

Arboga Elementary Student Handbook



Arboga, home of the
Cougars, where we
show off our
ROARS!

Respect for self &
Others
Accountable
Ready to Learn
Safe

2026-2027

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Campus Hours, Drop Off & Pickup

Campus Hours:

The office is open from 7:30 AM- 4:00 PM daily, and the STARS after school program is on campus until 6:00 PM.

Campus opens for students at 7:45 AM unless students are signed up (online) for the morning STARS Program which begins at 7:00 AM. All students must be picked up at the time of their dismissal unless they are enrolled in the after school program, enrolled in an after school club/tutoring, or playing a current sport. We do not have the staff or resources to house students while they wait for an older sibling's dismissal time.

All students are housed in the Multipurpose Room until 8:00 AM when more supervision is available and students are dismissed outside if they are not eating breakfast.

Drop Off Procedures:

Students that ride the bus are dropped off at the front of the school. After being dropped off, all students enter campus through the Multipurpose Room.

Parents/Guardians dropping students off should turn right when entering the parking lot and follow the loop. Students may exit the car anywhere in the loading/unloading area marked by white lines and next to a sidewalk. We ask that students exit cars quickly and safely, proceed to the sidewalk, and enter through the Multipurpose Room.

If you want to walk your student to the door, we ask that you park in a designated space or in the gravel lot at the community center. Traffic is very busy at drop off and pickup times, so it is essential that no one block the loading/unloading area by leaving their vehicle.

TK parents/guardians will drop their student off at the black gate right next to the TK classroom from 8:15-8:30 directly to the teacher and/or aide. TK officially starts at 8:30 AM, at which time the teacher and aide will accompany the entire class to breakfast.

Pickup Procedures:

Pickup time is the most hectic part of the day on our campus. We ask that everyone exercise caution when driving and be patient and courteous with staff.

Elementary students that ride the bus line up on the blacktop based on which bus they ride before being escorted to their bus. Please help your student learn the name of their bus driver as well as their bus stop.

Middle school students can proceed directly to the front of the school to wait for their bus upon dismissal.

Elementary students that are being picked up by a parent/guardian or designee wait for their ride in the multipurpose room. A staff member will walk the car line and radio in to let students know when their car has arrived. The staff member will assign you a numbered space where your student will meet you. Please make sure that you stop and let the staff member know who you are here to pickup to keep the flow of traffic going. **TK &**

Kindergarten students wait just outside of the multipurpose room with their teachers. A teacher will walk the car line and someone will assist your child to the car for the first part of the year.

It is crucial that no one block the doors that students are exiting from. If you prefer to park and walk up to get your student, they will meet you at the tall black gate near room 1/the fire hydrant (unless they are TK/Kinder). Please communicate with your student about if you will be in the car line or walking up to get them so they know the appropriate place to wait. **Pickup time runs relatively smoothly when everyone follows the appropriate procedures!**

Middle School students disperse once dismissed to wait for their cars. Please communicate with your student about your designated meeting spot whether it is a parked location or you coming through the loop for them.

Bell Schedules with Minimum Days

Arboga Elementary Bell Schedule 2026-2027

Regular Day	Minimum Day
<u>TK/Kindergarten</u> 8:15-1:10 Recess: 9:30-9:45 Lunch: 10:50-11:10 Recess 11:10-11:30 Total Minutes: 210 + 30 min. Intervention	<u>TK/Kindergarten</u> 8:15-1:10 Recess: 9:30-9:45 Lunch: 10:50-11:10 Recess 11:10-11:30 Total Minutes: 210 + 30 min. Intervention
<u>1st Grade</u> 8:15-2:20 Recess 9:30-9:45 Lunch: 11:05-11:25 Recess: 11:25-11:45 Recess: 1:00-1:10 Total Minutes: 300	<u>1st Grade</u> 8:25-1:10 Recess: 9:30-9:45 Lunch: 11:05-11:25 Recess: 11:25-11:45 Total Minutes: 230
<u>2nd & 3rd Grades</u> 8:15-2:20 Recess: 9:50-10:05 Lunch: 11:25-11:45 Recess: 11:45-12:05 Recess: 1:00-1:10 Total Minutes: 300	<u>2nd & 3rd Grades</u> 8:25-1:10 Recess: 9:50-10:05 Lunch: 11:25-11:45 Recess: 11:45-12:05 Total Minutes: 230
<u>4th & 5th Grades</u> 8:15-2:20 Recess: 10:10-10:20 Lunch: 11:50-12:05 Recess: 12:05-12:25 Total Minutes: 320	<u>4th & 5th Grades</u> 8:15-1:10 Recess: 10:10-10:25 Lunch: 11:50-12:10 Recess: 12:10-12:30 Total Minutes: 240

Minimum Day Wednesdays:

September: 9, 16, 23
October: 7, 21
November: 4, 18
December: 2, 9
January: 13, 27
February: 3, 24
March: 3, 10, 17, 24
April: 14
May: 5, 19
June: 2

Minimum Day Thursdays:

October 1, 19
March: 25

Minimum Day Fridays:

October: 2
November: 20
December: 18
May: 28

Weeks of Minimum Days:

November 16-20 (Parent Conferences)
June 1-4

Important Dates:

First Day of School: Aug. 12th
Last Day of School: June 4th

Holidays/Breaks (No School):

Labor Day: Sept. 7th
Staff Workday: Oct. 30th
Veteran's Day: Nov. 11th
Thanksgiving Break: Nov. 23rd-27th
Winter Break: Dec. 21st-Jan. 1st
MLK Jr. Day: January 18th
February Break: Feb. 15th-19th
Spring Break: March 26th-April 2nd
No School: April 30th (makeup day if needed)
Spring Break: April 3rd-10th
Memorial Day: May 31st

Bell Schedules with Minimum Days



Arboga Secondary Bell Schedule 2026-2027



Regular Day (45 minute periods)	Minimum Day (33 minute periods & no Advisory)
<u>6th-8th Grades</u> Advisory: 8:15-8:37 Period 1: 8:40-9:25 Period 2: 9:28-10:13 Break: 10:13-10:26 Period 3: 10:26-11:11 Period 4: 11:14-11:59 Period 5: 12:02-12:47 Lunch: 12:47-1:22 Period 6: 1:25-2:10 Period 7: 2:13-2:58 Total Minutes: 355	<u>6th-8th Grades</u> Period 1: 8:15-8:48 Period 2: 8:51-9:24 Period 3: 9:27-10:00 Break 10:00-10:15 Period 4: 10:18-10:51 Period 5: 10:54- 11:27 Period 6: 11:30-12:03 Period 7: 12:06-12:39 Lunch: 12:39-1:10 Total Minutes: 249

