

Student Handbook 2026-2027

IMPORTANT PHONE NUMBERS & WEB ADDRESSES

Principal: Mr. Anthony Alberts

(408) 423-3301

Vice Principal: Mr. Aaron Schomberg

(408) 423-3303

Main Line/General Information: (408) 423-3300

School Fax Number: (408) 423-3380

Elementary Secretary: (408) 423-3310

TBD, Middle School Secretary: (408) 423-3309

Ms. Emma Salazar, Attendance Clerk: (408) 423-3311

Ms. Carmen Silveira, Registrar: (408) 423-3306

Ms. Mary Penix, Academic Counselor: (408) 423-3354

Absence Recorder Line: (408) 423-3305

School website: callejon.santaclarausd.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 SCHOOL BELL SCHEDULES

ELEMENTARY (TK) School begins: 8:15 TK recess: 9:35 – 9:50 Lunch: M-F: 11:20 - 12:00p TK dismissal: 1:30/1:06 Weds	ELEMENTARY (Kinder) School begins: 8:15 K recess: 9:55 – 10:10 Lunch: M-F: 11:20 – 12:00 K dismissal: 2:10/1:21 Weds	ELEMENTARY (1 -2) School begins: 8:15 Recess: 9:55– 10:10 Lunch: M-F: 11:20 – 12:00 Dismissal: 2:10/1:21Weds	ELEMENTARY (3 – 5) School begins: 8:15 Recess: 10:15 – 10:30 Lunch: M-F: 11:40 – 12:20 Dismissal: 2:35/1:21Weds
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MIDDLE SCHOOL (6 TH - 8 TH)				
Monday	Tuesday	Wednesday	Thursday	Friday
1: 8:15-9:00	1: 8:15-9:00	1: 8:15-9:00	1: 8:15-9:00	1: 8:15-9:00
2: 9:04-9:48	2: 9:04-9:48	2: 9:04-9:48	2: 9:04-9:48	2: 9:04-9:48
3: 9:52-10:36	3: 9:52-10:36	3: 9:52-10:36	3: 9:52-10:36	3: 9:52-10:36
Brunch: 10:36-10:46	Brunch: 10:36-10:46	Brunch: 10:36-10:46	Brunch: 10:36-10:46	Brunch: 10:36-10:46
4: 10:50-11:34	4: 10:50-11:34	4: 10:50-11:34	4: 10:50-11:34	4: 10:50-11:34
5: 11:38-12:22	5: 11:38-12:22	5: 11:38-12:22	5: 11:38-12:22	5: 11:38-12:22
Lunch: 12:22-12:57	Lunch: 12:22-12:57	Lunch: 12:22-12:57	Lunch: 12:22-12:57	Lunch: 12:22-12:57
HR: 1:01-1:12	HR: 1:01-1:12	HR: 1:01-1:45	HR: 1:01-1:12	HR: 1:01-1:12
6: 1:16-1:56	6: 1:16-1:56		6: 1:16-1:56	6: 1:16-1:56
7: 2:00-2:40	7: 2:00-2:40		7: 2:00-2:40	7: 2:00-2:40

