

**ACACIA
ELEMENTARY
2015 – 2016**

PARENT HANDBOOK



Table of Contents

ACACIA ELEMENTARY SCHOOL	5
ACACIA PHONE NUMBERS	6
District Phone Numbers	6
Vail School District MISSION STATEMENT	7
SCHOOL VISION	9
ACACIA MISSION STATEMENT	9
ACACIA'S 3Rs	9
ACACIA STUDENT PLEDGE	9
ACACIA CODE OF ETHICS	9
SCHOOL POLICIES	10
Attendance Policy	10
Tardy Policy	12
Dismissal Procedures	12
Lost and Found	12
Money Policy	12
Telephone Policy	13
Health Services	13
Health Office Policy	13
Medication Policy	14
Lunch Program	14
Dress Code	15
TRANSPORTATION	17
Bus Rules	17
Bus Conduct	17
BEHAVIOR & DISCIPLINE	18
SCHOOL, PLAYGROUND AND CLASSROOM REGULATIONS	18
Classroom Rules	18
Playground Rules	19
Equipment Rules	19
Student Conduct	20
Field Rules	20
GUM CHEWING	20
SMOKING	20
Drug Warning	21
Weapon Policy	22

CURRICULUM -----	22
Physical Education, music and Art -----	22
Computers-----	22
Homework Policy -----	23
Home Address/Telephone Number-----	24
Emergency Card-----	24
IN THE LOOP-----	25
Cowboy Round-Up-----	25
Site Council -----	25
PARENT/TEACHER ASSOCIATION (PTA)-----	25
PARENT-TEACHER PARTNERSHIP -----	26
STUDENT ASSESSMENTS -----	26
Conferences -----	27
Report Cards -----	27
SPECIAL SERVICES -----	27
Extended Learning Program (ELP)-----	27
FOR THE GIFTED AND TALENTED -----	27
Special Education -----	27
Before/After Care Program -----	28
MEDIA CENTER -----	28
Circulation Policies -----	28
Damaged or lost books-----	29
VISITORS -----	29
VOLUNTEERS WELCOME! -----	29

FROM THE PRINCIPAL

Welcome Acacia Families!

We are honored to have the opportunity to serve your children and family here at Acacia Elementary School. Our desire is to provide children with a safe, respectful, and nurturing environment while giving them the best educational experience available.

One of our guiding principles in Vail, and at Acacia, is that education is a partnership between the school and families. In order for us to do the best we can, to educate your children, we must work together. We look forward to building lasting relationships with you in order to achieve our goals.

While the Acacia Staff is proud of its long standing tradition of being an academically excellent school, of equal importance to us, is to develop well-rounded students who are prepared to face the challenges of our world, and contribute to our society in a meaningful and successful manner.

We appreciate your partnership as we work side by side to accomplish these goals.

Thank you for the privilege of teaching your children this year!

Sincerely,

Mrs. Terri Brooks, M.Ed.
Principal of Acacia Elementary School

“Together . . . We are a winning loop!”

VAIL SCHOOL DISTRICT #20

ACACIA ELEMENTARY SCHOOL

12955 E. Colossal Cave Road
Vail, AZ 85641

Front Office: (520) 879-2200

FAX: (520) 879-2201

SCHOOL HOURS

Our school day begins at 8:00 A.M. and ends at 2:45 P.M.

Half Days begin at 8:00 A.M. and end at 12:00 P.M.

The school office is open each day from 7:30 A.M. to 4:00 P.M.

Unless involved in a before or after care program
or the breakfast program (begins at 7:30am)
**students should not arrive at school before
7:45am
and are expected to leave the campus at 2:45pm.**
Supervision on the campus begins at
7:45am and ends at 2:45pm

Acacia website:

aca.vail.k12.az.us

PowerSchool Parent Connection:

ps.vail.k12.az.us/public

District website:

www.vail.k12.az.us

ACACIA PHONE NUMBERS

Principal

Terri Brooks..... 879-2204

Office Staff

Attendance..... 879-2203

Office 879-2202

Office Manager..... 879-2205

Health Office..... 879-2210

Childcare

Before/After School Care 879-2268

Pre-School..... 879-2279

DISTRICT PHONE NUMBERS

District Office	879-2000
Andrada Polytechnic High School.....	879-3300
Cienega High School.....	879-2800
Civano School.....	731-3466
Corona Foothills Middle School.....	879-3700
Cottonwood Elementary.....	879-2600
Desert Sky Elementary.....	879-2700
Desert Willow Elementary.....	879-2300
Empire High School.....	879-3000
Esmond Station.....	879-3400
Mesquite Elementary.....	879-2100
Ocotillo Ridge Elementary.....	879-3600
Old Vail Middle School.....	879-2400
Rincon Vista Middle School.....	879-3200
Senita Valley Elementary.....	879-3100
Vail Academy & High School.....	879-2500
Transportation.....	879-2475

Vail School District **MISSION STATEMENT**

It is the mission of the Vail School District to provide parents with safe and nurturing school communities where children can obtain a quality education.

