

Campbell Union School District  
**Castlemont**  
*California Distinguished School*  
**Parent/Student Handbook**

2018-2019 School Year

3040 Payne Avenue  
Campbell, CA 95008

PHONE: (408) 364-4233  
ATTENDANCE PHONE: (408) 341-7047  
FAX: (408) 341-7050

**<http://castlemont.campbellusd.org>**



## OUR MISSION

*Castlemont is a diverse and caring school community that empowers all students to be collaborative and innovative lifelong learners.*

Dear Parents:

Welcome to the 2018-19 school year. This handbook has been prepared with information, policies, procedures, rights and responsibilities for all students and parents at Castlemont School because we are committed to developing a strong partnership between the home and school.

At Castlemont we are committed to providing the highest quality education possible. You have chosen to entrust the education of your child to us, a mission we take very seriously. While your child attends Castlemont School, (s)he will receive the best instruction possible in an environment, which recognizes each child's potential.

During the 2018-19 school year we are looking forward to:

- Building strong relationships
- Learning the Castlemont 3 R's: Respect, Responsibility and Right to be Safe
- Increasing technology use in all classrooms

We ask that parents and family members honor our quest to promote a healthy lifestyle, which includes healthy food choices, exercise, plenty of rest and limited screen time. You will find in your handbook our expectations about healthy snacks and replacing high sugar and fructose food and beverages with water and more fruits and vegetables. As a community, we must work together to provide our children with the support necessary to be academically, emotionally and physically fit.

Education is a partnership between the school and the parent. We encourage you to work with us. Throughout the year we will provide you with suggestions, which will help your child. Please take advantage of these suggestions and stay in touch with us. Our staff is always open to your insights and observations that will help us provide the best possible education for your child. As a team we will maintain the high standards set at Castlemont School.

We ask for your support in helping us to maintain a positive school environment. This handbook has been distributed to all students.

Should you have questions, please do not hesitate to call.

Sincerely,

Eric Brown  
Principal, Castlemont School

# SCHOOL INFORMATION

## Arrival and Dismissal / Closed Campus

**ARRIVAL:** Students are under the jurisdiction of the school from the time they leave home for school until the time they return home. The school's standards of behavior apply to students coming to and going from school. Students are not to arrive at school before **8:00 a.m. as there is no supervision.** Once a student is on the school grounds, he/she may not leave without written permission. If you need child care before or after school, we have Campbell Care, a fee based program. For contact information refer to the Extensions Program at the back of the handbook.

### **SCHEDULE (Grades K-5<sup>th</sup>):**

School Begins	8:20 a.m.	
School Dismissal	2:30 p.m.	Trans-Kindergarten through Third Grade
	2:35 p.m.	Fourth and Fifth Grade
Minimum Day Dismissal	1:30 p.m.	Trans-Kindergarten through Third Grade
	1:35 p.m.	Fourth and Fifth Grade

**DISMISSAL:** Students are expected to leave school at dismissal time. No supervision is provided after school. Parents are to meet students in front of the school or in the side entrance gate areas. **School gates will be locked 10 minutes after school lets out.**

**APPOINTMENTS:** In order to avoid missing valuable class time, we ask that you make medical, dental, and other appointments after school hours, on staff development days, or on Wednesday shortened days.

**SCHOOL OFFICE:** The school's office is open from 7:30 a.m. to 4:00 p.m. during the school year. Our office telephone number is (408) 364-4233. If you are reporting a child absent please call (408) 341-7047.

**CLOSED CAMPUS:** Castlemont has a closed campus policy.

- Students may not leave campus without permission from the office from the time of their arrival on campus through the dismissal bell.
- Students who come to school after the start of school must report to the office before going to any class.
- All visitors, including parents and volunteers, must check in with the office and obtain a visitor's badge before entering the campus.
- Parents must come to the office to sign out their child if they are taking him/her off campus for any reason.
- Parents may not go directly to the classroom or onto the playground without checking into the office. No student will be granted permission to purchase lunch off the school grounds unless accompanied by a parent or guardian.
- Students may not bring visitors (such as friends or relatives) to school or have them visit them on campus. Special permission may be granted by the school administration for visitors if requested by the student and parents.

**EMERGENCY CONTACT FORM:** For the safety of your child, it is imperative to complete the Form, which was mailed to you in August, and return it to the school office immediately. This is the only way office staff can contact you in the event of an emergency. It is also the only means the staff has of verifying your authorization of designated friends or family members picking up your child. Without such verification, staff cannot release a child under any circumstances.

**Be sure to call the office if your home address, work location, or telephone number changes.** If you have moved outside CUSD attendance boundaries, you **must** obtain an interdistrict attendance agreement from your resident district. The transfer must be approved by both districts for your child to continue his/her attendance in the Campbell Union School District.

For information regarding interdistrict transfers, please contact your school office or the Campbell Union School District Enrollment Department at 364-4200 extension 6209.

**STUDENT CHECK OUT PROCEDURES:** Once a student arrives on campus, he or she cannot leave during school hours except when an authorized person signs the child out in the office. If any staff member observes a child being escorted from school without such documentation, the staff member may stop and question the person or persons involved. If a student leaves without proper permission, that student will be considered truant and the police may be called.

**VISITATIONS TO SCHOOL:** Parents are encouraged to visit their school. We ask that all visitors to the campus register in the office and wear an identification tag while they are on the campus. For purposes of safety, state law requires schools to register all outsiders who enter on school property. Unauthorized persons are prohibited from entering or remaining on school grounds. If a court restraining order exists which limits a parent's access to visiting his/her child or in receiving information, it is the responsibility of the custodial parent to provide the school Principal with a copy of such an order. Only those persons listed on the student's emergency contact form are permitted to pick up a child without specific further parent permission.

## **Coming to School and Returning Home**

**PARENT DROP-OFF AND PICK-UP:** Pick-up and drop-off can be a very busy time and we ask that you please support our efforts by adhering to our safety guidelines. Cars must be parked only in designated spaces in our parking lots. There are two passenger loading and unloading zones in the parking lots. When dropping-off or picking-up your child, please use the right-hand side lane and use the left-hand side lane when exiting the parking lot. **Do not leave your car unattended** in the unloading zone. The right lane is a fire lane designated for picking up and dropping off only. For the safety of your child please do not let your child enter or exit your car from the left lane or have your child go through the parking lot to meet you out in front of the school. A crossing guard is also present at the corner of Castlemont Avenue and Payne Avenue. Many parents drop their children off away from all of the traffic in front of the school and have them cross at the corner with the crossing guard. Please **do not drop your child off in a location where they cross the street** in the middle of the block. We want our children to follow all traffic rules and be safe at all times.

**WALKING TO AND FROM SCHOOL:** Students are encouraged to walk with family members or friends and not alone. Students are expected to follow the school's behavioral standards and

all safety laws. Make sure your child is familiar with the safety laws and how to handle an emergency situation. The local San Jose Police Department employs a crossing guard to assist students at the corner of Payne Avenue and Castlemont Avenue. All students walking from the north side of the school should cross at that location.

### **RIDING BICYCLES:**

Third through fifth grade students are eligible to ride their bicycles to school, **but not on campus**. Students must lock licensed bicycles (one per lock) to the racks. **The district will not be responsible for bicycles, which are lost, stolen, or damaged.**

**The law requires children to wear helmets when riding. While on campus, students must walk their bicycles.** When riding off campus, students must obey all traffic rules. Violations may result in a student losing his or her bicycle riding privilege.

