



ACACIAWOOD

PREPARATORY ACADEMY

Parent-Student Handbook

2020-2021

2530 W. La Palma Ave. Anaheim, CA 92801 acaciawood.org

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I. ACACIAWOOD PREPARATORY ACADEMY

A. Vision Statement

Our vision is that students graduating from Acaciawood Preparatory Academy will be capable, independent learners, responsible and involved members of society, able to set and attain personal goals of excellence and confident to embrace life's challenges, commitments, and conditions, inspired to love the Lord, and equipped with the character to follow and serve Him with diligence and faithfulness.

B. Philosophy Statement

Acaciawood Preparatory Academy is a unique college preparatory academy which utilizes a demanding academic curriculum designed to establish higher order thinking skills in the humanities and sciences in order to build strong character.

Our motto, "Strong in Character, High in Standard," best expresses the philosophy of Acaciawood Preparatory Academy. We believe that a strong character is the foundation for all lasting human success and accomplishment. Character developed through systematic inspiration, training, and teaching motivates and equips students to set high goals and attain them.

As the setting for character training we maintain a high standard of excellence in all school-related areas. However, academic rigor is our primary tool for building character. This rigor produces diligence, goal attainment, responsibility and a high work ethic. Our program achieves our purposes of college preparation and development of our students' God-given humanity.

C. Ethos

The fundamental value that distinguishes our school is that we believe:

School should inspire and nurture and promote academic excellence. It should demand more from students than what they or their parents think they are able to give. Toward this end, teachers should motivate students to help them reach their fullest potential to prepare them for life.

It is our aspiration and endeavor that each Acaciawood Preparatory Academy graduate be a person of character, an accomplished learner, a productive worker, and a responsible citizen. Join us in this aspiration and endeavor.

D. Expected School-wide Learning Results (ESLRs)

Acaciawood graduates are

1. Persons of character who
 - Establish and pursue attainable goals.
 - Aspire to attain personal standards of excellence and achievement.
 - Strive to improve their human virtues.
 - Exhibit the diligence and personal resolve to achieve.
 - Express values and beliefs consistent with the school's vision statement.
2. Accomplished learners who
 - Are prepared to accept the challenge of university level courses.
 - Communicate effectively in speaking and writing to demonstrate knowledge and thinking skills.
 - Employ time-tested study and organizational skills.
 - Work effectively as group learners.
 - Are capable of self-directed study.
 - Utilize higher level thinking skills.
3. Productive, goal-oriented workers who
 - Organize and prioritize multiple tasks to facilitate timely completion.
 - Apply learned academic skills to problem solving.
 - Use current technology efficiently and effectively.
 - Are aware of and value the necessity of bi/tri-lingualism in today's workplace.
4. Responsible citizens who
 - Realize the needs of society through observation and education.
 - Participate in community and philanthropic projects and endeavors.
 - Exhibit awareness and sensitivity to culturally diverse peoples.
 - Respond with compassion to the needs of others.
 - Realize the value of economic independence.

E. Accreditation Status

Acaciawood Preparatory Academy is fully accredited by the Western Association of Schools and Colleges (WASC). All core high school courses are approved by the University of California.

F. Non-profit Corporation

Acaciawood Preparatory Academy is a registered 501c3, non-profit, corporation governed by a Board of Trustees in accordance with its bylaws. All donations and gifts are tax deductible as specified in the United States Internal Revenue Service tax code

II. REGISTRATION INFORMATION

A. Contact Numbers and Hours of Operation

Phone: (714) 995-1800

E-mail: office@acaciawood.org

Website: acaciawood.org

Emergency: (714) 603-8614 or (714) 681-8734

Office Hours: 8:00 AM - 1:00 PM daily

School Begins: 7:50/8:00 AM Upper School/Elementary School

B. Website

Parents are encouraged to use the school website for detailed and most current information regarding the school including school calendar, schedules, current events, announcements, and direction to athletic events, and registration information. Most school forms including registration are available on the website and can be printed for family use. New families interested in the school should visit the school website: acaciawood.org

C. Admission Policy

1. Statement of Non-Discrimination

Acaciawood Preparatory Academy admits students of any race, color, or national or ethnic origin to all the rights, privileges, programs, and activities generally accorded or made available to students at this school. This school does not discriminate on the basis of race, color, or national or ethnic origin in the administration of its educational policies and all-school programs.

2. Admission Procedures

- a. Brochures are available in the school office for new families. A New Parent/Student Interview form is submitted to the school with copies of the last two years of report cards and latest standardized test results.
- b. An admission interview will be scheduled. Junior high and high school students and their parents will meet with the school principal/assistant principal. An interview will be scheduled for all elementary school students with the grade-appropriate elementary school teacher.
- c. After the interview, testing, and review of student records, a determination will be made whether or not the student is accepted for enrollment.
- d. After acceptance, an Enrollment Contract must be submitted to the school with all enrollment fees. Enrollment is not official until all fees are paid, all sections of the contract are completed and signed, and the family has registered with SMART Tuition at www.smarttuition.com. (See details at the back of this handbook.)
- e. The school will administer English and math placement tests for incoming junior high and high school students from other schools. New elementary students may also be tested in reading/writing and math to assess their skills.

- f. Families must provide current immunization records to the office before any student can attend class. Please submit this to the office with the Enrollment Contract.
3. Requirements for Domestic Students
- a. Each student must be in good standing from the previous school attended, as measured by passing marks academically and a record of good behavior.
 - b. No new students will be accepted in grades 11 and 12 unless special conditions warrant such consideration. It is best for high school students to enter Acaciawood during their 9th grade for course sequencing.
 - c. Students in grades 7 through 12 must verbally commit their willingness to attend Acaciawood Preparatory Academy during the admission interview.
 - d. Each student must be willing to abide by all the procedures and rules of Acaciawood Preparatory Academy.
 - e. All students in grades 7 through 12 must sign an ethics contract regarding school regulations and policies during the first two weeks of school. (See sample, Section IV, D) Any student unwilling to sign this contract will be asked to withdrawal from the school immediately.
4. Requirements for International Students
- a. Acaciawood Preparatory Academy accepts international students and issues a Form I-20 so students residing outside of the United States may obtain a student visa.
 - b. Students from outside the US who do not require an I-20 because they are a US citizen or have a permanent visa must pay international student fees and tuition. The only exception to this rule is if at least one parent of the student lives together with the student during the entire school year.
 - c. International students have special requirements for admission. An important component of the acceptance process is the attendance of an AWP English camp. The purpose of the camp is not merely to assess English proficiency, but more importantly to evaluate the potential student's character, physical and psychological health, and ability to get along with others in a new environment. Consult the school website (www.acaciawood.org) for the most current requirements, dates of the next English camp, and current fees and tuition schedules.
 - d. Foreign students from non-English speaking countries are accepted for admission only as 9th graders or below.
 - e. Only foreign students who rank in the top 10 percent of their class will be considered for admission in the regular Acaciawood Preparatory Academy program.
 - f. All students from countries where English is not the primary language of instruction will be required to take the iTEP SLATE test. Scores must be 3.0 or higher for entry into our ESL program or 4.0 or higher for entry into regular classes.
 - g. Students not meeting this requirement may still apply for AWP English Camp (Summer or Winter).

D. Tuition, Fees, and Payment Policies

1. Consult the school website for the latest information for this section. The school will register all families for a Smart Tuition (ST) account to pay their tuition and other fees after they have their ST account. Each family will pay an annual ST subscription fee that is approximately \$45 per family.

2. Current tuition and fee rates are published in time for re-enrollment which commences at the awards assembly in February. Each family is furnished with an Enrollment Contract for the new school year that must be submitted to the office with a deposit no later than the published March deadline.
3. Tuition payments can be made as a lump-sum payment or prorated on a 10 or 12-month payment schedule.
4. Registration fees are due in full by the deadline published on the Enrollment Contract. As a general rule, all registration and book/activity fees are due in full by August 25.
5. Payments for tuition are due on the 25th day of each month. Timely and regular payments are essential to enable the school to meet its financial obligations.
6. Any payments not received by the 30th of the month will be considered past due and assessed a late fee of 5% per month on the unpaid balance of delinquent accounts.
7. If it is not possible that payment be made when due, it is the responsibility of the parent/guardian to notify the school in writing to work out a payment plan.
8. Accounts must be current by the 5th of the following month that payment is due or students(s) may be subject to dismissal. This policy may be waived if a written statement explaining the hardship has been submitted and approved.
9. If payments are not paid in accordance with this agreement, the school shall have the right to withhold school records and transcripts until tuition is paid in full, or a payment plan has been submitted and approved. Graduating seniors must have their account paid in full by commencement day in order to receive a final transcript.
10. Students enrolling late during the term will pay full registration and book fees.
11. Tuition is determined on a one-year basis. Tuition may be adjusted as necessary, depending on the date of enrollment, but a one-month late fee is applied for registration occurring after school has commenced.
12. The parent/guardian understands and agrees that the child is enrolled for the entire school year and the parent/guardian is liable for the entire year's tuition and fees after signing the Enrollment Contract. Participation in the Tuition Refund Program allows for reimbursement of tuition on a prorated basis depending upon the circumstances associated with the withdrawal. Otherwise, tuition is non-refundable.
13. If a written notice of withdrawal is delivered to the school, after the payment of registration fee but prior to the last day of the current school year, registration will be returned in full, less a \$50 per family processing fee.