**Minimum Days and days off are the same for both elementary and middle school*

<u>Minimum Day Wednesdays:</u> September: 9, 16, 23 October: 7, 21 November: 4, 18 December: 2, 9 January: 13, 27 February: 3, 24 March: 3, 10, 17, 24 April: 14 May: 5, 19 June: 2	<u>Minimum Day Thursdays:</u> October 1, 19 March: 25 <u>Minimum Day Fridays:</u> October: 2 November: 20 December: 18 May: 28 <u>Weeks of Minimum Days:</u> November 16-20 (Parent Conferences) June 1-4	<u>Important Dates:</u> First Day of School: Aug. 12th Last Day of School: June 4th <u>Holidays/Breaks (No School):</u> Labor Day: Sept. 7th Staff Workday: Oct. 30th Veteran's Day: Nov. 11th Thanksgiving Break: Nov. 23rd-27th Winter Break: Dec. 21st-Jan. 1st MLK Jr. Day: January 18th February Break: Feb. 15th-19th Spring Break: March 26th-April 2nd No School: April 30th (makeup day if needed) Spring Break: April 3rd-10th Memorial Day: May 31st
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Bus Information & Minimum Days

Bus Information:

Bus routes with times are posted on the MJUSD website, the Arboga website, and printed copies are available in the office.

Please help your child learn their bus driver's name as well as the name of their bus stop to ensure they are getting on the correct bus and off at the correct stop. We have staff assisting students, but they cannot possibly remember the stop for hundreds of students.

Within the first couple days of school, your child's bus driver will give them paperwork for you to fill out. If your student begins riding the bus mid-year, the driver will provide them with the necessary paperwork at that time.

Students in Kindergarten must have a parent/guardian or designee meet them at the bus stop in order to be let off the bus. If no one is there for your child when the bus reaches their stop, they will be returned to the school after the driver finishes their route.

Students are expected to follow all school rules while on the bus. School discipline policies/procedures apply to students while on the bus and at designated bus stops. Inappropriate bus behavior can result in students being suspended from the bus.

Students need a written and signed note from a parent/guardian if they will be getting off at a stop other than their own.

Students must ride the bus at the time of their dismissal (unless they are enrolled in band-they can ride the Middle School bus). We cannot house students while they wait to ride the bus with an older sibling.

Minimum Day Bus Procedures:

Our buses fill to capacity on minimum days due to dismissing nearly 800 students at the same time. In order to get all students home safely, the buses run two rounds. We load younger students on the first round and ask older students to wait for the second round. We always do our best to keep siblings together, but sometimes students elect to be with friends rather than follow staff directions about staying with their siblings.

Students that are on the second round remain supervised on campus until the bus completes its first round and comes back for them.

Minimum Day Procedures:

Due to different instructional minutes for each grade level, students in K-3rd grades do not begin school until 8:25 on Minimum Days. They can still arrive at school at their regular time, but are not expected to be in class until 8:25 as opposed to 8:15.

Minimum Day pickup is by far the most chaotic time on the Arboga campus. We truly ask for everyone's patience and cooperation as we dismiss approximately 800 students at one time. Not all classes arrive in the multipurpose room at the same time, so just because you asked for your student first does not mean they will necessarily be the first one out.

During Minimum Day pickup, all students TK-5th wait in the multipurpose room. TK and Kinder teachers will dismiss students at the door if they see a parent/guardian waiting. Otherwise, they wait to hear their name be called to go out to their car.

Middle School students waiting for a car in the line wait near the large black gate on the middle school side to hear their name called over the radio. Minimum Days are the only days Middle School parents/guardians need to stop and let the staff member with the radio know who they are picking up.

Breakfast, Lunch & Snacks

Breakfast & Lunch:

All students in MJUSD receive free breakfast and lunch. Monthly menus are posted on the MJUSD website and hard copies are available in the office. If your child has a food allergy, please contact the office to get the necessary paperwork we provide to kitchen staff.

Students eating school breakfast or lunch are required to be served a specific number of food groups. Students are not required to eat everything they are served, but please know they will be required to have certain foods on their tray.

Please note that we do not have microwaves available for student use. If your child is bringing their lunch from home, do not send items that need to be heated up as we cannot accommodate this.

Students are not allowed to share food with other students due to allergies and the spread of illness.

If you are dropping off a lunch for your student, we have two designated containers outside the office (one for elementary and one for middle school). Please ensure the lunch/drink is clearly labeled with your student's name (we have sticky notes and tape available on the sign out cart). The containers are collected daily at:

11:00 AM for elementary

12:30 PM for middle school

If the lunch is not in the container by the specified time, we cannot guarantee your child will get it as we will not pull them out of class time for it. They are always welcome to get school lunch for free.

Prohibited Items:

- Drinks with caffeine
- Gum
- Glass containers
- Excessive amounts of candy
- Excessive amounts of snack foods (i.e. family size chip bags)

Other Food Protocols:

We strongly encourage healthy foods to fuel student's brains and bodies. We get a lot of complaints about stomach aches and headaches, and this is often due to lack of proper nutrition and water intake.

Students are encouraged to bring refillable water bottles each day. We have two locations on campus where students can refill their water with filtered water. We do not have water bottles to supply students with.

Students that bring lunch from home may purchase milk to go with their meal. You can set up your child's account on the MJUSD website by visiting the Nutrition Services page.

Students are given a designated amount of time to eat before being released to go outside. Students are never forced to go outside if they are not done eating yet. They may remain in the cafeteria until they are done eating.

While students are eating in the cafeteria, they are expected to remain seated. Students wandering around creates a choking hazard as well as obscures staff's ability to supervise all students. Staff will dismiss them when it is time to throw their trash away and go outside.

Students are not allowed to take food out onto the playground with them due to choking hazards. They must finish all food inside the cafeteria before going outside.

Birthday Treats:

If you would like to bring a birthday treat for your child's class, it needs to be pre-arranged with the teacher. All treats must be store bought/pre-packaged. We cannot accept homemade treats.

Treats can be dropped off at the office and the teacher will send your student (and helpers if needed) to collect it when they are ready for it. Parents/Guardians are not able to deliver treats to classrooms themselves.

