

# **Acacia School Student Handbook 2024-2025**



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Mrs. Rachel McCormick  
Principal

Fullerton School District  
[Acacia School Website](#)

Welcome! This booklet serves as an introduction to our school, as well as a review for our returning students and parents. We have included policies that have been established for our school to maintain a safe, orderly, and effective learning environment. Please keep this for reference throughout the year. The administration, teachers, and all school staff are here to help you. We know that as a student, you will always do your best work, cooperate, and show respect for all people at the school. As a parent, we invite you to become involved in the school in any way that you are able. We are pleased to have you with us!

Sincerely,

Acacia Staff

## **COVID-19 Information**

*\*Please refer to the district website for updated COVID protocols.\**

## **SCHOOL STANDARDS**

### **STUDENT RESPONSIBILITY**

Education includes the development of responsible behavior, self-discipline, and good citizenship. In order to maintain an effective learning environment, students must develop pride in themselves and their school. In addition, students must show courtesy and respect toward others at all times. It is the responsibility of each student at Acacia to be aware of and to follow all standards established for the school. Our School-wide expectations require students to be RESPECTFUL, RESPONSIBLE AND READY.

### **PARENT RESPONSIBILITY**

We ask that you read through this booklet with your child, discuss the information with him or her, and stress the importance of adhering to these expected standards. Please also support the school in seeing that our high standards of conduct are maintained.

### **DRESS CODE**

A student who comes to school without proper attention to grooming and dress will need to call a parent to have acceptable clothing brought to school. Pursuant to Section 35183, students are prohibited from wearing gang related apparel.

1. Students are encouraged to wear clothing that is neat, clean, and appropriate for school. Any clothing that is a distraction to learning is not allowed.
2. Clothing should cover appropriately. Spaghetti straps are not allowed and sleeveless tops should be at least 3 fingers in width at the shoulder.
3. Tops should cover the midriff, should not be low cut, have large armholes, be off the shoulder, or halter style.
4. All shorts, skirts and dresses should be no shorter than fingertip length when arms are straight to the side.
5. Clothing should be appropriately fitted and not oversized/baggy or too tight.
6. Shoes should be safe for outdoor play, with closed toes. No sandals, flip-flops, or heels higher than one inch should be worn.
7. No make-up or tattoos are allowed. Artificial fingernails that are not safe for PE and

recess or interfere with/disrupt the educational process are not permitted.

9. Clothing and accessories (hats, backpacks, jewelry, etc) must not have inappropriate logos, sayings, or pictures.

10. Hats are for outdoor sun protection only. The bill of a hat must face forward.

## **STUDENT BEHAVIOR**

### **We are respectful at all times**

1. We are proud of our school, and we keep it safe and clean. 2. We are expected to do our best work, using good manners and good sportsmanship. 3. We are respectful to all adults at all times. 4. We treat others as we would like them to treat us. 5. We do not use profane or abusive language. 6. We do not physically or verbally harass/bully or hurt others. 7. We do not deface school property.

### **Cellular Devices (Smart Phones, Smart Watches, Fit Bit etc)**

Any personal electronic devices that simulate a cell phone (texting, phone calls, social media, etc) need to remain turned off and inside student backpacks during the school day. If a student chooses to use any of these devices during school hours it can be taken away. A parent will then need to pick up the device from the office. The only exception is for medical use; please notify the office.

### **Articles Prohibited at School**

1. We may not bring toys to school. This includes balls, trading cards, gadgets and toys of any kind. 2. We may not bring any type of harmful object to school, such as a knife or weapon. 3. We are not allowed to chew gum at any time. 4. We may not bring electronic games or devices to school except on designated Game Day. 5. We may not bring electric scooters to campus. 6. We may not use bluetooth devices at school. Only wired headphones are permitted.

### **Outside Walkways/Halls**

1. We always walk on the sidewalks. 2. We do not bounce balls or play games in the walkways or quiet zones. 3. We do not disturb any classes that are in session.

### **Restrooms**

1. We do not play, scream, or loiter in the restrooms. 2. We do not take food into the

restrooms. 3. We leave the restroom neat and clean. 4. We use the restrooms and outside drinking fountains only at recess and lunch unless in an emergency. 5. We report any mess or damage to the office immediately.

### **Eating Area**

1. We come into the eating area quietly. 2. We talk and eat quietly. 3. We use appropriate table manners. 4. We never throw food. 5. We clean up our own area after we eat. 6. We do not stand up or walk around until we are dismissed. 7. We raise our hands and wait to be excused. 8. We walk to the playground.

### **Recess**

1. We walk quietly and in an orderly manner to and from our classroom. 2. If needed, we go to the restroom and get a drink during play time or when the three-minute warning bell rings. 3. When the warning bell rings, we walk from the field or play structure to the blacktop. 4. When the final recess bell rings, we stop playing immediately and walk to our line. 5. We put away any play equipment we were using and/or see unattended. 6. We never leave the playground without permission from an adult. 7. We eat our recess snacks at the lunch tables or around the designated areas, not on the playground or play equipment. 7. We do not run on the blacktop.

### **On the Playground**

1. We try to solve our own problems using words and active listening skills. 2. We go to an adult on duty for help. 3. We do not shove, kick, or play roughly at any time. Tag is **not** permitted. 4. We walk on the blacktop and may run on the grass. 5. When the grass is wet, we will remain on the blacktop and out of puddles. 6. We report any harmful objects found on the school grounds, such as broken glass or broken equipment, to an adult on duty. 7. We follow school rules in all games.