MOTTO

“Where Education is a Community Effort”

GUIDING PRINCIPLES

Our schools are communities of learners. We define a community as a place where each individual is important and has something valuable to contribute to others in the community. We believe that learning is a lifelong activity. We are all learners. We expect parents, staff members, and volunteers to model this belief for students.

We care about students. We believe that each student should be given the opportunity to be educated in a physically and emotionally safe, personalized, and caring environment.

One of our highest priorities is keeping class sizes small. Working with students in smaller groups increases opportunities for learning, personal attention, a sense of belonging, and the development of a supportive classroom community.

We are committed to fiscal responsibility. We are entrusted with using public resources to provide a quality education for our students. We carefully develop priorities based on student needs, legal responsibilities, and cost-effective methods

We are responsible to our local community. Our schools are the centers of the community. We actively seek community involvement. And, we respond to community needs.

We respect parents and their values. We operate on the behalf of parents. It is our responsibility to assist parents in the education of their children. We value parental involvement, and make every reasonable effort to address and respond to parental concerns.

Small schools are the best places to develop caring communities of learners. We like the atmosphere of a small school that has been developed into a positive, healthy community. We prefer small schools. We seek to create that

small school atmosphere in all of our schools, regardless of the size that growth and economics may force them to become.

We believe learning extends well beyond the classroom. Our educational program is enriched and extended with opportunities such as field trips, recreational activities, academic competitions and club activities.

We uphold traditional values such as respect, personal and social responsibility, honesty, and hard work. We model socially responsible behavior, expect it from each student and make it part of our curriculum. We believe these traditional values have served our society well in the past, are cherished by our community, and are important to our future.

We are continually improving. We are never content with the status quo in our operations or in our curriculum methods. We recognize that we are living in a changing world and we respond to those changes. And, we are constantly looking for better and more efficient ways to accomplish our mission.

We value our employees. We specifically and carefully select our staff on the basis of their ability to carry out the mission and guiding principles described above. We hire the best people suited for the task. We respect their expertise and depend on them to work with parents to make our vision for a community of learners a reality.

ACACIA ELEMENTARY SCHOOL VISION

As a community, Acacia Elementary School is committed to academic excellence, community partnership, and social responsibility.

ACACIA MISSION STATEMENT

Acacia's mission is to achieve academic excellence in a safe and nurturing environment. We promote a shared responsibility between the home, child, school, and community that develops caring children committed to lifelong learning.

ACACIA'S 3RS

Respect
Responsibility
Relationships

ACACIA STUDENT PLEDGE

As an Acacia Elementary student I pledge to:

- **RESPECT** myself and others.
- Take **RESPONSIBILITY** for my actions.
- Develop positive **RELATIONSHIPS** with adults and peers based on integrity.

ACACIA CODE OF ETHICS

1. Use appropriate behavior and language.
2. Be cooperative in and out of the classroom.
3. Follow directions the first time they are given.
4. Follow the Acacia Dress Code.
5. Be respectful and responsible for my actions.
6. Settle differences and disagreements peacefully.

SCHOOL POLICIES

ATTENDANCE POLICY

At Acacia, we recognize that attendance is a key component to student success, academically as well as socially. Research indicates a strong correlation between poor attendance and delinquent behaviors, aggressive behaviors, substance abuse and school drop out in later years.

When your child is **ill**, please keep him/her at home to rest and recuperate. Caring for ill children at home will also minimize the spread of viruses at school. If your child is home sick for the day, please call the office - 879-2203- by 8:30 am on the day of his/her absence or leave a message the night before. If you have no phone at home, please make the office staff aware of this and send a note, explaining the reason for his/her absence with your child when s/he returns to school. If your child is ill for more than one day, you must call in each day to report the reason for his/her absence. If the office has not heard from you about the reason for an absence, the absence will be considered unexcused.

If your child has a **chronic health condition** which may interfere with his/her attendance or may require special services or attention at school (e.g. administration of oral medication, use of an inhaler, administration of insulin, etc.) you are expected to submit a Medical Certification of Students with Chronic Health Conditions, completed by your physician.

Because of our need to track and limit the spread of communicable/contagious illnesses, **if your child is out of school due to illness for five (5) days**, we request that you bring a note from his/her doctor indicating what the illness was and when s/he may return to school. If you need information about health insurance through the state (AHCCCS or KidsCare) or about low cost health services, please contact the Student Services office or the Health office. Absences of 5 or more days without a doctor's note will be considered unexcused. When a child has lice, he/she may be absent from school in order to treat the condition for up to 2 days.

The regular school attendance of a child of school age is required by state law. Regular attendance is essential for success in school; therefore, absences shall be excused only for necessary and important reasons including illness, bereavement, other family emergencies, observances of major religious holidays of the family's faith, and doctor's appointments that cannot reasonably be scheduled during non-school time.

Absences for family vacations may be approved as long as the absences are arranged at least 48 hours in advance and are limited to no more than five days per semester. School administrators may deny approval for family vacation absences if the student already has excessive absences or is making unsatisfactory academic progress.

Please make arrangements with your child's teacher if s/he is expected to be out of school for several days, due to either illness or personal reasons. This will support your child's academic success and ease her/his integration back into the classroom when s/he returns.