Breakfast, Lunch & Snacks

Other Food Protocols:

Students are welcome to bring snacks from home to eat at recess/nutrition break. Elementary students must be seated at a picnic table while eating a snack at recess time due to choking hazards.

Middle School students have the option to get “second breakfast” during their Nutrition Break at 10:13 AM. Students may only get one breakfast meal per day, so they must choose whether they want it before school or during Nutrition Break.

While students are welcome to bring snacks from home, it is up to the discretion of each teacher whether they allow students to eat in their classrooms. If a teacher does not allow food in their classroom, students have the opportunity to eat snacks during recess/breaks and lunch.

Many students see the nurse or go to the office to ask for snacks or water. The school does not provide students with snacks outside of prizes/rewards for various things.

DoorDash and Other Apps:

We do not accept DoorDash orders for students. Many times food shows up with no reference as to who it's for. Our campus is extremely busy and cannot investigate every mysterious DoorDash order we receive. This oftentimes leads to students not getting their food. In addition to this, orders often don't show up in time for lunch. We will not call students out of class time to receive food orders.

Learning Comes First:

While we meet many student needs throughout the day, including ensuring they are fed, learning is our priority. We will not call students out of class to receive food or drink deliveries. If you are dropping something off for them, it must go in the containers that will be collected in time for their lunch period. The containers are then moved to a location where students can check it on their way to lunch to retrieve their items. If you miss the time to drop off lunch for your child (11:00 AM for elementary students and 12:30 PM for middle school students), they will have to wait until a later recess/break or after school to get their items.

Lost & Found:

Students often misplace personal belongings such as jackets, lunchboxes, water bottles, etc. Any items found on the playground or bus will be placed in Lost and Found (located just outside the Multipurpose Room). Unclaimed articles at the end of each trimester are donated to a charitable organization. Items left in classrooms will remain in the classroom for an appropriate length of time before being taken to Lost & Found. To ensure timely and proper return of lost articles, we urge families to mark all personal items with your child's name.

Smaller items or items with a higher value (such as glasses, jewelry, or electronics) that are found are stored in the office where staff can monitor who is claiming them.

Containers found that still have food in them may be disposed of after a shorter period of time if they become rotten and/or smelly.

Visitors & Volunteers

Visitors on Campus:

We invite family members and friends to visit campus for various activities and assemblies throughout the year. To ensure student safety, all visitors must be scanned in to our Raptor system using their current Driver's License/Identification Card. Once scanned in, each visitor will receive a personalized visitor's pass. **We are not able to allow visitors on campus who have not been appropriately screened.** We appreciate your understanding and cooperation with this as safety is our number one priority.

When attending a performance, awards assembly, or other activity on campus please be prepared to show your ID. Please also note that lines can be long for large events, so we encourage visitors to arrive early. We also offer visitors to come in a few days prior to the event you're attending to get a pre-printed pass. This helps alleviate the lines the day of.

Visitors are welcome to various events, but we cannot allow visitors into classrooms unless you are a cleared volunteer and it has been pre-arranged with the teacher. Visitors are not allowed to wander campus. They are required to stay in the area of the event/activity they are attending.

Visitors are welcome to bring younger siblings/family members to assemblies/performances, but students that are not enrolled at Arboga are not allowed on the playground or other equipment during school hours due to liability reasons.

Visitors attending an event outside of school hours (such as Meet the Teacher, Open House, Sporting Events, etc.) do not need a visitor's pass.

Volunteering:

Family members that wish to volunteer in classrooms or chaperone field trips must be cleared to do so. MJUSD requires the following of all volunteers at any school site:

- Fingerprints (must be done specifically for MJUSD even if you are already fingerprinted through another agency)
- Current TB Test
- Copy of your Driver's License/Identification Card
- Copy of your Social Security Card

In addition to MJUSD's requirements, Arboga Elementary also requires volunteers to view our Volunteer Training slides (found on the Arboga website under the Parents tab) and complete a Google Form to log your participation.

We recommend starting the process early if you wish to volunteer for a particular event as it can sometimes take a while to complete all the necessary steps.

Please note that when volunteering you are not able to bring additional children with you (such as siblings).

Hall Passes, Bathrooms, & the Nurse

Hall Passes:

Staff must know where students are at all times for their safety. Students that are leaving their classroom or assigned location need permission to do so. We utilize Hall Passes to document permission and the location students are visiting. Hall passes also help maximize the amount of time students are in class learning. Students that are outside of class or their assigned location without a pass will be sent back. This includes recess and lunch times. Students need to ask permission from staff on duty at the time before leaving the area. Students that leave class or their assigned area without permission are subject to disciplinary action.

**The only exception to the Hall Pass rule is emergency situations.*

Bathrooms:

To maximize learning time, students are encouraged to use the bathroom before school, at recess/lunch, or during passing periods for Middle School students. Students that need to use the bathroom during instructional time need permission from their teacher and a pass. Only one student per class is allowed to use the restroom at a time due to vandalism and a spike in inappropriate behavior in the bathrooms.

Students are not permitted to take backpacks or large bags into the bathroom with them due to vandalism and use of prohibited items. Bags and backpacks must be left just outside the bathroom door.

Students are not permitted to apply makeup or use hair styling tools in the bathrooms.

We do not allow large crowds of students in the bathroom at one time. No more than 3 students should be in the bathroom at one time. If there are already 3 students in there, students should wait outside or visit another restroom on campus.

We encourage younger students to keep a change of clothes in their backpacks. Accidents happen, it's ok. Staff cannot assist students in the bathroom, we can only verbally coach them from outside the door.

Visiting the Nurse:

Except in the case of a major emergency, students must have a pass to visit the nurse, including during recess and lunch times. Oftentimes students are seeing the nurse because they want to be sent home. We use our best judgement as to which students need to go home versus the "frequent flyers" who always seem to have some sort of ailment.

School staff provide basic First Aid to students. If your child is injured to the point where they require more than basic First Aid, you will be contacted. In the event of an emergency, parents/guardians are notified immediately and 911 will be called if necessary.

Medications:

The nurse is not able to administer medications to students unless we have signed paperwork from a doctor noting explicit directions. Without this form on file, we cannot administer medications. This includes, but is not limited to, allergy medication, eye drops, inhalers, and over the counter medications. This form must be updated yearly and any time a medication or dosage is changed. These forms are available in the office.

