Juan Cabrillo Middle School
Student/Parent Handbook

2026-2027



Student Name: _____

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IMPORTANT PHONE NUMBERS

Principal: Jennifer Doherty
(408) 423-3701 jedoherty@scusd.net

Vice Principal: Christina Sariñana
Student Support Last Names A-L
(408) 423-3703 chsarinana@scusd.net

Vice Principal: Laura Rich
Student Support Last Names M-Z
(408) 423-3702 larich@scusd.net

Main Line/General Information:	(408) 423-3700	
School Secretary:	(408) 423-3710	
Counselor (Last Names A-L) Crystal Stafford:	(408) 423-3766	cstafford@scusd.net
Counselor (Last Name M-Z) Susan Tokheim:	(408) 423-3747	stokheim@scusd.net
Health Office:	(408) 423-3719	
Bookkeeper:	(408) 423-3708	
Registration & Student Records:	(408) 423-3706	

Absence Recorder Phone: (408) 423-3711
School Website: https://cabrillo.santaclarausd.org

Campus Map & My Class Schedule

Period 1 _____ Room Number _____

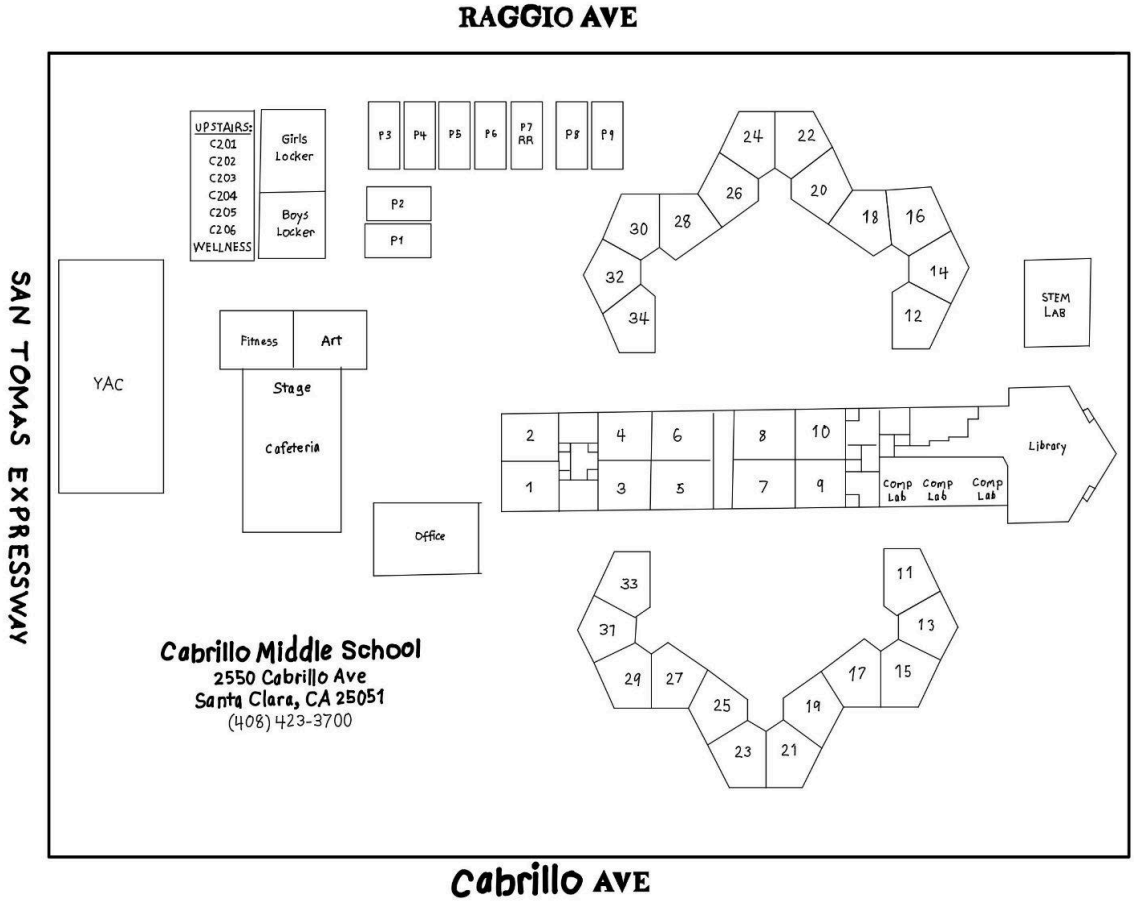
Period 2 _____ Room Number _____

Period 3 _____ Room Number _____

Period 4 _____ Room Number _____

Period 5 _____ Room Number _____

Period 6 _____ Room Number _____



Bell Schedule



Cabrillo Middle School Bell Schedule 2026-2027

Grades 6						
Regular Schedule				**Wednesday Schedule/Early Release Day**		
Period 1	8:30	9:30		Period 1	8:30	9:20
Period 2	9:34	10:29		Period 2	9:24	10:06
Period 3	10:33	11:28		Period 3	10:10	10:52
Lunch	11:28	11:58		Period 4	10:56	11:38
Period 4	12:02	12:57		Lunch	11:38	12:08
Period 5	1:01	1:56		Period 5	12:12	12:54
Period 6	2:00	2:55		Period 6	12:58	1:40
Campus	**Closed**	**3:15**		**Campus**	**Closed**	**2:00**
Grade 7/8						
Regular Schedule				**Wednesday Schedule/Early Release Day**		
Period 1	8:30	9:30		Period 1	8:30	9:20
Period 2	9:34	10:29		Period 2	9:24	10:06
Period 3	10:33	11:28		Period 3	10:10	10:52
Period 4	11:32	12:27		Period 4	10:56	11:38
Lunch	12:27	12:57		Period 5	11:42	12:24
Period 5	1:01	1:56		Lunch	12:24	12:54
Period 6	2:00	2:55		Period 6	12:58	1:40
Campus	**Closed**	**3:15**		**Campus**	**Closed**	**2:00**

