



FLETCHER SCHOOL  
2019-2020  
PARENT/STUDENT  
HANDBOOK



Sara J. Pelly, Principal  
515 West Fletcher Avenue  
Orange, California 92865  
714-997-6181

Board of Education

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Superintendent

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Our Mission:

Fletcher Elementary School is committed to providing a quality, educational program for all children and assisting them in reaching their maximum academic and social potential.

## ACCIDENT INSURANCE

Please read carefully the materials concerning this program. If you wish coverage for your child, it is suggested that you follow in detail the procedures outlined in the brochure. Applications, with checks or money orders, are to be mailed by parents directly to the insurance company. Do **NOT** send premium payments to school.

## ATTENDANCE

All students are expected to be in school except in cases of illness, emergency, doctor's appointment, or religious holidays. Children should not be sent to school when they are not feeling well. They will be given ample opportunity to make up work that is missed. If a pupil becomes ill or injured at school, you will be called to pick him/her up. California State Law requires verification of absences and students be enrolled 180 days. If your child is absent, please call our **OFFICE at 714-997-6181** before 9:00 a.m. or send a note of excuse when your child returns to school. Only the parent or guardian may verify absences.

We strongly encourage parents to schedule appointments and vacations around the academic schedule. Students who miss school miss valuable instruction and often struggle to "catch up." **Students who miss school will have a reasonable amount of time to make up the work that they have missed, however make-up assignments can never replace in-class instruction.**

Promptness is important, not only for the purpose of starting instruction on time, but in teaching children self-discipline and responsibility. Tardiness is disruptive to the instructional program, which begins promptly at 8:00 a.m. **All students arriving after 8:00 a.m. will be marked tardy and must report directly to the office for a tardy slip.** All tardies are considered unexcused. **Students with 1 or more tardy in a month will not receive a monthly Perfect Attendance award, and those with more than 1 per trimester will not receive the Trimester Perfect Attendance Award.**

Students with excessive absences and/or tardies will be required to attend a **Student Attendance Review Team (SART)** meeting with their families. Excessive absences and/or tardies after the SART meeting will result in referral to the **School Attendance Review Board (SARB)** at the OUSD department of Student/Community Services. Students who are absent for a two-week period without any home-school communication will be dropped from the school roster.

## BALLOONS AT SCHOOL PROHIBITED

To protect students with possible latex allergies as well as younger children who may swallow them and choke, we cannot allow balloons at school and ask that parents not bring them for their children.

## BICYCLES

**Only Fourth through sixth grade students may ride a bike to school, and parents must sign a permission slip requiring the bike to be locked up, and requiring the student to wear a helmet. Permission slips are available in the office.** The school is not responsible for lost, stolen, or damaged bicycles. Transitional Kindergarten through third grade students may **NOT** ride their bicycles to school.

## BOOKS

Students are responsible for the care of textbooks and library books checked out to them. Each student will be responsible for returning his/her textbooks in the same condition that they were issued (except for normal wear). The parent or guardian is responsible for textbooks or other school property that is lost or damaged and must reimburse the school.

## BREAKFAST PROCEDURES

Breakfast is served at the benches each morning from 7:30 a.m. to 7:45 a.m. Breakfast may be purchased for \$1.50 per day. Students are to remain at the bench area until the 7:45 a.m. bell rings.

## BUS TRANSPORTATION

The Orange Unified School District provides transportation for students residing in designated bussing areas for a fee. For information concerning the designated bussing areas or to purchase bus passes, please call 1-714-538-8295. If students miss the bus after school, they are to report immediately to the office so we can notify parents. Students who ride the bus are never to attempt to walk home. If you should have any problems or questions, please contact the **TRANSPORTATION DEPARTMENT at 1-714-997-6357**. Forms are available in the front office if you would like to submit a comment or complaint pertaining to bus transportation.

## CAMPUS SECURITY

Parents and guardians are always welcome at Fletcher Elementary. However, to ensure the safety of our students and staff, Fletcher School operates under a "closed campus" policy. Orange Unified Board Policy requires that visitors check in at the office in order to obtain a Visitor's Pass before entering the campus.

Students may leave school during school hours only when the parent/guardian signs them out on the "Student Check-Out Log" in the school office. Children are **NOT** released directly from the classroom. Children will be sent for and then released to you from the office. Teachers will not release students without office approval. If your children return to school during the day you will need to sign them back in at the front office. Children will not be released to anyone other than the parent or other adults listed on the emergency card without your written or verbal permission.