All medications must be in the original pharmacy container with the student's name clearly visible along with facts on the current dosage and name of the supervising physician. All medications must be kept in a locked location within the office and are only administered by the school nurse, health clerk, or other trained office staff. **Students may not keep any medications directly on their person, including over the counter medications** (unless otherwise specified in an Individual Healthcare Plan).

Cell Phones & Electronic Devices

Elementary Students:

Per MJUSD policy, elementary students are not permitted to have cell phones and other electronic devices (including smart watches and headphones/earbuds) during school hours. If students have these items, they are to be powered off and stored in the student's backpack where they are out of sight and accessibility to students. Students that do not adhere to this policy will be referred to administration, have their device confiscated, and parent/guardians will be contacted to arrange for pickup of the device.

Middle School Students:

Per MJUSD policy, middle school students are permitted to use cell phones and other electronic devices (including earbuds) responsibly under the following circumstances:

- Before school
- After school

Students are **NOT** permitted to use cell phones and other electronic devices under the following circumstances:

- During instructional time (unless given explicit permission from the staff member in charge at the time)
 - Phones should be stored completely out of sight and accessibility to students during instructional time (such as in a bag/backpack) and NOT in clothing pockets
- In the restroom during instructional time (phones should be left in the classroom)
- To record or take photos or videos of others without permission
- During TA periods on the elementary side of campus

- During detention (even if it is during lunch or after school)
- While on in-house suspension
- To contact parents/guardians about being picked up early (or being sick) without notifying office/CC Room staff first

Students that are not adhering to the cell phone policy face the following consequences per MJUSD policy:

1st Offense: Device is confiscated and student can pick it up from the office at the end of the day.

2nd Offense: Device is confiscated and must be picked up by a parent/guardian at the end of the day. Student may not have the phone for the remainder of the school day.

3rd Offense: Device is confiscated and student is required to turn the device into the office as soon as they arrive on campus for the next 5 school days. Student can pick up the device at the end of each day. Parent is contacted to notify them of this.

4th Offense: Device is confiscated and student is required to turn the device into the office as soon as they arrive on campus for the REMAINDER OF THE SCHOOL YEAR. Student can pick up the device at the end of each day. Parent is contacted to notify them of this.

If a student refuses to relinquish their device to a staff member when asked, that student will meet with an administrator (and possibly parent/guardian) and face possible in-school suspension, home suspension, or Saturday School.

Attendance Policies

Attendance Policies:

Regular and prompt attendance is necessary for academic achievement and is required by the State of California. It is crucial that students attend school for the full day as often as possible.

Attendance includes daily attendance, tardies, and early checkouts. Even 5 minutes missed daily can quickly add up to hours of missed instructional time and interrupts the learning environment for other students.

If your student is going to be absent, it is your responsibility to communicate with the attendance clerk regarding the absence. Make-up work for missed days is the responsibility of the student. Some teachers may choose to provide work prior to an absence with advance notice, but this is not required of teachers. The majority of absences will require students to collect missed work after they return to school.

Any students arriving to school later than the 8:15 start time need to enter campus through the office to obtain a tardy slip. This prevents students from being marked absent as opposed to only tardy. Family members are not able to walk tardy students to class.

Middle school students have attendance taken each period. If students are not in their assigned classroom for the period without reason, they will receive a "cut." Cuts can lead to disciplinary action. Tardies can accumulate quickly if students are not on time to each period. Excessive tardies can also result in disciplinary action. Students have a 3 minute passing period between each class, which is more than enough time to get from room to room on our small campus.

State Attendance Policies:

The state of California recognizes two types of absences: excused and unexcused.

Absences Excused by State Law

- Illness- A doctor's note may be required for extended illness.
- Quarantine- directed by a doctor.
- Medical, dental, optometric or chiropractic appointments or treatment.
- Attending the funeral services of an immediate family member, if the services are conducted one day of excused absence provided by State law and up to three days if the services are out-of-state.
- Excusing from school to obtain required immunizations (not more than 5 days).

All absences must be verified within 5 school days to be deemed "excused". All absences after this time will be considered "unexcused" and may result in a referral to SARB.

Unexcused Absences

- The missing of class or school without an excused reason, whether it is pupil or parent initiated.
- An absence which has not been verified by the close of the school attendance office on the day of attendance.
- An absence for which advanced approval is necessary and approval was not obtained before absence.
- The failure of a pupil to be in the assigned classroom/locker room when the tardy bell has unexcused tardy.

Attendance Policies Cont'd.

State Attendance Policies:

Excessive Absence Policy

When a student has absences in excess of 10% of days enrolled for the school year, any further absences for illness must be verified by a physician or school personnel. Failure to provide physician or school personnel verification will result in absences being recorded as unexcused.

The District may, when a student with absences exceeding 10% of the days enrolled, institute actions intended to improve the student's attendance. These interventions may include referral to the District Truancy Officer or other intervention personnel who will make a home visit, school nurse reviewing illness claims, and or referral to the School Attendance Review Board (SARB). Ed Code 46011

1 or 2 days a week doesn't seem like much but...

If your child misses....	That equals...	Which is...	And over 13 years of schooling that's...
1 day every 2 weeks	20 days per year	4 weeks per year	Nearly 1 1/2 years
1 day per week	40 days per year	8 weeks per year	Over 2 1/2 years of school
2 days per week	80 days per year	16 weeks per year	Over 5 years
3 days per week	120 days per year	24 weeks per year	Nearly 8 years

How about 10 minutes late a day? Surely that won't affect my child?

He/she is only missing just....	That equals...	Which is...	And over 13 years of schooling that's...
10 minutes per day	50 minutes per week	Nearly 1 1/2 weeks per year	Nearly 1/2 year
20 minutes per day	1 hr. 40 min per week	Over 2 1/2 weeks per year	Nearly 1 year
30 minutes per day	Half a day per week	4 weeks per year	Nearly 1 1/2 years
1 hour per day	1 day per week	8 weeks per year	Over 2 1/2 years

EVERY DAY COUNTS

If you want your child to be successful at school then , **YES, attendance does matter!**

TK & Kindergarten Attendance:

Attendance in kindergarten, prior to age six, is not mandatory. If you choose to enroll your child, your decision to do so comes with some important responsibilities. The first is to support your child's learning. The California State Standards are focused on the daily development of important skills that will help our child be successful in first grade and beyond. Talking to your child about what they learned each day, support with homework assignments, reading to your child and making sure your child is in school every day. Your child's success in kindergarten is dependent on being in school daily so they do not fall behind. When absences are excessive, your child's readiness for first grade will be in danger.