### **Kindergarten Playground**

The kindergarten playground is for the use of kindergarten children only under the supervision of their teachers and playground supervisors. Children in 1st - 6th grades should not be on the kindergarten playground at any time during school hours as well as before school or after school. Parents should not allow younger children to play on the kindergarten playground before, during, or after school.

### **Equipment Use**

1. SWINGS - We count to 20, sitting only. We face the buildings. we do not jump off or twist the chains. No count backs are allowed. 2. JUMP ROPES - We use ropes for

jumping only. We do not swing, pull, or tie the ropes. 3. BALLS - We kick balls on the grass area only. 4. TETHERBALLS – No touching the ropes.

### **Leaving the School During School Hours**

1. We must ALWAYS have permission from the office before leaving the school grounds. We MUST be accompanied by an adult.

### **Arriving at School**

1. We arrive at school **NO EARLIER** than 7:45 A.M., (only exception is to eat breakfast at 7:30 in the MPR) 2. When the bell rings at 7:45 a.m., we walk immediately to the playground when the duty teacher says we can. When the three-minute bell rings, we know we must get a drink and use the restroom prior to the final bell. When the final bell rings we walk to our lines and stand in line quietly. 3. If we ride bicycles to school (Gr. 4-6), we park and lock them in the bike racks outside the kindergarten playground. 4. We should never walk through the parking lot unattended.

### **After School**

1. We go directly home after school unless enrolled in an after school program.
2. We do not stop and play on the playground on our way home.
3. We never walk through the parking lot unattended.

### **Dangerous Objects**

1. I understand that if I bring a knife, a gun, or any dangerous object to school, or if I'm in possession of any of these, I will be recommended for expulsion. 2. I understand that I may not bring a replica of a weapon, such as a toy gun. This can result in suspension or expulsion.

### **Drugs, Alcohol, and Tobacco**

The following policy has been adopted by the Fullerton School District's Board of Trustees : Students involved in the possession, sale, and/or use of behavior affecting substances shall be subject to disciplinary procedures which will result in suspension or expulsion. The same policy holds true for possessing and/or smoking tobacco .

### **DISCIPLINE**

One of our most important goals is to maintain our school-wide discipline plan. When students know and follow exactly what is expected of them, and when discipline procedures are fair and consistent, the school will run in a safe and orderly manner. We ask that you take time to go over our discipline plan as listed below.

The school discipline policy clearly communicates to students the standards for expected student behavior. All students are expected to be RESPECTFUL, RESPONSIBLE, and READY. Students receive positive support for appropriate behaviors and consistent consequences for inappropriate behaviors. The severity of the consequences is determined by the frequency and/or seriousness of the inappropriate behaviors.

The California Education Code specifies that willful defiance of authority and habitual profanity or vulgarity, stealing, or damaging school property, causing or threatening to cause physical injury to another person, and harassment of any kind is strictly prohibited and can constitute grounds for suspension.

The following plan will be in effect:

### **POSITIVE CONSEQUENCES**

1. "Pawsitive Pandas" Token System - Students will be issued "Pawsitive Pandas" for being Responsible, Respectful, and/or Ready. When a class receives 40 Pawsitive Pandas they will receive an extra recess with the principal. 2. Principal Awards will be given out weekly. 3. A special activity, "Game Day" will be planned each trimester. Students will be allowed to bring games and electronic devices to school on that day to be played with at a designated time. 4. Each teacher will provide consistent positive rewards and recognition for appropriate behaviors in his or her classroom.

### **CITATIONS**

Citations will be issued if a student:

- Plays in an unsafe manner or misuses playground equipment
- Physically or verbally harasses, bullies or hurts another student
- Is disrespectful toward any person, student will be cited and immediately referred to the principal for:
  - Fighting
  - Defying authority
  - Using inappropriate language

### **CONSEQUENCES FOR CITATIONS (Per Trimester)**

First - Citation is sent home, signed by a parent, and returned the next day. If it is not

returned, the student will call his/her parent. Second - Same procedure as for first citation. Third - Referral to the office and a letter and/or phone call to the parents from the principal. Fourth - One day suspension and parents will be required to meet with the principal.

All school certificated personnel are authorized to issue citations. Once a citation is given, it will stand as issued. We thank you for your support and cooperation as we work together to provide a safe and orderly environment for all students and staff.

### **SAFETY**

Students are requested to arrive at school no earlier than 7:45 a.m.

Students are encouraged to use sidewalks whenever possible when coming to school and going home. Students should never walk across the middle of the street or through the parking lot.

Students should not leave campus during school hours without permission from school personnel and accompanied by an authorized adult. Any student who leaves campus must be checked out and accompanied by an authorized adult, 18 years or older.

Supervision is not provided on the playground after classes are dismissed. Therefore, students should not be on the playground/play equipment after school. Students are to go directly home after dismissal or to the front of the school for parent pick-up unless involved in an after school program.

No skateboards allowed on campus.

### **BICYCLES - Grades 4, 5, and 6 Only**

Bike racks are provided for the parking of students' bicycles. However, the school is not responsible for damage to or theft of any bicycle or manual scooter brought to school. Students who ride bicycles or manual scooters must lock them to the appropriate racks.

