

Arcohe School



Parent/Student Handbook 2023-2024

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Dear Arcohe Families and Students,

Welcome back to another exciting school year! This year will be unlike any other for many reasons, but we are excited to start nonetheless. The 2023-2024 school year starts my eighth year at Arcohe and I am so happy to be continuing this journey with you. As you know, Arcohe is a special place for students, families, and staff because of the overwhelming support we give our students. We are always looking for people to be part of our larger community and if you have the time and energy to volunteer, we would love to talk to you! Any amount of time you can give goes a long way to making a difference.

Please take a moment to become familiar with the information found in this student handbook. This document is filled with useful information and tips on how to have a successful year at Arcohe. If, at any time, you have questions about our procedures or policies, please contact the school. It is only through open dialogue we will make Arcohe School the best it can be!

Have a great year!

Troy Miller
Superintendent/Principal

MISSION STATEMENT

Arcohe Union School District is committed to providing every student with an educational program built upon high academic standards in a safe environment. Teamwork and collaboration among board members, administrators, teachers and other staff members is focused on a strategy of continuous improvement of the school's instructional program and facilities. Technology is used extensively and viewed as an important tool for improving teaching and learning. The important role of parents as stakeholders in the school's mission is validated through effective school-home communication and the use of parent volunteers. The overall goal of the school is to prepare young people to be productive, contributing members of society.

GOVERNING BOARD OF TRUSTEES

Katie Otto, President

Michele Neider, Clerk

Mike Dieter, Member

Mike Ostrom, Member

Trevor Messersmith, Member

School Board meetings are held the third Thursday of each month.

ADMINISTRATION

209-748-2313

Troy Miller, Superintendent

Denielle Allison, School Secretary

Randa Gregorio, Principal

Giselle Gaines, Admin. Assistant

Mindy McCreery, Business Manager

Yajhira Zamora, District Office Clerk

Manuel DaRosa, M&O/ Transportation

Judy Penney, Student Body Clerk

CERTIFICATED/ CLASSIFIED STAFF

Call (209) 748-2313 and Enter Extension Number

Darcy Falvey, Trans Kinder/Kinder - 1001
Candace Sauter, Trans Kinder/Kinder - 1022
Brittany Bell Morago, Kindergarten – 1020
Sammie Moore, Kindergarten– 1021
Virginia Edwards, First – 1007
Jenise Satoshige, First- 1005
Denise McCune, Second - 1011
Sarah Haire, Second - 1006
Andina Long, Third 1018
Jessica Lazo, Third- 1015
Annette Benedict, Third– 1009
Jeri Barnes, Fourth– 1010
Kayla Guadagnolo, Fourth - 1012
Casey Vandenburg, Fifth – 1014
Brianna Friend, Fifth- 1013
Aurora Tejada, Health Aide- 1202
Thiriza Messersmith, PE Teacher -2010

Monica Petersen, ELL/Spanish – 1028
Debbie Valenzona, Reading Intervention- 1002
Maggie Santos, Music - 1029
Miranda Fuglsang, ELA – 2002
Naomi Funk, Science - 2011
Melissa Komarov, Social Studies – 2001
Lori Salfen, Math - 2007
Jaime Porter, ELA – 2005
Paula Selby, Math - 2006
Jenny Floyd, Reading/Honors Eng.-2004
Daniel Molina, PE Teacher
Wendy Walker, SPED – 1023
April Stone, SPED – 1024
Amanda Kyes. SPED - 2003
Andrea Vanderheiden, Speech Therapist, 1003
Rachel Tolson, Psychologist- 1026
Natalie Graves, SCOE Counselor – 1027
Nicole Brewer, Math Specialist -2008

SCHOOL DAY

<p>Mon, Tues, Thurs, Friday</p> <p>Tk-8th 8:10-2:45</p>
<p>Wednesday (early release)</p> <p>Tk-8th 8:10-1:30</p>

BELL SCHEDULE

<u>GRADES TK, K, 1 & 2</u>	
8:10 - 9:50	Instruction
9:50 - 10:00	Recess
10:05 - 11:30	Instruction
11:30 - 12:10	Lunch / Recess
12:10 - 1:35	Instruction
1:35 - 1:45	Recess
1:45 - 2:45	Instruction

<u>GRADES 3, 4, 5</u>	
8:10 - 9:50	Instruction
9:50 - 10:00	Recess
10:05 - 12:00	Instruction
12:00 - 12:40	Lunch / Recess
12:40 - 1:35	Instruction
1:35 - 1:45	Recess
1:45 - 2:45	Instruction