MJUSD has implemented a policy that requires your kindergarten student to be in school at least 90% of the 180 days in a school year. This means that your child cannot miss more than 2 days per month for any reason. If your child is considered "excessively absent" we will ask that you withdraw your child from kindergarten for the rest of the school year. You will then have the choice to re-enroll your child next year in kindergarten or first grade.

Playground Rules

General Playground Rules:

- No toys from home (Sports equipment such as soccer balls and basketballs may be brought from home)- football is not allowed unless it's during PE or directly supervised/refereed by a staff member.
- Food is only allowed at the picnic tables/benches (during morning or afternoon recess- no food leaves the cafeteria at lunch time).
- All body parts should be kept to self.
- Appropriate language, kind words
- Equipment should be put away on the rack at the end of recess.
- When the whistle blows, students freeze and wait for directions before lining up (except at lunch-they return straight to their ramps at the whistle).
- One student inside a hula hoop at a time.
- Hula hoops should not be thrown in the air (rolling on the ground is ok).
- Balls should not be sat on.
- Students need permission to go get a ball that has left the playground area.
- Students are not allowed in the office without a pass unless it is an emergency.
- Students should not ask to see the Nurse during recess or lunch unless they have been stung by a bee, have a serious injury, or have thrown up. Students need a pass to see the nurse during recess or lunch (due to students trying to get sent home without teacher knowledge).
- Students coming to the office (with a pass) may not bring friends along unless it is medically necessary.
- Students that have been warned about rules but are still not following them can be put on the bench for a specified amount of time.
- Elementary students are not to have cell phones, earbuds/headphones, or other electronics out at any time.
- Location specific rules for the playground, including boundaries, apply and are shared with students at school.

Middle School Lunch Rules:

- All students stay in the cafeteria for 15-20 minutes before they are dismissed to go outside regardless of whether they are eating or not.
- Hands and all body parts to yourself.
- No backpacks/large bags in the bathroom with students (due to vandalism and prohibited items).
- Put equipment away in the blue basket after you are done with it.
- Students need a pass to go to the office/leave the middle school area even during lunch time.
- Appropriate language only.
- Middle School students should not be on the elementary side of campus (Boundary is the shade structure area).
- Students should not be climbing on the fences.
- Students are allowed to be on their cell phones and have one earbud/headphone in (they must be able to hear bells, whistles, announcements)
 - Recording or taking photos of other students is not allowed

Athletics & 8th Grade Promotion

Arboga Athletics:

Arboga is proud to offer athletics to eligible 6th-8th grade students. We currently offer the following sports:

- Flag Football (co-ed)
- Volleyball (girls only)
- Basketball (girls and boys teams)
- Track & Field (co-ed)

Arboga is proud of our student athletes, but they are just that...students first and athletes second. Student athletes are representatives of our school and therefore must meet the following requirements to be eligible for athletics:

- Maintain a 2.0 minimum GPA
- Have good attendance (including tardies)
- Display good sportsmanship
- Maintain positive behavior

Students that do not meet these criteria will not be able to try out for a sport. If they have already made a team but fail to maintain these standards, they may be temporarily suspended or removed from the team.

Student athletes are responsible for completing weekly grade and participation/behavior checks with each of their teachers on a weekly basis during the season of the sport they are participating in. Failure to complete these weekly grade checks will result in being temporarily suspended from the team.

8th Grade Promotion Criteria:

MJUSD requires all 8th grade students to meet the following criteria in order to participate in the Promotion Ceremony and related activities:

- Students must be enrolled as full-time students during the entire 4th quarter
- Students must maintain a cumulative GPA of 2.0 for the 8th-grade year
 - Arboga also requires students to maintain a GPA of 2.0 for the 4th quarter to attend the Promotion Field Trip and Dance
- Students may not be on suspension or recommended for expulsion during promotion activities
- Students must be in attendance at least 85% of the enrolled school days during the 4th quarter

Staff closely monitor grades of all 8th grade students each quarter. If your student is at-risk of not meeting the promotion requirements, you will be contacted. You can also help your student by regularly monitoring their grades and attendance via the Aeries Parent Portal and keeping in communication with their teachers.

Valedictorian/Salutatorian Selection Criteria

The calculation of GPA will be limited to the grades earned in the eighth-grade year only. In the event there is a statistical tie, students will be allowed to speak at the promotion ceremony provided they have met the deadline and subject requirements. If the school site limits the speaking time of valedictorian and salutatorian, the time allotted may be split between the students. Students who obtain a 4.0 during their eighth-grade year will be recognized at the promotion ceremony within the program.

Grade Reporting

Elementary:

Students in TK-5th grades receive report cards on a trimester basis. Our district utilizes standards based grades, meaning your child will be given a rating as to the progress they are making on each individual academic standard for their grade level. The ratings you will see on their report cards are as follows:

- 4- Exceeding Trimester Goals
- 3-Meeting Trimester Goals
- 2- Working Towards Trimester Goals
- 1-Not Meeting Trimester Goals
- X- Not Assessed at this time

Elementary teachers hold Parent Teacher Conferences at the end of the first trimester (in November) to share your student's progress with you. If you have concerns about your child's academic progress, please keep in close contact with their teacher. You can also keep track of their progress and missing assignments through Aeries Parent Portal.

Teachers will reach out on an as needed basis beyond the first trimester Parent Teacher Conferences if they have concerns about your child's progress. They may schedule additional meetings with you, which may include SST (Student Success Team) meetings to come up with interventions tailored to your child's needs.

Middle School:

Students in 6th-8th grades receive report cards quarterly (4 times a year). In addition to a report card each quarter, each student receives a progress report halfway through the grading quarter. Students will receive a letter grade (A-F) for each of the seven classes they're enrolled in. Students do not receive a grade for Advisory period.

You can monitor your student's grades and missing assignments throughout the entire school year through Aeries Parent Portal. We strongly encourage all families to do this to avoid students trying to rush at the end of a grading quarter to raise their grades. It is much easier and provides a better educational experience for students when they keep up with their assignments as assigned.

Middle School students do not have Parent Teacher Conferences like the elementary teachers do, but we encourage you to reach out to teachers if you notice your child is struggling. Many teachers offer before or after school tutoring that students can take advantage of if they need extra support.

