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I. ACACIAWOOD SCHOOL ETHOS

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

School should be work. It should be hard. 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 graduate be a person of character, an accomplished learner, a productive worker, and a responsible citizen. Join us in this aspiration and endeavor.

A. Vision Statement

Our vision is that students graduating from Acaciawood School 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 School 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 School. 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. Expected Schoolwide 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.

D. Statement of Non-Discrimination

Acaciawood School 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, scholarship programs, and athletic, or other school-administered programs.

E. Accreditation Status

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

F. Non-profit Corporation

Acaciawood School, Incorporated, 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
Fax: (714) 995-4023
E-mail: office@awschool.org
Website: www.awschool.org

Acaciawood office hours of operation are from 7:45 AM—3:45 PM. The school day begins at 8:10 am and dismissal is at 3:10 pm daily. Please see the school calendar for early dismissal days when dismissal is at 1:10 pm.

B. Website

Parents are encouraged to use the school website for detailed information regarding the school including school calendar, schedule and direction to athletic events, and registration information. Most school forms including those required for registration are available on the website and can be printed for family use.

Please direct new families interested in possibly enrolling their children to the school website: www.awschool.org.

C. Admission Policy

1. Admission Procedures

- a. An application is required to be completed and returned to the school.
- b. An admission interview will be scheduled for all junior high and high school students and their parents with the school principal/assistant principal. An interview will be scheduled for all elementary school students with the grade-appropriate elementary school teacher.
- c. 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.
- d. After the interview, testing, and a review of two years of report cards, a determination will be made whether or not the student is accepted for enrollment.
- e. After acceptance, an enrollment and tuition contract must be completed and returned to the school with appropriate fees. All

initial fees must be paid at least two weeks prior to the start of classes.

- f. Families must provide current immunization records to the office before the student can attend class. Please submit this to the office with the enrollment contract.

2. 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.
- c. Students in grades 7 through 12 must verbally commit their willingness to attend Acaciawood School during the admission interview.
- d. Each student must be willing to abide by all the procedures and rules of Acaciawood School.
- e. All students in grades 7 through 12 will sign an ethics contract regarding school regulations and policies during the first two weeks of school.

3. Requirements for International Students

- a. Acaciawood School accepts international students and issues Form I-20 so that students residing outside of the United States may obtain visas for studying at Acaciawood School.
- b. International students have special requirement for admission. Consult the school website (www.awschool.org) for current requirements and contact the office for current fees and tuition schedules.

D. Tuition, Fees, and Payment Policies

1. Current tuition and fee rates are published each spring at re-enrollment time. Each parent/guardian is furnished with an Enrollment and Tuition Contract after their child's acceptance for admission.
2. Tuition payments can be made as a lump-sum payment or prorated on a 12-month payment schedule. Please follow the payment schedule you indicate on the enrollment form.
3. Registration fees are due in full by April 5. Book/Activity fees are due in full by August 5.

4. Payments for tuition are due on the fifth day of each month. Timely and regular payments are essential to enable the school to meet its financial obligations. Any payments not received by the tenth of the month will be considered past due and assessed a late fee of 5% per month on the unpaid balance of delinquent accounts.
 5. 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 or by phone to work out a payment plan.
 6. New students enrolling at mid-term will pay full registration and book fees.
 7. Tuition costs will be adjusted as necessary, depending on the date of enrollment.
 8. Tuition is non-refundable. 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.
9. If a written notice of withdrawal is delivered to the school no later than July 15, tuition and fees will be returned in full.

III. CURRICULUM INFORMATION

A. High School Program (See Table 1)

1. Underlined courses on Table 1 are University of California System approved courses. Honors eligibility requires a 3.3 GPA and a teacher's recommendation for transfer students, and a B+ in the previous core course for all students. Parents and students may request honors courses at orientation night, but teachers will make the final decision. Students in honors courses are given the opportunity to take the AP exams every year.
2. The State of California requires two years (four semesters) of physical education (PE) in high school. PE is a pass/fail course for credit. In order to receive one semester credit for PE, students must attend a minimum of 80 percent of the PE classes per semester.