The following are basic standards regarding Bicycle safety:

- STUDENTS ARE REQUIRED BY LAW TO WEAR A HELMET
- Students should know basic bicycle rules/regulations before riding a bicycle or manual scooter to school. Bicycles and manual scooters need to be locked to the racks.
- Bicycles or manual scooters are not allowed on the playground, in patio areas

next to classrooms, or in the school parking lot. Students must walk their bicycle or manual scooter on campus; no riding on campus allowed. This is a safety hazard and privilege may be taken away if not followed.

- **Manual Scooters** - All the above rules for bicycles apply to manual scooters. Students do not have to be in grades 4,5 or 6 to use them. Use of a manual scooter is at parent's discretion.
- Students may **not** bring Electric Scooters on campus. Per the CA DMV, “an individual shall not operate a motorized scooter without a valid driver’s license or instruction permit.”

## **SCHOOL POLICIES & PROCEDURES**

### **ABSENCES**

Please notify the school office on the day of each absence. Parents may call, or email **clerk\_acacia@myfsd.org**. Parents may also bring a note upon the student's return to school signed by the parent or doctor, indicating the dates and reason for a child's absence. Absences must be cleared within five school days. Also, for your convenience, we have an answering machine that is activated from 4:00pm. until 7:30am. If your child has been absent due to illness for more than three consecutive days, a note is required from the physician stating the nature of the illness. Students with fevers should return after the student is fever free for 24hrs without the aid of medication.

Student attendance is a top priority at Acacia! We ask for your cooperation in seeing that your child attends school each day he/she is physically able. An absence from school is a hardship on a student. He or she misses important classroom instruction delivered by the teacher.

### **TARDINESS**

One of the goals at Acacia is to begin instruction promptly each day. It is absolutely necessary to have **ALL** students arrive by 8:00am.

In order to instill responsibility for promptness in students, the following program will begin the second day of school:

1. Students who are late must check in at the office before going to class. Late is considered anytime after 8:00am. We appreciate the parent or adult accompanying the



student to the office when he/she is late.

2. Only illness, a doctor/dental appointment will be considered an excused tardy.

3. A record will be kept in the office of all student tardies.

5. Parents of students with excessive tardies will need to meet with the Administration.

### **TRUANCY**

By California State Law (Ed.Code#48260), every child between the ages of six and sixteen years of age must attend school full time unless exempt under state law. A child is considered truant when he/she is absent from school without a valid excuse or is tardy three or more days (30+ minutes). By California State Law (Ed. Code #48260), any student who is truant may be reported to our district Director of Child Welfare and Attendance.

### **RELEASE OF STUDENTS DURING THE SCHOOL DAY**

There may be circumstances that arise during the year when it will be necessary for parents to check their children out of school for part of the day. When these situations arise, the parent must come to the office in order to check their child out. Students who are released early from school for reasons other than illness, or doctor/dental appointment is considered unexcused. We ask that you make every attempt to schedule doctor and dental appointments outside of school hours.

A student will not be released to anyone except the parent or an adult over the age of 18 listed on the student's emergency card. Permission from the parent over the phone may be granted provided the person checking the student out can provide proper identification.

### **EMERGENCY INFORMATION VIA ANNUAL INFORMATION REVIEW SYSTEM (AIR)**

It is imperative that the parents of a student or an authorized adult be reached in case of emergency. For this reason, every effort should be made to keep the office informed of any changes in address or telephone numbers. The names and telephone numbers of friends, relatives, and babysitters listed on the card must also be kept current.

### **USE OF SCHOOL TELEPHONE AND MESSAGES**

Children's plans for the day should be made ahead of time so calls home will not be necessary. Students may use the office or classroom phone only for emergencies.

Arrangements regarding after school activities and student pick up should be determined prior to the start of the school day. PLEASE DO NOT CALL THE OFFICE REGARDING AFTER SCHOOL PLANS UNLESS IT IS AN EMERGENCY.

### **VISITING SCHOOL**

To ensure the safety of our students, ALL VISITORS MUST check in at the office and receive a Visitors badge through our Raptor system before proceeding onto the campus.

Conferences with the teachers should be arranged for times other than during school hours. It is best to send a note, email, or call to arrange a conference at a mutually convenient time for you and the teacher.

**Breakfast and lunch will be free for the 2024-2025 school year.  
Students will need to enter with**

### **BREAKFAST AND LUNCH PROCEDURES**

For the 2024-2025 school year, breakfast and lunch will be free for all students. Students are required to enter their student number on a computer as they go through the line for breakfast and lunch. Breakfast is served from 7:30-7:45 am in the MPR.

### **LOST AND FOUND**

Please label your child's personal belongings. Children who have lost something should first check with their teacher and in the Multipurpose Room where a Lost and Found rack is maintained. Three times each year, all unclaimed lost and found items will be given to charity.

### **HOMEWORK POLICY**

Homework shall be a regular school activity. Homework will:

- Encourage students to practice needed skills
- Develop independent study habits and responsible attitudes
- Enrich, extend, and enhance school experiences

Students are responsible for completing the assignments and turning them into their teachers. They should listen carefully to instructions, get needed materials, and schedule needed time. Students are responsible for the proper care of books and materials that are taken home.

Teachers are responsible for planning homework that is related to classroom content

taught and appropriate for their grade level.

Parents are responsible for providing an environment in which homework can be completed. They are encouraged to help with scheduling time, finding a quiet workspace, and reinforcing good work habits. Parents should contact the teacher when there are questions about homework. They should encourage students to complete homework assignments carefully, neatly, and on time.

