



Fletcher Mandarin Language & GATE Academy Parent & Student Handbook – Guidelines & Procedures 2026-2027

PRINCIPAL'S MESSAGE

Welcome to Fletcher Mandarin Language & GATE Academy! At Fletcher Academy, we take great pride in offering a dual immersion program that provides students with a unique opportunity to become bilingual, biliterate, and culturally competent individuals. We also offer traditional English classes as an option for all our students. Fletcher Academy is committed to providing a safe environment that promotes a climate of caring, respect, and personal responsibility.

This handbook has been prepared to provide information about policies and procedures at Fletcher Academy, as well as to communicate to parents and students the standards and behavior expectations we have of all our students while at school. Working together, parents and Fletcher Academy staff, create a safe and positive learning environment for students.

Please feel free to print the handbook and keep it in a convenient place, as this information will be helpful throughout the year. If you have any questions, please contact the school office at 714-997-6181. Additional information about school policies can be found on the OUSD website under *Parent Corner*.

On behalf of the teachers and support staff, I would like to extend a warm welcome to you and your child to Fletcher Academy, where we show our Falcon P.R.I.D.E.

MISSION STATEMENT

Fletcher Mandarin Language and GATE Academy is committed to providing a positive and safe learning environment and a quality instructional program for all students so that they may reach their maximum social and academic potential.

VISION STATEMENT

Fletcher's scholars will develop a love of learning in an environment where creativity, collaboration, communication, and critical thinking are valued and encouraged. At Fletcher, we are dedicated to providing a high-quality education for all children and enabling our scholars to become productive members of the global community who will leave a lasting imprint on our society.

STUDENT STANDARDS AND EXPECTATIONS

AT ALL TIMES

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

SAFETY FOR ALL

1. Students are not to bring any weapons (guns, knives, or martial arts instruments), bullets, or explosives to school or to school-sponsored activities under any circumstance.
2. *Fletcher Academy and OUSD have zero tolerance for any type of weapon; therefore, any student who brings a weapon to school will automatically be recommended for expulsion and may be subject to arrest.*
3. Fighting, wrestling, or martial arts displays, whether real or fake, are not allowed.
4. Threats of violence and bullying behavior are taken seriously and will be dealt with as such by the principal.
5. Students are to notify the yard duty teacher or noon supervisor if someone is hurt or acting unkind.
6. Students must use common sense - if you think there is a chance you or someone else may get hurt, *"Don't do it!"* Also, *if you "see something, say something."*
7. There is no throwing of rocks, sand, sticks, and/or other harmful objects.

TO AND FROM SCHOOL

- Students are responsible for their actions to and from school. Fighting, teasing, bullying, and vandalism are not tolerated.
- Students walk on the sidewalks, cross at crosswalks and intersections, and respect private property.
- Students follow the directions of the teachers on duty before and after school.
- Students who ride bicycles must follow Bike Safety Rules. Skateboards, scooters, e-bikes, e-scooters, and rollerblades/skates are not considered to be safe transportation to and from school, and are not to be used for that purpose.

ACADEMIC HONESTY POLICY

Cheating and plagiarizing will not be tolerated at Fletcher Academy. This policy has been established to communicate to parents and students the high expectations our staff holds for each student. With each transgression, a conference will be held with the student, the parent, and teacher. Our goal is not to punish, but to promote the positive life skills of citizenship and pride in personal accomplishment.

1st Offense: Students who cheat on a test, quiz, or individual assignment will be given a "0" grade for that assignment.

2nd Offense: Students who cheat will receive a “0” grade for that assignment without the possibility of a make-up, a “U” for citizenship, and the student’s trimester grade will be lowered one full letter grade. A contract will be put in place to support the student.

3rd Offense: Students who cheat a third time will receive a “U” for citizenship, and will receive a failing grade, an “F,” for the trimester in the subject he or she was caught cheating in, even if it is the first offense in that particular subject.

Depending on the severity of the situation, there may be additional consequences according to District Policies. Understanding what academic honesty looks like is a vital component of this policy. Teachers will instruct and discuss the topics found below. Our objective is to create a school environment that is supportive and fair to all students, and one that promotes goal setting in accomplishing a personal best for each individual. **Parents are expected to review this policy in detail with their students.**

ACADEMIC HONESTY IS...	CHEATING IS...
...using the Internet and other research materials for insight and research. Rewording and rephrasing facts, with proper documentation.	...copying word for word phrases/sentences from any source, such as the internet, text sources, or study guides. Not documenting information taken from sources.
...working together and discussing an assignment with classmates to develop ideas, however, writing papers and completing assignments independently.	...copying, exactly, or rephrasing any portion of a classmate’s paper, notes, projects, essays, worksheets, or any other assigned material that can assist them in cheating.
...studying for the test with notes. Sharing ideas and notes on the material (not on test information) with classmates in preparation for the quiz or test.	...using any type of aid during a test that is not allowed by the teacher including, but not limited to cheat sheets, crib notes, formulas/calculations, text messaging, wandering eye, and talking during a quiz/test.

...saying, "I do not know what is on the test," or "I'm not sharing test information."	...sharing what is on a test or quiz between recess or at lunch with students who have not taken the quiz or test. *Allowing other students to cheat off of your paper is considered cheating, and will receive the same consequences as the person copying the answers!
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AI

At Fletcher Academy, we support the responsible use of artificial intelligence (AI) to enhance teaching and learning. While AI tools may be used under teacher guidance for educational purposes, students are not permitted to use AI to complete assignments, tests, or projects in place of their own work. Academic honesty is a core value, and all student work must reflect individual effort and understanding. Use of AI that violates this expectation may be considered academic dishonesty.

ANTI-BULLYING CONTRACT

Everyone has the right to feel physically and emotionally safe at Fletcher Academy. ***I will do everything I can personally, as a member of my school's community, to create and preserve a physically and emotionally safe environment. As a member of the Fletcher Academy community, I will strive to treat everyone with respect regardless of any differences.***

Bullying is defined as intentionally aggressive behavior that can take many forms (verbal, physical, social, emotional, or cyber - or any combination of these); it involves an imbalance of power and is often repeated over time. The bullying can consist of one child bullying another or a group of children against one lone child.

Student's responsibility: *I commit that I will not bully my peers. If I witness bullying, I will report it to an adult.*

Parent/Guardian's responsibility: *I commit to encouraging my child to always respect others. I will also respect all other adults (parents and staff) on the Fletcher Academy campus. I have instructed my child not to bully. I have advised my child to report any bullying to a Fletcher Academy staff member.*

We understand that any act of bullying will result in a referral to the administrator. Severe behaviors may lead to more serious consequences according to District policies. If the student has broken the law, the administration will inform the police.

