

SUNSET LANE

ELEMENTARY SCHOOL



STUDENT/PARENT HANDBOOK 2022-2023

Today's Learners ~ Tomorrow's Leaders

Sunset Lane Elementary School
2030 Sunset Lane
Fullerton, CA 92833
(714) 447-7750

Website: sunset.fullertonsd.org
Facebook: Sunset Lane Elementary
Twitter: @Sunset_Lane_FSD
Instagram: sunset_lane_seahawks



SUNSET LANE ELEMENTARY SCHOOL

Today's Learners ~ Tomorrow's Leaders

Welcome to Sunset Lane! This handbook is designed to assist students and parents in getting acquainted with our school. It includes policies and procedures that ensure safety and high quality education for our students. Please keep this handbook as a reference throughout the year, and remember that the entire staff at Sunset Lane is here to help you. We expect that as a student you will always do your best work, cooperate, and show respect for everyone. We invite parents and families to become involved in our school in any way that they are able. We are proud of our school and know that you will enjoy your years here.

Sunset Lane's Mission & Vision

At Sunset Lane we pledge to be a community of learners who demonstrate our academic and personal best by collaborating, showing kindness, and working with integrity.

Sunset Lane is committed to a rich tradition of excellence and student success, where every decision is made with the students' best interest in mind. We recognize the value of each student as an integral member of the school community. With a partnership of parents, staff, and students, we are dedicated to making a positive impact on our world while embracing our role as agents of change.

Our school community has high expectations with a commitment to action through:

- ❖ The accountability of students and staff
- ❖ The use of best teaching practices
- ❖ Teamwork and collaboration
- ❖ 21st Century Learning with STEAM curriculum and technology infused instruction and learning
- ❖ Respect for diversity
- ❖ Strong community involvement
- ❖ Clear and frequent communication

We expect that all students at Sunset Lane will be kind, safe, honest, respectful, and responsible citizens who work collaboratively and with integrity.

School Office Information

Principal:	Dr. Tracy Gyurina
Interim Assistant Principal	Mrs. Jessica Humes
Office Manager:	Mrs. Vicky Won
School Clerk:	Mrs. Jeannette Kaufman
School Address:	2030 Sunset Lane Fullerton, CA 92833
Telephone:	(714) 447-7750
Fax:	(714) 447-7768
Email:	office_sunset@myfsd.org
School Website:	http://fullertonsd.org/sunset
Office Hours:	7:30 a.m. to 4:00 p.m. Monday – Friday
School Mascot:	Seahawk
School Colors:	Blue and White

SUNSET LANE SCHOOL GENERAL POLICIES & PROCEDURES

SCHOOL TRAFFIC & PARKING LOT SAFETY

Please remember that traffic is heavy before and after school, especially in front of the school on Camino Centroloma. To ensure the safety of students, parents, and school staff, we ask that that you adhere to the following procedures:

- Parent cars are not allowed in the school parking lot at any time on school days. Only cars with a valid and posted handicap placard may enter and leave the parking lot slowly and with extreme caution. Please exit through the south driveway.
- Do not block or turn around in the school driveways nor residents' driveways.
- The gray-painted curb is to be used for quick drop-off and pick-up only, not parking, during the following hours:

7:30 a.m. to 9:30 a.m. 12:30 p.m. to 3:30 p.m.

Please stay in your vehicle and continue to move all the way forward (toward the south end of campus) as space allows. At arrival, please have your child ready to quickly exit the car on the curb side. At dismissal, if your child is not waiting for you after school, please drive around the block and return. You may not double park.

- Students may cross streets alone only in the crosswalks. If outside of the crosswalk, they must be accompanied by an adult.
- Students should exit and enter vehicles on the curb side only.
- Do not stop in the center of the street to load or unload passengers. We do not allow children to enter the street in order to reach a vehicle.
- Please ensure that all children in the car are wearing seat belts.
- Please do not block neighbors' mailboxes, driveways, or trashcans.
- Please be respectful of school staff and of other drivers.
- Students may also be dropped off on Sunrise or Sunset.
- School buses have the right of way.

The Fullerton P.D. monitors traffic and may issue tickets for traffic violations.