INTRODUCTION

Welcome to Juan Cabrillo Middle School! We are excited to have you join our school community. Cabrillo has a rich history and tradition in Santa Clara and we are very happy to help you navigate everything you will need to know about Cabrillo Middle school.

MISSION STATEMENT

Juan Cabrillo Middle School educates our students to be lifelong learners who show respect, responsibility, perseverance, and empathy.

VISION STATEMENT

Juan Cabrillo Middle School is committed to fostering an environment that promotes:

- a strong academic environment where students take responsibility for their own learning and behavior
- equitable access to challenging and developmentally appropriate curriculum for all students
- the use of critical and creative thinking to adapt to and persist through current and future challenges
- a safe learning environment that supports each student's ability and right to ask questions, have their voice heard, and respect other's voices
- collaborative experiences to enrich relevant learning opportunities
- an atmosphere of mutual respect that invites the participation of all members of the community including students, staff, and parents.

COMMUNITY NORMS: Cougars (RISE)
Respect Integrity Support Engagement

At Cabrillo Middle School, we follow the Cougars RISE community norms. Throughout the year, students and staff engage in lessons and conversations around Cougars Respect, Integrity, Support, and Engagement to educate our students about how we interact as a community.

RISE Matrix

School Wide Expectations	Classroom / School Events	Hallways / Quads/ Offices	Breakfast and Lunch	Parking Lot	Restroom	Online/ Tech	Library
R **RESPECT**	• Be on time • Have materials ready • Use appropriate language and manners • Complete your assignments on time • Follow the classroom rules and expectations	• Keep hands and feet to yourselves • Walk at all times • Use appropriate language and manners	• Clean up after yourself • Be responsible with food • Treat facility with respect • Use appropriate language and manners	• Walk your bikes and scooters • Use crosswalks • Respect others property • Hold skateboards • Use appropriate language and manners	• Respect school property • Maintain clean walls and stalls • Use appropriate language and manners	• Caring for all devices in class • Use electronic devices appropriately • Model appropriate digital citizenship	• Use the library for its intended purposes • Listen to our librarians • Tuck in your chairs when you're done sitting • Handle books with care • Use appropriate language and manners • Keep your voice at an appropriate volume
Definition: Respect is about caring how people's words and actions affect others well-being, how they feel, and the community.							
I **INTEGRITY**	• Meeting expectations at all times • Bring appropriate materials to school • Positive interactions (No bullying)	• Earbuds and cellphones are in your backpack • Personal space • Play equipment only on blacktop or grass • Walk on the cement	• Keep campus trash-free • Walk to lunch and wait patiently in line • Earbuds and cellphones are in your backpack • Maintain a positive environment (No bullying)	• Walk your bike • Hands and feet to yourself • Positive interactions (No bullying • Walk on the sidewalk	• Proper hygiene • Maintain clean walls and stalls • Use resources responsibly • One person per stall	• Stay on appropriate websites • Caring for your device outside of class • Ensure all work is your own or cited	• Meeting expectations at all times • Bring appropriate materials to school • Positive interactions (No bullying)

School Wide Expectations	Classroom/ School Events	Hallways / Quads/ Offices	Breakfast and Lunch	Parking Lot	Restroom	Online/ Tech	Library
Definition: Integrity is about doing the right thing when no one is looking or doing what is right when it is hard. Responsible Decision-Making							
S **SUPPORT**	• Know when and how to advocate for yourself. • Know when and how to help classmates. • Treat others the way you want to be treated. • Be an upstander.	• Be aware of your personal space and other people's personal space. • Respect other people's property. • Encourage others to get to class on time.	• Eat breakfast and lunch before class to help you focus on learning. • Be inclusive of other students.	• Pay attention to all traffic rules. • Be alert, and put away all tech. • Limit conversation when crossing the parking lot. • Support everyone's safety by walking your bike.	• Use the restroom between classes. • Follow all classroom rules for bathroom breaks.	• Charge Chromebook before coming to school. • Check Google Classroom and Aeries regularly for assignments and grades.	• Know when and how to advocate for yourself. • Know when and how to help classmates • Treat others the way you want to be treated. • Be an upstander.
Definition: Providing encouragement and/or emotional help to everyone and yourself. Relationship skills, Social Awareness							
E **ENGAGEMENT**	• Participate in class activities • Remove distractions • Listen and follow directions the first time • Come to school and go to all classes every day	• Be mindful of the area • Don't impede the traffic flow of students - Ensure smooth movement of everyone walking	• Form the lunch line without running • Keep the campus clean by helping pick up	• Walking bikes/scooters/ skateboard when reaching campus • Aware of the traffic flow	• Use facilities for personal hygiene and not for socializing	• Come prepared to campus with your laptop charged • Use laptop only for class activities	• Participate in class activities • Remove distractions • Listen and follow directions the first time
Definition: Focused and fully interacting with the current task (being in the moment)							

ACADEMIC POLICIES

It is the intent of the District to provide a high quality middle school experience which prepares students to be successful in high school.