### **ABSENCE MAKE-UP POLICY**

Parents should notify the office staff of any absence. If you call the school office by 9:30am your child's homework may be picked up the same day. If your call is received after this time, your homework may be picked up the following day. Classroom teachers welcome parents' assistance in determining whether the nature of the child's illness lends itself to academic study. Please do not hesitate to call the school regarding an absence of 3 days or more due to illness or family emergency.

### **REPORT CARDS AND CONFERENCES**

Report cards are issued three times during the school year. Parent conferences will be scheduled twice during the year, in September and March. You will receive notification prior to conference times. Feel free to contact your child's teacher at any time throughout the year if you have a question or concern regarding his/her progress.

### **BIRTHDAYS**

We realize that birthdays are exciting times for children. However, we ask that you do not send sweets such as cookies, cupcakes or any other food items with your child to share when he/she has a birthday. In order to develop good nutritional habits, and avoid the risk of potential allergic reactions, we would prefer that you help us celebrate your child's birthday in another way. If you so choose, we would like to suggest that you instead donate a book in your child's name to his/her classroom library or to our school library. Please do not disseminate party invitations during school hours or request the same from teachers.

## **SCHOOL PROGRAMS**

### **GATE**

The Gifted and Talented Education (GATE) program is designed to provide appropriate

educational opportunities for students who are identified as GATE in the Fullerton School District. GATE classes use differentiated instruction strategies to provide depth, complexity, novelty, and acceleration of core, grade-level curriculum. Acacia School is one of four schools in the Fullerton School District to offer designated GATE classes for students in grades 3 through 6.

All second grade students currently enrolled in the Fullerton School District have the opportunity to participate in the first round of screening and identification process. For upper grade students, parents and/or teachers may nominate a child for GATE testing. For more detailed information about the Fullerton School District GATE program, please refer to the District website: <https://www.fullertonsd.org>. Click on Departments → Educational Services → GATE.

### **ENGLISH LEARNERS (ELs)**

Students are considered English Learners based on their score on the English Language Assessments for California (ELPAC) given to them as a result of a parents' answers on the Home Language Survey. English Learners are provided daily English Language Development by specially trained teachers within the classroom until they attain language proficiency and can be classified as RFEP (Reclassified Fluent English Proficient). Language proficiency is the ability to use language for both academic purpose and basic communication. Our goal is to assist students to develop high levels of English language proficiency, a positive self-concept, and achieve academic success.

### **ASSESSMENT**

Students in Kindergarten and Grade 1 will be given district benchmark assessments three times per year. Students in Grades 3-6 will be given the California Assessment of Student Performance and Progress (CAASPP) in the spring, as well as the grade level benchmark assessments. English Learners are given the ELPAC every spring as well as all assessments related to their grade level.

## **SCHOOL SERVICES**

### **HEALTH SERVICES**

Each school is given the health services necessary to develop a program for the improvement of health education and the well being of students. A school nurse is available at Acacia one day a week and in emergency situations on an on-call basis. The school district offers the following services to our students:

- VISION SCREENING for Kindergarten, 3rd, and 6th graders
- HEARING SCREENING for Kindergarten, 2nd, and 5th graders
- DENTAL PRESENTATION for 1st grade
- GROWTH AND DEVELOPMENT videos for 5th and 6th graders and an AIDS video for 6th grade.

The following services are coordinated by our school nurse:

- Immunization requirements
- Maintenance of all health records
- Processing special health referrals
- Emergency care in case of accident or illness at school
- Control of communicable diseases in the school
- Interpretation of health information to staff
- Assistance in welfare cases

### **PHYSICAL SCREENING**

The state of California mandates that all students entering first grade must show proof of having had a physical examination within 18 months prior to entrance into first grade. The Fullerton School District requires this physical for Kindergarten entry (6 months prior to the start of school). All new first grade enrollees to the district must show proof of the physical examination. A physician's certification form will be provided by the school.

### **IMMUNIZATIONS**

The law requires that any student entering school must have all immunizations up to date. No student will be allowed entry into school without the required immunizations. Documentary proof must include the following minimal information:

Name of the person immunized

- Birth date
- Types of vaccines administered

- Date each immunization was administered
- Name of physician or agency administering the vaccine.

### **ILLNESS & INJURIES**

Good health is more important than perfect attendance. Please do not send your child to school when he/she is ill. Call the school at once if your child has a communicable disease. The staff continually observes the students for possible symptoms or exposure to contagious diseases.

Student safety is a primary concern on our campus. No student is to be on campus on crutches/wheelchair without doctor's orders. A Doctor's note specifying injury, use of medical device and duration of limitations, along with a parent "School Participation Following Injury/Illness" form must be submitted to the school office. We can accept a doctor's note for 1 day, but we must have the "School Participation Following Injury Form" (SPFII) completed prior to the student returning to school. This is necessary if a child is injured on or off campus, and requires medical restrictions or a medical device (ie: crutches, cast, walking boot, brace, sling, splint, sutures, elastic bandage, wheelchair etc.). Forms are available in the school office. A parent signature and doctor's note with restrictions/limitations must be submitted prior to a student participating in school activities. If you have any questions please call the school office prior to the student returning to school.