Students are expected to be on time for school every day. Students who arrive between 8:01 and 9:30 am will be considered tardy, unless excused for a medical appointment. Per district guidelines, students who arrive at school between 9:31 and 11:30 will be marked as missing half a day.

Acacia is working with the ACT Now program through the County Attorney's office to lower truancy rates in Pima County schools. As part of this collaborative effort, any absence which is not excused through the above procedures, will be considered "unexcused". In accordance with ACT Now guidelines, if a student has five (5) unexcused absences, you will be asked to meet with school staff to discuss the matter and formulate a plan for improved attendance. If a student has seven (7) unexcused absences (in a four month period), a referral must be submitted to the ACT Now program. An ACT Now case manager will then schedule a meeting with you to discuss alternatives. Three (3) tardies are considered equivalent to one unexcused absence. Any combination amounting to seven (7) unexcused absences will result in a referral to ACT Now.

Reasons for absences or tardies that will be considered unexcused include, but are not limited to:

- Oversleeping
- Missing the bus
- Construction
- Trains
- Traffic
- Bus suspension
- Staying home to care for a sibling or take care of housekeeping
- Family vacations (unless they fall within the five (5) allotted personal days or prior approval has been given by the principal)
- Lice treatment lasting longer than two (2) days.

Per the Vail School District's Raising Expectations policy, any student in grades 3-12 who is absent for any reason 9 or more times in a semester will be required to attend remediation services during the next scheduled break, at the parents' expense.

If your child is strongly resisting coming to school, we encourage you to contact our Student Services Coordinator for support and assistance with improving attendance.

TARDY POLICY

When students are tardy, they must report to the office for a late pass. This late pass ensures the student's name will be removed from the daily absentee report.

DISMISSAL PROCEDURES

Acacia is committed to your child's safety. Children will be walked to the bus loading zone by their teachers. All parents are required to call the office when their student:

- leaves school with anyone other than the parent or guardian
- will be getting off at a bus stop other than their regular stop
- does not ride the bus, but are picked up at school.

In addition, for the safety and protection of your child, the school does not allow any student to be taken directly from the classroom/school grounds before the regular dismissal time. Parents must first come to the office and request the release of their child. This is known as "signing out." Students will not be called out of class until the parent is in the office. If your child returns from an appointment before the school day ends, you must sign them in before having your child return to class.

We highly discourage early dismissal. However, if necessary, your child may be excused early on the basis of parental notification. Each child who is excused early must be released through the office.

If you child's transportation changes, you must contact the school office (879-2202 or 879-2203) by 2pm.

LOST AND FOUND

Acacia keeps small lost items in the school office. Larger items and clothing are placed in the Multi-Purpose Room. The items are kept for a limited time and then donated to charity. Your child's name should be placed on all their personal belongings. Please make sure your child checks with the office the same day they know an article is missing. Inquire at the office immediately when money is lost.

MONEY POLICY

Bringing money to school, other than the amount needed for lunch, is strongly discouraged. There may be occasions when the teacher asks your child to bring money for a special project, field trip or book fair. Each student is fully responsible for any money carried to school. The buying or selling of items by individuals is prohibited.

TELEPHONE POLICY

A telephone is available in the office for student use. ***The student should use the telephone only for emergency reasons (i.e., forgotten or lost lunches or missed busses).*** If a student becomes ill or is injured during the school day, the health clerk will contact the parents. Telephone calls will not be put through to teachers during instructional time. All teachers have their own extension numbers and voice mail. We request that you utilize this system as often as possible. The teachers will return your call at their earliest convenience.

HEALTH SERVICES

The Health Office is managed by a Health Aide who has First Aid and CPR training. The Health Aide cannot diagnose or treat any illness but is there to manage minor mishaps and ailments.

If your child has severe allergies or is in need of special health services, please contact the Health Office so it can be noted on their health record.

The school must have:

a completed student health history form every year

a completed and signed immunization form including month, day and year of all immunizations.

HEALTH OFFICE POLICY

A child should not be in school if he or she has a fever (100°F or greater), a rash of undetermined cause, vomiting or diarrhea, conjunctivitis (pink eye), chicken pox, impetigo, ringworm, or head lice.

A student who has vomited, has had diarrhea or a temperature will be sent home.

A student with a fever, diarrhea or vomiting is to be “symptom free” without medication for 24 hours before returning to school.

A student with “pink eye” is to be kept out of school until they have been on prescribed medication by a physician for 24 hours.

If a student is found to have lice (pediculosis) they will be sent home. The student’s hair is to be washed with a special shampoo (i.e., Rid, Nix, or something similar). Regular shampoo doesn’t get rid of the problem. After shampooing and combing the dead lice and nits out of the hair with a fine-tooth comb, the student may return to school when there are NO NITS present in the hair. This can be done in one day and the student may return the next. The student must be checked by the health aide first, before returning to the classroom. Thorough washing of bed linens, clothing, and other materials that may have come in contact with lice is very important. A maximum of three (3) days excused absences will be allowed to treat lice.

