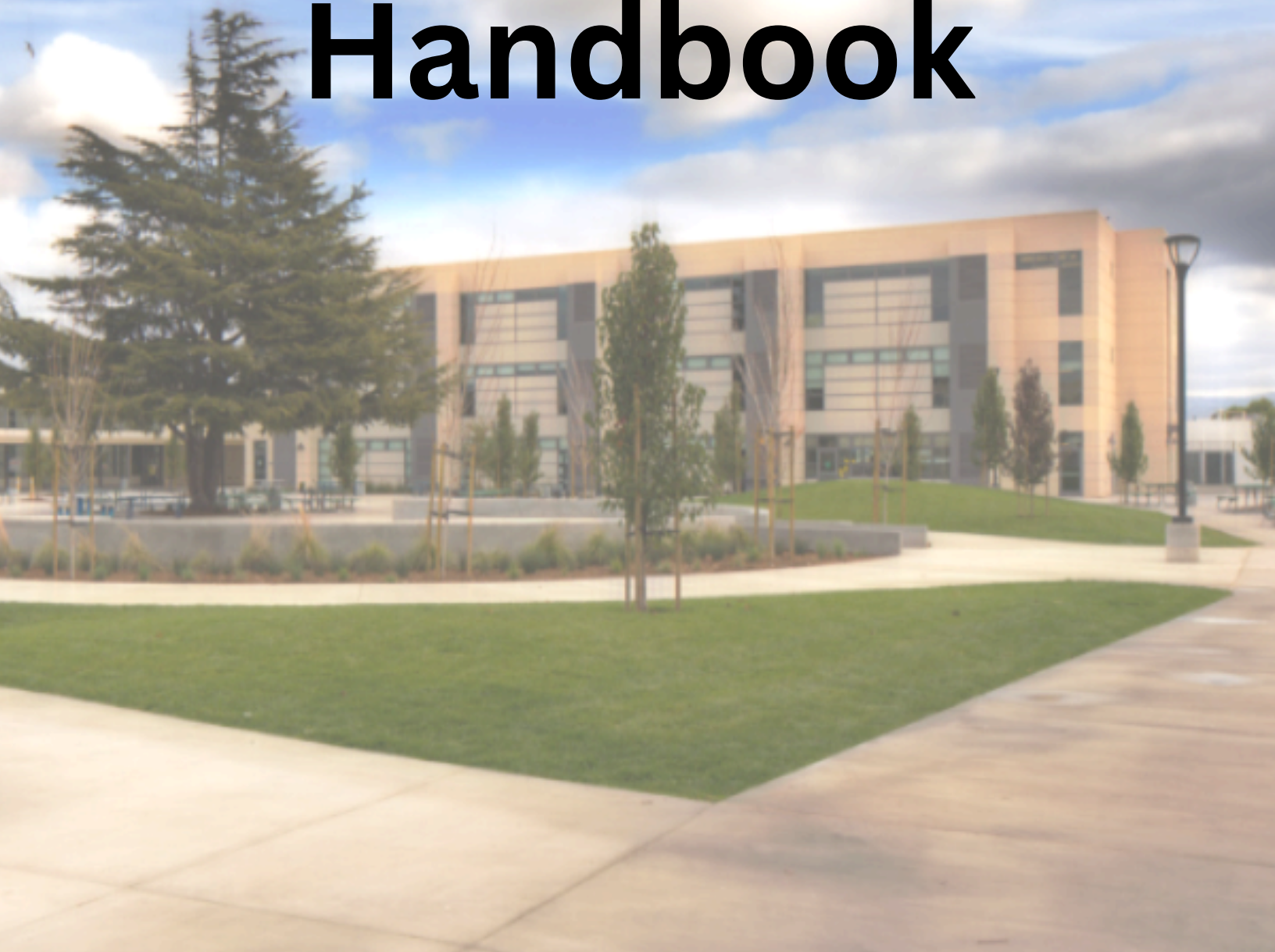


ADRIAN C. WILCOX HIGH SCHOOL

**2024-2025**

**Student & Family  
Handbook**



## **2024 - 2025 COVID 19 Information & Policies**

**All protocols will be followed per SCUSD/local/county public health department policies/notifications.**

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### **CAMPUS HOURS**

Due to lack of official supervision on campus, we cannot allow students onto the campus before 7:30 a.m. This policy is in place to assure all students are safely supervised as best as possible.

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### **CAMPUS VISITOR POLICY**

Wilcox High School encourages and appreciates the involvement/assistance of parents/community members in our school programs. In order to maintain the least amount of disruption to our academic programs, the following policy is in place for parents/visitors to the school.

- All campus visitors must check in at the main office and obtain approval of the principal/designee prior to entering campus.
- Permission to visit may be given at the time requested, if at all possible, or within a reasonable period of time following the request.
- Students/children who are not enrolled at Wilcox are not to be on campus unless prior approval of the principal/designee has been obtained.

