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**FORMS MAILED OUT IN SUPPLEMENTAL PACKET**

**FORMS TO BE COMPLETED:**

- Emergency Form
- Request for Purchase of Bus Pass and Transportation Letter
- School Lunch Program (Free and Reduced Price Lunch Application)
- Acknowledgment of Transportation Rules, Annual Notifications, Parent-Student-School Rights and Responsibilities / Ethnicity / California STAR Testing Program Parent Survey
- Internet Agreement
- Library Permission Slip
- Volunteer Form
- APTC (Arcohe Parent Teacher Club) Membership Form

**OTHER FORMS:**

- Student's Classroom Teacher Assignment
- Bus Routes
- Fall Lunch Menu
- Monthly Event Calendar for August and September
- Magnetic School Calendar
- Medi-Cal/Healthy Families Information Letter

**ARCOHE SCHOOL**  
**11755 Ivie Road (P. O. Box 93)**  
**Herald, CA 95638**  
**(209) 748-2313 and (800) 252-4932**  
**East Campus (Junior High) - (209) 748-2603 + Teacher Extension Number**  
**Arcohe Website: arcohe.net**

**WELCOME TO OUR SCHOOL**

Dear Arcohe Parents and Students:

Welcome to the 2008-09 school year! Arcohe School prides itself on providing a challenging academic program for all students in a family-like atmosphere of care and concern for every child.

There is always new information, making this handbook an important and helpful document for you. It is intended to provide parents and students with necessary school information and to ensure a common understanding of school procedures and expectations. We would like to encourage parents to take time to review the information contained in the handbook and discuss it with your child(ren).

We sincerely hope it is a year filled with the excitement of learning and new adventures for everyone.

Mark Cornfield

Lori Salfen

Superintendent

Principal

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**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.

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**ARCOHE STUDENT PROFILE**

An Arcohe student will be goal-oriented, optimistic and confident, and will approach life with a sense of humor. It is Arcohe's goal that each student promoted to high school will also be resourceful and inventive and will communicate effectively through a variety of media. All students will be ethical, responsible, and respectful of individual and cultural differences.



## ***SCHOOL DIRECTORY***

### **GOVERNING BOARD OF TRUSTEES**

Laura Mulrooney, President

Brendan Moore, Clerk  
Bill Berg, Member

David Harms, Member  
Bob Martin, Member

### **ADMINISTRATION**

Mark Cornfield, Superintendent  
Lori Salfen, Principal  
Denise MacDonald, Business Manager  
Chris Marciel, M&O/Transportation

Denielle Allison, Office Clerk  
Cherie Goehring, Computer Clerk  
Josie Yuhas, District Office Clerk  
Judy Penney, Student Body Clerk

Jamie Stigelmayer, East Campus Office Clerk

### **CERTIFICATED STAFF (with Telephone Extension Numbers)**

**\*500 Extensions are East Campus Numbers – Call (209) 748-2603 and Enter Extension Number**

Ginger Edwards, Kindergarten (A.M.) - 334  
Candace Sauter, Kindergarten (P.M.) - 334  
Jenise Satoshige, First - 306  
Moirra Warmerdam, First - 303  
Susan Applegate, Second – 322  
Sarah Lowery, Second - 321  
Wendy Chevrier, Third - 308  
Maggie Goss, Third - 309  
Jeri Barnes, Fourth - 304  
Victoria Bartholomew, Fourth - 305  
Annette Benedict, Fifth - 307  
Peggy Frizzell, Fifth - 301  
Donna Wood, Fifth - 302  
Meg Bates, Sixth - 507  
Susan Peterson, Sixth - 504

Tracy Garvey, Junior High - 506  
Melissa Herrera, Junior High - 505  
Sharon Schubert, Junior High - 511  
Paula Selby, Junior High - 502  
Casey Vandenburg, Junior High - 501  
Randa Gregorio, Alternative Ed. - 509  
Wendy Walker, SPED (K-3<sup>rd</sup>) - 319  
Leslie Myers, SPED (4<sup>th</sup>-5<sup>th</sup>) - 320  
Susan Abellan, SPED (6<sup>th</sup>-8<sup>th</sup>) - 510  
Debbie Valenzona, Intervention – 328  
Camron Paslaqua, School Nurse - 327  
Kathy Schmidt, Counselor - 327  
Outreach Consultant - 314  
Judy Boers, Psychologist – 314  
Carol Reller, Speech – 323  
James Morgan, Band - 324

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### **2008-09 YEAR AT A GLANCE**

<u>DATE</u>	<u>EVENT</u>
August 14	First Day of School and Back to School Night
September 5	Fall School Pictures
October 6 – 10	Fall Break – No School
November 24 – 28	Thanksgiving Holiday - No School
December 22 – January 2	Winter Break – No School
April 6 – 10	Spring Break – No School
April 13	Staff Development Day – No School for Students
May 14	Open House
June 5	Last Day of School and 8 <sup>th</sup> Grade Promotion

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

School Site Council meetings are held the second Monday of each month.

## SCHOOL SCHEDULE

The first day of school is **Thursday, AUGUST 14, 2008**.  
Class lists will be posted at school after **4:30 p.m.** on **Wednesday, August 13, 2008**

### SCHOOL DAY

A.M. Kindergarten - 8:00 a.m. to 11:40 a.m.

P.M. Kindergarten - 10:55 a.m. to 2:45 p.m.

1<sup>st</sup> through 8<sup>th</sup> Grades - 8:10 a.m. to 2:45 p.m.

**The warning bell rings at 8:05 a.m. to allow students to be in their classrooms by 8:10 a.m.**

Transportation to and from school is available for all students including Kindergarten.  
(See new Transportation Policy in "Forms to be Completed" in the Handbook.)

### SHORTENED SCHOOL DAY

(Every Wednesday plus periodic days during the School Year – See School Calendar)

A.M. Kindergarten - 8:00 a.m. to 11:10 a.m.

P.M. Kindergarten - 10:55 a.m. to 1:30 p.m.

1<sup>st</sup> through 8<sup>th</sup> Grades - 8:10 a.m. to 1:30 p.m.

## SCHOOL DAY SCHEDULES

### KINDERGARTEN

8:00 a.m. - 11:40 a.m.

(Regular Lunch 11:20 a.m. - 11:40 a.m.)

(Shortened Day Lunch 10:50 a.m. - 11:10 a.m.)

10:55 a.m. - 2:45 p.m.

(Lunch 10:55 a.m. - 11:15 a.m.)

### GRADES 1-2

8:10 - 9:15 a.m.      Instruction

9:15 - 9:25            Recess

9:25 - 10:25        Instruction

10:25 - 10:35       Recess

10:35 - 11:30       Instruction

11:30 - 12:15 p.m.   Lunch / Recess

12:15 - 1:25        Instruction

1:25 - 1:35          Recess

1:35 - 2:45          Instruction

### GRADES 3, 4, & 5

8:10 - 9:50 a.m.      Instruction

9:50 - 10:10          Recess

10:10 - 12:00 p.m.   Instruction

12:00 - 12:45        Lunch / Recess

12:45 - 1:45          Instruction

1:45 - 1:54           Recess

1:54 - 2:45           Instruction

### JUNIOR HIGH

#### GRADES 6, 7 & 8

8:10 - 10:20 a.m.    Instruction

10:20 - 10:40          Recess

10:40 - 11:45        Instruction

11:45 - 12:30 p.m.   Lunch / Recess

(11:50-12:35 / Shortened Day Lunch)

12:30 - 2:45           Instruction

## CURRICULUM

Arcohe School has developed a rigorous instructional program for all students built upon district curriculum content standards. These higher standards are aligned with California State standards. Arcohe teachers use these standards to establish goals and learning activities for students, measure progress in attaining these goals and make adjustments based upon the resulting data. **District curriculum standards are available in the school office.**

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**SPECIAL EDUCATION PROGRAMS:** Arcohe Union School District offers three Resource Specialist (RSP) / Special Day Class (SDC) Programs 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.

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**LIBRARY:** Our school library is open to all Arcohe students in Kindergarten through eighth grade to explore the wonderful world of books. 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. 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. If the library privileges are abused, they may be restricted or denied. A permit, which will be mailed out in the supplemental packet, must be signed by the parent and student each year in order to check out books.

Parent volunteers are needed to assist with library services. If you can offer a few hours per week, please contact the library at (209) 748-2313 or (800) 252-4932, Ext. 326.

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**HEALTH SERVICES:** Arcohe works in collaboration with parents to provide the best health service for each child. We have a credentialed, licensed school nurse on site one day a week. Each school year we perform 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 audiometrists. 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 students in Kindergarten, Grades 1, 2, and 3 will be done by a Doctor of Dentistry.

**SCOLIOSIS SCREENING** for 7<sup>th</sup> Grade girls and 8<sup>th</sup> Grade boys

The school nurse and parent volunteers will assist with all screenings. Follow-up testing will be done by the school nurse. The results of all screenings are confidential. You will be notified if your child is in need of further testing.