B. Junior High Program (See Table 2)

C. Elementary 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 includes music and physical education.

D. Progress Reports

1. Progress Reports
 - a. Progress reports are sent whenever a teacher deems it necessary.
 - b. Progress reports also will be provided at mid-quarter intervals.
2. Quarter and Semester Grade Reports
 - a. 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. Quarter grades will be mailed to the parents/guardians.
 - c. Semester grades are recorded on the permanent transcript.
 - d. Semester grades will be mailed to the parents/guardians.

3. Transcripts

- a. An academic record of all work attempted and/or completed during the time at Acaciawood School will be maintained. This record is necessary for any transferring student or for college application.
- b. Requests for transcripts may be submitted at 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 \$3 to be paid at the time of request.

4. Course Requirements

- a. All courses at Acaciawood 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 system. 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.
- b. Any course not completed will result in a failing grade.
- c. No course with a grade of A through D can be repeated for credit.
- d. A grade earned in a repeated course (due to failure) will be averaged with grade from the previous course in computing the GPA.
- e. 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.
- f. Graduation requires a minimum overall GPA of 2.0 and a minimum of 220 credits.
- g. Students in honors classes must maintain a minimum grade of 3.0 for the course at every grading period.
- h. Students are not allowed to add, drop, or change a course after the third week of class, and such changes are allowed only during the first and third quarters.

5. Math Advancement Policy
 - a. In order to have the necessary math skills to advance to the next level, students must have a C or better in the preceding course.
 - b. Students ineligible to progress must repeat the course in summer school or at Acaciawood the following year if unable to take summer school.
 - c. Student entering grade 9 must be prepared to take Algebra 2.

6. Spanish Advancement Policy
 - a. Acaciawood requires four 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.

7. 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. P.E. is not included in computing 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.

E. Acaciawood Awards and Recognition

1. Academic Achievement Awards
 - a. High academic standing is the primary factor in conferring these awards. Contributing factors include class participation, motivation, enthusiasm for the subject, overall effort, and attendance.
 - b. One upper school (jr. high and high school) student in each core course is recognized at the end of the year.

2. AGATE Society
 - a. AGATE is Acaciawood's honor society for upper school students who demonstrate high standard and strong character in their work ethic related to school work.

- 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, homework completion in a timely and quality manner, good classroom 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. AGATE status will be indicated on mid-quarter progress reports and on quarter and semester grade reports.
- d. Membership is awarded to all eligible 7-12 grade students each quarter.

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. Membership is awarded to all eligible 2-6 grade students each quarter.
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 criteria for this award is based on one of the following: outstanding citizenship, academic improvement, superior effort, community/school involvement, or leadership.
 - b. It is awarded to those recommended by the faculty at each quarter.
6. Golden Eagle Award
 - a. The Golden Eagle Award 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 upper school student can be recognized quarterly, based on faculty consensus.
7. Principal's Award for Outstanding Leadership and Service

This award is awarded at the sole discretion of the principal, based on demonstrated, observable, and exemplary patterns of leadership and service.

8. Honor Roll
 - a. The criteria 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.

9. Principal's List
 - a. The criteria for being placed on the Principal's List for junior high and senior high school students is attainment of a 4.0 or higher grade point average.
 - b. The Principal's List is awarded to all eligible students at the end of each semester.
 - c. Students must be enrolled in six periods of Acaciawood School courses to be eligible. Students who opt out of the Acaciawood School courses are eligible for the Honor Roll.

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 complete all required courses at Acaciawood School while attending Acaciawood.

IV. 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. This standardized dress code is outlined below and is also stated in more detail in the AWS School Uniform Handout available in the office and also on the school website (www.awschool.org) . Students are responsible to maintain the integrity of the uniform.

1. General
 - a. The dress code is in effect for all students while they are on campus. Uniforms are to be properly worn at all times.

- b. No cosmetics, including nail polish, or jewelry may be worn. **Jewelry will be confiscated and not returned.**
- c. Hats are not to be worn or brought to campus without the express consent from faculty or staff for field trips or off campus activities.
- d. Only uniform sweaters, sweat shirts, and jackets may be worn to school as outerwear. Refer to the AWS School Uniform Handout on the school website (www.awschool.org) for more details.
- e. Hair coloring, tinting, or highlighting will not be allowed. Students will be required to recolor their hair to its natural color until natural hair growth restores the original natural color.
- f. Any item that does not maintain the integrity of the uniform is prohibited.
- g. Any uniform item that is tattered, faded, or worn in appearance must be replaced.