Schoolwide AVID

What is AVID?:

AVID stands for Advancement Via Individual Determination. AVID's mission is to close the opportunity gap by preparing all students for college and career readiness and success in a global society. As an AVID site, Arboga works to achieve this mission by ensuring all students have access to:

- Rigorous Academic Preparedness
- Opportunity Knowledge
- Student Agency

Some of the components that guide our implementation of AVID are the instruction that students are provided. Teachers at all grade levels promote college and career readiness skills, even as soon as TK and Kindergarten. Teachers do this through utilizing WICOR strategies in their daily instruction:

Writing
Inquiry
Collaboration
Organization
Reading

These skills look different at each grade level, but they are all promoted and utilized schoolwide.

Organization is an area Arboga focuses heavily on. Each student is provided with either a binder or folder depending on their grade level. These binders and folders play an important role in organizing students' learning on a daily basis. Students in 5th-8th grades are also provided with a student planner to track their assignments. You can support your student by checking their binder, folder, and planner (if applicable) on a regular basis. This not only encourages students to stay organized but also keeps you informed on what they are currently learning in class.

Administrators visit ALL classrooms once per week to do binder checks. Students that are drawn have their binders/folders checked, and if they meet the organizational requirements, they win a prize!

AVID Elective:

In addition to all teachers using AVID strategies and promoting positive relationships among students through collaboration, we also offer an AVID elective course for 7th and 8th grade students.

This year-long elective focuses more deeply on preparing students for college and careers through curriculum that includes academic vocabulary development, critical thinking skills, collaborative tutorials, college field trips, guest speakers, Cornell note-taking, and WICOR strategies (Writing, Inquiry, Collaboration, Organization, and Reading).

While the AVID Elective is open to all students who are willing to work hard, it was established especially for students who will be first generation college goers. AVID provides students with academic, social, and emotional support, helping them navigate challenging courses and prepare for college. It emphasizes college access and success, teaching students about college requirements, application processes, and financial aid options. Finally, the AVID Elective enhances students' skills in organization, time management, note-taking, study habits, and communication, which are crucial for academic success.

Communication

Communication from the School:

ParentSquare is the primary form of communication that Arboga utilizes. Please ensure you have downloaded the app and are receiving our messages. Depending on the preferences you set, messages will come through as a text message and/or email.

In addition to ParentSquare, we share events and information on our school marquee, on our school website and calendar, via Cougar Videos, and through student-generated newsletters.

Our PTSO (parent volunteer) group also has a Facebook page that they keep as up to date as possible. Please note that while this page is affiliated with the school, the content is coming from parent volunteers and not directly from school staff. If you post a question here, you are getting a response from other parents and not necessarily from school staff. It is still a great communication tool and community for families to join, and we strongly encourage you to stay connected with fellow Arboga Families.

If an issue arises with your child, you will get a phone call or direct ParentSquare message from a staff member. If you miss the call, please be sure to check your voicemail so you know which individual staff member contacted you. We get many phone calls where family members do not know who they are calling for and it is difficult to get you to the right person.

Schools are bound by FERPA (Family Educational Rights and Privacy Act) and therefore cannot share information about other students with you. We know this is sometimes frustrating, but please keep in mind that your student has the same protections. We also do not share contact information of other parents/guardians.

Any communication you receive from school staff should be positive in nature, factual, and honest. While we sometimes have to share information that may not be easy to hear, you should expect all communications to be respectful in nature.

Communicating with the School:

Your child's teacher is your main point of contact at school. The best way to communicate with your child's teacher is through ParentSquare or an app that the teacher may choose to use (such as Class Dojo). Email and phone calls are also a great form of communication, but please note that teachers are not able to make and receive calls while students are in the classroom.

If you need to communicate with a different staff member, the same forms of communication are available. While we do our best to communicate promptly with families, please note that we have approximately 800 students at our school and are not always able to make phone calls at all times of the day. We will get back to you, but it could take a little longer than you may expect.

If you would like to schedule an appointment to speak with a staff member in person, we ask that you call ahead to do so. Our schedules are very tight and it is very difficult to accommodate drop-in requests.

It is expected that all adults, both staff and family members, model appropriate communication skills for students. When communicating with school staff via any means, respect is always expected. Family members that become hostile, disrespectful, and/or use inappropriate language will be asked to leave (if on campus). If this situation arises via phone, they will be contacted at a later time when they are able to maintain their composure.

We proudly serve nearly 800 students daily. Please keep in mind that this means our school is an extremely busy campus. We receive hundreds of phone calls, emails, messages, etc. per day. We do our best to accommodate all the needs of our students and families, but there is a limit as to what we can accommodate. Please keep this in mind when calling or asking office staff to get messages to your student, especially at the last minute.

Campus Safety & Door Buzzer

Campus Safety:

Keeping all students and staff members safe is our first priority every day. We have many safety procedures in place.

We regularly practice safety drills for fires so students know how and where to evacuate. Additionally, we do practice lockdown drills at least twice a year to ensure all students know what to do in case of an emergency that would require us to lockdown. During lockdown drills, we sometimes have law enforcement on campus to assist and help evaluate our practices. You will be notified via ParentSquare any time we participate in a lockdown drill AFTER the drill has concluded. We also participate in the California Great Shakeout annually to practice what to do in the event of an earthquake.

Our campus is completely enclosed and all outside doors and gates are locked during school hours. All visitors must check in at the office and be scanned in through our Raptor System before being able to enter campus.

In general, our campus is a very safe place. There are times where law enforcement may be conducting business in the area and will ask us to go on a soft lockdown out of an abundance of caution. You will be notified any time this happens via ParentSquare AFTER the soft lockdown is over.

While our campus is typically very safe, emergencies do happen. Please note that our first priority in any emergency situation is keeping our students and staff safe. We will always communicate with you regarding an emergency situation, but it will always take place AFTER our campus is deemed safe and secure. Please refrain from calling the school in any sort of emergency event as we will need to be communicating with the appropriate authorities and will not be able to answer the phones.

