



2021-2022 Acacia Parent Handbook

Welcome to the new school year, our first year as a new CVUSD Magnet School – Acacia School for Enriched Learning! This is now our 6th year of implementing Schoolwide Enrichment Model (SEM), and we continue to refine our program to meet the needs of all students. We look forward to an exciting year of JOYFUL LEARNING in ways that embrace and inspire the strengths, interests, passions, and learning styles of our students. Through the 3 E's of ENJOYMENT, ENGAGEMENT, and ENTHUSIASM we will infuse intentional enrichment opportunities throughout the curriculum for all students using best practices from gifted and talented education.

We encourage you to bring your own talents and time to our school through involvement – from joining or volunteering with PTA, to assisting in the classrooms, to helping at home, to bringing your expertise to a classroom for an enrichment cluster or a guest speaker experience. We look forward to partnering with you this year to fulfill our quest for JOYFUL LEARNING!

This Parent Handbook as well as the CVUSD Discipline Policies and Procedures and Annual Notice of Rights and Responsibilities (both are digital links on our website) are intended to be used as an overview and reference for school and district policies and procedures. We work hard throughout the school year to get information to you from both the school and the classroom, so please take some time to stay informed by:

- Checking our website and online calendar
- Reding the newsletters that we send via email
- Reading periodic email updates and reminders
- Getting the CVUSD app for information at your fingertips
- Following us on social media such as facebook @acaciapta, Instagram@acaciamagnet, and Twitter@acaciamagnet
- Checking your child's folder/backpack

We have an exciting school year planned, and we want you to be a part of it!

ATTENDANCE

We greatly appreciate you calling to report your child's absence. The number is: 495-5550, ext. 300. All absences **must** be verified either by a phone call or note. Thank you for calling before 9 a.m. After 3 days, any unverified absence will become a truant absence.

Excused absences include:

- Illness of the student
- Covid
- Doctor or dental appointment
- Bereavement for death in the immediate family
- Religious, or previously approved personal reasons, excluding vacations

Students may not arrive before 7:55 a.m. and must leave campus at 2:40 p.m. as there is no adult supervision at these times. School begins promptly at 8:15 a.m. *Students must be in their classroom and ready for instruction at 8:15 a.m., or they will be marked tardy.* Students need to be on time in order to start their day positively, hear important instructions and input from their teacher, and not disrupt the classroom routine. Any appointments (other than doctor or dental) should be arranged either before or after school. Calling students out of class is disruptive and should be avoided. Excessive tardies, late pick ups, and/or absences may require support or intervention including working with our Outreach Assistant, Social Worker, or district SARB (School Attendance Review Board) process.

ONLINE EMERGENCY CARD INFORMATION

Each year parents must fill out an "Emergency Authorization" form for each child. It is very important for the safety of your child **that this form is kept up to date.** This form is maintained in a file and is used by the office in the event we need to reach you in case of illness, injury or other emergency/disaster. **A change of any of the following should be updated online in the Parent Portal:** Any phone number or address change or additional emergency contacts.

For your child's safety, please keep your emergency card current.

MEDICAL NEEDS

If your child takes medication during the school day, a medical form signed by both the parent and a physician, **must be on file in the health office.** School personnel cannot legally dispense medication to children unless we have this annual medical form. This includes over-the-counter medication. **Children are not permitted to have medication of any kind in their possession at school.**

Students coming to school wearing a cast, orthopedic device, or using crutches, etc., must have a note from their doctor specifying that they may return to school. After the cast/device is removed, a doctor's note stating restrictions is required with a date when restrictions are lifted. Students will not be permitted to

take an active part on the playground or in P. E. until we have a doctor's note.

REPORTING STUDENT PROGRESS

Each child receives a Report Card three (3) times during the school year indicating his/her performance in school. Please sign the envelope and return only the envelope to your child's teacher.