2. Guidelines for Girls

- a. Uniforms include khaki skirts, mid-calf in length, worn at the waist and a green, tucked-in, Acacia wood polo shirt. Above the ankle plain white or khaki socks, knee high nylons or hose with black or brown dress shoes with no open toe, heel, or sides. No heel higher than one inch. No canvas, sneakers, boots, or above ankle shoes.
- b. No hair styles that are distracting or exemplify an attitude of rebellion.
- c. Belts must be worn and visible..

3. Guidelines for Boys

- a. Uniform attire consists of khaki corduroy pants worn at the waist (properly fitted), a length-appropriate brown or black belt, green, tucked-in, Acacia wood polo shirt, and black or brown dress shoes. No platform, canvas, sneakers, boots, or above the ankle shoes. Belts must be visible.
- b. Hair is to be neatly trimmed and may not extend over the ears or over the collar. No hair styles that express or exemplify an attitude of rebellion or inappropriate life style.
- c. Facial hair of all boys must be clean shaven. Sideburns may extend no lower than the middle of the ear.
- d. Only white t-shirts may be worn under polo shirts.

4. Physical Education Uniforms

- a. Uniform green shorts with school logo.

- b. Any Acaciawood School logo t-shirts or a plain (no emblems or lettering) navy blue t-shirt.
- c. Long navy blue sweat pants may be worn.
- d. Shoes must be athletic shoes designed for physical fitness training. Socks must be worn.

5. Sports Program Uniforms

- a. PE uniform
- b. Acaciawood School sports jersey

6. Violations

- a. Failure to comply with dress standards will be addressed with the individual offender. In most instances the offender will be required to return home or have a parent supply the appropriate clothing. Parents are responsible to insure proper dress code compliance.
- b. Three (3) dress code violations will result in a detention, one detention disqualifies a student from AGATE society, and may include other disciplinary measures to enforce compliance, such as suspension.

B. Prohibited Items

1. 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, etc.) used to record and listen to music 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.
5. Calculators, electronic dictionaries, and pocket digital assistants (PDA) that are used for games during class will be confiscated for one week.

C. Homework Policy

Homework is an integral part of the school program and is given for:

1. Extension: An essential continuation of the learning process from the classroom to the home.
2. Practice: Following classroom explanation, illustration, and drill on new work; homework is given so that the material will be mastered.
3. Remedial Work: As instruction progresses, various weak points in a student's grasp of a topic become evident. Homework is given to aid the student to overcome such difficulties.
4. 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.
5. Students must complete his/her homework on time to receive full credit.

D. Standards of Conduct: Strong in Character, High in Standard

1. Attending Acaciawood School 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.
4. Each upper school student will sign a Ethics Contract (during the first two weeks of school) with the administration each year, which reads as follows:

**ACACIAWOOD SCHOOL
AND ACACIAWOOD COLLEGE PREPARATORY ACADEMY
ETHICS CONTRACT**

I hereby understand and acknowledge that one of the primary goals of Acaciawood School 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. To have a cooperative and respectful attitude towards all faculty members and other students.
2. To abide by the school's dress code, academic integrity code, and other school rules, regulations, and policies.
3. To stand against the conduct of others that would damage the goals or integrity of the school.
4. To be responsible in completing all homework and special project assignments to the best of my ability.

I will refrain from:

1. Damage against physical property
2. Smoking, drinking, gambling, and drugs
3. Inappropriate boy/girl relationships
4. Indecent and immoral conduct
5. Physical violence
6. Profanity, written or verbal harassment
7. Cheating and plagiarizing

I understand that it is a privilege to attend Acaciawood, and that this privilege can be removed 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.