APPROPRIATE SCHOOL ATTIRE AND DRESS CODE

[You can find this year's uniform policy here.](#)

Fletcher Academy promotes a standard of appearance that enhances a safe and disciplined learning environment. This is a major component of a positive school experience. ***The responsibility for the dress and grooming of a student rests primarily with the student and their parents or guardians. **If you are unable to purchase uniforms, please let the office know, and we can help!***

Updated JC 7/23/2026

Allowable Dress & Grooming

- Students must wear clothing, including a shirt with pants, shorts, or a skirt, and closed-toed shoes.
- Shoes should be practical, appropriate, and sturdy enough for all school activities, including physical education.
- Hats and other headwear must allow the face to be visible and not interfere with the line of sight to any student or staff. Hoodies must allow the student's face and ears to be visible to staff. ***Hats, headwear, and hoodies must be taken off in the classroom during instruction.**
- Clothing must be suitable for all scheduled classroom activities, including physical education and other activities where unique hazards exist.

Non-Allowable Dress & Grooming

- Clothing may not depict, advertise, or advocate the use of alcohol, tobacco, marijuana, or other controlled substances.
- Clothing may not depict pornography, nudity, or sexual acts.
- Clothing may not use or depict hate speech targeting groups based on race, ethnicity, gender, sexual orientation, gender identity, religious affiliation, or any other protected group.
- Clothing, including gang identifiers, must not threaten the health or safety of any other student or staff.
- For students' safety, no flip-flops, Crocs, clogs, open-toed sandals, or backless shoes.
- If the student's attire or grooming threatens the health or safety of themselves or any other person, the parent will be contacted by the teacher or front office to bring a change of clothing OR the school may provide clothing for the student to wear while at school. For repeated offenses, students may have other consequences.

ATTENDANCE POLICY

Regular school attendance is mandatory. Excessive absences and/or tardies interfere with the student's learning and with the instructional program in the classroom. When attendance problems exist, parents will be contacted to schedule a meeting to address attendance concerns. If concerns continue, students will be referred to Student Community Services. **Our goal is to ensure that each student receives a quality and consistent education!**

It is the parent's responsibility to see that their child arrives to class on time, every day. Tardiness to school is unacceptable. Tardiness disrupts the learning process and infringes on the rights of those who are prompt to class. Students are expected to be in their line when the 8:15 bell rings. Those who are not in line will be considered tardy. Excessive absences and tardies will result in an attendance contract through the Student Attendance Review Team (SART) and may be reported to the School Attendance and Review Board (SARB).

Student absences must be verified. **Parents must call the school office (714-997-6181) before 9:00 AM on the day of the child's absence, and every day after, when the child is out.**

- If a parent/guardian is unable to call, a note, signed and dated by the parent, must be sent on the day of return to school.

- An absence must be cleared with a note or a call within three school days, or it will be considered an unexcused absence.
- Any absence will result in a phone call from the office to verify the absence.
- Excessive absences, trancies, or tardiness may result in a referral to the Student Attendance Review Board (SARB).
- As per district policy, a parent may excuse their child up to 14 days due to illness or personal necessity. After 14 absences, the school can require parents to provide a medical note for any additional absences.
- When absent, students are required to make up missed work in order to maintain satisfactory grades. Students have the same number of days to complete make-up work as the number of days of excused absences.
- Students are not able to make up work for unexcused absences (BP 5113)

As per CA Ed Code (Section 48200-48208) all tardies and absences will accrue throughout the year and do not “reset” at the beginning of each trimester.

Tardy/Absence 1 – 3 Teacher Warning/Reminder

Tardy/Absence 4 – 6 Referral to Warning letter/reminder sent home.
Parent contact

Tardy/Absence 7+ Referral to Office – SART Meeting Scheduled with parent and Admin
Attendance Plan developed
Citizenship grade could be impacted
Referral to SARB (School Attendance Review Board*)

**This panel of administrators and law enforcement representatives will review student records and reasons for habitual truancy and/or tardiness and will outline recommendations for improvements.*

AWARDS - Academic, Mandarin Achievement, Falcon P.R.I.D.E.

Each month the school will recognize a Falcon student in each class that has demonstrated Falcon P.R.I.D.E. at our monthly Fletcher Spirit Assembly. As a school, we will recognize our Falcon P.R.I.D.E. Students of the Month. We also recognize a Mandarin achievement award, and our traditional classes also receive a P.R.I.D.E./Academic Achievement award The principal will announce the students' names, and students will be recognized at the front of the assembly.

P.R.I.D.E. Awards are given to those students who exemplify the P.R.I.D.E. acronym: Positive attitude, Respect, Integrity, Determination, and Empathy.

Fletcher Academy likes to focus on the whole child, so one does not have to have straight A's to be recognized as a Falcon P.R.I.D.E. award recipient. That said, most often students who live and work by the P.R.I.D.E. principles do end up with excellent report cards. At Fletcher Academy, we strive to

demonstrate our Falcon P.R.I.D.E. each and every day. We show our Falcon P.R.I.D.E. by demonstrating these attributes through our actions and our words - in the classroom, online, and on the playground.

Positive attitude - We demonstrate a positive attitude by being optimistic about situations, interactions, and yourself. People with positive attitudes remain hopeful and see the best even in difficult situations.

Respect - Being respectful is a positive way of thinking about or treating someone, and it involves recognizing their value and importance as a human being. You accept somebody for who they are, even when they are different from you or you do not agree with them.

Integrity - Falcons with integrity tell the truth and act in a sincere way. They treat others kindly and consistently. Showing integrity means doing the right things even when others aren't watching.

Determination - We show determination when we overcome obstacles in order to reach our goals. Determination is like climbing a mountain. You have to know what you want to achieve, then put one foot in front of the other until you reach the top.

Empathy - Falcons show empathy when they have the ability to understand and share another person's feelings, experiences, and emotions. It's like trying to put yourself in someone else's shoes and imagine what it would be like to be them.

The great thing about Falcon P.R.I.D.E. is that we can all show it and develop these important characteristics.

PRESIDENT'S EDUCATION AWARDS - GRADE 6

These awards are given on behalf of the U.S. Secretary of Education in June at the 6th-grade promotion ceremony. This award recognizes academic success in the classroom. To be eligible, students must meet requirements, including grade point average and state test requirements.

- Grade Point Average: Students are to earn a grade point average of 3.5 or greater on a 4.0 scale for 4th and 5th grade all trimesters and the first two trimesters of 6th grade.

BACK TO SCHOOL NIGHT

This night is provided for the **parents only**. It is held the first month the students return to school and is not a conference time. Parents will have the opportunity to meet their child's teacher and receive general information about the classroom routine, including the class homework requirements, discipline plan, and grade-level curriculum.