MORNING ARRIVAL

Students are not allowed on campus prior to 8:00 a.m. Students can arrive on campus between 8:00 a.m. and 8:15 a.m. to receive a complimentary school breakfast from the front gate only. The back and side gates will open for student entry at 8:15 a.m. At 8:15 a.m. students will be released to play on the playground prior to the start of school. Only students can enter campus during arrival.

AFTERNOON DISMISSAL

School is dismissed at the following times:

MON., TUES., THUR., FRI.

TK/K: 2:45 PM
1ST THROUGH 6TH: 2:55 PM

WED./CONF./MINIMUM DAYS

12:30 PM
1:10 PM

- Wednesday is a restructured day for all elementary schools in the district. This time is for teachers to attend required meetings, trainings, and professional development.
- **Students must be picked up promptly after school is dismissed or leave the campus immediately if they walk home. The use of the playground after school is reserved for school sponsored programs and The LAB.**
- Please remind your child to bring home all needed items at the end of the day. Students will not be admitted into the classroom after the teacher has left.

GENERAL SAFETY REMINDERS

- Thanks in advance for your flexibility as we work to keep student safety as our top priority. While we want our school to be welcoming and accessible, we also want to ensure the safety of our students and staff.
- All school gates, including the back gate on Sunrise and the side gate on Sunset, will be locked before school until approximately 8:15 a.m. Once the school bell rings at 8:30 a.m., the gates will be locked promptly in order to secure our campus. Gates will remain locked throughout the entirety of the school day. Parents are not permitted on campus at any time (including arrival and dismissal) without checking in at the front office first.
- All students are to remain in designated areas that are clearly visible to adult supervisors at all times. Students are not to be in the front of the school or in hallways unless they are walking to and from classes, restrooms, or the office.
- **All restrooms are locked at the end of the school day for safety reasons. Adults may never enter student restrooms.** Restrooms for adults are located in the front office and the MPR.
- The Sunset Lane staff works as a team to guarantee the safety of all children. The only way to access campus during the school day is through the front office. All visitors and volunteers are to sign in at the front office and obtain a visitor's badge before entering campus. All visitors and volunteers must provide a valid government issued ID when signing in. Please refer to the Volunteer Handbook for more information on types of volunteers, requirements, and the application process.
- All parent volunteers, per Fullerton School District policy, must complete a Volunteer Application that will remain on file for the current school year.
- We value learning time and request that visits and volunteer hours in the classroom be pre-arranged with the classroom teacher.

RELEASE OF STUDENTS DURING THE SCHOOL DAY

If you must check your child out early, please notify the office in advance. For safety reasons, students must be picked up at and signed out through the office.

EMERGENCY CONTACT INFORMATION

Please be sure that we have emergency contact information on file at all times in the office. It is imperative that you update your Annual Information Review (AIR) every year. The information submitted should be valid phone numbers (work, phone, and cell) for parents and at least two other adults authorized to pick up the child in case a parent cannot be reached. Please be sure

that all information is kept current. Students will not be checked out to adults who are not listed on the emergency card.

LOST & FOUND

Lost articles of clothing are kept in the tubs outside of the front gate. Smaller items will be kept in the office. Items will be donated to a local charity at the end of each month. Please label clothing and encourage your child to be responsible with his/her belongings.

SCHOOL/HOME COMMUNICATION

Please check your child's Seahawk Folder every Wednesday for important information and communication from the classroom and school. As we take steps to conserve and limit the use of paper, we also rely on Blackboard Connect messages to get information to you in a timely manner. Please listen for a Blackboard Connect message every Sunday evening at 6:00 p.m. and follow us on social media to receive all of our up to date information.

USE OF SCHOOL TELEPHONE

The school telephone is a business telephone. Students will be allowed to use the phone in case of emergency and will be given messages for emergency situations only. Please be sure that your child knows who will pick him/her up after school as well as the location.

USE OF TOBACCO PRODUCTS

In accordance with California law, smoking and/or use of any tobacco products is prohibited on school grounds [FSD Board Policy 5131.6(b)].

ANIMALS ON CAMPUS

Dogs are prohibited on all school campuses at all times per Orange County Codified Ordinance Section 4-1-46 (Public school property; county parks, public beaches and county buildings).