MIDDLE SCHOOL			
<u>Regular Day Schedule:</u>		<u>Wednesday (early release)</u>	
8:10 - 9:18	Period 1	8:10-9:32	Period 1
9:20 - 10:28	Period 2	9:32-9:52	Break
10:28 - 10:48	Recess	9:52-11:14	Period 2
10:50 - 11:58	Period 3	11:16-11:56	Period 3
11:58 - 12:38	Lunch	11:56-12:36	Lunch
12:40 - 1:48	Period 4	12:38-1:18	Period 4
1:50 - 2:45	Period 5	12:38-1:18	Advisory

SCHOOL INFORMATION

HEALTH

The health of your student is very important to us. If your student is known to be ill (vomiting, fever, diarrhea, etc) they should not attend school. Arcohe has a credentialed, licensed school nurse on site one day a week. Each school year the nurse will assist in health screening for certain students according to California State mandates. Not all grades receive all screenings.

HEARING SCREENING will be held for students in Special education, Kindergarten, Grades 2, 5, and 8. The initial test is conducted in a mobile hearing test van by certified audiologists. Retesting will be done by the school nurse, if needed.

VISION SCREENING will be done by a Doctor of Optometry to assure accurate test results for students in Special Education, Kindergarten, and Grades 2, 5, and 8.

DENTAL SCREENING for all grade levels will be performed by Early Smiles of Sacramento.

The results of all screenings are confidential. You will be notified by mail or phone call if your child is in need of further testing. Please consider that health screenings are designated to enable early detection of possible problems that may affect your child's learning abilities. However, if you do **not** want your child to participate in any health screening, please send a note with your child's name, grade and teacher stating which screening you do not want your child to participate in. If you have any questions, please call the school.

FAMILY LIFE

Students in Grades 5-8 participate in a family life/health unit. They are instructed in personal hygiene, reproductive systems and AIDS. Students in Grade 7 review reproductive systems. They also learn about STD's, AIDS, and birth control methods. The material is presented through the use of videos, handouts, and worksheets. Permission slips are sent home prior to class instruction.

HEAD LICE

Students who are suspected of having head lice will be individually screened. If live louse or lice are identified in a student's hair the parent will be called to come pick up the child. Families will be provided instructions for treatment. After the child is treated and are free of live lice they may return to school.

ACCIDENTS/ILLNESS

If it is necessary for a student to go home because of an illness or injury, the parent will be notified so that the child can be taken home. If the parent cannot be contacted, the person listed on the emergency card will be notified to take the child to their home or to seek treatment for the child.

****Please keep all emergency information accurate and current****

Head injuries are taken very seriously at Arcohe School. In all cases, the parent will be contacted immediately and if the student remains at school the student will be placed on **Head Injury Protocol** where they are observed intermittently throughout the remainder of the school day. **PARENTS WILL RECEIVE A COPY of the Head Injury Protocol Report** so they may further observe their student throughout the evening and the following days, as symptoms often show up later. If a doctor visit is necessary parents should show this form to their child's physician.

MEDICATION

Per State law, students who require the administration of any medication while at school need to have both a parent and physician signed request. Furthermore, *all medications, including cough drops, aspirin, etc., must be kept in the school office and dispensed by school personnel.* A waiver to this policy may be obtained for students who are required, as a medical necessity, to carry medication on their person. If needed, parents should request a waiver form from the front office.

Administration of Medication – Parent / Guardian Responsibilities:

1. Talk to your child's doctor about making a medicine schedule so that your child does not have to take medicine while at school.
2. If your child is regularly taking medicine for an ongoing health problem, even if he or she only takes the medicine at home, give a written note to the school nurse or other designated school employee at the beginning of each school year. You must list the medicine being taken, the current amount taken, and the name of the doctor who prescribed it.
3. If your child must take medicine while at school, give the school a written note from you and a written note from your child's doctor or other health care provider. Provide new, updated notes at the beginning of each school year and whenever there is a change in the medicine, instructions or doctor.
4. As parent or guardian, you must supply the school with all medicine your child must take during the school day. You or another **adult** must deliver the medicine to school, except medicine your child is authorized to carry and take by him/herself.
5. All controlled medicine, like Ritalin, must be counted and recorded on a medicine log when delivered to the school. You or another adult who delivered the medicine should verify the count by signing the log.

6. Each medicine your child must be given at school must be in a separate container labeled by a pharmacist licensed in the United States. The container must list your child's name, doctor's name, name of the medicine, and instructions for when to take the medicine and how much to take.
7. Pick up all discontinued, outdated, and/or unused medicine before the end of the school year.

TELEPHONE USAGE

Students are allowed to use the phone in the main office for emergencies only. If a student needs to call home for emergency purposes, they should first get permission from their teacher to use the telephone located in the main office. Students will not be allowed to use the phone for such reasons as asking to go to a friend's house, staying after school, etc. All arrangements must be made beforehand.