Progress Reports are another way to keep parents informed about how their children are doing in school. These are sent to all students in October, and then at the teacher's discretion in February and May. At the time of the first progress report a parent/teacher conference will be held the week of October 11-15 when students will be dismissed at 12:30 pm each day. This conference is an important way for us to communicate to you how your child is doing in school and also to learn about your child from the information you share with us. Please make every effort to attend this conference. Other than the scheduled conferences in the fall, a conference can always be initiated by parent or teacher as needed. Please contact your child's teacher to request an appointment.

PARENT CONCERNS "WHOM DO I CONTACT?"

Should you have a concern, our District/School policy sets forth the following guidelines to help you address it.

Contact your child's teacher first for any concerns.

Step 1 – A conference shall be held between the teacher and the concerned party. In a majority of instances, the conference answers or addresses the problem toward a positive solution. Initial discussions are effectively handled at this level. Parents starting at Step 2 will be referred to Step 1.

Step 2 – If the problem is not resolved, a second conference will be scheduled between the concerned party, the teacher, and the principal.

STUDENT SUCCESS TEAM (SST) PROCESS

All schools in CVUSD have a Multi-Tiered System of Support (MTSS) process to help students. This includes classroom support like small groups and 1:1 review, specific interventions for students below grade level in Reading, Writing, or Math skills or to address social-emotional needs, and, if needed, referral to our SST. The SST includes different staff with expertise on the student as well as assessment and intervention options. After we have tried various supports and interventions and a student is still not making progress, or if we suspect a disability, an SST Meeting will be held with the parent along with school and district team members to look more closely at the student and discuss further options of support including assessing for special education or Section 504 eligibility.

Most students needs can be met in the classroom and/or with interventions, so if you have concerns about your child, please work with your child's teacher first to document concerns and intervention progress through the MTSS process.

HOMEWORK

Included with this handbook is our Acacia Homework Philosophy that supports our SEM approach and is intended to focus on individual student needs. While Acacia may have a different approach to homework, reading and academic practice at home are still key ingredients for success. Please help your child do their 3 homework jobs each day – READ, pursue interests and passions, and work on personal learning goals and needs. Please contact your child's teacher with specific questions or needs.

LIBRARY AND TEXTBOOKS

All Acacia students have an opportunity to visit the school library on a weekly basis with their class and check out books. Students are responsible for library books they check out. If books are lost or damaged, students will be expected to pay for repair or replacement.

Each student will be assigned textbooks and given reading books from the classroom. We ask that textbooks be covered either with purchased or homemade bookcovers. Parents will be charged for lost/damaged textbooks or classroom reading books.

PARKING LOT SAFETY

For the safety of our children, please patiently observe the following rules in the parking lot. Remember gates open at 7:55 am, and **EARLIER IS EASIER**.

- Drive SLOWLY through the **entire** parking lot.
- Absolutely NO parking in red zones. Quick drop off/pick up ONLY in loading zone. The red zone must be clear for buses and emergency vehicles.
- Please do NOT get out of your car in the loading zone. You may park on the street if you need to get out for any reason.
- Children are never to walk through the parking lot or street unless accompanied by an adult.
- There is no double parking, and please be considerate of our neighbors.
- To alleviate congestion in the parking lot and reduce crowd sizes, we request that students be dropped off and picked up at the following gates (students w/siblings may enter at the assigned gate of the youngest sibling) TK-1: Gate near Kindergarten rooms. Grades 2-3: Gate by flagpole. Grades 4-5: Gate on Dover Avenue.
- Rainy days create a particularly difficult situation in the parking lot. Please discuss with your child special arrangements for rainy-day pickup.
- We ask that you do **not** use cell phones while driving in the parking lot in order to keep everyone focused on student safety.

LOST AND FOUND

Please label all your child's sweaters, jackets and lunch boxes so they can be returned. Lost clothing and lunch boxes are kept on racks in or near the corner of the MPR. Small articles such as wallets, jewelry, etc. are kept in the office. We invite you to

come to school to check our Lost and Found if your child has misplaced items. Unclaimed items are donated to local charities. Valuables and electronics should not be brought to school!! The school cannot be responsible for them.