Please make sure you have updated your Annual Information Review (AIR) online as this serves as your child's emergency card on file, which includes home, cell and parents' work numbers, a doctor's name and number, and the number of two other adults in case the parents cannot be reached.

It is suggested that parents file a medical release form with the hospital emergency room nearest the school (St. Jude Medical Center) authorizing emergency medical treatment in the event a parent cannot be reached.

### **PUPIL MEDICATION**

Since medical treatment is the responsibility of the parent and the family doctor, medications are rarely given at school. In most instances, the parent is urged to work out a schedule of giving medication outside of school hours. In the event that medication must be administered during school hours, a Request to Administer Medication form must be completed by the parent and physician. This form is available in the school office. This authorization must be renewed in the school office each school

year. All medication will only be administered from a pharmacy labeled container with the proper medication and dosages that the physician has ordered. Medications are kept in the office where distribution can be supervised by office personnel. A STUDENT IS NOT ALLOWED TO CARRY ANY TYPE OF MEDICINE AT SCHOOL, including aspirin and cough drops.

### **INSURANCE**

Insurance forms are sent home with students at the beginning of the school year. If you choose to take advantage of this service, please mail the form and premium directly to the company. If an injury occurs which is covered by the insurance, it should be reported promptly to the proper agency. The insurance forms are available in the office.

## **MISCELLANEOUS**

### **BOOKS AND SUPPLIES**

Students are expected to exercise proper care of all school supplies. Parents will be requested to reimburse the district for lost or damaged books and materials. Students are encouraged to cover their textbooks in order to preserve them.

### **MEDIA CENTER**

The Media Center, consisting of a library and a computer lab, provides a wide variety of books, DVDs, video tapes, and computer software to enhance student learning. Students have the opportunity to research and study, as well as to reinforce skills learned in the classroom.

### **VOLUNTEER PROGRAM**

This program involves parents and community members who donate their time in the classroom in assisting students and teachers. Your child's teacher or the school office can provide you with the district required paperwork for volunteering. Help can also be given at home in the preparation of instructional materials. We strongly encourage your participation.

## **SPECIAL SERVICES**

### **STUDENT INTERVENTION TEAM**

The Student Intervention (SIT) Team is a collaborative group seeking to further students'

academic success. It is an opportunity for school staff and parents to share in a process that evaluates a student's strengths and areas of need to determine the best way to address concerns about a child's academic progress and/or behavior. This process is designed to create the most successful learning environment possible for the student. The SIT includes the child's teacher, principal, school psychologist, resource specialist, intervention teacher, speech and language specialist, and the school nurse, when needed. Parents are a part of the team and information and concerns about their child are essential for forming an action plan to ensure academic achievement.

### **THE LEARNING CENTER**

Acacia School offers small group instruction and support for students identified as qualifying for needed interventions. Acacia serves students with mild to moderate disabilities and/or learning difficulties. We serve students in the least restrictive environment to meet their learning needs. Services may be provided "behind the scenes." The student may not even be aware of the support which will include collaboration with the general education teacher in planned classroom interventions. Other students are served in the resource room, also known as The Learning Center, utilizing the latest research-based programs to help increase academic achievement. Because we do not have a special day class on campus, students with more severe disabilities are referred to other programs in the district.

### **PSYCHOLOGICAL SERVICES**

The responsibility of our students' well being is shared by every member of the staff. To assist the staff, our school psychologist or mental health therapist may provide services which include testing, consulting, and counseling.

### **SCHOOL BASED INTERVENTION PROGRAM**

Students who do not qualify for Special Education services but who are experiencing difficulties in academic areas may receive support with our intervention teacher through the School Based Intervention Program.

### **SPEECH AND LANGUAGE PROGRAM**

Speech and Language services are provided by our Speech and Language Specialist for pupils who demonstrate delays or disorders in these areas. Determination of need is based on criteria set by State and Federal law.



# STUDENT HANDBOOK VERIFICATION

2024-2025

You may access the student handbook at

<https://www.fullertonsd.org/Acacia/school-handbook>. If you would like a hard copy please request one from the Acacia School office.

I have read the Acacia School Handbook and reviewed it with my child. Please return this signed form to your child's teacher by August 31, 2024.

Student Name (please print) \_\_\_\_\_  
Grade \_\_\_\_\_ Room # \_\_\_\_\_  
Student Signature \_\_\_\_\_  
Parent Name (please print) \_\_\_\_\_  
Parent Signature \_\_\_\_\_ Date \_\_\_\_\_



## Fullerton School District Digital Responsibility Agreement

**Being a Responsible Digital Citizen** - This policy outlines your rights and responsibilities as a user of the Fullerton School District network and technology resources. **I will only use my personal device or phone based on district rules and policies which may change based on adopted policies.** I understand that any costs for data plans and fees associated with my personal device are my responsibility, not the District's. The District does not require the use of personal mobile devices in any instructional setting but may allow their use to enhance learning. The District may decide to prohibit the use of personal phones, watches, glasses, or other electronic devices at certain times or across the entire school day or school campus (with legal exceptions) if the District chooses to do so.

**Device and Account Security** - I understand my responsibility for the security of my device and email

account, my passwords are confidential and must not be shared. I am accountable for all actions performed with my account and will neither permit others to use my credentials nor attempt to use another's. Recognizing the legal implications, I will not attempt to obtain others' passwords electronically. I must log off after each session to prevent unauthorized access.

