2022-2023 Falmouth Elem. Family Handbook



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School Information

FALMOUTH ELEMENTARY SCHOOL

1000 Forbes St. Fredericksburg, VA 22405

PHONE: 540-373-7458 FAX: 540-371-1757

PRINCIPAL: Dr. Sallie Burch

ASSISTANT PRINCIPAL: Dr. Michele Repass

REGISTRAR/SECRETARY: Robin Roberson

BOOKKEEPER: Dawn Barter

OFFICE ASSISTANT: Kerry McKoy

SCHOOL NURSE: Anna Krushinski

OFFICE HOURS: 7:30 a.m. to 4:00 p.m.

Student Hours: 8:30 a.m. to 3:00 p.m.

Welcome

WELCOME

Falmouth Elementary School's vision is to be a place where students, staff, and the community work together to create a safe environment where students achieve their highest level through a total commitment to effort-based belief. Our commitment is to learn with passion, lead with confidence and live with character.

Falmouth Elementary provides a caring, accepting, and safe environment to motivate and challenge students to become lifelong learners and responsible citizens.

SCHOOL HOURS

Regular school hours for students are 8:30 a.m. to 3:00 p.m. Children who are brought to school by parents in the morning may not arrive before 8:05 a.m. Students must be picked up no later than 3:30 p.m. *CHANGES IN TRANSPORTATION SHOULD NOT BE MADE AFTER 2:00 p.m.

Grading & Homework

GRADING

All students in grades K-5 will receive a **Report Card** at the end of each nine weeks. Progress will be indicated in the following manner:

- 4- Exceeds Standard
- 3- Meets Standard
- 2- Works Toward Standard
- 1- Performs Below Standard

A Parent-Teacher Conference will be held at the end of the first grading period, and conferences will also be held at the end of the third nine weeks. Teachers are available to conference as requested and may contact parents to set up a meeting at other times during the year.

Dates for Report Cards and Interims can be found on the SCPS website.

HOMEWORK GUIDELINES

Homework is not new work but rather is a practice or extension of what was covered in class. Our philosophy at Falmouth Elementary is that students should be able to complete homework independently. If your child has difficulty doing this, please contact your child's teacher. Any time you have questions or concerns about homework, please let the teacher know. In addition to other homework, all Falcons are expected to read for 20 minutes at home each evening.

Helping Your Child

HOW TO HELP YOUR CHILD DO WELL IN SCHOOL

- Ensure your child wakes up in time to dress and eat breakfast.
- Check to see all necessities, such as lunch money, school supplies, and homework, are carried to school.
- Read with your child and encourage the use of school and public libraries.
- Praise your child for working hard at a task and for not giving up when things get difficult.
- Provide opportunities for your child to be independent and responsible at home.
- Avoid comparisons with other children.
- Encourage positive peer relationships at home and in the community.
- Help your child understand that the teachers, administrators, and other adults are there to help.
- Provide an opportunity for your child to read at home each day.
- Get to know your child's teacher and help the teacher understand some of your child's experiences, which may influence school success.

At Falmouth Elementary, we truly believe, and research proves, that teaching your child to have a GROWTH MINDSET and that his/her EFFORT MATTERS are the factors that make the most difference in success. Students with a Growth Mindset understand that anyone can improve in any area if they are willing to work hard and practice. Teachers and parents working together can ensure all our students are successful when they show effort!

Communication & Behavior

Family Communication

- <u>Phone calls</u>: Parents are invited to call their child's teacher if they have questions about schoolwork, homework, or classroom interactions. Each teacher has a voicemail account, so parents calling during the school day requesting to speak to a teacher will be asked to leave a voicemail message, as this protects instructional time. When a parent leaves a message, the teacher is asked to return the call within 24 hours. Children are allowed to use the office telephone only in the case of an emergency. The policy on cell phone use is listed in the Code of Conduct and found in this handbook. We ask that you speak to the teacher about any concerns before talking to an administrator.
- <u>Email</u>: Each staff member has a school email account found on the school webpage. All school-related email correspondence must be conducted via this account. Emails will be answered within 48 hours.
- <u>Agendas</u>: Students in grades 3-5 will receive Agendas sent home daily with homework and additional class information.
- <u>Weekly School Folder</u>: This folder is sent home each Friday. It will contain important notices (Falcon Flyers, PTO Newsletters) and essential school items (weekly school work). Many of these items require parent action, so please look for the School Folder each Friday. Students are asked to return it to school each Monday, as it is reused each week.
- <u>School Website</u>: Falmouth's website contains upcoming school dates and activities. It can be accessed at http://fes.staffordschools.net

Agendas & Weekly Folders

Agendas

Agendas are provided for all students in grades 3rd, 4th, and 5th. Corresponding charts are provided for each of those classrooms. Agendas are to be sent home daily.

