



# Student/Parent Handbook 2008-2009

## IMPORTANT PHONE NUMBERS & WEB ADDRESSES

Principal: Mr. Hans Barber  
(408) 423-3301; hbarber@scusd.net

Vice Principal: Mr. Ken Cardona  
(408) 423-3303; kcardona@scusd.net

Main Line/General Information: (408) 423-3300  
School Fax Number: (408) 423-3380  
Ms. Lisa Farmer, Elementary Secretary: (408) 423-3310  
Ms. Araceli Arreola, Middle School Secretary: (408) 423-3309  
Ms. Sara Kellum, Attendance Clerk: (408) 423-3311  
Ms. Melanie Holan, Academic Counselor: (408) 423-3354  
Absence Recorder Phone: (408) 423-3305  
Anonymous Tip Line: (408) 423-3324

School website: [www.doncallejon.org](http://www.doncallejon.org)

Staff email addresses: first initial, last name@scusd.net  
(example: dcallejon@scusd.net)

*This agenda belongs to:*

Name: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_

Phone: \_\_\_\_\_

Student Number: \_\_\_\_\_ Grade Level: \_\_\_\_\_

## **DON CALLEJON: A LEADER IN THE SANTA CLARA UNIFIED SCHOOL DISTRICT**



The Santa Clara Unified School District is honored to name its newest school, a campus that will serve students from kindergarten through eighth grade, after Mr. Don Callejon: a teacher, principal, district administrator, superintendent, and board member in SCUSD for over 40 years.

Mr. Callejon has lived through the transition of the Santa Clara Valley from being the “Valley of the Heart’s Delight” filled with lush orchards, bountiful farms, and natural beauty to its current status as Silicon Valley - the center of all things high tech and cutting edge. Descended from a Spanish immigrant family which settled in the Berryessa area of San Jose, Mr. Callejon attended Santa Clara University and obtained an M.A. from San Jose State University. Mr. Callejon was originally hired by Emil R. Buchser to teach English at Wilson Intermediate School in 1955. This was the start of a long and prosperous career. Due to his dedication and professionalism, Mr. Callejon was promoted to the Vice Principal position at Wilson Intermediate School in 1957. He then held this same position at both Santa Clara High School and Buchser High School over the next three years. He was named principal at Buchser High School in 1961 where he served until 1973.

Don Callejon’s administrative prowess and excellent people skills were noticed during his years as principal and when SCUSD suddenly needed an interim superintendent in the summer of 1973, the school board selected Mr. Callejon for the position. Although the position was filled just one year later by Superintendent Rudy Gatti, Mr. Callejon was asked to stay on at the district level to work with teachers, students, and staff as the Area Superintendent for those schools on the south side of SCUSD. In 1976, he became the Deputy Superintendent with duties encompassing all aspects of the district. Mr. Callejon remained in this position successfully seeing SCUSD through the difficulties of school closures, reduced enrollments, and more regulations from the state department of education. He then served SCUSD as its Superintendent until he retired in June of 1990.

Even after his official employment with SCUSD was finished, Don Callejon continued his commitment to the district by serving on the Board of Education for six years, as well as on the District Bond Oversight Committee and the District Facilities Task Force. He and his wife, Clare, have raised three children, Rick, Chuck, and Donna in Santa Clara. Don and Clare continue to be active members in local service groups and were founding members of the Santa Clara Schools Foundation, which is a group, dedicated to raising funds in order to help SCUSD teachers provide more enriching curriculum and experiences for their students.

A former president of the SCUSD Board of Education, Lynn Reichhold, sums up Don’s life of service thusly, “Don Callejon is a very caring man. He cares about the Santa Clara Unified School District, the employees of the district but most of all he cares about the students who are and have been a part of this district.” It is with a focus on his example of commitment, dedication, and a sincere love of students and learning, that Santa Clara Unified School District commemorates Don Callejon’s pioneering spirit by naming its first new school in 41 years: “Don Callejon School.”