**Responsible Online/Offline Use** - As a user of the Fullerton School District's technology resources, I will not engage in accessing, saving, or distributing material that violates school policies, including content that is obscene, hateful, offensive, explicit, violent, or that depicts the use of weapons. My online activities, including social networking, will not adversely affect the school community or my standing as a positive community member of my class and my city. I understand that posting videos of fights, posting unwanted photos of others, creating or distributing damaging content using AI or editing software, etc. is hurtful to others and may be illegal. Taking, posting or using photos, audio or videos of others using any device without written permission or teacher assignment is prohibited. If a student Violates this Agreement, the student's access to the District's technological resources may be terminated and/or the student may be disciplined under applicable District policies. Some violations may be referred to law enforcement.

**Network Security** - I am dedicated to protecting the integrity of the district's network. This includes abstaining from bypassing security measures or installing unauthorized software. I will not download apps on District devices without prior approval from the District or a teacher.

**No Reasonable Expectation of Privacy** – I understand there is no reasonable expectation of privacy on District devices or on the District network. The District reserves the right to monitor, access, and review all activity, communications, and data stored or transmitted on District-owned devices and on the District network. I understand that all network traffic from all district devices can be monitored even when the device is away from district property.

**Respectful Communication** - I commit to treating everyone with respect at all times and maintaining courteous and appropriate communication across all digital platforms, including email and social media. This entails avoiding inappropriate language and refraining from sending, posting, or accessing any content that is obscene, mean, hateful, harassing, discriminatory, derogatory, or constitutes bullying. If assistance is needed, I know to seek out a trusted adult on campus.

**Honesty and Integrity** - I understand the importance of honesty, including the prohibition against pretending to be others online. My digital actions will reflect my true identity, avoiding any form of impersonation. I will respect the digital rights and property of others, adhering to copyright laws and avoiding plagiarism and illegal downloads. AI can enhance my creativity and learning, but I will not use it to plagiarize or submit unoriginal work that I claim is my own. I will not use technology to cheat.

**Online Publishing** - I agree to follow school and legal guidelines when publishing content online, ensuring the privacy of others and not posting any of my personal information or personal information of others. Personal information includes, but is not limited to, names, student identification number, email address, phone number, home address, ethnicity, and grade level.

**Respect for Property** - I will not vandalize or misuse school technology. I will use personal electronic devices/phones in class or on campus only as authorized by school or district rules. My parent/guardian will be financially responsible for repairs if I damage school property either on purpose or through gross negligence. My device will be brought to school fully charged as required for learning every day.

**Use at Home** - I understand that district devices are filtered at home, but it is still my responsibility to not use district devices for non-educational activities. My parent/guardian understands that they are responsible for supervising my technology use while I am away from school.

**This agreement highlights my commitment to upholding the principles of digital responsibility within the Fullerton School District.**

**Printed Student Name:** \_\_\_\_\_

**Student Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Parent Name:** \_\_\_\_\_

**Parent Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_



## Acuerdo de responsabilidad digital del Distrito Escolar de Fullerton

**Ser un ciudadano digital responsable** - Esta normativa describe sus derechos y responsabilidades como usuario de la red y los recursos tecnológicos del Distrito Escolar de Fullerton. **Solo utilizaré mi dispositivo personal o teléfono de acuerdo con las reglas y políticas del distrito, que pueden cambiar según las políticas adoptadas.** Entiendo que cualquier costo por planes de datos y tarifas asociadas con mi dispositivo personal es mi responsabilidad, no del Distrito. El Distrito no requiere el uso de dispositivos móviles personales en ningún entorno educativo, pero puede permitir su uso para mejorar el aprendizaje. El Distrito puede decidir prohibir el uso de teléfonos personales, relojes, lentes u otros dispositivos electrónicos en ciertos momentos o durante todo el día escolar o en el sitio escolar (con excepciones legales) si el Distrito decide hacerlo.

**Seguridad del dispositivo y la cuenta** - Entiendo mi responsabilidad por la seguridad de mi dispositivo y cuenta de correo electrónico, mis contraseñas son confidenciales y no deben compartirse. Soy responsable de todas las acciones realizadas con mi cuenta y no permitiré que otros usen mis credenciales ni intentaré usar las de otro. Reconociendo las implicaciones legales, no intentaré obtener las contraseñas de otros electrónicamente. Debo cerrar y desconectarme después de terminar cada sesión para evitar el acceso no autorizado.

**Uso responsable en línea/fuera de línea** - Como usuario de los recursos tecnológicos del Distrito Escolar de Fullerton, no participaré en el acceso, almacenamiento o distribución de material que no cumpla con las políticas escolares, incluyendo contenido obsceno, de odio, ofensivo, explícito, violento o que represente el uso de armas. Mis actividades en línea, incluyendo las redes sociales, no afectarán negativamente a la comunidad escolar ni a mi posición como miembro positivo de mi comunidad, mi clase y mi ciudad. Entiendo que publicar videos de peleas, publicar fotos no deseadas de otros, crear o distribuir contenido dañino usando IA o software con propósitos de edición, etc., es perjudicial para otros y puede ser ilegal. Tomar, publicar o usar fotos, audio o videos de otros, usando cualquier dispositivo sin permiso por escrito o sin ser una asignación del maestro está prohibido. Si un estudiante no cumple con este acuerdo, podría darse por terminado el acceso del estudiante a los recursos tecnológicos del Distrito y/o el estudiante puede ser disciplinado según las políticas correspondientes del Distrito. Algunos de estos incumplimientos a las reglas, pueden ser referidos a las autoridades.