CA Education Code 448100(a); 44811(a); 51101(a) (1), (2), (12)

**Administrator's Authority:** Adults/minors over 16 years of age who enter the campus and fail to adhere to the visitor's policy or who defy the principal/designee's authority may be reported to the Santa Clara Police Department and may be subject to criminal charges under the California Penal Code.  
Penal Code Section 627.2

The Governing Board is committed to providing equal opportunity for all individuals in district programs and activities. District programs, activities, and practices shall be free from unlawful discrimination, intimidation, harassment, (including sexual harassment), or bullying, based on race, color, actual or perceived ancestry, nationality, national origin, immigration status, ethnic group identification, ethnicity, age, religion, marital status, pregnancy status, parent status, physical or mental disability, sex, sexual orientation, gender, gender identity, gender expression or genetic information; a perception of one of more of such characteristics; or association with a person or group with one or more of these actual or perceived characteristics. For questions or complaints, contact Santa Clara Unified School District as noted below:

Equity Compliance Officer: Lise Strom, 1840 Benton St., Santa Clara, CA 95050; 408-423-3509; ucp@scusd.net

Title IX Coordinator: Lise Strom, 1840 Benton St., Santa Clara, CA 95050; 408-423-3509; title9@scusd.net

Section 504 Coordinator: Lissette Moore-Guerra, 1840 Benton St., Santa Clara, CA 95050; 408-423-3682; lmooreguerra@scusd.net

**ADRIAN C. WILCOX HIGH SCHOOL**

3250 Monroe Street  
Santa Clara, CA 95051  
PH (408) 423-2400 / FAX (408) 423-2480

Kristin Gonzalez, Principal kgonzalez@scusd.net  
(408) 423-2401

"To prepare students of all ages and abilities to succeed in an ever-changing world."

Dear Students and Parent/Guardians:

Welcome to Wilcox High School. As educators, we share the same goal as you: **TO SEE ALL OF OUR STUDENTS BE SUCCESSFUL AND ACHIEVE THEIR FULLEST POTENTIAL**. To that end, we understand that we can be most effective at achieving our goals if we work in a cohesive and cooperative manner. When students know that there are strong and open lines of communication between the home and school, they feel supported and valued. As an administrative team, we will do all that we can to facilitate this relationship.

Wilcox High School has multiple administrators who primarily oversee student discipline issues, vice principals, Mrs. MacDonald, Ms. Silverman and a vice principal to be determined. While we will rarely interact with the vast majority of students for discipline reasons, it is important for all parents and students to review and understand the school's rules and policies contained in the student handbook.

The 2024 - 2025 Wilcox Student & Family Handbook includes a summary of the policies and procedures that govern the safe operations of the school and the expectations for student conduct. **YOU ARE REQUIRED TO READ IT CAREFULLY**. Please consult the "DISCIPLINE POLICIES SECTION" of the student/family handbook for more specific information and examples of school actions.

After reviewing the student handbook and school's discipline policies/procedures, please complete the "[Acknowledgement and Agreement](https://forms.gle/j8zkER16TEBdN84v5)" (https://forms.gle/j8zkER16TEBdN84v5). Failure to complete the aforementioned acknowledgement does not absolve one's responsibility to adhere to all school policies.

Sincerely,

Kristin Gonzalez  
Principal

# ADRIAN C. WILCOX HIGH SCHOOL

3250 Monroe Street  
Santa Clara, CA 95051  
Phone: (408) 423-2400  
Fax: (408) 423-2480

**Principal:** Kristin Gonzalez

**Vice Principal of Attendance, Curriculum, & Technology:** TBD

**Vice Principal of Activities, Communication & Facilities:** Kathleen MacDonald

**Vice Principal of Student Support Services:** Sara Silverman

**Vice Principal of Counseling, Curriculum & Instruction:** Mike Stieren

**School colors:** black & gold

**School mascot:** Charlie Charger

## Mission Statement

The purpose of Wilcox High School is to educate, empower, and enable all students to become caring, contributing citizens who can succeed in an ever-changing world. Wilcox High School is committed to focusing on high expectations and individual academic success and to creating a community of respect and responsibility.

## Vision Statement

Wilcox High School will be a nurturing, safe, and professional environment that supports the educational success and social, emotional, and physical development of all students. Courses will be academic, engaging, and standards-based, with a focus on the learner. All school staff will be highly-qualified and caring instructors who are attentive to the educational, cultural and physical needs of students and the Wilcox community. Parents will be positive, supporting members of the school community. Students will be respectful, self-disciplined, productive citizens who think critically, make informed decisions and act ethically.

## Student Learner Outcomes (SLO's) *Be Charger Strong*

### ***Be academically excellent by . . .***

- Reading, comprehending, and producing a variety of materials in a variety of fields of study
- Being self-directed and determined in your educational endeavors
- Maximizing the development of your intellectual capacities

### ***Be a Charger citizen who . . .***

- Actively participates in the community and acts as a caretaker of the environment
- Respects diversity
- Demonstrates integrity, responsibility, and perseverance

### ***Be a strong critical thinker and communicator who . . .***

- Demonstrates critical thought
- Clearly conveys information and ideas in written and visual form
- Speaks with clarity and listens to understand

<b>Staff</b>		
<b>Position</b>	<b>Name</b>	<b>Phone</b>
Principal	Kristin Gonzalez	423-2401
Vice Principal	TBD	423-2404
Vice Principal	Kathleen MacDonald	423-2409
Vice Principal	Sara Silverman	423-2402
Vice Principal	Michael Stieren	423-2403
ASB Secretary	Andrea Murray-Elbert	423-2428
Attendance Clerk	Linda Smith	423-2411
Bookkeeper	Bunny DeMera	423-2408
Clerical Assistant	Lisa Longoria	423-2417
College & Career Ctr.	Shelly Aggarwal	423-2531
Counselor	Christina Watkins	423-2536
Counselor	Glenna Hall	423-2494
Counselor	TBD	423-2425
Counselor	Mike LaFleur	423-2412
Counselor	Andrea Cabello	423-2593
Counselor	TBD	423-2462
Counseling Secretary	Pam Pewitt	423-2414
Counseling Secretary	Theresa Sullivan	423-2575
Health Assistant	Melinda Santiago	423-2419
Librarian	Kathleen Smoot	423-2431
Nurse	Yen Do-Gorlero	423-2420
Registrar	Michele Hernandez	423-2406
School Secretary	Anna Thompson	423-2410
Wellness Coordinator	Sharon Kwan	423-2416