## **Attendance, Truancy, and Health Information**

**ATTENDANCE:** The importance of regular attendance cannot be overemphasized. In addition to the obvious learning benefits to students, regular attendance is required by law. As a result, office staff must verify all absences and classify them as excused or unexcused. California Education Code 46010 defines only the following reasons as **excused absences** from school:

- Illness
- Funeral service (immediate family)
- Medical, dental or chiropractic appointment
- Quarantine
- Religious Observance
- Court appearance

When students who have been absent return to school, they must present a satisfactory explanation verifying the reason for the absence (AR 5113)

**ILLNESS:** For health and safety purposes, students who exhibit any of the following symptoms should not be sent to school:

- ◆ A fever or more than 100 degrees
- ◆ A productive cough with yellow or green nasal discharge
- ◆ Eyes that are red, swollen, crusty, draining, or oozing
- ◆ A severe sore throat
- ◆ Diarrhea, nausea, or vomiting
- ◆ **Live** head lice (*notify school immediately*)
- ◆ Contraction of a childhood communicable disease such as chickenpox, measles, or mumps (*notify school immediately*)
- ◆ An untreated infectious illness such as upper-respiratory infection, pink eye, strep throat, or bronchitis (*notify school immediately*)
- ◆ Rash of unknown origin (not diagnosed by health care provider)
- ◆ Acute, severe earache or purulent drainage from ear
- ◆ Severe toothache
- ◆ Pain that does not subside after resting

If a student exhibits any of the above symptoms, the office staff notifies the parents and requests that the child be taken home.

A child diagnosed with a bacterial infection should return to school only after receiving at least 24 hours of antibiotic therapy *and* has been 24 hours without a fever (excluding fevers controlled by fever reducing medication, i.e. Tylenol).

In physician-confirmed cases of childhood communicable diseases, some bacterial infections, and/or head lice, the office staff sends home an exposure notice. Be sure to read the notice carefully as it contains detailed information on symptoms and the incubation period.

**Unexcused or unverified absences** are absences for reasons not approved under State guidelines. All absences are recorded on a daily basis. California law (Ed. Code 48260) states that a child is considered truant if he/she has three or more unexcused absences in one year. Students with excessive absences will be referred to the Student Service's office, which may result in a home visit and/or referral to the School Attendance Review Board (SARB).

*Questionable/Excessive Absenteeism:* When a student's total number of absences are in excess of 10% of his/her days of enrollment of the current school year due to illness and verified by approved methods, any further absences for illness must be verified by a physician, school nurse, or other school personnel. Failure to provide verification by the physician will result in these absences being recorded as unexcused.

**TARDY PROCEDURES:** We would like all of our children to be in their seats when the morning bell rings. If a student arrives at school after the morning bell, he/she should report to the school's office to receive a note that will be given to his/her teacher. Students who arrive after 8:20 will be considered tardy. When a student is tardy in excess of 30 minutes on three or more days in a school year, the student is considered, a legal truant (Ed. Code 48260)

**ABSENCE AND TARDY REPORTING:** A student's absence from school must be verified by parent/guardian with a written note on the date they return to school or phone call to the school within 24 hours of the absence.

Whenever a child has missed more than 10% of the school year for a verifiable excused reason, the parent must provide supporting documentation for any further absences to be considered excused. Verification may include notes from doctors, dentists, or other medical professional (on letterhead), a school nurse or health clerk verification, funeral notices, or other supportive documentation.

A verification of the reason for absence shall not be accepted after 20 school days after the occurrence or 14 calendar days after the last school day of the school year (Ed. Code 46015)

A student's absence from school must be verified by parent/guardian with a written note on the date they return to school or phone call to the school within 24 hours of the absence.

**ABSENCE 24 HOUR REPORTING LINE:** (408) 341-7047

**INFORMATION NEEDED:** Child's name, grade, name of parent/guardian reporting, dates of absence(s), and reason for absence.

**SCHOOL ATTENDANCE REVIEW BOARD (SARB):** The California Education Code 48200 requires full-time student attendance for all children between ages 6 and 18. The California Education Code and the Welfare and Institution Code provide that legal action may be taken against a student and/or parent when a student is declared a habitual truant. (Education Code 48260). Habitual Truants will be referred to the School Attendance Review Board (SARB) and possibly the Santa Clara County's District Attorney's Office. (Education Code 48263). Students who fall under the truancy law (Ed. Code. 48260-48263) shall be reviewed according to law and the rules and regulations established by local board policy. This review process may include a referral to the district SARB, a panel of district and community representatives.

*Truant Defined:* The student was absent from school without a valid excuse for three days or was tardy or absent for more than a 30-minute period during one school day without a valid excuse on each of the three days, or any combination thereof. This is the first truancy. After the first three unexcused absences, each unexcused absence or tardy over 30 minutes that follow count as one more unexcused absence. These are the second, third, fourth, etc. truanies.

*Habitual Truant Defined:* Any student is deemed a habitual truant who has been reported absent without valid excuse for three days or was tardy for more than 30 minutes, or any combination thereof, had a letter sent to the parent or guardian, and has had three more unexcused absences or tardies over 30 minutes, or combination thereof. A district employee has made a conscientious effort to hold a least one (1) conference with the student and his/her parent or guardian, after filing reports required by Education Codes 48260-48261.

**Purpose of SARB:**

1. To identify and provide coordinated district and community services to assist parent(s) and student when the student is truant or has school behavior problems.
2. To ensure that appropriate District and community resources have been used prior to referral to the judicial system.
3. To consider the following options if District and community resources are unable to correct school attendance or behavior problems:
  - i. Propose the use of alternatives to the juvenile court system
  - ii. Refer the student and parents to the Santa Clara county District Attorney's Office.

**DOCTOR AND DENTAL APPOINTMENTS:** If appointments must be made during school hours, the student should bring a note to his/her teacher. An adult must check the student out at the school's office. Check in at the school office upon return to school with a note from doctor, dentist, or other medical professional.

**SCHOOL HEALTH OFFICE:** Students sent to the health office are attended to by office staff. The District Health Services Department works in collaboration with all school health offices and trains district personnel in first aid, safety, and emergency procedures. A district nurse is on call for emergencies and oversees all specialized health services. The district nurse also administers the state-required vision and hearing screenings for specific grade levels and reports any concerns directly to parents.

**IMMUNIZATIONS:** (CUSD AR 5141.31; CUSD BP 5141.31; California Immunization Handbook) Students entering a district school or childcare and development program, or transferring between school campuses, shall present an Immunization Record, which shows *at least* the month and year of each immunization in accordance with law. Students shall be excluded from school

or exempted from immunization regulations only as allowed by law.

\*A transfer student may be conditionally admitted for up to 30 school days while his/her immunization records are being transferred from the previous school.

**TDAP** According to State law, students entering grades 7 through 12 must show evidence of TDAP booster prior to beginning school. Failure to do so will result in the student's exclusion from school.

**Tuberculosis (TB) School Mandate** The TB School mandate includes all students entering Transitional Kindergarten, Kindergarten and students transferring into grades TK through 12 from outside Santa Clara County. Refer to the CUSD Parent Notices-Communicable Disease Control; Immunization section for more information.