# DON CALLEJON SCHOOL'S VISION IS TO:

Value and Strive for Academic Rigor, High Standards, and Achievement  
 Instill Independence and Self-Confidence in our Students  
 Support Collaboration and Unity  
 Incorporate Technology throughout campus  
 Open the Doors toward Tolerance and Compassion  
 Nurture a Safe and Respectful Learning Environment

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## TENTATIVE SCHOOL CALENDAR 2008-2009

August 26	School begins	March 2-6	Spring Book Fair
		March 4	Family Math Night
September 1	Labor Day – No School	March 6	End of Trimester (K-5)
September 3	Back to School Night	March 6	Minimum Day (K-8)
September 9	School Pictures	March 10	Minimum Day (K-8) – Conferences
		March 12	Minimum Day (K-8) – Conferences
October 6-10	Minimum Days (K-8) – Conferences	March 13	Report Cards Go Home (K-5)
October 21	Make-up Pictures	March 27	Minimum Day (K-8)
October 24	DCSCO Walk-a-thon	March 27	End of Third Quarter (6-8)
October 24	End of First Quarter (6-8)		
October 31	Minimum Day (K-8)	April 7	Staff Development Day – No School
		April 8	Spring Concert
November 7	Elementary Class Picture Day	April 13-17	Spring Break – No School
November 11	Veteran's Day – No School		
November 21	End of Trimester (K-5)	May 8	8 <sup>th</sup> Grade Panoramic Picture
November 26-28	Thanksgiving Holiday – No School	May 13	Open House
		May 22	Staff Development Day – No School
December 1-5	Fall Book Fair	May 25	Memorial Day – No School
December 3	Family Literacy Night		
December 5	Report Cards Go Home (K-5)	June 5	Minimum Day (K-8)
December 17	Winter Concert	June 8	8 <sup>th</sup> Grade Great America Trip
December 19	Minimum Day (K-8)	June 11	Kindergarten Promotion
Dec 22-Jan 2	Winter Break – No School	June 11	5 <sup>th</sup> Grade Promotion
		June 11	8 <sup>th</sup> Grade Promotional Dance/Party
January 5	School Resumes	June 12	Minimum Day (K-8)
January 16	End of Second Quarter (6-8)	June 12	Report Cards Go Home (K-5)
January 19	Martin L. King Holiday – No School	June 12	8 <sup>th</sup> Grade Promotion
		June 12	Last Day of School
February 10-13	5 <sup>th</sup> Grade Science Camp		
February 16-20	February Break – No School		

**Please note:** All dates and times are subject to change. Please visit our website at [www.doncallejton.org](http://www.doncallejton.org) for updates.

# BELL SCHEDULES

Don Callejon School utilizes a block schedule for all grade levels.

## K-5<sup>TH</sup> GRADE SCHEDULE

### Monday/Tuesday/Thursday/Friday Schedule

1<sup>st</sup> block: 8:10-10:00  
Recess: 10:00-10:15  
2<sup>nd</sup> block: 10:15-11:35  
Lunch: 11:35-12:15  
K-2 3<sup>rd</sup> block: 12:15-2:01  
3-5 3<sup>rd</sup> block: 12:15-2:26

### Wednesdays/Minimum Day

1<sup>st</sup> block: 8:10-9:30  
Recess: 9:30-9:45  
2<sup>nd</sup> block: 9:45-11:10  
Lunch/Recess: 11:10-11:50  
3<sup>rd</sup> block: 11:50-1:12

## MIDDLE SCHOOL 6<sup>TH</sup>-8<sup>TH</sup> GRADE SCHEDULE

Monday	Tuesday	Wednesday	Thursday	Friday
HR: 8:10-8:30	HR: 8:10-8:34	1: 8:10-9:22	HR: 8:10-8:34	HR: 8:10-8:30
1: 8:30-9:20	1: 8:38-9:53	2: 9:30-10:39	3: 8:38-9:53	1: 8:30-9:20
2: 9:24-10:14	Brunch: 9:53-10:03	5: 10:43-11:52	Brunch: 9:53-10:03	2: 9:24-10:14
Brunch: 10:14-10:24	2: 10:07-11:22	Lunch: 11:52-12:27	4: 10:07-11:22	Brunch: 10:14-10:24
3: 10:28-11:18	3: 11:26-12:41	6: 12:31-1:40	5: 11:26-12:41	3: 10:28-11:18
4: 11:22-12:12	Lunch: 12:41-1:16		Lunch: 12:41-1:16	4: 11:22-12:12
Lunch: 12:12-12:47	4: 1:20-2:35		6: 1:20-2:35	Lunch: 12:12-12:47
5: 12:51-1:41				5: 12:51-1:41
6: 1:45-2:35				6: 1:45-2:35

Your Homeroom (HR) class is the same as your 1<sup>st</sup> period class in the same room with the same students.