**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.** Please consider that health screenings are designated to enable early detection of possible problems that may affect your child's learning abilities. If you have any questions, please call the school.

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**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 Grades 7-8 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.

### SCHOOL VISITATION AND STUDENT SIGN-OUT

**ALL VISITORS, INCLUDING PARENTS AND FAMILY MEMBERS, ARE REQUIRED TO REGISTER AT THE OFFICE. THIS IS A SAFEGUARD TO PREVENT STRANGERS FROM ENTERING OUR CAMPUS.**

Parents are the only persons permitted to “sign out” a child from school unless the person has a note of authorization from the parents to pick up the child. In single-parent homes, only the parent having legal custody of a child may sign the child out of school. Anyone else wishing to sign a child out of school must have written authorization from the child’s parent in order to have the student released to him/her.

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### PARENTS PICKING UP STUDENTS

Students running through the parking lot to be picked up by waiting parents create a dangerous situation. Therefore, parents picking up students are to come to the area in front of the Main Office to pick up students. **No child** will be released to walk to the car unless accompanied by an adult. Automobiles should enter through the far east entrance, park in the lot, and leave through the west exit. **DO NOT DOUBLE PARK.**

**BICYCLES:** Students may ride bicycles to and from school. (A note needs to be on file in the school office giving the student permission to ride his/her bike to and from school.) State law requires the wearing of a helmet when riding a bicycle. We strongly recommend that a lock be used for bicycles left at school during the day. Students riding bicycles home must **walk them to the road** instead of riding them through the parking lot.

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### STUDENT SAFETY

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.

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### ANIMALS AT SCHOOL

Animals may be brought to school for educational purposes, subject to rules and precautions specified in administrative regulations related to health, safety, and sanitation. Listed below is the procedure for any student requesting to bring an animal to school:

1. Obtain the consent of the teacher.
2. The parent/student must then check with the Principal and be cleared in advance of the date they want to bring the animal to school.
3. There must be a legitimate purpose for the animal’s visit.
4. No animal can be brought to school on the bus. The parent must bring the animal to school, stay with it for the amount of time it takes for the presentation, and then take the animal home immediately after.
5. Members of the class are not allowed to handle, pet, or hold the animal while it is visiting the classroom.

Teachers shall ensure that these rules and precautions are observed so as to protect both the students and animals. Seeing-eye dogs and service dogs may accompany students and staff at school as needed. The district assumes no liability for the safety of animals voluntarily brought to school. Animals brought to school must be:

- In good physical condition.
- Vaccinated against transmittable diseases.

- In clean, safe and suitable cages or containers or otherwise appropriately controlled.

### **STUDENT USE OF THE TELEPHONE**

The school phone is to be used for business and emergency purposes only. It is available to students only by written permission from the teacher. 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. Those arrangements must be made beforehand.

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### **DAMAGED OR LOST TEXTBOOKS**

It will be the responsibility of the student to pay for any damaged or lost textbooks. 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.

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### **DRESS CODE GUIDELINES**

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.

Appearance shall be neat, clean, safe and appropriate. It must not distract others from learning.

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.

Shirts, blouses and tops shall be long enough to tuck into the waistband.

Pants shall fit at the natural waist and be properly fastened at all times. Pants shall not "sag" to reveal undergarments or uncovered skin.

Shorts, skirts and dresses should be mid-thigh length or longer. Skirts or dresses shall not have slits above the mid-thigh.

All undergarments must be covered at all times.

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 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, 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
- Any item that can distract from the educational process

Dress Code Guidelines (Continued):

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 (sweatshirt or sweatpants), 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 of the appearance guidelines may result in detention or suspension for defiance of authority. At all times, the Administration will be respectful of students, and no inappropriate touching of students is ever required. 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, or parents may contact the school at (209) 748-2313 or (800) 252-4932.

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**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 at 8:10 a.m. or later are late for school and must report to the office for a tardy slip before they will be allowed to enter the classroom. K-5 students need to report to the Main Campus office and students in grades 6-8 to the East 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).

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**ATTENDANCE AND ABSENCES**

Prompt and regular attendance is urged to insure that your child receives complete and full instruction. When it is necessary for your child to miss school, it is important that you inform the school of the reason for the child's absence, either in writing or by telephone (209/748-2313 or 800/252-4932, then press #3 for attendance hotline). In an effort to remind parents to report absences, Arcohe will be using an automated phone system. Excused absences are for reasons such as illness or injury, doctor/dental appointments, funeral of an immediate family member, and quarantine. **Vacations are considered unexcused absences.**

**STUDENTS ARE REMINDED TO:**

1. Have your parents call the school or bring a written note from your parents indicating the reason for the absence. The note should be given directly to the office or to your teacher on the day of your return.
2. It is the responsibility of students 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 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.

**School Activities/Dances – If a student is absent for any reason on the day of a dance or school activity, the student is excluded from attending the dance/activity.**

### **INDEPENDENT STUDY**

Arcohe School recognizes the importance of daily attendance for your student's academic growth. Therefore, Arcohe School will not be recognizing an Independent Study program for students who are absent from school.

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### **ILLNESS OR ACCIDENT AT SCHOOL**

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 us informed of any change of address or phone number.**

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### **ADMINISTRATION OF MEDICATION**

According to our School Board policy and State law, students who require the administration of **any** medication at school need to have both a **parent** and **physician** signed request for the administration of the medication. 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. Parents seeking such a waiver should request a waiver form from the front office. The waiver form must be completed, signed by the parent and returned to the front office **with a doctor's note specifically stating the type of medication and the requirement that it be carried by the child.**

The "**Medication in School**" form must be completed and on file for every type of medication including the following situations:

- ◆ a continuing medication regimen.
- ◆ treatment for a short-term, episodic illness.
- ◆ medication to be kept on an "as-needed" basis (i.e., Tylenol for cramps).
- ◆ for pupils on a school extended-day activity who need medication not routinely required during the school day.

The prescription medication container needs to have a label containing the child's name, identification number, dose of medication to be given, the physician's name, and name and telephone number of pharmacy.

#### **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.

Administration of Medication (Continued):

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.
- 

**PROMOTION TO HIGH SCHOOL**

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

1. Achieve a 2.0 cumulative grade point average or better in 7<sup>th</sup> and 8<sup>th</sup> grade or a 2.0 grade point average in 8<sup>th</sup> grade.
2. Beginning with the 2003-04 promotion class, each student must pass the district established 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 tardies, suspension, or other—at the discretion of the Principal.
4. Differential standards will apply for students with learning disabilities.

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.)

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**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 needed but no later than October 1 of the current school year, the Principal or designee shall identify students who are at risk of being retained and students who should be retained in accordance with 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 Standardized Testing and Reporting (CAT6) 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.

### **ACADEMIC ACHIEVEMENT**

In order to help parents be more informed about the educational progress of their child(ren), Grades 3-8 will be using [www.teacherease.com](http://www.teacherease.com). Please provide your child's teacher with a valid e-mail address.

### **PROGRESS REPORTS:**

Teachers in Grades 3-8 shall send home a progress report for those students who are receiving a "D" grade or below in a subject. This notice shall go home at the midpoint of each quarter and at any time deemed necessary by the teacher.

### **REPORT CARDS:**

Report cards for Grades K-5 will be sent home with students after the close of the second and third trimesters. Report cards for Grades 6-8 will be mailed home after the close of the second and fourth quarters. Report cards will also be sent home to those parents not attending parent conferences at the close of the first and third quarters.

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### **PARENT CONFERENCES**

It is the policy of the District to hold conferences with parents twice per year (October and March). 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. If you wish to meet with your child's teacher at any other time, please call for an appointment.

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### **DISCIPLINE**

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 Discipline Plan.

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### **SCHOOL-WIDE RULES**

1. Keep hands, feet, and objects to yourself. (Absolutely no fighting.)
2. Stay in the designated areas and walk quietly through the hallways.
3. Respect others at all times. No name calling, profanity, teasing, or negative body language.
4. Follow directions the first time they are given.
5. Respect school property and use playground equipment appropriately.

**ITEMS THAT SHOULD REMAIN AT HOME:** Toys, Trading Cards, Video Games, Headphones, CD players, iPod's, Walkman's, Aerosol Cans, Perfumes/Colognes or Cameras

- **ARCOHE SCHOOL IS NOT RESPONSIBLE FOR LOST ITEMS.**

### **BEHAVIOR CATEGORIES**

Unacceptable student behavior is grouped below into five categories, from the least serious to the most serious. Repeated disregard of school rules leads to increasingly serious consequences. These rules apply while students are in school, at school-sponsored activities, and on the way to and from school including transportation when related to school attendance. This includes games, dances, field trips and other extra-curricular activities.