ACADEMIC TRIPS

Academic teams will plan educational field trips. Donations may be requested to offset the cost of field trips. Students who do not meet behavioral expectations may not be allowed to attend or may be required to have a parent chaperone the field trip. No student will be excluded from any academic field trip due to financial hardship.

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 improving skills requires practice. If there is no specific homework due, students should be working on long-term assignments such as book reports or research projects, studying for upcoming tests, or practicing to improve skills such as reading or writing. Art, music and physical education skills also require practice in order to improve. When students are struggling to complete/keep up with assignments, they may arrange with their teacher to get help either before or after school.

COUNSELING SERVICES

The Counseling Department at Cabrillo Middle School provides academic, social-emotional, and personal counseling for students in grades six through eight. Counselors maintain an open-door policy for students, parents, and teachers. The department collaborates with the school psychologist, health and wellness coordinator, counseling interns, and other external agencies.

Parents and teachers can refer students for guidance counseling. Student Study Team (SST) meetings are held for students experiencing academic or behavioral difficulties to determine appropriate support. For students requiring more comprehensive services, the department can provide recommendations and community referrals to parents as needed.

GRADING PERIOD/REPORT CARDS

Cabrillo has four grading periods; each is about nine weeks in length. Report cards are sent four times a year. Progress reports are also sent midway through each quarter for students who are earning a C- or below.

Grades are posted online through Aeries. If you need assistance with information related to grades being posted please phone the Registrar.

HONOR ROLL

Students earning a 3.75 and above grade point average (GPA) in a grading quarter are placed on the Cabrillo Honor Roll. Students who earn a 4.0 will be placed on the Principal's Honor Roll.

ATTENDANCE POLICIES

ATTENDANCE STANDARD
Regular attendance at Cabrillo Middle School is expected for all students. Please refer to the District Handbook provided at registration and online for all SCUSD attendance policies.

ATTENDANCE/ABSENCES
Cabrillo Middle School has a computerized attendance system. All absences must be excused each day they occur. Excused absences are illness, medical/dental appointments, or other emergencies as defined in the SCUSD Student and Parent Information Handbook. When a student is absent from school for any reason, parents or guardians are to do the following:

Telephone the school each day of absence. Please call between 7:30 A.M. and 8:30 A.M. to inform our attendance clerk of the reason for the absence. The telephone number for the attendance office is **(408) 423-3705**. This number is available 24 hours, seven days per week. You can also **call or email the attendance clerk to report a student absence at (408) 423-3711** or **smadrigal@scusd.net.** Telephone or email verification is acceptable in lieu of a written excuse. A doctor's note is required to excuse an extended absence of three or more days. According to district policy, students absent for 10 or more consecutive days (unexcused), will be disenrolled from Cabrillo.

Telephone or text verification should include the following:
- Name of the student
- Grade level and student ID number
- Reason for absence & date of absence
- Number of days absent

Written notes should also include the signature of a parent/guardian.

UNEXCUSED ABSENCES
Referrals for unexcused absences may result in one or all of the following:
- Telephone call to parents
- Parent conference
- Home visit from SCUSD truancy liaison
- SST meeting
- Referral to Student Attendance Review Board at the district level.

MAKE-UP WORK (BP6154)
Students who are absent from school are given the opportunity to complete all assignments and tests that can be reasonably provided. As determined by the teacher, the assignments and tests shall be equivalent to, but not necessarily identical to, the assignments and tests missed during the absence. Students shall receive full credit for work satisfactorily completed within a reasonable period of time.

For unexcused absences, teachers may or may not allow students to make up missing assignments.

The Superintendent or designee shall notify parents/guardians that no student may have a grade reduced or lose academic credit for any excused absence when missed assignments and tests are satisfactorily completed within a reasonable period of time. Such notification shall include the full text of Education Code 48205. (Education Code 48980)

CHANGING SCHOOLS
Students moving to a new location outside of the Cabrillo Middle School attendance area must notify the registrar, who is located in the office, by phone, email, or in person to explain where the student will be attending school. The student should be prepared to return all textbooks, Chromebook, Yondr Pouch, and if applicable, pay or work off 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
Please notify the office with any change of address or phone numbers as well as if a student is left under the temporary care of someone other than his/her legal guardian.

ILLNESS OR INJURY
The nurse's office is located in Cabrillo's office. It is important to inform the office of any special health matters concerning a student. In case of illness or injury, students must get a pass from a teacher to go to the nurse's office. Students should not contact parents before visiting the nurse's office. The nurse, health clerk, or other office staff will determine whether a student needs to go home and contact the parent/guardian, or a person listed on the student's Emergency Contacts. In case of a serious accident or injury on campus, the paramedics may be contacted to administer medical aid to students and parents/guardians are notified immediately.

LEAVING OR RETURNING DURING THE SCHOOL DAY
Cabrillo Middle School is a **closed campus** throughout the entire school day, from the time students arrive on campus until they leave for the day. Students leaving for appointments must be checked out by a parent, guardian, or someone listed on the Emergency Contacts and are issued a "Permit to Leave" slip. Students returning from an appointment must first check in with the attendance office.

PASSES AND CALL SLIPS
When leaving a classroom, students must have a **PASS approved by the teacher** showing permission to be out of class. **Call Slips** are sent to students, asking them to come to a specified classroom or to the office at a specified time.