<b>Monday, Tuesday, Friday Bell Schedule</b>		
<b>Period</b>	<b>Begins</b>	<b>Ends</b>
1	8:45	9:35
2	9:40	10:30
3	10:40	11:30
4	11:35	12:30
5	1:10	2:00
6	2:05	2:55
7	3:00	3:50

<b>Wednesday Late Start/Block/SSR Bell Schedule</b>		
<b>Period</b>	<b>Begins</b>	<b>Ends</b>
Staff Collaboration	7:30	9:00
2	9:05	10:30
4	10:35	12:00
SSR	12:10	12:45
Lunchq	12:45	1:20
6	1:25	2:50

<b>Thursday Block/SSR Schedule</b>		
<b>Period</b>	<b>Begins</b>	<b>Ends</b>
1	8:45	10:10
3	10:15	11:40
SSR	11:50	12:25
Lunch	12:25	1:00
5	1:05	2:30
7	2:35	4:00

## **WILCOX COMMUNITY VALUES**

**The entire Wilcox/Charger community is expected to uphold District Board Policy 1310.1  
(mutual respect, civility, and orderly conduct)**

### **STAFF VALUES**

#### **Safety - We will**

- provide a safe environment that fosters positive character and accountability and that values individuality by treating all members of the school community with dignity and respect
- conduct the business of education in a professional, ethical, and legal manner
- help to ensure an orderly atmosphere conducive to learning, in the classroom and on campus, by communicating school rules to students and families and by modeling and enforcing these rules

#### **Instruction - We will**

- honor classroom instructional time and minimize classroom interruptions in order to maximize student learning
- demonstrate our belief and expectation that every student is capable of learning and should be held accountable for their performance and citizenship
- Through consistent, high expectations for teaching and learning, hold students responsible for thinking, creating, and problem solving and encourage students to recognize and transfer the aesthetics in each discipline
- design and implement standards-based lessons and assessments based on curriculum maps and California State Content Standards
- work collaboratively using data to develop, implement and reexamine lessons, activities and assessments to support students in reaching their potential
- vary methods of assessment both to evaluate student learning and to inform instruction
- be committed to the social, emotional, and academic development of each student by recognizing and nurturing their individual potential and talent

#### **Communication - We will**

- commit to working with students and their families to achieve student success by providing timely and meaningful information on student progress and offering suggestions for assisting their academic growth

#### **Professional Characteristics - We will**

- model self-discipline, self-motivation, and commitment to excellence by being prepared, responsible and respectful
- recognize, celebrate and enthusiastically support student success and the contributions of our colleagues throughout the school year
- be accountable and knowledgeable and demonstrate our commitment to continuous improvement through life-long learning and professional development
- work collaboratively to provide support and professional assistance to move students toward achieving intended outcomes
- develop an environmental ethic by committing to and initiating sustainable practices

## STUDENT VALUES

### **Academic success - We will**

- be present for school, be on time, and be prepared and ready to learn
- be responsible for our own academic success by being organized, completing our assignments, and staying updated on grades
- do our best to participate fully in class by working with our peers and teachers in order to achieve academic success
- be dedicated to learning (whether on campus or distance learning), and will make success at Wilcox and beyond our top priority

### **Personal characteristics - We will**

- engage in positive activities that promote healthy relationships while preventing conflicts, fights, and drama
- not engage in bullying, harassment, profanity, or any other activities that harm others physically or mentally
- promote a safe environment by dressing appropriately and proactively ensuring the safety of our surroundings
- work to manage our stress, to get enough sleep, and to lead healthy lifestyles
- utilize all available resources here by Wilcox/SCUSD, including teachers, counselors, Wellness Center, psychologists, and administrators, in order to resolve conflicts and maintain our personal well-being
- respect ourselves, our peers, and our school by not cheating or plagiarizing
- use technology responsibly

### **Social responsibility - We will**

- follow school rules and be responsible for our own actions
- be active, respectful and supportive citizens in our school and community
- keep our campus clean, and will not litter or vandalize our school
- respect the rights of others to learn in a safe learning environment and take no actions that will interfere with the rights of others to participate in a free, appropriate public education

## PARENT/GUARDIAN VALUES

### **Being good parents/guardians - We will**

- mentor our children, be attentive to their needs and be actively involved in all aspects of their lives
- provide a home environment that is conducive to personal achievement and success within the school and community
- place the physical, social, mental and academic development of our children as a top priority, and will therefore continually be available to our children for help and support
- model responsibility, respect and tolerance at home and in the community and encourage our children to do the same
- maintain open lines of communication with our children so that we may know their successes and struggles at school, their interests and their friends
- communicate expectations, provide structure, and set appropriate limits for our children
- discuss with our children all necessary issues regarding their personal health, safety and well-being, and will do what is required to help them in these areas
- strive to not be discouraged by the difficulties of raising children, and will remember the importance and value of being involved in our children's lives