CELLULAR PHONES

The use of cell phones at school is prohibited. Cell phones must be turned off during school hours. Arcohe School is not liable for damage, lost or stolen cell phones. If students have cell phones on during school hours or are seen calling or texting during school the phone may be confiscated and held for parent pick-up in the main office.

PRIVACY OF INFORMATION

Directory information includes, but is not limited to: student's name, address, telephone number, parents' names, and photographs. At various times during the school year, organizations such as the Parent Teacher Association, Room Parents, Arcohe Yearbook Committee, and Science Camp request directory information. If you **DO NOT** wish to have the above information released, please contact the school office by September 30, 2022, to fill out the appropriate form regarding release of information.

CAFETERIA SERVICE

The Arcohe School Cafeteria serves meals for breakfast and lunch each school day, beginning the first day of school. Breakfast is served between 7:45-8:05am daily. The menu is posted monthly on www.arcohe.net and on the Arcohe App so that you may be aware of the meals being served ahead of time.

DAILY PRICE

Breakfast and Lunch for 2022-2023	Free
ADULT/Non-Arcohe student LUNCH	\$5.00 per day
ADULT/Non-Arcohe student BREAKFAST	\$3.00 per day

Arcohe is now using *TITAN School Solutions* to manage meal payments. Parents can use the TITAN app to put money on their student's account and sign up to receive notifications when their balance gets low. Please sign up by going to <https://family.titanK12.com> Students wishing to pay with cash may still bring their meal money to the **office before school**, but please note that payments made with cash may not be posted for a couple of business days.

Free and reduced price lunches / breakfasts are determined by family size and income, however for the 23-24 school year meals are free. The application forms and income scale are mailed out in the supplemental packet. All information is strictly confidential and parents who qualify are strongly encouraged to participate.

BACK-TO-SCHOOL NIGHT (FALL)

One evening, soon after the start of the school year, Arcohe School will invite parents to visit their student's classroom, meet the teacher and gain important information about the upcoming school year. Teachers will deliver two (or more) presentations during the allotted time so that parents with more than one child at the school can make it to all their children's classrooms. If you are unable to attend back-to-school night we encourage you to reach out to the teacher via email or phone to get the information you missed.

OPEN HOUSE (SPRING)

In the spring, Arcohe School will plan an evening where parents are invited to come to their student's classrooms to view work and visit the teacher. This is not a conference time, please schedule conferences with teachers for another day.

SITE COUNCIL

The School Site Council (SSC) is composed of school administrators, teachers, school staff members and parents. The SSC regularly meets once a month to continuously identify, implement, and monitor school improvement programs. Through collaborative discussion and allocation of supplemental funds the SSC strengthens the core academic program and ensures that students have access to and success in that program. School Site Council meetings are held the first Tuesday of each month. If you are interested in serving on the SSC please contact the school office.

PROMOTION / RETENTION

Recent legislation has eliminated the practice of social promotion. Board Policy 5123 addresses this issue as follows:

PROMOTION – Students shall progress through the grade levels by demonstrating growth in learning and meeting grade-level standards of expected student achievement.

RETENTION – As early as is feasible in the current school year, the Principal or designee shall identify students who are at risk of being retained, as specified by law, Board policy, administrative regulation and the following criteria: Students shall be identified on the basis of achievement of the minimum grade level standards and grades. Other indicators of academic achievement may be considered such as California Assessment of Student Performance and Progress (CAASPP) test results and attendance.

When a student is identified as being at risk of retention or recommended for retention, the Principal or designee shall provide opportunities for remedial instruction to assist the student in overcoming the academic deficiencies. Such opportunities may include, but are not limited to, tutorial programs, after-school programs, and summer school programs.

The Principal or designee shall communicate in the strongest possible terms the urgency of the student attending the recommended remedial instruction and learning the necessary skills. To fail to do so shall severely jeopardize the student's opportunity to be promoted.

AFTER SCHOOL ACTIVITIES

SPORTS

Galt Parks and Recreation, Cosumnes River Little League, and County Line Youth Soccer League provide the opportunity for students to participate in sports and activities. Arcohe currently offers Running for Rhett, Boys & Girls Basketball for Grades 5-8, and Girls Volleyball (grades 5-8). More information regarding these programs will be sent home throughout the school year.