III. CURRICULUM INFORMATION

A. Accreditation

Acaciawood is fully accredited by the Western Association of Schools and Colleges (WASC).

B. High School Program

1. Underlined courses on Table 1 (see back of handbook) are University of California System approved courses.
2. Honors classes and their equivalent regular classes are offered as listed herein. Honors class eligibility requires a 3.3 GPA, review of standardized test scores, a teacher's recommendation for transfer students, and an A in the regular course of the same subject; or a B+ in the previous honors course for all students. Returning students select their honors classes at the end of their previous school year. New students may request honors courses at orientation during August. To request an honors course, an Honors Course Request form must be completed and submitted to the office for review by the school faculty.
3. AP exams are offered at Acaciawood in May each year. Students in AP or honors courses should take the AP exams every year.
4. The State of California requires two years (four semesters) of physical education (PE) in high school. PE is a graded course for credit. In order to receive one semester credit for PE, students may miss no more than seven PE classes per semester. A student may also receive one year of PE credit for each full season of competitive (California Interscholastic Federation-CIF) sports played.
5. All juniors are required to pay the fees and take the PSAT in the fall. The test is optional for other high school students, but it is recommended that sophomores take the exam for practice and to be eligible to access the College Board's on-line college preparation resources.

C. Junior High School Program

1. The junior high program builds upon the elementary school program to prepare students for high school studies.
2. Students develop more research skills and complete their computer literacy skills during their two years. See Table 2 at back of the handbook for the junior high courses.

D. Elementary School Program

The elementary curriculum has a strong emphasis in reading, writing, math, and science. Character training, study skills, organization, goal setting, and time management are themes that are included in every area of the elementary program. The program also includes music and physical education.

E. Progress Reports and Grades

1. Progress Reports
 - a. Progress reports are sent to parents or for any student whenever a teacher deems it necessary. Grades are updated every two weeks in the teacher grade books.
 - b. A letter grade/percentage progress report will also be provided to all upper school students at mid-quarter intervals. A detailed report can be obtained by sending a written request to the teacher.

2. Quarter and Semester Grade Reports
 - a. Junior high and high school quarter grade reports represent an evaluation of a student's progress for the entire quarter in all classes, but are not part of the student's official transcript.
 - b. Upper school grade reports will be couriered to the parents/guardians via their students using Eagle Express, regular mail, or will be available for pick up at an evening school awards assembly if the date of the assembly makes this possible.
 - c. Grades are updated at least every two weeks. Parents and guardians may request a student's current grade by sending an email to the teacher.
 - c. First quarter reports for elementary school students are distributed to parents during the parent-teacher conferences. Report cards are not mailed unless circumstances warrant this. The final grade report for the year will be mailed.
 - d. Semester grades for upper school students are recorded on the permanent transcript.
3. Grade Point Average (GPA)
 - a. The GPA is a means of determining the overall quality of academic performance where each letter grade has a numerical equivalent: A=4, B=3, C=2, D=1, F=0.
 - b. Honors classes will be graded on a 5 point scale. PE is not included in the GPA.
 - c. Empirical Grading Scale: Empirical grades are based on an objective numerical scale as follows: A = 90-100; B = 80-89; C = 70-79; D = 60-69; F = below 60.
 - d. Grades for high school courses taken on-line or at other high schools due to a necessity to fulfill course or credit requirements are calculated into the grade point average.
 - e. Grades for college courses taken concurrently with Acaciawood Preparatory Academy courses are not included in the grade point average.

F. Transcripts and Official Documents

1. An academic record of all work attempted and/or completed during the time at Acaciawood Preparatory Academy will be maintained. This record is necessary for any transferring student or for college application. No transcripts are available for elementary school students.
2. Requests for transcripts may be made by submitting a Transcript Request form to the office. The school will mail an initial transcript to a school/college of the student's choice at no charge. Additional transcripts will be processed with a fee of \$5 each to be paid at the time of request.
3. Official documents such as certificates of enrollment may be ordered by using the Document Request form available in the office or on the website and will be processed with the \$5 fee.
4. Allow three days for processing document requests, otherwise an additional fee of \$10 for "rush service" will be applied.
5. School records, transcripts, and diplomas will be withheld if tuition has not been paid in full or if an approved tuition payment plan has not been submitted to the office.

G. Graduation Requirements, Math and Spanish Advancement

1. Course Requirements

- a. All courses at Acaciawood Preparatory Academy are required. Any variation from the required curriculum is subject to evaluation and approval by the

principal on a case-by-case basis, following a meeting between student, parents, teachers, and principal. Successful completion of AcaciaWood's required courses is recommended for students seeking admission to a school in the University of California or California State University system.

- b. All students must complete the minimum course standards for graduation as set by the State of California. If a variation is approved, it is the responsibility of the parents and student to find an appropriate substitute course from an accredited educational institution, and to bear the logistical and financial considerations associated with completing the course. AcaciaWood will make every reasonable effort to assist the parents and student in this process.
- c. Any course not completed will result in a failing grade.
- d. No course with a grade of A through C can be repeated for credit.
- e. A grade earned in a repeated course (due to failure) will be averaged with the grade from the previous course in computing the grade point average. If the repeated course is the identical AWP course, the new grade will replace the F.
- f. Students in high school may take courses concurrently at a college if they are not offered at AcaciaWood, provided that they do not create schedule conflicts with other required courses. College courses are not included in the GPA or credit calculation for high school.
- g. Graduation requires a minimum overall GPA of 2.0 and a minimum of 230 credits. Classes meeting daily grant five credits per semester when a student earns a D- or better. Classes meeting less than daily are worth 2.5 credits/semester except for one credit PE and half credit Character Development class.
- h. Classes with a D or less must be repeated for admission to a UC or CSU school. Students must retake the course during the summer by taking an online course or taking the course at another school.

2. Honors Class Placement

- a. Students must have a B+ in regular English class to be eligible for honors history. Requirements under Section III.B.2 also apply.
- b. Students must have a B+ in Algebra 2 to be eligible for Honors Chemistry.
- c. Taking both honors English and history classes concurrently is not a requirement.
- d. Students are allowed to add, drop, or change a course only during the first and third quarters.
- e. Changes cannot be made after the third and first week of the school during the first and third quarters respectively.
- f. The final decision will be made by the teacher.
- g. Students enrolled in honors classes must maintain a minimum grade of B+ for the course at every grading period. Failure to meet the minimum grade may result in being dropped from the honors course at the semester.

3. Math Advancement Policy

- a. In order to have the necessary math skills to advance to the next level, students must have a 73 percent or better average overall and make at least an 80 percent on the final exam in the preceding course.
- b. Students ineligible to progress must repeat the course in summer school. After summer school, students must take the final exam and pass with 80% to proceed to the next level. Students must retake the class without credit if their final exam grade is less than 80%.
- c. Students entering grade 9 must be prepared to take Algebra 2.

4. Spanish Advancement Policy

- a. Acaciawood requires three years of Spanish for graduation.
- b. Students who do not receive a grade of C or better are responsible to acquire the necessary skills in order to progress, either in summer school or through tutoring and retesting at Acaciawood.

H. Awards and Recognition

1. Academic Achievement Awards

- a. High academic standing (90% or higher) is the primary factor in conferring these awards. Contributing factors include class participation, motivation, and enthusiasm for the subject, overall effort, and attendance.
- b. One upper school (junior high and high school) student in each course, including the honors and regular section of a course, is recognized at the end of the year.
- c. Honors and regular sections of the same class are each a different class.
- d. Students who are absent from school more than fourteen (14) days in the school year are not eligible for Acaciawood achievement awards.