**Seguridad de la red** - Estoy comprometido a proteger la integridad de la red del Distrito. Esto incluye abstenerme de eludir las medidas de seguridad o instalar software no autorizado. No descargaré aplicaciones en dispositivos del Distrito sin la aprobación previa del Distrito o un maestro.

**Sin expectativa razonable de privacidad** - Entiendo que no hay expectativa razonable de privacidad en los dispositivos del Distrito o en la red del Distrito. El Distrito se reserva el derecho de supervisar, acceder y revisar toda la actividad, comunicaciones y datos almacenados o transmitidos en dispositivos propiedad del Distrito y en la red del Distrito. Entiendo que todo el tráfico de la red de

todos los dispositivos propiedad del distrito puede ser monitoreado incluso cuando el dispositivo se encuentre fuera de los sitios escolares del Distrito.

**Comunicación respetuosa** - Me comprometo a tratar a todos con respeto en todo momento y a mantener una comunicación cortés y apropiada en todas las plataformas digitales, incluyendo correo electrónico y las redes sociales. Esto implica evitar el uso de lenguaje inapropiado y abstenerse de enviar, publicar o acceder a cualquier contenido que sea obsceno, cruel, de odio, de hostigamiento, discriminatorio, despectivo o que constituya cualquier forma de acoso. Si necesito ayuda, sé que debo buscar a un adulto de confianza en el sitio escolar.

**Honestidad e integridad** - Entiendo la importancia de la honestidad, incluyendo la prohibición de fingir ser otros en línea. Mis acciones digitales reflejarán mi verdadera identidad, evitando cualquier forma de suplantación. Respetaré los derechos digitales y la propiedad de otros, adhiriéndome a las leyes de derechos de autor y evitando el plagio y las descargas ilegales. La inteligencia artificial (IA) puede mejorar mi creatividad y aprendizaje, pero no la usaré para plagiar o presentar trabajo no original afirmando que es mío. No usaré la tecnología para hacer trampa.

**Publicación en línea** - Acepto seguir las pautas escolares y legales al publicar contenido en línea, asegurando la privacidad de otros y no publicando ninguna información personal o información personal de otros. La información personal incluye, pero no se limita a, nombres, número de identificación del estudiante, dirección de correo electrónico, número de teléfono, dirección del domicilio, etnia y nivel de grado.

**Respeto a la propiedad** - No vandalizaré ni haré mal uso de la tecnología escolar. Usaré dispositivos electrónicos personales/teléfonos en clase o en el sitio escolar solo según lo autoricen las reglas de la escuela o del Distrito. Mi padre/tutor será financieramente responsable de las reparaciones si daño la propiedad escolar ya sea a propósito o por negligencia grave. Mi dispositivo será traído a la escuela completamente cargado según se requiera para el aprendizaje todos los días.

**Uso en casa** - Entiendo que los filtros de los dispositivos propiedad del Distrito están siendo utilizados aun cuando los dispositivos se encuentren en casa, pero sigue siendo mi responsabilidad no usar los dispositivos del Distrito para actividades no educativas. Mi padre/tutor entiende que son responsables de supervisar mi uso de la tecnología mientras estoy fuera de la escuela.

**Este acuerdo enfatiza mi compromiso de mantener los principios de responsabilidad digital dentro del Distrito Escolar de Fullerton.**

**Nombre del Estudiante en Letra de Imprenta:** \_\_\_\_\_

**Firma del Estudiante:** \_\_\_\_\_ **Fecha:** \_\_\_\_\_

**Nombre del Padre/Tutor:** \_\_\_\_\_

**Firma del Padre/Tutor:** \_\_\_\_\_ **Fecha:** \_\_\_\_\_



## 풀러턴 학군 디지털 책임 동의서

책임감 있는 디지털 시민 되기 - 이 정책은 풀러턴 학군 네트워크 및 기술 자원 사용자로서의 귀하의 권리와 책임을 설명합니다. 저는 채택된 정책에 따라 변경될 수 있는 학군 규칙과 정책에 기반하여 개인 기기 또는 전화기만을 사용할 것입니다. 저는 개인 기기와 관련된 데이터 요금제 및 비용이 학군이 아닌 제 책임임을 이해합니다. 학군은 교육 환경에서 개인 모바일 기기 사용을 요구하지 않지만 학습 향상을 위해 사용을 허용할 수 있습니다. 학군이 선택할 경우, 특정 시간 또는 전체 수업 일정 또는 학교 캠퍼스 전체에서 개인 전화기, 시계, 안경 또는 기타 전자 기기의 사용을 금지할 수 있습니다(법적 예외 제외).

기기 및 계정 보안 - 저는 제 기기와 이메일 계정의 보안에 대한 책임을 이해하며, 비밀번호는 기밀이며 공유해서는 안 됩니다. 저는 제 계정으로 수행된 모든 행동에 대해 책임을 지며, 다른 사람이 제 자격 증명을 사용하도록 허용하거나 다른 사람의 자격 증명을 사용하려 시도하지 않을 것입니다. 법적 영향을 인식하여, 전자적으로 다른 사람의 비밀번호를 얻으려 시도하지 않을 것입니다. 무단 접근을 방지하기 위해 각 세션 후 로그오프해야 합니다.