MEDICATION POLICY

Certain health problems require students to take medication during school hours. For the protection of all students, the school has established the following rules for taking medication at school:

Prescription medication (medication prescribed by a licensed physician, nurse practitioner, physician's assistant, or dentist) must be in the original, labeled container as prepared by a pharmacist and include: the patient's name, physician's name, name of medication, dosage, route and time to be given.

Any prescription change requires an entire new prescription to be written.

Parents will assume responsibility for the supply, transportation, and maintenance of prescription medications. The Health Office can not store more than a 30-day supply.

An over-the-counter medication must be in the original packaging, with all directions, dosages, compound contents, and proportions clearly marked. A signed physician's statement indicating the necessity, must accompany any request for administration of over-the-counter medicine.

The medication is to be presented to the school by an adult. Upon receipt of a signed consent form, the prescription, and the medication, the student will be placed on the medication administration list.

Parents have the option of coming to school and administering medication to their children.

Parents may consent to the administration of Tylenol as needed, given by the Health Aide. To minimize the possibility of an accidental overdose, non prescription drugs will not normally be given during the last two hours of school. Parents will be notified if Tylenol is given to their child.

Medication or prescription information may be faxed from the physician's office directly to the school Health Aide.

LUNCH PROGRAM

Sodexo School Services is in charge of our breakfast/lunch program. The price of a meal includes milk. Milk may be purchased separately for children bringing their own lunch. Each child may pay for their lunch on a daily, weekly or monthly basis by cash or check at school or by debit/credit card online. To monitor meal accounts and/or make payment go to: www.mymealtime.com. A menu can be found on the Acacia website. The Free/Reduced program is available by completing an application found at www.my mealtime.com.

DRESS CODE

The Vail School District encourages students to take pride in their attire as it relates to the school setting. Students should dress in a manner that, in addition to the following guidelines, takes into consideration the educational environment, safety, health and welfare of self and others.

FOOTWEAR:

- Because of safety concerns regarding Physical Education and recess, backless shoes (for example - flip-flops and other sandals without heel straps) and shoes higher than one inch are not allowed. Regular or tennis shoes are preferred.
- Shoes with wheels are not permitted on school grounds.

PANTS:

- Must be anchored or fitted at the waist and hemmed or tailored.
- No rips, tears, excessive bagging, sagging or ill-fitting (must be size appropriate).
- May not be worn with vulgar and/or violent messages or pictures, gang oriented insignias, or satanic/negative symbols, illegal substance, beer/ alcohol, cigarettes, or otherwise inappropriate design.
- Underwear and boxer shorts should not be visible.

SHORTS/SKIRTS:

- Must be anchored or fitted at the waist and hemmed or tailored.
- No shorter than mid-thigh/finger tip length when arms are rested at the students' sides.
- No rips, tears, excessive bagging, sagging, or ill fitting (must be size appropriate).
- Must be visible and not completely covered by a shirt/jacket.
- Spandex/leggings are not allowed unless worn underneath shorts/skirts.
- Underwear and boxer shorts should not be visible.

TOPS/SHIRTS/SWEATSHIRTS:

- Must be no longer than finger tip in length and must be long enough to tuck into pants, shorts, skirts.
- No spaghetti straps, midriff, half shirts, fishnet, see-through, strapless, halter tops, muscle (undershirt) shirts, or other bare, skimpy and distracting clothing.
- Sleeveless tops must have straps that are at least two inches in width.
- Jerseys must be worn with a tee-shirt underneath.
- May not be worn with vulgar and/or violent messages or pictures, gang oriented insignias, or satanic/negative symbols, illegal substance, beer/alcohol, cigarettes, or otherwise inappropriate designs.

ACCESSORIES

Hats:

- Hats are not allowed to be worn indoors.
- Must be worn appropriately with brim facing forward.
- May not be worn with vulgar and/ or violent messages or pictures, gang oriented insignias, or satanic/negative symbols, illegal substance, beer/ alcohol, cigarettes, or otherwise inappropriate design.

Belts:

- Must be entirely looped (no part of the belt may dangle).
- No wallet chains.

Sunglasses:

- May not be worn indoors (must be stored away).

Makeup:

- Make-up may not be worn or brought to school.
- Body piercing is not allowed with the exception of pierced ears(dangling earrings are not allowed for safety reasons).
- Tattoos are not allowed.
- Chains and pet collars may not be worn as jewelry.

Hair:

- Distracting hair colors are not allowed (i.e., blue, green, orange, etc.).
- Hair should be styled in such a way as to not create a disruption (i.e. mohawk)
- Hair should not have designs shaved into the hair.

Student attire should not present health or safety concerns and should not disrupt the educational process. We rely upon your good judgment and discretion as to what your child should wear to school. However, faculty and administration of Acacia Elementary School reserve the right to make the final decision as to the suitability of any attire and to decide when attire violates the school code.

CONSEQUENCES:

Parents will be notified by a school staff person. Students will change into appropriate clothing provided by the parent or school personnel.

We all share the responsibility of assuring that the school atmosphere is conducive to learning and fosters an environment of respect.

Adopted by the Site Council.