2026 - 2027 SCHOOL CALENDAR

August 10	School Begins	January 4	Staff Development Day – No School
August 17 – 21	Book Fair	January 5	School Resumes
August 20	Back to School Night (TK-8) 5:30 – 7:00pm	January 11 -15	Spirit Week
August 28	DCSCO Family Dance (TK – 8) 5:00 - 7:00pm	January 18	Martin L. King Holiday – No School
August 31 - Sept. 4	Spirit Week	January 22	DCSCO Winter Dance (6-8) 5:00 - 7:00
		January 29	DCSCO Fun Night 5:00 - 7:00
September 7	Labor Day – No School	February 10	8 th Grade Panoramic Picture
September 8	Staff Development Day – No School	February 12	Minimum Day
September 15	Student Pictures (TK – 8)	February 15 - 19	February Break – No School
September 21 – 25	Lunch with Loved Ones	February 23	Spring and Class Photos
September 25	DCSCO Movie Night	February 26	End of Trimester (K-5)
		February 26	Minimum Day
Oct. 5 – Oct. 9	Minimum Days – Conferences	March 2	Read Across America
October 9	Minimum Day	March 15 - 17	Conferences - Minimum Days (TK-8)
October 9	End of First Quarter (6-8)	March 17	End of Third Quarter (6-8)
October 12 - 13	No School	March 18 & 19	Staff Development Days - No School
October 23	DCSCO Halloween Bingo 5:00 - 7:00	March 29 - April 2	College & Career Week
October 23 – 30	Red Ribbon Week	March 26	Spring Dance (6 – 8) 5:00 – 7:00pm
October 30	Halloween Parade		
November 6	End of Trimester (TK-5)	April 2	DCSCO Multi-Cultural Night 5:00 – 7:00
November 11	Veterans Day – No School	April 9	Minimum Day (TK-8)
November 16	Walk to school day	April 12 - 16	Spring Break – No School
November 17 - 20	5 th Grade Science Camp	April 22 – April 30	CAASPP Testing (Grades 3 – 8)
November 20	Minimum Day	May 3 - 7	Staff Appreciation Week
November 23-27	Thanksgiving Holiday – No School	May 7	Gold Rush – 4 th Grade
December 3	Picture Retakes	May 17 – 21	Book Fair
December 11	Winter Concert & Exhibition 5:00 - 7:00pm	May 20	5 th Grade Play
December 14 - 18	Spirit Week	May 20	Open House 5:30 – 7:00 pm
December 18	End of Second Quarter (6-8)	May 21	Spring Fling 2:00pm - 6:00pm
December 18	Minimum Day (TK-8)	May 28	Minimum Day
Dec. 21 - Jan. 1	Winter Break – No School	May 31	Memorial Day Holiday
		June 3	Field Day
		June 4	8 th Grade Promotion – 1:00 pm
		June 4	Last Day of School (Special Schedule)

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 plan will be made to help get your student back on track. Support classes or interventions may be implemented.

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 STUDENTS

Don Callejon School has three grading periods for TK-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. Your student's progress will be shared with you through school level communication. If you need a paper copy of the report card, please ask your student's teacher.

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 School website for specific teacher information or call the school at (408) 423-3300 to schedule a conference.

MIDDLE STUDENTS

Santa Clara Unified Expectation is, 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, may be recommended for placement in the Horizons Program for the beginning of their high school experience. End of the year events could be limited due to Grades, Behavior, or Attendance concerns.

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 awareness in their students that education extends beyond the classroom and gaining knowledge or perfecting skills requires practice. The official Santa Clara Unified School District Homework Policy can be provided by the office if you are interested.

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 are also mailed halfway through the grading period for students receiving a grade less than C- at that time. Teachers are available to meet and discuss student performance. Appointments may be made with the teacher(s) by phoning (408) 423-3300, or via email communication. 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 (3.5 GPA and above) are posted in the main office and in each classroom each quarter.

Tenacious Student Award

These students are recognized starting the end of the 1st semester based on students who are in the process of improving their grade over their progress report grades.

Promotion Ceremony

At the end of the year, Don Callejon has an outstanding Promotion Ceremony for the eighth grade students. This will be a formal ceremony held on the last day of the school year. Discipline/safety concerns could limit one's ability to participate.

CARE Reward Days and Celebrations

Throughout the year, elementary and middle school students will have the opportunity to earn reward days. The reward days will be earned by demonstration of our CARE expectations; Creative, Accountable, Respectful, and Empathetic.

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 is absent due to illness for more than 3 days, a doctor's note must be provided upon their return to school for absences to be excused.

ABSENCE REPORTING

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

Student's name.

1. Teacher's name and/or room number or grade.
2. Date of absence.
3. Reason for absence (illness, family emergency, medical appointments, etc.).
4. Caller's name and relationship to student.
5. 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, 1 day in state, 3 days out of state or country)

UNEXCUSED ABSENCES/TARDIES:

- Out of town
- Went to stay with Mom or Dad
- Parent was Ill
- Missed the Bus/Car Trouble
- 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 they 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 their legal guardian, please notify the main office.

EARLY SIGN OUT

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 as soon as possible. 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 arriving at school in the morning. Once students arrive at school in the morning, they may not leave school to go to Rivermark Shopping Center or other destinations. Parents wanting to take students out of class for any reason should report to the school office, where staff will retrieve the student. 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 ABSENCES WITH ADVANCED NOTICE (unexcused)

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

LONG-TERM ABSENCE WITHOUT PRIOR NOTICE (unexcused)

We discourage students being removed from school for extended periods of time. School is important and it is difficult to catch up with missed schoolwork. Teachers are not required to provide work or give make up opportunities to students who have unexcused absences.

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 they are not in their seat or assigned location when the bell rings. The teachers and school will assign consequences for excessive tardiness. Consequences for tardies will also vary depending on if they are between classes/around lunch OR if they are tardies to school.