HERALD 4H

The Herald 4-H will hold their registration meeting on Monday September 12, 2022, at 7:00 p.m. in the multi-purpose room at Arcohe. Parents must be present to register their children. An insurance fee and a 4-H letter-mailing fee are paid at the time of registration. For the time being, regular monthly club meetings will be held on the first Monday of each month. Contact Mindy McCreery at (916) 952-6238 with any questions or to be added to the distribution list. You may also access the 4-H website at <https://california.4honline.com>

STUDENT ACADEMICS

ADOPTED CURRICULA

LANGUAGE ARTS -	T-k	World of Wonders published by McMillan McGraw-Hill
	K-5	Wonders published by McMillan McGraw-Hill
	6-8	StudySync by McMillan McGraw Hill
MATHEMATICS -	Tk-5	enVision Mathematics published by Savvas Learning Company
	6-8	CPM
SOCIAL STUDIES -	3-5	My World by Savvas Learning Company
	6-8	History Alive by Teachers Curriculum Institute
SCIENCE -	Tk-3	Mystery Science
	4-8	Foss Kits
PHYSICAL EDU	Tk-8	200 minutes per week every 10 days with the support of a designated PE teacher.

TEXTBOOKS/TECHNOLOGY

Many of our textbooks are now online, however some are not, in that case, a numbered textbook will be issued to your student to use for the duration of the school year. If the book is lost or damaged it will be the responsibility of the parent to pay for the textbook. A letter will be mailed home with the price of the textbook. When the textbook has been paid for, the damaged book will be marked “discard” and then becomes the property of the student. Please report any lost textbooks to your teacher immediately so that the teacher may help locate the book.

Students will also be assigned a personal electronic device to use for classroom activities (reading textbooks, presentations, research, learning apps, etc.) The device will remain at school for classroom use only.

Tk-1st = iPads

2nd-8th = Chromebooks.

**Before a student can use the device and gain access to the internet a Technology Usage Form and Internet Agreement Form must be on file in the office.*

SPECIAL EDUCATION

Arcohe Union School District offers Resource Specialist (RSP) / Special Day Class (SDC) Programs in a Resource Center setting and a Speech and Language Program (SLH). Any student who may have special needs is first reviewed by the Student Study Team (SST) which consists of educators, parents, and the child if appropriate. Further assessments are made if the SST determines they are appropriate. Following an Individual Education Plan (IEP) meeting, the pupil is placed in the least restrictive environment that will meet his/her specific educational needs.

ACCELERATED READER

Arcohe uses a program called Accelerated Reader by Renaissance. This computer based program allows students to take short quizzes about the books they've read. By taking the online quizzes, students earn points and earn recognition for their reading efforts. Accelerated Reader encourages and gets students excited to practice reading by placing them in books at their zone of proximal development (ZPD), not too challenging, but not too easy. Your child's teacher will tell you what your child's ZPD is so that you can help your student make appropriate book choices. If you want to check the ZPD of a particular book you can go to arbookfind.com or visit our school library.

GRADES/PROGRESS REPORTS/REPORT CARDS

In order to help parents be more informed about the educational progress of their child, Arcohe uses the online grading program, AERIES. All parents will receive a welcome email explaining how to set up your family account. Teachers in Grades 3-8 shall send home a progress report at the midpoint of each trimester and at any time deemed necessary by the teacher. Report cards will be sent home after the close of each trimester for grades TK-8th.

STUDENT RECOGNITION/PBIS

At Arcohe, we love recognizing our students for their hard work and achievements! Tk-5th grade have monthly assemblies called Falcon Feather Assemblies where teachers, students and parents join us in the cafeteria to celebrate the positive attributes of our students. Students who receive a Falcon Feather award get to eat lunch with the principal on the day of the assembly. Typically start times alternate between 9am or 2pm. Middle School students meet monthly for rallies and again for honor roll recognition at the end of each trimester. The entire school participates in our Positive Behavior Interventions and Supports (PBIS) program where students are recognized for being RESPONSIBLE, HARDWORKING, and KIND. Staff members recognize students by giving them talon tokens (small slips of paper) that students can then put in weekly drawings in the classroom and monthly drawings in the cafeteria. These tokens are handed out with verbal praise and a quick reminder of what the student did right. We call our PBIS program at Arcohe "Falcon Pride".

*If your student is being recognized you will receive a letter, email, or call inviting you to the assembly.

TESTS

LOCAL:

All 1st-8th grade students are assessed four times throughout the year in the areas of reading and math using the STAR 360 by Renaissance.

Tk-2nd grade uses ESGI to assess student letter recognition and phonological awareness periodically throughout the year.

STATE:

If your student's first language is one other than English they will take the English Language Proficiency Assessment of California (ELPAC) annually in the fall, until a qualifying score is met.

All students 3-8th grade will take the Smarter Balanced Consortium (SBAC) in the Spring.

All 5th & 8th grade students will be given the California Science Test (CAST) in the Spring.

All 5th & 7th grade students will be given the Physical Fitness Test (PFT) in the Spring.