### **Being role models and advocates - We will**

- value education and clearly communicate its importance to our children
- ensure that our children attend school every day and take their learning responsibilities seriously
- encourage our children to set goals and do their best so that they can reach their full potential
- model and promote a work ethic that values attendance, punctuality, preparedness and participation in and outside the classroom
- ensure that our children arrive at school on time and with the necessary supplies
- work in tandem with our children, their teachers and the school administration to prepare our children to be successful contributing members of the community
- proactively communicate to teachers and administrators any concerns or needs to help our children be more successful
- support the staff at Wilcox, and will remind our children that teachers and administrators are looking out for students' best interests
- communicate and partner with school staff in order to provide our student with the best possible preparation to meet their needs and the needs of society

### **Being informed - We will**

- stay informed of school activities by reading school newsletters and accessing electronic communications
- continually monitor our children's progress by regularly checking their grades on Google Classroom and/or contacting their teacher

### **Being involved - We will**

- attend family-oriented school functions such as Back-to-School Night and Open House
- support the Wilcox PTSA and ELAC (English Language Advisory Committee) by participating in these groups and their activities
- encourage our children to be involved in activities in and outside the classroom, and we will support these activities by volunteering time and/or providing financial support for such activities
- support and mentor new families and students in the Wilcox community



## ADRIAN C. WILCOX HIGH SCHOOL PARENTAL INVOLVEMENT POLICY

Adrian C. Wilcox High School has developed a parental involvement policy with input from parents, Wilcox staff and administration. In November 2013, the Adrian C. Wilcox PTSA executive board, School Site Council (SSC), and English Learner Advisory Committee (ELAC) groups reviewed the draft policy and provided input and improvements to the document. We consider this policy a work in progress, and will update the policy as changes are made at Wilcox High School.

Our goals in establishing a Parental Involvement Policy for Wilcox High School are to:

- Welcome all families into the Wilcox school community
- Communicate effectively with parents, guardians and stakeholders in the Wilcox community
- Support student success at Wilcox High School
- Speak for every child at Wilcox High School
- Share power at Wilcox High School, recognizing that parents and school staff are equal partners in policy, practice and program decisions that affect Wilcox students and families
- Collaborate with community to connect students, families and staff to expand learning opportunities, community service and civic participation

The policy is available to all parents and families as noted below:

- Wilcox website
- annual Student & Family Handbook
- Single Plan for Student Achievement (SPSA) available for review at the principal secretary's desk

### INVOLVEMENT OF PARENTS

*Parents are expected to conduct themselves in an appropriate manner while on campus or attending any school or district function. Parents who do not conduct themselves in an appropriate manner may be directed to leave the campus or event at staff discretion and may be subject to district board policies, education code and penal code including, but not limited to, restriction from attending school events and/or citations.*

**The following practices have been established to involve parents at Wilcox High School:**

- Wilcox High School recognizes that each person plays an important role in a child's education, and know parents and educators must communicate openly and honestly
- Wilcox High School is a welcoming place for families and students. School buildings are easy to navigate, appropriate signage is on the buildings to direct parents and students to the main office, library, gymnasiums, etc. For security reasons, a campus map is not available on the website, but may be obtained in the main office. Visitor parking spaces are marked and available directly outside of the main office building.
- Main office staff are available to meet parents during business hours Monday through Friday, 8:00 a.m. – 4:00 p.m. Parents whose home language is not English may be met by office staff with expertise in Spanish.
- Wilcox High School supports an active National PTA-affiliated parent group chartered November 1, 1963. All parents, students and staff are invited to join and participate in meetings, activities and events hosted by Wilcox PTSA
- Wilcox High School welcomes parent volunteers on campus during school hours, at extracurricular, athletic and club events/outings. Parent volunteers are expected to fulfill California state-mandated screening and immunization requirements before working directly with students
- Parents volunteering on campus during the school day must check in with the front office to obtain proper visitor identification

- Parents are invited to volunteer to help on campus for various events during the year, such as schedule/textbook distribution, luncheons, athletic event concessions, athletics, field trips and social event chaperones
- Wilcox PTSA tracks volunteer hours annually. For the 2022/23 academic year, Wilcox PTSA reported over 3,432 hours donated by Wilcox volunteers
- The Wilcox PTSA executive board meets monthly during the school year, and conducts three general association meetings. The meeting schedule is posted on the Wilcox website. General Association meetings are announced on the website, and emails are sent to members
- Free parent education is provided through meetings, presentations and the Wilcox Charger online newsletter.
- Wilcox has an active English Language Advisory Council (ELAC) group that meets approximately four times per year. Parents of students in this subgroup are invited directly to meetings through letters mailed to their homes and phone messages made through the school's auto-dialer in English and Spanish
- Wilcox also has an active DELAC group that meets approximately four times per school year. Parents of students in this subgroup are invited directly to meetings through letters mailed to their homes
- Many other parent groups support students at Wilcox High School and we invite all parents to get involved. These groups include Dads, Grads & Moms (DGM) and Music Boosters
- Parents are encouraged to create a login to Parent Square, to receive daily emails with news and their student's progress. Computers are available at school for parents to sign up.
- The school convenes an annual meeting to inform parents about federal funding requirements and about the right of parents to be involved in the federally-funded programs
- At Back-to-School Night in the fall, the principal welcomes parents. If prior year test results are available, he/she reviews school status in opening comments
- The principal, and/or designee, is an active member of the PTSA, ELAC and DELAC groups. The principal attends each group's meetings annually to review results and request input for improvements
- The principal, and/or designee, is an active member of the School Site Council. Goals include specific items for EIA and LEA funds, and measures are established to ensure goals to serve these students are met
- The school offers a flexible number of meetings for parents, such as meetings in the evening
- Parents unable to attend a PTSA meeting to review prior year results may attend an ELAC or DELAC meeting to hear results, or vice versa
- The school involves parents in an organized, ongoing, and timely way, in the planning, review, and improvement of the school's federal-funded programs and the parental involvement policy
- The members of the School Site Council (SSC) change annually. New staff, parents and students are elected onto the council as terms expire
- The SSC's Single Plan for Student Achievement (SPSA) includes goals and actions to meet the academic needs of students and parents
- The SPSA is reviewed with the PTSA executive board, ELAC and DELAC groups. Input is provided by each group and each submits approval
  - The SPSA is reviewed by SCUSD staff and approved by the Board of Trustees.
  - A copy of the SPSA is available at the principal's secretary's desk for review at any time after board approval and on our school website.
  - The Parent Involvement Policy is reviewed annually with the PTSA, ELAC, DELAC and SSC groups. Input and improvements are made as suggested.
- The school provides parents with timely information about school programs
- Volunteer opportunities are emailed to parents who sign up for the PTSA volunteer list, and the Wilcox Parents Yahoo group