## ACADEMIC POLICIES

It is the intent of the district to provide a high quality educational experience. That experience should also prepare students adequately to move on to the next grade level. Every effort will be made by Don Callejon teachers and staff to ensure the success of our students. In the event that we are not successful, a comprehensive summer school program or a mutually agreed upon alternative shall be required for students who have not met the academic standards.

This planner will help you organize work to be done and make sure all assignments are done on time. When students are having problems with their homework, they may set up a time with their teacher(s) to get extra help.

### ELEMENTARY SCHOOL

Don Callejon School has three grading periods for K-5 students; each is about 12 weeks long. Santa Clara Unified School District uses standards-based report cards to monitor and report progress of elementary students.

Parent conferences will be scheduled by your student's teacher in the fall and, under certain circumstances, in

the spring. We encourage you to contact your teacher more frequently if you feel that it is necessary. Please refer to the Don Callejon School website ([www.doncallejton.org](http://www.doncallejton.org)) for specific teacher information or call the school at (408) 423-3300 to schedule a conference.

### MIDDLE SCHOOL

In order to move on, middle school students must maintain a 75% passing rate: passing 18 of 24 possible quarter grades.

Students who have not met the academic standard for eighth grade or do not successfully complete the summer program or alternative will be assigned to an alternative ninth grade program or retained in the eighth grade.

### Classroom Assignments/Homework

An important goal of middle school is to help students assume more responsibility for their own learning and academic progress. Students should complete their class work and homework by the due-dates assigned by their teachers. Teachers and parents share the important task of fostering students awareness that education extends beyond the classroom and that gaining knowledge or perfecting skills requires practice.

### **Grading Period/Report Cards**

Don Callejon has four grading periods for Middle School; each is about nine weeks in length. Students receive report cards through the mail four times a year. Progress reports or deficiency notices are also mailed halfway through the grading period. Teachers are available to meet and discuss student performance. Appointments may be made with the teacher(s) by phoning (408) 423-3300. **If you do not receive a report card within two weeks of a quarter's closing, phone (408) 423-3309.**

### **Honors, Recognitions, and Awards**

#### *Honor Roll*

The names of students who have achieved academic excellence are posted in the main office and in each classroom each quarter, and an Honor Roll activity is planned each quarter.

#### *Promotion Ceremony*

At the end of the year, Don Callejon has a Promotion Ceremony for the eighth grade students. This is not an occasion for formal gowns, tuxedos, or limousines. All eighth grade students being promoted and their parents are invited to attend.

#### *Student of the Month*

Some teachers select outstanding students each month. Students are recognized on the basis of good citizenship and achievement. Students of the month will be treated to lunch.

## **ATTENDANCE POLICIES**

Regular attendance is essential for a child's success in school. It is also a requirement established by the State of California under the California State Education Code and the Administrative Code, Title V. Some key excerpts from these sources are:

- Students shall attend school punctually and regularly. (A.C. Title V, Section 62)
- Students shall be required to provide validation of absences for health reasons. (A.C. Title V, Section 306)
- Students shall remain on the school grounds during the entire school day unless granted permission to leave by authorized personnel. (A.C. Title V, Section 63)

If your child has been ill or running a fever the night before a school day, please do not send your child to school until his or her temperature has been normal for at least 24 hours. A note should accompany your child upon his/her return to school. If your child is absent due to illness for more than 3 days, a doctor's note must be provided upon his/her return to school.

### **ABSENCE REPORTING**

If your child is going to be absent from school, please call the attendance line at (408) 423-3305 and provide the following information:

1. Student's name.
2. Teacher's name and/or room number or grade.
3. Date of absence.
4. Reason for absence (illness, family emergency, medical appointments, etc.).
5. Caller's name and relationship to student.
6. Phone number where you can be reached during the day.

### **EXCUSED ABSENCES:**

(Per the California Ed. Code:)

- Illness (after 3 days, need medical verification)
- Medical/Dental Appointment (note required from MD/Dentist)
- Religious observance
- Bereavement (immediate family only)

### **UNEXCUSED ABSENCES:**

- Out of town
- Went to stay with Mom or Dad
- Parent was ill
- Missed the bus
- Family vacation

### **CHANGING SCHOOLS**

Students moving to a new location outside of the Don Callejon School attendance area must notify the main office one week in advance. The student should bring a note from a parent or guardian stating where he or she will be attending school. The student should be prepared to return all textbooks and school materials and, if applicable, pay any necessary fines for lost or damaged materials. A clearance sheet must be signed by each of the student's teachers and the librarian, and returned to the main office prior to leaving.