Door Buzzer:

Another safety measure is our door buzzer at the front office. Please keep the following things in mind when using the buzzer:

- The door buzzer is answered through the phone. If all office staff are currently on the phone, they will not be able to answer the buzzer until they hang up their call. Please exercise patience when waiting at the buzzer.
- Not all people who press the buzzer will necessarily be let into the office. For example, if you are just here to check out your student, you will be asked to wait outside while we get them for you.
- Family members that are hostile, aggressive, or disrespectful while at the buzzer will not be let into the office.
- To protect the privacy of our students and their families, we restrict the number of people in the office at one time. Please wait to actually be buzzed in before entering the office. This means you should not enter the door as someone else exits the building. You need to wait to be buzzed in as others may have been waiting before you.
- We instruct students not to open the door unless given permission by office staff.

Students Leaving Campus:

All students leaving campus during school hours (before their dismissal time) are required to exit through the front office. This ensures that staff know who the student is leaving with and can ensure they are permitted to leave with that person.

Students will only be released to parents/guardians, or individuals listed on their emergency contacts. Please be prepared to show your ID when checking a student out of school if we are not familiar with you. If someone who is not on your student's emergency contact list shows up¹⁹ to pick them up, you will be contacted via phone.

Discipline Policies

Discipline Policies:

Our school utilizes PBIS (Positive Behavior Intervention and Supports). PBIS explicitly teaches students clear expectations for behavior in each location of campus. In general, our school expectations are called the ROARS.

**Respect for self &
Others
Accountable
Ready to Learn
Safe**

Students that demonstrate positive behaviors are rewarded with Cougar Cards. Cougar Cards can be utilized like money on campus to purchase items and privileges at the Cougar Store. Students may also be recognized at assemblies and through other means for positive behavior.

Students that do not follow the expected behaviors clearly laid out for each area of campus will first be warned and reminded of the appropriate behavior. If warnings and reteaching fail to correct the behavior, students will be subject to disciplinary action and may be referred to various behavioral interventions.

Our main goal with student behavior is to educate students so that they display positive and appropriate behavior. In order to do this, students are assigned logical consequences when inappropriate behavior continues to take place. In general, we follow the practices below to correct inappropriate behaviors:

- Verbal warnings
- Redirection/reteaching
- Reflections of inappropriate behavior (including the harm they cause to self and/or others)
- Loss of Privileges
- Logical Consequences based on inappropriate behavior
- In extreme cases: after school detention, Saturday School, In-School Suspension, at-home Suspension, Expulsion

Policies Apply:

Discipline policies apply to all students while on campus, on the bus, and at school-sponsored activities including sporting events, field trips, etc.

Logical Consequences:

This is a non-exhaustive list, but gives a few examples of logical consequences we utilize to teach students positive behaviors.

- “You break it, you fix it.” A student that destroys property spends time fixing it/cleaning it up if possible or helping the classroom/campus in some way.
- Loss of privileges- for example if a student can’t play basketball without shoving other students to the ground, they lose the privilege of playing basketball and must choose something else to play.
- Making amends- if a student does something hurtful to another student, they face that student and a restorative conversation is mediated by staff.

Bullying:

Bullying is a term that is often confused with other issues. Bullying has three elements to it:

1. It is repeated.
2. It is intentional.
3. There is an imbalance of power between the bully and the victim (such as size, age, or other vulnerabilities).

Bullying can cause major harm to victims and is not tolerated on our campus. The most important thing all students can do to prevent bullying is to report it. We can’t solve problems if we don’t know they exist. If it is confirmed that bullying is taking place on our campus, violators face disciplinary action including, but not limited to, loss of privileges, time away from peers (especially the victim), after school detention, Saturday School, Suspension, and potentially Expulsion in extreme cases.

Discipline Policies cont'd.

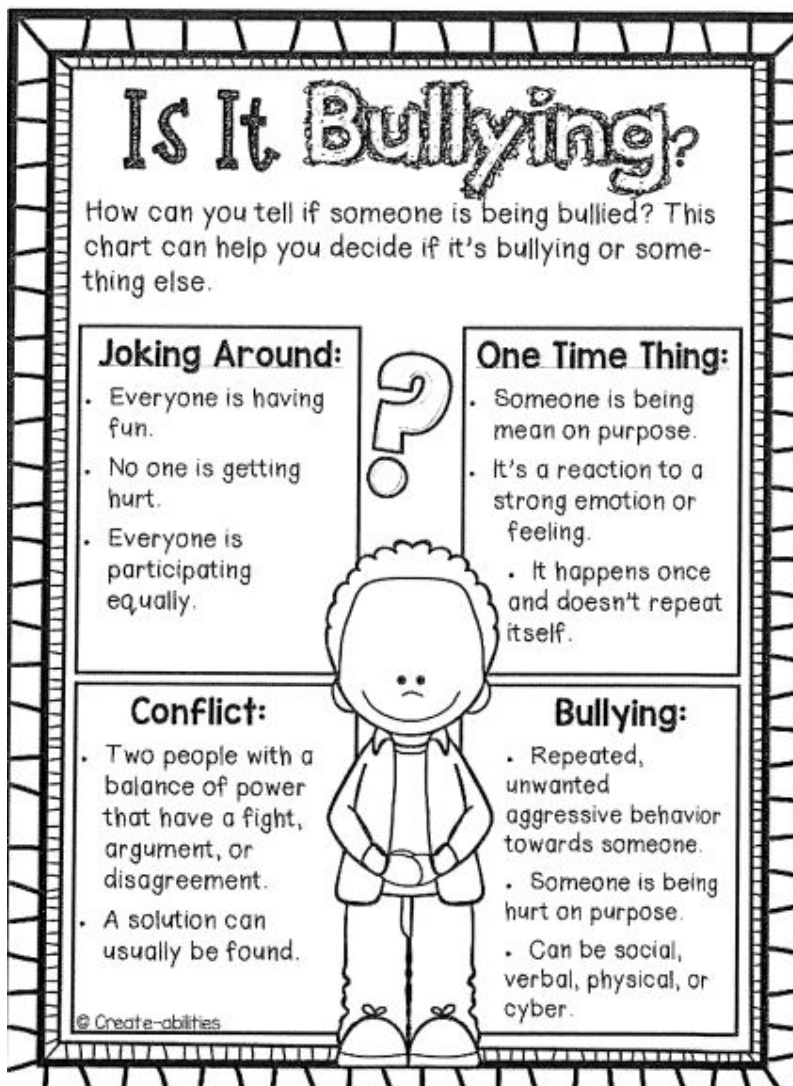
What to do if my student tells me they are being bullied:

Ask questions! We always want to determine if an incident that has taken place is bullying or another issue. Either way, the incident will be addressed, but the more information we gather, the better equipped we are to solve the problem. Here are some tips on questions to ask your child if they report to you that they are being bullied:

1. Which adult on campus did you tell?
2. How many times has this happened?
3. What were you both doing at the time? (for example, were the students playing football and a mutual conflict took place)
4. Were they mad or sad at the time they said or did this? (trying to determine bullying vs. an inappropriate reaction to an emotion they were having).