ACCEPTABLE USE POLICY (AUP) & DIGITAL CITIZENSHIP

Included in the CVUSD Discipline Policies and Procedures and Annual Notice of Rights and Responsibilities you will find our CVUSD AUP. Each year, students participate in grade level lessons on digital citizenship and acceptable use of technology.

Please know that students need to be responsible digital citizens, or they can lose their right to use student accounts and technology devices. Please remind your student that passwords are private and should not be shared. Students should only log in to their own accounts and never share login ID/password information.

Just like textbooks, students also need to take good care of our classroom technology devices including iPads, Chromebooks, computers, printers, and more.

CELL PHONES

While we discourage elementary school students from bringing cell phones to school, we do understand that some parents feel their child needs one. Cell phones and watch-like cell phone devices must be **OFF** during the school day if you choose for your child to one to school. Check with the teacher regarding where to store them; often this is in their backpacks. They are NOT permitted on the playground and will be turned into the office for parent pick up if they are used during the school day. The school cannot be responsible for lost or stolen cell phones. All calls to/from parents, regardless of the reason, during school hours, must be made through the office or classroom.

COMPREHENSIVE SCHOOL SAFETY PLAN

All schools in California are required to update an annual Comprehensive School Safety Plan (CSSP). This includes Standardized Emergency Management System, (SEMS) responsibilities for staff members, monthly drills, and valuable information. CVUSD also works closely with the Thousand Oaks Police Department to ensure best practices for safety. In the event of a major earthquake or other emergency, the school then has a familiar emergency plan to protect the safety and well-being of all the children. The school has medical and emergency supplies to care for the children until a designated adult comes to pick them up. In order to take a child from school, the parent or designee (who must be on the emergency card) will need a photo ID and must follow our emergency procedures to sign the child out. We thank you for your patience and understanding that there may indeed be lines and waiting so that we can safely keep all children accounted for. All parents fill out their emergency contacts at the beginning of the year, and only a designated adult can sign a child out so keep your card up to date if you change caregivers or contact information. Anyone who violates our procedures during a disaster will be in violation of state and federal laws and may be prosecuted.

A component of the CSSP is our visitor policy. Acacia is a closed and locked campus in accordance with state and federal guidelines. **Any volunteer or visitor on campus MUST CHECK IN THROUGH THE OFFICE, SIGN IN AND WEAR A BADGE.** This keeps children safe, and helps us account for all adults on our campus. Thank you for abiding by this policy.

IMPORTANT DATES FOR 2020-2021		
*No school on these days		
**(Minimum Day Schedule – 12:30 p.m. dismissal)		
<u>Occasion</u>	<u>Day of Week</u>	<u>Date</u>
1 st Day of School	Wednesday	8/18
Labor Day	Monday*	9/6
Board Holiday	Monday*	9/7
Parent Conferences	Mon-Fri **	10/11-10/15
Veterans' Day	Wednesday*	11/11
Fall Break	Mon-Fri*	11/25-11/29
Winter Recess	No school*	12/20-1/2
School Resumes	Monday	1/3
Martin Luther King	Monday*	1/17
Lincoln's Birthday	Friday*	2/18
Washington's B'Day	Monday*	2/21
Spring Recess	No school*	4/15-4/22
School Resumes	Tuesday	4/25
Memorial Day	Monday*	5/27
Last Day of School	Thursday**	6/9

CHECK THE DISTRICT OR ACACIA WEBSITE FOR ANY CALENDAR REVISIONS DURING THE SCHOOL YEAR.