Weekly Folders

All teachers will utilize the weekly folders to send assessed work, and school notices home on Fridays. The Weekly Folder will contain grade level information, notes from the teacher, student work from the previous week, and notices from the office and PTO.

Conferences

Stafford County is committed to conferencing with families at least twice a year to maintain a successful partnership in our children's education. Conferences will be held with families on October 10th and at the end of the third marking period in March. During the spring, the kindergarten and first grade conferences will remain traditional 1-on-1; however, second through fifth grades will conduct portfolio conferences.

Student Behavior

SCHOOL BEHAVIOR PLAN

Falmouth staff members believe students must take responsibility for their behavior. Students and parents have the right to expect that our school is safe and provides an environment conducive to learning. Each teacher will send home an individual classroom discipline plan and the school-wide plan during the first weeks of school. Falmouth uses the Responsive Classroom program to encourage children and adults to be supportive of others. Copies of the Student Code of Conduct will also be provided at the beginning of the school year. An acknowledgment of receipt is signed by parents and students and returned to your child's teacher. Our goal is to work hand in hand with students and parents to ensure our Falmouth Falcons are good citizens.

FALMOUTH BEHAVIOR EXPECTATIONS

A Falmouth Falcon:

- 1. Respects his/herself, other people, and property
- 2. Follows all directions and rules
- 3. Keeps hands, feet, and objects to him/herself

FALMOUTH PLEDGE

Today is a new day!
I will act in a safe and healthy way.
I will respect the rights of others.
I will take responsibility for my learning.
Today I will be the best I can be.
I am proud to be a student at Falmouth Elementary!

Student Behavior Expectations

Falmouth Elementary

Falmouth Falcon Expectations

	Be Respectful	Be Responsible	Be Safe
Hallway	Voice level 0 Admire student work on the walls with out touching Use positive language	Always use a pass if not with class Follow adult directions Give personal space	Walk Stay to the right Hands and feet to self
Recess	Take turns and share Include others Use kind words and actions	Resolve conflicts peacefully Seek adult help if needed	Stay in play area Line up when called Hands and feet to self
Cafeteria	Clean up your spot Voice level 1 or 2 Use kind words and actions	Raise your hand if you need something Get what you need in line Sort trash correctly	Stay seated until dismissed Enter & Exit in a line Sit in assigned space Hands and feet to self
Bathroom	Give Privacy Keep Bathroom Clean Use kind words and actions	GO FLUSH WASH	Use a pass if not with the class Return directly to class Hands and feet to self
Bus	Follow driver and monitor directions Use kind words and actions	Take care of yourself and others Keep bus clean Save snacks and drinks for home	Keep hands and head inside bus Sit on seat and stay in seat Hands and feet to self

Volunteers, Visitors & Field Trips

Volunteers

VISITORS/VOLUNTEERS

Falmouth Elementary welcomes visitors to our school but has the following procedures to ensure the safety of our students and staff. Visitors must use the AlPhone button by the front door to notify the office that they want to enter the building. Once you are cleared to enter, you will proceed to the main office. Per SCPS School Board Policy, all visitors must sign in and present a picture ID immediately upon entering the building. Items brought to school by parents to be given to students (supplies, etc.) must be left in the office to be delivered by school staff. All visitors must wear a Visitor's Badge, indicating the location they are visiting while they are in the building. <u>Volunteers</u> at Falmouth Elementary are a critical part of our school family as there are several ways our volunteers help in the school. Volunteers who supervise children will be required to have a background check. Please contact your child's teacher, our PTO, or the school office if you wish to volunteer. All adults who volunteer in the school are asked to follow our Dress Code and Cell Phone guidelines. Volunteers must have an updated volunteer agreement on file before assisting within the school.

Field Trips

FIELD TRIPS

Field trips are planned for students as an extension of the curriculum, so most of our classes will take a field trip during the school year. You must sign and return a permission slip for your child to participate in such a trip. The permission slip does not relieve us of our responsibility for taking proper care of your child but simply verifies that you wish your child to leave the school building to participate in this activity. Without your written permission, your child will remain at the school with work and under supervision. All students attending a field trip must travel to and from school on the school bus or charter bus provided.