### **CHANGING STUDENT INFORMATION**

If you change address or phone numbers, or if you go on vacation and leave your student under the temporary care of someone other than his/her legal guardian, please notify the main office.

### **EARLY SIGNOUT**

If a child is to leave before regular dismissal time, the parent or guardian **MUST** sign out the child in the office. Your child will only be released to those listed on the Emergency Card. **Do not go to the classroom to get your child.** You **MUST** wait in the office until your child reports there.

Please do not interrupt your child's education unless it is an extreme emergency. Medical appointments should be made after school or as late in the school day as possible.

## **ILLNESS OR INJURY**

The nurse's office is located in Don Callejon's main office. Students must get a pass from a teacher to go to the nurse's office except in cases of extreme illness or injury. The nurse, health clerk, or other office staff will determine whether a student needs to go home and contact the parent or guardian or a person listed on the student's Emergency Card. In case of a serious accident or injury on campus, emergency personnel will be contacted to administer medical aid to students, and parents or guardians will be notified immediately. It is important that you inform the office of any special student health concerns.

## **LEAVING OR RETURNING DURING THE SCHOOL DAY**

Don Callejon School is a **closed campus** throughout the entire school day. Students may not leave campus for any reason during the school day without a parent or guardian. This includes arrival to school in the morning. Once students arrive at school in the morning, either on the bus or by other means, they may not leave school to go to Rivermark Shopping Center or other destinations. Students leaving for appointments must bring a note from their parent or guardian to the office before school. Students will be issued a "permit to leave" slip to present to their teacher before signing out in the office. Students will then be allowed to leave the campus with their parent or guardian for the appointment. Students returning from an appointment must first check in with the office.

## **LONG-TERM EXCUSED ABSENCES**

Parents should work with their child's teacher(s) to request and pick up any assignments which were missed during a long-term excused absence.

## **PASSES AND CALL SLIPS**

When leaving a classroom, students must have a **PASS**, signed by the teacher, showing permission to be out of class. The pass is also to be signed by the person in charge of the room to which the student is going. **CALL SLIPS** are sent to students, asking them to come to a specified classroom or to the office at a specified time.

## **TARDY POLICY**

It is essential for students' education and learning that they are at school on time. Students who are tardy to school must pick up a pass in the office before going to class. School policy states that a student is tardy to any class period if he/she is not in his/her seat or assigned location when the bell rings. The teachers and school may assign consequences for excessive tardiness.

## **TRAVEL**

We discourage students being removed from school for extended vacations. School is important and it is difficult to catch up with missed schoolwork. A student's place in a classroom will not be held for

travel purposes. Students may be placed in other classrooms or even another school if there is no room in the original classroom upon return from a vacation.

## **TRUANCY**

During the school day the Santa Clara Police Department will pick up students who are off campus without proper permission forms. The Board of Education of the Santa Clara Unified School District recognizes the value of regular attendance in enabling students to profit from the school program. To meet special needs of students with chronic school attendance and/or behavioral problems, the Santa Clara Unified School District declares that habitual truants are willfully defying the valid authority of school administrators and shall be subject to disciplinary action.

# **CAMPUS POLICIES**

## **CLEAN CAMPUS**

Take pride in your campus. The appearance of our school is important to all of us. It is the responsibility of each student to keep the campus clean.

## **DRESS CODE**

Student dress and/or appearance (including backpacks, binders, and other personal articles) shall be safe, neat, clean, and appropriate for school attendance. Student dress or appearance shall not be disruptive or offensive to the educational environment or process. Clothing that may be appropriate for other private and family occasions and activities away from school may not be appropriate to be worn to school. Any student whose personal actions, hygiene, or dress is offensive, disruptive, overly distracting or dangerous to others or the student himself/herself, will be sent home until such conditions are corrected.

The final authority for what is appropriate, safe, clean, and non-disruptive shall rest with the school administration. The school administration reserves the authority to establish their own standards of dress and appearance, which is in compliance with the California Administrative Code, Title 5, Section 301.

Footwear must be worn on campus at all times. Slippers and flip-flops are not considered footwear. Clothing that clearly exposes or draws attention to private body parts or undergarments such as tube tops, halter tops, and short tops exposing the navel/belly buttons shall not be allowed at school. Sleeveless under shirts are not permitted as outer garments.

Hem length must be as long as the tips of the fingers when arms are straight down at sides.