#### **Level I – Behaviors: Classroom Expectation**

Each teacher will establish and inform students of his/her classroom rules. If classroom rules are disregarded and learning is disrupted, the teacher will take one or more of the following actions:

- Student conference
- Teacher – held detention
- Parent contact / conference

Repeated Level I behaviors will result in a referral to an administrator for disciplinary action and will be dealt with as a Level II behavior.

#### **Level II – Behaviors: School Expectations**

Certain standards for student behavior are necessary to promote school climate and safety.

- Gum / candy
- Degrading or inflammatory language / behavior
- Possession or use of tobacco or related paraphernalia (i.e., cigarette paper, lighters or matches)
- Use of cell phones during school hours
- Possession or use of radios, CD players, cameras, or other electronic items
- Possession of age-restricted media /pornography (i.e., adult magazines, CDs DVD's)
- Inappropriate dress (refer to handbook)
- Disrespectful to other students or staff
- Forging notes or other school documents
- Possession or use of water balloons, water guns, etc.
- Possession or use of skateboards on bus or campus
- Inappropriate use of bicycles on campus during school hours
- Disruption of school activities
- Leaving campus without permission
- Profanity / abusive language
- Littering
- Violation of transportation rules (refer to handbook)

#### **Consequences**

One or more of the following will be imposed:

- Parent contact / conference written warning
- Loss of bus privileges

- Confiscation and retention of disruptive or inappropriate items (i.e., electronic devices, skateboards, age-restricted media – confiscated items may only be picked up by the student’s parent/guardian).
- Detention

Repeated infractions become Level III Behavior

*Behavior Categories* (Continued)

**Level III – Behaviors: More Serious, Suspension From School May Result**

Certain behavior is so unacceptable that suspensions from school and police involvement may result.

Included are repeated Level I and II Behaviors or the specific ones listed below.

- Repeated disruption of school activities
- Cheating / Plagiarism
- Obscene act, habitual profanity, or vulgarity
- Verbal threats and/or intimidation of others
- Possession or sale of drug paraphernalia
- Causing or attempting to cause damage to school or private property
- Theft / attempted theft of school or private property, or possession of stolen property

**Consequences**

One or more of the following will occur:

- ½ to 3 day suspension from school
- Parent contact / conference
- Police involvement when appropriate
- Exclusion from school activities

**Level IV – Behaviors: Very Serious, Suspension Required**

Certain behavior is so unacceptable that suspension from school and police involvement may result.

- Caused / attempted to cause or threatened physical injury to another person
- Offering to sell a controlled substance and delivering a substitute
- Possession or use of alcohol or controlled substance (drugs)
- Intimidation or threats to school staff

**Consequences**

One or more of the following will occur:

- Parent conference
- 3-5 days suspension
- Police involvement in most cases
- Exclusion from school activities

**Level V – Behaviors: Recommendation For Expulsion, Mandated By Law**

- Causing serious physical injury to another person, except in self-defense
- Possession of any firearm, knife, or explosive
- Sale of a controlled substance

- Robbery or extortion

## **Consequences**

One or more of the following will occur:

- 3-5 days suspension and Parent contact / conference, police report
- Mandatory recommendation for expulsion on the first offence unless the administration feels there are extenuating circumstances and so reports to the Board of Education

## **CAFETERIA RULES**

1. Stand in line quietly.
2. Stay seated at your designated table, talking quietly until dismissal.
3. No sharing or throwing of food.
4. Keep your table clean.
5. When announcements are made, be quiet immediately.

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## **SUSPENSION**

**Students who are suspended, by law, cannot come on the school campus or participate in school-sponsored activities.**

In accordance with State law, the following infractions are grounds for suspension:

1. Caused, attempted to cause, or threatened to cause physical injury to another person.
2. Possessed, sold, or otherwise furnished any firearm, knife, explosive, or other dangerous object.
3. Possessed, used, sold, or otherwise furnished, or been under the influence of any controlled substance.
4. Offered, arranged, or negotiated to sell any controlled substance or represented a substance to be a controlled substance.
5. Committed or attempted to commit robbery or extortion.
6. Caused or attempted to cause damage to school property or private property
7. Stole or attempted to steal school property or private property
8. Possession or use of tobacco, or any products containing tobacco or nicotine products.
9. Committed an obscene act or engaged in habitual profanity or vulgarity.
10. Possession of, arranged, or negotiated to sell any drug paraphernalia.
11. Disrupted school activities or otherwise willfully defied the valid authority of supervisors, teachers, administrators, school officials, or other school personnel engaged in the performance of their duties.
12. Knowingly received stolen school or private property.
13. Committed or attempted to commit a sexual assault or committed a sexual battery.
14. Harassed, threatened or intimidated a pupil who is a witness in a school disciplinary proceeding.

A student in Grades 4-12 may be suspended and/or expelled for the following reasons:

1. Committed sexual harassment.
2. Caused, attempted to cause, threatened to cause or participated in an act of hate violence.
3. Intentionally engaged in harassment, threats or intimidation, directed against a pupil or group of pupils that materially disrupts classwork, created substantial disorder, and invades the rights of that pupil or group of pupils by creating a hostile educational environment.

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## **EXPULSION**

After all other means, including suspension, have been tried without success to improve the student's conduct, the student will be referred to the Board of Education upon the recommendation of the superintendent for expulsion from school for the duration of the school year.

The superintendent or principal **MUST** recommend expulsion if the student has committed any of the following acts at school or at a school activity:

1. Possessing, selling, or otherwise furnishing a firearm.
2. Brandishing a knife at another person.
3. Selling a specified controlled substance.
4. Committing or attempting to commit a sexual assault or committing a sexual battery.

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**STUDENT- PARENT-SCHOOL  
RIGHTS AND RESPONSIBILITIES**

All students, staff, and parents/visitors to our school have the right to be free from abusive statements, written or verbal, which in any way degrade their unique qualities such as ethnicity, culture, heritage, sexuality, physical/mental attributes, or religious beliefs and practices. Such disrespect, intimidation, and abusive language have no place in an education institution and are not tolerated at Arcohe School.

We believe in providing a safe, positive environment where the staff, parents, and community work together to help students develop academically, emotionally, and socially to their fullest potential.

**STUDENTS**

Students have the right to:

- be taught the required curriculum in a professional manner
- be treated with dignity and respect
- attend school without harassment by other students
- have a positive learning environment maintained in the classroom
- discuss grades, assignments, or discipline with the teacher in private, provided such discussion is conducted with courtesy

**The following rules apply to all classrooms.** Students are responsible to:

- be on time and prepared to work
- bring required materials and assignments
- come to school with a positive attitude and prepared to learn
- know and obey school rules
- treat staff and fellow students with respect
- respect public and private property
- follow directions of school staff
- behave in a way that does not disrupt the learning of others
- not have food or drink in the classroom except as a planned class activity

**TEACHERS**

Teacher Rights:

- to assign seats
- to require detention for up to ½ hour
- to remove students from the classroom
- to give grades they consider appropriate
- to require compliance with classroom and school rules

- to expect students to obey directions
- to be treated courteously and respectfully
- to suspend from classroom

Teacher Responsibilities:

- to teach the prescribed courses of study in a professional manner
- to maintain a safe and well-organized classroom environment conducive to learning
- to require compliance with classroom and school rules
- to inform parents when student behavior or progress is unsatisfactory
- to respect the school, students, staff and families

Student-Parent-School Rights and Responsibilities (Continued):

**PARENTS**

Parent Rights:

- to be informed of student progress
- to be informed of classroom requirements

Parent Responsibilities:

- to send students to school clean, well rested, appropriately dressed and ready to learn
- to instill in students an attitude that school is important
- to schedule and attend school conferences when appropriate
- to assure that students are on time each day and attend school regularly
- to be available to school staff during the day by informing the school of current phone numbers for home, work or emergency
- to cooperate with school staff in helping students with academic, discipline, or attendance problems
- to participate in the child's educational program to the fullest extent possible
- to respect the school, staff, students and families

**NOTE:** By law, students are required to do what is reasonably asked of them as long as the request does not cause physical or mental danger to them. If a student feels he/she is not being treated fairly, the student should refrain from arguing with the teacher and take the appeal to the Principal.

**TRANSPORTATION - FOGGY DAY SCHEDULE**

On foggy days with bus delays, school will commence one hour later with classes starting at 9:10 a.m., with regular dismissal at 2:45 p.m. Morning Kindergarten will dismiss at the regular time, and foggy days should not affect afternoon Kindergarten.

**If a fog day is called, the school will be using the school-wide telephone system for notification.**

On days that there is fog, please tune to the following radio stations/TV stations for any notice of fog delays. Students are to wait in the house on these days until the late bus run. Occasionally, students remain on the road well after the pick-up time and are a danger to themselves and passing vehicles.