Student's Signature _____

Date _____

E. Discipline: Suspension and Expulsion

Discipline augments the two central objectives of the school: character development and learning. It refers to the orderly attention to details, responsibility, accountability, diligence, respect, obedience, and other character traits that develop the whole person to be useful to the Lord and society. The following behaviors will **automatically** result in discipline from the Dean of Students and/or Principal and may be grounds for suspension or expulsion from school:

1. Disrespect shown to any faculty or staff member.
2. Dishonesty in any situation while at school.
3. Disobedience in response to instructions.
4. Fighting; i.e., striking in anger with the intention to harm another student or any gang-related activity
5. Profanity, verbal or written harassment
6. Possession or use (including Internet sites) of any prohibited, obscene, or offensive material.
7. The use of alcohol, tobacco, and drugs.
8. Boy/girl relationships, which include any inappropriate affection or conduct.
9. Any behavior which is damaging to one's self, others, or the school
10. Cheating or plagiarizing on homework, quizzes, tests, or projects.

The administration and faculty will attempt to resolve each case of misconduct as described above with the student and parent/guardian. Determination of suspension or expulsion will be at the sole discretion of the Acaciawood administration. Parents will be given written notice explaining the incident, reason, and length of suspension or expulsion. A suspended student will be readmitted to school only after satisfactory completion of a parent-student conference with the Dean of Students and/or Principal. An expelled student must seek admittance to another school.

F. Discipline: Detentions

1. Detentions will be issued when deemed appropriate for misbehavior or disregard for the school rules.
2. A one-hour work detention will be issued for any tardy to an all-school assembly.
3. Detentions can be served during lunch period, after school, or on Saturday, as determined by the school.
4. For all detentions, parents will be given a detention notice to sign and return. The form explains the reason for the detention and provides information such as the date and duration of the detention.

G. School Computers

1. School computers are not to be used except for designated classroom uses. Portable memory devices (CD, disks, zip drives) from home must be shown to teacher and scanned for viruses prior to use on school computers.
2. Students are not allowed in the computer room without adult supervision, i.e., an adult in the computer lab.
3. Students may use computers after school hours with permission if they do not have a computer at home to accomplish a specific computer-related task.
4. Students may not use the computer lab 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 e-mail.

H. Phone Usage

1. School Phones: Students will only be allowed to use the office phone for emergencies. The classroom phones are off limits to students at all times.
2. Cell Phones
 - a. Cellular phones may be brought to school.
 - b. No use of cell phones is allowed in class. Cell phones should not be visible or heard in class. Violations of this policy, intentional or otherwise, will result in confiscation of the phone for a minimum of one week.
 - c. Emergency calls to a student should be routed through the front office, rather than directly to the student via their cell phone.

I. Locker Usage

1. Students will be assigned a locker and are expected to use the assigned lock.
2. Students may not decorate lockers or hang anything on the walls of the locker.
3. The school reserves the right to search and inspect lockers anytime it deems necessary. Students should keep their lockers neat and orderly.
4. Students must keep their lockers locked during weekends and after school hours.

5. Lockers are a privilege which may be taken away if misused.

J. Emergencies/School Closure

1. Natural disasters or other events may necessitate the early dismissal, late start, or closure of Acaciawood School.
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/guardians in these circumstances to arrange for transportation from the school to home.
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 and water is stored on site.

K. Closed Campus

1. Acaciawood is a closed campus. Once students arrive at school, they may not leave the campus for any reason without the permission of the administration.
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, 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.

L. Before and After School Guidelines

1. Students are allowed admittance to classrooms ten (10) minutes prior to the start of school. Students are to be off campus fifteen (15) minutes after the end of school. Parents must notify the office in case of any emergency that does not allow pick-up on time.
2. Only by special permission from a teacher or the administration may a student remain on campus after the pick-up time. This includes scheduled club meetings and activities when a faculty sponsor is present.
3. Dress code standards apply at all times while a student is on campus.
4. After-school care is provided only for those students who have registered and paid for those services.
5. Children not enrolled in Acaciawood School will not be allowed on the school campus except in the administrative offices area and

when accompanied by an adult, unless special permission is granted by the administration office.