**Oral Health Assessment** (Ed. Code 49452.8) State Law requires that each child have an oral health assessment (dental check up) by a licensed dentist or registered dental health professional or a signed waiver on file by May 31 in either kindergarten or first grade, whichever is the child's first year in public school. An Assessment completed within 12 months before a child enters school also meets this requirement.

**First Grade Physicals** (Ed. Code 49450) (Health and Safety code 321.50 and 323.5) State Law requires that each child enrolling in the first grade must present a certificate, signed by a physician, verifying that the child has received a physical examination within the last 18 months, unless provisions for exemption have been made.

**ILLNESS AND INJURY NOTIFICATION:** Parents will be notified and asked to pick up a child if he/she exhibits any of the symptoms listed above. Please make prior arrangements to ensure that a family member or representative is able to quickly respond if called about a sick or injured child.

**INJURY AT SCHOOL:** Students injured while at school will be treated in the following manner.

1. An injury may be inspected by a teacher or other staff member and kept under his/her observation.
2. If needed, the child may be sent or brought to the office. The parent will be notified if necessary. Any action taken by the office is recorded on the daily office health log.
3. The parent is notified of any student receiving a blow on the head.
4. No child is sent home until a parent is contacted and agreement is reached as to appropriate actions. Please make prior arrangements to ensure that a family member or representative is able to quickly respond if called about a sick or injured child.

**MEDICATION AT SCHOOL:** Any student who is required to take medication prescribed by a physician during the school day may do so provided a "Permit to Take Medication at School" has been completed by both the physician and parent. Medication must be supplied in the original prescription container, clearly labeled with the student's name, medication, dosage and directions. All medication must be stored in the health office. **No medication will be stored or dispensed without written authorization.**

**INDEPENDENT STUDY:** *When a student will be out of school for 10 or less consecutive school days*, parents may request that the student be placed on Independent Study. A written agreement must be drafted and signed prior to beginning placement on Independent Study. Students served

by any special education program may only be placed on Independent Study if an IEP team agrees to the placement and has signed the required IEP forms. For more details and CUSD Board Policy, please refer to the CUSD Parent Notices Handbook.

**LUNCHES AND SNACKS:** Students have a choice of having a nutritious hot lunch provided by the cafeteria for \$3.50 or lunch brought from home. For those who bring their lunch, milk is available for \$.50. Free and reduced price meals are available to those who qualify. Information and applications forms are available in the office. Please be certain that your child knows what to do for lunch before leaving for school. If your student forgets their lunch and you want to bring lunch to your child, please note that it must be dropped off during their regular lunch schedule. See bell schedule. The office will not be permitted to deliver lunches to the classroom or call the classroom for your child to pick up lunch. This is all in an effort to support and respect your child's and teacher's instructional time. In addition, lunchtime provides your child the opportunity to socialize with his/her peers as they eat independently. It is also a wonderful extension of the classroom where social learning takes place. In order to allow your student this social success at lunchtime, **VISITORS ARE NOT ALLOWED AT LUNCH or RECESS**, unless approved by the classroom teacher and the administration on a special occasion circumstance. Please be aware that the time you spend with your child during his/her lunchtime, can affect how he/she interacts and behaves with his/her peers. It may increase separation anxiety with your child as well as inhibit him/her from socializing with other students. Our number one focus is on your child's education and social/emotional development and therefore it's imperative that you encourage your child to be independent and learn how to eat and socialize with his/her fellow peers.

We have ample coverage at recess and lunchtime, so your child is in good hands. We understand that it can be difficult to allow your child this independence, however we firmly believe the more you allow your child to eat on his/her own and socialize, the more your child will begin to navigate social situations and feel a sense of empowerment.

**SNACKS:** Students may bring a **nutritious snack** from home to be eaten at the first recess. **It is strongly encouraged to avoid non-nutritious food items such as sodas, candy bars, high fructose drinks.** Due to the fact that some food items contain red-dye, which can stain books, furniture, carpets and clothing, we are asking that students **not bring any type of chip that contains red-dye** such as, **Hot Cheetos, Doritos or Takis** to school. We appreciate all your efforts to support your child's nutritional balance, which directly relates to their academic success. Please see celebrations section for information regarding treats.

## **Communication**

The most important way to ensure a child's success and positive school experience is through good communication. Without it, we all miss out on enriching opportunities. Be sure to do your part by reading all information in the weekly emails and envelopes. The Castlemont website is a great place to get information, as well. Text messaging will also be used. You can also do your part by attending monthly HSC meetings and asking questions. Castlemont School staff and HSC board members are happy to answer any questions you might have.

**WEEKLY EMAILS AND TEXT MESSAGING:** The Castlemont Office and School District's primary form of communication is via email. (You will rarely see flyers coming home from community groups or the school district anymore.) Each Thursday, check your email inbox for our weekly communication. These emails will also include links to flyers from within the district

and from community groups. In addition, your child's teacher and the office may communicate on other days of the week via email. Text messaging will also be used this year. Please let the office know if you wish to opt out of emails or text messaging.

**WEEKLY FOLDERS:** Each week the school will send home some information in our "Monday Envelopes." This may include classroom newsletters and/or homework from your child's teacher. Occasionally, you will find flyers from the school district or community. (However, most communication will now be via email.) We ask that you take a few minutes to look through the contents, sign the front of the envelope and return the envelope with your child on the very next school day. This procedure will increase the communication between the home and the school. Students are provided with one envelope at the start of the year and replacement cost is 50 cents.

**COMMUNITY LIAISON:** Castlemont has a Spanish-speaking Community Liaison who will be available every day. You can either show up during the day to meet with her or you can call the school office at (408) 364-4233.

**ANNOUNCEMENTS:** Daily announcements to all students will be made each morning over the public address system. These announcements are made in order to inform students and staff of important information regarding the school's activities.

**DISTRIBUTION OF COMMUNITY INFORMATION:** All community organization flyers will be electronic and are posted to the website and referenced in emails to parents/guardians with prior permission from the District office. If your organization wishes to communicate with the Castlemont families, please go to this link: <https://www.campbellusd.org/eflyers>

**School Web Site:** <http://castlemont.campbellusd.org>

**District Web Site:** <http://www.campbellusd.org>

**Email Addresses and phone numbers:** The office staff is also available by email and phone. The school phone number is 408-364-4233. Email addresses include:

Principal: Eric Brown:	<a href="mailto:ebrown@campbellusd.org">ebrown@campbellusd.org</a>
Assistant Principal: Catherine McAvoy	<a href="mailto:cmcavoy@campbellusd.org">cmcavoy@campbellusd.org</a>
Administrative Assistant: Susan Cardello:	<a href="mailto:scardello@campbellusd.org">scardello@campbellusd.org</a>
Office Assistant:	
Health Assistant: Bibiana Murillo:	<a href="mailto:bmurillo@campbellusd.org">bmurillo@campbellusd.org</a>

## **School Safety and Student Discipline**

**SAFETY PROCEDURES/EMERGENCY PLAN:** Castlemont conducts regular safety drills during the school year with at least one drill occurring during each school month. The Home and School Club and the school district provide disaster kits for each classroom in case of an emergency. Castlemont has a comprehensive safety plan that will be implemented in an emergency situation. If the District Superintendent declares an emergency during school hours, all students will be required to remain at school or an alternate safe site under the supervision of district personnel. The students will remain there until regular dismissal time and released only if it is considered safe. A student may be released to an adult authorized by the parent or legal guardian whose name appears on the Emergency Contact Form. If students are on their way to school in a bus, they will be brought to school. If students are on their way home from school, they are to continue home.