KHYL 101 FM  
 KSEG 96.9 FM  
 KRXQ 93 FM  
 KWOD 106 FM  
 KFBK 1530 AM

KNCI 105.1 FM  
 KRCX 1110 AM (Spanish)  
 KSMJ 1380 AM  
 KSFM 102 FM  
 KOVR Channel 13

**TRANSPORTATION RULES**

Safety on the school bus is a primary concern of the District. When misbehavior occurs, bus drivers will first deal directly with the students. If bus conduct does not improve, reported first and second offense citations will be sent home. Further misconduct will be cause for bus riding privileges being revoked in a progressive manner of one day, three days, five days, up to a month. In severe cases, bus-riding privileges could be suspended for the remainder of a school year. However, every effort will be made to work with parents and students prior to the suspension of a student's bus riding privilege. Please review the following rules with your child so they don't lose their bus-riding privilege:

*Transportation Rules* (Continued):

1. The bus driver may assign seats.
2. Be courteous.
3. No profanity.
4. Do not eat or drink on the bus; keep the bus clean
5. Violence is prohibited.
6. Remain seated.
7. Keep your hands and head inside the bus.
8. Do not destroy property.
9. For your own safety, do not distract the driver through misbehavior.

In addition:

- 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.

**ARCOHE SCHOOL CAFETERIA PROGRAM**

The Arcohe School Cafeteria serves hot, tasty lunches each school day, beginning the first day of school. A menu will be mailed home in the newsletter so that you may be aware of the lunches being served. The fall menu will be mailed out in the supplemental packet.

**DAILY PRICE OF SCHOOL LUNCHES**

FULL PRICE LUNCH & CHARGES	<b>\$1.60 (Grades K-5)</b> per day
(2 Charges Are Allowed)	<b>\$1.80 (Grades 6-8)</b> per day
REDUCED PRICE LUNCH	\$ .40 per day
FREE LUNCH	No Cost
MILK	\$ .40
ADULT LUNCH	<b>\$2.50</b> per day

Free and reduced price lunches are determined by family size and income. 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. There is no financial loss to the district for free or reduced price meals.

**CAFETERIA ACCOUNTING SYSTEM**

### LUNCH PROCEDURES

Our cafeteria system is computerized. Students will be issued a plastic card with their name imprinted on it. This card is kept at school and issued at lunch time. If a student should destroy a card, there will be a \$.50 replacement cost.

**Students are to pay for lunch before school in the cafeteria.** When you pay for lunches or milk, the dollar amount is entered into the computer and stored in your child's "account". We strongly encourage you to pay in advance for lunches and/or milk. When your child purchases a lunch or milk only, the plastic card slides through the computer and the value of the lunch or milk is automatically deducted from his/her account. Your child will know on a daily basis how many lunches/milks are remaining.

Charge notices will be sent home with the student twice weekly. Calls home will be made daily. **ONLY 2 LUNCH CHARGES WILL BE ALLOWED.**

***During the last three weeks of school, students cannot charge a lunch.***

### 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, 2007, to fill out the appropriate form regarding release of information.

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### NOTICES AND POSTERS

We are constantly receiving flyers, notices, etc., to send home. All notices are sent from each child's classroom on **Tuesdays and Fridays.** A calendar/newsletter of events will be mailed home once a month.

***Notices and posters not generated from the school office must be approved by an administrator.***

Posters on display must be placed on the bulletin board, not on the brick walls of our buildings. Every year our buildings have built-up glue from all the notices that have been posted during the year, which reduces its attractiveness. Please help us by using the bulletin board outside the school office.

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### VOLUNTEERS

One of the things that makes Arcohe special is the parent volunteers who work in the library, cafeteria, and classrooms. If you are interested or willing to volunteer your time, please call the school office at (209) 748-2313 or (800) 252-4932, and we will be happy to match your talents to someone's needs.

During the 1996-97 school year, the Arcohe Union School District Board of Trustees adopted board policy and administrative regulations (BP/AR 1240) regarding volunteer assistance. This policy, and related regulation, requires that we "establish procedures to protect the safety of students and adults in accordance to tuberculosis testing and criminal records checks." Therefore, we will **require all volunteers to complete a Volunteer Registration Form on an annual basis.** This form (available at the school office) must be submitted and approved by the superintendent/designee prior to service. While this process may seem unnecessary to some, our children's safety cannot be compromised. As the form indicates, information obtained from the form will be used to call the Department of Justice Hot Line. Furthermore, volunteers must submit evidence that they are free from tuberculosis. (TB tests remain in effect for four years from the date of the test.) Parents volunteering for overnight field trips must be fingerprinted. A fingerprint packet is available in the school office.

**All volunteers interested in participating as chaperones on field trips must fill out an annual volunteer form and have TB clearance one month prior to the date of the field trip.**

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### **AFTER-SCHOOL SPORTS**

Galt Parks and Recreation, Cosumnes River Little League, County Line Youth Soccer League, and Herald Parks and Recreation provide the opportunity for students to participate in sports and activities. More information regarding these programs will be sent home throughout the school year. **A note must be on file in the school office for a student to stay after school for sports activities, but no student will be able to stay without adult supervision.**

### **HERALD 4-H**

The Herald 4-H will hold their registration meeting on Tuesday, September 2, 2008, at 7:00 p.m. in the Arcohe multi-purpose room. Parents must be present to register their children. An insurance fee and a 4-H letter-mailing fee is paid at the time of registration. Regular monthly meetings are held on the first Tuesday of each month, September through June. Contact Mindy McCreery at (209) 748-5140 with any questions.

### **SCHOOL SITE COUNCIL**

The School Site Council (SSC) is comprised of school administrators, teachers, school staff members and parents. The SSC regularly meets once a month to continuously identify and implement curriculum and instructional practices that result in both strengthening the core academic program and ensure that students have access to and success in that program.

In addition to identifying, implementing, and monitoring school improvement programs, the SSC develops a school plan for using supplemental resources to increase student understanding of and success in learning the core curriculum. In planning and allocating supplemental resources, the SSC is aware of different kinds of curriculum and instructional practices which are necessary to prepare students adequately for future success.

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

The membership form is included in the school handbook. Please fill it out and return it to the school office along with the membership dues.

### **2008-09 APTC OFFICERS**

Melinda McCreery, President	(209) 748-5140
Erin Smith, Vice President	(209) 748-2655
Tonia Nichols, Secretary	(916) 687-4925
Melissa Snow, Treasurer	(209) 748-2366

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### SEXUAL HARASSMENT POLICY

Education Code 212.6 mandates the district to have written policies on sexual harassment. Sexual harassment includes, but is not limited to, unwelcomed sexual advances, requests for sexual favors, and other verbal, visual or physical conduct of a sexual nature. Types of conduct which are prohibited in the district and which may constitute sexual harassment include, but are not limited to:

1. Unwelcome sexual flirtations or propositions
2. Sexual slurs, leering, epithets, threats, verbal abuse, derogatory comments or sexually degrading descriptions
3. Graphic verbal comments about an individual's body, or overly personal conversation
4. Sexual jokes, notes, stories, drawings, pictures or gestures
5. Spreading sexual rumors
6. Teasing or sexual remarks about students enrolled in a predominantly single-sex class
7. Touching an individual's body or clothes in a sexual way
8. Purposefully cornering or blocking normal movements
9. Limiting a student's access to educational tools
10. Displaying sexually suggestive objects

The Governing Board is committed to maintaining a learning environment that is free of harassment. The Board prohibits the unlawful harassment of any student by an employee, student, or other person at school or at any school-related activity.

The Superintendent or designee shall ensure that students receive age-appropriate information related to sexual harassment. Students shall be assured that they need not endure any form of sexual behavior or communication, including harassment because of sexual orientation. They shall further be assured that they need not endure, for any reason, any harassment which impairs the educational environment or their emotional well-being at school.

#### Sexual Harassment Policy (Continued):

Any student who engages in the sexual harassment of anyone at school or a school-related activity shall be subject to disciplinary action. For students in grades K-3, this disciplinary action shall depend on the maturity of the students and the circumstances involved. For students in grades 4 through 8, the disciplinary action may include suspension and/or expulsion.

Students shall be informed that they should immediately contact a staff member if they feel they are being harassed. Within 24 hours, staff shall report complaints of sexual harassment to the principal or designee. Staff shall similarly report any such incidents they may observe, even if the harassed student has not complained. The principal or designee shall immediately investigate any report of the sexual harassment of a student. Upon verifying that sexual harassment occurred, she/he shall ensure that appropriate action is promptly taken to end the harassment, address its effects on the person subjected to the harassment, and prevent any further instances of the harassment. In addition, the student may file a formal complaint with the Superintendent or designee in accordance with the district's uniform complaint procedures.

The district prohibits retaliatory behavior against any complainant or any participant in the complaint process. Information related to a complaint of sexual harassment shall be confidential to the extent possible, and individuals involved in the investigation of such a complaint shall not discuss related information outside the investigation process.

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### UNIFORM COMPLAINT PROCEDURES

The Governing Board recognizes that the district is responsible for ensuring that it complies with state and federal laws and regulations governing educational programs. The district shall follow uniform complaint procedures when addressing complaints alleging unlawful discrimination based on ethnic group identification, religion, age, gender, color or physical or mental disability in any program or activity that receives or benefits from state financial assistance. The district shall also follow uniform complaint procedures when addressing complaints alleging failure to comply with state or federal law in adult basic education, consolidated categorical aid programs, migrant education, vocational education, child care and development programs, child nutrition programs and special education programs.