- Meetings are published in the Wilcox Chargers Online Newsletter, posted on the calendar on the school web site, and phone calls are made to homes through the auto-dialer system in English and Spanish
- Students that qualify for supplemental programs are identified by teachers and counseling staff. Students and parents are contacted directly to explain opportunities, and students are encouraged to participate in programs that will benefit their education.
- The school provides parents with an explanation of the curriculum used at the school, the assessments used to measure student progress, and the proficiency levels students are expected to meet
- Full descriptions of all academic programs offered at Wilcox High School are available in the Course Catalog. The course catalog is available on the Wilcox website.
- Graduation requirements are listed in this student & family handbook.
- A list of student academic resources (i.e. tutoring help, helpful websites) is available on the Wilcox website
- Students are provided with a syllabus of each class. The syllabus includes course description, tentative schedule information, Common Core Standards met by the class, classroom expectations, information about the textbook used by the class, grading, homework & make-up work policies. In many classes, students are expected to share the syllabus with their parents, obtain parent signature acknowledging understanding of expectations, and return to the teacher.
- All parents are invited to Back-to-School Night. The principal greets parents the announced location, and parents visit each of their child's teachers. Teachers provide a syllabus and review class expectations. Time for questions is allotted.
- If requested by parents, the school provides opportunities for regular meetings that allow the parents to participate in decisions relating to the education of their children. Requests may be made with a teacher directly, or through the counseling office.
- Staff email and phone numbers are available on the Wilcox website.
- Class-level meetings (i.e. Freshman, Sophomore, etc.) are held annually to inform parents on how to work with their student in college and career readiness. Notification will be sent inviting the student/parent to the class information night.
- Math, English teachers and counselors identify students whose PSAT scores, grades, attendance or teacher recommendation indicate they could qualify and benefit for pre-honors, pre-AP math or English classes for second semester and move them into more challenging classes as appropriate. Teachers and counselors directly contact students and parents if a schedule change is recommended.
- Administration, teachers, and counseling staff review standardized test scores and student work to identify students who could be placed in upper-level or Advanced Placement classes. They discuss directly with students and parents opportunities provided by these classes, and encourage students when planning their schedules for the following year to take more challenging coursework.

**SCHOOL-PARENT COMPACT** - Adrian C. Wilcox High School distributes to families of all students a school-parent compact in the annually updated Student & Family Handbook. The compact, which was jointly developed in 2010 with parents, outlines how parents, the entire school staff, and students will share the responsibility for improved student academic achievement. It describes specific ways the school and families will partner to help children achieve the State's high academic standards. It addresses the following legally-required items, as well as other items suggested by parents of students:

- The school's responsibility to provide high-quality curriculum and instruction
- The ways parents will be responsible for supporting their children's learning
- The importance of ongoing communication between parents and teachers through, at a minimum, annual parent-teacher conferences; frequent reports on student progress; access to staff; opportunities for parents to volunteer and participate in their child's class; and opportunities to observe classroom activities.
- The annual Student & Family Handbook is distributed to each family before school starts. It is available on the Wilcox website. A copy is available in the front office for review.
- Parents and students are required to acknowledge receipt and knowledge of the Student & Family Handbook before receiving a class schedule at the beginning of the school year.

**BUILDING CAPACITY FOR INVOLVEMENT** - Adrian C. Wilcox High School engages parents in meaningful interactions with the school. It supports a partnership among staff, parents, and the community to improve student academic achievement. To help reach these goals, the school has established the following practices:

- The school provides parents with assistance in understanding the State’s academic content standards, assessments, and how to monitor and improve the achievement of their children
- Wilcox offers parents an annual class-level meeting to help parents understand what their children should be studying & preparing for
- Wilcox encourages all parents to sign up for School Loop, to receive a daily email of their child’s progress and/or news from school
- The school works to help parents to work with their children to improve their children’s achievement
- SCUSD has an adult education program that offers many academic classes and workshops in parenting skills, language development, and academic skills
- SCUSD provides an annual Latino Parent Conference
- SCUSD has a Mental Health Collaborative to help families
- With the assistance of parents, the school educates staff members about the value of parent contributions, and in how to work with parents as equal partners
- In-Service
- Professional Learning Communities (PLCs)
- The school coordinates and integrates the parental involvement program with other programs, and conducts other activities, such as parent resource centers, to encourage and support parents in more fully participating in the education of their children
- Wilcox College & Career Center
- Counselors encourage parents to meet with them annually to ensure students are on track
- The school distributes information related to school and parent programs, meetings, and other activities to parents in a format and language that the parents understand
- Wilcox website includes notices about school & PTSA parent education opportunities
- PTSA, ELAC, PIQE, DGM, and SSC meetings are listed on the Wilcox website calendar
- The school provides support for parental involvement activities requested by parents
- Wilcox staff is open to parental involvement activities or programs suggested by all parents. Parents must abide by SCUSD volunteer requirements.
- Funds are provided for parent activities in SPSA as related to Student Achievement

**ACCESSIBILITY** - Adrian C. Wilcox High School provides opportunities for the participation of all parents, including parents with limited English proficiency, parents with disabilities, and parents of migratory students. Information and school reports are provided in a format and language that parents can understand.

- School Accountability Report Card (SARC) is available in Spanish; a link to the SCUSD website is available from the Wilcox website
- Letters with important information are written in Spanish and mailed directly to student’s homes
- Interpretation services will be available at important parent meetings by request
- Parents of all backgrounds and ethnicities are encouraged and welcomed to participate in parent activities, especially PTSA

### **PARENT VOLUNTEER POLICY**

Wilcox High School encourages and welcomes parents to volunteer in the Wilcox community. Parents interested in volunteering should first contact the department, team or group (PTSA, athletic team, club, etc.) they wish to volunteer with to determine need. Once a need is determined volunteers should then contact the school secretary to begin the district volunteer approval process and paperwork.

**Associated Student Body (ASB)**  
**Kathleen MacDonald - Vice Principal, Activities; 423-2409**  
**Andrea Murray Elbert - ASB Secretary; 423-2428**

**Student Body Office** - Most activities Wilcox has to offer are conducted through the Associated Student Body Office. Student body officers and grade level student councils assist the vice principal in activities. The ASB office is located on the first floor of the R-Building.

**Communications:** Current events/activities are announced to the student body through the morning announcements. To place an announcement, e-mail the ASB secretary. Daily announcements may be viewed through Parent Square.

**Dances:** School dances are held throughout the year. Students may be denied attendance at any dance or school activity for poor grades, attendance or behavior. Staff and administrator supervision is required at all dances.

**Please note the following:**

- basic school rules relative to attendance, smoking/vaping, alcohol and drug use or possession, as well as rules of conduct, are always enforced
- absolutely no student will be admitted at the door of any dance unless they have purchased a ticket in advance
- students may bring a guest to Wilcox dances by following procedure established by the student body office.
  - Everyone attending a dance must have a picture ID. All guests must be 20 years of age or under
  - Jr. high school students are not allowed to attend. Under no circumstances will the guest be admitted without the Wilcox student present who arranged for their attendance
- no student will be readmitted once they exit the dance premises
- administration reserves the right to refuse admission at the door, even with a prior ticket purchase, to any student or guest for reasons of safety, discipline or consequence of grades or prior actions by the student
- students who leave dances early are subject to administrative and/or parent approval
- students are subject to additional rules/expectations set by the venue or at the discretion of administration
- students are expected to maintain appropriate (as determined by the administration) dress code for the entirety of the event

*Administration reserves the right to refuse the attendance of anyone from school dances.*

Tickets for any kind of event or activity, although often sold by individuals or clubs, are always available at the Student Body Office. Ticket sales for Winter Ball and Prom will end Friday one week prior to the dance.

**In order to attend these dances, a student must:**

- not be on the fine list
- not have any unserved detentions or Saturday Schools
- not have been suspended four weeks prior to the dance. The Suspension Policy applies to the date of the violation and not the suspension days.
- not have received two or more F's from the previous quarter/semester grading period
  - (Homecoming – 1st Quarter, Winter Ball – 2nd Quarter, Sadie Hawkins – 1st Semester, Prom – 3rd Quarter)
- non-Wilcox students must be accompanied by a current Wilcox student in order to attend the dance. A guest pass must be turned in to the ASB office by the deadline for ticket sales.
- Couples tickets will not be sold without a completed guest pass.
- for the prom, one of the students must be a Junior or Senior attending Wilcox. Switching dates to meet these requirements will not be allowed.
- Winter Ball and Prom hours are 7:00 p.m. to 11:00 p.m.
- Seniors must complete their community service hours in order to attend prom
- the same standards apply for students that wish to attend a dance hosted by another school. (See a vice principal for signature)