## CLASSROOM INTERRUPTIONS

Classroom interruptions have been shown to have a negative impact on learning. **Therefore, we will not interrupt the classroom for messages, food delivery, forgotten homework, etc..** Be sure that your child has a lunch, homework, backpack, jacket, etc. and knows how s/he will get home after school. Forgotten items that are brought to school by an adult will be placed on the office table. It is your child's responsibility to come to the office to get the item during recess or lunch. Please discuss this with your child in advance.

## COMMUNICATION

A school newsletter is sent home monthly or bi-monthly with students. **In an effort to "Go Green" we will no longer be sending flyers home, but will utilize our website and School Messenger phone/email to send important notices.** However, parents should check their child's backpack daily for timely information that may have been sent home with your child by the teacher.

In addition, School Messenger phone/email messages are sent weekly on Sunday evenings regarding important school events, early dismissals, or safety notices.

## DAILY CLASS SCHEDULE

The east side gate, nearest the lunch benches will open for breakfast and supervision at 7:30 a.m. There is no supervision after school. Please be prompt when picking up your children.

Grades TK - 3rd	Hours	Recess	TK/K Lunch	MIP K Lunch	1st-3 <sup>rd</sup> Lunch
<b>Regular Days</b>	8:00-2:15	10:10-10:30	11:45-12:10	12:10-12:35	11:45-12:10
<b>Modified Wednesdays &amp; Minimum Days</b>	8:00-12:15	10:10-10:30	Optional 12:15-12:45	Optional 12:15-12:45	Optional 12:15-12:45
Grades 4 <sup>th</sup> - 6 <sup>th</sup>	Hours	Recess	4 <sup>th</sup> Lunch	5 <sup>th</sup> Lunch	6 <sup>th</sup> Lunch
<b>Regular Days</b>	8:00-2:25	10:10-10:30	12:10-12:35	12:10-12:35	12:10-12:35
<b>Modified Wednesdays &amp; Minimum Days</b>	8:00-12:25	10:10-10:30	Optional 12:25-12:45	Optional 12:25-12:45	Optional 12:25-12:45

## DISASTER/EMERGENCY DRILLS

Each month there are Disaster and/or Emergency drills as required by law. They are an important safety precaution. It is essential that when the first signal is given, everyone obeys orders promptly and clears the buildings by the prescribed route as quickly as possible. The teacher in each classroom will give the students instructions. An all-clear signal indicates that it is safe to return to the buildings. The office will be temporarily closed during disaster/emergency drills.

## DRESS CODE/UNIFORM POLICY

Please assist us in maintaining proper dress standards. Students are to be dressed in clothing and footwear that allows them to participate in the games and activities that are part of our elementary school program. Fletcher is a uniform school. **Uniform tops include polo shirts in Navy Blue, Royal Blue, Burgundy or White. Uniform bottoms include long pants, shorts, skorts or skooters.** Pants and shorts must be worn securely around the waist and belted if necessary. It is not allowed for undergarments to be showing. Shorts must be mid-thigh or Bermuda length and spandex is not allowed. Sweatshirts, sweaters or jackets are the parent's discretion. Closed shoes and socks are to be worn on the school grounds at all times. Flip-flops, sandals, high heels, platform shoes, Heelys or skate shoes are not permitted.

**Other dress code policies include the following:**

Inappropriate insignias may not be worn at any time on campus; including but not limited to those related to alcohol, tobacco, drugs/ drug usage or weapons. Students are not permitted to write or draw on clothing or themselves at any time. Hats may not be worn in the classroom. Long earrings (those hanging below the earlobe) are a safety hazard and may not be worn. Earrings may become caught on something and damage ears. Hairstyles and hair colors that are distracting to the educational program and school operations are not allowed. Make-up is not permitted.

**EMERGENCY CARDS**

The "EMERGENCY CARD" is the most important document you will fill out this school year. It will be for office use in the event of illness or emergency. It is used to identify individuals who have permission to pick up students from school. Each section must be completed **online on the Parent Portal**, and the office notified if telephone numbers, addresses, or babysitters change during the school year.