(General consequences for Tardiness to any individual period/class)

- 1-2 Free from consequence
- 3-4 Family Contact and teacher assigned consequence
- 5-7 Office referral, Family Contact, After School Detention (can be substituted to Lunch Detention)
- 8 + Multiple detentions, family meeting

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. Cleanliness is also a key component of student health and safety. It is the responsibility of each student to keep the campus clean.

DRESS CODE

All students are to feel safe and welcome on campus. Students whose attire does not meet the dress code will be asked by a staff member to change into appropriate attire. Students without an extra pair of clothes to change into will be provided with loaner clothing.

INAPPROPRIATE ATTIRE IS DEFINED AS:

- Clothing that prevents you from fully participating in classes.
- Clothing where undergarments are shown
- Fabric covering chest, genitals, and buttocks that is transparent (see through)
- Any and all references to drugs, alcohol, violence, or illicit behavior
- Clothing meant to signal affiliation with an inappropriate or threatening group.
- Wearing clothing or accessories that interfere with you or another student's safety.

EMERGENCY CARDS

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

FOOD AND DRINKS

In order to maintain a clean campus, food and drinks are only allowed to be consumed at the lunch tables inside or adjacent to the MPR. Food and drinks which are in an open container may not be inside of any school building, and any student in possession of food or drinks will be asked to throw it away. No glass containers. Gum is not permitted under any circumstances. As per the SCUSD Nutrition Policy, no caffeinated sodas or energy drinks are allowed on campus. The exception to this rule is a principal approved school sponsored activity in which a staff member has arranged for clean up and disposal of food items.

LIBRARY

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

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 may face a disciplinary consequence. Lockers are subject to search at any time. The student assigned the locker is responsible for its contents.

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" in the front of school for recently lost items. Unclaimed items may 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. Stack compostable trays near trash cans.
- Keep all food and drink within the designated eating areas.
- Glass containers of any kind are not permitted at school.
- Respect and follow the 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. Families 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.

BIRTHDAYS

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

STUDENT CHROMEBOOKS / TEXTBOOKS

Students are responsible for the condition of technology and 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 outside the B wing for middle school and between the Library and D wing for elementary 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. 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. Helmets are required to be worn by law, and students will be subject to having their bike impounded or receiving a ticket from local law enforcement if they are not wearing a helmet.

Cars/Student Pick-Up and Drop-Off

Students may be dropped off at school no earlier than 7:45 AM. 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.santaclarausd.org).

A bus conduct report is sent to the families 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, "Heelys" and motorized scooters are not to be ridden on campus. These items should be locked in the skateboard rack, stored in a locker, or a classroom before school begins. These items are not to be carried around 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, unless the visit has been pre-arranged with a teacher or the school office.

WEBSITE UPDATES

Please visit our website regularly for the latest updates, announcements, and much more information at: callejon.santaclarausd.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. Our school provides positive behavioral support as a proactive strategy to help students learn and follow the C.A.R.E. expectations. We realize that the family 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 family to work together toward this goal. We strive to maintain a discipline policy that is both fair and consistent. The general guidelines below outline the possible consequences assigned for most offenses. However, the administration reserves the right to change a consequence at our discretion, based on the severity or continued recurrence of the offense.

GENERAL GUIDELINES

School rules apply on campus, at offsite school events, going to and from school, and any circumstance where a Nexus to school is determined.

I: PUG (Pick-up-Garbage)

The student may be assigned PUG (Pick-Up Garbage) during lunch. If a student fails to show for clean up, they may receive detention and/or additional clean up.

II: Detention

The student may receive after school detention, but may substitute with lunch detention. If the student fails to show for the detention, they may receive additional days of detention. Note: The parent/guardian may reschedule a detention once for a valid reason. The student may not reschedule a detention.

III: Suspension:

A student may be suspended based upon the severity of an act or if other means of correction have failed to bring about proper conduct. Suspension can either be at home or served in-school. Legally, teachers are not required to provide work, though many generally do.

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.

DETENTION

Any student may be detained in their classroom or receive an administrative detention for violation of any school rule or policy.

SUSPENSION

All students are expected to observe accepted standards of our society. The school principal, vice principal or designee has just 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 conference regarding the suspension. Whenever appropriate, a school counselor may 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 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 their birthday.