TARDY POLICY
Students arriving to the classroom after 8:30 a.m. are tardy to school. If students arrive at school after 8:30 a.m., they must pick up a pass from the attendance clerk in the office. School

policy states a student is tardy to any class period if they are not **in their seat** when the bell rings. Students who arrive tardy to class may receive a school consequence.

Important Note: If the student misses thirty (30) or more minutes of instruction time, it is considered an unexcused absence.

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. Students with chronic truancy issues will follow the Santa Clara Unified School District truancy process. Adjustments may be made to the process due to family circumstances.

- A truancy letter is mailed home to those students who miss 10% of school days due to illness or medical appointments. A medical doctor note can be required to excuse any further illnesses or appointments.
- The first truancy letter is mailed home to students who have three (3) unexcused absences.
- A second truancy letter is sent after the fourth (4th) unexcused absence. A meeting with the vice principal of attendance is required after the second truancy letter is sent home.
- A third truancy letter is sent after the fifth (5th) unexcused absence, and the family is requested to attend a Student Study Team (SST) meeting with the Vice Principal of attendance, the student's counselor and district truancy liaison present.
- After the student's sixth (6th) unexcused absence, the final truancy letter is sent and the family may be required to participate in the SCUSD Student Attendance Review Board (SARB) process.

CAMPUS POLICIES

CHROMEBOOKS
A district-owned Chromebook is distributed to sixth grade students for classroom and home use and will be replaced in ninth grade. Students are expected to take care of the Chromebooks while in their possession so damage does not occur. Any damage or loss to the Chromebook or its accessories, is the responsibility of the parent/guardian and student. Pursuant to School Board Policy, families have the option to purchase a replacement, or the student may defer the cost of the Chromebook by working on campus before school (8:10-8:25) or after school (until 4:00 M, T, Th, F). If a family has elected for a student to work off the cost of the lost or damaged Chromebook, a parent/guardian is asked to sign a permission slip to work on campus at the minimum wage rate.

CLEAN CAMPUS
Cougars take pride in the campus! The appearance of our school is important to all of us. It is the responsibility of each student to do their part to keep the campus clean. Students are

expected to dispose of waste properly. There are marked paper, trash, and recycling bins around campus. Please place your recyclable materials in the appropriate bin.

VISITOR AND VOLUNTEER INFORMATION

Cabrillo Middle School is a **closed campus** throughout the entire school day. Visitors and volunteers must check in at the office before coming onto the campus. **All visitors and volunteers are required to wear either a SCUSD ID, Cabrillo Visitor or Cabrillo Volunteer Badge while on campus.**

EMERGENCY INFORMATION

Every student MUST have current emergency information completed through the SCUSD Enrollment Center. If parents/guardians cannot be reached in emergency situations such as illness, injury or disaster, Cabrillo Middle School will notify the emergency contacts. **Any time parent/guardian contact information (home phone, cell phone, email address) changes, please communicate all changes with the office staff.** Students may only be picked up by authorized persons listed as an emergency contact.

LIBRARY

Cabrillo Library hours are 8:10 AM AM to 2:55 PM, most school days. Students may go to the library for reading, studying, lessons, researching, printing, interacting with displays or "Boredom Busters" (arts, crafts, board games, and other engaging activities), and utilizing all of the resources we have available. During school hours, students are admitted with a pass from their teacher. The library is open for all lunches unless otherwise announced due to special occasions or events. A lunch pass is required ahead of time in order to access the library at lunch. To obtain a library pass, students need to visit the library beforehand to receive a pass for that same day. Students must eat lunch before coming to the library and store water bottles away from all technology and books by placing them on the circulation desk by the door.

The library is a safe space for *all* students: no offensive or oppressive language is allowed. In accordance with school rules, there is no gum, food, or cell phones in the library. **Students who don't follow these rules or any other rules of the library are asked to return to class and further action may be taken, such as contacting the administration team.**

Library books may be checked out for a period of three weeks. Books can be renewed unless it is on hold for another student. The expectation is that lost or damaged library books be replaced or paid for. We do not charge students late fees/fines but do follow-up with individuals for all outstanding checkouts.

Textbooks are available online. For certain classes, teachers may distribute a paper copy of a book or textbook. If students would like a hard copy of a textbook in addition to the online version, they may come to the library to be checked out to the student for the year. Students are responsible for lost or damaged textbooks checked out to them.

We take pride in soliciting student feedback and honoring requests. Students interested in requesting resources that are not available in our collection are encouraged to submit a Book

Request Form. We honor requests on a "first come, first serve" basis so long as the requested item is appropriate for middle school students.

LOST AND FOUND

Students must assume sole responsibility for loss or damage to any personal property left in classrooms, P.E. lockers or on campus. Cabrillo Middle School will try to help protect personal possessions, but is not responsible for them. Students can check the "Lost and Found Cart" located in the cafeteria, or see the custodians about recently lost items. If belongings of significant value are not recovered, immediately notify the office. The best way to ensure items are returned is to write the students name in permanent ink on all articles of clothing, books, and other personal property. If a student finds something that does not belong to them, please hang or place it on the lost and found cart or turn it into the office if it is valuable. If students keep something they find, it could be considered stolen. Students who have witnessed a theft or know a student who is in possession of someone else's belongings should inform a teacher, counselor, or an administrator.