2. AGATE Society

- a. AGATE is Acaciawood's honor society for upper school students who demonstrate strong character and high standard in their work ethic related to school work and their personal behavior and demeanor on campus.
- b. Students who Aim toward a Goal and Achieve it through Toil and Effort are persons who exemplify the school motto of "Strong in Character, High in Standard" in his/her behavior as a student. This behavior includes, but is not limited to consistent class participation, positive attitude, teacher and peer respect, 90% homework completion in a timely and quality manner, proper classroom/campus conduct, effort to do his/her best, and endurance to excel.
- c. Selection for AGATE requires strict adherence to the Ethics Contract and positive teacher recommendations. Achievement of specific goals as determined by the teacher and agreed upon by the student can aid in the receiving of positive recommendations. The AGATE Status form is used at the end of each quarter as a basis to quantify the AGATE eligibility.
- d. A detention (excluding homework detention) disqualifies students from AGATE membership.
- e. AGATE status will be indicated on mid-quarter progress reports, and an AGATE status form will be included with the quarter and semester grade reports.
- f. Membership is based on 100 percent faculty concurrence.

3. Junior AGATE Society

- a. The criteria for membership in Junior AGATE is similar to the criteria for AGATE, but also includes effort grades received in all areas of the report card, which includes work habits, PE, music, etc.
- b. Effort Grading Scale: Effort grades are an evaluation based upon the teacher's assessment of the student relative to his/her character and work ethic. They are numerically graded as follows:
 - 1-4 = Unsatisfactory (performing below expectations);
 - 5-7 = Satisfactory (performing as expected);
 - 8-9 = Superior (performing beyond expectations).
- c. Selection for Junior AGATE requires an effort grade of 7 or above in all areas assessed on the quarterly report cards.

- d. Membership is awarded to all eligible 1-6 grade students each quarter. All teachers who are qualified to assess the students provide input in the determination of Jr. AGATE.
4. Attendance Award
 - a. The criteria for the attendance award is “perfect attendance for the entire school year, including no more than five (5) excused class period tardies in all classes combined.”
 - b. This award is given to all eligible students at the end of the school year.
5. Faculty Commendation Award
 - a. The criterion for this award is based on one of the following: superior effort, outstanding citizenship, academic improvement, community/school involvement, or leadership.
 - b. It is awarded to those recommended by one or more faculty members at each quarter.
6. Golden Eagle Award
 - a. Recognizes students who exemplify the school’s goal to produce students who are high in standard, strong in character, and exemplary in leadership.
 - b. These students display character traits to the staff that best represent the qualities of leadership, diligence, goal setting, utilization of potential, inclusiveness of others, having the strength to stand above the crowd, and adherence to the Ethics Contract.
 - c. One or more upper school students can be recognized quarterly, based on faculty consensus.
7. Principal’s Award for Outstanding Leadership and Service
 - a. This award is awarded at the sole discretion of the principal, based on observable and exemplary patterns of either leadership or service to the school.
 - b. This award is awarded quarterly and recognizes students for leadership and service during any quarter and winter and summer breaks.
8. Honor Roll
 - a. The criterion for junior high and senior high honor roll is attainment of a 3.5 -3.99 grade point average.
 - b. Membership on the honor roll is awarded to all eligible students at the end of each semester.
 - c. Students who attain a 4.0 or higher grade point average, but are not enrolled in six periods of AcaciaWood Prep courses are eligible.
9. Principal’s List
 - a. The criteria for the Principal’s List for junior high and senior high school students is attainment of a 4.0 or higher grade point average.
 - b. Awarded to all eligible students at the end of each semester.
 - c. Students must be enrolled in six periods of AcaciaWood Prep courses.
10. Class Rank and Valedictorian
 - a. The senior with the highest cumulative GPA by the end of the first semester of the senior year will be the valedictorian.
 - b. Valedictorian status also requires attendance at AcaciaWood during the entire 10th grade through 12th grade.
 - c. Students eligible for valedictorian must have completed all required courses at AcaciaWood Preparatory Academy while attending school here.

IV. STANDARDS OF CONDUCT: STRONG IN CHARACTER AND HIGH IN STANDARD

A. Attendance Privilege

1. Attending Acaciawood Preparatory Academy is a privilege granted to those who demonstrate an attitude of harmony and adherence to the philosophy and goals of the school.
2. By applying for admission to Acaciawood, the student indicates his/her desire to become a sincere, cooperative member of the student body.
3. Students should also be aware that behavior outside of school can negatively impact the student body and the atmosphere that we seek to maintain. Inappropriate conduct outside of school may be grounds for disciplinary action including suspension or expulsion.

B. Ethics Contract

1. Each upper school student will sign an Ethics Contract (during the first two weeks of school) with the administration each year. A facsimile appears below for reference.
2. Parents of upper school students must also agree to the terms of the ethics contract and sign where indicated.
3. Students (or parents) who refuse to sign the Ethics Contract must withdraw from Acaciawood Preparatory Academy.

C. Discipline: General

Student discipline augments the two central objectives of the school: character development and learning. It fosters and develops attention to details, responsibility, accountability, diligence, respect, obedience, and other character traits that train the whole person to be useful to the Lord and society. The school believes that this training is perpetual and expects its students to conduct themselves in a manner that is “Strong in Character, High in Standard” at all times, both on and off campus.

D. Discipline: Suspension and Expulsion

The following behaviors or actions by students will automatically result in discipline from the Dean of Students and/or Principal and are grounds for suspension or expulsion from school:

- Fighting; i.e., assaulting, striking or physically harming another student, both on and off campus
- Possession or use of any prohibited, obscene, or offensive material (including but not limited to Internet sites, computers, and cell phones), and/or dangerous items such as weapons, both on and off campus
- Use of alcohol, tobacco, controlled substances and drugs, both on and off campus
- Participation in boy/girl relationships, both on and off campus (this includes online)
- Cheating or plagiarizing on homework, quizzes, tests, or projects
- Damaging school property and equipment
- Excessive or repeated school policy violations. (See IV.E.6)

Following each infraction, the administration will attempt to resolve cases of misconduct as described above with a conference attended by administration, parent/guardian and student. If the offense is egregious enough, the administration may suspend or expel the student immediately after the conference. Otherwise, the misconduct in the categories above will be

handled in the following manner. 1) First infraction involving any of the above: Conference and the parents will be encouraged to discuss and rectify the matter with their child. A memo will be placed in the student's file regarding the incident, but no further action will be taken by the Acaciawood administration other than not allowing membership in AGATE for the quarter in which the infraction occurred. 2) Second infraction involving any of the above: Conference and the student will be suspended. 3) Subsequent infractions involving any of the above: at any time after a suspension: Conference and the student will be expelled. Parents will be given written notice explaining the cause for suspension or expulsion.

A suspended student will be readmitted to school only after the satisfactory completion of a parent-student conference with the Dean of Students and/or Principal. A record of suspension becomes a part of a student's permanent record and will be reported to college admissions offices if requested. An expelled student must seek admittance to another school, and a record of the expulsion will be attached to the student's permanent record and will be reported to college admissions offices if requested. A student's accountability for these forms of misconduct is cumulative, i.e., they carry over from year to year while the student is in attendance at Acaciawood Preparatory Academy.

ETHICS CONTRACT

I hereby understand and acknowledge that one of the primary goals of Acaciawood Preparatory Academy is to develop persons of character. I also understand and agree that as a student at Acaciawood it is up to me to do my part to achieve this goal by committing to the following:

1. Having a cooperative and respectful attitude towards all faculty members and students.
2. Abiding by the school's dress code, regulations, and policies.
3. Standing against the conduct that would damage the goals or integrity of the school.
4. Being responsible in completing all homework and special project assignments to the best of my ability, while maintaining a high standard of academic integrity.

I will refrain from the conduct below, both on and off the school campus:

1. Damage against physical property
2. Smoking, drinking, gambling, and drugs
3. Boy/girl relationships
4. Indecent and immoral conduct
5. Harassment in any form
6. Physical violence
7. Profanity, written or verbal
8. Dishonesty and all manner of cheating
9. Plagiarizing as explained in the school's plagiarism training
10. Inappropriate use of the Internet

I understand that it is a privilege to attend Acaciawood, Preparatory Academy and that this privilege can be revoked should any of the above items be violated or if in the opinion of the administration my continued presence is considered not to be in the best interests of the school. I have or will read the Parent Student Handbook in its entirety and will uphold its standards and policies.

Student's Signature _____

Date _____

Parent's Signature _____

Date _____

E. Discipline: Detentions

Detentions will be issued when deemed appropriate for misbehavior or disregard for the school rules, including the conduct listed below.