**CAMPUS SAFETY:** Campbell Union School District makes every effort to maintain a safe, positive school environment that promotes student welfare and academic achievement. The District expects students to make good use of learning opportunities by demonstrating regular attendance, appropriate conduct, and respect for others. Students who jeopardize the safety or welfare of others on campus shall be referred to an administrator for disciplinary action, including involvement of local law enforcement agencies when necessary.

The Governing Board recognizes that incidents may occur which jeopardize the health, safety and welfare of students and staff and which necessitate the search and seizure of students, their property, or their lockers by school officials. School officials may search individual students and their property when there is a reasonable suspicion that the search will uncover evidence that the student is violating the law or the rules of the district or the school. The parent/guardian of a student subject to an individualized search shall be notified by the district as soon after the search as possible.

Law enforcement officers have the right to interview and question students on school premises. Police officers, officers of the juvenile court, and other authorized law enforcement officials have an absolute right to enter a school to take a student into custody or to make an arrest of a student.

Campbell Union School District works closely with local law enforcement agencies in the preparation, review, and annual adoption of school safety plans. In emergency situations, which may pose a threat to campus safety, local police will work closely with school staff and will direct all safety and security operations. In order to ensure student safety, all school personnel, students, and parents must comply with the law enforcement directives in such emergency situations. Non-school personnel, including parents, will not be permitted on school grounds or access to students until the police have determined a threat to safety no longer exists.

**(Governing Board Policies and Administration Regulations 5131.4, 5145.11, and 5145.12)**

**Expected Behavior:** In order to provide an effective learning environment for all students, the Castlemont staff works in collaboration with students and parents to provide a predictable, positive, safe and consistent learning environment. At Castlemont we have developed a systems approach to establishing the positive social culture and behavioral supports needed to support an effective learning environment for all students.

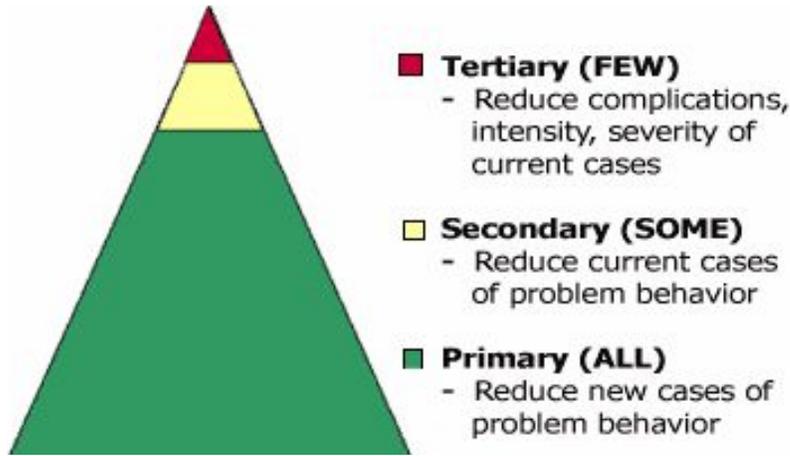
**General School Rules:** Students who engage in inappropriate or disruptive behavior, fail to follow classroom or school rules, or refuse to abide by the directions of school officials while at school will be subject to disciplinary actions by their teachers and/or school administration.

Students who harass, bully, or otherwise intimidate other students shall be subject to appropriate discipline, up to and including counseling, suspension, and/or expulsion.

## Positive Behavior Intervention System (PBIS)

At School Name we have developed a systems approach to establishing the positive social culture and behavioral supports needed to support an effective learning environment for all students.

We have a three-tiered approach:



### ALL Students-Primary

Consistent expectations  
Consistent school wide lesson plans-common areas  
Common understanding-Major/Minor behaviors  
Consistent Referral Process  
Positive Environment-Regular Recognition

### Secondary and Tertiary

Check-in-Check-out  
Individualized Behavior Plans (tiered approach)  
Intervention Team  
Possible Student Study Team

### **Primary Preventions & Interventions:**

**Our expectation is that students, staff, parents, and community follow the 3 Rs which are: Respect, Responsibility and the Right to be Safe.**

**Students in grades TK-5 may earn a Caughtcha Card when recognized by any staff member for positive behavior, which are focused around the 3 Rs.**

### General Procedures for Dealing with Problem Behaviors

- Observe problem behavior
- Problem solved by student "Stop-Walk-Talk"
- Problem identified as minor or major
  - Minor: Classroom teacher and/or yard duty handles
  - Major: Classroom teacher and/or yard duty go through the referral process to the Administration
- See flow chart for referral process