PARENT RESPONSIBILITIES

ATTENDANCE

TARDIES:

The warning bell rings at 8:05 a.m. to allow students to be in their classrooms by 8:10 a.m. Students arriving after the 8:10 bell, or later, are late for school and can still walk directly to class where teachers will mark them tardy. After 8:20 a.m. students need to report to the Main Campus office to receive their tardy slips. Students who are consistently tardy will be recommended for SART (School Attendance Review Team) or SARB (School Attendance Review Board).

ABSENCES:

Prompt and regular attendance is urged to insure that your child receives complete and full instruction, however when it is necessary for your child to miss school, it is important that you inform the school office of the reason for the child's absence, either email or by telephone **within 3 days**.

attendance@arcohe.net or (209)748-2313, then press #1 for attendance hotline

Excused absences are for reasons such as illness or injury, doctor/dental appointments, funeral of an immediate family member, and quarantine. Parents may be required to provide a note from a doctor if your child has been absent over 14 days due to illness as described in Administrative Regulation 5113. Arcohe also uses an automated phone system to help remind parents to call in and excuse their student's absences. Vacations are considered UNEXCUSED absences. If a student is absent for **ANY REASON** on the day of a dance or other after school activity, the student is excluded from attending the dance/activity. Please call the office for clarification.

PARENTS ARE ALSO REMINDED TO:

1. Call the school or bring a written note signed by the parent/guardian indicating the reason for the absence. The note should be given directly to the office or to your student's teacher on the day of their return.
2. It is the responsibility of the student/parent to obtain assignments and make up missed work due to absence.
3. If a student is absent for an extended period of time, but is able to do school work, arrangements should be made to have assignments and books sent home so that he/she can keep up with the rest of the class.
4. If you know ahead of time that you will be absent for any reason, you are required to inform the office at the earliest possible date. Make arrangements with your teacher to get the assignments before the absence.

INDEPENDENT STUDY

Arcohe School recognizes the importance of daily attendance for your student's academic growth. However, unique situations occur when children will be absent from school for extended amounts of time. In order to meet Arcohe's academic standards and individual student's needs, an Independent Study Program is available. The Independent Study Program is intended for students who plan to be absent from school for **five (5) or more consecutive school days**. Parents'/Guardians' who plan to use the Independent Study Contract process should do the following:

1. Parent/Guardian must contact the school's main campus office to initiate the Independent Study process at least **two weeks (14 days)** prior to the student's initial absence day.
2. Parent/Guardian, student and teacher must complete an Independent Study Contract and have the contract approved by the Superintendent/Principal prior to the student's initial absence day.
3. The assigned work, under the Independent Study Contract is due within three (3) days following the end of the contract. If the work is not completed or the quality of the work does not meet district standards, the student's attendance could be considered (by law) an **unexcused absence**.

CLASSROOM VISITATIONS

All visitors, including parents and family members, are required to register at the front office. A visitor sticker must be worn to signal to staff and students that you are permitted to be on campus. Parents are welcome to visit the classroom, except during testing periods. Please make arrangements with your child's teacher or the school administrator if you wish to visit the classroom during instructional hours.

Animal visitors (pets) may be brought to school for educational purposes, and are subject to rules and precautions specified in administrative regulations related to health, safety, and sanitation. Contact your child's teacher and principal for a list of requirements if you wish to bring an animal to school.

HOME-SCHOOL COMMUNICATION

Communication between teachers and parents is extremely important. If you have a concern, please talk to the teacher first. The best way to get a hold of your child's teacher is by phone call or email. Some teachers even use texting apps such as Remind or ClassTag. Teachers are available from 7:40-8:00 am and after school until 3pm. Classroom phones will not ring during instructional hours, but messages can be left. Teachers will return your call as soon as they can. All staff extensions & email addresses can be found on the school website. www.arcohe.net

Most non urgent paper notices are passed out by the teacher for students to carry home in their backpack, while urgent messages and important reminders are sent using our automated telephone/text /email system. In addition a regular calendar/newsletter of events will be posted on the Arcohe website (www.arcohe.net). It is very important that the school has your accurate phone number and email address in our system. Any person wishing to display notices and/or posters, not generated from the school office, must have them pre-approved by the administration to be hung only on the designated bulletin boards.

LOST AND FOUND

All lost and found items are put in large bins in both multipurpose rooms. Parents are encouraged to come look in the bins before and after school if they are missing items. All unclaimed items will be donated with notice. Please note that Arcohe School is NOT responsible for lost items. Items that should remain at home include: Toys, Trading Cards, Electronic Devices, Aerosol Cans, Perfumes/Colognes, and any other personal belongings.