TRANSPORTATION

FOR QUESTIONS OR CONCERNS REGARDING TRANSPORTATION ISSUES,
PLEASE CALL 879-2475

BUS RULES

In order to safely transport students, it is necessary to maintain rules for student conduct. Each year the Transportation Department notifies all students of the Bus Conduct Rules. Failure to abide by school bus safety guidelines will result in disciplinary actions. Repeated offenses will result in suspension of a student's bus riding privileges.

The student will:

- Be at the designated bus stop 5 minutes ahead of scheduled departure time
- Wait in a line for the bus to stop and the door to open before approaching
- Use the handrail and each bus step when entering or leaving the bus
- Always walk in front of the bus when crossing the street and look both ways before crossing
- Give the bus driver any notes from the office to leave the bus at any stop other than the normal stop
- Face the front of the bus and always remain seated until the bus comes to a complete stop and the door is opened.

BUS CONDUCT

While riding the bus to and from Acacia, it is expected that students will conduct themselves in a respectful, orderly fashion. Acacia's goal is to ensure the safety of the children as they ride the bus.

FOR QUESTIONS OR CONCERNS REGARDING TRANSPORTATION ISSUES,
PLEASE CALL 879-2475.

The student will:

- Always follow the direction of the bus driver
- Quietly and quickly take their assigned seat, and keep the aisle clear of books, lunches, or loose items
- Talk in a normal voice
- Be courteous to the driver and other students
- Keep head and arms inside the bus, and keep feet on the floor
- Tell the bus driver if there is a problem or an emergency
- Obtain permission from the office to ride a bus other than the one assigned, or leaving the bus at another stop.

Items and Behavior Prohibited on the Bus

Items

large items,
glass objects
animals (dead or alive)
radios
knives, weapons, sharp objects
skateboards, rollerblades
balloons
tape recorders
rubber bands
drugs, alcohol, tobacco products

Behavior

obscene language
obscene gestures
loud talking
switching seats
gum chewing
hitting/fighting

BEHAVIOR & DISCIPLINE

SCHOOL, PLAYGROUND AND CLASSROOM REGULATIONS

The staff at Acacia believes that our primary objective is to educate children. We believe that in order for your child to meet the challenges in our society, the development of self-discipline and individual responsibility are essential. Our intention is to establish an environment that supports the right of each student to be educated in a calm, safe and secure environment. It is important that parents, school staff and students work together to maintain a positive educational atmosphere. The rules and discipline procedures at Acacia have been established for the protection of students. Students are expected to respect these rules as well as the people responsible for carrying them out. Because parents are the most important people in a child's life, the staff needs your support in promoting acceptable behavior. Our goal is for students to learn to be responsible for their own actions.

CLASSROOM RULES

During the first week of school, classroom teachers introduce, define and discuss individual classroom rules and procedures with their students. From one classroom to another, rules may vary somewhat depending on the teaching needs. However, all classroom rules are structured to align with the overall philosophy of decisions versus consequences. Rewards for appropriate behavior, as well as consequences for inappropriate behavior, will be determined by the individual teacher.

PLAYGROUND RULES

Monitors arrive on the playground at 7:45 am **Students should not report to school prior to 7:45 am.** If a student needs to be dropped off at school consistently prior to 7:45 am, **parents should utilize the before-school childcare provided by Community Services.** Please contact the Site Leader at 879-2268 for information.

Students may bring sports balls from home as long as they are marked with the student's first and last name (hard balls and bats are prohibited). Students are responsible for their personal property.

The student will:

- Demonstrate respect for playground equipment
- Act responsible
- Build positive relationships
- hands, feet, and objects to themselves
- Solve disagreements peacefully
- Use playground equipment properly and safely
- Keep all food and drink inside the cafeteria
- Have a pass to leave the playground
- Stay in visual contact with playground monitors
- Use playground bathrooms and water fountains properly

EQUIPMENT RULES

All students, should follow the following guidelines at all times, on the playground equipment:

- Use field equipment properly and safely
- Demonstrate respect for field equipment
- When swinging, sit facing the playground swinging front to back only, when getting off a swing, stop the swing completely
- Use caution when walking near any playground equipment
- Use the slide, swings, and monkey bars one at a time
- Enter the slides from the steps using the handrails
- Climb the steps of the slide one at a time
- Keep the slide free of all objects
- Slide down the slide feet first and seated.

STUDENT CONDUCT

(Gang Activity or Association)

For the well being and safety of everyone at Acacia, it is the District's position that gangs that initiate, advocate, or promote activities that threaten people or property, or disrupt the school environment will not be permitted. Further, the use of hand signals or graffiti, or the presence of any apparel, jewelry, accessory, or manner of dress or grooming that indicates or implies membership or affiliation with a gang is also prohibited. The District's Gang Policy (JICF) is detailed in the current Vail School District Governing Board Policy Manual.

FIELD RULES

The following guidelines should be followed by all students, at all times, on the playing field:

- Play ball games only on the fields
- Get permission to leave the playground
- Do not disturb the Physical Education classes that are on the field
- Display good sportsmanship at all times
- Stay away from and try to keep the equipment out of the north wash area
- Respect wildlife that lives on the playground.
- Physical contact between students is prohibited.