- Disrespect shown to any faculty or staff member.
 - Dishonesty in any situation while at school.
 - Disobedience in response to instructions.
 - Profanity, verbal, visual (photo/video) or written harassment.
 - Any behavior which is damaging to one's self, others, or the school.
1. Detentions may range from sitting in a room doing school work, cleaning, or doing maintenance, etc. Detentions can be served during lunch period, after school, or on Saturday, as determined by the school.
 2. Detentions must be served at the assigned time, even if it is inconvenient for the family. The minimum duration for a detention is two hours. The detention duration will double if a student fails to serve a detention at the assigned time.
 3. For all detentions, parents will be given a pink Detention Notice to sign and return. Failure to do so will result in an additional hour of detention for the student. The form explains the reason for the detention and provides information such as the date and duration of the detention.
 4. If the Detention Notice is not signed by a parent and returned to the office by the day of the detention, 30 minutes will be added to the detention duration.
 5. A parent's meeting will be held at the first detention with the parents and teacher (when one is involved). After the second detention, a meeting will be held with the principal.
 6. Nine policy violations (or three detentions) in a semester are grounds for suspension. Expulsions may be used when violations continue.

V. SCHOOL CAMPUS POLICIES

A. Dress Code

Standardized dress promotes a safe, secure, and disciplined learning environment. It helps maintain respect for one another. It enhances student achievement and raises the level of decorum in the classroom. Students are responsible to maintain the integrity of the uniform at all times when on campus for school activities. This standardized dress code is outlined below and is also found on the school website.

Uniforms must be purchased from the school's approved uniform companies. Consult the school website or office for approved uniform companies. General clothing such as socks, belts, undershirts, white turtlenecks, navy blue jacket or fleece jacket must follow our guidelines but may be purchased elsewhere. Parents are requested to purchase an adequate supply of uniform clothing to ensure proper dress code compliance. If purchasing the uniform is an undue hardship, please contact other school families or the school office for availability of used uniforms. In general, the school has a very limited supply of used uniforms.

1. Violations

- a. Parents are responsible to ensure proper dress code compliance. Failure to comply with dress standards will be addressed with the individual offender. In most instances a parent will have to supply the appropriate clothing.
- b. Three (3) dress code violations will result in a two-hour detention; one detention disqualifies a student from AGATE society, and may include other disciplinary measures to enforce compliance, such as suspension from school.
- c. A warning may be given, but is not required as part of the school's policy. It is the student's responsibility to follow all uniform guidelines while on campus.

2. General Guidelines

- a. The dress code is in effect for all students at all times while they are on campus. Uniforms are to be properly worn at all times. Any uniform item that is tattered, faded, or worn in appearance must be replaced.
- b. Any item that does not maintain the integrity of the uniform is prohibited, including tattoos and body piercings.
- c. Outerwear: Navy blue sweatshirt with AWP logo, dark blue or green sweater, and grade-appropriate polo shirt are only available at Dennis Uniform.
Jackets: Any zippered, plain, navy blue jacket or navy blue fleece jacket without any logos, designs, and decorations for daily use and rain days. Jackets made of fabrics that fade quickly should be avoided. Faded jackets and uniforms must be replaced within a week.
- d. Cold Weather Attire: Layering by wearing a white turtleneck under the AWP polo shirt is recommended. The uniform provides five (5) layers for warmth—undershirt, turtleneck, polo, sweatshirt or sweater, and student jacket. Extra layering during cold weather may be added if it is not visible. A navy blue, gray, black or white plain scarf may be worn over polo, inside sweater, sweatshirt or jacket with ends not visible.
- e. Jewelry: No jewelry including any kind of bracelets or wrist band, friendship bracelets, etc. may be worn whether over or under the uniform. Jewelry will be confiscated and only returned to the parents after one day. Parents must come to the office, sign a Confiscation Report, and retrieve the jewelry.

- f. Hats: Hats are not to be worn or brought to campus without consent from faculty or staff for PE, field trips, or off campus activities.
- g. Belts: Belts must be plain, black or brown leather, length-appropriate, free of decorations (such as lettering or metallic decoration) and must be visible.
- h. School Spirit Wear (including AWP team t-shirts, hoodies, etc.) is allowed on specified casual/relaxed dress days and for the following occasions: PE, field trips (unless not permitted by the teacher), AGATE outings, a student's birthday, Fridays, and game days. T-shirts, bearing the AWP name, may be worn instead of uniform polos on any of these specified occasions.
- i. Upper School Shoes: Black or brown dress shoes with a comfortable, sturdy, ergonomic sole. Shoes should be designed with a slightly thicker sole for safety, occasional running, and rainy weather. No open toe, heel, or sides, no heels higher than one inch, no platform, canvas, sneakers, boots, or above the ankle shoes.
Elementary School Shoes: generally plain and solid colored athletic shoes for classroom and recess use in white, gray, navy blue, black, or brown colors, without animation characters, glitter, lights, and fluorescent/neon shoe laces. Shoe laces should be solid colors like white, black, brown, or navy blue.
- j. Off-Campus Activities: Uniforms must be worn for all school functions held off-campus during school hours unless teacher permission is given otherwise.
- k. Non-uniform Dress: When permitted, casual dress must be appropriate to Acaciawood's standards. Long pants must be worn that are not ripped, tattered or torn. Shorts, sweatpants, leggings, and yoga pants are prohibited. Athletic pants are allowed, but must be loose fit. Tight fitting clothing or clothing with inappropriate logos, pictures, or wording is not allowed. Comfortable shoes are permitted, but no sandals. All general uniform guidelines apply. A student who is deemed by a teacher to not be appropriately dressed will be required to change his/her clothing.
- l. Rain Days: Boots may be worn on campus only if it is raining on campus. If rain is forecast and it is not raining on the campus, boots cannot be worn, but may be stored in a locker. Rain jackets can only be the plain, navy blue uniform jacket described above.
- m. Boots: Girls may wear boots on rainy days and/or between November and February. Boots must be plain (black or brown) and have a low or flat heel.

3. Guidelines for Girls

- a. Upper School Skirt: Uniform attire consists of khaki skirts, either twill or corduroy, mid-calf in length, which must be worn at the waist with a green, tucked-in AWP polo shirt and a belt which is visible.
Elementary Skort: Navy blue skorts, knee length, must be worn at the waist with a green, tucked-in, Acaciawood polo shirt. No belt is required. Returning students (from 2016/17 or before) may continue to wear khaki skorts as well as the navy blue skorts until the khaki ones are no longer wearable.
- b. Socks: If socks are worn, plain white, navy, or black socks, (solid colors only) knee highs, tights, or natural colored hose.
- c. Cold Weather Attire: For warmth, solid color, warm tights, and layers are permitted. If leggings are worn, they must not be visible, unless the ends overlap with socks so that no bare ankles are showing.
- c. Hair: Hair should be clean and neatly groomed. Hair accessories that are distracting as deemed by any teacher will not be allowed. Hair elastics must be neutral, white, tan, or black (one may be worn on the wrist for hair use, when

needed.) There is to be no hair coloring, tinting, or highlighting. Students will be required to recolor their hair to its natural color until natural hair growth restores the original natural color.

- d. Cosmetics: No cosmetics, including nail polish, may be worn.

4. Guidelines for Boys

- a. Upper School: Uniform attire consists of khaki pants which must be worn at the waist (properly fitted) with a burgundy (7th and 8th grade) or navy blue (9th-12th grade), tucked-in, AWP polo shirt and a belt which is visible. Pants must be Dennis Uniform pants and not another brand.
Elementary School: Uniform attire consists of navy blue pants which must be worn at the waist (properly fitted) with a green, tucked-in, AWP polo shirt and a belt which is visible (or elastic/pull string waist).
- b. Socks: Socks which are black, brown, navy, or white must be worn and visible at all times. Low-cut sport/ankle socks are not allowed except for PE.
- c. Hair: Hair is to be neatly trimmed and groomed, and may not extend over the ears or touch the shirt collar. There is to be no hair coloring, tinting, or highlighting. Students will be required to recolor their hair to its natural color until natural hair growth restores the original natural color.
- d. Facial Hair: All boys must be clean shaven. Sideburns may extend no lower than the middle of the ear.

5. Physical Education

- a. Shorts/Sweatpants: Uniform green shorts (Dennis Uniform) with school logo must be worn for all PE-related activities. Plain, long navy blue or black sweatpants, yoga pants, or leggings may be worn in addition to the shorts.
- b. T-Shirts: Any AWP logo t-shirts or plain navy blue t-shirt (no emblems or lettering) with sleeves may be worn. Summer School of Truth t-shirts may also be worn.
- c. Shoes/Socks: Shoes must be athletic shoes designed for physical fitness training. Socks of appropriate color and length must be worn.
- d. Cold Weather Attire: Student jacket, AWP sweatshirt, navy blue sweatshirts; plain without logo or pictures; crew neck, hooded pullover, hooded zip up, gloves, and solid color wool caps.
- e. Basketball or Volleyball players who participate in PE during the off season must wear the PE uniform.