BELL SCHEDULE

Our bell schedule is informed by our district's transportation bus route for our school, as well as state instructional minute requirements. [Click here for this year's bell schedule.](#)

BICYCLES

All children and adults are expected to follow traffic safety laws when traveling to and from campus.

- **Grades 3–6:** Students in 3rd through 6th grade are eligible to ride their bikes to school.
- **Bike Contract Requirement:** Before riding to school, students and their parents must read and submit a signed [Bike Contract](#) for the current school year.

California law requires bicycle riders to wear safety helmets while riding a bicycle. Students will be given referrals for not wearing a helmet. Students who continually violate the helmet law may lose the privilege to ride a bike to school. Students must walk their bicycles when they enter school grounds. The school is not responsible for lost or damaged bicycles or helmets.

Once on the Fletcher sidewalk, students must walk their bikes. All bicycles must be parked and locked in the bike racks near the lunch tables during the school day.

Skateboards, roller blades, skates, roller-type sneakers, e-bikes, e-scooters, and scooters are not considered to be safe transportation to and from school and are not to be used for that purpose.

BUYING OR SELLING

To maintain a safe and focused environment, students are not permitted to buy, sell, or trade items with other students while on campus, traveling to or from school, or attending school-sponsored events.

Exchanges of Money:

- **Student-to-Student:** Money should never be exchanged between students on campus.
- **Approved Purchasing:** Money brought to campus should be kept to a minimum and used strictly for official, school-sanctioned events managed by adults (e.g., Book Fairs, POP Fridays, or PTA fundraisers).

CELL PHONES/SMART WATCHES (BP 5131.8)

Students in elementary school may not use smartphones or other mobile communication devices during the instructional day. Devices must be turned off and placed out of sight during the school day. Students who need to call parents during the school day, may make the call from the administrative office.

However, students in grades K-12 shall not be prohibited from possessing or using a mobile communication device under any of the following circumstances: (Education Code 48901.5, 48901.7)

1. In the case of an emergency or in response to a perceived threat of danger BP 5131.8(b)
2. When a teacher or administrator grants permission to the student to possess or use a mobile communication device, subject to any reasonable limitation imposed by that teacher or administrator

3. When a licensed physician or surgeon determines that the possession or use is necessary for the student's health and well-being
4. When the possession or use is required by the student's individualized education program

See [Board Policy 5131.8](#) for more information on use of mobile communication devices, including disciplinary actions should a student use the device inappropriately.

CLASSROOMS CELEBRATIONS & PARTIES

We realize a child's birthday and holidays are very important. Our school policy regarding treats has been developed due to health, allergy, and cross-contamination issues as well as minimizing distractions to the instructional day. Please adhere to the following guidelines when choosing to bring treats on campus for scheduled classroom celebrations. *Each teacher has their own rules for certain celebrations, so make sure to communicate with them prior to bringing anything in.

All outside food must:

- be store-bought.
- be in original sealed packaging.
- list the ingredients.
- not contain peanuts or tree nuts.

Please contact your child's teacher in advance to make arrangements. Celebration snacks will be distributed at the teacher's discretion. **Please DO NOT SEND balloons or flowers.** Birthday party invitations may NOT be passed out during the school day.

CLOSED CAMPUS & VISITOR PROTOCOLS

For the safety of our students and staff, Fletcher Academy operates a CLOSED CAMPUS. Please bring a form of identification if you are picking up your child. Students may not leave the school grounds after arriving at school without office authorization and parent consent/request. **An authorized adult must check out students leaving school during school hours through the school office.** Please update your child's emergency contacts when changes occur, and include those adults you have designated as emergency contacts who are able to pick up your child from school if an emergency exists.

You can find additional information regarding volunteering and visiting Fletcher Academy under Visitors and Volunteers in this handbook.

COMMUNICATION & PRINCIPAL'S NEWSLETTER

Most communications from Fletcher Academy are delivered electronically via ParentSquare. Our school newsletter, the *Fletcher Flyer*, is sent home through the platform every Sunday morning.

CONFERENCES

Elementary students' parents attend a parent/teacher conference, and a Parent-Teacher Conference Summary form is used to record the student's strengths and needs, along with an assistance plan for

school and home. Elementary parent/teacher conferences are scheduled during the first trimester in October. Parents may, however, request a conference/meeting at any time during the school year by making arrangements with the teacher or calling the school office. Teachers are typically available for conferences before and after school.

CONFLICT RESOLUTION STRATEGIES

Children use many strategies in dealing with conflict on their own. They negotiate, take turns, flip coins, compromise, etc. The Fletcher Academy staff encourages students to utilize a variety of these positive strategies to solve problems.

Talk It Over - Listen

Negotiating - Students talk about their position in the conflict and discuss what might be done about it.

Active Listening - Perceiving what the other individual is saying and also feeding it back accurately.

Threat-Free Explanation - A student communicates his position in a conflict without threatening the other person.

Apologizing - Saying you are sorry without necessarily saying you are wrong.

Do Something Else

Postponing - Students agree to wait for a more appropriate time to handle the situation.

Distracting - Calling attention to something else as a way of defusing the conflict.

Take Turns

Taking Turns - One student goes first and the other goes second.

Chance - A technique such as flipping a coin or rock-paper-scissors to decide a conflict.

Share

Compromising - Both students give up something to resolve conflict.

Sharing - The students decide to share for the benefit of both.

Ignore It or Ask an Adult for Help

CARES/ASES AFTER SCHOOL PROGRAM

CARES/ASES is a positive alternative for working parents in need of child care. CARES/ASES is located at Fletcher Academy in portables 4, 5, and 6. Hours of operation are from 7:00am to 6:00pm.

For more information, please visit their website:

[CARES](#)

[ASES](#) - ASES is new to Fletcher for the 2026-2027 school year, so the website may not be updated.

DIGITAL CITIZENSHIP & TECHNOLOGY USE

When using district-provided technology, students are expected to follow the district's **Acceptable Use Policy** both on and off campus.

Key expectations include the following:

- **Digital Citizenship:** Students will participate in ongoing lessons regarding digital citizenship and internet safety.
- **Fletcher Technology Contract:** Students and parents must review and sign the Fletcher Technology Contract. The contract will be reviewed at the beginning of each trimester.
- **Rules & Expectations:** Students must adhere to all classroom and school rules while using devices.

Please note: Technology use is a privilege. Failure to follow these expectations may result in the loss of device privileges.