BIRTHDAY TREATS

To recognize a birthday, some parents choose to bring treats for all students in the class. This happens only on the LAST FRIDAY OF THE MONTH and must be coordinated with the teacher. We encourage parents to make health-conscious choices that complement CVUSD nutritional and wellness guidelines. For edible treats, we ask you to limit portion size, and we encourage parents to choose alternative ways to celebrate a child's special day. Pencils, stickers, erasers, a book for the classroom, etc. are all wonderful choices in place of sweet treats. Any birthday treats a parent brings should be approved by the teacher beforehand, be quick and easy to pass out individually, and will be passed out by the teacher at last recess or the end of the day. Board policy advises that any additional food items should only be given out after the lunch meal. Thank you for abiding by these guidelines. All children are recognized in their

classroom on their birthday in each teacher's own way, so treats are entirely optional.

BICYCLES/SCOOTERS

Students in grades 3-5 may ride their bicycle, scooter or skateboard to school. Younger students may ride with their parent and notify the office/principal. Helmets must be worn at all times, as this is state law. All bikes/scooters must be left in the bike racks and are stored there at your own risk. Bikes and scooters must be walked on campus at all times and may never be ridden in the parking lot for safety reasons. Students may not ride skateboards, skates, or hee-lies to school. Bikes, scooters, skateboards, skates, etc. are NEVER to be ridden on campus including on weekends, evenings, and holidays per school board policy and in accordance with posted signs.

DOGS/ANIMALS ON CAMPUS

Please do not bring dogs or other pets to school. Dogs are not allowed on campus, including the front of the school at any time.

STUDENT RECOGNITION/AWARDS

We have an Awards Assembly each trimester for grades K-5 to recognize the variety of strengths and excellence we have in our students. The teacher will notify parents prior to the Awards Assembly so that parents can share in this important recognition. If your child is ill, or you are unable to attend, please notify the office, and we can reschedule to another trimester, if necessary. For the 2021-2022 school year, these recognition ceremonies will be held via Zoom.

PARENT INVOLVEMENT AT SCHOOL

Parent Conferences, IEP meetings, awards assemblies and performances are all very important to your child but also stressful to arrange for the working parent. Here is some information that may help you plan ahead and participate in these activities.

California Labor Code 230.8 (a)(1) No employer who employs 25 or more employees working at the same location shall discharge or in any way discriminate against an employee who is a parent, guardian, or grandparent having custody, of one or more children in kindergarten or grades 1 to 12, inclusive, or attending a licensed child day care facility, for taking off up to **40 hours each year, not exceeding eight hours in any calendar month of the year**, to participate in activities of the school or licensed child day care facility of any of his or her children, if the employee, prior to taking the time off, gives reasonable notice to the employer of the planned absence of the employee.

We thank you for working with us to keep appointments we set with you, as we often have many schedules to consider. We try to give you advance notice of events

and meetings, so please check our school calendar and your child's backpack for important information.

SCHOOL SPIRIT

Fridays are Spirit Days at Acacia! We encourage all students to wear a Spirit T-Shirt, other Spirit Wear or to wear our Acacia GREEN. We also have Spirit Assemblies throughout the year, typically on a Friday where we recognize students, play games or dance, do our school cheer, and share in important events as a school community. We invite parents to stay after drop off and join us in sharing our ACACIA CUB SPIRIT at one of these blacktop assemblies!

DRESS CODE

Please see the CVUSD Annual Notice of Parents' Rights and Responsibilities Handbook and CVUSD Board Policy BP 5132.

THANK YOU FOR BEING AN INFORMED AND INVOLVED ACACIA PARENT! WE LOOK FORWARD TO A COLLABORATIVE & MEMORABLE YEAR OF JOYFUL LEARNING!

Please also review the following documents (available as links on the Acacia website) for further information:

- CVUSD Annual Notice of Parents' Rights and Responsibilities
- CVUSD Acceptable Use Policy
- CVUSD Annual Notifications required by law including non-discrimination, PE requirements harassment, and complaints
- School Rules / Guidelines for Success
- Bell Schedule
- SEM Cornerstones
 - Acacia School Mission & Curriculum Snapshots
 - Character Strengths
 - Homework Philosophy