

# **Acacia School Student Handbook 2021-2022**



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[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

## ADDITIONAL SCHOOL STANDARDS DURING COVID-19 LEARNING

*\*The following information is an addendum to the Acacia Student Handbook pertaining specifically to the 2021-22 school year under COVID-19 Learning.\**

### DRESS CODE

All students, staff, and parents on campus are expected to wear appropriate face coverings that are not distracting to the learning environment. This includes inappropriate language, logos or images.

Recommended	Prohibited
<b>Cotton Cloth Face Covering</b> - worn around mouth and nose to minimize droplet spread; should be washed after each use; not to be shared	<b>Vented/Valved Face Coverings</b> - vents and valves do not filter exhaled air and respiratory droplets will be propelled through the vents or ports to those around you
<b>Washable Face Cover w/ Filter Inserts</b> - greater protection than a standard cotton face cover; filters are single use and should be disposed of after each use; face cover should be washed after each use	<b>Bandanas</b> - offer very little filtration of respiratory droplets due to loosely woven cloth
<b>Single Use/Disposable</b> - worn around the mouth and nose; single-use only and should be disposed of after each use	<b>Face Shield <u>without</u> Face Mask or Cloth Drape</b> - typically used for eye protection for the person wearing it but does not protect others from the spray of respiratory droplets from the wearer; <u>should be</u> paired with a mask or cloth drape tucked into shirt

### KINDERGARTEN PLAYGROUND

Kindergarten parents drop off students first, through the breezeway for temperature screening, and then the back Kindergarten gate, no earlier than 15 minutes before class starts: 7:45 for AM Pandas and 11:15 for PM Pandas.

### ARRIVING AT SCHOOL

1. Students may arrive to school no earlier than 7:30am for breakfast.
  - a. Students may enter through the front of the school only for temperature screening from 7:30-7:45am
  - b. Students must remain at the lunch tables from 7:30-7:45am
2. Students should enter through either the front of the school breezeway or the Dorothy gates for temperature screenings.
3. Parents may enter the school through the temperature screening locations in order to walk their children to class for the first week of school only. Parents may also call the office to schedule an appointment at (714) 447-7700.

## AFTER SCHOOL

Students are asked to exit through the same gates as they arrived unless there has been a prearranged location with staff and families. Students are to exit campus promptly at dismissal.

## POSITIVE CONSEQUENCES

"Pawsitive Pandas" Token System - Students will be issued "Pawsitive Pandas" for being Responsible, Respectful, and/or Ready specific to keeping each other safe during these COVID-19 guidelines. When a class receives 30 Pawsitive Pandas they will receive a class incentive, decided upon by the teacher and students.

## ABSENCES

If your child has been sent home with a "Student Symptom Decision Tree" form, he/she will need to be cleared with the Health Clerk/Nurse before returning. Please refer to the instructions on the form.

## TARDINESS

Attendance is a priority for all learners and is being tracked daily. If your child arrives after 8:00am and their designated gate is closed, they need to enter campus through the front of the school for their temperature screening. If it is after 8:00am, the student will need to go directly to the office for temperature screening and tardy pass **before** going to class.

The District is still monitoring attendance and tardies through their SART/SARB process.

## LUNCH PROCEDURES

School breakfasts, lunches, and supper snacks are free for all students through the end of the 2021-22 school year.

Please make sure your child has their lunch each morning if they are not receiving a school lunch. If you need to drop off a lunch to a student for emergency purposes only, please leave it on the table outside of the office, clearly labeled with your child's name. If your child needs to be notified of their lunch, please see the Office Staff.

## NUTRITION SCHEDULE

Monday, Tuesday, Thursday, Friday

Breakfast: 7:30-7:45

Lunch:

Kindergarten: 11:40

1st-3rd: 11:30-12:10

4th-6th: 12:00-12:40

Supper Snack: Delivered to classrooms to take home at the end of the day

Wednesday:

Breakfast: 7:30-7:45

Lunch:

Kindergarten: 11:40

1st-3rd: 11:30-12:00

4th-6th: 11:55-12:25

Supper Snack: Delivered to classrooms to take home at the end of the day

## ILLNESS

Please refer to the [Family Attestation Form](#). Our goal is to keep each other safe so school can remain open. We need everyone to do their part!