LIBRARY

Our school library is open to all Arcohe students in TK-8th grade to explore the wonderful world of books. Students will visit the library weekly and are able to check out books. Books are checked out for one week, and most books may be renewed if returned on time. Students may only check out books for themselves. Students must accept the responsibility and proper care of books and other library materials they borrow. In the event of damage or loss of an item, the student will be required to pay for the item. If the library privileges are abused, they may be restricted or denied. Parent volunteers are needed to assist with library services. If you can offer a few hours per week, please contact Yosie Dimitras in the main library at (209) 748-2313, Ext. 1030 or Stephanie Hendricks in the middle school media center at (209) 748-2313 x2014.

[*A Library Use Agreement Form must be signed by the parent and student each year in order to check out books.](#)

PARENT-TEACHER CONFERENCES

The District will hold school-wide conferences with parents once per year in the fall. Minimum days will be held during the conference time to give teachers ample time to meet with parents to discuss students' progress in the classroom. Informal conferences can also be held throughout the school year, as needed. If you wish to meet with your child's teacher, please call or email to set up an appointment.

PARENT INVOLVEMENT OPPORTUNITIES

One of the things that makes Arcohe special are the parent volunteers who work in the library, cafeteria, and classrooms. If you are interested in volunteering your time, please call your child's teacher or the school office and we will be happy to match your talents to the growing needs here on campus. All forms can be collected and returned to the front office.

Volunteers and Chaperones MUST submit the following, prior to serving:

1. Volunteer Registration Form (Annually)
2. Negative Tuberculosis (TB) Test Results

Overnight Field Trips Chaperones MUST submit the following to the office:

1. Volunteer Registration Form
2. Negative Tuberculosis (TB) Test Results
3. Be fingerprinted and cleared by the Department of Justice (DOJ) at their cost

ARCOHE PARENT TEACHER CLUB (APTC)

Come join us! We need your ideas and help! APTC (Arcohe Parent Teacher Club) consists of teachers, parents, grandparents, aunts, uncles, school support staff, and community members interested in children and the betterment of Arcohe School.

The objective of APTC is to promote quality education and be responsible to the needs of Arcohe School and its standards. APTC cooperates with the Arcohe School Board, administration, and faculty by providing various supplies and equipment for the school and by assisting in various enrichment programs for the students.

Regular meetings will be held during the school year on the first Tuesday of each month from 6:00–7:00 p.m. on ZOOM. Meetings last an hour and start and end promptly. There are times when a special planning meeting may be called in addition to the regular meetings.

The membership form is included in this handbook. Please fill it out and return it to the school office along with the membership dues. Be sure to include an email address so that you may be added to our ZOOM meetings.

2022-2023 APTC Officers

Sabrina Lambson, President	209-712-8579
Monica Petersen, Vice President	209-663-2193
Larissa Nohel, Secretary	916-996-1374
Giselle Gaines, Treasurer	650-438-3545

STUDENT CHECK OUT

Only legal guardians are permitted to “sign out” a child from school unless the person has been listed on the school emergency form or has a note of authorization from the legal guardian to pick up the child.

STUDENT DROP OFF/PICK UP SAFETY

For their safety, students are not to be dropped off earlier than 7:45 a.m. or stay past 3:15 p.m. (2:00 p.m. on Wednesday) as the proper supervision will not be in place. In addition, no student is allowed to leave campus without permission. To ensure student safety, students who plan to go to a friend’s house from school need to **BRING A NOTE** to the school office granting parental permission and stating the method of departure (i.e., on the bus, picked up by _____, walking, etc.). This applies to any student who will have a different return routine than usual, including students who have parental permission to walk to the Herald Store after school.

CLASSROOM: Parents are welcome on campus 15 minutes before and 15 minutes after school to drop off/pickup students directly from their classroom. Please be mindful that during this time teachers are often delivering last minute important information to students therefore we appreciate you doing your best to not disturb classes.

PARKING LOT: If students are not picked up at the classroom by their parent/guardian they are escorted by their teacher to the front lawn where they wait for their parents to pull through the parent pick up loop. Students in the Tk-5th grade should be picked up in the main campus parent loop (parking lot in front of the main office). Students in the 6-8th grade should be picked up in the East campus parent pickup loop or join their siblings on the main campus to be picked up.

Respecting the following rules helps everyone stay safe and things go smoothly in the parking lot during drop off and pick up. Thank you for abiding by each one.

- All drop off/ pickup is done in the parking lot/ loop therefore, please **DO NOT UNLOAD ON IVIE RD.**
- Automobiles should enter the main parking lot through the east entrance, and leave through the west exit.
- Please **DRIVE SLOWLY** as kids and family may be crossing.
- PULL ALL THE WAY FORWARD.** (Your student(s) will walk to you once your car stops)

- The parking lot is a **NO PHONE ZONE** please pull over and park if you need to use your cell phone.
- Students should **BE READY** to unload from the **PASSENGER SIDE** of the car otherwise please park until the student is 100% ready to get out of the car.
- Students needing to cross the parking lot **MUST** be escorted by an adult using the designated crosswalk.
- **No child** will be released to walk to the car unless accompanied by an adult.
- DO NOT DOUBLE PARK** or leave your car unattended while in the pickup lane.