6. Athletics/Sports Program

- a. PE uniform as described above.
- b. Team, AWP sports jersey or team practice uniform as approved by the coach.

B. Prohibited Items and Conduct

- 1. Controlled substances (narcotics, alcohol, cigarettes), weapons and knives (or facsimiles thereof), playing cards, electronic games, laser pointers, and headphones are not permitted on the school grounds.
- 2. Any electronic device (i-pods, MP3 players, phones, etc.) used to download, record, and listen to music, watch movies, videos, play games, etc. are not permitted on the school campus. These devices will be confiscated if found and will not be returned until the end of the school year.

3. The same items are prohibited at school-sponsored activities such as outings, field trips, and sports events.
4. Offensive written or graphic material is prohibited. Printed material as well as personal notebook computers containing such material will be confiscated.
5. Personal notebook computers and tablets are not to be brought to school unless permitted by the teacher. However, internet access using the student device will not be permitted.
6. Cell phones may not be seen, used, or heard between the first and last class bell. See cell phone policy for details. (See V.E.2 on page 22)
7. Fidget spinners are prohibited and will be confiscated immediately. If a sensory device is necessary for a student, a note from a medical doctor stating the need for it must be submitted to the office for permission to be granted by the principal.
8. Any confiscated items will be returned to the student at the school's discretion. Students who have any item confiscated must fill out a Confiscation Report.
9. Students should speak English only while on campus. Speaking other languages in public may create misunderstandings and isolate students from one another. Violators will be subject to disciplinary action.

C. Homework Policy

1. Homework is an integral part of the school program and given for:
 - a. Extension: an essential continuation of the learning process from the classroom to the home.
 - b. Practice: following classroom explanation, illustration, and drill on new work
 - c. Mastery: information and skills will be mastered through practice
 - d. Remedial Work: as various weak points in a student's grasp of a topic become evident, homework aids the student to overcome such difficulties
 - e. Special Projects: book reports, compositions, special research assignments, and projects are some of the activities useful in extending learning beyond the basic study of the text and classroom discussion
 - f. Character Training: homework trains students to manage their time, be organized, and assume responsibility for their own learning
2. Students must complete his/her homework on time to receive full credit.
3. Students who do not complete their homework and submit it on time will be detained after school for a minimum of one hour or until the work is completed. A one-day notice will be given to parents for homework detentions. Moreover, students must be subject to the teachers' discipline policy which may include detentions and/or loss of other school privileges.
4. Students who attend the mandatory homework detention will be charged \$5 per hour which will be added to the student's Smart Tuition account. Fines will continue to accumulate until paid.

D. School Computers

1. School computers are not to be used except for designated classroom uses. Portable memory devices (USB drives, etc.) from home must be shown to the teacher and scanned for viruses prior to use on school computers.
2. Students are not allowed in the computer room without faculty supervision (i.e., a faculty member agreeing to supervise the student while they are in the computer lab.)

3. Students may use computers after school hours with permission and faculty supervision if they do not have a computer at home to accomplish a specific computer-related task.
4. Students may not use school printers to print out homework. Follow the teacher's policy when there is a printer failure and homework cannot be printed out for completion. Students should always confirm that the teacher received the homework if the homework is transmitted by email.

E. Phone Usage

1. School Phones Students will only be allowed to use the office phone for emergencies, missing homework assignments or projects, forgotten lunches, or the need for a jacket. The classroom phones are off limits to students at all times.
2. Cell Phones/Smart Phones
 - a. Cell/smart phones may be brought to school but must be turned off and submitted to the office for storage during the school day. Phones may not be used until after the upper school dismissal bell unless permission is granted by the administration. At no time during the school day are phones allowed to be plugged into electrical outlets.
 - b. First violation of this policy, intentional or otherwise, will result in confiscation of the phone for one day. A second violation will result in a one-week confiscation. Parents must come to the office, sign a Confiscation Report, and retrieve the phone. Excessive confiscations (3 or more) will result in the permanent confiscation of the phone or loss of cell phone privileges.
 - c. Emergency calls to a student should be routed through the office.
 - d. Students requiring a ride home are allowed one phone call or text to their host, parent, or driver, if needed. Permission to make this call must first be granted by the office. The call or text must then be made in the school office under the supervision of the office staff.
3. Elementary School Provisions
 - a. If a child needs to call a parent during the middle of the day, they should speak with a teacher for permission to use their cell phone.
 - b. After school, a child may make a phone call by getting permission from the dismissal teacher and going to a designated area so the call does not distract the other students from paying attention to being picked up. A student will be allowed to receive a call from you, but will have to notify the dismissal teacher and go to the designated area to continue the phone call.
 - c. If there is an urgent need to contact a child during the day, please call the office and they will contact your child to take the appropriate action you desire. If you cannot reach anyone in the office, please call Mrs. Romero, Mr. Miller, or any teacher on their cell phones.
 - d. If you are making special arrangements for picking up your child, please notify the office (via phone call or email) no later than 9am that morning.

F. Locker Usage

1. Students will be assigned a locker and are required to use the AWP issued lock. The student will use the same lock for the duration of their enrollment at AWP.
2. Lost or damaged locks must be replaced with another AWP issued lock at the student's expense.
3. Students may not decorate lockers or hang anything on the walls of the locker.
4. Students should keep their lockers neat and orderly.

5. Students must keep their lockers locked during weekends and after school hours.
6. The school reserves the right to search and inspect lockers anytime it deems necessary. Students may be issued a two-hour detention if their lockers are not kept in accordance with these expectations.
7. Lockers are a privilege which may be taken away if misused.

G. Emergencies/School Closure

1. Natural disasters or other events may necessitate the early dismissal, late start, or closure of AcaciaWood Preparatory Academy.
2. Decisions of this nature will be made by the administration based on the information received from area emergency response persons.
3. The school will endeavor to contact parents in these circumstances to arrange for transportation from the school to home. The safest course of action will always be taken.
4. The school has practice emergency evacuation drills throughout the year, and students receive training in emergency preparedness.
5. Students that do not behave responsibly during an emergency evacuation drill will be referred to the administration for disciplinary action.
6. Limited emergency food/water and first aid/medical supplies are stored on site.

H. Closed Campus

1. AcaciaWood is a closed campus, meaning all persons on campus must be accounted for at all times. Once students arrive at school, they may not leave the campus for any reason without signing out at the office.
2. The parking lot (other than the play area at times of recess and lunch), automobiles, and classrooms (when a teacher is not present) are all off-limit areas to students during the school day.
3. Seniors, who are allowed off-campus privileges during lunch and other periods, must also have an Off Campus Parent Consent form on file in the office. Off-campus privileges can be revoked at any time if they are abused.
4. Seniors must sign out and in whenever they use their off-campus privileges.
5. Any visitors (parents, guests, trainees, serving ones, etc.) must sign in at the office when arriving on the campus. A visitor badge will be issued and must be worn until leaving the campus.

I. Before School Guidelines

1. Students in grades 3-6 are allowed admittance to classrooms at 8:00AM. Students in grades 1-2 will line up in front of their classroom doors for an attendance check at 8:05AM. Students arriving between 7:30-8:00AM must go directly to Before School Care (BSC).
2. Students may not be dropped off on campus prior to 7:30AM without parental supervision. Students must be dropped off in the west driveway at the large green canopy. Parents may only leave after your student is safely inside the room. Do not drop off children in the front parking lot unless the east gate is closed (after 8:30AM).
3. Elementary school students who arrive at school after 8:00 AM should not go to Before School Care but should remain with their parents until they are allowed to go to their classes in accordance with point 1 above.
4. Students who are late must report to the school office to obtain a class admit slip.

J. After School Guidelines

Accountability for the safety of our children is a major concern. Please cooperate with the school in managing the dismissal of all of our students.

1. Parents should be punctual to pick up their students. Our greatest challenge after school is created when parents do not pick up their children on time. All students are instructed to wait in the lunch area after school. They are not permitted to visit their friends in the classrooms, at their lockers, or in front of the school.
2. Fifteen minutes after the dismissal bell, all students who have not left for home will go to After School Care (ASCr) and sign-in. ASCr charges will apply (\$2/half hour), and you will be invoiced. Students cannot remain on campus just waiting, unsupervised.
3. The school offers a safe, secure classroom atmosphere where students can be productive and do homework while waiting. As parents you can cooperate with this policy for the safety of your child by following the points below:
 - a. Dismissal is at 2:45/3:00PM for elementary/upper school respectively. Please pick up students no later than 15 minutes after dismissal.
 - b. If their ride will not be here by 3:00/3:15PM, student(s) will be required to wait in the designated After School Care classroom.
 - c. After 3:00 and up to 3:30PM, park in the back along the perimeter of the parking lot and go to the designated ASCr classroom to get your child. You must sign out your student from ASCr before taking them from the room.
 - d. If you are giving your child permission to go to another student's home or ride home with someone else, please notify the school by note, e-mail, or phone before 1:00PM. If there is a last-minute change, please contact us by phone.
 - e. If your child has your permission to walk home or walk off campus to go some other place, please put that permission in writing and submit it to the office.
 - f. The school is not responsible for your child once they leave the campus. After leaving the campus, students should not return without adult supervision.
4. Students who remain on campus after the pick-up time, for scheduled meetings, must have permission to do so. This includes club meetings and activities when a faculty sponsor is present.
5. Dress code standards apply at all times while a student is on campus.
6. Children not enrolled in Acaciawood Preparatory Academy will not be allowed on the school campus except in the administrative offices area and only when accompanied by an adult, unless special permission is granted by the administration office.
7. If there is an unexpected change in the pick-up procedure for your child, please call the school office as soon as possible to notify us of the change.