USE OF MOBILE COMMUNICATION DEVICES

The Governing Board recognizes that the use of smartphones and other mobile communication devices on campus can cause disruption to the educational environment at school, and can be detrimental to positive student social interaction and well being. "Mobile communication device" means any portable electronic device capable of transmitting or receiving data in the form of a voice, text message, or capable of accessing the internet. This includes, but not limited to, cell phones, smartphones, smart watches, smart glasses, tablets, laptops, pagers, camera phones, personal digital assistants, headphones, earbuds, and other like devices that are the personal property of the student or family.

The Board permits limited use of mobile communication devices on campus in specific circumstances, in accordance with the law and board policy. From the first bell to the last bell of the school's instructional day, Mobile communication devices shall be turned off or placed in Do Not Disturb mode, locked in a site-designated, district-provided pouch or container, and stored out of sight, except when made visible for inspection by a staff member. Devices stored in a locked pouch are stored out of sight and remain in the physical possession of the student. This requirement shall be enforced during school-sponsored activities that may occur off campus or after instructional hours, such as field trips or rallies, as identified by the school. For more information, please refer to the full board policy and accompanying administrative regulation.

- First offense: Call home and student is required to leave the device in the office.
- Second offense: Call home, student leaves device in office and parent / guardian is required to pick device up.
- Third offense: Parent/Guardian required to pick item up, parent/guardian-admin-student conference regarding policies and steps moving forward.

CHEATING

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

- A zero on the assignment
- Family contact
- Detentions may be assigned for offenses

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, SUNFLOWER SEEDS, AND OTHER MESS

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

(Consequences for Gum or making a Mess)

1. Behavior Discussed
2. PUG
3. Detention

HARASSMENT 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.

With the prevalence of digital communication, many forms of harassment occur using personal technology devices including cell phones and home computers. While digital harassment or "cyberbullying" may not take place on campus, it often affects students while

they are at school. Therefore, students may have consequences at school for actions that occur outside of school, if their behavior causes or threatens to cause a disruption at school or makes another student feel threatened at school.

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 any form of hazing should be immediately reported to the office.

LOITERING

Students are not to loiter on campus, 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 / SLURS

Students are not to use profane or vulgar language. Swearing will not be tolerated, and students may be assigned consequences when appropriate.

(Possible Consequences for Profanity, Vulgarity, or Slurs)

- Behavior Discussed
- Family Contact
- Detention
- Suspension

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 may be subject to disciplinary action up to and including suspension or expulsion.

SEXUAL HARASSMENT

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 they are being sexually harassed should immediately contact the principal or designee at their 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, cell phones or other expensive items in lockers! Please do not leave personal items or backpacks containing personal or valuable items unattended. Make sure that bicycles are locked in the appropriate area. 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 family
- Conference
- Disciplinary action (detention, 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.

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

ASSEMBLIES/RALLIES

Many programs are offered in assemblies scheduled throughout the year. Assemblies/Rallies are held several times each year. Appropriate audience behavior is expected at all assemblies, rallies and school performances.

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, 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.

8TH GRADE TRIP

The 8th Grade Trip is held at the end of the school year. 8th 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 the 8th Grade Trip, and those students will remain in class doing regular schoolwork.

REWARD FIELD TRIPS/ACTIVITIES

Each grade may take reward field trips to various destinations or plan extracurricular activities throughout the year. 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 and those students will remain in class doing regular schoolwork. School-wide activities may be planned throughout the year. Students are expected to work towards good academic effort, good citizenship, and good attendance in order to be eligible to attend.

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. Lunchtime Sports may also be offered. Improper conduct in the classroom or at the event, could lead to a restriction from future events.

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 / behavioral 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 at the end of the school year.

These rules/expectations are for the 2025-2026 school year, and are expected to be followed at all times. Lessons regarding this information will be occurring during the first two weeks of school. Posters will be throughout campus as reminders as well.