The Governing Board designates the Superintendent to receive and investigate complaints and ensure district compliance with law. The Superintendent or designee shall ensure that employees designated to investigate complaints are knowledgeable about the laws and programs for which they are responsible. Such employees may have access to legal counsel as determined by the Superintendent or designee.

#### NOTIFICATIONS

The Superintendent or designee shall meet the notification requirements of the Code of Regulations, Title 5, Section 4622, including the annual dissemination of district complaint procedures and information about available appeals, civil law remedies and conditions under which a complaint may be taken directly to the California Department of Education. The Superintendent or designee shall ensure that complainants understand that they may pursue other remedies, including actions before civil courts or other public agencies. Remedies may include court orders, preliminary injunctions and/or restraining orders.

The above notification shall state that complainants may seek help from agencies such as legal assistance agencies, local mediation centers or the county office of education. Local resources include:

Sacramento County Office of Education  
10474 Mather Blvd. (P.O. Box 269003)

Legal Services of Northern California  
515 12<sup>th</sup> Street

Sacramento, CA 95826-9003  
(916) 228-2500

Sacramento, CA 95814  
(916) 551-2150

Voluntary Legal Services Program  
Legal Services of Northern California  
517 12<sup>th</sup> Street  
Sacramento, CA 95814  
(916) 551-2150

McGeorge School of Law  
Community Legal Services  
3130 Fifth Avenue  
Sacramento, CA 95817  
(916) 739-7161

## **PROCEDURES**

The following procedures shall be used to address all complaints which allege that the district has violated federal or state laws or regulations governing educational programs. Compliance officers shall maintain a record of each complaint and subsequent related actions, including all information required for compliance with the Code of Regulations, Title 5, Section 4632. The district shall use its uniform complaint procedures when addressing all complaints regarding gender equity.

Investigations of discrimination complaints shall be conducted in a manner that protects confidentiality of the parties and the facts. (Title 5, Section 4630) All parties involved in allegations shall be notified when a complaint is filed, when a complaint meeting or hearing is scheduled and when a decision or ruling is made.

### **Uniform Complaint Procedures** (Continued):

#### **Step 1: Filing of Complaint**

Any individual, public agency or organization may file a written complaint of alleged noncompliance by the district.

Complaints alleging unlawful discrimination may be filed by a person who alleges that he/she personally suffered unlawful discrimination or by a person who believes that an individual or any specific class of individuals has been subjected to unlawful discrimination. The complaint must be initiated no later than six months from the date when the alleged discrimination occurred or when the complainant first obtained knowledge of the facts of the alleged discrimination. (Title 5, Section 4630)

The complaint shall be presented to the Superintendent or designee. The Superintendent or designee shall maintain a log of complaints received, providing each with a code number and a date stamp.

If a complainant is unable to put a complaint in writing due to conditions such as illiteracy or other disabilities, district staff shall help him/her to file the complaint. (Title 5, Section 4600)

#### **Step 2: Investigation of Complaint**

The compliance officer shall hold an investigative meeting within five (5) days of receiving the complaint or an unsuccessful attempt to mediate the complaint. This meeting shall provide an opportunity for the complainant and/or his/her representative to repeat the complaint orally. The complainant and/or his/her representative and the district's representatives shall also have an opportunity to present information relevant to the complaint. Parties to the dispute may discuss the complaint and question each other or each other's witnesses. (Title 5, Section 4631)

#### **Step 3: Response**

Within thirty (30) days of receiving the complaint, the compliance officer shall prepare and send to the complainant a written report of the district's investigation and decision, as described in Step #5 below. If the complainant is dissatisfied with the compliance officer's decision, he/she may, within five days, file his/her complaint in writing to the Board. The Board may consider the matter at its next regular Board meeting or a special Board meeting convened in order to meet the 70-day time limit within which the complaint must be answered. The Board may decide not to hear the complaint, in which case the compliance officer's decision is final. If the Board hears the complaint, the compliance officer shall send the Board's decision to the complainant within 60 days of the district's initially receiving the complaint or within the time period that has been specified in a written agreement with the complainant. (Title 5, Section 4631)

#### **Step 4: Final Written Decision**

The report of the district's decision shall be written in English and in the language of the complainant whenever feasible or required by law. If it is not feasible to write this report in the complainant's primary language, the district shall arrange a meeting at which a community member will interpret it for the complainant.

This report shall include:

1. The findings and disposition of the complaint, including corrective actions, if any (Title 5, Section 4631)
2. The rationale for the above disposition (Title 5, Section 4631)
3. Notice of the complainant's right to appeal the decision to the California Department of Education, and procedures to be followed for initiating such an appeal (Title 5, Section 4631)
4. A detailed statement of all specific issues that were brought up during the investigation and the extent to which these issues were resolved.

If an employee is disciplined as a result of the complaint, this report shall simply state that effective action was taken and that the employee was informed of district expectations. The report shall not give any further information as to the nature of the disciplinary action.

#### **APPEALS TO THE CALIFORNIA DEPARTMENT OF EDUCATION**

If dissatisfied with the district's decision, the complainant may appeal in writing to the California Department of Education within fifteen (15) days of receiving the district's decision. For good cause, the Superintendent of Public Instruction may grant an extension for filing appeals. (Title 5, Section 4652)

When appealing to the California Department of Education, the complainant must specify the reason(s) for appealing the district's decision and must include a copy of the locally filed complaint and the district's decision. (Title 5, Section 4652)

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#### **TOBACCO FREE SCHOOL**

In accordance with state and federal law, smoking is prohibited in all district facilities and vehicles. The Board further prohibits the use of tobacco products at all times on district grounds. This prohibition applies to all employees, students and visitors at any activity or athletic event on property owned, leased or rented by or from the district.

#### **HEALTH EDUCATION, PUPIL SERVICES, AND PARENTS' OR STUDENTS' RIGHTS REQUIRING ANNUAL NOTIFICATION**

Education Code Section 48980 requires school districts to give parents/guardians annual notice of certain district policies and certain rights of parents/guardians and pupils. The parent/guardian is required to acknowledge receipt of the notice by signing and returning the form enclosed in the Parent/Student Handbook. Certain activities/instruction requires a special notice to the parent/guardian at least fifteen (15) calendar days prior to the pupil participating in the activity/instruction. A separate notice will be sent to you prior to the scheduled activity/instruction to give you an opportunity to excuse your child from participating in the activity/instruction. It is important that you read this section so that you and your child are fully informed of your legal rights and responsibilities which are summarized below:

**E.C. 48980: Sexual Harassment** - A copy of the district's written policy on sexual harassment, as it pertains to students, can be found on page 19-20 of the Parent/Student Handbook.

**E.C. 32255-3225.6: Animal Dissection** - A pupil who has a moral objection to dissecting or otherwise harming or destroying animals as part of an instructional program has a right to request an alternative educational program.

**E.C. 35160.5 Complaint Procedures** - The district has adopted policies and procedures that parents or guardians of pupils enrolled in the district may use to present a complaint regarding employees of the district. A copy of the policy is available from the principal.

**E.C. 35256: Accountability Report Card** - A copy of the school district's accountability report card may be obtained from the school principal.

**E.C. 35291: Pupil Discipline Rules** - A copy of the school's pupil discipline rules can be found on pages 11-14 of the Parent/Student Handbook. The parent or guardian of a pupil who has been suspended by a teacher may be required to attend a portion of a school day in his or her child's classroom when the child is scheduled to return to class (E.C. 48900.1).

**E.C. 46010.1: Confidential Medical Services** - Pupils enrolled in grades 7 through 12 may be excused from school for the purpose of obtaining confidential medical services without the consent of the pupil's parent or guardian.

**E.C. 46014: Absence for Religious Exercises** - Permissive absence may be granted for governing board approved religious exercises or instruction.

**E.C. 48205: Absence for Personal Reasons** - A pupil may be excused from school for justifiable personal reasons, including but not limited to an appearance in court, observance of a holiday or ceremony of his or her religion, or an employment conference, when the pupil's absence has been requested in writing by the parent or guardian and approved by the principal or a designated representative pursuant to uniform standards established by the governing board. A pupil absent from school under this section shall be allowed to complete all assignments and tests missed during the absence which can be reasonably provided and, upon satisfactory completion, shall be given full credit therefor. The teacher of any class from which a pupil is absent shall determine, pursuant to the regulations of the governing board of the school district, what assignments the pupil shall make up and in what period of time the pupil shall complete such assignments. The tests and assignments shall be reasonably equivalent, but not necessarily identical to, the tests and assignments which the pupil missed during the absence.