K. Transportation

1. Only students with valid driver's licenses may drive to school. Student drivers must park in designated areas, as defined by the school administration. Seniors who drive during lunch should park in the front (north) parking lot. All other student drivers should park in the back (south) parking lot in the designated parking area.
2. School parking is not allowed in the stalls adjacent to the church business office. Those spaces are reserved exclusively for church use.
3. Parking in the handicap space without proper tags is strictly forbidden (even if only dropping off your child).
4. Parking in front of the gate is strictly prohibited (even if only dropping of your child or their lunch). This obstructs the traffic flow and can also restrict UPS and mail carriers from easily entering and leaving the property.

5. Driving privileges to school can be revoked any time a student abuses the privilege by speeding into or out of the parking lot, reckless driving, etc.
6. Traffic flow pattern: always one-way during peak traffic times (i.e. right before and after school). Enter using the EAST alley. Exit using the WEST driveway and the north/front parking lot. Caution: Right turn only onto La Palma Avenue is suggested as it is a very busy street
7. The maximum speed limit on campus is 10 miles per hour.
8. After School Pick Up: Enter the school campus using the east alley for picking up children during "rush hour." Exit using the west drive and front parking lot. Right turn only when exiting the parking lot. Pick up students by the lunch tables, inside the fenced area as directed by the school staff or any person wearing fluorescent vests.
8. Please cooperate with the school staff directing traffic in the parking lot. If your student is not ready for pick up when you arrive, you will be asked to circle the campus.
9. After School Parking: Back (south) parking lot at basketball courts, south of the buildings during peak traffic periods.
10. The west driveway has two lanes, one for drop off, the other for through traffic. There is no parking in the through traffic lane next to the wall during morning and afternoon drop off and pick up times. The drop off lane is the lane next to the picnic tables.

L. Lunch

1. Snacks for the daily nutrition break usually brought from home.
2. If a student forgets his/her lunch, parents must bring it to school no later than 11:00am.
3. Special hot lunches or hot lunch programs will be announced when available. The number of days depends on the number of volunteers. (No refunds will be given for pre-paid lunches.)
4. All food will be consumed in the lunch table areas unless otherwise authorized by faculty or administration. There is no eating or drinking allowed in the locker area, basketball court, or on the stairs.
5. Students may not sit or eat in vehicles that are parked in the school parking lot.
6. Good manners in eating, talking, and in cleaning up after oneself are required of each student.
7. Microwaves are available for upper school student use only.

M. Parent Visitors

1. Parents are invited and encouraged to visit the school. Please make an appointment for your visit and sign in at the office before visiting any classroom.
2. All persons, including parents, visiting the campus must check in at the office and obtain a visitor's badge, which must be worn so it is visible at all times.
3. All visitors should endeavor to abide by all school policies.
4. Parents dropping off lunches should not stay to eat with their children unless previously approved by the administration.

N. Student Visitors

1. Students seeking admission to AcaciaWood Preparatory Academy are permitted to visit AcaciaWood for a maximum of two (2) days provided they have made prior (one week) arrangements with the administration.
2. Student visitors at lunch time are permitted provided all policies of this section (student visitors) are followed. A two-day advanced notification is required.

3. Student visitors must wear a visitor's pass during the course of their visit that is worn visibly on a shirt collar.
4. All visiting students are expected to keep school policies and conform to the school dress code (girls must wear skirts and blouses; boys wear slacks and shirts with collars.)

O. Injury and Illness at School

1. In the event a student is injured or too ill to remain at school, he/she will be given emergency first aid, sent home as deemed appropriate, or be taken to the nearest hospital emergency room.
2. A student who is sick or injured should immediately notify his teacher so proper care can be given. The office will make every attempt to contact a parent in the event of the need for emergency care.
3. No student is allowed to possess medication on campus. Medication must be brought to the school office along with a permission note from the parent in order for the school staff to administer the medication according to the proper dosage.
4. The giving and receiving of medications by students is strictly prohibited. Students violating this policy are subject to disciplinary action.
5. In order for the school to administer over-the-counter non-prescription drugs (such as Ibuprofen, etc.), parents must complete and sign a Non-Prescription Drug Permission form and have it on file in the school office.

P. Textbooks

1. Textbooks are purchased by the school for use by the students who pay an annual book fee for the use of the books. The textbooks are very expensive and must last a number of years.
2. Covers are required to be on all textbooks for the entire year.
3. Textbooks will be evaluated at the end of the semester/year, and fines will be imposed for lost books or books that have been abused; reasonable wear and tear is accepted. No writing in textbooks is allowed.
4. Reports cards and transcripts may be withheld if book fines are not paid.

Q. Gum-Free Campus

1. Acaciawood Preparatory Academy is a "gum-free" campus.
2. There is to be no gum chewing at any time on the entire campus. All students, visitors, and parents are asked to follow this policy.
3. This policy also applies to evening school assemblies and after school activities.

R. Mobile Technology

1. Portable digital devices such as laptops, notebooks, Chromebooks, iPads® and other similar mobile technology will not be allowed to be used in a classroom without teacher approval.
2. Mobile technology that is brought to school for downloading and listening to music, viewing photos or videos or other such activities without teacher permission will be confiscated for a minimum of one week.
3. Students who have permission to use mobile technology on campus and abuse the use of the technology will lose the privilege to use the devices.

VI. ABSENCE AND TARDY POLICIES

The attendance policies of the school are designed to promote the goals of the school. Good attendance is essential for academic success and is necessary for promoting the safety and welfare of students, because parents and the school know where they are. Moreover, attendance is required by the law.

The school seeks to produce persons of character, accomplished learners, productive, goal-oriented workers, and responsible citizens. It is essential that students develop lifelong habits of punctuality and dependability. The classroom experience is a crucial part of a student's education. While work can be made up at home, it does not equal lectures, discussions, and classroom activities. Schools and businesses expect that their students and employees will have reliable attendance patterns. Training in punctuality and accountability is a necessary way to take care of others in society.

It is the parents who have the primary responsibility and means to develop positive habits of prompt and regular attendance. The school's procedures are designed to assist parents in carrying out their responsibility to help students recognize the importance of regular and prompt attendance.

A. Parent/Guardian Responsibilities

1. Understand the absence and tardy policies of the school.
2. Schedule medical appointments and family vacations at times that will not conflict with school.
3. Telephone the school office before 8:45 AM to report the nature and anticipated length of absence for any part of the day. Submit a note to the office confirming the absence when the student returns to school.
4. Sign the student in (or out) when a student must arrive late or leave early; in the case of students who drive, a parent or guardian must call the office in advance for the school to be able to admit (or release) the student. *Students must be signed out/in in all cases so the office knows the whereabouts of each student at all times.*
5. Notify the school as soon as possible by telephone when a student must be absent for a death in the family.
6. Submit a doctor's note to the office when a student is ill for more than three days for the same illness.
7. Fill out the Personal Leave form and submit it no later than seven (7) days in advance to the teacher(s) when your student will be absent for personal leave.

B. Student Responsibilities

1. Submit a note to the office verifying an absence upon returning to school.
2. Present the Re-admittance to Class form to each teacher in the classes that have been missed on the day of returning to school from an absence. The work that was missed will be noted by each teacher in the space provided on the back of the form, along with a plan for when the work is due.
3. Make up missed assignments.
4. Contact the teacher personally ahead of time if a student is unable, because of an excused absence, to complete a long-term assignment by the due date, such as a research paper or project; otherwise, the major assignment must be submitted on the assigned due date regardless of attendance, or a grading penalty will result.