GUM CHEWING

Gum is not allowed at school or on the bus.

SMOKING

This is a tobacco free campus. No tobacco or E-cigarettes are allowed on campus or school or sponsored field trips.

Consequences for Inappropriate Playground Behavior

Each monitor will deal with inappropriate playground behavior on an individual basis. Consequences may range from warnings to disciplinary actions. The monitors will use these situations as "teaching opportunities" and not punishment. The Vail A.C.T. Statement and the Acacia 3R's will be the basis for these teaching opportunities.

Severe Misbehavior and Consequences

Severe behaviors are listed below, but are not limited to:

- Fist fighting
- Possession of drugs, alcohol, or tobacco products
- Total disruption or loss of control
- Refusal to obey authority
- Physical violence, verbal abuse or the threatening of any staff member or student
- Property damage or theft
- Pulling of the fire alarm
- Possession of weapons, explosives or dangerous items (including "toy" weapons).

Any of these behaviors will be dealt with directly by the principal and appropriate authorities will be notified.

DRUG WARNING

Student non-medical use, possession, distribution or sale of chemical substances (alcohol, tobacco, inhalants, or drugs) is prohibited anywhere on school grounds, at school sanctioned activities or when students are being transported in vehicles dispatched by the district. The District's Drug Policy (JICH) is detailed in the current Vail School District Governing Board Policy Manual.

It is unlawful:

for a person to intentionally be present within 300 feet of a school, or its accompanying grounds, or to be present on any public property within 1,000 feet of a school or its accompanying grounds or a school bus stop, to possess, use, or sell marijuana, or any other dangerous or narcotic drug.

WEAPON POLICY

A weapon is a firearm, a knife, a destructive device or a dangerous instrument. A simulated weapon means an instrument displayed or represented as a weapon. A dangerous instrument means anything that is used to threaten or inflict pain.

School premises means the school, school grounds, school buses, bus stops, any school sponsored activity or any premises, grounds, or vehicles used for school purposes and includes premises where school sponsored events are held away from district property.

Students who violate the weapons policy shall be subject to disciplinary action, including but not limited to expulsion. The District's Weapon Policy (JICI) is detailed in the current Vail School District Governing Board Policy Manual.

CURRICULUM

PHYSICAL EDUCATION, MUSIC AND ART

All three special area programs are essential to Acacia's overall curriculum and are taught by specialists in that field. Fourth and fifth grade students may choose to enroll in band and/or choir.

COMPUTERS

Acacia is committed to providing students with the technology skills that will make them competitive in real world settings. Students will experience working with laptops, iPads, iPods, and other technology devices. We have a fully operational computer lab, and several mobile labs that can be used in the classroom setting.

Along with learning technology skills, time in the computer lab is used to enhance the instruction occurring in the classroom. Students can practice math skills, take AR tests, and do research for projects in the computer lab under the guidance of the computer lab tech.

HOMWORK POLICY

Acacia recognizes the value of homework in serving the purpose of instruction and as a meaningful part of a total school program. In addition, homework is intended to reinforce classroom instruction, help develop good study habits, and teach personal responsibility and time management skills.

Homework augments and enriches the school experience in a way that is academically meaningful for the child. Parents should provide support and encouragement. The decision on the kind, extent, and frequency of all homework assigned shall be that of the teacher.

Forms of Homework

- finishing daily assignments
- drill activities, including skill practices (math, spelling, etc.)
- reinforce skills/concepts taught in class
- a reading assignment
- studying for tests and evaluations
- research assignment or project
- preparation for classroom activities
- extra credit and/or enrichment

KINDERGARTEN:

- Type.....*Weekly Packets - math, writing
- *Family Reading 1 hour per week
- Frequency.....10 minutes nightly

FIRST GRADE:

- Type.....*Basic skills-spelling, math
- Frequency.....*20 minutes nightly Mon - Thurs
- *10 minutes reading nightly

SECOND GRADE:

- Type.....*Assignments reinforcing basic skills-spelling, math, reading
- Frequency.....*20 minutes
- *20 minutes reading nightly

THIRD GRADE:

- Type.....*Assignments reinforcing basic skills-math, spelling, unfinished work, reading
- Frequency.....*20-30 minutes daily Mon - Thurs
- *20-30 minutes reading nightly

FOURTH GRADE:

- Type.....*Assignments reinforcing concepts, usually math or spelling, reading
- Frequency.....*25 minutes nightly Mon - Thurs
- *30 minutes reading nightly (logs)

FIFTH GRADE:

- Type.....*Assignments reinforcing basic skills such as math, spelling, projects, Science/Social Studies, packets, individual daily assignments,reading
- Frequency.....*40 minutes daily Monday-Thursday
- *30 minutes reading nightly
- Any incomplete assignments from the week become weekend homework due on Monday

HOME & SCHOOL COMMUNICATION

Email is the preferred method of communication over paper handouts. Please let the office and teacher know if you need paper communication.

HOME ADDRESS/TELEPHONE NUMBER

It is important that the school knows how to contact the parent/guardian of all students in attendance. If an address/telephone number changes during the school year, be sure to notify the school.