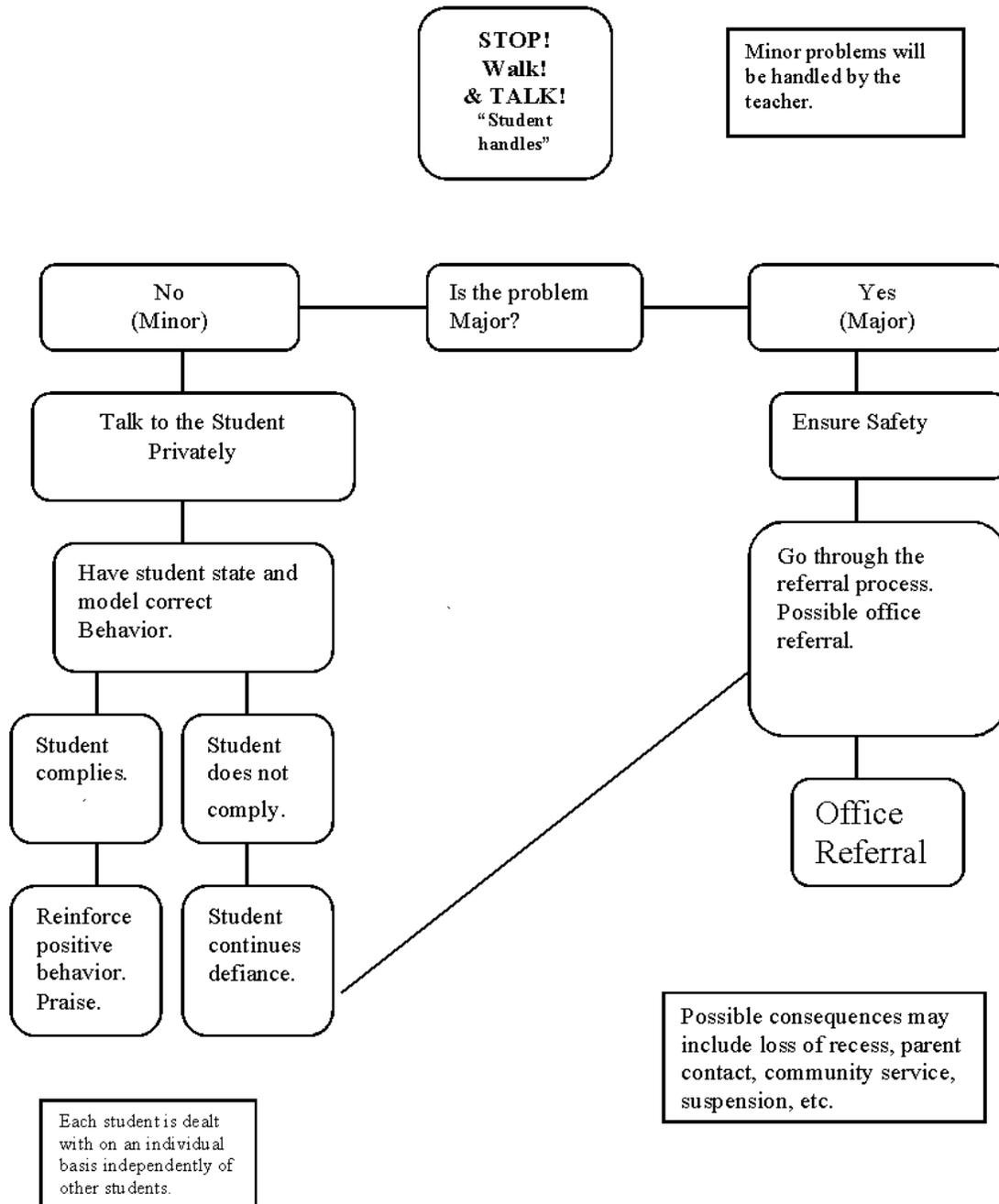
## Common Definitions

In order to provide clear and consistent consequences for violations in behavior at School Name, we have developed common definitions for identifying behaviors.

<b>Minor Behavior Problem</b>	<b>Major Problem Behavior</b>
<b>Inappropriate Language:</b> Student engages in inappropriate language not directed at an individual or group.	<b>Abusive Language:</b> Student directs inappropriate or abusive language at an individual or group.
<b>Physical Contact:</b> Student engages in non-serious, but inappropriate physical contact such as bumping in line, pushing, shoving, etc.)	<b>Fighting/Aggression:</b> Actions involving serious physical contact where injury may occur (e.g., hitting, punching, hitting with an object, kicking, hair pulling, etc.)
<b>Defiance:</b> Student engages in brief or low-intensity failure to respond to multiple adult requests.	<b>Overt Defiance:</b> Refusal to comply after 3 requests (refuses to comply with stated consequences – see flow chart).
<b>Disruption:</b> Student engages in low-intensity, but inappropriate disruption.	
	<b>Harassment / Bullying:</b> Student delivers disrespectful messages (verbal or gesture) to another person that includes threats and intimidation, obscene gestures, pictures or written notes. Disrespectful messages include negative comments based on race, religion, gender, age, and/or national origin; and may or may not be sustained or intense verbal attacks based on ethnic origin, disabilities or other personal matters.
<b>Dress Code:</b> Student wears clothing that is not within, the dress code guidelines defined by our school/district.	<b>Dress Code:</b> Student is unable to comply with dress code guidelines defined by our school/district without family intervention.
<b>Property Misuse:</b> Student engages in low-intensity misuse of property.	<b>Property Abuse:</b> Student participates in an activity that results in destruction or disfigurement of property.
<b>Technology Violation:</b> Student engages in non-serious but inappropriate use of cell phone, pager, music/video players, camera, computer, etc.	<b>Technology Violation:</b> Student engages in inappropriate, intentional use of cell phone, pager, music/video players, camera, computer, etc.

**Continued next page**

# Behavior Flow Chart



**VIOLATIONS AND CONSEQUENCES:** Depending on the behavior, one or more of the following actions may be taken by school officials. The frequency and severity of student behaviors will determine the level of intervention or discipline administered:

1. **Suspension:** Suspension is the temporary removal of a student from ongoing instruction. Students may be suspended (or recommended for expulsion) for any of the acts summarized below (Education Code 48900, 48900.2, 48900.3, 48900.4, 48900.7)
  - a.1. Caused, attempted to cause, or threatened to cause physical injury to another person.
  - a.2. Willfully used force or violence upon the person of another, except in self-defense.
  - b. Possessed, sold, or otherwise furnished any firearm, knife, explosive, or other dangerous object unless, in the case of possession of any object of this type, the pupil had obtained written permission to possess the item from a certificated school employee, which is concurred in by the principal or the designee of the principal. \* Possessing an explosive as defined in 18 USC 921.
  - c. Unlawfully possessed, used, sold, or otherwise furnished, or been under the influence of, any controlled substance listed in Chapter 2 (commencing with Section 11053) of Division 10 of the Health and Safety Code, an alcoholic beverage, or intoxicant of any kind.
  - d. Unlawfully offered, arranged, or negotiated to sell any controlled substance listed in Chapter 2 (commencing with Section 11053) of Division 10 of the Health and Safety Code, an alcoholic beverage, or any intoxicant of any kind, and then either sold, delivered, or otherwise furnished to any person another liquid, substance, or material and represented the liquid, substance, or material as a controlled substance, alcoholic beverage, or intoxicant.
  - e. Committed or attempted to commit robbery or extortion.
  - f. Caused or attempted to cause damage to school property or private property.
  - g. Stole or attempted to steal school property or private property.
  - h. Possessed or used tobacco, or any products containing tobacco or nicotine products, including, but not limited to, cigarettes, cigars, miniature cigars, clove cigarettes, smokeless tobacco, snuff, chew packets, and betel. However, this section does not prohibit use or possession by a pupil of his or her own prescription products.
  - i. Committed an obscene act or engaged in habitual profanity or vulgarity.
  - j. Unlawfully possessed or unlawfully offered, arranged or negotiated to sell any drug paraphernalia, as defined in Section 11014.5 of the Health and Safety Code.
  - k. Disrupted school activities or otherwise willfully defied the valid authority of supervisors, teachers, administrators, school officials, or other school personnel engaged in the performance of their duties.
  - l. Knowingly received stolen property or private property.
  - m. Possessed an imitation firearm. As used in this section, "imitation firearm" means a replica of a firearm that is so substantially similar in physical properties to an existing firearm as to lead a reasonable person to conclude that the replica is a firearm.
  - n. Committed or attempted to commit a sexual assault as defined in Section 261, 266c, 286, 288, 288a, or 289 of the Penal Code or committed a sexual battery as defined in Section 243.4 of the Penal Code.
  - o. Harassed, threatened, or intimidated a pupil who is a complaining witness or witness in a school disciplinary proceeding for the purpose of either preventing that pupil from being a witness or retaliating against that pupil for being a witness, or both.
  - p. Unlawfully offered, arranged to sell negotiated to sell, or sold the prescription drug Soma.
  - q. Engaged in, or attempted to engage in, hazing. For purposes of this subdivision, "hazing" means a method of initiation or preinitiation into a pupil organization or body,

whether or not the organization or body is officially recognized by an educational institution, which is likely to cause serious bodily injury or personal degradation or disgrace resulting in physical or mental harm to a former, current, or prospective pupil. For purposes of this subdivision, "hazing" does not include athletic events or school-sanctioned events.

r. Engaged in an act of bullying, including cyber bullying, directed toward a pupil or school personnel. For the purposes of this subdivision, the following terms have the following meanings:

- (1) "Bullying" means any severe or pervasive physical or verbal act or conduct, including communications made in writing or by means of an electronic act, and including one or more acts committed by a pupil or groups of pupils as described in subdivision (k) or in Section 48900.2, 48900.3, or 48900.4, directed toward one or more pupils that has or can be reasonably predicted to have the effect of one or more of the following:
  - (A) Placing a reasonable pupil or pupils in fear of harm to that pupil's or those pupils' person or property.
  - (B) Causing a reasonable pupil to experience a substantially detrimental effect on his or her physical or mental health.
  - (C) Causing a reasonable pupil to experience substantial interference with his or her academic performance.
  - (D) Causing a reasonable pupil to experience substantial interference with his or her ability to participate in a benefit from the services, activities, or privileges provided by a school.
- (2) (A) "Electronic act" means the transmission, by means of an electronic device, including, but not limited to, a telephone, wireless telephone, or other wireless communication device, computer, or pager, of a communication, including, but not limited to, any of the following:
  - (i) A message, text, sound, or image
  - (ii) A post on a social network Internet Web site, including, but not limited to:
    - (I) Posting to or creating a burn page. "Burn page" means an Internet Web site created for the purpose of having one or more of the effects listed in paragraph (1).
    - (II) Creating a credible impersonation of another actual pupil for the purpose of having one or more of the effects listed in paragraph (1). "Credible impersonation" means to knowingly and without consent impersonates a pupil for the purpose of bullying the pupil and such that another pupil would reasonably believe, or has reasonably believed, threat the pupil was or is the pupil who was impersonated.
    - (III) Creating a false profile for the purpose of having one or more of the effects listed in paragraph (1). "False profile" means a profile using a likeness or attributes of an actual pupil other than the pupil who created the false profile.
- (B) Notwithstanding paragraph (1) and subparagraph (A), an electronic act shall not constitute pervasive conduct solely on the basis that it has been transmitted on the internet or is currently posted on the Internet.
- (3) "Reasonable pupil" means a pupil, including, but not limited to, an exceptional needs pupil, who exercises average care, skill, and judgment in conduct for a person of his other age, or for a person of his or her age with his or her exceptional needs.

s. A pupil shall not be suspended or expelled for any of the acts enumerated in this section, unless the act is related to school activity or school attendance occurring within a school under the jurisdiction of the superintendent of the school district or principal or occurring within any other school district. A pupil may be suspended or expelled for acts that are enumerated in this section and related to school activity or attendance that occurs at any time, including, but not limited to, any of the following:

While on school grounds

While going to or coming from school

During the lunch period whether on or off the campus

During, or while going to or coming from, a school sponsored activity

Education Code 48900.5 (a) Suspension, including supervised suspension as described in Section 48911.1, shall be imposed only when other means of correction fail to bring about proper conduct. However, a pupil, including an individual with exceptional needs, as defined in Section 56026, may be suspended, subject to Section 1415 of Title 20 of the United States Code, for any of the reasons enumerated in Section 48900 upon a first offense, if the principal or superintendent of schools determines that the pupil violated subdivision (a), (b), (c), (d), or (e) of Section 48900 or that the pupil's presence causes a danger to persons. To correct the behavior of any student who is subject to discipline, the Superintendent, or designee shall, to the extent allowed by law, first use alternative disciplinary strategies specified.

When other means of correcting a student's behavior are implemented prior to imposing suspension upon the student, including supervised suspension, the Superintendent, principal, or designee shall document the other means of correction used and retain them in the student's record (Education Code 48900.5)

Other means of correction may include, but are not limited to the following:

1. A conference between school personnel, the pupil's parent or guardian, and the pupil.
2. Referrals to the school counselor, psychologist, social worker, child welfare attendance personnel, or other school support service personnel for case management and counseling.
3. Student Study teams or other intervention-related teams that assess the behavior, and develop and implement individualized plans to address the behavior in partnership with the pupil and his or her parents.
4. Referral for a comprehensive psychosocial or psycho-educational assessment, including for purposes of creating an individualized education program, or a plan adopted pursuant to Section 504 of the federal Rehabilitation Act of 1973 (29 U.S.C. Sec. 794(a)).
5. Enrollment in a program for teaching pro-social behavior or anger management
6. Participating in a restorative justice program
7. A positive behavior support approach with tiered interventions that occur during the school day on campus
8. After-school programs that address specific behavioral issues or expose pupils to positive activities and behaviors, including, but not limited to, those operated in collaboration with local parent and community groups. (Education Code 48900.5)
9. Detention after school hours
10. Community Service during non-instructional periods

48900.2 Committed sexual harassment (Grades 4-8 only)

48900.3 Caused, attempted to cause, or threatened to cause, or participated in an act of hate violence (Grades 4-8 only)

48900.4 Intentionally engaged in harassment, threats, or intimidation, directed against a pupil or group of pupils that materially disrupts class work, creates substantial disorder, or creates an

intimidating or hostile educational environment (applicable to grades 4 and above only)  
48900.7 Made terrorist threats against school officials and/or school property

2. **Expulsion:** Expulsion is the removal of a student from ongoing instruction in the district for a specific length of time. Pursuant to State law and District policies, the principal of a school may recommend or be required to recommend expulsion of a student, but only the Governing Board may actually expel a student.

◆ **Mandatory recommendation for Expulsion/Mandatory Expulsion**

- Sale, possession or furnishing a firearm
- Brandishing a knife at another student
- Selling a controlled substance
- Committing or attempting to commit a sexual assault or sexual battery
- Possession of an explosive

◆ **Mandatory recommendation for Expulsion/Discretionary Expulsion**

- Causing serious injury to another person, except in self-defense
- Possession of a knife or other dangerous object of no reasonable use to the pupil
- Unlawful possession of any controlled substance except for the first offense for the possession of not more than one (avoirdupois) ounce of marijuana, other than concentrated cannabis
- Robbery or Extortion
- Assault or battery of any school employee

**ZERO TOLERANCE POLICY:** The Board supports a zero tolerance approach to serious offenses in accordance with state and federal law. This approach makes the removal of potentially dangerous students from the classroom a top priority. It ensures fair and equal treatment of all students and requires that all offenders be punished to the fullest extent allowed by law. Staff shall immediately report to the Superintendent or designee any incidence of offenses specified in law, Board policy and administrative regulation as cause for suspension or expulsion.

Zero tolerance requires a mandatory suspension and recommendation for expulsion of students who possess, sell or furnish a firearm, brandish a knife, sell a controlled substance, commit or attempt to commit a sexual assault or sexual battery, or possess an explosive. (Education Code 48915)

In addition, the Campbell Union School District has adopted countywide Zero-Tolerance Policy in conjunction with our local law enforcement agencies. This policy states that weapons are not tolerated on any school district campus. We will report any student who breaches this policy to the appropriate law enforcement agency. The student is then subject to disciplinary action up to and including expulsion from the district.

State law expressly prohibits firecrackers, knives, firearms or imitation firearm, weapons or other dangerous objects, tobacco, alcohol and other controlled substances from school grounds. Possession of any of these items will lead to disciplinary action, including suspension and/or expulsion.

Suspended or expelled students shall be excluded from all school-related extracurricular activities during the period of suspension or expulsion.