No gang related clothing may be worn. This includes solid red, maroon, or blue T-shirts or belts and red "Santa Clara" sweatshirts or T-shirts that do not include the word "University", as well as any clothing that makes reference to telephone area codes ("408, "650", etc). Solid Red, Maroon, Burgundy, and Blue shirts will not be allowed at school. In addition, only one article of red or blue may be worn at one time.

No pants that sag exposing ones underwear or buttocks. No "short shorts" or cutoffs are allowed at school. No pajamas are allowed.

All belts will be tucked in and will not be allowed to hang down. No belts shall display gang colors or insignias.

Hats and all other non-religious headgear are not to be worn within any school building and may not display inappropriate message or gang-related materials or colors.

Bandanas of any color may not be brought or worn to school.

No markings on binders, book covers, backpacks, clothing that is inappropriate.

Clothing with inappropriate, abusive, violent language or pictures; swearing or cursing messages with double meanings or suggestive sayings are not to be worn to school. Clothing that mentions or refers to sex, drugs, alcohol, or tobacco in any manner is not to be worn to school.

No spiked clothing, spiked shoes, spiked neckwear and spiked jewelry.

No chains or chains attached to wallets.

### **EMERGENCY CARDS**

Every student **MUST** have emergency information on file in the main office. If parents cannot be reached in emergency situations such as illness, injury or disaster, Don Callejon staff will notify the emergency contacts on the emergency card.

### **LIBRARY**

The school library is staffed during each school day. We encourage all students to take advantage of this fine resource. Please respect and follow the directions of the Librarian.

### **LOCKERS**

Each student in grades 6-8 is provided with a locker at the beginning of the school year. The use of these lockers is a privilege. Do not share lockers or locker combinations with any other person. Any student

caught entering another student's locker or with another student's combination will face a disciplinary consequence. Lockers are subject to search at any time.

### **LOST AND FOUND**

Students must assume sole responsibility for loss or damage to any personal property left in classrooms, lockers or on campus. Don Callejon School will try to help protect personal possessions, but it is not responsible for them. Check the "Lost and Found" about recently lost items. Unclaimed items will be donated to charity after 30 days.

The best way to assure items are returned is to have your name in permanent ink on all articles of clothing, books, and other personal property. If you find something that does not belong to you, please turn it in. It is considered theft if you keep something you find which does not belong to you. Students who have witnessed a theft or know a student who is in possession of someone else's belongings should inform a teacher or an administrator immediately.

### **LUNCH**

Lunch is considered part of the school day. Students may not leave campus at lunch without permission. In order to maintain safety and cleanliness, students must observe the following rules:

- Form orderly lines with no cutting.
- Sit on benches only, not on tabletops.
- Place all trash in containers and all recyclable items in recycling bins.
- Keep all food and drink within the designated eating areas.
- Glass containers of any kind are not permitted at school.
- Respect and follow direction of supervisors.
- Respect the rights of others, as you would want others to respect your rights.

### **MEDICATION**

If medication must be taken during school hours, the nurse's office will provide the proper form and procedures. **All medications (prescription and non-prescription) must be kept in the nurse's office.**

### **OFFICE**

Don Callejon School offices are important places of business in which all are welcome. However, the office is not a place to "hang out" or loiter. The office staff is happy to answer questions about school procedures or policies. Students coming to any office during class must have a pass or call slip. Parents are requested to refrain from attempting to deliver messages to students via the office staff, except in emergency situations.

### **RESTROOMS**

Restrooms are to be used for their intended purpose. Students may not loiter in or around restrooms. Vandalism to restrooms will be cause for serious disciplinary action.

## **SPECIAL OCCASIONS**

We all enjoy celebrating special occasions such as birthdays. However, sending flowers, balloon bouquets or other gifts to the students during school hours disrupts instruction. Therefore, parents and students are asked to refrain from such deliveries.

## **STUDENT TEXTBOOKS**

Students are responsible for the condition of books assigned to them. Textbooks and materials must be returned at the end of the year or when withdrawing from school. Any student who damages textbooks or any other school materials or fails to return these materials will be charged replacement costs. Fines and bills are paid in the library. Unpaid fines may result in the withholding of yearbooks, restriction from end-of-the-year field trips and activities, and/or other disciplinary measures.

## **TRANSPORTATION**

### **Bicycles**

Don Callejon School provides two bicycle storage areas located in the front of the school. If you use the bicycle area, be sure to lock your bike to the racks provided. Each bike must have its own chain and lock. Bicycles may not be ridden anywhere on campus during school hours. Don Callejon School takes no responsibility for the theft or vandalism of any bike brought to school. Bikes should be licensed or marked to be easily identified.

