. DO NOT drop off students along Guam Street unless you are parked.
4. DO NOT drop off in the bus zone area.
5. When parking and walking to campus please use the sidewalks.
6. Only students are permitted past the gates for all students’ safety
7. If you need to access campus please sign in at the office and wear a visitor pass
8. Try to avoid conferencing with your child’s teacher between 7:45-8:00 unless it has been prearranged. Teachers are either on duty at that time or making last minute preparations. They appreciate your understanding.

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

PICK UP:

1. We encourage all parents to drive through the front of school (Upjohn Road) to pick up your student.
2. If you are coming on campus to pick up your child
 - a. Meet your student at the blue picnic benches on the east
 - b. Do not pick up your student at the gates or in front of the school.
 - c. Please be understanding that teachers on duty are not available to conference at pick up time. Safety and consideration of others is a priority during pick up. Your understanding and patience for a safe campus is appreciated.



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:

- ✓ Cross the street at the crosswalk or at a corner if a crosswalk is not provided.
- ✓ Watch for cars before crossing a street, and cross only when it is safe.
- ✓ Stay alert while crossing a street.
- ✓ 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 the 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.)

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

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.

SAFETY POINTS: Safety is priority at Faller School.

- ✓ Use sidewalks
- ✓ Avoid walking across any parking lot
- ✓ Avoid cutting other cars off
- ✓ Avoid dropping off/picking up in non-designated locations

Thank you for abiding by our safe drop off and pick up procedure.



GENERAL INFORMATION

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, and 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 April 20-26, 2022. 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.

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.)

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 midriffs, 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 the 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, and 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.



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.

Cell Phone Policy & Telephone Usage

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.

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.**

Food Services

ALL STUDENTS AT FALLER SCHOOL RECEIVE A NO COST BREAKFAST and LUNCH EACH DAY. Breakfast is served before school at 7:45 and during morning recess. Parents are always welcomed to eat breakfast or lunch with their student and may purchase a breakfast for \$3.00 and a lunch for \$4.50. Please note younger or older siblings may not accompany the parent.

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.



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. 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. Healthy birthday snacks and invitations are allowed, but one for every student must be provided. Items should be store bought, and individually wrapped when possible. Non-food items are encouraged. Items will be handed out at the end of the day for students to take home.

(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.



Volunteer Protocol and Procedure

Volunteer Protocol- The district values the generosity of our school volunteers. SSUSD encourages parents/guardians and community members to share their time, knowledge, and abilities with our students. Your participation enhances our educational program and we greatly appreciate your contribution to the success of our students and your willingness to serve as a volunteer. However, student and faculty safety must always be our highest priority and, as such, the district bears the responsibility of screening all employees and volunteers to ensure that only law-abiding persons are allowed to come in contact with our students. For many years the district has used a service provided by the Department of Justice (DOJ) and FBI to ensure that a candidate for employment had not been convicted of a serious crime. Volunteers, however, have not had that same requirement. Instead, it was the principal's responsibility to determine whether or not a volunteer was a good candidate. While this practice might have been appropriate in the past, it is no longer sufficient for ensuring the safety of our students. Consequently, like most districts in the state, SSUSD will now require that all approved volunteers go through a more rigorous application process including fingerprinting and tuberculosis (TB) screening or testing. (It is important to note that this procedure is for volunteers only and does not include visitors. Please see the FAQ section for clarification.)

Process- For those who wish to volunteer within the Sierra Sands Unified School District, the following process will be followed:

1. Fill out the district volunteer application (these will be available at each school site).
2. Once the application is filled out and submitted, the principal will meet with candidates to affirm that there is a need for volunteers and that the volunteer is welcome on campus.
3. For those applicants who are approved by the site principal, the application and I.D. will be scanned to the Human Resources office for processing.
4. Applicants will be contacted by the Human Resources office and given information regarding the fingerprint process and TB screening or testing and the official documents required to process both.
5. Once the results of the tests are received by Human Resources, the principal will be notified indicating whether or not the applicant is clear to volunteer in the district as requested or needed.