## **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. Torn clothes or clothes with holes should not be worn. 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. Hats are to be removed upon entering any room on campus.

## **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.

### **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 on the lunch benches) 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 30 Pawsitive Pandas they will receive an extra recess with the principal. 2. Every week, two students from each classroom will receive a Principal's Award in the principal's office. 3. A special activity, "Game Day" will be planned each trimester for those students who do not receive any citations. 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.

## **LUNCH PROCEDURES**

### **PURCHASING HOT LUNCH (Not applicable for the 2021/22 school year)**

The student lunch price for grades K-6 is \$3.00 daily. You may prepay for as many lunches as you would like. All money turned in will be credited directly to the student's account. Please place your check or money in an envelope marked with your child's name, I.D.#, Rm #, and phone #. The envelope should be given to the child's teacher or deposited in the "Lunch Box" in the office. We also accept prepayments for school meals through the mySchoolBucks.com online payment service. Lunch may also be purchased daily on a cash basis in the lunch line. Every student is assigned an I.D. # and is required to enter their number on a computer as they go through the line. If a student forgets his/her lunch or lunch money and has no money in his/her account, an emergency meal will be provided.

Please note that lunch balances can be checked at no cost by setting up a myschoolbucks.com account. Free and reduced price lunches are available to students who qualify because of family emergencies or limited family income.

### **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 5 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 fall 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

2021-2022

You may access the student handbook at **[www.fsd.k12.ca.us/acacia](http://www.fsd.k12.ca.us/acacia)**. 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, 2021.

Student Name (please print) \_\_\_\_\_

Grade \_\_\_\_\_ Room # \_\_\_\_\_

Student Signature \_\_\_\_\_

Parent Name (please print) \_\_\_\_\_

Parent Signature \_\_\_\_\_ Date \_\_\_\_\_

## Acacia School iPad Acceptable Use Policy

***Acacia owned iPads are the property of the Fullerton School District and must be returned at the end of the academic year.***

Students are responsible for:

- Using computers/devices in a responsible, appropriate, and ethical manner
- Monitoring all activity on their account
- Obeying Acacia school rules concerning behavior and communication that apply to the Acacia iPad/computer program
- Notifying Acacia School when any security problems are encountered
- Take precautions to prevent damage and theft
- Notifying Acacia School When the device has been damaged or has technical issues
- Turning off and securing the iPad to protect work and information
- Keeping the device in a cool, dry place - away from sources of water
- Any inappropriate activity associated with the device should be reported to a teacher or administrator. Students should not expect privacy in the contents of their personal files on the District's computers, iPads, and internet based services, or in the records of their online activity. All students' use of internet based services will be supervised and monitored by the District using the District Internet system.
- Returning the iPad, case, Apple charging brick and Apple charging cable to Acacia at the end of the school year. If any of these are not turned in your child's report card will be held at the front office
- Payment of any lost or severely damaged charging cable or brick

Students Activities Strictly Prohibited:

- Modifying the operating system outside of the Apple released software
- Bypassing the Acacia web filter through a web proxy or personal hotspot
- Gaining access to other students' accounts, files and/or data
- Illegal installation or transmission of copyrighted materials
- Downloading and installing apps, unless otherwise specified
- Loaning device to others
- Sending, accessing, uploading, downloading, or distributing offensive, threatening materials
- Use of anonymous and/or misrepresenting identity
- Audio, video recording or photos of others without express permission
- Obtaining any form of plagiarism such as, but not limited to sites selling term papers and other forms of student work
- Vandalism of school equipment (any malicious attempt to harm or destroy hardware, software. or data)
- Participating in any form of illegal behavior (i.e. credit card fraud, electronic forgery, but not limited to)
- Any action that violates existing school policy or public law

Student Signature Parent Signature

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REVISED 11/6/19