### **Cars/Student Pick-Up and Drop-Off**

Students may be dropped off at school no earlier than 7:55 AM (unless enrolled in daycare). Elementary students must be picked up immediately at the end of the school day. Middle school students must be picked up within 15 minutes after the end of the school day (unless they are involved in an approved after-school or academic activity). Parents or guardians who drive students to school or who pick them up after school must follow all traffic regulations and park only in designated areas. **Please drive safely!**

### **School Bus**

Transportation is provided for students who live within the authorized bus range. Bus transportation is a privilege extended only to students who display good conduct while preparing to ride, riding or leaving the bus. Continued disorderly conduct or persistent refusal to submit to the authority of the driver shall be sufficient reason for a student to be denied transportation.

It is important that students know and follow the rules and regulations for riding the bus safely. For a detailed list of rules, please look on our district website ([www.scusd.net](http://www.scusd.net)).

A bus conduct report is sent to the parents by the district transportation department. Misconduct results

in the following steps being taken: (1) A warning, (2) Temporary loss of bus privileges, and (3) Permanent loss of bus privileges.

### **Skateboards/Rollerblades/Motorized Scooters**

Skateboards, rollerblades and motorized scooters are not to be ridden on campus. These items should be stored in a locker, the office or a classroom before school begins. These items are not to be carried around on campus during school.

## **VISITOR INFORMATION**

Don Callejon School welcomes adult visitors. If you wish to visit the campus, contact the main office at (408) 423-3300 for appointment and orientation information. Adult visitors must check in at the main office before coming onto the campus. Don Callejon School does not allow student visitors at any time.

## **WEBSITE UPDATES**

Please visit our website regularly for the latest updates, announcements, and much more information at: <http://www.doncallejton.org>.

## **DISCIPLINE POLICIES**

At Don Callejon, we are working together to provide a positive and safe learning environment by respecting others, our work, property and ourselves. We realize that the parent has a great responsibility in the area of discipline, and we will keep you informed of your child's progress toward self-discipline. We feel it is important for the school and parent to work together toward this goal. We strive to maintain a discipline policy that is both fair and consistent. In general, the guidelines below outline the consequences assigned for any offense. However, the administration reserves the right to skip and/or change a consequence at our discretion, based on the severity or continued recurrence of the offense.

### **GENERAL GUIDELINES**

School rules apply on campus as well as going to and from school.

#### **First Offense:**

The student will be assigned PUG (Pick-Up Garbage) during lunch (1-5 days based on the offense). If a student fails to show for clean up, he/she may receive a detention and/or Saturday School in lieu of the clean up.

#### **Second Offense:**

The student will receive lunch or after school detention. If the student fails to show for the detention, he/she may receive a Saturday School or be suspended.

**Note:** The parent/guardian may reschedule a detention **once** for any reason. **The student may not reschedule a detention.**

**Third Offense:**

The student will receive multiple detentions and PUG or Saturday School. If the student fails to show for Saturday School, he/she may be suspended for two days.

**Note:** The parent/guardian may reschedule a Saturday School **once** for any reason. **The student may not reschedule a Saturday School.**

**Major Offenses:**

Fighting, controlled substance or weapon use or possession shall result in an immediate home suspension and/or expulsion, and police involvement if necessary.

**CONFISCATED ITEMS RETURN POLICY**

The following policy shall be in effect for any item confiscated at Don Callejon. These items may include, but are not limited to any of the following: cell phones, CD or cassette players, MP3 players, Game Boys, or anything deemed inappropriate for school.

**First Offense:**

The confiscated item will be returned to the student after we receive a phone call from a parent/guardian. You may dial (408) 423-3303 for a direct line to the Vice Principal.

**Second Offense:**

The confiscated item will be returned only to the parent or guardian at the end of the school day and the student will be assigned PUG.

**Third Offense:**

The confiscated item will be returned only to the parent or guardian at the end of the school year and the student will receive detention.

**DETENTION**

Any student may be detained in their classroom or receive an administrative detention for violation of any school rule or policy. In general, one days notice will be given to the student.

**SUSPENSION**

All students are expected to observe accepted standards of our society. There is good cause to suspend a student who violates any section of the California State Education Codes, 48900 or 48915.