Fletcher Academy Technology Expectations

- Students will use their devices for educational reasons only at their teachers' direction.
- Devices may NOT be used before school, after school, or at any recess.
- Students will only use appropriate educational applications on their device.
- Students may only access their own school-based accounts. Sharing of accounts or passwords is not permitted (please see a teacher if you cannot access your account).
- Students are not to email or electronically communicate with others from their personal devices during class time, unless directed to do so by their teacher.
- Students may not download apps or software at school onto any device without the explicit permission of the teacher.
- Students may not utilize any technology to harass, threaten, demean, humiliate, intimidate, embarrass, or annoy their classmates or others in their community. This is unacceptable student behavior known as cyberbullying and will not be tolerated. Any cyberbullying that is determined to disrupt the safety and/or well-being of the school is subject to appropriate disciplinary action.
- **Students must come to school with a charged device and be responsible for bringing the device charger.**
- Students must have the Internet Release on the OUSD Emergency Information sheet signed and on file for each school year to access the Internet while at school.

DISASTER PLANNING

Fletcher Academy has a complete disaster plan that will ensure the best possible care and security for your child in the event of a natural or man-made disaster. In addition to monthly fire drills, we practice our fire, earthquake, and lockdown drill procedures periodically.

The students and staff go through all the steps that we might encounter in a disaster situation. If an emergency or disaster occurs at Fletcher Academy, we will initiate these steps:

1. All students are trained in "drop and hold" procedures should the situation warrant it.
2. After the immediate danger is over, evacuation of the building may be in order. Should this become necessary, students will evacuate to their specified class location.

3. An Accountability Report is taken immediately, and the information is relayed to the site Command Center.
4. Each teacher has an emergency backpack containing necessary supplies to assist students with injuries.
5. The Command Center will follow through with the school's disaster plan.

Parents should report with identification to the front office when requesting students for release. Students will be kept on campus or at a safe alternative location until released to parents or known adults. Students will only be released to their parents, an adult on the Emergency Sheet, or an adult known to the student.

Should the students need to be evacuated to another site, school personnel will be available to direct parents. No student will be left unattended at school at any time. A copy of our Fletcher Academy Safety Plan is available for review in the school office.

DISCIPLINE AND STUDENT CONDUCT

All children have equal rights to an education in a safe, nurturing, and orderly environment. Each child will be treated with respect and dignity. Fair and consistent rules have been established at Fletcher Academy to maintain a powerful learning environment for all stakeholders. Fletcher Academy staff continues to implement a school-wide Positive Behavior System (PBIS) that communicates expectations and provides opportunities for positive acknowledgement for all students via PBIS points.

Discipline Procedures

All teachers have a plan for handling discipline in their classroom. Listed below are some of the strategies for encouraging appropriate behavior.

- Teaching students to exercise self-control, responsibility, and self-esteem.
- Class and school rules are posted and discussed with students.
- Positive student behavior is praised on a continuous basis.
- Conflict resolution strategies are taught and supported.
- Falcon P.R.I.D.E. points are provided to students on a regular basis.

Every discipline case will be considered individually. Factors considered in determining appropriate action may include the severity of the behavior and the student's prior incidents. When students display inappropriate behavior, the following strategies, depending upon individual circumstances, may be used by the teacher and/or principal:

- Verbal warning
- PBIS Reminder slip is sent home
- Meet with counselor
- Note sent home to parents or telephone call to parents
- A referral for what is considered a "minor" is sent home
- Parent-teacher conference
- Campus clean-up
- Behavioral contract
- Time out to another classroom for a limited amount of time

- Loss of special school activities
- Suspension from class

When a teacher has used the strategies available to him/her, and unacceptable behavior continues, the teacher will refer the child to the principal. If a serious infraction has occurred, the child will be sent immediately to the principal. The principal will take one or more of the following actions, which will be decided after consideration of the child's specific misbehavior and previous incidents:

- Counseling (with teacher and/or principal)
- Appropriate task completion related to incident
- Referral with what is considered a “major” is sent home: 3 minors = major
- Removal from class or playground
- Loss of privileges
- Phone call to parents at home or work
- Conference with the teacher and parents
- Denial of school privileges
- Suspension from class or school
- Transfer to another school
- Recommendations for expulsion, if warranted and/or required
- Report of incident to law enforcement agencies, if warranted and/or required by law.

DISRUPTIONS OF INSTRUCTIONAL TIME

Classroom interruptions have been shown to have a negative impact on learning, and certain laws and security concerns necessitate procedures. Therefore, we ask for your cooperation with the following:

- If you need to pick up your child before dismissal, come to the office. Teachers will not release students from class without office approval. Provide advance notice to the teacher and office when possible, as this makes for a quicker and more efficient process.
- Classrooms will not be interrupted with messages. All messages will be written and placed in the teacher's mailbox or emailed. Teachers can get messages to students after recess and lunch breaks.
- Forgotten homework, projects, books, jackets, musical instruments, etc., which are brought to school after the start of class, will be placed on the office counter.
- See lunch information below.
- All pickup arrangements should be made before school (or a note can be left for the student).

FIELD TRIPS

Fletcher Academy uses field trips as an extension of classroom learning. Field trips are specifically chosen to complement the class curriculum and meet the Common Core State Standards. A notice/consent form will be sent home for each field trip. **Permission slips for all field trips must be received within three days of the trip for the student to be eligible to attend the field trip.**

Students will not be allowed to attend a field trip unless the parent/guardian has signed the consent form and returned it to the teacher. Parents are occasionally invited to accompany their child's class on a field trip to assist in the supervision of students. For parents attending a field trip, we ask that no other children accompany you. No student will be excluded due to financial hardship; however, lack of ability to collect sufficient funds for a field trip may constitute the trip being canceled for the entire class/grade level.

FUNDRAISING

Fundraisers are important for the start-up and continuation of many school programs and activities at Fletcher Academy. The funds generated by Fletcher Academy PTSA are put directly toward supporting school programs for all students and the purchase of school equipment.

Starting in fifth grade, grade levels can fundraise for their 6th-grade promotion activities, and the money is placed in the grade-level Outdoor Ed/Promotion Account. Please note that any fundraising for individual student accounts is for students in grades 4-6 for the purpose of Outdoor Ed. Younger grades that participate in fundraising or donations will go into the General Fund account for the grade level for that school year.

Grade-level fundraising projects are organized by grade-level fundraising chair parents to be approved by the principal. All money raised by an individual student stays in the student's account until they are in 6th grade. Once the student is promoted, if they have remaining funds, they are rolled over into the General Fund account. If a Fletcher Academy family changes schools within OUSD, they can request that the money they earned by fundraising for Outdoor Education be transferred to their new school within OUSD. Funds can only be transferred within OUSD for Outdoor Education. If the student moves outside of OUSD, the money remains at Fletcher Academy.

GUM AND SUNFLOWER SEEDS

Gum and sunflower seeds are not allowed on school property.

HEALTH INFORMATION

Medication

The school cannot administer medicine without the appropriate forms completed by both the parent and doctor (Ed Code 49423). Forms may be obtained from the school's Health Clerk. Medications taken at school must be properly labeled with original prescription labels and with the child's name, type of medication, and dosage and may only be taken in the school health office. Students may not bring medication of any kind (including aspirin, inhalers, etc.) to school. All parents must sign an authorization form for over-the-counter products to be administered by Fletcher Academy personnel. This form must be turned in for every student at the beginning of each school year.