Chaperones: We often ask a few parents to accompany a class on a field trip to provide more supervision for the children. We encourage parents to participate in this learning activity with their child but must sometimes limit parent participation due to available seating or admission restrictions placed by the hosting facility. Teachers will ask for parent volunteers who are willing and able to chaperone and notify the parents whether or not they have been chosen to participate. Because chaperones are needed to implement learning activities and provide supervision, we cannot approve requests for the participation of siblings. It will be necessary for you to make other arrangements for childcare if you accompany one of our classes on a field trip. Parents who chaperone will be asked to complete the fingerprint process and submit it to a background check. Additionally, chaperones are asked to follow the FES Dress Code.

Emergency Procedures & Policies

Adjusted School Hours & Emergency Dismissals

ADJUSTED SCHOOL HOURS

When school hours are changed, information is posted on the SCPS website (www.staffordschools.net) and is announced via Blackboard Connect. It will also be broadcast on local TV and radio stations.

In most cases, the media will be notified by 6:00 a.m. when school will be closed for the day. In cases of early dismissals, notification will be sent through the same channels as listed above.

Your contact and emergency contact information must be kept up to date at all times.

EMERGENCY DISMISSAL PROCEDURES

On some occasions (i.e., snow, ice, power failure, etc.), it becomes necessary to alter school hours. The safety of our students is vital to all of us, and we realize that since many of our parents commute to work, an emergency dismissal can be unsettling for everyone involved. Although we would like to contact each parent or babysitter personally, this is simply not possible. You must make plans for emergency dismissals that do not require personal contact from the school. If circumstances make this impossible, please contact either the principal or assistant principal to develop an alternative plan. We ask that you verify paperwork with Emergency Contact Information in August of each year. We will refer to this for information about your family's plan for emergency dismissals. You must review your plan with your child(ren) and inform the school of any changes.

CELL PHONE POLICY

The Stafford County Code of Conduct states that while they are allowed in school, student cell phones may not be turned on or visible during school hours at the elementary level. Consequences vary from a warning to suspension from school for repeated offenses.

POLICY ON WEAPONS AT SCHOOL

No student can bring a weapon of any kind on school grounds or on the school bus. This policy includes pocket knives, any other type of knife, guns, laser pens/laser pointers, and/or explosives. Students are also prohibited from bringing toys that look like weapons, e.g., cap guns, dart guns, and water pistols. Please be aware that NO REAL WEAPONS OR TOY WEAPONS ARE ACCEPTABLE AT SCHOOL.

EMERGENCY DRILLS

State law requires four fire drills in schools during each school session's first twenty (20) days. During the remainder of the school year, fire drills are required monthly. In addition, we will conduct other practice drills (tornado, lockdown) during the year. Teachers will instruct their classes on proper conduct and procedures during these drills.

Attendance (Absences & Tardies)

CHILDREN WHO ARE ABSENT

As required by state law, the school will try to contact the parents of students absent from school. This contact is done as a safety precaution to verify that the parent is aware of the absence. If your child will be absent, please call 540-373-7458 before 8:45 a.m. to report the absence or complete the absence form online. When your child returns to school, he/she must bring a written excuse stating the date(s) of the absence and the reason for the absence. Make-up work will be provided to the student upon returning from an absence.

ATTENDANCE/ ATTENDANCE RECORDS

All children are expected to attend school every day unless they are ill or have some family emergency. Parents should try to schedule outside appointments for times other than during school hours. Falmouth's Attendance Team reviews attendance monthly, and letters are sent out to parents when a student's attendance reaches limits determined by SCPS to impact learning negatively. Please check your child's report card every nine weeks to verify the accuracy of the attendance information. After the report cards are issued for a marking period, the parent/student has five school days to report any attendance errors for the marking period to the school attendance personnel. After the five days, all attendance is considered correct for the marking period. Attendance errors not reported within five days from the issuance of report cards will not be corrected and will remain on the student's permanent record.

CHILDREN WHO ARE TARDY

For students arriving at school after 8:30 a.m., parents are required to bring their child into the office to sign in and receive a tardy slip. <u>Tardies will be tracked, and a letter will be sent to parents if they</u> become excessive.

EARLY PICKUPS/STUDENT SIGN OUT

Please refrain from picking your child up early, as learning occurs right up until dismissal at 3:00 p.m. When picking up your child, please report to the office to sign him/her out.