**Teacher Suspension (Education Code 48910)**

A teacher may suspend any pupil from the teacher's class for the day of the suspension and the day following. The teacher shall immediately report the suspension to the office and send the student to the office for appropriate action. The teacher will contact the parent/guardian.

As soon as possible, the teacher will arrange for a parent-teacher conference regarding the suspension. Whenever practical, a school counselor shall attend the

conference. A school administrator shall attend the conference if a teacher or parent so requests.

**Administrative Suspension**

When a student is suspended, a parent conference with an administrator will be held either in person or over the phone. When a student returns from a suspension, it is the responsibility of the student to find out what work has been missed and make it up within a reasonable amount of time or receive an "F".

**ACCEPTABLE USE OF TECHNOLOGY**

The use of technology is a privilege. The district acceptable use policy was included in your registration packet. All students must complete the form in the packet and return it to school to be eligible to use technology on campus. Violation of this policy is subject to disciplinary action.

**APPROPRIATE STUDENT RELATIONSHIPS**

Don Callejon does not condone public displays of affection. Holding hands, arm-in-arm, hugging, and kissing are not appropriate in school.

**BIRTHDAY BASHING**

Students are not to use any food or drink item in any way to embarrass a student or staff member on his/her birthday.

**CELL PHONE POLICY**

Cell phones should be turned off while the student is in class. Students may use cell phones outdoors at any time. If a student is using a cell phone indoors at Don Callejon School, it will be confiscated and returned in accordance with the Confiscated Items Return Policy on the previous page.

**CHEATING**

Cheating or plagiarism of any form will not be tolerated. Students caught cheating shall be subject to the following disciplinary consequences:

- a zero on the assignment
- parent contact
- two detentions for the first offense
- Saturday School for the second offense
- Suspension and/or expulsion for subsequent offenses
- 

**ELECTRONIC DEVICES**

No electronic devices (CD players, iPods, Game Boys, etc.) should be used during the school day. If a student is using an electronic device during school, it will be confiscated and returned in accordance with the Confiscated Items Return Policy on the previous page.

**EXTORTION, BLACKMAIL, ROBBERY**

State law requires the principal to recommend a student's expulsion for robbery, extortion or blackmail.

### **FIGHTING**

Fighting is prohibited. Students are to use the counselor, teachers, or administrators to discuss problems they are having with other students. The office is always open to discuss problems between students. In general, students shall receive a suspension of 1-5 days for fighting. Students may also be cited by the Santa Clara Police. State law requires the principal to recommend a student's expulsion for causing serious physical injury to another person.

### **GAMBLING**

Any form of gambling will not be tolerated.

### **GIVING FALSE INFORMATION**

Students are to properly identify themselves to all school employees. Students are not to forge notes nor falsify any information concerning school.

### **GUM AND SUNFLOWER SEEDS**

Students are not to chew gum or to bring sunflower seeds to school.

### **HARRASSMENT OF ANY TYPE**

Harassment is defined by the person it is done to, not by the person doing the harassment. Any action that causes another person to feel threatened, ashamed, put down, afraid, angry, hurt or in any other way upset must stop immediately. It may be necessary for you to have no further contact with each other.

Responding to harassment with harassment is not acceptable. If you cannot make the harassment stop on your own, involve an adult.

While students have rights to freedom of speech, you may not menace or threaten others, invite them to fight, use obscene language, or do any other behaviors meant to cause harm.

### **HAZING/TRASH CANNING**

It is against the law (Educational Code 32051) for a student to engage in any hazing activity, threatens to engage in any activity or aids in any activity that is likely to cause bodily harm or personal degradation to another student. Threats of trash canning or other forms of hazing should be immediately reported to the office.

### **LOITERING**

Students are not to loiter in front of the school, near the office, or in the parking lot after school hours. School administration requires that all students be picked up within 15 minutes of the end of the school day unless they are involved in an after-school or academic activity.

### **PROFANITY**

Students are not to use profane or vulgar language. Swearing will not be tolerated. The circumstances will determine the severity of the consequences.

### **REFUSAL TO OBEY SCHOOL AUTHORITY—DEFIANCE**

Students are expected to follow the instructions of the teachers and staff. If a student disobeys any school employee either by action or word, he/she shall be subject to disciplinary action.

### **SATURDAY SCHOOL PROCEDURES**

Students are notified of their required attendance at Saturday School by written notice or a call home by the Friday before the assigned date. If the student is unable to attend on the Saturday assigned due to illness or serious emergency, the parent must phone the Vice-Principal, and the student is required to serve the following Saturday School or risk being suspended for 2 days. Extracurricular activities such as baseball games, ballet recitals, sports and other activities are not valid excuses.