5. School work and tests may not be made up for unexcused absences and suspensions.

C. School Responsibilities

1. Notify the parent or guardian of any student who has not arrived on campus if a phone call from the parent or guardian has not been received by 8:45 AM. in order for the parent to check on the status of the student.
2. Notify teachers of students who will miss class due to a school conference or school-sponsored event such as a Jr. AGATE outing, sports competition, etc.
3. Teachers will incorporate measures to encourage regular attendance into their class policy, in addition to the school-wide incentive policies stated in this handbook.
4. Teachers will discuss the ramifications of absences and tardiness with the students.
5. Teachers also will contact the parents when attendance, participation, and/or other circumstances affect the student's progress in their class.

D. Excused Absences

1. Maximum Limit: Depends on the number of times a class meets each week for the block schedule, as listed in Section E below.
2. Illness A child should not attend school with any of the following conditions: temperature of 100° or above, vomiting or diarrhea, nasal discharge of yellow/green color, cough in combination with any of the above, an unidentified rash, any contagious or communicable condition, including conjunctivitis, head lice, etc. Students should not return to school until after 24 hours have elapsed since the last episode of any of the above conditions.
3. Medical Appointments Avoid scheduling dental, orthodontic, immunization, medical and similar appointments during school hours.
4. Death in the immediate family
5. Emergency situations due to natural or man-made disasters
6. School Events School-sponsored field trips and competition during school hours (AGATE outings, CIF sports, National History Day, science fair, AP exams, TOEFL exams)
7. School Conference Meeting with a teacher or an administrator
8. Official Appointments: immigration hearings, jury duty, volunteering at voting booths (once a year), and other civic service. Appointments at DMV do not qualify.

E. Excessive Absences

1. Any absence affects learning in a classroom setting. Sickness, medical appointments, death in the family, count toward the maximum limit of absence per class per semester. This includes partial day absences.
2. Personal leave days do not count against the maximum limit.
3. If a student exceeds the maximum number of absences of absence in any class per semester, the academic grade at the end of the semester for that class may be reduced by ten percent (one letter grade). The teachers will not deduct the points; rather, the grade deduction may be applied, if appropriate, following an administrative review.
4. If more than the maximum absences are missed in a class per semester, the parent and student must schedule an attendance review conference with the administration.
5. Warning letters will be sent home after the 2nd absence for TTH classes, after the 3rd absence for MWF classes, and after the 5th absence for M-F classes. Parents, however, should not rely solely on the school records. All parents should also

maintain records of their student's attendance record to maintain good school attendance.

6. Maximum Absences for Upper School:
 - a. Four classes for those meeting twice a week (TTH)
 - b. Five classes for those meeting three times a week (MWF)
 - c. Seven classes for first period (M-F)
 - d. Ten percent of class for all other classes (ACE, PE, TA, office aide, etc.)
7. Maximum Absences for Elementary School will be determined on a case by case basis.
8. Students who miss more than fourteen days of school in a school year are not eligible for Academic Achievement Awards. Eligibility for AGATE and Jr. AGATE will be evaluated on a case by case basis.

F. PE Absences

1. PE is a required, graded class and all attendance policies apply. The only exception to participating in PE is a physical limitation.
2. A note must be sent to school office at the beginning of the school day on the day of the limitation. If the limitation affects Friday PE, your student must be picked up prior to the start of PE. If a student is present on campus during PE, regardless of having a note to be excused, the student must dress for PE and participate to whatever extent he/she is able. At a minimum, the student can walk, assist the teacher, or participate in other light exercises.
3. Missing more than 5 PE classes (for Jr. High) or 6 classes (for High School) in a semester may result in a "Fail" grade for that semester. A meeting will be scheduled with the administration and family.

G. Personal Leave

1. During the school year, the family of a student has the option of taking off three (3) days per year according to their discretion.
2. Fill out the Personal Leave form and submit it no later than seven (7) days in advance to the teacher(s) when your student will be absent for personal leave. Failure to follow these guidelines will result in an unexcused absence (See VI.1.5), and a PE detention must be served for elementary school students. The missed work in this case may be made up and the detention served will not affect Jr AGATE status. For upper school students, the unexcused absence will result in a detention; work can be made up (for no credit) at the teacher's discretion. The detention will count against a suspension if detentions accumulate beyond the limit of three.
3. Purpose: Personal leave is not meant to be used for the senior trip or for other group outings because this disrupts class instruction. It can be used as family vacation, college visitation, National History Day research and preparation, etc.
4. Advanced Notification: The school should be notified no later than seven (7) days in advance. Students must prepare and route a Personal Leave form to all affected teachers. The teachers can use the form to notify students and their parents of assignments that will be missed.
5. Re-admittance to Class form must be obtained from the office when the student returns to school and must be presented to all the teachers; the teachers will confirm the assignments that have been missed and may add additional work that has been done by the class during the absence.
6. Personal leave will not count toward the limit of seven (7) days of absence per class per semester.

7. Parents are encouraged to use summer, winter, and spring breaks to visit college campuses with their students in preparation for selecting colleges to attend.
8. The minimum period deducted for personal leave is half a day.

H. Chronic/Extended Illness

1. If a situation such as a chronic medical condition or extended illness causes a student to be absent more than seven (7) days a semester, the student and parents must schedule an attendance review conference with the administration. A work plan must be set up with the school to ensure the continued schooling of a student as he or she has the capacity to work.
2. Documentation from a physician is required, along with the physician's recommendation for how much work the student should be expected to accomplish.
3. Students may use vacation days and/or weeks in the summer to complete course work based on the approved work plan. (All course-work must be completed and submitted for grading no later than three weeks prior to the next school year.)
4. Students who must take extended leave from school will not be eligible for Acaciawood achievement awards including AGATE or JR. AGATE.
5. Grades will be shown as "Incomplete" until all the course and final exams are taken. The student will be given up to one additional semester to complete all the work to convert the "Incomplete" to a full grade.

I. Unexcused Absences

1. Any absence not listed as excused above is unexcused. (See D above.)
2. Any absence reported after the occurrence is unexcused.
3. Work, including tests and major assignments, due the day of an unexcused absence cannot be made up for a grade. A teacher may still require that the work missed be made up with no credit given.
4. An unexcused absence will result in a two-hour detention for upper school students. Three (3) unexcused absences constitute truancy.
5. Personal Leave Forms must be submitted no less than 7 days in advance of the absence.
6. One unexcused absence results in disqualification from AGATE.

J. Truancy

1. According to California law, any student who is absent from school without a valid excuse for three (3) full days or is tardy or absent more than any 30-minute period during the school day without a valid excuse on three occasions in one school year, or any combination thereof, is truant.
2. If a student is truant, several measures can be taken by Acaciawood Preparatory Academy, including:
 - a. Suspension for a day; the schoolwork for the day cannot be made up
 - b. Jr. AGATE and AGATE membership will be forfeited for the quarter in which truancy occurs
 - c. Faculty Commendation award will not be considered
 - d. Golden Eagle award will not be considered
 - e. Reduction of the grade for a class (10%)
 - f. Notation of the suspension will appear in letters of recommendation written by school personnel and in the student's permanent file
 - g. Reporting of truancy to state authorities

3. According to California law, if a student is classified as truant by state authorities, the California Education Code provides for various measures, which include, but are not limited to:
 - a. Parents or guardians may be subject to prosecution
 - b. The pupil may be subject to prosecution in juvenile court
 - c. The pupil may be subject to suspension, restriction, or delay of driver's license

K. Tardies

1. A student is tardy when not seated in class when the bell rings. Students must obtain a "Class Admit" form from the school office if they are tardy.
2. If a student misses more than 30 minutes of class, it will be considered an unexcused absence, not tardy.
3. A tardy caused by a parent or another sibling in the household, will not accrue against the student if a written statement signed by the parent is submitted and a meeting is held with the school. The parent must pay a fine of \$25 or serve a detention if the parent was at fault. Only one parent detention can be served per academic year. Every subsequent tardy will be a \$25 fine. If the sibling caused the tardy, the sibling will be charged with the unexcused tardy. This policy will apply only once per family per year.
4. Three unexcused tardies per quarter will result in a two-hour detention for upper school. Other penalties will apply for elementary school. Six unexcused tardies in a semester will be counted as one unexcused day of absence and will result in disqualification from AGATE. If nine unexcused tardies accrue per semester, the student will be suspended from school for one day with a note of the suspension being placed in the student's permanent record.
5. A warning letter or e-mail may be sent home after the fifth tardy, but parents should also maintain records of their student's attendance records.

L. Excused Tardies

1. If a teacher or administrator needs time to talk to a student during class, an excused tardy note must be issued by the person causing the tardy for admittance into class with no penalty.
2. Tardies because of participation in school-sponsored field trips and competition during school hours (AGATE outings, team sports, National History Day, science fair, etc.). The office is responsible to notify teachers of tardies because of this reason.
3. Tardies because of traffic are excused on the following conditions: five (5) per quarter for a long commute from outside of Anaheim; two (2) per quarter for a short commute from within Anaheim. Tardies because of traffic in excess of the quarterly limit are considered unexcused.