SCHOOL PROCEDURES AND SERVICES

LUNCH PROCEDURES

MON., TUES., THURS., FRI

TK/Kinder: 11:45AM - 12:25PM

Grades 1 and 2: 11:15AM - 11:55AM

Grades 3 and 4: 11:55AM - 12:35PM

Grades 5 and 6: 12:35PM - 1:15PM

WEDNESDAY

TK/Kinder: 11:45AM - 12:15PM

Grades 1 and 2: 11:15AM - 11:45AM

Grades 3 and 4: 11:55AM - 12:25PM

Grades 5 and 6: 12:35PM - 1:05PM

Lunch menus are posted on the FSD website and FSD app and are subject to change. Please review these with your child and plan ahead. Applications for free or reduced lunches were included in your Annual Information Review (AIR), but they are also available through Nutrition Services (714-447-7435).

At this time, school lunches are free for all students. Children may also bring a lunch from home if they prefer. All students should bring a healthy snack for recess. We strongly discourage sodas, sugary drinks, and excessive sweets. Our children's brains need healthy food for learning. Please note that we no longer allow parents to drop off food for students after school has started.

Lunchtime is an integral component of the school day and a time when students interact and communicate with each other outside of the structure of the classroom. Therefore, parents may not sit with students at lunch, monitor them while they are eating, or be on the playground. Thank you for your understanding.

Absence & Tardy Policy

Although it is important for your child to go be at school every day, we understand that there will be days when your child will miss school due to illness or other unavoidable circumstances. The state of California requires that we document each absence in a timely fashion. When your child is absent or tardy, please do one of the following within three days of the first day of the occurrence.

1. Call the school to let us know why your child is absent or tardy or leave a message on the message machine. Please include your name, your child's name and teacher, and the reason for the absence.
2. Write a note for your child to explain the reason for the absence or tardy and send it with your child upon his/her return to school. You may also fax the absence note to the school office at (714) 447-7768. If your child has been absent for three consecutive days or more, a note from the physician is required stating the nature of the illness.
3. Come to the office and let us know the reason for and duration of the absence.

The bell signaling that students are to walk to their lines to be met by teachers rings at 8:28 a.m. Teachers meet the students in their class lines and proceed to the classrooms where instruction begins at 8:30 a.m. Students arriving after 8:30 a.m. are marked tardy. The only excused tardies are for doctor's appointments (with a doctor's note), illness, or a court subpoena. Excessive absences and tardies may result in further contact from school or district personnel.

Instruction begins at 8:30 a.m. and continues until the dismissal bell. Please arrange for medical and other appointments to take place after the end of the school day. Signing your child out early disturbs his/her learning as well as the learning time of other students in the class.

SSOAR (Saturday School Opportunity Attendance Recovery) occurs on numerous Saturdays throughout the school year. SSOAR attendance removes an absence from the student record and recovers state funding for the school site. The following dates are scheduled for Saturday School:

- 9/17/22
- 10/22/22
- 12/10/22
- 2/25/23
- 3/11/23
- 4/15/23

Sunset Lane prides itself on having one of the highest rates of student attendance in the district. Students learn when they are in school. We are confident that, with your support, this trend will continue.

SUNSET LANE SCHOOL BEHAVIOR POLICY

Sunset Lane School maintains a school-wide behavior plan. We believe that when students know what is expected of them and understand that consequences and rewards are fair and consistent, the school functions in a safe and orderly manner that is conducive to a learning environment. Under the umbrella of school-wide Positive Behavioral Interventions & Supports (PBIS), we teach age appropriate behavioral expectations. Grade level behavioral expectations also follow the school-wide model. Research shows a direct correlation between good behavior and academic achievement. Sunset Lane's behavior plan is based on the desire to ensure a safe campus for all students and adults and to maximize learning time.

Sunset Lane encourages all students to make positive choices. The staff recognizes and rewards positive behaviors through individual, classroom, grade level, and school-wide recognition and incentives. Positive recognition is frequent and may include the following:

- Verbal praise for good behavior and citizenship
- **Shine** tickets are given for following school rules and following our school core values (**be safe; be honest and respectful; have integrity; be nice to others; and be excited about learning**)
- Individual, classroom, grade level, and school-wide awards
- Recognition at monthly morning assemblies (SHINE awards) and trimester assemblies (Seahawk awards)

Students choosing not to contribute to a positive environment receive consequences that may include:

- Loss of classroom or recess privileges
- Note, phone call, or e-mail home
- Conference with student, parent, teacher, principal
- "Make Better Choices" note home
- Referral to office
- Loss of special privileges such as assemblies, celebrations, or field trips
- Suspension from class or school

Teachers use a school-wide Making Better Choices form and Discipline Referral form to provide detailed communication regarding behavior concerns to parents and administration. Please sign these as requested. Individual grade levels also use various systems of parent communication.