LUNCH /FOOD DELIVERY SERVICES

Students are not permitted to use food delivery services during the school day or school sponsored events per California State and Federal Law (Title 7 Code of Federal Regulation 210.11, California Education Code (EC) Section 49430, Senate Bill 1169 (McGuire)). These rules encompass a comprehensive approach to food and beverage sales by all groups or individuals, during the school day, throughout the school campus. If food is delivered, it will remain in the office for students to pick up after school.

Lunch is considered part of the school day. In order to maintain safety and cleanliness, students must observe the following rules:

- Form orderly lines for entering the cafeteria with no cutting.
- Sit on benches only, not on tabletops.
- Place all trash in the appropriate containers (recycling, trash, etc.).
- Glass containers of any kind are not permitted at school.
- Students are discouraged from drinking energy drinks (Rock Stars, Red Bull, Monster).
- Respect and follow the direction of adults supervising lunch.
- Respect the Special Occasions policy in celebrating birthdays during lunch (must have a healthy alternative).
- Please see the SCUSD or school website for more information about Child Nutrition Services.
- The lunch area is the Cafeteria, black top with tables between the Gym and Cafeteria. Food may not be taken beyond this area.
- All food and drink must be kept in the designated area.
- The courts and grass area are available at lunch for play once students have finished eating.
- Please do not waste food. When exiting the Cafeteria, place any unwanted items in the "share bins."

MEDICATION
If medication must be taken during school hours, the nurse's office will provide the student's parent/guardian with the proper form and procedures for storing/taking medication on campus. **All (prescription and non-prescription) medications must be kept in the nurse's office. Students may not carry any medication with them.**

OFFICE
Cabrillo's offices are important places of business in which all are welcome. 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; with a required pass during class time. There are all-gender and gender specific restrooms on campus. Students may not loiter in or around restrooms. Students are not allowed to use cell phones or Chromebooks in the bathroom. Vandalism to restrooms will be cause for disciplinary action.

SELLING/TRADING ITEMS
Students may not sell or trade any items at school.

SPECIAL OCCASIONS
We all enjoy celebrating special occasions such as birthdays. However, sending or using delivery services to provide food, flowers, balloon bouquets, or other gifts to students during school hours disrupts instruction. Therefore, parents and students are asked to refrain from such deliveries. If such deliveries occur or students bring them on campus, they will be kept in the office until the end of the day. SCUSD has banned all balloons on campus.

STUDENT SUPPLIES /TEXTBOOKS/Chromebook EXPECTATIONS
Students should have paper, pencils and pens (not permanent markers) at all times. If assistance is needed for these items, please speak with a counselor. Students should have a method to organize their schoolwork and it is expected that students use Timetrackers given to them. Students are responsible for the condition of books assigned to them. Textbooks, Chromebooks, and materials must be returned at the end of the year or when withdrawing from school. Any student who damages textbooks, Chromebooks, or any other school materials, or fails to return these materials may be charged replacement costs. Fines and bills may be paid to the bookkeeper in the office.

TRANSPORTATION

Bicycles
Please follow all legal guidelines for bike riding on campus. Students should walk their bike when on campus, in crosswalks, and in the parking lot. Cabrillo provides a fenced-in bicycle area. This area is locked during school hours. 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. Do not leave a bike in the bike area over the weekend. Bicycles may not be ridden anywhere on campus. Cabrillo

Middle 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. Students, by law, are required to have a helmet. Free student helmets are frequently available in the main office.

Skateboards or Scooters
Please follow all legal guidelines for riding on campus. Students should walk their skateboards and scooters when on campus, in crosswalks, and in the parking lot. Skateboards or scooters are not to be ridden on campus. These items need to be locked in the scooter rack in the bike area. Students are required to have a helmet. Santa Clara Police Department issues citations to students not wearing a helmet when riding a scooter or skateboard. If no helmet is worn, the above items may be withheld at the end of the day by school administration.

Cars/Student Pick-Up and Drop-Off
Parents or guardians who drive students to school or who pick them up after school must follow all traffic regulations in effect on public roads. School administration requires that all students be picked up within 20 minutes of the end of the school day unless they are involved in a supervised after-school or academic activity. Please pick up your student in the front of the school. There is a second small lot at the back of the school, however it is not supervised during drop off and pick up.

PROGRESSIVE DISCIPLINE INTERVENTIONS AND POLICIES

At Cabrillo Middle School, we are working together to provide a positive and safe learning environment by respecting others, our work, property and ourselves. We feel it is important for the school and parent/guardian to partner in maintaining a positive, safe learning environment. We strive to foster progress towards long term learning and behavioral goals. The safety of all students is our priority. The administration reserves the right to use their discretion to forgo and/or change a consequence, based on the severity or continued recurrence of the student's action.

School rules apply on campus as well as on the way to and from school (bus, walking/riding home, at Starbucks, etc.). Students may be subject to discipline for off campus misconduct if the misconduct is related to school activity or attendance and causes, or is reasonably likely to cause, a substantial disruption to school activity. For example, a student using technology such as a home computer, cellular phone, or other electronic device may be disciplined for bullying, engaging in unlawful harassment, or making threats against students, staff, or district property even if such misconduct occurred off campus and during non school hours. (EC 48900r).