***WILCOX HIGH SCHOOL WILL NOT BE RESPONSIBLE FOR STUDENTS  
WHO CHOOSE TO LEAVE DANCES/PROM EARLY.***

- **Class rings:** Ring orders occur in October and will be accepted from Sophomores, Juniors, and Seniors. A catalog with selections, pricing, and ordering information is provided in the Student Body Office.
- **Caps/gowns:** Contact the ASB Office for information regarding graduation caps/gowns. Students cannot participate in graduation without proper attire. Students are NOT required to purchase a cap/gown for the graduation ceremony. Caps/gowns may be borrowed from the ASB Office in May prior to graduation and returned after. Students who wish to purchase their cap/gown should contact the ASB Office.
- **Pictures:** All students are photographed in August. A color panoramic senior picture is taken in the fall. Price information is available at the ASB office.
- **Senior portraits:** Seniors need to make an appointment with Now & Forever Studios online at [www.nowandforeverstudio.com](http://www.nowandforeverstudio.com) or by calling 408-354-8660. Senior portrait photos are included in the yearbook. Purchasing photos are optional.
- **Spirit leaders:** The student body maintains a variety of spirit programs. Spirit groups include Sideline Cheerleaders and Song Pom Dance Team. Try-outs occur in April/May. Interested students should contact the ASB Office for more information.
- **Student body cards:** The student body card symbolizes active participation in the Wilcox student body. Student cardholders are entitled to reduced/free admission to athletic events, dances and yearbook purchases. The card can be purchased at the ASB office for \$30.
- **Student council:** The Student Council is the school's student body governing organization. ASB elections are held in April. There are also separate councils for each grade level. Elections are held in May for Sophomore, Junior, and Senior councils, and interested students can obtain more information pertaining to requirements/filing procedures at the ASB Office. Freshmen council nominees are previously selected by recommendations from their middle schools.
- **Student parking:** In order to park in the school parking lot, a student must obtain a parking tag from the ASB office. The parking tag is free of charge. Students must park in designated student parking areas. Students who do not park in designated parking areas are subject to progressive discipline.
- **School clubs:** Over 75 different school clubs exist at Wilcox, which offer fun and rewarding extracurricular activities for students. All clubs are approved by the student council and are guided by a staff advisor. The list of school clubs can be found on the Wilcox High School website.

## *ALMA MATER*

All hail our alma mater  
 All hail, hail to thee  
 Our voices raise to sing thy praise  
 Long may thy glory be  
 Thy banner ever over us  
 Will guide eternally  
 May we worthy ever be  
 All hail Wilcox to thee

# Physical Education

**PE Clothing** – As part of the physical education daily participation requirements, PE clothing is mandatory in order to achieve safety and proper hygiene precautions. Requirement specifics are as follows:

- **T-shirts** are to be plain , gray or with a printed Wilcox logo on them.
- **Shorts** – are to be mesh, solid black in color, with a 9” inseam and cannot have pockets.

Wilcox athletic/competition uniforms are not acceptable clothing items as they are to be worn during participation in extracurricular activities. For convenience, the ASB Office sells PE clothing throughout the year. It is advised that students purchase their PE clothing during the first week of school while in class. The price is \$15.00 per set (shirt and shorts) or \$8.00 each. Cash, credit card, or check (made payable to Wilcox High School with the student’s ID number clearly written on the front of the check) can be used to purchase the PE clothing items. Safe athletic shoes that do not mark the floors are required. Fleece warm-up pants, in gray, black or white are permitted. Sweatpants may be worn in addition to, or in place of, the required shorts. The Wilcox ASB Office also sells warm-up pants for \$15.

• **Lockers/locks** – Students will be issued physical education lockers and locks. Students must lock up their personal belongings. Failure to do so may result in loss of personal/school assigned property and disciplinary action. SCUSD/Wilcox High School is **NOT RESPONSIBLE** for lost or stolen items. If a student loses a lock, they will need to purchase a new lock from the Physical Education department. Personal locks are not allowed unless a discussion has been made between the student and teacher. Locks not belonging to SCUSD will be cut off. Larger items may be stored in the physical education offices for the period that the student is attending. Sport lockers are available during the student’s athletic season should additional storage be necessary.

## ATHLETICS

**Paul Rosa - Athletic Director, [prosa@scusd.net](mailto:prosa@scusd.net)**

**Laura Stott - Athletic Director, [lstott@scusd.net](mailto:lstott@scusd.net)**

Wilcox maintains active athletic programs throughout the year for every season. The following sports are available:

- **Fall:** Cross Country (co-ed); Girls Field Hockey, Football, Girls Golf, Girls Tennis, Girls Volleyball, Boys Water Polo, Girls Water Polo
- **Winter:** Boys Basketball, Girls Basketball, Boys Soccer, Girls Soccer, Boys Wrestling, Girls Wrestling
- **Spring:** Badminton (co-ed); Baseball, CSC Stunt Cheer, Boys Golf, Girls Gymnastics, Girls Lacrosse, Softball, Boys Swimming/Diving, Girls Swimming/Diving, Track & Field, Boys Tennis, Boys Volleyball

**Eligibility requirements:** All sports are conducted through CIF rules, regulations, and policies. In order for students to be eligible to compete in a sport, the student must be enrolled in and passing 20 semester units and maintain a 2.0 GPA for the preceding and current grading periods. Quarter or semester grades determine GPA, but it may be requested that summer school grades be added to the received spring grades to determine eligibility for the fall season of the upcoming school year. Academic probation is available on a limited basis.

**In order to compete, students must:**

- be an amateur in the sport in which they are joining
- Age requirement - a student whose 19th birthday is prior to June 15 shall not participate or practice on any team in the following school year. A student whose 19th birthday is on or before June 14 is ineligible. If this applies to the student, please see an athletic director for an option to apply for a waiver.
- have a yearly physical examination and health insurance. Specifics on doctor examinations/insurance are available through the coaching staff. If your insurance does not provide adequate coverage, you may purchase either of the following from the district:
  - school medical and hospitalization insurance which covers all sports except football
  - special insurance for football only
- abide by the Sportsmanship Policy
- parents and students must create an account at [www.athleticclearance.com](http://www.athleticclearance.com) and upload required paperwork in order for students to participate in athletics.