*******THE STAFF PARKING LOT IS NOT A STUDENT DROP OFF/PICKUP LOCATION*******

Students may ride bicycles to and from school. A note needs to be on file in the school office giving the student permission to do so. State law requires the wearing of a helmet when riding a bicycle, and we strongly recommend using a lock to secure your bike each day. Students riding bicycles home must walk them to the road instead of riding them through the parking lot.

BUS TRANSPORTATION

BUS FEES

The Request for Purchase of Bus Pass must be completed and returned along with the appropriate fees. In order to receive discounted fees, you must also complete the Transportation Waiver form. Both forms are included in the Student Handbook.

1 st Bus Rider:	Full price - \$180.00	Reduced price - \$72
2 nd Bus Rider:	Full price - \$90	Reduced price - \$36
3 rd Bus Rider or More:	Free	Free

Students are required to be at the bus stop five (5) minutes prior to the arrival of the bus – rain or shine. Kindergarten parents must be visible to the driver when the bus arrives to let your child off. If you desire your Kindergarten student to be let off the bus without an adult to meet him/her or with a sibling, a written note must be on file in the school office.

FOGGY DAY SCHEDULE

On foggy days when bus delays are necessary, school will commence one hour later with classes starting at 9:10 a.m. and regular dismissal remaining at 2:45 p.m. Notice of fog delays will be communicated to parents with a prompt automated telephone call/text. ***In order to stay safe, students are to wait in the house on these days until the later bus run.***

STUDENT RESPONSIBILITY

FALCON PRIDE

In order to promote an atmosphere throughout Arcohe School in which students feel safe, secure, happy, and have a maximum opportunity to learn, we have adopted the following positive discipline plan based on a program devised by the University of Oregon entitled “Positive Behavior Intervention and Support (PBIS).” We call our PBIS program at Arcohe School, *Falcon Pride*.

Our three school wide rules are as follows. Falcons are...

1. Responsible
2. Hardworking
3. Kind

At Arcohe School positive behaviors are intentionally taught multiple times throughout the school year and reinforced by teachers and staff members daily. Signs are also posted as a visual reminder to students of the expectations for each area on campus. Teachers recognize students for showing behaviors that are RESPONSIBLE, HARDWORKING, & KIND and reward them with “Talon Tokens” and PRAISE. Students then put their earned talon tokens into weekly classroom drawings for prizes and recognition. Every month, the talon tokens from each classroom are taken to the cafeteria and once again drawn for prizes and recognition in front of the entire cafeteria. It’s our philosophy that students will exhibit better behavior when given positive reinforcements first. However, there will be times when undesirable behavior will need to have a consequence. These consequences are as follows.

LEVEL I BEHAVIOR	LEVEL II BEHAVIOR	LEVEL III BEHAVIOR	LEVEL IV BEHAVIOR
Minor Disruptions: Breaking classroom rules.	Minor Problem : Breaking schoolwide rules that compromise climate and safety OR Repeat Level I behaviors.	Major Problem: Breaking schoolwide rules that compromise climate and safety OR Repeat Level I or LEVEL II Behaviors.	Illegal Violations: Breaking school rules that also break the law.
Ex) Disruption, Rough play, etc.	Ex) Disrespect, defiance, physical contact, property misuse, etc.	Ex) Harassment, Fighting, Bullying, Theft, Cheating, etc.	Ex) Vandalism, Weapons, Drugs, Assault/Threats, etc.

-Warning -Recess Academy -Time out -Conference w/student -Parent contact	-Office referral - Conference w/student -Time out -Loss of privilege -Parent Contact -Restorative Circle -In-school suspension	-Office referral -Parent Conference -In-School or Out-of school Suspension -Restorative Conference	-Office Referral -Parent Conference -Out-of- School Suspension -Police Involvement involvement when appropriate -Possible Expulsion Proceedings -Restorative Conferences
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*These rules apply while students are in school and at **ALL** school-sponsored activities.

*For more information regarding school discipline procedures please contact school administration.

CAFETERIA RULES

Stand in line quietly with hands to yourself.

Remain seated at the assigned table.

Keep hands to yourself while seated.