Possible Consequences for behavior may include (in no particular order):

- Parent conference
- Restorative activity
- Community service hours
- Restricted or loss of privileges

- Supported conflict mediation/restorative conversations
- Reflective writing
- Detention
- Suspension/Expulsion

Search and Seizure Policy
Santa Clara Unified School District Board Policy 5145.12 states: The Governing Board is fully committed to promoting a safe learning environment and, to the extent possible, eliminating the possession and use of weapons, illegal drugs, and other controlled substances by students on school premises and at school activities. As necessary to protect the health and welfare of students and staff, school officials may search students, their property, and/or district property under their control and may seize illegal, unsafe, or otherwise prohibited items.

School officials may search any individual student, their property, or district property under their control when there is a reasonable suspicion that the search will uncover evidence that they are violating the law, Board policy, administrative regulation, or other rules of the district or the school. Reasonable suspicion shall be based on specific and objective facts that the search will produce evidence related to the alleged violation. The types of student property that may be searched by school officials include, but are not limited to, lockers, desks, purses, backpacks, cellular phones, or other electronic communication devices.

SERIOUS OFFENSES THAT VIOLATE CA EDUCATION CODE:
Fighting, damage to school property, harassment, hate speech/violence, possession/sales of a controlled substance or weapon use or possession may result in an immediate home suspension and/or expulsion hearing, and police involvement if necessary. The Santa Clara Department of Public Safety can assist the school in these situations if necessary.

TEACHER SUSPENSION (Education Code 48910)
A teacher may suspend any student 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 must contact the parent/guardian by telephone. If the parent/guardian cannot be reached by telephone, the teacher must email the parent/guardian and CC the appropriate vice principal. As soon as possible, the teacher arranges for a parent-teacher conference regarding the suspension. A school administrator or counselor shall attend the conference if a teacher or parent so requests.

ADMINISTRATIVE SUSPENSION
A student may be suspended if they violate any section of the California State Education Codes, 48900 or 48915.

When a student is suspended, a parent conference with an administrator will be held either in person or over the telephone. When a student returns from a suspension, it is the responsibility of the student to work with their teachers to determine missed work and reasonable timelines for completion. Please see "**Make-Up Work (BP6154)"** for more detailed information on make-up work.

BEHAVIOR EXPECTATIONS

ACCEPTABLE USE OF TECHNOLOGY
The use of technology is a privilege. The district acceptable use policy is located in the SCUSD Student Parent Handbook, available on the SCUSD website https://santaclarausd.org. Misuse of technology is subject to disciplinary action. In support of the instructional program and for the advancement of student learning, student Chromebooks should not be used for taking photos/videos of individuals, playing games, social media, or chat/messaging, including via email.

STUDENT RELATIONSHIPS
Cabrillo Middle School does not permit public displays of affection on campus. Holding hands, arm-in-arm, hugging, and kissing are not appropriate at school. Middle school students are expected to keep their hands to themselves. Pushing, shoving, and grabbing each other is not allowed.

SEXUAL HARASSMENT
Sexual harassment is unwelcome sexual, sex-based or gender-based verbal, written, online or physical conduct. Sexual harassment may rise to the level where it creates a hostile environment. Sexual harassment can be retaliatory. Sexual harassment may be in the form of *quid pro quo* harassment (a demand or request for sexual contact in exchange for a favor or to prevent a negative consequence). All types of sexual harassment and retaliation are prohibited by District policy and state and federal law and may result in serious disciplinary consequences including the harasser getting suspended or expelled. Examples of sexual harassment include but are not limited to the following:

- Questions or comments about a person's real or perceived sexual orientation or gender identification
- Questions or comments about a person's sexual experiences
- Sharing crude, offensive or highly personal pictures, jokes or statements
- Inappropriate touching or gestures
- Conduct that was once may have been welcome but time, place or circumstance makes it unwelcome now

If you believe that anyone is sexually harassing you (or someone else) – whether the harasser is another student, a member of faculty or staff, an administrator or a volunteer – you are encouraged to report the unwelcome behavior immediately to SCHS's Title IX Coordinator, the principal, any vice principal, any teacher or librarian. There are also ways to report sexual harassment anonymously on the SCUSD website.

BULLYING/HARASSMENT OF ANY TYPE
Cabrillo Middle School does not tolerate behavior which marginalizes, threatens, embarrasses, frightens, shames or intimidates others. If you feel bullied, please report such to an appropriate adult on campus. Constitutional protections such as free speech do not allow anyone to incite

violence or to use speech in harmful ways against others. Students can report any situations of bullying/harassment to one of the vice principal's offices. All reports will be investigated.

CONFESSION PAGES/BURN PAGES/SHARED DOCUMENTS
Running or posting to confession pages or other shared documents will be treated as cyberbullying. Those found to have created, posted or to be running pages are subject to the progressive discipline policy.

CELL PHONE FREE SCHOOL POLICY
Cell phones and personal electronic devices are prohibited during the school day. All students are provided with a Yondr pouch to store their cell phone, smart watch, wireless earbuds, and other electronics. The cellphone must be powered off or in "Do Not Disturb" mode while inside the pouch. The pouch must be secured (locked) by the start of the first period of the day until the end of the last class period of the day.

If a student does not bring their Yondr pouch to school on a given day, that student must come to the front office prior to their first period of the day and surrender their phone and any other personal electronic devices for the duration of the day.

Tampering with the pouch's locking mechanism, intentionally damaging the pouch, or losing the pouch will result in financial liability. Students/families are responsible for the $30 replacement cost of a new pouch in addition to school consequences up to and including detention and the loss of participation in school events/activities for repeated violations.