M. Transportation

1. Families are responsible for timely delivery and pick up of their children to/from Acaciawood School. Parents should pick up their students no later than 15 minutes after school dismissal.
2. Only students with valid driver's licenses may drive to school. Student drivers in 11th and 12th grade must park in designated areas, as defined by the school administration.
3. Acaciawood school is not allowed to park in the stalls adjacent to the church business office. The spaces are reserved exclusively for church use.
4. Driving privileges to school can be revoked at any time if a student abuses the privilege in any way, such as speeding, reckless driving, etc.

N. Lunch

1. Lunches and snacks must be brought from home. The snack bar offers only limited food and beverages to the upper school.
2. All food will be consumed in the lunch table areas unless otherwise authorized by faculty or administration. There is no eating allowed in the locker area or on the stairs.
3. Good manners in eating, talking, and in cleaning up after oneself are required of each student.
4. Microwaves and hot water are available at the snack bar for the upper school students' use.
5. No refunds will be given for pre-paid lunches.
6. Students may not sit or eat in vehicles that are parked in the school parking lot.

O. Parent Visitors

1. Parents are invited and encouraged to visit the school at any time. For mutual convenience, please make an appointment for your visit and sign in at the office before visiting any classroom.
2. All persons visiting the campus must check in at the office and obtain a visitor's badge, which must be worn on or near the shirt collar.

P. Student Visitors

1. Students seeking admission to Acaciawood School 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 must wear a visitor's pass during the course of their visit.
3. All visiting students are expected to conform to the dress standards (girls wear skirt and blouse, boys wear khakis and shirts with collars).

Q. 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 prescription medication on campus. Prescription 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 prescription according to the proper dosage. The giving and receiving of prescription medications by students is strictly prohibited.
4. 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.

R. Textbooks

1. Textbooks are purchased by the school for use by the students who pay an annual lease 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 excepted. No writing in textbooks is allowed.
4. Reports cards and transcripts may be withheld if book fines are not paid.

S. Gum-Free Campus

1. Acaciawood School is a “gum-free” campus.
2. There is to be no gum chewing at any time on the entire campus.

V. 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 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 8:30 a.m. to report the nature and anticipated length of absence for any part of the day.
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.
5. Notify the school as soon as possible by telephone when a student must be absent for a death in the family.
6. Fill out the Personal Leave Form and submit it no later than 2 days in advance to the teacher(s) when your student will be absent for personal leave.
7. Failure to follow the guidelines above by notifying the office will result in the absence being counted as unexcused.

B. Student Responsibilities

1. Present the "Readmittance 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.
2. Make up missed assignments.
3. 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.
4. 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 8:30 a.m 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.
2. Teachers will incorporate measures to encourage regular attendance into their class policy, in addition to the schoolwide incentive policies stated in this handbook.
3. Teachers will discuss the ramifications of absences and tardiness with the students.
4. 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. **Illness:** A child should not attend school if he or she has 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.
2. **Medical Appointments:** If possible, avoid scheduling dental, orthodontic, immunization, and similar appointments during school hours.
3. **Death in the immediate family.**
4. **Emergency situations due to natural or man-made disasters.**
5. **Maximum Limit:** Seven (7) days per semester for the above reasons (or seven absences per class each semester if students miss only part of a day).
6. **School Events:** Participation in school-sponsored field trips and competition during school hours (AGATE outings, team sports, National History Day, science fair, for example) is not counted as an absence.
7. **School Conference:** If a student misses a class because of a conference with a teacher or an administrator, it is not counted as an absence.

E. Excessive Absences

1. Any absence affects learning in a classroom setting. Sickness, medical appointments, death in the family, count toward the limit of seven (7) days of absence per semester (or seven absences per class each semester if students are only absent during part of a day).

2. If a student exceeds seven (7) days of absence in any class per semester, the academic grade at the end of the semester for that class will be reduced by 10 percent. The teachers will not deduct the points; rather, the deduction will be applied to the grade by the office.
3. If more than seven (7) days of school are missed in a class per semester, the parent and student should schedule an attendance review conference with the administration.
4. Students who are absent from school more than 14 days in the school year are not eligible for Acaciawood achievement awards.

F. 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. It can be used as family vacation, college visitation days, National History Day research and preparation, etc.
2. The school should be notified no later than two (2) 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.
3. A form for “Readmittance to Class” 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.
4. Personal leave will **not** count toward the limit of seven (7) days of absence per semester (or seven absences per class each semester if students are only absent during part of a day).