- **Articles Prohibited at School** (FSD Board Policy 5131)
 - Toys (such as fidget spinners as they create problems when students trade them, lose them, and do not use them in the intended manner)
 - Electronic equipment including iPods, smart watches, electronic tablet devices, recording devices, other portable electronic devices, laser pointers (suspendable). Exception: school issued iPads.
 - Harmful objects including flammable materials, weapons, or replicas of these items
 - Gum
 - Cell phones are discouraged. If brought to school, they must be turned off and remain in backpacks until the student leaves campus at dismissal. If a phone is on or used during the school day, it will be confiscated and held in the office for a parent to pick up. Text messaging is prohibited at all times.
 - Please remember that the school is not responsible for lost or damaged items including clothing, equipment, books, cell phones, or musical instruments. The school aims to protect all personal property, but is not responsible for any items lost, stolen, or damaged. Be aware that backpacks may be left outside during class time.
- **Large sums of money and articles of value should never be brought to school.**
- **Appropriate Dress: Clothing should be conducive to an educational environment and may not disrupt school activities. The following is not acceptable for school:**
 - Shirts with inappropriate logos or any clothing that promotes the use of drugs, alcohol, or tobacco, or is designated inappropriate by staff.
 - Tank tops or tops that do not cover the midriff, are low cut, or are off the shoulder.
 - Excessively baggy pants or extremely short shorts.
 - Unsafe footwear including sandals, shoes with open toes or a heel, shoes that are not laced properly, and shoes with wheels.

- Hats or caps may be worn only outside of the classroom and must be worn correctly.
 - A student who comes to school without proper attention to grooming and dress will be asked to call a parent for acceptable items to be brought to school.
 - Any grooming that disrupts instruction such as make-up and hairstyles that include hair coloring, letters, messages, or unusual designs or symbols shaved into the hair are not considered acceptable.
- **Backpacks:**
Students are encouraged to carry backpacks. Backpacks must be free of all writing other than the student's name and room number. *See shirt and clothing guidelines.

MAJOR BEHAVIOR INCIDENTS

When a major behavior incident occurs that could compromise the safety of individuals or hinder the orderly operation of the school or when inappropriate behavior continues, teachers will refer the student to the principal or assistant principal for resolution (see FSD Parent Information Handbook for suspension and expulsion guidelines).

- **Bullying is a form of abuse and is against the law.** It consists of intense or serious acts that are repeated over time with a stronger individual or group abusing or threatening those who might be smaller or weaker. Bullying can be verbal, physical, or anti-social and may include pushing or shoving, spreading rumors, keeping people out of a group or activity, or teasing in a mean or hurtful way. **Cyber-bullying** takes place through e-mails, instant message, text messages, phones, and other electronic means. It can include sending or posting mean messages or threats, posting inappropriate pictures, or using someone else's username to spread rumors or lies. **We are proactive in teaching our students the dangers of bullying as well as strategies for dealing with bullying. Incidents of bullying are taken seriously with appropriate consequences.**
- **Weapons:** The safety of all Sunset Lane students and staff is of primary importance. All students are informed in assemblies and in classrooms that no weapons of any kind, no replicas of weapons, nor any object that is used as a weapon are allowed at school or at school-sponsored activities. We also stress the reporting of any dangerous object or situation to a responsible adult. Please discuss this with your child.