책임감 있는 온라인/오프라인 사용 - 풀러턴 학군의 기술 자원 사용자로서, 저는 음란하거나, 혐오스럽거나, 공격적이거나, 노골적이거나, 폭력적이거나, 무기 사용을 묘사하는 콘텐츠를 포함하여 학교 정책을 위반하는 자료에 접근하거나, 저장하거나, 배포하는 행위에 관여하지 않을 것입니다. 소셜 네트워킹을 포함한 제 온라인 활동은 학교 공동체나 제 학급과 도시의 긍정적인 공동체 구성원으로서의 지위에 부정적인 영향을 미치지 않을 것입니다. 저는 싸움 동영상상을 게시하거나, 다른 사람의 원치 않는 사진을 게시하거나, AI 또는 편집 소프트웨어를 사용하여 해로운 콘텐츠를 만들거나 배포하는 등의 행위가 다른 사람에게 해를 끼치며 불법일 수 있음을 이해합니다. 교사 과제나 서면

허가 없이 어떤 기기를 사용하여 다른 사람의 사진이나 오디오, 동영상을 촬영, 게시 또는 사용하는 것은 금지됩니다. 학생이 이 동의서를 위반할 경우, 학군의 기술 자원에 대한 학생의 접근이 종료되거나 학생이 해당 학군 정책에 따라 징계를 받을 수 있습니다. 일부 위반 사항은 법 집행 기관에 회부될 수 있습니다.

네트워크 보안 - 저는 학군 네트워크의 무결성을 보호하는 데 전념합니다. 이는 보안 조치를 우회하거나 승인되지 않은 소프트웨어를 설치하는 것을 삼가는 것을 포함합니다. 학군이나 교사의 사전 승인 없이 학군 기기에 앱을 다운로드하지 않을 것입니다.

합리적인 프라이버시 기대 없음 - 저는 학군 기기나 학군 네트워크에서 합리적인 프라이버시 기대가 없음을 이해합니다. 학군은 학군 소유 기기 및 학군 네트워크에 저장되거나 전송된 모든 활동, 통신 및 데이터를 모니터링, 접근 및 검토할 권리를 보유합니다. 저는 학군 기기가 학군 재산에서 벗어나 있을 때도 모든 학군 기기의 모든 네트워크 트래픽이 모니터링될 수 있음을 이해합니다.

존중하는 의사소통 - 저는 항상 모든 사람을 존중하며 대하고 이메일과 소셜 미디어를 포함한 모든 디지털 플랫폼에서 예의 바르고 적절한 의사소통을 유지할 것을 약속합니다. 이는 부적절한 언어를 피하고 음란하거나, 악의적이거나, 혐오스럽거나, 괴롭히거나, 차별적이거나, 비하적이거나, 괴롭힘에 해당하는 내용을 보내거나, 게시하거나, 접근하는 것을 삼가는 것을 포함합니다. 도움이 필요한 경우, 캠퍼스 내 신뢰할 수 있는 성인을 찾아야 함을 알고 있습니다.

정직성과 진실성 - 저는 온라인에서 다른 사람을 가장하는 것을 금지하는 것을 포함하여 정직의 중요성을 이해합니다. 제 디지털 행동은 제 진정한 정체성을 반영할 것이며, 어떤 형태의 사칭도 피할 것입니다. 저는 저작권법을 준수하고 표절과 불법 다운로드를 피하면서 다른 사람의 디지털 권리와 재산을 존중할 것입니다. AI는 제 창의성과 학습을 향상시킬 수 있지만, 표절하거나 제 것이라고 주장하는 독창적이지 않은 작업을 제출하는 데 사용하지 않을 것입니다. 기술을 사용하여 부정행위를 하지 않을 것입니다.

온라인 게시 - 저는 온라인에 콘텐츠를 게시할 때 학교 및 법적 지침을 따르기로 동의하며, 다른 사람의 프라이버시를 보장하고 제 개인 정보나 다른 사람의 개인 정보를 게시하지 않을 것입니다. 개인 정보에는 이름, 학생 식별 번호, 이메일 주소, 전화번호, 집 주소, 민족, 학년 등이 포함되지만 이에 국한되지 않습니다.

재산 존중 - 저는 학교 기술을 훼손하거나 오용하지 않을 것입니다. 개인 전자 기기/전화기는 학교나 학군 규칙에 의해 승인된 경우에만 수업 중이나 캠퍼스에서 사용할 것입니다. 제가 고의로 또는 중대한 과실로 학교 재산을 손상시킬 경우 제 부모/보호자가 수리 비용을 재정적으로 책임질 것입니다. 제 기기는 매일 학습에 필요한 대로 완전히 충전된 상태로 학교에 가져올 것입니다.

가정에서의 사용 - 저는 학군 기기가 집에서도 필터링되지만, 학군 기기를 비교육적 활동에 사용하지 않는 것이 여전히 제 책임임을 이해합니다. 제 부모/보호자는 제가 학교에 없을 때 제 기술 사용을 감독할 책임이 있음을 이해합니다.

이 동의서는 풀러턴 학군 내에서 디지털 책임의 원칙을 지키겠다는 제 약속을 강조합니다.

학생 이름(정자체): \_\_\_\_\_

학생 서명: \_\_\_\_\_ 날짜: \_\_\_\_\_

부모 이름: \_\_\_\_\_

부모 서명: \_\_\_\_\_ 날짜: \_\_\_\_\_