Communication Regarding Discipline:

Please keep in mind that we cannot and will not share information about other students with you, even when it is a disciplinary incident involving your student. It is our duty to protect every student on our campus, even those that make mistakes. We know emotions can run high when something hurtful has happened to your child, but please keep in mind that these are all children who are learning how to get along with others, handle conflict, and self-regulate. We will always address issues that arise, and we appreciate your patience and understanding when handling these delicate matters.



Items Not to Bring to School

Items that should not be brought to school:

The following items should not be brought to school unless cleared through one of the site administrators or explicit permission is given by a teacher or after school provider for a planned activity. Items on this list that are brought to school will be confiscated. In some cases, students can have the item returned at the end of the school day. In other cases, items may need to be picked up by a parent/guardian.

- Cell phones, smart watches, headphones/earbuds (*for elementary students only)
- Toys from home
- Money/valuables (unless being turned into the office or teacher for a field trip, payment, etc.)
- Bluetooth speakers
- Gaming or entertainment devices (nintendo switch, etc.)
- Aerosol cans, make up, perfumes/colognes
- Hair styling tools
- Nail polish
- Paint or dyes
- Permanent markers
- Skateboards, roller blades, scooters, shoes with wheels (if these items are used to get to and from school, they must be stored in the designated location and not in possession of the student during the school day)
- Laser pointers
- Gum
- Excessive amounts of candy
- Glass containers
- Medications-including over the counter (must be with the nurse and not in possession of the student)
- Live animals
- Blankets
- Any item that is disruptive to the learning environment
- DoorDash orders (or any other food delivery app)

Prohibited Items According to Ed Code:

The following items are prohibited based on CA Ed Code. Students in possession of these items face disciplinary action such as suspension and/or expulsion. Any confiscated items from this list will not be returned to the student or a parent/guardian and in some cases may be turned over to law enforcement.

- Firearms (including imitation)
- Knives
- Weapons
- Explosives
- Dangerous Object of no reasonable use to the student
- Controlled substances
- Drugs/Alcohol
- Tobacco or Nicotine products
- Stolen property
- Drug paraphernalia
- Incendiary devices

Student Searches:

School officials are permitted to conduct searches of students, their personal belongings, and school property under joint control (such as desks and lockers) when there is reasonable grounds to suspect the student is violating the law and/or school regulations. Students are subject to searches while on school property or at school-sponsored events.

Tobacco Free Campus:

The Board prohibits the use of tobacco products at any time in district-owned or leased buildings, on district property and in district vehicles. (Health and Safety Code 104420; Labor Code 6404.5; 20 USC 6083)

This prohibition applies to all employees, students and visitors at any instructional program, activity or athletic event.

Dress Code

Student Dress Code:

In order to ensure a safe, healthy, and wholesome school atmosphere, CA Ed Code allows districts and schools to set dress codes. Students violating the dress code will be given the opportunity to correct their dress (such as turning a shirt inside out or putting on a sweater/jacket), offered clothing that will correct it (when available), or will call home to have something appropriate brought for them to wear.

- Students are not allowed to wear any gang attire. Gang attire may include excessive amounts of a specific color, bandanas, sagging pants, gang logos, etc.
- Hats may be worn outdoors and in common areas such as the multipurpose room. It is up to individual teacher discretion as to whether hats and hoods can be worn in their classroom. *Headwear worn for religious purposes may be worn at all times.
- Costumes are not allowed at school except for on specified dress up days or Halloween.
- Shoes should be safe and appropriate for running, playing, and participating in PE. Students that choose to wear footwear unsuitable for PE such as sandals or slides should bring alternative shoes to wear during PE.
 - Slippers are not an appropriate footwear for school.
- Clothing cannot display pictures or images of crude, vulgar, violent, or sexually suggestive material. This includes the use of profanity.
- Clothing cannot advocate the use of drugs, alcohol, tobacco, or weapons.
- Clothing cannot display anything that is racially, ethnically, or religiously prejudice or offensive.
- Blankets should not be used as coats/jackets.
- Masks that cover a student's entire face to the point they cannot be identified are not allowed.

Student Dress Code:

Students need to be appropriately covered while at school. In general, this means all private areas and undergarments need to be covered. Below are some additional guidelines:

- All undergarments must be appropriately covered.
- Shirts need to have straps wide enough to cover undergarments.
- Low cut shirts that show cleavage are not permitted.
- Garments should not be see through.
- Students' belly buttons need to be covered by their shirt.
- Shorts and/or skirts must be a length that offers at least a few inches of material below the buttocks.

Dress for success!

Chromebooks & Other School Property

Chromebooks:

Students of all ages utilize Chromebooks on our campus for various learning activities. In grades K-5, students utilize classroom Chromebooks. In grades 6-8, students are individually assigned a Chromebook that they are responsible for transporting from class to class and to and from home when necessary for homework. All students are instructed on appropriate use and care of Chromebooks, no matter what capacity they are using them in. Each student and parent/guardian must sign a Chromebook Contract before a student will be allowed to check one out.

The Chromebooks are a learning resource. There is no opt-out process for receiving a Chromebook because it is an important tool for completing assigned work, conducting research, and accessing learning materials-just like a textbook. Under the Williams Settlement, MJUSD is required to provide equal access to all learning resources to all students.

The Chromebook Contract you receive will go into more detail, but here are some highlights to be aware of:

- Students and parents/guardians are financially responsible for replacement costs should the Chromebook be lost, stolen, or damaged.
- Content is filtered and monitored by school staff. This monitoring can also take place when Chromebooks are used off campus.
- Failure to turn in a Chromebook when a student leaves our school or at the end of the school year will result in the parent/guardian being charged for the full replacement cost of the device.

Textbooks, Library Books, and Other School Property:

As with the Chromebooks, students will utilize textbooks and other materials needed to learn their grade level curriculum. Students may also check out books from the school library. Damages or losses of library books, textbooks, or other school materials will be charged to the student and parent/guardian.