**IMPORTANT NOTE:** Carefully read and complete the information on the back regarding PHOTOGRAPH RELEASE, NOTIFICATION OF RIGHTS, and EMERGENCY INSTRUCTIONS.

**EXACT CHANGE PLEASE**

It is School District Policy that the office staff is not allowed to keep money for public purposes in the office for any reason. Therefore, the office staff is not able to make change for parents or students and purchases such as lunches, fundraisers or field trips must be paid with exact change only.

**FIELD TRIPS**

To culminate or enrich a unit of study, field trips to nearby locations are often planned. These trips are considered a valuable extension of the instructional program. To increase the supervision, parents may be asked by the teacher to accompany the class. A few guidelines related to field trips include:

- Students are expected to maintain high behavioral standards.
- Dress must adhere to the Fletcher Dress Code
- Safe bus conduct is expected.
- Younger siblings or other guests are not permitted. This is a requirement of our liability insurance.

Parents may be asked to donate money to cover the cost of the activity and transportation, but we cannot require parents to pay or charge mandatory fees.

**HEALTH AND EMERGENCY PROCEDURES**

If your child becomes ill or is injured at school, you will be notified promptly. If a child has been ill with a temperature, his/her temperature should be back to normal for at least 24 hours before returning to school. According to OUSD Health Services, students will be sent home if their temperature is 99.6 degrees and above. The school will follow the directions you provide on the emergency card concerning your physician and others who are to be notified if you are unavailable.

School personnel are not permitted to administer treatment to students. The only exception is life-saving drugs that are prescribed by your physician in a written statement specifying the conditions and the dosage. There is no registered school nurse available to students or parents on a regular basis. Emergency situations will be handled by paramedic services.

**LOST AND FOUND**

If an item is lost, please have your child check the Lost and Found cart just outside the health office. Parents are also welcome to inquire about lost articles. At the end of each month, unclaimed items are donated to a local charity.

**LUNCH PROCEDURES**

Lunches may be purchased for \$2.50 per day. Please remember to monitor your child's lunch account and as money as needed, or children may bring a prepared lunch from home. Milk may be purchased for 50 cents. You may prepay for your child's lunch by submitting cash or a check in a designated envelope in the front office or by paying online. These payments are credited to your child's account, and you will be notified when the account balance is low.

## MEDICATION

If a child requires medication at school, it must be kept in the Health Office and dispensed under the supervision of school personnel. There are medication forms available at the school office for obtaining a doctor's written authorization and parent permission. This includes all over-the-counter, as well as, prescribed medication.

Sometimes your doctor may prescribe medication when you do not have a form with you. When this happens, please obtain a doctor's written order detailing the name of the medication, dosage and time to be given. Bring the doctor's order, a note of parent permission, and the medication (in the prescription bottle) to the school office. This authorizes us to assist your child.

## MOVING DURING THE YEAR

Please notify the school office as soon as possible if there is a change of address. Telephone numbers and other information may be changed online through the Parent Portal. It is extremely important to have current information on your child's Emergency Card in the office.

## NO SMOKING

The Orange Unified School District is a "No Smoking" environment. Smoking is not allowed inside or outside on any OUSD property.

## PARENT/STUDENT HANDBOOK

The OUSD "Parent/Student Handbook" is provided annually to all parents and guardians whose children are enrolled in the Orange Unified School District. This handbook serves as your Notification of Rights and is filled with important mandated information required by the State of California. The California Education Code, Section 48982, requires that parents, after reading the requirements in the handbook, sign that they have read and will comply with the items detailed in the Handbook.

## PARTIES

In accordance with the OUSD School Board Wellness Policy, parents are asked to adhere to healthy guidelines for class parties. **The following was created and approved by School Site Council:**

***The benefit of Healthy Celebrations is healthy kids learn better. Good nutrition & learning go hand in hand. Support learning by promoting healthy habits for lifelong nutrition practices, and help provide consistent messages by creating a healthy school environment. Smart Party Snacks for Falcons include low sodium and low sugar. (Remember to check with the teacher whether any of the children in class has food allergies.)***