DO NOT SHARE YOUR FOOD WITH OTHERS (allergies)

Raise your hand if you need to leave your seat

Lights off means quiet eating time

ASSEMBLY RULES

Sit quietly

Keep hands to yourself

Applaud at appropriate times

No booing or other inappropriate noises

GENERAL PLAYGROUND RULES

PRIMARY	INTERMEDIATE	MIDDLE SCHOOL
-NO rough play (grabbing, pulling, pushing, play fighting) -No sliding in soccer -No football -Freeze when the bell rings - Walk to classroom when whistle is blown -Use restroom before the bell rings	-NO rough play (grabbing, pulling, pushing, play fighting) -No sliding in soccer -No football (except with Mr. Miller) -When the bell rings walk to the classroom -Use restroom before the bell rings -No cell phone use -No tag on play equipment	-Use equipment for its intended purpose -ROPE hay bales ONLY -TOUCH Football ONLY -NO rough play (grabbing, pulling, pushing, play fighting) -Use restroom before the bell rings -NO cell phone use

GENERAL RESTROOM RULES

PRIMARY/INTERMEDIATE	MIDDLE SCHOOL
Wash your hands after uses Put paper towels in the garbage ONLY toilet paper should be flushed No horse play or playing in the water	Wash your hands after uses Put paper towels in the garbage ONLY toilet paper should be flushed No cell phone/video usage/Photos No fighting NO socializing

DRESSCODE

The administration is aware of the changing nature of style in student dress. We seek to balance student style wishes with a dress code that allows for full physical participation in school activities and does not otherwise distract from or degrade the educational atmosphere of the school.

1. Appearance shall be neat, clean, safe and appropriate.
2. Hats or head coverings must be removed before entering a building. Exemptions may be granted on a case-by-case basis for religious or health reasons. Baseball hats shall be worn outdoors only and shall be worn with the bill facing forward.
3. Shirts, blouses and tops shall be long enough to tuck into the waistband.
4. Pants shall fit at the natural waist and be properly fastened at all times. Pants shall not "sag" to reveal undergarments or uncovered skin.
5. Shorts, skirts and dresses should be mid-thigh length or longer. Skirts or dresses shall not have slits above the mid-thigh.
6. All undergarments must be covered at all times.
7. Shoes must be worn at all times. They must be safe and appropriate for P.E. Sandals must have heel straps for safety. Lace-up shoes must be worn with the laces in place and securely tied. Excessively high heels and Heelies (shoes with wheels) are prohibited for safety's sake.

The following items are prohibited by Board Policy on school grounds and at school activities both on and off campus:

- Any item that advertises or promotes the use of alcohol, tobacco or controlled substances
- Any item that displays or encourages gang-related affiliation
- Any item with suggestive pictures or writing

The following items of clothing are also prohibited at school:

- Revealing clothing, including but not limited to, halter tops, tube tops, spaghetti straps, tank tops with straps under 2 inches, half-shirts, see-through garments, fishnet stockings, plunging necklines and bare midriffs
- Clothing that is dirty, torn, slashed or provocative
- Chains, except for light-weight jewelry worn as a necklace or of reasonable length connected to a wallet
- Sunglasses (Exemptions may be granted on a case-by-case basis for health reasons)
- Any item that can distract from the educational process

If there is a question of whether an item of apparel is acceptable, the Principal or his/her designee shall make the determination. Students found in violation of the school appearance guidelines shall be afforded the following options:

- The school will call the parents to bring an appropriate garment for the student to change into or
- The school will loan the student an appropriate garment, if available, to wear in place of the prohibited garment. Loaned garments must be laundered and returned the next school day.
- The school will call the parent to pick up the student.
- Repeated violations may result in a behavior citation.

The Administration has the discretion to ban any clothing that may be disruptive to school. If students have questions regarding this dress code, please see the Administration by calling (209) 748-2313.

8th GRADE PROMOTION

During the Eighth grade year, students must meet the following requirements in order to participate in the promotion ceremony and the related events (8th grade trip, promotion dance, promotion ceremony, etc.):

1. Achieve a 2.0 cumulative grade point average or better in 7th and 8th grade or a 2.0 grade point average in 8th grade.
2. Each student must meet minimum proficiency standards in language arts and mathematics.
3. Maintain appropriate citizenship. No more than two home suspensions during the school year. No behavior violations during the last month (4 weeks) of the school year, such as excessive tardiness, suspension, or other—at the discretion of the Principal.
4. Differential standards will apply for students with identified learning disabilities and other special needs.
5. Excessive tardiness and absences throughout the year may result in a student's non-participation in promotion activities other than the ceremony.

Notices to parents of students in danger of failing to meet promotion requirements shall be provided in a timely manner and as early as information suggests a problem. A decision regarding a student's participation in the promotion ceremony and related events will be made within a timely manner prior to the promotion date. (Exception to this is #3 above – Behavior Standards.)