VII. SPORTS AND OTHER CO-CURRICULAR ACTIVITIES

Acaciawood Preparatory Academy is first and foremost an educational institution. Our principal goal is to help students reach their greatest potential in their academic life. Athletic programs and other club activities are viewed as co-curricular activities which can enhance the student's character training. They should, however, never interfere with the academic process

A. Athletic Eligibility

1. Acaciawood will adhere to and all students must meet the academic eligibility requirements of the California Interscholastic Federation (CIF) Southern Section, as listed in its Blue Book, Constitution, By-laws, and Rulings, latest edition.
2. Any student enrolled in Acaciawood Preparatory Academy (AWP) between ninth and twelfth grades is eligible to participate in the sports program. Students who turn 19 years of age prior to June 15 shall not be eligible to participate or practice with the school team.
3. Eligibility for fall and winter sports will be determined by an administrative review of grades, in accord with the academic eligibility requirements of the California Interscholastic Federation (CIF) Southern Section, as listed in its Blue Book, Constitution, By-laws, and Rulings, latest edition.
4. Any athlete who is suspended from school will be suspended from practicing or playing on a sports team until the offense is resolved satisfactorily with the school. Expulsion from school will result in dismissal from the team.

B. Player Clearance

1. All athletes desiring to participate in sports during the next school year must complete and turn in an Athletic Clearance Packet before June 1.
2. Any student not meeting the June 1 deadline will be unable to practice or play in any game until a completed packet is turned in and the athletic fee has been paid.
3. Clearance Packet includes but is not limited to the following forms: Liability Waiver; Proof of Insurance; Medical Release; Physical Exam; CIF Code of Conduct Agreement; Transportation Liability Waiver.
4. An annual physical exam or statement by a medical doctor certifying the student is physically fit to participate in athletics is required.
5. All athletes must call the office if they are sick and cannot attend a morning practice. Class and all other attendance policies apply to all athletes.

C. Attendance Requirements

1. Athletes must be present at school for the entire day including club commitments in order to participate in practice that day. Athletes are required to attend all practice sessions in accordance with the coach's directions to be eligible to play. If an athlete has too many unexcused absences he/she may be cut from the team.
2. Athletes must be present at school for the entire day in order to play in a game that day.
3. Any athlete absent the day after a game will not be eligible to play in the following game. Athletes must abide by the absenteeism rules set up by the coaching staff.

D. PE Credit

1. Students receive one year of PE credit for each full season of sport played during a school year. However, athletes must join PE before and after the season.
2. If a student is ineligible for the team due to disciplinary action or grades for more than one half of the season, then PE class credit will not be granted. The student must take regular PE if there is a shortage of PE credits for graduation.

E. Clubs and Activities

1. Acaciawood provides a variety of after school clubs and activities that students can join, such as student government, community service club, media production club, math club, drama club, and yearbook.
2. Similar scholastic eligibility rules for sports apply to co-curricular activities. Students must maintain an overall 2.0 grade point average in order to remain eligible to participate in these co-curricular activities.
3. Officers of clubs and ASB officers must maintain an overall grade point average of 3.0.
4. Parents should consider limiting the number of clubs their students participate in if academic performance is sacrificed.
5. Students will not be allowed to join more than two school clubs each year, not including athletic teams. Students who join a club are expected to be responsible to commit themselves to the club for the entire year.
6. Colleges expect students to participate and be faithful in a few clubs during their high school years. Quality is more important than quantity. Leadership roles such as club officers or committee chairperson with specific accomplishments are esteemed more highly by colleges rather than merely joining many clubs.

VIII. SCHOOL PARTNERSHIP/BOARD/SMART Tuition

A. Complaints

The education and character training of our young people is the responsibility of both Acaciawood Preparatory Academy and the parents. This partnership requires mutual support and encouragement to be successful. If your child complains about a policy, discipline, or situation at school, we would ask you to please consider the following:

1. Understand the rules. There is a reason for every rule, i.e., the maintenance of discipline, the strengthening of character, etc., the violation of which has repercussions for both the development of the student and the atmosphere of the school. Questions related to these rules and their enforcement should be directed to the administration and/or faculty.
2. Obtain the facts. In the recounting of events, facts are often selectively presented by the participants. Please contact the administration and/or faculty to gain a broader perspective of any situation that raises concern. Please contact Acaciawood Preparatory Academy at any time to verify the facts and circumstances that have caused concern.
4. Exercise forbearance. Please refrain from expressing opinions or reacting in front of your children until all the facts are known, and then work with the school to correct any problems that may exist.
5. Maintain one accord. Parents who hold views contrary to the school and express them publicly or create factions among the parents will be asked to withdraw their children from Acaciawood Preparatory Academy.

B. Parent Support Group

1. In order to strengthen the school partnership of education and character training, the parents of AWP have organized as a team to assist the school in the administrative, faculty, and special event needs of AWP. The parent support group (PSG) was formed to provide opportunities for volunteer service to assist the school.
2. Dues are collected by the school at registration time as listed in the enrollment contract. Dues are used to fund appreciation gifts for teachers as well as to pay for miscellaneous items to support the school and its faculty.
3. Among some of the activities that the PSG has supported and/or organized include: college visitation, teacher appreciation events, science fair judging, operation of food concessions at bi-annual trainings, fund-raising projects, field trip drivers/assistants, student recruitment, school campus work days, emergency phone chain, earthquake survival kits and faculty or board meeting meals. The PSG takes on other projects as requested by the school or as the needs arise. If each parent will volunteer during the year, much can be accomplished with no single parent bearing too much of the burden.
4. The PSG requires each family to donate at least 36 hours of school service each year. If a family cannot serve, their Smart Tuition account will be charged \$360 as a school service donation. Service to the school includes the following activities:
 - a. Providing snacks or meal for: faculty and board meetings, awards assembly, music performance, and other special school function
 - b. Supporting school campus work days or doing gardening/ maintenance
 - c. Serving on the food concessions during both annual summer and winter trainings
 - d. Cleaning rooms and rearranging chairs

- e. Participating in one other PSG activity during the year such as, but not limited to: Teacher Appreciation events, Jog-a-Thon, Authors' Tea, Family Fun Night, Spirit Week.
5. In addition, parents may volunteer up to 15 hours per month to reduce their monthly tuition by \$150. Parents must first serve to accrue credit for their 36 school service hours before tuition is reduced by \$10 per hour of voluntary service.
6. Parents can volunteer for the activities of their choice by filling out a PSG Service form provided by the PSG which are available at PSG meetings and at the school office.

C. Board of Trustees

1. Acaciawood is a 501c3 non-profit organization governed by a Board of Trustees, consisting of up to eight trustees including the school principal who serves as the board president. The duties and responsibilities of the trustees are defined by the Articles of Incorporation for Acaciawood Preparatory Academy. All trustees serve without compensation.
2. The Board conducts meeting in accord with the Articles of Incorporation. It also holds at least two regular meetings with parents and teachers each year and one meeting with the seniors prior to graduation to gain input on their experience at Acaciawood Prep.
3. The Board meets regularly each month, sometimes an hour before the monthly parent support group meeting. The meeting schedule is posted on the school calendar.
4. Parents who wish to meet the Board to discuss school matters should make an appointment for this purpose by contacting the principal or any Board member.
5. A list of the current Board of Trustees is listed on the school website or available from the administrative staff upon request.

D. SMART Tuition

1. The parent-school partnership has been strengthened by SMART Tuition (ST), a school fee management company. All families who enroll in Acaciawood Prep are required to also enroll with ST and pay the annual ST enrollment fee. Detailed information is available on the ST website at: www.Smarttuition.com.
2. ST also offers Smart Tuition Financial Aid Analysis Service (STFAAS) which will handle the financial aid process for the school prior to the parents meeting with the Acaciawood finance committee. Enrollment fees for STFAAS will be paid by the parents. Parents will now make all major school payments through ST.
3. In addition, ST will assist in the management of the parents' volunteer and school service hours. Details are explained on the school website or on the Parent Service information form.
4. The payments that ST will manage will include, but not be limited to: registration/books and tuition, PSG dues, athletic fee, ESL fee, science lab fee, NHD photocopy fee, hot lunch, lost/damaged textbooks, homework detention fee, English novels, and senior/graduation fees.
5. Families will be able to view their account information at any time by logging into their account at the ST website.

6. Parents will be able to discuss their account information or have their questions answered by using the 24hr/365 day, ST help desk at: 888-868-8828. Parents can also contact ST through their website at: www.smarttuition.com.