**E.C. 48206.3: Home Instruction** - Except for pupils receiving individual instruction provided pursuant to E.C. 48206.5, a pupil with a temporary disability which makes attendance in the regular day classes or alternative education program in which the pupil is enrolled impossible or inadvisable shall receive individual instruction provided by the district in which the pupil is deemed to reside pursuant to E.C. 48207.

**E.C. 48207, 48208: Residence When Hospitalized** - Notwithstanding E.C. 48200, a pupil with a temporary disability who is in a hospital or other residential health facility, excluding a state hospital, which is located outside of the school district in which the pupil's parent or guardian resides shall be deemed to have complied with the residency requirements for school attendance in the school district in which the hospital is located. It shall be the primary responsibility of the parent or guardian of a pupil with a temporary disability to notify the school district in which the pupil is deemed to reside pursuant to E.C. 48207 of the pupil's presence in a qualifying hospital.

#### **E.C. 48980(g): Pupil Enrollment Options**

**Interdistrict Attendance Agreements:** A pupil may attend a school in a district other than the pupil's district of residence pursuant to an interdistrict attendance agreement (EC 46600). Contact the school secretary for an application and district policy.

**Residence Based on Parents' Employment:** Under certain conditions, a pupil may attend schools of the district within which one or more of the parents are employed. Contact the district in which the parents are employed for further information.

**Attendance Areas:** The district has adopted a policy for interdistrict attendance. A copy of the policy and the State Department of Education notice prepared pursuant to EC 48980 is available from the District Office.

**E.C. 49060-49078: Pupil Records** - Notification of Privacy Rights of Parents and Students. Federal and state laws grant certain rights of privacy of access to students and to their parents. Full access to all personally identifiable written records maintained by the school district must be granted to: a) parents of students age 17 and younger, b) parents of students age 18 and older if the student is a dependent for tax purposes. And c) students age 16 and older, or students who are enrolled in an institution of post-secondary instruction called "eligible students." Parents, or an eligible student, may review individual records by making a request to the principal. The principal will see that explanations and interpretations are provided if requested. Information which is alleged to be inaccurate, or inappropriate, may be removed

upon request. In addition, parents or eligible students may receive a copy of any information in the records at a reasonable cost per page. District policies and procedures relating to types of records, kinds of information retained, persons responsible for records, directory information, access by other persons, review, and to the challenge of records are available through the District Office. When a student moves to a new district, records will be forwarded upon the request of the new school district. At the time of transfer, the parent (or eligible student) may review, receive a copy (at a reasonable fee) and/or challenge the records. If you believe the district is not in compliance with federal regulations regarding privacy, you may file a complaint with the United States Secretary of Education.

The district also makes student directory information available in accordance with state and federal laws. This means that each student's name, birthdate, birthplace, address, telephone number, major course of study, participation in school activities, dates of attendance, awards, and previous school attendance may be released to the specified agencies. In addition, height and weight of athletes will be made available. Appropriate directory information may be provided to any agency except private, profit-making organizations other than employers, potential employers or news media. Upon written request from the parent of a student age 17 or younger, the district will withhold directory information about the student. If the student is 18 or older, or enrolled in an institution of

#### Annual Notifications (Continued):

post-secondary instruction and makes written request, the pupil's request to deny access to directory information will be honored. Requests must be submitted within 30 calendar days of the receipt of this notification.

**E.C. 49403: Pupil Immunization** - The district may administer immunizing agents to prevent or control communicable disease to pupils whose parents have consented in writing to such immunization.

**E.C. 49423: Pupil Medication** - Any student who must take prescribed and/or over the counter medication at school must submit a written statement of instructions from the physician and a parental request for assistance in administering the physician's instructions.

**E.C. 49451: Physical Examinations** - A child may be exempted from physical examination whenever the parents file a written statement with the school principal stating that they will not consent to routine physical examination of their child. Whenever there is good reason to believe the child is suffering from a recognized contagious or infectious disease, the child will be excluded from school attendance. (School children are examined for vision, hearing, and curvature of the spine at selected grade levels.)

**E.C. 49480: Continuing Medication** - You are required to inform the school if a pupil is on a continuing medication regimen for a non-episodic condition of the medication being taken, the current dosage, and the name of the supervising physician. With your consent, the school nurse may communicate with the physician with regard to the possible effects of the drug on the child's physical, intellectual and social behavior, as well as possible behavioral signs and symptoms of adverse side effects, omission, or over dosage.

**E.C. 49472: Student Injuries and Pupil Insurance** - The governing board may provide or make available medical or hospital services for injuries to students arising from school programs or activities. In case of a serious injury, 911 (Fire Department) will be called, and this may mean that the injured student will be taken by ambulance to U.C. Davis Hospital for emergency attention. However, every attempt will be made to contact a parent, or other designated person, immediately upon the injury of a student. Parent must authorize the Fire Department to transport the student. You may obtain further information with regard to the availability of pupil accident insurance by contacting the district office.

**E.C. 49510 et. Seq: Free or Reduced Price Meals** - Needy pupils are entitled to free or reduced price meals. Contact the district office for eligibility information.

**E.C. 51240: Family Life and Sex Education** - Whenever any part of the instruction in health, family life, venereal disease, or sex education conflicts with religious training and beliefs or personal moral convictions of the parent or guardian, the student shall be excused from that part of the instruction upon written request.

**E.C. 51550: Human Reproductive Instruction** - You will be given written notice prior to your child receiving any instruction or attending any class in which human reproductive organs and their functions or processes are described, illustrated, or discussed. Materials to be used may be reviewed prior to instruction.

**E.C. 56300 et seq: Individuals with Special Needs** - The district is included in the Sacramento County Special Education Local Plan Area (SELPA). Pupils with exceptional needs, as defined by Education Code Section 56026, have a right to a free and appropriate public education. If you believe your child is in need of special education services, contact the school principal.

**E.C. 58501: Notice of Alternative Schools** - California state law authorizes all school districts to provide for alternative schools. In the event any parent, pupil, or teacher is interested in further information concerning alternative schools, the county superintendent of schools and the district office have copies of the law available for your information. This law particularly authorizes interested persons to request the governing board of the district to establish alternative school programs.

**5 CCR 4600-4671:** Requires the governing board to adopt and notify parents and guardians of the district's complaint procedures for state and federal educational programs, including the opportunity to appeal to the state department and the provisions. The Act requires the district to investigate and seek to resolve complaints at the local level and to follow uniform complaint procedures pursuant to state regulations when addressing complaints alleging unlawful discrimination or failure to comply with the law in adult basic education, consolidated categorical aid programs, migrant education, vocational education, child care and development programs, child nutrition programs and special education programs. The governing board has adopted a complaint procedure for programs and services covered by this act and a compliance officer has been appointed to process claims, investigate, and ensure district compliance with law. The Uniform Complaint Procedures are listed in the handbook on pages 20-21.

**42 U.S.C. 12101, et seq: Americans with Disabilities Act of 1990, 29 U.S.C. 700, et seq: Rehabilitation Act of 1973, 20 U.S.C. 1400, et seq: Individual with Disabilities Education Act** - In accordance with these statutes, the district will not discriminate against an individual with disabilities as far as involvement in programs and activities and use of facilities. If your child needs special accommodations, please contact the principal.

**Educational Amendments of 1972, Title IX: Nondiscrimination** - The district has a policy of nondiscrimination on the basis of sex. This policy applies to all students insofar as participation in programs and activities is concerned, with few exceptions, such as contact sports, in accordance with federal law. Complaints alleging noncompliance with this policy should be directed to the district office.

**40 CFR 763.93: Asbestos Management Plan** - The district has a current management plan for asbestos containing materials for all district portables. The plan is available for inspection in the district office.

**E.C. 48980: Minimum Days** - See school calendar on page 2 of Parent/Student Handbook

**NO CHILD LEFT BEHIND ACT:** In January, 2002, a new federal law, The No Child Left Behind Act of 2001, was passed by Congress. The purpose of this notice is to inform you about a provision in this new law that requires all districts to notify parents regarding qualifications of their student's classroom teacher. Every district that receives Title 1 funds must ensure that all teachers teaching in "core

academic subjects” are highly qualified not later than the end of the 2005-06 school year. This means that any teacher who was hired to teach prior to the first day of the 2002-03 school year has four years to obtain the necessary credential.

This notice is to inform you that, according to federal law, parents have the right to request information regarding the professional qualifications of their child’s teacher, including:

- Whether the teacher has met state credential or license criteria for grade level and subject matter taught.
- Whether the teacher is teaching under emergency or other provisional status.
- The baccalaureate degree major of the teacher and any other graduate certification or degree held.
- Whether the child is provided services by paraprofessionals and, if so, their qualifications.