EMERGENCY CARD

A new emergency card is completed each year. Please be aware of the importance of the three "emergency contacts and phone numbers" section of the card. Keep all necessary emergency information current. Not only are these people called in an emergency, but your child may be released only to these people.

IN THE LOOP

IN THE LOOP is a packet of weekly information that will come home with students every Friday. The packet will include items such as fliers for activities, reminders of events at school, and other pertinent information. Please check with your student for this valuable communication tool on Fridays.

COWBOY ROUND-UP

The *Cowboy Round Up* is a newsletter published at Acacia. It is emailed to the parent's email address or sent home with the youngest/only student in the family during the month. Important information and dates families need regarding school activities are contained in this newsletter.

SITE COUNCIL

The Site Council serves in an advisory capacity to the principal. The principal will seek formal and informal advice from the Council on a variety of issues. Council membership consists of two full time teachers; one classified staff member, and four parent or community members. Each representative is elected from his or her constituency for a term of two years. All members of the Acacia Community are invited to attend Site Council meetings. Notices are posted on the school website.

PARENT/TEACHER ASSOCIATION (PTA)

Acacia has a very active and dynamic PTA. Meetings are held quarterly. Watch for emails or the school newsletter (*Cowboy Round-Up*) for announcements.

The PTA was established to provide support services for the teachers and staff and educational programs and social functions for the students. It has also proven to be an excellent way to meet other parents and teachers in the community.

Many of the PTA sponsored events have become traditions at Acacia, including the Fall Festival, Book Fairs, and Field Day. They also host at least one fundraiser during the year to financially support educational programs that the school budget is unable to provide.

The PTA is made stronger through everyone's support. Their motto is "Together for Kids." Take the time NOW to share in your child's school experience. Parents wanting to join/participate in the PTA should can check the Acacia website. PTA membership is \$5.00.

PARENT-TEACHER PARTNERSHIP

- Please do not telephone teachers at home.
- Homework requests for students who are absent should be received before 10:00 am. Assignments will be ready by 3:00 pm and will be in the office. Homework requests received after that time will be ready the next day. Please notify the teacher if homework is needed for an extended absence.
- A routine bedtime and plenty of sleep yield both academic and physical benefits for the next day.
- Breakfast is an important way to begin each child's day.
- Any difficulties, "strange stories", or possible misunderstandings should be directed to your child's teacher.
- Notes from school require a prompt response.
- Consistency and support from home and school are required for the parent-teacher partnership to be successful.
- Always be interested in your child's work. Make what they are doing important to them. Be excited about what your child is learning. Your enthusiasm fosters eager learners.
- Help your child develop both the self-esteem and the self-discipline they will need to succeed in school. Don't make excuses for your child. A student must learn to accept the responsibility and consequences of their behavior.

STUDENT ASSESSMENTS

Student achievement is measured in a variety of ways in order to get a full picture regarding student learning. We begin the year with a School Wide Screening. We assess students in math, reading, and writing. The screening allows us to get a quick assessment on the achievement of our students. We do this screening three times a year, August, January, and May. That way we are able to monitor growth over the course of the year. Additionally, we use formatives and benchmark tests to assess whether students are mastering the Arizona College and Career Readiness Standards. The state of Arizona is still in the process of determining what the end of the year assessment will be. It is

our goal to provide students with the best education to be able to master the standards and show proficiency in their learning.

CONFERENCES

A Parent-Teacher conference is the time for parents to discuss with the teacher their child's performance and special needs. Acacia hopes that both parents will take the opportunity to attend these conferences. A conference is the time to build mutual understanding of your child and to further the school-home partnership.

While parents and teachers are encouraged to initiate a conference at any time there appears to be a need, formal conferences are scheduled during the first and third quarters of the year.

REPORT CARDS

Report cards are issued four times yearly. Midterm reports are issued halfway between the beginning and end of each grading period.

SPECIAL SERVICES

EXTENDED LEARNING PROGRAM (ELP) FOR THE GIFTED AND TALENTED

The E.L.P. program at Acacia is a special education program designed to provide enrichment and extended activities to students (in Grade 3 through 5) who qualify. This program offers a variety of options based on the individual needs of each student and information gained from testing, teacher/parent referral, and the recommendation of a multidisciplinary team. For further information please contact the E.L.P. teachers.

SPECIAL EDUCATION

Acacia's resource (special education) team believes children should be helped to attain their greatest capabilities. Some children need "extra" help, which is provided through specialized services. Children with exceptional needs are educated in the least restrictive environment and in accordance with their Individual Education Plan (IEP). Acacia's overriding philosophy is one of inclusion: including the child with special needs in the regular classroom as much as possible.

Acacia exceeds all federal and state guidelines in helping children with special needs. The Student Solutions Team (S.S.T.) process, the IEP process, and our extra efforts to coordinate and accommodate instruction for these children, helps each child reach their full potential. As a team, parents, teachers, specialists, and administration provide a full and appropriate education for each child regardless of specialized needs or capabilities.