If a student has a specific health-related condition that necessitates access to cell phones, that student should bring their concern to the Health Office for possible alternative protocols.

If a student is seen by a teacher or other staff member with a cell phone or otherwise not following these protocols, the staff member immediately contacts an administrator or supervisor for support. The consequences for unauthorized cell phone use given by that administrator/supervisor will be:

- 1st offense - verbal warning and re-Yondr the device
- 2nd offense - device is confiscated the rest of the day, and student can pick up the device in the office at the end of the day
- 3rd offense - device is confiscated until the parent/guardian can pick up the device
- 4th offense - student will not be allowed to have a cell phone on campus at all. That student must turn in all devices everyday to the main office prior to school start time or keep devices at home.

PHOTOS/VIDEOS
Students are not permitted to take or share photos of themselves or others on electronic devices during the school day. Taking, sharing or possessing photos or videos of child pornography or other illegal activity are subject to school disciplinary consequences and

reported to the Santa Clara Department of Public Safety. Students may be cited according to the law.

ACADEMIC INTEGRITY POLICY
Cheating is engaging in any form of academic dishonesty. Cheating or plagiarism of any form is not tolerated. This includes, but is not limited to, cheating, plagiarism, and the unauthorized use of Artificial Intelligence (AI) to complete coursework. Students caught cheating may be subject to the following disciplinary consequences:

- At teacher discretion, a zero on the assignment
- Parent phone call from the student's teacher
- Administrative action

DISTRACTING ITEMS POLICY
Toys, stuffed animals, blankets or items that are a distraction to learning are not allowed on the school campus during the school day. If any staff member sees a toy or item they feel is a distraction to learning, it is confiscated and later returned in accordance with Cabrillo's discipline policy.

DRESS CODE POLICY
We believe that students and their families hold the primary responsibility in determining students' personal attire, hairstyle, jewelry, and personal items (e.g. backpacks, book bags). However, the school is responsible for ensuring that student attire, hairstyle, jewelry, and personal items do not interfere with the health or safety of any student/staff and do not contribute to a hostile or intimidating environment for any student/staff.

Universal Dress Code
Students must wear:

- Top (shirt, sweater, sweatshirt, tank, etc.)
- Bottom (pants, shorts, skirt, dress, etc.)
- Appropriate footwear
    - closed toed shoes for science/art labs, athletic shoes for PE
- Hats and other headwear must allow the face to be visible to staff, and not interfere with the line of sight of any student or staff, covering the ears and earbuds. Beanies and baseball hats are allowed in class.
- Hoodies may not be worn in class as they cover the face and ears which must be visible to school staff.

There may be additional student attire requirements when necessary to ensure safety in certain academic settings like PE, band, science, or art courses.

Students may not wear clothing, jewelry, or personal items that:

- Are pornographic, contain threats, or promote illegal or violent conduct such as gangs or the use of weapons, drugs, alcohol, tobacco, or drug paraphernalia

- Demonstrate hate group association/affiliation and/or use hate speech targeting groups based on race, ethnicity, gender, sexual orientation, gender identity, religious affiliation, or other protected groups
- Intentionally show private parts (nipples, genitals, buttocks). Clothing must cover private parts in opaque (not able to be seen-through) material
- Cover the student's face to the extent that the student is not identifiable (except clothing/headgear worn for a religious or medical purpose)

Enforcement
Staff will use reasonable efforts to avoid dress-coding students in front of other students. Typical consequences for a violation of this policy include parent/guardian contact or conference, the directive to cover, change, or remove the noncompliant attire, and possibly detention for repeated offenses. A student may be instructed to leave their classroom briefly to change clothes.

ELECTRONIC DEVICES
No electronic handheld gaming systems or digital devices should be brought to school or used during the school day. If a student is using such an electronic device during school, it will be confiscated and returned in accordance with Cabrillo's Discipline Policy.

EXTORTION, BLACKMAIL, AND ROBBERY
State law requires the principal to recommend a student for an expulsion hearing for robbery, extortion or blackmail. Students may not go into any other person's backpack or personal property without permission.

FIGHTING
You are encouraged to discuss conflicts involving other students with your counselor, teachers, or vice principal. Generally, when two students get together, away from the influence of their peers, they are able to problem solve most situations. The vice principal and counseling staff are available to support students in working to resolve differences. However, if a fight occurs, all participants, including bystanders that provoke and encourage such behavior, can be suspended and if necessary, cited by the police. **Any student that video records a fight, sends a video to another student, or posts/shares on any social media platform with the intent to provoke and encourage such behavior, can be suspended for a minimum of one day.**

GAMBLING
Any form of gambling is not 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. Giving false information to a staff member will result in a disciplinary consequence.

GUM AND SUNFLOWER SEEDS
Students are not to chew gum or to bring sunflower seeds to school. Students may be asked to participate in campus beautification duty as a restorative practice.

HAZING
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 hazing should be immediately reported to the office.

LOITERING
Students are not to loiter in front of the school, near the office, in the faculty parking lot, or in the parking lot in front of the gym 20 minutes after school hours. Loitering is also prohibited in the locker corridors and around the bicycle rack area. School administration requires that all students be picked up within 20 minutes of the end of the school day unless they are involved in a supervised after-school or academic activity. In addition, it is recommended students are not dropped off before school earlier than 8:00am. Supervision is not available until 8:10 a.m.