***Fruit (fresh cut, fruit cup, canned or dried fruit with no added sugar, Whole grain granola, Fresh vegetables with or without dips (e.g. hummus, low fat dressing, yogurt), Unsweetened applesauce, Yogurt Rice cakes, Popcorn (low sodium and low sugar), Cheese, Pretzels and Nuts (unsalted), Crackers (whole grain), Trail mix, Baked tortilla chips, Pita chips, and Cereal (non-sugar coated, whole grain.) Drinks: Unflavored water, sparkling/seltzer water, and milk. \*\*Foods to avoid: Candy, chocolates, cookies, cupcakes, sodas, juice with less than 50% real fruit and other sugary drinks.***

**In order to avoid interruptions in learning, food or drinks for individual birthday celebrations are no longer allowed.** Parents wishing to send gift bags with non-food items such as game supplies, pencils, erasers, stickers, and other small school supplies may do so with prior approval from the teacher. Monthly celebrations will be held at the lunch tables for students having birthdays during that month. In addition, birthdays will be announced during morning announcements, and students will receive a birthday book.

## PETS AND ANIMALS

A parent MUST have prior approval from the Principal before allowing a child to bring a pet to school for a brief period of time. The pet must be caged properly and have a "clean bill of health".

All other pets are NOT permitted on campus, even if they are on a leash. DO NOT bring pets on campus before school or while waiting for dismissal.

## RELEASED TIME RELIGIOUS EDUCATION

The California Education Code permits local schools to release children for religious instruction on school time. Classes are not part of the public school program nor are they held on school property. Parents of Fletcher students in grades four and five are offered the opportunity to enroll their children in the interdenominational Bible study class. Enrollment in Released Time is purely voluntary and instruction is offered once a week.

## SCHOOL AGE CARE

Before and after school child care is available at Fletcher Elementary. This program is open from 7:00 a.m. to 6:00 p.m. Please call Child Care directly for more information at 1-714-532-8084. The School Age Child Care office for OUSD can be reached at 1-714-997-0322.

## SCOOTERS, SKATEBOARDS, ROLLER/IN-LINE SKATES

Scooters, skateboards, roller blades, roller skates, in-line skates, and tennis shoes with built-in wheels are NOT allowed at school. Even if these items are stored in a backpack, they are not permitted at school. Safety, liability, storage, damage, and theft are all reasons that have made it necessary to prohibit these items at school. Thank you for assisting us in enforcing this policy.

## VALUABLE ITEMS

Children are not to carry large sums of money or bring valuable items to school. Students are not allowed to bring MP3's, I-Pods, or any electronic games and personal items to school. We cannot be responsible for lost, stolen, or damaged items such as CD players, I-pods, radios, electronic games, or other personal items. All cell phones must be turned off during school hours and must be kept in students backpacks when on campus. Students in violation of this policy may be subject to the following consequences:

**1<sup>st</sup> Offense** – Warning and removal of item and parent will be notified. Item will returned to the student at the end of the school day.

**2<sup>nd</sup> Offense** – Removal of item, loss of privilege and parent will be notified. Parent must come pick up the item from school.

**3<sup>rd</sup> Offense** – **Student will no longer be allowed to bring a cell phone to school.**

## **Fletcher P.R.I.D.E. Program Fletcher Elementary School**

The Fletcher P.R.I.D.E. Program is part of the Positive Behavior Intervention & Support (P.B.I.S.) model which helps shape the behavior and contribute to academic excellence for our Fletcher students. The School-Wide Behavior Plan is based on the premise that behavior is part of the learning process and that all children are included in that process. It consists of five basic elements for which P.R.I.D.E. is an acronym.

**P**ositive Attitude  
**R**espect  
**I**ntegrity  
**D**etermination  
**E**mpathy

The Fletcher P.R.I.D.E. Program emphasizes teaching all students positive behavior. At Fletcher we feel that children need a clear understanding of the expected behaviors as well as the opportunity to practice them. Students receive Super Bucks (play money) for demonstrating P.R.I.D.E. in accordance with our Behavior Matrix. Students having difficulty following expectations will be redirected and taught the correct behavior. Those still not following school rules will be placed in a behavior intervention and parents will be notified through an office referral. Students will only be sent to the office for severe and/or inappropriate behavior that warrants parent conferences and/or possible suspension pursuant to California Education Code 48900. Please take some time to review the Behavior Matrix (below) with your child. A school wide assembly will be conducted within the first weeks of school so students will learn what it looks like to show P.R.I.D.E. in various locations of the school.