BEFORE/AFTER CARE PROGRAM

The Before/After School Care program and Kinder Plus program offers a variety of safe recreational and learning opportunities to children. The program runs from 7 a.m. to 6 p.m. Please contact the Site Leader at Acacia at 879-2268 for more information.

MEDIA CENTER

The library opens at 7:45 a.m. and students may visit the library every day, including lunchtime.

CIRCULATION POLICIES

At the beginning of the school year, each student will receive a letter of permission to check out books. The parent/guardian must sign this letter and return it to the library before students may check out books.

The number of books that students may check out varies from grade to grade. The most items that any student may check out are three. Students may check out books for two weeks. Books need to be returned in a timely manner so that there are enough books to satisfy the needs of all the children at school. Once students have had a book for two weeks, their book is considered overdue. Any student who has an overdue book may not check out new books

until the overdue book is paid for or returned. The library staff will mail home or give an overdue notice to the student.

DAMAGED OR LOST BOOKS

If a book becomes torn or minimally damaged, please return the book to the Library/Media Center so we can repair it. If a book is damaged beyond repair, the parent/guardian must pay to replace the book. If a child loses a book, a parent/guardian must pay for the book. Until the book is returned or paid for, the child will not be allowed to check out books. If after paying for the book, the book is found, your money will be refunded.

VISITORS

Our school encourages visitation by parents and other adults. However, we do not allow children to bring friends or other children to spend the day as a classroom participant. All visitors must make arrangements for classroom visitations. When arriving on campus, "sign in" and obtain a visitors badge in the office before visiting a classroom.

VOLUNTEERS WELCOME!

Acacia welcomes volunteers! Volunteers serve to enrich the educational opportunities for our children, improve the effectiveness of the program delivery, and help build community awareness of the needs and concerns of the school district. If you would like to volunteer in the classroom, in the library, on field trips, and with the PTA, you must have the proper notarized affidavit on file in the school office and have filled out the online application. The affidavit is available in the front office or on the Acacia website under the Volunteer tab. Please note that if you are not a legal guardian (including aunts, uncles, grandparents, etc) you will need a fingerprint card along with the online application and affidavit. If you have any questions, call the Volunteer Coordinator at 879-2203.

Does your home encourage learning?

This handbook has addressed the home-school team that makes our students successful. Below are more suggestions for you to use in supporting your child's school experience:

- Everyone in the family has a household responsibility, at least one chore that must be done on time
- Have a regular time for members of the family to eat, sleep, play, work, and study
- Schoolwork and reading come before watching television
- Praise your children for good schoolwork, both alone and in front of people
- Children have a quiet study area, a desk or table at which to work, and books, including a dictionary and other reference material
- Talk about games, hobbies, news, books, movies, and television programs you've seen
- Visit libraries, museums, zoos, historical sites, and other places of interest
- Encourage good speech habits by helping your child(ren) to use correct words and phrases and to learn new words
- Make time to talk about the events of the day, giving every member a chance to speak
- Know your child's teacher, how your child is doing in school, and what your child is learning
- Expect both quality work and good grades from your child. Know your child's strengths and weaknesses, and give praise and special help when needed
- Talk to your child about the future, plans for both high school and college.

RESPONSIBILITY IS EVERYONE'S JOB

One of Acacia's "3R's" is Responsibility. Like respect and relationships, responsibility is a cornerstone of everything we try to do at Acacia. Furthermore, responsibility is a shared requirement for all members of the Acacia family.

The teacher will:

- Provide concise and clear homework assignments including directions
- Avoid assigning homework as busy work or for punishment
- Assign a reasonable amount of homework
- Give assignments which are within the ability level of the student to complete with minimal assistance
- Coordinate long and short-term assignments, including assignments from specialized teachers when establishing daily amounts of homework
- Evaluate and/or return homework to students.

The student will:

- Listen to directions for assignments given in class
- Ask questions if directions are not understood
- Write down instructions for assignments which include when the assignment is due
- Set a regular time each day to complete homework
- Do homework independently, whenever possible, ask for help only when necessary
- Always strive to do quality work
- Obtain parent's signature on completed assignments if required by the teacher
- Hand in assignments on time
- Accept the responsibility to learn

The parent will:

- Provide an area, free of distractions, in which the child can study
- Schedule a regular time each day for the child to complete homework assignments
- Give the child help, if needed, but not complete the assignment for them
- Praise and positively reinforce the child for their efforts, display papers and art work at home, be positive and supportive in communications with the school
- Take time to read to your child
- Sign your child's homework (if necessary)
- Make your child's **REGULAR DAILY ATTENDANCE** a priority.

UNITY

*I dreamed I stood in a studio
And watched two sculptors there
The clay they used was a young child's mind
And they fashioned it with care.
One was a teacher -- the tools he used
Were books, music and art.
The other, a parent, worked with a guiding hand.
And a gentle, loving heart.
Day after day, the teacher toiled with touch
That was deft and sure.
They were proud of what they had wrought.
For the things they had molded into the child
Could neither be sold nor bought.
And each agreed they would have failed
If each had worked alone.
For behind the teacher stood the school
And behind the parent, the home.*

-Author Unknown