Accidents

If your child is seriously injured at school, we will call you immediately. If you cannot be reached, we will contact the emergency number listed on your child's Emergency Card. In case of an accident requiring medical attention, we will make every attempt to contact parents/guardians before taking the child to the hospital. For this reason it is imperative that you inform us immediately if there is a change in address or telephone numbers.

Health Services

Once a year, the school district provides vision and hearing screening for all kindergarten, 1st grade boys, and 5th grade students. Parents will be notified of findings.

Illness

Please inform the office of any special health concerns. Fletcher Academy has a health clerk who is trained in first aid procedures but is not qualified to diagnose or treat health problems. For this reason, sick children must be picked up at school, and parents must determine the correct course of action. A child who is vomiting or has a fever above 99 degrees will be sent home and may not return to school for 24 hours after the vomiting has stopped or body temperature has returned to normal without the use of fever-reducing medications.

HOMework POLICY

We, the teachers and administration of Fletcher Academy, join with the OUSD Board of Education in acknowledging the role homework plays in a student's education. Its primary purpose is that through completing homework, students can reinforce academic skills taught in school and learn how to conduct research effectively, develop ideas creatively, and become lifelong learners. Regular homework activities should promote the development of skills and provide students with the opportunity to grow academically. Students, teachers, and parents each have essential roles with respect to homework. Teachers should design assignments so that homework plays the crucial role mentioned above. The responsibility of the student is to complete all homework, develop regular study and work habits, and do most assignments independently or in cooperation with others when directed by the teacher. Parents may be involved to provide assistance and structure without diminishing the student's sense of responsibility. Parents are also a valuable resource for their child's learning through monitoring homework completion.

Parents or guardians can do much to encourage homework success:

- Set a regular study time each day that is not to be interrupted by family plans, extracurricular activities, computer/iPad, or television time.
- Establish a study area, away from household distractions, with good light and space.
- Have the students organize school materials: study notes, assignments, books, and backpacks.
- Check the student agenda, Parent/Student Portal, and/or Google Classroom to monitor progress.
- Help the student work to find the answer rather than doing the work just to get it done.
- Be supportive when students get frustrated without doing the work for them.

Homework must always be completed, even if the teacher does not grade late work. Research has shown that students who do homework are more successful than students who do not do homework. Together, as a team, we can work together to ensure that your child succeeds to the best of his or her ability at Fletcher Academy. **If students are managing their time, but homework is taking too long, please notify the teacher to discuss possible solutions.** The chart below lists the average amount of time of homework per day by grade level.

Grade Level	Average Homework Min.	Additional Reading Min.	Total Time
Kindergarten	10 min	10 min	20 min.
First	15 min.	15 min.	30 min.
Second	20 min.	20 min.	40 min.
Third	30 min.	20 min.	50 min.
Fourth	40 min.	20 min.	60 min.
Fifth	50 min.	20 min.	70 min.
Sixth	60 min.	20 min.	80 min.

ITEMS BROUGHT TO AND FROM SCHOOL

Personal play equipment such as toys, balls, games, etc. should not be brought to school, unless special permission has been granted by the teacher or administration. If it is brought to school, it will be taken to the office and can be picked up on the last day of school.

LOST AND FOUND

Throughout the school year, we accumulate a large number of sweaters, sweatshirts, jackets, and lunch boxes. We urge parents to label everything with your child's first and last name that is sent to school. Items that are labeled are easier to locate when they are put in the Lost and Found. If your child is missing any of these articles, please have them visit the lost and found outside at recess and lunch. Small items such as glasses, retainers, jewelry, and more valuable items such as musical instruments are placed in the front office. Unclaimed items are donated to charities at the end of each trimester, possibly earlier than that, as sometimes our Lost and Found is overflowing.

LUNCH AND NUTRITION

For the 2026-2027 school year, lunch and breakfast are provided free of charge for all students. Monthly [menus are accessible on the district website.](#)

Office staff do not deliver dropped-off lunches to classrooms. If a lunch is brought to campus, parents must instruct their student to pick it up from the front office during recess or lunch.

Please note:

- **Occasional Use Only:** Lunch drop-offs disrupt office operations and should be reserved for exceptional circumstances, not a daily routine.
- **No Commercial Fast Food:** Outside fast food should not be delivered by parents or delivery services (e.g., DoorDash, UberEats).
- **No Warming Facilities:** Microwaves and heating appliances are not available for student use.

Updated JC 7/23/2026

LUNCH PROCEDURES

1. All students are expected to follow the procedures arranged for securing hot lunches and/or milk.
2. Students use appropriate manners and remain in their seats until they are excused.
3. Students are to eat their own food.
4. Students will not be dismissed from the lunch area until their table and area are cleaned.
5. Students are to place their trash in the trash cans before leaving the lunch area.
6. If a student needs to leave the lunch area before the regular dismissal time, he/she must get permission.
7. Allergy tables are available for students that have submitted paperwork for an Individualized Health Plan (IHP) to the Health Clerk at Fletcher Academy.

NETWORK AGREEMENT - OUSD ACCEPTABLE USE POLICY

The District provides network and device access to support educational inquiry, collaboration, and learning. Access to technology is a **privilege, not a right**, and applies to all students using District-provided devices, networks, or applications both on and off campus. See [OUSD Parent Pupil Handbook](#), pages 32-34.

MAKEUP WORK DUE TO ABSENCES

Excused Absence - According to the Calif. Ed. Code 46010 and 48205, a student absent from school under this section shall be allowed to complete all assignments and tests missed during the absence. Upon satisfactory completion, the student shall be given full credit earned. The tests and assignments shall be reasonably equivalent to, but not necessarily identical to, the tests and assignments that the student missed during the absence. The student has one extra day for each day absent to complete any missed assignments upon returning to school.

Unexcused Absence - Calif. Ed. Code 48913: The teacher of any class from which a student is suspended will decide whether or not the pupil will be allowed to complete any assignments and tests missed during the absence.

*****At times, there are emergency circumstances in life that are out of our control. If an emergency family situation arises, please notify the teacher before the assignment is due so that arrangements can be made.**

OPEN HOUSE

This night is provided for your children to share their accomplishments in the classroom. The entire family is invited to attend. This is not a time to discuss your student's academic progress. Please set up an individual teacher conference to discuss your student with the teacher.