California State Education Code requires that students who bring dangerous substances, knives, guns, explosives, or dangerous objects that can be used as weapons at school will be recommended for strong discipline, including suspension and/or expulsion. Possession of weapons at a school-sponsored activity is also grounds for suspension and/or expulsion. [CA Ed. Code 48900(b.c.)].
- **Suspicion of Prohibited Items:** School authorities may search student belongings if there is a reasonable suspicion that a student may be in possession of any item, substance, or material that is prohibited on campus



Sunset Lane • Schoolwide Behavior Matrix

	<u>I am Safe</u>	<u>I am Honest & Respectful</u>	<u>I have Integrity</u>	<u>I am Nice to others</u>	<u>I am Excited about learning</u>
Playground	• Use equipment properly • Stay in supervised areas • Walk on blacktop	• Keep hands and feet to self • Play fair and be problem solvers • Be aware of surroundings	• When bell rings, stop playing • Walk to line	• Take turns • Invite others to join • Use "Talk It Out" to tell how you feel	• Line up quickly • Stand quietly in line
Hallways/ Sidewalk	• Walk on the outside of the yellow line • Face forward • Maintain personal space	• When working outside, stay on task • Follow directions • Voice level 0-1	• Keep hands to self • Pick up trash in your path	• Be courteous of others	• Walk quickly and quietly to where you are going
Restrooms	• Wash hands • Return to class quickly • Report problems to staff	• Always flush • Clean up • Voice level 0-1	• Throw trash away • Use resources/supplies appropriately	• Wait your turn • Unlock doors when not in use • Give people privacy	• Use restroom quickly and quietly
Lunch Area	• Remain seated until dismissed • Walk • Only eat your own food	• Be polite and have good table manners • Wait patiently in line • Raise your hand for help	• Throw trash away • Keep tables and ground clean	• Keep hands to self • Use appropriate outside voices • Maintain personal space	• Eat healthy foods at snack and lunch at the lunch tables
Technology	• Practice safe, responsible technology use	• Proper care for equipment • Use assigned programs only	• Use device for school learning • Return keyboards, headphones, cables, chargers, and/or accessories	• Only use your device • Be polite to others online	• Fully charge device before coming to school • Bring device to school daily

At Sunset Lane we SHINE!

Making Better Choices

- ☐ PowerSchool
☐ SWIS

Student _____ Rm. # _____ Grade _____ Teacher _____

Referring Staff _____ Date _____ Time _____

<u>Location</u> ☐ Classroom ☐ Hallway ☐ Lunch area ☐ MPR ☐ playground ☐ Bathroom ☐ Media Center/Library ☐ Other _____	<u>Problem Behavior</u> ☐ Disrespect ☐ Defiance ☐ Disruption ☐ Physical contact/physical aggression ☐ Inappropriate language ☐ Property misuse ☐ Technology violation ☐ Other _____	<u>Possible Motivation</u> ☐ Obtain peer attention ☐ Avoid tasks ☐ Obtain items ☐ Obtain adult attention ☐ Avoid adult ☐ Avoid peers ☐ Unknown motivation ☐ Other _____
<u>Consequence(s)</u> ☐ Reflective time out ☐ Conference with student ☐ Restorative circle ☐ Behavior reflection	☐ Apology ☐ Loss of privilege _____ ☐ parent contact _____ ☐ Other _____	<u>Others Involved</u> ☐ None ☐ Staff ☐ peers ☐ Other ☐ Teacher PowerSchool SWIS Reporting Tool - Student and Teacher
<u>Comments</u>		

parent Signature _____ Date _____

White copy: Assistant Principal Yellow copy: Teacher Pink copy: Parent



Great Schools
Successful Kids



Fullerton School District Homework Guidelines

Sunset Lane Elementary School

- ★ Homework may include pencil and paper tasks as well as reading, research, watching a specific program, long-term projects, etc.
- ★ Homework assignments are clear and students can complete on their own.
- ★ Homework is an extension of classroom instruction related to learning objectives and grade-level content standards.
- ★ For each grade level, the amount of time students shall be expected to spend on homework, based on a number of research studies:
 - Primary students: 10 - 30 minutes per night.
 - Upper elementary students: 30 - 90 minutes per night.
 - Middle school/junior high students: 50 - 120 minutes per night.
- ★ With the exception of long-term projects, homework should not be assigned on weekends or during winter or spring break.
- ★ Parents can assist their child/ren with homework and should:
 - Know the school homework plan.
 - If available, check PowerSchool for homework assignments.
 - Know teacher expectations for the completion of homework and how homework impacts the student's grade.
 - Ensure that a suitable study area is available.
 - Provide the necessary tools to complete homework assignments.
 - Set a schedule with their child to allow sufficient time to complete homework.
- ★ Students will have the opportunity to make up missed work, due to excused or unexcused absences, as long as the assignments and/or tests are satisfactorily completed within a reasonable period of time.