Cost- There is a fee associated with the fingerprinting process and TB test that must be covered by the volunteer. The TB test can be processed by most medical offices; the cost will vary depending on the provider and the individual's insurance carrier. The fingerprinting is \$69 and can be processed at the Ridgecrest Police Department or the Sierra Sands Unified School District Human Resources office (see FAQ for details). For those who qualify, a limited number of reimbursement vouchers will be provided by the district.

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)

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.

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 as well as being a disruption to the instructional day, 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, Character Counts Assemblies, Awards Assemblies, Jr. Olympics, Talent Show, and the 5th Grade Moving on Ceremony. When bringing younger siblings to the above events, please attend to the child's needs to avoid disruption.

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.



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.

PARENTSQUARE – ParentSquare provides a simple and safe way for everyone at school to connect. Please download the ParentSquare application to allow full access for communication.

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 14-18 and March 7-10. 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

The SSUSD Governing Board recognizes that homework contributes toward building responsibility, self-discipline and life-long learning habits, and that time spent on homework directly influences student’s ability to meet the district’s academic standards. The Board expects students, parents/guardians and staff to view homework as a routine and important part of the student’s daily lives. (BP 6154 a)

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. 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 by grade level	
<i>Kindergarten:</i> 10-20 minutes 3 X a week or 1/2 to 1 hour per week	<i>3rd grade:</i> 30-40 minutes 4 X a week or 1-1/2 to 3 hours per week
<i>1st grade:</i> 15-30 minutes 3x a week or ¾ to 1-1/2 hours per week	<i>4th grade:</i> 30-45 minutes 4 X a week or 2 to 4 hours per week
<i>2nd grade:</i> 20-30 minutes 4 X a week or 1-1/4 to 2 hours per week	<i>5th grade:</i> 45-60 minutes 4 X a week or 3 to 5 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.
- ❖ **ANCHORED4LIFE** involves students in grades 4-5 as ambassadors of our school welcoming and touring new students as well as other leadership roles on campus.
- ❖ **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.
- ❖ **BATTLE OF THE BOOKS**- An opportunity for students in grades 4-5 to read, discuss, and quiz on a predetermined set of book titles
- ❖ **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 2-5 have a chrome book (computer) for their use in the classroom. Grades K-1 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.

ASES After School 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 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 were 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
----------------------	------------	----------------------

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 is 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 wellbeing
- a safe and engaging learning environment

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.

Officers for 2022-23: *President, Rebecca McCourt*

Secretary, Cassie Stephey

Treasurer, Rachel Walsh

SCHOOL PROGRAM DIRECTORY

PROGRAM	NAME	CONTACT
Preschool	Liz Robles	lrobles@ssusd.org
ASES After School Program	Karla Dunn	kdunn@ssusd.org
PTO- Parent Teacher Organization	Rebecca McCourt	fallersunspto@gmail.com
Special Education	Heather Newberry	hnewberry@ssusd.org
Food Service	Mary Sims Bullmaster	msims@ssusd.org



EXPECTATIONS & 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

- to provide for a safe and orderly learning environment.
- to foster responsibility and self-discipline in students as demonstrated by good citizenship.
- 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:

- ✓ Students need to follow the Character Counts and Universal Expectations so they know appropriate courses of action.
- ✓ Students need to know that the first solution to any problem is **TALKING ABOUT IT**.
- ✓ 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.

Students should follow **KHFAAOOTY** (**Kee**H**ands **F**eet **A**nd **A**ll **O**ther **O**bjects **T**o **Y**ourself)**



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. (**KHFAAQOTY**)
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.

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:



- a. 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
- b. Committed or attempted to commit a sexual assault or committed a sexual battery
- c. 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
- d. Caused, attempted to cause, threatened to cause, or participated in an act of hate violence
- e. 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 (Bully Hotline Number 760-301-5110)

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 “unwanted, aggressive, repetitive behavior that involves a real or perceived power imbalance.” (source: www.stopbullying.gov)

It can be classified into four types:

- Physical (hitting, punching or kicking)
- Verbal (name-calling or taunting)
- Relational (destroying peer acceptance and friendships)
- Cyber-bullying (suing electronic means to harm others)

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 online)
- 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

**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.