**Healthy Schools Act (Pesticides)**

The Healthy Schools Act of 2000 requires all California school districts to notify parents and guardians of pesticides they expect to apply during the year. Listed below are the pesticides that may be used at Arcohe School during this school year:

<u>Name of Pesticide</u>	<u>Active Ingredient(s)</u>
• Hot Shot – Roach and Ant Killer EPA Reg. # 9688-86-8845	Tralomethrin 0.01% d-Trans Allethrin 0.05%
• Rochester Midland – 127 Flying Insect Killer EPA Reg. # 11694-101-527	Dimethylcyclopropanecarboxylate 0.15% d-Trans Allethrin 0.25%
• Spectricide – Wasp and Hornet Killer EPA Reg. # 9688-117-8845	Tralomethrin 0.01% d-Trans Allethrin 0.05%
• Ortho – Termite and Ant Killer EPA Reg. # 279-3218-239	Bifenthrin 2.4%
• Roundup Ultramax EPA Reg. # 524-512	Glyphosate, N (phosphonomethyl) glycine, in the form of its isopropylamine salt 50.2%
• Real Kill – Lawn and Garden Insect Killer EPA Reg. # 9688-83-478	Permethrin 0.25%
• Grants – Gopher Killer EPA Reg. # 12455-18-1663	Zinc Phosphide 2.0%
• The Giant Destroyer EPA Reg. # 10551-1	Sodium Nitrate 46.2% ; Sulphur 34.8% and Charcoal 8.7%

You can find more information regarding these pesticides and pesticide use reduction at the Department of Pesticide Regulation’s website at <http://www.cdpr.ca.gov>. If you want to be notified prior to any pesticide application at the school site or have any questions, contact the Maintenance Department at (209) 748-2313, Ext. 333.

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**POLICIES AND PROCEDURES OF THE ARCOHE BOARD OF EDUCATION**  
**GOVERNING CONDUCT OF MEETING**

ALL MEETINGS OF THE BOARD OF TRUSTEES ARE OPEN TO THE PUBLIC

The Board of Trustees meets regularly on the third Wednesday of each month. The meetings begin at 6:30 p.m. with a Closed Session for usually one-half hour prior to the public meeting at 7:00 p.m.

In addition to the regularly scheduled monthly board meetings, the Board holds special meetings as the need arises. Prior to a special meeting, twenty-four hour advance notice will be given.

Although a half hour closed session is held prior to the 7:00 p.m. board meeting, a closed session may be called to discuss confidential employee or pupil matters. Closed sessions are not open to the public. The Board, when possible, will limit closed sessions to the half-hour before and at the end of the meeting after all agenda items have been discussed.

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**PUBLIC PARTICIPATION**

The Board of Trustees welcomes constructive suggestions and comments from the public which help to address the educational needs of the district and/or to improve Board operations.

Visitors who wish to speak on an agenda item may do so upon recognition by the president of the Board. The presiding officer will ask if there are members of the audience who wish to address the Board on any item on the published agenda immediately following the roll call.

The following procedures have been adopted by the Board:

1. To safeguard the right of individuals or groups to be heard
2. To provide the opportunity for maximum public participation
3. To enable the Board of Education to utilize more efficiently the limited time available at meetings
4. To take full advantage of the contributions of all interested individuals and groups in the community

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**PROCEDURES FOR ADDRESSING THE BOARD**

1. Fill out 3 x 5 card with name and agenda item to discuss

2. Please state your name and who you are (i.e., community resident, parent, representative of a community group)
3. Limit your presentation to the crucial points
4. Limit your remarks to three (3) minutes

If the Board needs further information, you will be invited to provide it. Members of the Board may interrupt a speaker at any time to ask questions regarding a presentation.

No oral presentation shall include charges or complaints against any member of the Governing Board regardless of whether or not the member is identified in the presentation by name or any another reference which tends to identify.

#### ITEMS NOT ON THE AGENDA

Because it is impossible for the Board to make reasonable and intelligent decisions on important questions without complete information or study and because State law requires it, the Board will not act on any item which does not appear on the agenda.

A visitor may make a presentation regarding an item not on the agenda and may request that a problem, concern, or request be placed on the agenda for a future meeting. Such presentation can be made at the beginning of the meeting under "Visitors an Opportunity to Address the Board."

If an individual wishes to have items considered by the Board at the next meeting, make your request known in writing no later than 4:00 p.m. on the Thursday, two weeks prior to the Thursday meeting, to the superintendent or president of the Board. We ask this amount of time so that members of the Board may become properly prepared.

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#### COMPLAINTS CONCERNING SCHOOL PERSONNEL

The Governing Board places trust in its employees and desires to support their actions in such manner that employees are freed from unnecessary, spiteful, or negative criticism or complaints.

Complaints concerning school personnel should be made directly by the complainant to the person against whom the complaint is lodged. At the request of the employee or complainant, the superintendent or principal will be present at the initial conference. If the complaint is not resolved at this level, the complainant is requested to put the complaint into writing and to direct it to the superintendent. If the complaint, after review, remains unresolved, the written complaint and analysis of the situation by the superintendent or his/her designee, will be presented to the Board.

The superintendent's decision shall be final unless the complainant, the employee, or the superintendent request a closed hearing before the governing board. If the complainant so requests, an open hearing will be held.

Every effort should be made to resolve the complaint at the earliest possible stage. Failure of the complainant to put the complaint into written form will be considered by the District as a dropping of the complaint.

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#### HEARING

No hearing, either open or closed, will be held by the Governing Board on any complaint unless and until the Board has received the superintendent's report concerning the complaint. The superintendent's report shall contain, but not be limited to:

1. The name of each employee involved.
2. A brief but specific summary of the nature of the complaint and the facts surrounding it, sufficient to inform the Governing Board and the employee(s) as to the precise nature of the complaint and to allow the employee(s) to prepare a defense.
3. A true copy of the signed original of the complaint itself.
4. A summary of the action taken by the superintendent in connection with the complaint, with the superintendent's specific finding that disposition of the case at the superintendent's level has not been possible, and the reasons therefore.

All parties involved, including the school administration, shall be requested to attend such a meeting for the purpose of presentation of explanation and for clarifying the issue.

The decision of the Governing Board following the hearing shall be final.

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#### ASBESTOS ACT

In 1986, Congress passed the Asbestos Hazard Emergency Response Act (AHERA). That law requires all schools, Kindergarten through Twelfth Grade, to be inspected to identify any asbestos-containing building materials. The law further requires the development of a Management Plan, based upon the findings of the inspection, which outlines our intent in controlling the potential for exposure to asbestos fibers in our school.

In the past, asbestos was used extensively in building materials because of its insulating and fire retarding capabilities. Virtually any building built before the late 1970's contains at least some asbestos in pipe insulation and structural fireproofing. We too have buildings that contain asbestos materials.

The primary concern arises when these materials begin to deteriorate or become damaged.

The inspection of our schools is complete and some asbestos-containing materials were identified in our building. The materials are distributed in various locations and include floor tiles, pipe insulation and mechanical areas not readily accessible to building occupants or students.

### **Bus Routes 2006/2007 (Subject to Change)**

#### **Route #3**

6:50 12306 McKenzie (Dairy)  
6:52 12421 McKenzie (Dairy)  
6:56 9950 E. Stockton (Dairy)  
7:02 Arno & Valensin  
7:06 10715 Arno (Dairy)  
7:11 11440 Arno  
7:14 Arno & Lacey Ln.  
7:18 Colony & Brauer  
7:20 Hobday & Colony  
7:22 11910 Hobday (Ranch Mi Sueno)  
7:24 Hobday & Alta Mesa  
7:27 11479 Alta Mesa  
7:32 Conley (Just after RxR)  
7:35 11695 Conley (Airport)  
7:38 Conley & Cherokee  
7:40 Cherokee &  
7:42 12795 Cherokee  
7:46 11450 Twin Cities

#### **Route #5**

7:05 Borden & Alta Mesa  
7:07 Alta Mesa & Shultz  
7:08 Alta Mesa & Conley  
7:12 Angle & Alabama  
7:13 Alabama & Borden  
7:15 Borden & Hawks Hill  
7:17 13265 Borden  
7:19 Borden & Clay Station  
7:24 Alta Mesa & Madi Ln.  
7:27 Quiggle & Ness  
7:29 Quiggle & Ivie  
7:31 Quiggle & Newman  
7:32 Quiggle & West  
7:34 Quiggle & Renke  
7:37 12917 Cherokee  
7:41 Borden & West  
7:43 Borden & Ivie  
7:45 Ivie & Ivie Acres  
7:48 13121 Alta Mesa

#### **Route #7**

7:10 Clay Station & Bennett  
7:12 Clay Station & Montfort  
7:14 13490 Montfort  
7:17 Montfort & Kirkwood  
7:18 Kirkwood & Beskeen  
7:21 11819 Kirkwood (Yellow Bus Hut)  
7:23 Kirkwood & Clay East  
7:24 Guisti & Clay East  
7:27 Guisti & Beskeen  
7:29 13695 Beskeen (Glass Bus Hut)  
7:31 11921 Clay Station  
7:33 15000 Clay Station  
7:36 10203 Clay Station