SUNSET LANE HOMEWORK HINTS FOR PARENTS

Homework

Homework benefits children in many ways. It can help children develop good study habits and organizational skills. It is an extension of classroom learning experiences and provides a communication link between home and school. One major goal of homework is to improve a child's reading skills (fluency and comprehension) and to develop an appreciation for reading. Research shows that children benefit from reading and/or being read to a minimum of 20-30 minutes each evening.

Homework assignments may include review, problem-solving, research, practice, and/or discovery experiences. Each grade level team works to ensure consistency across the grade level. While homework may not be exactly the same in each class or for each student, the learning goals are similar. For specific homework information for your child's class, please refer to teacher communication, classroom websites, and Back-to-School Night information.

Student Responsibilities:

1. Listen carefully to the teacher's directions and ask questions if something is not clear.
2. Take assignments and necessary materials home when you leave the classroom; rooms are locked at the end of the day.
3. Complete the homework assignments carefully and neatly.
4. Return the homework assignments to the teacher as requested.
- 5.. Care for and return all schoolbooks and materials.

Parent Responsibilities:

1. Select and enforce a regular time and place each day for homework and study.
2. Keep study/homework time reasonable. Your student usually will have homework four nights a week. However, long-term projects or tests may require additional time.
3. Keep distractions to a minimum.
4. When he/she finishes, take a few minutes to check over the work. Check for neatness and obvious mistakes. Remember, that the child should be the one doing the work.
5. While assignments are usually given Monday through Thursday, there may be times that very little work is assigned and/or your child finishes early. We strongly suggest that the remainder of the time be used to either re-check assignments, study, or read for pleasure.

Remember, homework time is time actually spent on learning!



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Fullerton School District Homework Communication Form

Date: _____

My child _____ was not able to complete
his/her homework assignment in the following area _____
due to the following reasons:

Approximate time my child spent working on the assignment: _____

I would like you to contact me to discuss further: ☐ Yes ☐ No

If yes, best time and number to reach me:

Parent Name: _____

Time: _____

Phone Number: _____

Email: _____



Fullerton School District Homework Communication Form

숙제 소통 양식

Date:

날짜

나의 자녀 _____ 는 _____ 영역 혹은
과목에서 아래에 기술된 이유로 인하여 자신의 숙제를 완성 할 수 없었습니다:

자녀가 숙제에 사용한 시간은 대략 _____ 입니다.

이에 대한 논의를 위해 선생님께서 저에게 연락해주시면 좋겠습니다: ☐ Yes ☐ No

예스에 표시하였는데, 저에게 연락 할 수 있는 가장 좋은 시간과 번호는 아래와 같습니다:

Parent Name:

학부모 이름

Time:

시간

Phone Number:

전화번호

Email:

이메일

Let's Be Honest . . .

Students come to school to learn. Learning can happen in many ways, but the only way to **SHOW** what you have learned is through **YOUR OWN** work on individual assignments or **YOUR SHARE** of group work. The Board of Trustees of the Fullerton School District believes that students must honestly demonstrate their knowledge and skills when they are assigned work to be completed individually, while taking tests, and when representing themselves, their team, or their school in competitive situations.

Academic Honesty means . . .

- When working alone, do your own work.
- When working in a group, do your share and cooperate.
- When taking a test, keep your eyes on your own paper.
- When playing a game, play by the rules and be fair.

Remember these rules:

- **Do your own work.** Copying from a book, CD rom, Internet, or from someone else's work is plagiarism. It doesn't show what YOU know.
- **Show what YOU can do.** Taking credit for someone else's work or giving your work to someone else is dishonest.
- **Share the work when you're assigned to a group.** Being uncooperative makes others work for you and keeps you from learning all you can.

Be a person of INTEGRITY!

Cheating hurts everyone – in school, in sports and in life.

IF YOU NEED HELP. . .

TELL A PARENT OR YOUR TEACHER AS SOON AS POSSIBLE. THEY CAN GIVE YOU GOOD IDEAS AND FIND WAYS TO MAKE THE LEARNING EASIER. YOU'LL BE READY TO SHOW WHAT YOU KNOW AND YOU'LL FEEL GREAT BECAUSE YOU'VE LEARNED IT YOURSELF!