PARENT GROUPS

Parent Teacher Student Association (PTSA): PTSA is open to all parents (Dads, Moms, Grandparents, Guardians), and is a good place to start if you want to become involved with school activities. The purpose of the Fletcher Academy PTSA is to provide a strong link between the school

and the home and to provide an avenue for parents to become involved in the progress and concerns of the school. PTSA works to assist teachers in the classroom, sponsor assemblies and special enrichment programs, and plan activities to raise funds for extra materials, equipment, and field trips not otherwise provided by the school district, as well as to furnish volunteers for our school functions.

School Site Council (SSC): The council is made up of parents, teachers, staff, and principal. The School Site Council establishes and reviews the school plan, approves a new SPSA budget each year, and reviews the implementation of the program and its effectiveness. Nominations for the School Site Council are accepted via a Google Form in the Fletcher Flyer in the fall.

English Language Advisory Council (ELAC): ELAC is made up of parents of English Learners who make recommendations regarding programs for students with second language needs. They also learn more about the programs offered to their children and are an advisory council that supports the development of the SPSA.

PARKING LOT PROCEDURES

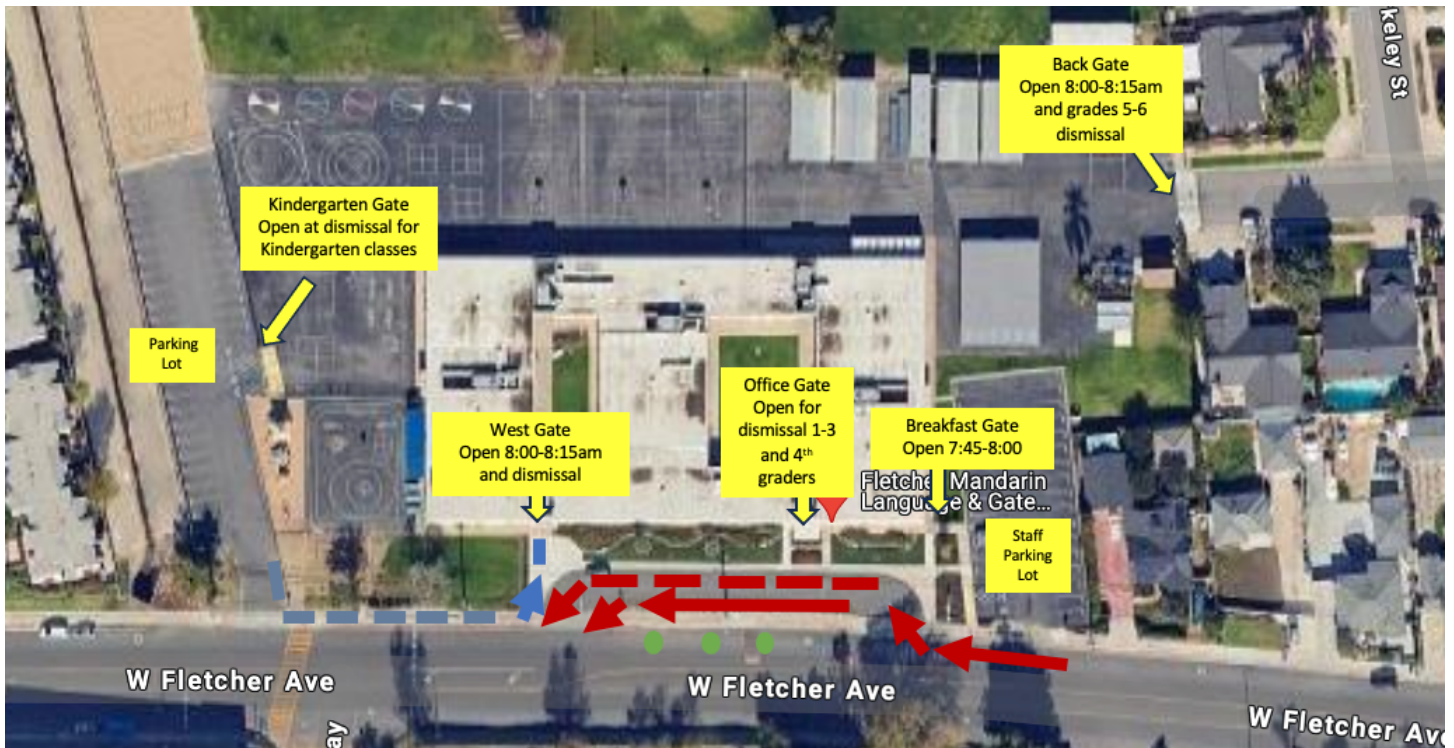
Please cooperate fully with the Fletcher Academy staff on parking lot duty, as they have the safety of all children in mind as their highest priority. **Parents must remain inside their cars or at designated walking zones for arrival and dismissal.**

Driving Families

At arrival and dismissal, please enter the parking lot and pull your car all the way forward to the farthest part of the line. Parents must stay in their car during arrival and dismissal.

- Your child may exit or enter your car in the drop-off/pick-up lane marked with  in the picture, along the curbside only. Please do not allow your child to exit or enter your car from any other location.
- Children will get in and out of the passenger side of the car along the curb, please adjust car seat placement to align with this. Students will not be allowed to load on the driver's side of the car.
 - If you need to help your child in/out of their car seat, wait until you get to the front of the line.
- The outside lane marked  in the picture is a drive-through lane ONLY. For the safety of our students, please do not stop in the middle of the drive-through lane to let your child out and cut across the drop-off/pick-up lane.
- Pedestrians must use the sidewalk in the designated walking zone.
- If you need to park across the street, you must use the designated crosswalk.
- Do not park and leave your car in the drop-off/pickup lane or in the drive-through lane.
- Younger siblings can be dropped off at the same time as their eldest sibling.
- It is not expected that you will drop off/pick up multiple times if you have more than one child. Please drop off all of your children during the arrival/dismissal time. We will provide supervision for your younger child at the lunch benches until their older sibling collects them.
- If you have an upper-grade student only, do not come until your child's dismissal time so you are not in the primary dismissal traffic.

- There is a passenger loading zone in front of the school (marked ● ● ● in the picture). You may not park and leave your car in this zone.



Arrival/Dismissal Gates

- The breakfast gate will open at 7:45 and close at 8:00 for those who choose to come early for breakfast.
- We will have two gates for arrival open from 8:00 to 8:15am: West Gate and Back Gate. They will both close promptly at 8:15am.
- Each gate will have a supervisor or teacher there to direct students onto or off the campus. Please adhere to their directions.