Area/Rule	Cub's C.A.R.E.			
School-Wide & Classroom 	Creative	Accountable	Respectful	Empathetic
	- Find multiple solutions to a problem - Find creative ways to connect with others/Be inclusive - Demonstrate curiosity and open-mindedness - Ask thoughtful questions	- Follow school/classroom rules and procedures - Take ownership for your choices and actions - Make safe choices for yourself and others - Manage my emotions and be ready to learn	- Keep your environment clean "Whole body listening" - Use respectful language, appropriate volume and a kind tone	- Treat others with kindness and compassion - Respect different perspectives - Be an upstander - Be inclusive
	Area Rules			
	- Enter room orderly - Wait your turn quietly - Wait until excused by teacher to leave - Use quiet voices unless otherwise directed - Be on time - Have appropriate materials with you - Be on task - Treat classroom materials gently - Line up quietly outside the classroom until the teacher is ready - Enter the room only when staff is present - Leave backpacks, coats and hats in designated areas - Do your own work - Be polite to teachers and staff - Ensure your electronic devices are in your Yondr Pouch - Move about safely			
Hallways	I am creative	I am Accountable	I am Respectful	I am Empathetic
	Find multiple solutions to problems.	- Hall Pass - Go straight to your destination. - Keep hands, feet, and objects to yourself - Walk at all times	- Quiet voices - Close lockers and doors gently - Walk in halls - Be aware of personal space	- Help others in need. - Make a positive difference and be an upstander - Be a good friend by being supportive, understanding, and caring
	Area Rules			
	- Walk in hallways - Use quiet voices - Elevator for medical approved use only - Maintain appropriate personal space - Respect others' property - Keep walkways clean and accessible - Stay on right side of stairs			
Bathroom	I am creative	I am Accountable	I am Respectful	I am Empathetic

	● I will keep all creative endeavors outside of the bathroom to ensure it remains clean and safe.	● I will keep the bathroom clean. ● I will throw my trash away. ● I will always have a hall pass when using the bathroom during class time. ● I will alert an adult if there's a problem in the bathroom	● I will clean up after myself (flushing, washing hands with soap (20 sec), & throwing away garbage).	● I will give others privacy ● If my peer is upset, I will let my teacher know.
	Area Rules			
	● Put trash in the trash cans. ● Allow the privacy of others. ● Flush the toilet. ● Wash your hands. ● Return to class immediately. Use and dispose of hygiene and other materials properly ● Walking only ● No yelling/screaming ● No eating ● No using cell phones ● Use the restroom only, no playing or hanging out			
Cafeteria/ Lunch	I am Creative	I am Accountable	I am Respectful	I am Empathetic
	● I create new friendships by sitting with different people.	● I clean up after myself when I'm done eating.	● I stay seated until I am dismissed. I listen to yard duties.	● I respect others' dietary needs and cultures.
	Cafeteria Rules			
	● Stand safely in line while waiting for food ● I will sit in the designated eating area ● Follow adult directions the first time they are given ● Use quiet voices ● I say please and thank you when ordering my food. ● I eat my food when it's time to eat ● I stack the trays next to the trash can and throw trash in the bin. ● Keep all food and drink in the designated eating areas ● Stay seated until dismissed			
Playground/ Recess (Middle) 	I am creative	I am Accountable	I am Respectful	I am Empathetic
	● I find ways to stay active without disturbing others on the equipment.	● I can use the equipment appropriately.	● I treat the equipment with care and use machines appropriately. I use kind language towards my peers.	● I help and motivate others when they are struggling.
	Area Rules			

	• One person per machine at a time • Don't stand on the pull-up bars • Share the space • No running in Fitness Zone • No games			
Playground/Recess (Elementary) 	I am creative	I am Accountable	I am Respectful	I am Empathetic
	• Find multiple solutions to a problem • Be imaginative in your play	• Follow all playground and recess rules • Be an upstander and stand up for others. • Make safe choices	• Play fairly by following DCADS game rules • Be nice to others • Be inclusive • Treat recess equipment with respect	• Make a positive difference and be an upstander • Be a good friend by being supportive, understanding, and caring • Be inclusive
	Playground Rules			
	• Grades Tk-5: At the bell, come off the play structure. If you are on land, freeze in place. If you are on the field, walk to the gate. Use library voice. Line up at the whistle. If students run to the line, they have to be last. • Return balls and equipment to the carts in a timely manner. Take care of the equipment. • Running <u>games</u> (tag, soccer, etc) on turf and grass. • Slide: Feet first down the slide, one at a time, only down. • Monkey bars: Take turns, one person at a time. • Food and drinks at the green tables only. Sit while snacking. Clean up after yourself. • Listen to the yard duty. If you are hurt, find yard duty. • Find yard duty if you're unable to resolve conflict. • Use the restroom during the break before the bell. • Follow Callejon game rules taught at PE. • If you are on the field stay within the boundaries. (close enough so that yard duty can see you and you can hear them)			
Play Structure	I am creative	I am Accountable	I am Respectful	I am Empathetic
	• I can play within the boundaries of school rules • I can be inventive while considering the safety of myself and those around me • I can use my creativity to solve problems and disagreements	• Follow adult directions the first time they are given • Use equipment correctly • I stay where adults can see me • I safely exit the play structure and sit on the ground when the bell rings. • I get up and walk to class when the whistle blows.	• Take turns • Be aware of others • Use kind words and actions • I use my words to solve problems • I keep my hands to myself	• I can practice patience • I will include others • I will help others when needed • I tell an adult when something or someone is unsafe, scary, or dangerous
	Area Rules			

