

School Information 2018-2019

School Hours:

The Main Office is open daily from 7:00 a.m. to 3:00 p.m. On Wednesdays, the Main Office closes at 2pm. The Assistant Principal's Office is open daily from 7:30 to 4 p.m. Attendance Office is open daily from 7:30 am to 3:30 p.m. Please conduct school business or direct questions to our office staff during those hours. Arroyo High School classes begin at 7:55 a.m. and ends at 3:10 p.m. daily (zero period begins at 6:50 and ends at 7:55). During the year every Wednesday the students will get out early at 1:45 p.m., except Jan 16th. On Wednesday afternoons the staff will work collaboratively planning lessons, assessing student work and reflecting on data to inform and improve their instruction. There will be a minimum day on December 21st and April 12th. On those days students will be released at 12:35pm. Finals will be on January 16th, Jan 17th, Jan 18th, June 11th, June 12th and June 13th Students will begin finals at 9:20 and be released at 2:00 p.m. (the zero period final will be on the first day of finals). Back to School night will be on September 13th from 6:00-9:00 p.m. More information will follow.

Open Campus:

Only students in grades 11 and 12 may leave the Arroyo High School campus at lunchtime only. This privilege was set by the Board of Education for upper grade students. **Ninth and tenth grade students may not leave campus** during the school day.

Off Grounds Passes:

Students who need to leave campus (change clothes, medical or dental appointments) must obtain an Off Grounds pass before leaving campus. Off Grounds Passes are available in the Attendance Office. The Attendance Office will verify the reason for the departure with a parent/guardian. Students who leave campus without permission will receive unexcused absences and could be subject to disciplinary consequences.

Please remember there is only one attendance person to serve the entire school as well as parents' needs. If you need to excuse your student early from school, it is advised to either send a note with your student or come in to the attendance office to pull your student from class. We place priority on students and parents at the counter before answering the phones.

Reporting Attendance:

Students who are absent need to report to the Attendance Office before their first period class upon their return from an absence to obtain an admit slip. Parents/Guardians should notify the Attendance Office (by phone or in writing) when students are absent. To report absences by phone or e-mail, please call **317-4021** or e-mail tknudson@slzud.org. Arroyo High School uses a voice mail system. Please leave a message if a clerk is not available. Be sure to report the student's name, grade, and reason for absence in your voice message.

For extended absences (3 or more days), please contact the Attendance Office as soon as possible. The Counseling Office handles requests for homework. Please make every effort to have students come to school by scheduling appointments and vacations at times when classes are NOT in session.

Class Donations:

Some courses require funds beyond the school's allocation. In those cases, we request that parents provide support in the form of a small donation to help offset the costs of materials. Once students donate the requested amount, the materials they purchase for the class become their property. **Arroyo accepts Visa/MC/Amex, Discover and Cash. Checks are no longer accepted.**

Student Activity Card/Yearbook Sales:

Students can save money by purchasing an ASB Activity card early in the school year. Discounts on school apparel, monthly give-a-ways, reduced admission rates to school and athletic events, and more are available to cardholders. Yearbooks will go on sale early in the school year, and a campus advertising campaign will alert students to time and place and amounts for orders.

Textbook Responsibilities:

Due to the replacement costs of textbooks, Arroyo High School will hold your student responsible for the books that are damaged, written in, or lost. Periodically we will ask teachers to check books for damage, but if your student notices that his/her text is not in great condition, he/she should notify the teacher or the Book Room clerk about the condition of the book. Please encourage students not to loan out texts to friends or to leave books on tables and benches. Students should always keep track of the materials the school checks out to them. During the school year the bookroom hours are from 7:00 a.m. to 3:00 p.m. closed for lunch.

To register for classes in the fall, all student issued textbooks must be returned and fines paid. The bookroom will be open during the summer on a limited basis and students should call (510) 317-4051 to make an appointment or check availability. The school will be closed Friday's during the summer.

Messages for Students/Cell Phones:

The Board of Education has a policy regarding cell phones which restricts use on campus during the school day or at school sponsored events (dances, games). Students, however, may be in possession of a cell phone as per district policy and State law. Students whose cell phones ring during class or who are caught using the phone on campus or at a school sponsored event without directly stated permission from a school employee are expected to surrender the cell phone to a school official who will put the cell phone away for safe keeping. As per District policy, cell phones on the first offense will be returned to PARENT at the end of the day.

If you need to contact your student, we request you call the Attendance Office. Every effort will be made to give students emergency messages (death in family, family member illness/accident). The Attendance Office **will not** be able to give out other messages to students (doctor/dental appointment reminders/changes, rainy day pick up messages, etc.). **Please be sure to talk to your student before he/she comes to school about family appointment changes instead of relying on the office staff.**

Reaching Teachers/Counselors/Administrators:

The best way to contact school staff is through the Parent Portal or by reaching out by phone. Be sure to register yourself and your student at ahs.slzUSD.org. This service is free and allows you to email your child's teachers, counselor and the administration about concerns or questions you may have. Some teachers will provide a voicemail number for you to contact them as well. If you do not get one from them be sure to ask them for it at Back to School Night or through a Parent Portal email. Teachers have been asked to return calls and email within 48 hours of receipt.

Requests for teacher conferences need to be made in advance. Most conferences occur on the teacher's release period. By contractual agreement, teachers can leave campus at 3:10 p.m. daily with the students. However with advance notice, many teachers will agree to meet at a later time, if necessary. District policy requires that parents confer with the teacher directly prior to notifying an administrator of a concern.

Campus Discipline:

Included in this packet are the dress code policy and a letter from the assistant principals regarding student expectations. We will also give your or your child a copy of the District Discipline Policies either at registration or during the first two weeks of school. We ask for your support in reading this information and ensuring your child adheres to all policies and procedures to maximize their learning experience. Concerns about consequences for students who violate school and district rules should be made directly to the Administrator serving your child's Small Learning Community.

Periodically students may also be required to serve detentions with teachers. Missed detentions usually result in referral to after school detention or work detail. Arroyo High School will employ a progressive discipline policy that attempts to improve behavior. Discipline will be handed out in a manner that addresses the behaviors and reduces the chances that the behaviors will reoccur.

Counseling:

Questions and request for appointments or information from Arroyo's counselors can be completed by contacting the Counseling Clerk, at 317-4099.

Graduation:

Graduation is June 13th, 2019. Seniors must meet all district requirements and maintain positive behavior by that date in order to participate in the Commencement Exercises. Students will get further information in March.