### **SEXUAL HARRASSMENT**

The Governing Board prohibits the unlawful sexual harassment of any student by any employee, student, or other person in or from the district.

Any student who engages in the sexual harassment of anyone in or from the district may be subject to disciplinary action up to and including expulsion.

Any student who feels that he/she is being sexually harassed should immediately contact the principal or designee at his/her school. If the principal or designee does not promptly remedy a situation involving sexual harassment, a complaint of harassment can be filed in accordance with the district's Uniform Complaint Procedures, Board policy 1171.

### **THEFT**

Students have the responsibility of taking care of their own possessions. Lockers should be secured and only necessary school items kept in them. Do not leave money in lockers! **Please do not leave personal items or backpacks containing personal or valuable items unattended.** Make sure that bicycles are locked in the school compound. If you are a victim of a theft, notify the office and fill out a stolen property report. Theft is a serious violation of the law and will be dealt with severely.

### **UNEXCUSED ABSENCES**

Referrals for unexcused absences may result in one or all of the following:

- Telephone call to parents
- Parent conference
- Disciplinary action (detention, Saturday School, suspension, transfer)
- Referral to Student Attendance Review Board at the district level.

## **VANDALISM/TAGGING**

Writing on the walls or destroying school property or the property of others will not be tolerated. A police report may be filed and disciplinary action taken.

## **WEAPONS/CONTROLLED SUBSTANCES— ZERO TOLERANCE**

The possession, use or sale of any weapon or device that may be used to harm others (including imitation firearms) is prohibited by California Education Code Sections 48900 and 48915.

The possession, use or sale of any controlled substance or paraphernalia (pipes, lighters, rolling papers, etc) is also prohibited by California Education Code Sections 48900 and 48915. Any involvement in such activity shall result in suspension and/or expulsion from the school or district.

Students who know of anyone in possession of any weapons/controlled substances or have information about any weapons/controlled substances being on campus should report to an administrator immediately.

## **STUDENT ACTIVITIES**

A great deal of emphasis is placed on student activities at Don Callejon. We encourage all of our students to become involved in the variety of activities offered. We believe that students who participate in any activity can more closely identify with the school and therefore develop feelings of commitment and pride for Don Callejon School.

Activities are for those students making sufficient academic progress and with good citizenship only.

Students should listen carefully to daily announcements for information regarding school events and student activities.

### **ASSEMBLIES**

Many programs are offered in assemblies scheduled throughout the year. Students must be seated in assemblies by class and will be monitored by their teachers. **Appropriate audience behavior is expected.**

## **DANCES AND SOCIALS**

School dances and socials may occur throughout the year. Students may assist in the planning process. Specific dates will be included in the daily announcements. The dances are open to Don Callejon students only. Students from other schools or former Don Callejon students may not attend. Students may lose the privilege of attending dances or socials based on academic effort (2 or more F's during the previous quarter), citizenship, or attendance. An admission charge may be collected to cover the costs of music and refreshments. Students must be picked up immediately following the dance or social.

### **8<sup>TH</sup> GRADE GREAT AMERICA TRIP**

The 8<sup>th</sup> Grade Great America Trip is held on the last Monday of the school year. 8<sup>th</sup> Grade students who have shown good academic effort, good citizenship, and good attendance will be eligible to attend. Parents will be informed if their child is not attending and during the 8<sup>th</sup> Grade Great America Trip those students will remain in class doing regular schoolwork.

### **REWARD FIELD TRIPS**

Each grade may take reward field trips to various destinations. Those students who have shown good academic effort, good citizenship, and good attendance will be eligible to attend. Parents will be informed if their child is not attending those students will remain in class doing regular schoolwork.

### **LUNCHTIME ACTIVITIES**

Don Callejon Leadership Students may plan lunchtime competitions and activities, enjoyed by participants and spectators alike. Proper behavior at these events is required.

### **SPORTS TEAMS**

Don Callejon is very fortunate to have many competitive sports teams. In addition, we offer a lunchtime intramural program. Transportation after practice and to games/meets may not be provided. Students must be in good academic standing with a minimum GPA of 2.0 to participate in competitive sports.

### **YEARBOOK**

Yearbook order forms are available starting in the fall until the end of April. The yearbooks are distributed the last week of school. If there are any extra books, they are offered for sale on a first come, first served basis.