#### **Route #8**

7:12 11479 Alta Mesa  
7:14 Alta Mesa & Arno  
7:15 Arno & Alta Mesa East  
7:17 Alta Mesa East & Hobday  
7:19 Alta Mesa & Woods  
7:21 Woods & Darr  
7:23 Woods & Alta Mesa East  
7:25 10891 Alta Mesa  
7:27 Alta Mesa & Walmort (East Side)  
7:28 Alta Mesa & Blake  
7:30 Blake & Maggy  
7:31 Blake & Tavernor  
7:34 Walmort & Reigl  
7:37 Walmort & Colony  
7:39 Colony & Blake  
7:41 Blake & Reigl  
7:43 Alta Mesa & Walmort (West Side)  
7:46 11960 Woods

#### **Route #9**

7:05 Arno & Alta Mesa  
7:07 Arno & Colony  
7:09 11690 Colony  
7:11 Colony & Valensin  
7:12 Valensin @ bend  
7:14 Alta Mesa & Melody

7:17 Twin Cities & Alabama  
 7:20 13070 Twin Cities  
 7:23 Clay Station & Firehouse 88  
 7:26 11910 Clay Station  
 7:28 12160 Clay Station  
 7:30 Clay Station & Montfort

7:32 12376 Clay Station  
 7:34 Clay Station & Purvis  
 7:37 13037 Angrave  
 7:40 13011 Alabama  
 7:43 Borden & Alta Mesa

**BUS SCHEDULES**

<b><u>Route #5</u></b>			
7:15 a.m.	Depart Arcohe School	7:30 – 7:40	Arno between Valensin and Colony (via Kerry and Lacey)
7:15 – 7:18	Borden Road between Ivie and Alta Mesa	7:41 – 7:42	Colony between Arno and Hobday
7:19– 7:22	Alta Mesa between Borden and Twin Cities	7:42 – 7:44	Hobday between Colony and Alta Mesa
7:23 – 7:27	Angle / Alabama to Borden		
7:28 – 7:32	Southside of Borden Road Between Alabama and East Borden turnaround	7:00 a.m.	Depart Arcohe School
7:33 – 7:38	Northside Borden Road from East turnaround to Alta Mesa	7:12 – 7:14	Clay Station between Borden and Montfort
7:39 – 7:41	Alta Mesa between Borden and Quiggle	7:15 – 7:18	Montfort between Clay Station and Kirkwood
7:42 - 7:44	Quiggle between Alta Mesa and Herald	7:19 – 7:22	Kirkwood
7:45 – 7:47	Herald between Quiggle and Borden	7:23 – 7:25	Clay East
7:48 – 7:49	Borden between Herald and Ivie	7:28 – 7:32	Guisti between Clay East and Beskeen
7:49 – 7:50	Ivie between Borden and Quiggle	7:32 – 7:34	Beskeen between Guisti and Clay Station
7:51 – 7:52	Quiggle between Ivie and Alta Mesa	7:34 – 7:37	Clay Station between Beskeen and Twin Cities
7:53 – 7:54	Alta Mesa between Quiggle and Borden	7:38 – 7:39	Clay East turnaround (13900)
7:55 am	Arrive at Arcohe School	7:40	Silva Ranch
		7:47	Clay Station North (Turn around & return to Twin Cities)
		7:52 – 7:53	Conley between Alta Mesa and Twin Cities
		7:55 am	Arrive at Arcohe School

**Route #3**

7:00 a.m.	Depart Arcohe School		
7:01 – 7:05	Twin Cities Road between Ivie and 99 frontage road		
7:08 – 7:12	Mingo Road		
7:13 – 7:18	McKenzie between Mingo and Arno		
7:19 – 7:23	Arno between McKenzie and Frontage Road (turnaround)	7:45 – 7:50	Alta Mesa between Hobday and Twin Cities
7:24– 7:25	Arno / Valensin to Kerry	7:51 – 7:54	Conley / Cherokee to Twin Cities
7:26 – 7:28	Kerry between Valensin and Arno (turnaround)	7:54 – 7:58	Twin Cities between Cherokee and Herald Road
7:29 – 7:30	Valensin between Kerry and Arno	8:00 am	Arrive at Arcohe School

7:54 – 7:57 Cherokee between Quiggle and Twin Cities  
 8:00 am Arrive at Arcohe School

**Route #8**

6:45 a.m. Depart Arcohe School  
 6:53 – 7:00 Hobday Rd. between Alta Mesa and Alta Mesa East (turnaround)  
 7:00 – 7:03 Alta Mesa between Hobday and Woods  
 7:03 – 7:10 Woods between Alta Mesa and East End of Woods (Turn around at east end of Woods and return to Alta Mesa)  
 7:10 – 7:14 Alta Mesa between Woods and Blake  
 7:15 – 7:20 10310 Tavernor Rd. (Turnaround) Return to Blake and Alta Mesa  
 7:21 – 7:22 Blake between Alta Mesa and Reigl  
 7:23 – 7:24 Reigl between Blake and Walmart  
 7:25 – 7:26 Walmart between Reigl and Colony  
 7:27 – 7:28 Colony between Walmart and Blake  
 7:29 – 7:30 Blake between Colony and Alta Mesa  
 7:31 – 7:32 Alta Mesa between Blake and Walmart  
 7:33 – 7:34 Walmart between Alta Mesa and Colony  
 7:35 – 7:36 Colony between Walmart and Woods  
 7:37 – 7:38 Woods between Colony and Alta Mesa  
 7:39 – 7:45 Alta Mesa between Woods and Twin Cities  
 7:49– 7:50 West Lane between Twin Cities and Quiggle  
 7:51 – 7:53 Quiggle between West Lane and Cherokee

**Route #9**

6:50 a.m. Depart Arcohe School  
 6:55 – 6:56 Northside Valensin between Alta Mesa and Colony  
 6:56 – 6:58 Eastside Colony between Valensin and Arno  
 6:58 – 7:00 Southside Arno between Colony and Alta Mesa  
 7:00 – 7:03 Alta Mesa East between Hobday and Arno  
 7:03 – 7:05 Northside Arno between Alta Mesa East and Colony  
 7:05 – 7:06 Westside Colony between Arno and Valensin  
 7:06 – 7:07 Southside Valensin between Colony and Alta Mesa  
 7:07 – 7:08 Alta Mesa between Valensin and Twin Cities (via Langford and Melody)  
 7:09 – 7:10 Alabama and Twin Cities  
 7:13 – 7:15 Twin Cities between McKinley and Clay Station  
 7:19 Rancho Seco Turnaround  
 7:26 – 7:32 Clay Station between Twin Cities and Beskeen  
 7:32 – 7:35 Clay Station between Beskeen and Montfort  
 7:36 – 7:40 Clay Station between Montfort and Borden  
 7:41 – 7:44 Clay Station between Borden and Simmerhorn  
 7:45 – 7:50 Alabama between Simmerhorn and Borden  
 7:55 am Arrive at Arcohe School

**ACKNOWLEDGEMENTS**

PLEASE SIGN AND RETURN TO THE SCHOOL OFFICE

My child (children) and I have reviewed and understand the following, which are contained in the Parent/Student Handbook:

- Damaged or Lost Textbooks (p. 7)
- Promotion Requirements for 8<sup>th</sup> Grade (p. 10)
- Transportation Rules (p.16-17)
- Annual Notifications (p. 19-24)

Please check appropriate boxes:

- Student-Parent-School Rights and Responsibilities (p.15-16)     Accept     Reject

STUDENT(S) NAME(S):

STUDENT(S) SIGNATURE(S)

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PARENT/GUARDIAN SIGNATURE: \_\_\_\_\_ DATE: \_\_\_\_\_

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**ETHNICITY:** It is sometimes necessary for our school to complete reports, which must include information on pupils' ethnicity. It will help our staff submit accurate information if you would check the ethnicity of your child.

- |   |                                      |
|---|--------------------------------------|
| _____ American Indian or Alaskan Native | _____ Japanese                       |
| _____ Asian Indian                      | _____ Korean                         |
| _____ Black – not of Hispanic Origin    | _____ Laotian                        |
| _____ Cambodian                         | _____ Other Asian                    |
| _____ Chinese                           | _____ Other Pacific Islander         |
| _____ Filipino                          | _____ Samoan                         |
| _____ Guamanian                         | _____ Tahitian                       |
| _____ Hawaiian                          | _____ Vietnamese                     |
| _____ Hispanic or Latino                | _____ White – not of Hispanic Origin |

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**CALIFORNIA STAR TESTING PROGRAM PARENT SURVEY:** The California STAR testing program requires that we include the educational level of parents with our student data. To ensure accurate information is provided, please mark the highest educational achievement by either parent. This information will be kept confidential and used only for the purpose described above.

- \_\_\_\_\_ Not a high school graduate
- \_\_\_\_\_ High school graduate / GED
- \_\_\_\_\_ Completed some college
- \_\_\_\_\_ College graduate (4-year college / university)

\_\_\_\_ Graduate school / post graduate training