	• Walk, do not run • Down the slide, feet first, one at a time • Keep play equipment out of the play structure area • Get off play structure when bell rings • Be safe!			
Field	I am creative	I am Accountable	I am Respectful	I am Empathetic
	• I come up with ways to include my classmates.	• I follow Callejon game rules for all games • Walk to class when the whistle blows, and put balls away • I eat my food in the designated area before coming out to the field. • Stay within the correct field area	• I stay where adults can see me • I tell an adult when something or someone is unsafe, scary, or dangerous • I keep my electronics stored safely, and out of sight • I use my words to solve problems	• Play fairly by following DCS game rules • Be nice to others • Use kind words- Include others • I am willing to make new friends
	Area Rules			
	• Follow Callejon game rules you play • Need adult supervision • Share the space • Stay within the boundaries			
Library	I am Creative	I am Accountable	I am Respectful	I am Empathetic
	• Use strategies to make wise book choices (use catalog, ask a friend, consider class assignment, reference posters, sections of library, etc)	• Return and renew books on time • Ask if you need help	• Help others as needed • Say hello and thank you at check in/out • Use quiet voices • Wait patiently if library staff is helping others	• Take care of books, understanding they belong to all students
	Area Rules			
	• Try to find multiple solutions to a problem. • Demonstrate curiosity and open-mindedness. • Ask thoughtful questions. • Follow adult directions the first time they are given - keep cell phones away • Use time wisely. • Choose books that meet needs and age. • Be kind to people and books - no food or water in library • Take care of books, they are for everyone.			
Assembly, Field Trips, Events and Sports	I am creative	I am Accountable	I am Respectful	I am Empathetic
	• Try to find multiple solutions to a problem • Demonstrate curiosity and open-mindedness	• Follow school rules • Make safe choices • Follow adult directions the first time they are given	• Be ready to listen when the presentation, performance or activity begins • Eyes on speaker, performers, or athletes	• Make a positive difference and be an upstander • Be a good friend by being supportive,

	• Ask thoughtful questions		• Be respectful to the presenter, performer or participants • Use respectful language	understanding, and caring • Be inclusive • Demonstrate an understanding of the event and work involved
	Area Rules			
	• Get water and use the restroom before and after • Stay with your group/class • Sit in assigned seat, if provided choice, sit next to positive influences • Practice your best listening skills • Keep hands/feet to yourself • Participate in a positive way • Raise your hand if you need adult support • Be respectful to the presenter/performer/Athletes • Applaud appropriately • Wait for dismissal from your teacher before standing • Demonstrate positive and appropriate language towards peers and opponents • Allow everyone to have a view of the game			

Area/Rule	Creative	Accountable	Respectful	Empathetic
Bus Area Student Drop-off/ Pick-up	I am creative	I am Accountable	I am Respectful	I am Empathetic
	• Decorate your car sign if applicable	• Stay on sidewalk • Follow directions	• Listen to Safety Patrol and staff • Make sure staff know where you are going	• Be patient • Wait your turn
	Area Rules			
	• Stay on sidewalk • Walkers meet by the library outside • Students getting driven wait in the Driver Line • Wait until you are called to the front of the line to get into cars • If your pickup is late, follow office direction to wait at the green tables until your pickup arrives • If you are waiting for an older sibling, wait at the green tables until they are out • Once you are on campus, you may not leave campus again until the end of the school day/pick-up			
Emergency Drills 	I am creative	I am Accountable	I am Respectful	I am Empathetic
	• Please do not be creative during emergency drills	• Follow adult directions immediately • Stay quiet and listen • Follow your exit route and return directly	• Walk safely and quietly with your hands by your side • Stand/sit quietly until dismissed	• Help others when appropriate • Line up quickly
	Area Rules			

	• No yelling • Stay in your designated area • Follow staff or safety personnel directions • Remain calm • Treat drills seriously • In an actual event, do not leave unless you are checked out by staff • Do not play games in line			
Office	I am Creative	I am Accountable	I am Respectful	I am Empathetic
	• Show office staff you are thankful for their help	• Have/Get a pass • Business only	• Use good manners • Wait patiently • Follow adult directions the first time they are given	• Use chairs appropriately as they are for everyone