## Personal Items: Toys and Games; Prohibited Items

Items that are disruptive and/or can cause a safety hazard do not belong at school. Our main responsibility is to provide an environment that is safe and conducive to learning. Specifically, Campbell Union School District prohibits the following items on school campuses:

### Items Prohibited at School

- ◆ All weapons or devices that may be used to harm others. This includes chains that may be attached to wallets, toy guns, tools, etc.
- ◆ Matches, lighters, firecrackers, BB shot, knives or fireworks.
- ◆ All controlled substances such as tobacco, drugs, nicotine, or alcohol.
- ◆ Mopeds or any motorized vehicle.
- ◆ Omit this line of prohibited items
- ◆ Toys, (such as balloons, silly string, cards, dice, pogs, fidgets, etc.) including electronic computer games..
- ◆ Permanent markers, whiteout, aerosol spray cans, hairspray, perfume, cologne, aftershave lotion, etc.
- ◆ Large amounts of money, card collections, etc
- ◆ Laser pointers
- ◆ Radios, cassette players, CD players, DVD's, IPOD's, cameras and other expensive equipment
- ◆ Unauthorized athletic equipment
- ◆ Live animals can not be brought to school unless a previous arrangement has been made with the teacher and site administrator
- ◆ Gum, sunflower seeds (in shells), or other food items that are not common to a child's lunch

Students shall not possess, smoke or use tobacco or any product containing tobacco or nicotine while on school property or during school hours, at school-sponsored events, or while under the supervision of district employees.

Students' prohibitions or use of nicotine delivery devices, such as electronic cigarettes, is also prohibited.

School personnel may also confiscate permitted items that are used inappropriately. Students may be subject to disciplinary procedures, which may result in suspension from school.

**CANDY AND CHEWING GUM:** Candy and gum are **not acceptable** anywhere at school at any time including during after school programs.

**SKATES, SKATEBOARDS AND SCOOTERS:** Skateboards, skates, rollerblades or rollerblade athletic shoes, and scooters are not allowed to be ridden on the school grounds at any time unless they are part of an approved school activity.

**CELLULAR PHONES AND PAGERS:** Campbell Union School District permits students to carry cellular phones and pagers. **However, students may not use either the cellular phones and/or pagers during the school day. As stated in District policy, cellular phones and pagers must be turned off during the school day.** Students who violate this policy may be subject to disciplinary action.

**The District assumes no liability for the loss or theft of cellular phones and/or pagers.**

**SEXUAL HARASSMENT:** It is the policy of the Campbell Union School District to provide a working and learning environment free from all forms of unlawful discrimination. The District prohibits sexual harassment. Sexual harassment is a form of illegal sex discrimination. It is defined as unwelcome sexual advances, requests for sexual favors, and other verbal, visual, or physical conduct of a sexual nature, made by someone from or in the work or educational setting. Sexual harassment also includes any act of retaliation against a student or employee for reporting violations of this policy or for participating in the investigation of a sexual harassment complaint. The district will promptly investigate all complaints of sexual harassment and will take remedial action calculated to end the harassment. If a student engages in sexual harassment, remedial action may include discipline, up to and including expulsion.

**RECESS RESTRICTION:** Teachers and site administrators may restrict a student's recess time under the following conditions when s/he believes that this action is the most effective way to bring about improved behavior, subject to the following conditions:

1. The student shall be given adequate time to use the restroom and get a drink or eat lunch, as appropriate.
2. The student shall remain under a certificated employee's supervision during the period of detention.
3. Teachers shall inform the principal of any recess restriction they impose **(Governing Board Administration Regulation 5144)**.

**DETENTION AFTER SCHOOL:** Students may be detained for disciplinary reasons up to one hour after the close of the maximum school day.

If a student will miss his/her bus on account of being detained after school, or if the student is not transported by school bus, the principal or designee shall notify parent/guardians of the detention at least one day in advance so that alternative transportation arrangements may be made. The student shall not be detained unless the principal or designee speaks to the parent/guardian.

Students shall remain under the supervision of a certificated employee during the period of detention **(Governing Board Administration Regulation 5144)**.

**SCHOOL PROPERTY:** Students are responsible for all textbooks, library books, desks, computers, and school property issued to them. Students will be expected to replace books or school materials that are lost or mistreated.

**Appropriate Attire:**

The home is the best environment for setting appropriate appearance standards. While we recognize the importance of individual expression, there clearly are certain styles that are not conducive to an educational environment. Students are expected to comply with the following:

- ◆ A student's hairstyle, clothing, jewelry, and makeup should not distract others from learning.
- ◆ Clothing with printed vulgarities and/or drug and alcohol-related themes are not acceptable.
- ◆ Gang-related apparel as defined below-is not to be worn.
- ◆ Skin-tight apparel, excessively baggy apparel, short shorts, bare midriffs, mini skirts, and

loose-fitting tank tops are not appropriate.

- ◆ Students must wear shoes at all times. Students' sandals must have closed toes and back straps.
- ◆ Although hats may be worn outdoors, students may not wear hats or sunglasses in any classroom.

**(Governing Board Administration Regulation  
5132)**

### **Gang Related Apparel**

Castlemont School prohibits students from wearing gang-related apparel. Gang-related apparel is defined as clothing worn for the purpose of intimidation and/or exhibiting affiliation with gangs:

- Clothing or shoes with insignias, symbols, and/or numeric references to gangs
- Clothing or shoes with violence or violence related themes
- Clothing or shoes with printed logos depicting gang-related behavior
- Clothing with weapons or weapon-related themes
- Clothing such as jumpsuits, overcoats, shoes or other seasonal items worn for the purpose of intimidation and/or exhibiting affiliation with gangs
- Clothing all in one color worn for the purpose of intimidation and/or exhibiting affiliation with gangs
- Other gang regalia known by school officials and/or local law enforcement to be associated with gangs.

### **Parent Participation and Rights**

Parent involvement is encouraged at Castlemont. Most parents volunteer in some form during the school year. There are ample opportunities to volunteer in the classroom or assisting teachers by taking work home to support your child's classroom (ie, book club, stuffing envelopes, cutting). Parent volunteers read to young children, act as tutors, correct papers, assist with group activities, put up bulletin boards, work in the school's office, chair Home and School Club committees, help with fundraising activities, work in the Life Lab/Community Garden, etc. There are so many things happening at Castlemont! Contact your child's teacher, the Home and School Club or the school's office. Listed below are some of the existing programs in which parents participate:

**HOME AND SCHOOL CLUB:** The Home and School Community's sole purpose is to serve and promote the children and staff of Castlemont. The HSC accomplishes this purpose by offering educational programs for the children, raising funds on behalf of the school, promoting community and a sense of school pride, and communicating to parents how they can become directly involved. Everyone is welcome to attend and participate.

**ENGLISH LEARNERS ADVISORY COUNCIL (ELAC):** The Castlemont English Language Learners Advisory Council is a support group of parents, community people and school staff members established to sponsor specific activities and programs at school designed to support our English language development students. The group will meet regularly beginning in September. Please contact your child's teacher, the principal, or community liaison if you are interested in being a member of the English Language Learner Advisory Council (ELAC).

**SCHOOL SITE COUNCIL (SSC):** The School Site Council is an elected group of parents, community people and school staff members in schools receiving AB65 funding from the State of

California for a School Improvement Program (SIP). The School Site Council reviews the school plan annually, establishes a new budget and makes modifications as necessary to improve student performance.