PROFANITY AND RACIAL SLURS
Students are not to use profane language or to use racial slurs of any kind. Behavioral consequences may occur for this type of negative language.

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, they are subject to disciplinary action.

THEFT
Students have the responsibility of taking care of their own possessions. **Do not leave valuable items or money in your PE lockers. Do not leave personal items that are expensive in your backpacks.** Make sure that bicycles are locked in the bike rack. 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.

VANDALISM/TAGGING
Permanent markers are not permitted on campus. Writing on the walls or destroying school property or the property of others will not be tolerated. Destruction of restrooms, computers, and classroom materials is considered vandalism. Students may be required to pay fines and or restitution, as well as be subject to disciplinary action.

ALCOHOL/DRUGS/WEAPONS
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 (including edibles) or paraphernalia (pipes, lighters, vape pens, etc.) is also prohibited by California Education Code Sections 48900 and 48915. Any involvement in such activity shall result in a possible suspension, intervention course, and/or possible 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.

MINOR VS. MAJOR VIOLATIONS

The purpose of RISE at Cabrillo Middle School is to help students develop a sense of themselves and to work towards adult behavior. We recognize that adolescence is a time of change and significant growth. Students are learning to act more independently and to govern their own behavior in public settings. With this in mind, the Cabrillo staff consider discipline as a restorative and educational opportunity for each student.

Behavior Category	Examples	Consequence
Minor	• Distracting/Off task Behavior • Disrupting Others • Disrespectful to staff or peers • Cursing/Profanity • Pushing/Shoving • Hands on Others • Refusal to Follow Directions • Rough Play • Misuse of Property • Tardy • Cell Phone/Tech Out in Class • Refusal to Work • Chewing gum	1. Verbal reminder of expectation and a correction in the behavior 2. Student shows where the expected behavior appears in the handbook or on the RISE matrix 3. Student completes RISE reflection and returns to teacher with a parent signature 4. Student is given an administrative referral
	Dress Code (cannot occur during academic time)	Student must comply with teacher request to fix the dress code violation Students who cannot easily correct the dress code violation, may be sent to the main office
Administrative Referral		
Major	• Assisting or helping someone commit a crime • Bringing a weapon on campus • Brandishing a weapon • Cheating • Possession of anything explosive • Bullying • Discrimination • Fighting • Harassment/Sexual Harassment • Hazing	These are considered serious offenses in our school community. Students who have major incidents will be referred to the administration team to determine the best path forward.

	• Intentionally hurting someone • Knowingly receiving stolen property • Major disruption (pulling alarm) • Use, offering, possession, or sale of any controlled substance or related materials • Directly attacking or threatening staff or students • Purposeful destruction/vandalism of school property • Selling goods of any kind • Obscene acts/repetitive cursing vulgarity directed at staff or student • Theft • Threatening violence • Attempting to injure another	

STUDENT ACTIVITIES

There are a number of clubs, activities and programs offered throughout the year for students to get involved after the school day.

A great deal of emphasis is placed on student activities at Cabrillo. 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 Cabrillo.

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

There is an afterschool day care program in conjunction with the YMCA at Cabrillo. There is also an after school program through the city at the Youth Activities Center located next to the campus. There are school sponsored homework clubs after school. Please contact the front office for more information.

AFTER SCHOOL CLUBS
Cabrillo Middle School has many after school clubs. Students are encouraged to join a club. More information regarding clubs will be shared with students at the beginning of the school year.

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

DANCES AND SOCIALS
School dances and socials occur throughout the year. Students assist in the planning process. Specific dates are included in the daily announcements. These dances are open to Cabrillo students only. Students may lose the privilege of attending dances or socials based on citizenship, behavior, or attendance. A student may be removed from the dance and be picked up early at the Administration's discretion. Students must be picked up immediately following the dance or social.

END OF THE YEAR ACTIVITIES
Cabrillo Middle School is excited to celebrate our students' hard work and positive contributions with our traditional end-of-year activities. We want every student to finish the year on a high note; however, the administration reserves the right to remove any student from these activities due to inappropriate behavior. Administrators check-in with students through the end of the year to monitor progress and reach out to families if their student is at risk of losing participating in end of the year activities. The students not participating will remain on campus to complete their regular schoolwork.

- **8th Grade End of the Year Activities**
    - At the end of the year there are different activities that are scheduled exclusively for our 8th grade students.

- **8th Grade Promotion Ceremony**
    - At the end of the year, Cabrillo has a Promotion Ceremony for the eighth grade students. This is a special ceremony for all eighth-grade students, along with their parents and families, who are invited to attend.

LUNCHTIME ACTIVITIES
Cabrillo Students may plan lunchtime competitions and activities or participate in a school organized activity. We expect students to be respectful, responsible, and safe during lunchtime activities. If students are unable to demonstrate cooperative behaviors or make unsafe choices, they may be restricted from participating in the activity.

ATHLETIC TEAMS
Cabrillo Middle School is very fortunate to have competitive sports teams in volleyball, basketball, wrestling, soccer and track. Transportation after practice is not provided. Students must maintain a minimum 2.0 GPA.

STUDENT LEADERSHIP/ASB
Representatives from the 6^{th}/7^{th}/8^{th} grade core classes make up Cabrillo's Associated Student Body. These students help plan lunchtime activities, dances, socials, and special day activities.

YEARBOOK
A student team creates an annual yearbook. Yearbooks must be purchased, and are distributed the last week of school.