### Rewards:

**Super Buck Store** – On Fridays, the PTA Portable is open to students with Super Bucks Points to purchase items.

**P.R.I.D.E. Award** - This is awarded to students who exemplify the P.R.I.D.E. character traits each trimester.

At Fletcher School we are committed to providing a safe and caring environment. The following expectations coincide with the P.R.I.D.E. Behavior Expectations Matrix (below.)

**Our plan can be stated in four simple questions:**

**Is it safe?**

**Is it courteous?**

**Does it protect property?**

**Does it promote a positive learning environment?**

**Recess:**

1. Walk quietly and in an orderly manner.
2. Recess/Lunch is time for the drinking fountains and bathroom use.
3. Play beyond the yellow line on the playground (away from classrooms).
4. When the bell rings, FREEZE immediately. When signal is given, walk to your classroom's line.
5. Go to a teacher or supervisor on duty for help and never leave the playground without their permission.
6. Stay on the assigned play areas (for primary and upper grades).
7. Report to the supervisor if balls go into the ditch, on the roof, or in the parking lot.
8. Eat snacks only at designated areas. Put trash in appropriate containers.
9. In order to keep student safe and avoid conflicts, chasing, pushing, rough-housing, and playing tag are not allowed on campus.

**Equipment Use:**

- **Ball Wall:** Form a single line behind the ball wall and wait for your turn. Do not stand against the ball wall when a game is in progress.
- **Bars:** Use both hands on the bars at all times. Only two people on the bars at one time. Do not perform any unsafe stunts. Move in one direction along bars.
- **Jump ropes:** Use ropes for jumping only. Do not swing, pull or tie the jump ropes.
- **Games, toys, valuable items:** These objects from home are not allowed at school. Balls may be donated to our school but they must be shared with all students.
- **Sand and wood chips area:** Walk in the sand/wood chip areas. Leave the sand/wood chips in their proper areas and do not throw them. Do not play under or between the bars, rings and swings.
- **Slide:** One person at a time on the slides. Sit down and slide feet first, keeping hands and legs inside.
- **Swings:** Swing safely with both hands on the chains. Do not jump or twist the chairs. Remember to take turns; no count backs. Count to 25 for your turn on the swings.

**Lunch:**

- Students are to remain seated and eat their lunch.
- The students will be assigned to class tables and will remain with their class.
- Students are not allowed out of their seats at any times and must raise their hands for assistance.
- If a student needs to go to the restroom, he/she must get permission from the supervisor.
- Class tables are encouraged to work as a team to clean their area.
- Students may not sit or stand on the table tops.
- Please do not bring food that will spoil or that needs to be refrigerated or heated.
- Healthy food choices are desirable. Sodas are not considered healthy and should not be brought to school.



# Behavior Expectations Matrix

## Fletcher School

	<b>Classroom</b>	<b>Library &amp; Computer Lab</b>	<b>Hallways</b>	<b>Playground</b>	<b>Lunch Tables</b>	<b>Restrooms</b>	<b>Bus</b>
<b>Positive Attitude</b>	Be Prepared and Participate	Follow Directions	Greet Others with a Smile	Show Good Sportsmanship	Use Kind Words	Keep Restrooms Clean	Listen to the Bus Driver
<b>Respect</b>	Listen to Each Other and the Teacher  Use Quiet Voices	Return Books and Use Shelf Markers  Replace Headphones and Log Off	Walk Quietly Outside of Yellow Lines	Play Safely and Fairly  Be a Problem Solver	Ask to Be Excused  Clean Up Your Area	Dispose of Trash Appropriately  Take Turns	Talk Quietly
<b>Integrity</b>	Be Responsible for Your Own Work	Use Books and Equipment Properly	Be Courteous  Walk in a Straight Line with Your Class	Follow the Rules  Get Drinks and Go to Restroom Before Bell	Use Good Manners  Keep Food to Yourself	Wash Your Hands Well  Flush Toilets	Be On Time
<b>Determination</b>	Do Your Best	Keep on Task	Go to Your Destination	Give It a Try	Use Quiet Voices	Use Quiet Voices	Stay in Your Seat Facing Forward
<b>Empathy</b>	Help Others	Whisper and Let Others Work	Keep Hands, Feet, and Objects to Yourself	Share Equipment and Let Others Play with You	Help When Others Spill	Respect Others' Privacy	Keep Hands, Feet, and Objects to Yourself  Make Room for Someone Else