Anyone picking up a student must present a picture ID. Your child will be called to meet you in the office. For the safety of all students, children will not be released to parents at the classroom door. When custody papers or special situations exist, the office must be informed, and a copy of any official documents should be provided for our files. Early pickups will be tracked, and a letter will be sent to parents if they become excessive.

MAKE-UP WORK

You may request to pick up work your child misses as a result of an absence. To do so, contact the school by noon, and the work may be picked up after 3:30 p.m. In an extended absence, work may be picked up regularly or will be available when your child returns to school.

SCHOOL NURSE

We have a school nurse on duty most school days. If your child is ill or has suffered a serious injury, the nurse will contact you. Please keep in mind that our school nurse cannot diagnose or prescribe. In the case of questionable bumps, rashes, swellings, etc., please contact your doctor.

The nurse can only call you to come to pick up your child. Please be sure that you provide us with your home phone number, a work phone number, and the name and number of at least two additional people who can be contacted in case of an emergency. In case of an emergency, we must be able to reach you as soon as possible. Please be sure to update your child's school emergency information if you change jobs, change babysitters, or if your phone number changes at any time during the school year.

Students with a fever, vomiting, or infection should not be sent to school. Any student who needs to use crutches or a wheelchair due to a sprain or broken bone must have a doctor's note.

If there is any particular information the nurse and/or school needs to know about your child, please contact us to make a plan for your child's safety at school. Our school nurse is willing and available to work with you at any time!

MEDICATION

Suppose a physician prescribes medication that must be administered to your child during the school day. In that case, the school requires that the original prescription container and a medication request form be sent to our nurse. The medication form can be obtained from the school or on the district's website. Both the physician and the parent should sign the medication request. This form will allow school staff members to give your child the medication as prescribed on the form. Short-term medications (10-12 days) such as antibiotics need only the parent's signature and the original prescription container.

Non-prescription drugs should be administered at home. School personnel has no authority to give aspirins, cough syrup, decongestants, etc., to children. Parents who feel that a non-prescription medication must be given can (a) ask a doctor to sign the medication request form to authorize it or (b) come to the school to personally administer the medication to their child.

Do not send unmarked medication to school with your child, as this could place your child or another student in danger. Additionally, do not instruct your child to take medication on his own. For the safety of our students, all medications are kept in the clinic and are administered by an adult.

ALLERGIES/SNACKS

The staff of Falmouth Elementary is proud to put the safety of **our** students first. This school year, we have several students with severe nut allergies. FES, recognizing that food allergies may be severe and even life-threatening, has implemented a Nut-Free Classroom Policy. We ask that no nuts of any kind be brought into or consumed in our classrooms for any reason. Foods sent in for snack and class events should be carefully checked to make sure they are nut-free. Families can help ensure that our classrooms stay nut-free by reading packaging labels and reminding children not to share food with other children at school. We need to make sure that there is little opportunity for a child to be exposed to foods that could harm him/her. A list of suggested peanut and nut-free snacks and treat ideas can be found in your child's welcome back to school packet. Keep in mind that all items to be consumed (child's birthday, party, etc.) within the classroom must be purchased from a store, be prepackaged, and have the list of ingredients attached to the original packaging. Please be aware that food items sent or brought into classrooms that do not follow these guidelines will not be accepted. Students may bring foods containing nuts to lunch; however, please note that Nut-Free Tables are labeled within the cafeteria.

Birthday Celebrations

TREATS

Birthday treats must be small, store-bought, individually packaged items such as Rice Krispie Treats. This allows for treats to be passed out safely without an impact on students with allergies and Covid concerns. Additionally, treats should only be sent in with prior notification and consent from the classroom teacher, as this assists in avoiding multiple treats being sent in at the same time, allows the teacher to fit time into his/her schedule to consume the treats, allows the teacher to determine if all students can consume the treats, etc.

INVITATIONS

<u>Birthday invitations</u> may be sent in to be distributed to the class only if there is an invitation for every child in the classroom. Invitations must be sent at least five (5) days before the event to ensure the teacher has adequate time to send them home with students. The best day to send invitations is Friday, as they will be put in the Weekly School Folder with other important school information.