**RIGHTS OF PARENTS AND GUARDIANS TO INFORMATION:** California Education Code section 51101 provides fifteen rights of parents or guardians to participate in their child's education. The following is a summary of those rights:

1. To observe the classroom in which your child is enrolled or for the purpose of selecting the school in which your child will be enrolled.
2. To meet with your child's teacher or the principal.
3. To volunteer your time and resources.
4. To be notified on a timely basis if your child is absent from school.
5. To receive the results of your child's performance on standardized or statewide tests and information on the performance of your child's school on the assessments.
6. To request a particular school for your child and to receive a response from the school district. This does not obligate the school district to grant the specific request.
7. To have a school environment that is safe and supportive of learning.
8. To examine the curriculum materials of your child's class.
9. To be informed of your child's progress in school and of the appropriate school personnel whom you should contact if problems arise with your child.
10. To have access to the school records of your child.
11. To receive information concerning the academic performance standards, proficiencies or skills your child is expected to accomplish.
12. To be informed in advance about school rules, attendance policies, dress codes, and procedures for visiting the school.
13. To receive information about any psychological testing the school does involving your child and to deny permission to give the test.
14. To participate as a member of a parent advisory committee, school site council or site-based management leadership team, in accordance with any rules and regulations governing membership in these organizations.
15. To question anything in your child's record that you feel is inaccurate or misleading or is an invasion of privacy and to receive a response from the school.

## **Special Services and Programs**

Many programs are available for students at Castlemont School. Additional information about the programs listed below is available through your child's teacher, school website or the school's administration.

1. **ADAPTIVE PHYSICAL EDUCATION:** Adaptive P.E. is a County Department of Education service provided for students with physical problems which prevent them from participating in a regular program or who require assistance in this area. Entry into this program is by referral and assessment and parent permission.
2. **COMPUTERS:** Computers are available in every classroom in the school. Every classroom is connected to the Internet and World Wide Web for expanded and global educational opportunities for students. Our library/media center is also the location of our school's computer lab. Castlemont is proud to host a Web page, which can be accessed through the District's home page at <http://castlemont.campbellusd.org> Internet access allows for expanded and global educational opportunities for students.

3. **G.A.T.E. (GIFTED AND TALENTED EDUCATION):** The goal of the Gifted and Talented Education program in the Campbell Union School District is to deliberately recognize each student's potential, strength and interests and to nurture those attributes.
4. **LIBRARY:** Our school library consists of many books and reference materials. Materials are available for students to borrow. Each class is scheduled into the library on a regular basis. The children receive instruction on using the library, from learning how to care for books to the use of reference materials and computer hardware and software that are used to retrieve information. The Castlemont library has a computerized check out system. There is a library aide available in the library. The library is open at lunch and after school on a scheduled basis.
5. **LIFE LAB GARDEN:** Science comes alive at Castlemont! The school has a Life Lab Garden for use by the students. These resources allow children to enjoy and learn the content of science and practice reading, writing, math, spelling and critical thinking in a setting that will involve them physically, mentally, socially and emotionally.
6. **SPECIAL EDUCATION ASSISTANCE/SECTION 504 PLANS:** Our District provides specialized educational programs for students with identified learning disabilities. Some of these programs function in a special class setting and others are within the regular instructional setting. All of these programs required individual referral, assessment and parent permission.
7. **STUDENT STUDY TEAM:** The Student Study Team is a formal process established at a school site to review specific concerns about an individual student and to plan alternative interventions to increase student success. A classroom teacher may refer a student to the team for attendance or discipline problems, learning problems or emotional concerns. Parents are an important part of this team. Other members of the team at Castlemont include the referring teacher, school psychologist, the resource specialist and principal. Other support personnel may be included as appropriate such as the district nurse or the speech and language specialist.

## **Other Important Information**

### **HOMEWORK/MAKEUP WORK:**

K-2 10-20 minutes (plus nightly reading)  
 3-6 30-60 minutes (including nightly reading)  
 7-8 60-120 minutes (including nightly reading)  
 (Administrative Regulation AR6154)

Homework assignments are designed to extend and practice what has been learned in the classroom, and students should be able to complete the homework assignments independently. Parents, or persons assisting with the homework may notify their children's teachers if the children struggle with completing the homework assignments independently, as this may highlight for the classroom teacher areas needing additional focus.

**SCHOOL MATERIALS AND SUPPLIES:** The Governing Board furnishes assigned books, materials and instructional equipment as needed for the educational program.

**SCHOOL-BASED ASSISTANCE:** The Castlemont School staff recognizes that not all children learn in the same way. In order to assist students who may be experiencing difficulty, Castlemont School teachers adjust either assignments or the classroom environment to meet students' unique needs. They work with parents to design reinforcement systems and develop learning and/or contracts. Teachers also refer students to administrators, resource teachers, and other support personnel when necessary.

**PERSONAL BELONGINGS:** Parents should be sure to write their child's name or initials in permanent marker on all personal belongings such as backpacks, lunch boxes or sacks, sweaters, coats, hats, and bicycle helmets. Unmarked items left outside the classroom will end up in the Lost and Found.

**LOST AND FOUND:** Articles may be claimed before school, at recess, lunch or after school. Articles not claimed within a reasonable time will be given to charity. However, you will receive ample warning in the *Castlemont Courier*. Again, please take the time to write your child's name on the label of school clothes as this will make for easier identification.

**ANNUAL PARENTAL NOTIFICATIONS:** At the beginning of every school year, Campbell Union School District distributes the Parent Notices Handbook. Please review these documents carefully. Questions may be directed to either the school principal or to the Director of School Services at 408-364-4200 extension 6250.

**CELEBRATIONS:** We are glad to have parents take an active role volunteering in the classroom. However, we do not promote parties that are unrelated to the school's curriculum (i.e. Birthdays). Gifts are discouraged. Balloons are not permitted. We want to promote and model good eating choices for our students. **Prior to bringing any food items for the class, parents must first get teacher approval. Parents can then bring a healthy treat such as popcorn, fruits, vegetables, crackers and cheese for curriculum related celebrations.** If you choose to bring a beverage, water is preferred.

- **Cupcakes, cakes, brownies, donuts, ice cream and other sugary treats, soda, and high fructose beverages will not be permitted.**
- **Candy or other treats in goodie bags (even after school) are strongly discouraged.**

**USE OF SCHOOL FACILITIES:** Castlemont is a community school. Various groups can get permission to use the facilities. Please contact the school office for information.

**SMOKE FREE CAMPUS:** Parents are reminded that every school in the Campbell Union School District is a smoke-free school. Smoking is not permitted at any time in any location.

**TELEPHONE:** Students may use the office or classroom telephone for emergency use only. If you need to leave a message pertaining to your child's educational needs, you can leave a voice message before or after school with your child's teacher. Staff voicemail and classroom phone numbers may be found on the school's website <http://castlemont.campbellusd.org>. Please note that calls made to the front office during instructional time to contact your child or your child's teacher will not be forwarded.

**DO YOU HAVE A QUESTION OR CONCERN?:** Parents play an active part in our district. We encourage your involvement and welcome your questions. We ask that parents address questions or concerns to the teacher and then the school principal. If, after contacting the school principal, you would like more information, please feel free to contact the following:

- Student issues: Student Services Dept.  
(408) 364-4200 extension 6250
- Enrollment issues: Enrollment Dept.  
(408) 364-4200 extension 6209
- Personnel issues: Human Resources Dept.  
(408) 364-4200 extension 7235
- Instructional issues: Educational Services Dept.  
(408) 364-4200 extension 6245
- Special Education issues: Special Education Dept.  
(408) 364-4200 extension 6253
- Before and After School Care: Extensions Dept  
(408) 364-4200 extension 6378