G. 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 set up a work plan 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 weeks in the summer to complete course work based on the approved work plan.
4. Students who must take extended leave from school will not be eligible for Acaciawood achievement awards including AGATE.

H. Unexcused Absences

1. Any absence not taken for the reasons listed as excused above is unexcused.
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.
4. Three (3) unexcused absences constitute truancy.

I. 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 School, including:
 - a. Suspension for a day; the schoolwork for the day cannot be made up
 - b. AGATE membership will not be considered 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
 - f. Notation of the suspension will appear in letters of recommendation written by school personnel and in the student's permanent file

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

J. Tardies

1. A student is tardy when not seated in class when the bell rings. Students must obtain a "Readmittance to Class" form from the school office.
2. If a student misses more than 30 minutes of class, it will be considered an unexcused absence, not tardy.
3. Three (3) unexcused tardies will result in a one-hour detention to be served at the School's direction and schedule. After three detentions, or nine unexcused tardies, the student will be suspended from school for one day with a note of the suspension being placed in the student's permanent record.

K. 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, for example). 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); one (1) per quarter for a short commute (from within Anaheim). Tardies because of traffic in excess of the quarterly limit are considered unexcused.

VI. SPORTS AND OTHER CO-CURRICULAR ACTIVITIES

Acaciawood 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. Acacia wood 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 Acacia wood School (AWS) 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.
3. Clearance Packet includes but is not limited to: Liability Waiver; Proof of Insurance Form; Medical Release Form; Physical Exam Form; 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.

C. Attendance Requirements

1. Athletes must be present at school for the entire day 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. A student will receive one year of PE credit for each full season of sport played during that year of play.
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 credit will not be received.

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, 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.

VII. PARENT/SCHOOL PARTNERSHIP

A. General

The education and character training of our young people is the responsibility of both Acaciawood School 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 feel free to contact Acaciawood School 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. 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 School.

B. Parent Support Group

1. In order to strengthen this partnership of education and character training, the parents of AWS have organized as a team to assist the school in the administrative, faculty, and special event needs of AWS. In order to more effectively coordinate and cooperate with the school, a formal organization entitled the Parent Support Group (PSG) was formed in 1998 to provide opportunities for volunteer service to assist the school.
2. The PSG holds annual election of officers consisting of a president, vice-president, and a treasurer, and is governed by a set of bylaws and mission statement. (Copies of these will be made available to parents on request.) Each parent of an Acaciawood student is automatically a voting member of this organization and is encouraged to participate in PSG-sponsored activities throughout the school year.
3. 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.
4. PSG meetings are called throughout the year on an as-needed basis, but at least once per quarter. Notices of the meetings are sent out via e-mail, posted on our school website, announced in the school newsletter, or by use of telephone calls. Please note on our school calendar the important evening events scheduled each month. Your attendance at these events strengthen this partnership.
5. Among some of the activities that the PSG has supported and/or organized include: weekly faculty meeting snacks, operation of food concessions at bi-annual trainings, fund-raising projects, field trip drivers/assistants, student recruitment, school campus work days, emergency phone chain, and earthquake survival kits. 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.

6. During each school year, the PSG expects each family to participate in at least 36 hours of volunteer service per year, including the following activities:
 - a. Providing snacks for one weekly faculty meeting.
 - b. Supporting two school campus work days.
 - c. Each parent is encouraged to serve on the food concessions at least one time during both annual trainings, and to participate in one other PSG activity during the year.
7. Service forms: parents can volunteer for the activities of their choice by filling out a service form provided by the PSG which are available at the school orientation meeting, PSG meetings, and at the school office.

C. Board of Trustees

1. Acaciawood is a non-profit organization governed by a Board of Trustees, consisting of up to seven directors, whose duties and responsibilities are defined by the Articles of Incorporation for Acaciawood School. All directors serve without compensation.
2. The Board conducts meeting in accord with the Articles of Incorporation and also conducts at least two regular meetings with parents and teachers per year to gain input for Acaciawood policies and practices.
3. A list of the current Board of Trustees is listed on the school website or available from the administrative staff upon request.