Transportation

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Vehicular Traffic

VEHICULAR TRAFFIC

Visitors to our school and parents dropping off/picking up students are asked to park in a designated parking space. When parking your vehicle, we ask that you not park in any of our fire lanes or block a busy throughway. Be sure that you are aware of arriving and departing buses. To ensure the safety of our students as they load and unload from their buses, the road that passes directly in front of our building is for bus traffic only during arrival and dismissal times. Traffic must move smoothly to avoid difficulties with bus arrivals and departures. Please adhere to the following guidelines and directions when dropping off or picking up your child:

- Encourage your child to have his/her book bag, supplies, and lunch money ready before you enter the driveway.
- Please do not pull away from the unloading area until the crossing guards signal you to do so. The directions of the crossing guards must be followed for the safety of our students.
- If you must accompany your child into the building, even for a short time, please park your car in one of our parking spots.

Bus Information

BUS TRANSPORTATION

The citizens of Stafford County have chosen to provide bus transportation for our children. Because bus transportation is not required, riding a bus to and from school is a privilege. Ensuring student safety is the primary goal of bus rules and regulations. For that reason, students are expected to behave appropriately and follow the rules at all times.

Should a student be reported to the school principal or assistant principal, disciplinary action will be taken. Parents will be responsible for the transportation of students who have lost school bus transportation privileges.

Parents needing to discuss a bus problem should contact the school administrators at 540-373-7458 or the Transportation Department at 540-373-6095. Your cooperation in the safe transportation of your child and others is appreciated.

BUS ROUTES, STOPS, AND TIMES CAN NOW BE ACCESSED ONLINE AT: http://versatrans.staffordschools.net

BUS LOADING AREA

The bus loading area is at the front of our building along the curb. The site is marked for **bus traffic only during arrival and dismissal times** and is done for the safety of our students. If you are arriving or departing during these times, use the designated parking areas at the sides of the school.

Bus Information

WAITING FOR THE BUS

Students are to be at the bus stop at least five (5) minutes before the regular pickup time, but no earlier than ten (10) minutes before this time. Students are to wait quietly in a safe, designated place well off the traveled portion of the roadway until the bus has come to a complete stop. Most bus problems either occur or start at the bus stop. Parents are encouraged to accompany their children to and from the bus stop. When the students wait for their bus to arrive, parent supervision could prevent a severe accident.

Versatrans - MY STOP

Transportation's Versatrans Routing and Planning software allow parents to see GPS information on their child's bus location.

There are two ways to access My Stop:

- 1) The web address is: mystop.staffordschools.net
- 2) Smartphone users can find an "app" titled "Versatrans My Stop," and you will need to use your child's student's ID number for the user name and password.

APPROPRIATE BUS BEHAVIOR

Students are expected to follow the bus driver's instructions. Students should board the bus in an orderly manner and be seated immediately. Additionally, students are to remain seated at all times when the bus is moving. Students are required to share seats equally and to be courteous and respectful of others' property. A student is not allowed to put their hands or head out of the bus window. The aisles of the bus must be kept clear at all times. Good conduct on the bus is critical to safe transportation. Students cannot bring large objects, animals, sound systems, or glass items onto the bus. Eating and drinking on the bus are prohibited.

LEAVING THE BUS

Students must remain seated until the bus comes to a complete stop and the driver opens the door. Students are to leave the bus in an orderly manner, with those in the front seats going first. Following sound safety practices, students should leave the bus stop area as soon as possible. If a student must cross a highway, the student must walk to a distance of at least ten feet from the bus. The student is not to cross the roadway until the driver has signaled that it is safe to do so.

Riding a Different Bus

RIDING A DIFFERENT BUS

Parents/Guardians will be allowed to request a short term bus assignment a minimum of 24 hours before the requested date. Upon receipt by the school, the request should be entered into the Google Sheet, Bus Pass Reference Sheet-2022 shared with Transportation Services electronically for reference. Transportation Services will depend on school officials to update this sheet for every request. This will allow for accountability of students in case of emergency. Transportation Services will depend on the school to ensure the request is valid by contacting the family to validate the request. Transportation Services' criteria for approval includes:

- School bus capacity for that grade level (elementary, middle, high school)
- b. The request must be a bus stop on the current bus route
- c. Behavior of the student. (School should not allow a bus pass, if the student's behavior is not warranted.)

If a parent wishes for their child to make a permanent bus or bus stop change, an <u>ADDITIONAL BUS ASSIGNMENT</u> form must be completed and returned to school. The Additional Bus Assignment form can be obtained from our school office or found on the school and county websites. This request is subject to the school principal's approval and the transportation department and can take up to 10 days to be in effect. Bus drivers must receive notification from the school office prior to a student riding home on a different bus.