Other Parking Lot and Ingress/Egress Information

- There is NO SUPERVISION on campus until the designated arrival times on our bell schedule. Breakfast gate opens at 7:45 am.
- From 8:00 to 8:12, students will “walk the blacktop” counterclockwise until the 8:12 bell rings. At this time, students walk to their designated classroom lines.
- Students will wait for class to begin outside on the blacktop in their class lines with supervisors until the bell rings.
- **Students must leave school at the end of the day.** Those waiting for rides or siblings are to wait on the sidewalk in front of the school. **Students need to be picked up promptly to allow teachers time to prepare for the next day's lessons.**

- OUSD child care options are available through the CARES/ASES department, and enrichment opportunities for students who are signed up will be provided throughout the year.
- It is not expected that you will drop off/pick up multiple times if you have more than one child. Please drop off all of your children during the arrival time. During dismissal, we will provide supervision for your younger child at the lunch benches until their older sibling collects them.
- Instructions, good-byes, and after-school play arrangements should be taken care of outside of school, not at the curb.
- Pull forward in the parking lot as far as possible before stopping to allow cars to enter behind you. This allows more cars into the lot and decreases dangerous congestion in the intersection.
- Do not park in a parking spot to pick up your child. Utilize the car line or the walking option.
- Honking horns does not help – being a safe, patient, and courteous driver helps everyone.
- Please keep in mind we all have the same goal: KEEP EVERYONE SAFE!

PETS AND ANIMALS

As part of our instruction, animals, fowl, and reptiles may be allowed in the classroom but must meet prior approval by the teacher and/or principal.

Please be aware that pursuant to Orange County Ordinance 41.46, dogs are not to be on school grounds at any time. Should you choose to bring your dog when walking your child to and from school, please wait for your child off school grounds.

PICTURES AND VIDEOS

Capturing special moments during your child's elementary years is important, and we encourage you to do so. Please keep in mind that each student has a "Release of Waiver." Parents give their permission to have their child photographed or videotaped.

- In order to respect the privacy of all our families, please do not post pictures and/or videos of other students on Facebook, YouTube, Instagram, or any other internet or social media site.
- Please do not submit pictures to any newspaper and/or media unless you have cleared it with the school.

Student school pictures as well as class pictures are taken at the beginning of the school year.

Parents also have the opportunity to have their child photographed in early spring. Notification of Picture Day will be communicated in advance. Purchase of school pictures is optional.

PLAYGROUND AND FIELD GUIDELINES/STANDARDS

General Rules

- Students must always be in their designated grade-level play areas where there is a supervisor.
- Students are expected to walk on the blacktop.
- Hitting, kicking, wrestling, play fighting, and unsafe play is not allowed.
- No one can be excluded from any game unless permission has been granted by a supervisor.
- Positive comments and good sportsmanship are required.
- Substitutions of players or saving places in line are not permitted.

Updated JC 7/23/2026

- No playing around/between the portables or in classroom hallways.
- Do not climb on fences or trees.
- When in doubt, all players vote.
- Stop playing if someone is injured. Tell an adult on duty.
- For disagreements during games, the court and line vote. If you still disagree, utilize rock, paper, scissors.
- Football games or balls are not permitted on campus.
- Baseball games are not permitted at recess or lunch.
- Supervisors have the right to end any game at any time due to unsafe play.
- Students must get permission from the teacher on duty or the noon supervisor to come to the office.
- Students must stay outside of the classrooms unless the teacher is in the room and they have permission.
- Students are not to sit, swing, or stand on any walls, rails, or fences, on water fountains, or in any trees while at school.
- A play or game will end when the bell rings. Students take a knee and freeze until the supervisor blows the whistle one time.
- Once the whistle is blown, students must walk to their lines.
- At the end of recess/lunch place equipment back in the cart or bin.

Swings

- One person at a time is allowed on the swing.
- Students are to sit on the swing seat. No kneeling or standing.
- Each student will be allowed 30 full swings (one up-and-back motion) if someone is waiting in line.
- The student waiting for the swing will do the counting.
- You must go to a different swing after being counted on.
- Students are not permitted to twist or jump off the swings.
- Do not hold hands with anyone while swinging or grab neighboring swings.

Bars - Play Structure

- One person on the bars at a time.
- Go one direction only.
- Students are not to jump off any bars.
- No sitting on top of the bars at any spot on this structure. Keep at least one hand on the bar at all times. No hanging upside down.

Slides - Play Structure

- One student on the slide at a time.
- When sliding down the slide, the student must be in a seated forward position with feet and legs straight in front of the body.
- No student is to climb up the slide.

Play Structure

- Tag games are not allowed on the structure.
- Sitting on top of the bars at any spot on the structure is not permitted.

Sandbox

- Do not throw sand.

- If you dig a hole, you need to fill it when done.
- Sticks, rocks, and other found items in the sandbox need to be discarded.
- No digging in the swing area.
- Do not touch or play with any insects.

Tetherball

- Students are to hit the ball with their hand or fist.
- Do a clean hit only. No holding the ball after the serve.
- “Ropies” - swinging or grabbing the tetherball by the rope - are not allowed.
- Poppies are not allowed in tetherball.
- As long as the ball is on your side, you can hit it.
- No hanging or sitting on tetherball, or climbing poles.
- When in doubt, ALL players vote.
- Three (3) wins - then get back in line.
- The game is over when the person hits the ball until the rope is gone.

Jump Ropes

- Jump ropes are to be used on the blacktop only.
- Jump ropes are not to be twirled or swung.
- Jump ropes are to be used just for jumping. No tug-of-war, horse, or tying ropes together.
- Jump ropes that are misused will be taken away by the supervisor for the remainder of recess.

Soccer

- Soccer is permitted on the field only.
- No tackling, slide tackling, or tripping others. Tackling will result in immediate loss of play privileges.
- No climbing on soccer nets or poles.
- No “hands” while playing soccer.
- Stay off the soccer field if not playing in the game.
- Only one goalie.
- Resume play with a throw-in.

Four Square

- 2-4 players, one in each square. There are NO teams.
- The object of the game is not to hit the ball hard but to place the ball anywhere in the opponent’s square.
- Server stands in square A. The server must:
 - bounce and serve the ball to any other player.
 - serve with both hands open.
 - must have one foot in the server’s square when serving.
 - If the serve is not good, the server is out.
- The player who receives the served ball returns it to any of the three other players after one bounce.
- Students may use one or both open hands.
- If there is interference from outside, re-serve game.
- Move from D to C to B to A. The object is to advance to square A.
- A player is out when:
 - the ball lands outside the lines.
 - the ball bounces in the player's square after hitting the ball.

- the ball bounces more than once before the player hits it.
- the player hits the ball before it bounces in his/her square.
- the player hits the ball with a fist.
- the player catches or holds the ball.
- the ball bounces over a player's head. The player who hit the ball is out.
- A player committing a violation goes to the end of the waiting line. If there is no line, the person committing the violation goes to D, while the other players move up in regular rotation.

Basketball

- Half court for up to 9 players. Full court up to 14 players.
- No traveling or double dribbles.
- No wrestling other players to the ground for the ball.
- If ball is in the air moving towards the basket when the bell rings, it counts.
- Deliberate pushing results in immediate loss of the ball and play.
- Depending on the number of players, the supervisor may ask you to play full or half court.

Handball

- The ball must bounce within the white lines of the handball court.
- The server may have no more than two serves/attempts to put the ball in play inside the white lines.
- When serving, the ball must hit the ground and handball wall first before the opponent may hit/return the ball.
- The winner serves. The ball may bounce once on a serve.
- Liners are in.
- No one may interfere with the game or the person serving.
- Do NOT stand or sit against the board when others are playing.
- Do NOT run across the court while a game is in progress.
- Play on boards only, NOT against buildings or doors. No playing handball against the MPR or the wavy-sided storage.
- No substitutions.
- No babies or special hits.
- Three wins, and then out.
- If the ball misses the board, you are out immediately.
- Other rules that are made up by you or rules from other schools do not apply to Fletcher Academy games. Anyone trying to use rules other than the Fletcher Academy Handball Rules will be asked to leave the game.

Kickball

- *Pitching*: Each team will pitch to the other team. Pitchers must pitch from the pitching mound and cannot go in front of the plate until the ball is kicked. Slow to moderate pitches only. If the kicker requests a slower pitch, then the pitcher is obligated to do so. The pitcher should try his/her best to give the kicker a pitch that they feel most comfortable kicking.
- *Kicking*: All kicks must be made by foot. A kicker can be called out if they get 3 strikes or 4 foul balls.
- A play ends when the pitcher has control of the ball and is near the mound/pitching circle. Any runner who interferes with the ball on its way back to the pitcher will be called out.
- The ball must be held and touched to the base runner for an out. No throwing the ball at the base runners.

- No leading off bases. No stealing bases. No sliding into bases.

Field Rules

- Stay on the grass or kickball game area.
- Do not go behind any fences or into the dugouts.
- Do not pick up rocks, sticks, or other items found on the field.

FALCON PRIDE PBIS MATRIX AND PRIDE POINTS

As a part of our Positive Behavior Interventions and Supports (PBIS) program here at Fletcher Academy, we hold PBIS Rotations with our students at the beginning of the year to review the Fletcher Academy Handbook and the [Fletcher Academy PBIS Matrix](#) of expectations.

Part of our PBIS system at Fletcher Academy includes acknowledging positive behavior and actions. Students may be acknowledged for exemplifying positive behaviors by receiving P.R.I.D.E. points. These points can be redeemed to purchase various items on the PBIS Rewards App.

REPORT CARDS

Report cards are issued three (3) times throughout the year. They will indicate both academic and effort grades for the student. Parents can access report cards via the Parent Portal.

RESTROOMS

1. The restrooms are for the purpose of using the toilet and washing only.
2. Students are to wait their turn and respect others' privacy.
3. Students are to keep hands, feet, and objects to themselves.
4. Students are to use the toilet, flush it, wash their hands, and leave.
5. There is no playing or socializing in or around the restrooms.
6. Students are responsible for keeping the school restrooms clean and orderly.
7. Students are to use the restroom before school, at recess, and during lunch
8. Any student who defaces restrooms in any grade is subject to suspension or expulsion from Fletcher Academy.
9. Students are to report vandalism to their teacher or the office.

STUDENT FEES

Article IX, Section 5 of the California Constitution states: "The Legislature shall provide for a system of common schools by which a free school shall be kept up and supported in each district." In *Hartzell v. Connell*, 35 Cal.3d.899, 913 (1984), the Supreme Court of California unambiguously held that this provision prohibits public schools from charging mandatory fees for educational activities. *Id.* at 911. The courts concluded that educational activities include both curricular and extracurricular activities. The Court flatly rejected the argument that a fee-waiver policy that allowed for schools to charge fees for educational activities: "Educational opportunities must be provided to all students without regard to their families' ability or willingness to pay fees or request special waivers." *Id.* at 913. Thus, whenever

a public school offers a curricular or extracurricular program to students, the California Constitution requires that the school provide all materials, supplies, and equipment—whether they are necessary or supplementary to the program – to students free of charge.

The constitutional prohibition against requiring public school students to pay fees or purchase materials for educational activities is codified in Education Code 60070, which prohibits school officials from requiring students to purchase instructional materials, and reinforced by Title 5, Section 350 of the California Code of Regulations, which prohibits schools from requiring students to pay any fee, deposit, or other charge not specifically authorized by law. Public schools may solicit and accept donations from parents or the broader community, so long as the fundraising program is voluntary and contributing is not a requirement for participating in an educational activity.

TRANSPORTATION

For more information regarding transportation options, please visit the [OUSD Transportation website](#).

VISITORS AND VOLUNTEERS

Campus Entry & Office Check-In

For campus security, our front office door remains locked at all times.

- **Entering the Office:** Press the telephone icon on the keypad outside the front office doors, and staff will electronically buzz you in.
- **Visitor Check-In:** All visitors and volunteers must report directly to the office, show a valid photo ID, and sign in through our automated Raptor system.
- **Visitor Badge:** You will be issued a visitor sticker that must be worn visibly at all times while on school grounds.

Volunteer Requirements & Approval

- **24-Hour Advance Notice:** Parents must notify the teacher or an administrator at least **24 hours in advance** of any planned visit or volunteer session so the office can be alerted.
- **Approved Volunteer Application:** Anyone volunteering in a classroom must be approved with the district office prior to working with students. [Click here to access the Volunteer Application](#). This **MUST** be completed annually.
- Volunteer times are dedicated to classroom support. Younger siblings or non-enrolled children are not permitted in the classroom during volunteer hours.

Student Confidentiality

Volunteers must respect student privacy. Never share or repeat confidential academic, behavioral, or personal information about any student. Privacy is strictly protected under FERPA, IDEA, and the California Education Code.

Recess, Lunch & Classroom Visits

- **Closed Campus for Recess & Lunch:** To ensure proper supervision and safety, our playground and lunch areas are closed to visitors. Special requests must be approved by administration in advance.
- **Classroom Observations:** Observations must be pre-arranged with both the teacher and principal and are limited to **30 minutes per visit** to minimize disruptions.
- **Teacher Conferences:** Teachers cannot conference with parents during instructional time. Please schedule a separate meeting time outside of class hours

FINAL STEP IN READING OUR FLETCHER ACADEMY SCHOOL HANDBOOK

PLEASE [COMPLETE THIS GOOGLE FORM](#) TO ACKNOWLEDGE THAT YOU HAVE READ AND UNDERSTOOD THE ITEMS IN THIS PARENT STUDENT HANDBOOK. *If you have any questions regarding anything that is listed in this handbook, please contact the office and/or the administrator.*

THANK YOU FOR TAKING THE TIME TO READ THROUGH THIS HANDBOOK. Please follow the guidelines in this handbook to ensure our students, staff, and all volunteers on campus are safe.