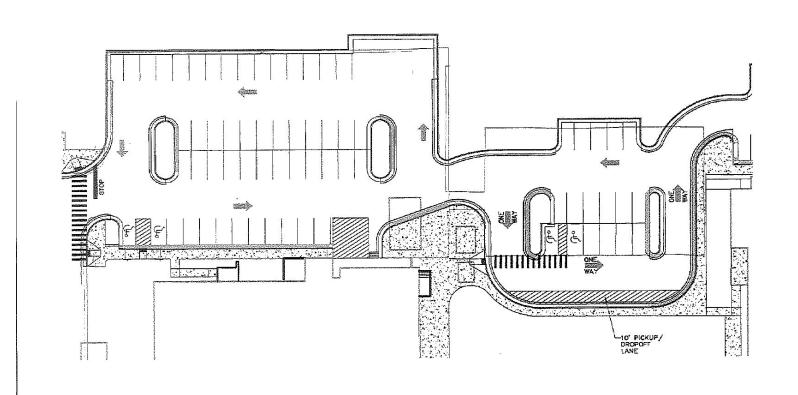
Car Rider Information

CAR RIDER PICKUP PROCEDURE

Car rider drop off and pick up is through the parking lot at the left side of the building as you face the school. Staff will be there to supervise during drop-off and pickup times. <u>Students should never be dropped off in this area if there is not an adult staff member present.</u>

If your child is an everyday car rider, please complete the car rider information form. If your child is a car rider on occasion, please send a note to school on the days that your child will be a car rider. Children who have a note and are designated as car riders will be called to the dismissal area at 3:00 p.m. and dismissed from there. Occasionally, you may need to have your child dismissed before 3:00 p.m. to go to the doctor's office, etc. Please come into the office and sign him/her out. The office staff will call your child to the office for dismissal.

Car Rider Map



Additional Information

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Student of the Month & Quarterly Awards Ceremonies

Student of the Month

The School Mission at Falmouth Elementary School is to inspire each student to become a life-long learner and self-sufficient citizen who will succeed and contribute responsibility in a global community. Student's choices and actions stem from their character; the choices they make when no one is watching. We want to celebrate and honor students who go beyond in modeling positive character traits.

SCPS highlights character traits each month, such as fairness. Classroom teachers are to TRULY CHOOSE who within the classroom exemplified that character trait for the month. Students receive a medal and certificate and attend a SOM Ceremony on the last Friday of each month.

Quarterly Awards Ceremony

Each 9-weeks, FES hosts a grade level awards assembly for teachers to recognize students in the areas of reading, math, writing, effort, citizenship, and STEM.

2022-2023 School Calendar

August 9	Tuesday	Kindergarten Orientation
August 10	Wednesday	First Day of School
September 2	Friday	Labor Day/No School
September 5	Monday	Labor Day/No School
October 7	Friday	Prof. Day/No School
October 10	Monday	Family Conferences
November 7	Monday	Prof. Day/No School
November 8	Tuesday	Election Day/No School
November 11	Friday	Veteran's Day/No School
November 23	Wednesday	Thanksgiving Holiday
November 24	Thursday	Thanksgiving Holiday
November 25	Friday	Thanksgiving Holiday
December 21	Wednesday	Beginning - Winter Break
January 3	Tuesday	Ending – Winter Break
January 4	Wednesday	Prof. Day/No School
January 16	Monday	MLK Jr. Day/No School
February 17	Friday	Prof. Day/No School
February 20	Monday	Pres's Day/No School
March 10	Friday	Prof. Day/No School
March 13-17	Monday-Friday	Spring Break
April 7	Friday	No School – Holiday
April 10	Monday	No School – Holiday
May 25	Thursday	*Last Day of School

Important Links

Falmouth Elementary School Homepage

Link: https://www.staffordschools.net/Domain/11

Report an Absence Form

Link:

https://docs.google.com/forms/d/e/1FAIpQLSe9Xs2qZZX-nUdHGBZxQycUTE35lTBac2-09TIJ6ELXz0GCJQ/viewform

ParentVue Portal

Link: https://psp.staffordschools.net/PXP2_Login.aspx

FES Family Feedback Form

Link:

https://docs.google.com/forms/d/e/1FAIpQLScrNZ7xvVLOr7dVAumClxsu05ayXBlM4Do2BS3A5GhDOIT2-w/viewform

SCPS Homepage

Link: https://www.staffordschools.net/Page/1

Transportation Homepage

Link: https://www.staffordschools.net/Page/13826

IssueTrak

Link: https://scpstransportation.webforms.issuetrak.com/