**You may not compete if:**

- you have attended a 4-year high school for more than eight semesters. (4 years)
- you are a transfer student who has not yet completed a Central Coast Section (CCS) form that has been approved by CCS. See the Athletic Director for the proper forms.

**Sportsmanship Policy**

As a member of the CIF/Central Coast Section, the Wilcox community follows all CCS policies and guidelines regarding sportsmanship, the CIF Six Pillars of Character and the CIF16 Operating Principles of Pursuing Victory with Honor. All players, coaches, staff members and spectators are expected to maintain an atmosphere of good sportsmanship as the athletic programs are an extension of the classroom. Players are expected to conduct themselves in a manner which shall bring credit to themselves, their schools, communities, coaches and families. For more information please visit <http://www.cifccs.org/>.

**CCS Sportsmanship Definition:** A person who can take a loss or defeat without complaint or a victory without gloating, and who treats his/her opponents with fairness, courtesy and respect.

**Coaches may also have individual sport team rules in addition to these Wilcox High School policies.**

In an effort to increase girls participation, Wilcox is committed to the creation of freshmen teams where sufficient numbers and competition exist. We encourage freshmen girls to try out for sports even if they have no experience and/or did not attend summer workouts. We will not cut freshman girls from freshman teams based on their level of skill. To remain eligible, all athletes must continue to meet all CCS, Wilcox and team requirements.



# Attendance Policies & Procedures

Linda Smith, Attendance Clerk - 423-2411

Absence Reporting - 423-2405

Vice Principal - Attendance, Curriculum & Technology - 408-423-2404

**Absence Notification Procedures:** To report absences, all students, including 18-year-olds, must either have a note from a parent or have a parent call the Attendance Office at (408) 423-2405. Parents should notify the school *each day* that a student is absent. **The Attendance Office recommends that parents send a note to school with the student on the day they return as well as a phone call.**

**\*Only the parent/legal guardian may excuse a student's absence(s).** Please inform the school of any changes in parent/guardian arrangements. When parents leave town and are unable to make decisions regarding their student, they must contact the Attendance Office with a number at which they can be reached or leave the name/number of an adult responsible for the student's attendance.

**Please provide the following information at (408) 423-2405:**

1. State and spell student's name (first and last)
2. Student Number
3. Date(s) of absence(s)
4. Reason for absence (illness, dentist appt., etc.)
5. Caller's name and relation to student (parent, guardian, etc.)
6. Phone number where caller can be reached.

Parents/guardians have **three (3) school days (72 hours)** after the student returns to school to identify reason for any full day absences. Students with uncleared absences after 72 hours will be subject to disciplinary actions, such as detentions, Saturday School or home suspensions.

<b>If absence occurs on:</b>	<b>Last day to notify school is:</b>
Monday	Thursday
Tuesday	Friday
Wednesday	Monday
Thursday	Tuesday
Friday	Wednesday

If the school has not been notified on the **fourth day**, the absence becomes unexcused and a consequence may be assigned. **Parent failure to notify the school of an absence does not excuse the school from assigning a consequence.**

If a student is absent they are responsible for contacting the teacher and requesting assignments missed during their absence. Contact can be made via the school website or via Google classroom. Please refer to the teacher syllabus for late work policy. Please note that family trips, car trouble, etc., are not recognized as "excused" absences by the California Education Code. A student's grade may be affected by unexcused absences.

If the student will be missing school the student should request homework from the teacher. Students who have **10 or more** unexcused absences in any class may receive a failing grade. (Board policy 5121).

## Excused Absences

Excused absences are defined in the Ca. Ed. Code 48205 (a) notwithstanding Section 48200; a pupil shall be excused from school when the absence is:

- due to his/her illness. When a student has had ten (10) absences in the school year for verified illnesses, any further absences for illness shall be verified by a physician. (ED Code 46012; 5CCR 306)
- due to quarantine under the direction of a county or city health officer
- for the purpose of having medical, dental, optometric, or chiropractic services rendered
- for the purpose of attending the funeral services of a member of his/her immediate family, so long as the absence is not more than one (1) day if the service is conducted in California and not more than three (3) days if the service is conducted outside California.
- for the purpose of jury duty in the manner provided for by law
- due to the illness/medical appointment during school hours of a child of whom the pupil is the custodial parent
- for justifiable personal reasons, including, but not limited to, an appearance in court, attendance at a funeral service, observance of a holiday or ceremony of his/her religion, attendance at religious retreats, or attendance at an employment conference, when the pupil's absence has been requested in writing by the parent or guardian and approved by the principal or a designated representative pursuant to uniform standards established by the governing board.
- for the purpose of serving as a member of a precinct board for an election pursuant to Section 12302 of the Elections Code.

*A pupil absent from school under this section shall be allowed to complete all assignments and tests missed during the absence that can be reasonably provided and, upon satisfactory completion within a reasonable period of time, shall be given full credit therefore. The teacher of any class from which a pupil is absent shall determine the tests and assignments shall be reasonably equivalent to, but not necessarily identical to, the tests and assignments that the pupil missed during the absence (BP 5121, 6154).*

## Consequences for Truancy

Truancy is defined in the Ca. Ed. Code **48260(a)** as “any pupil subject to compulsory full-time education or to compulsory continuation education who is absent from school without valid excuse three (3) full days in one school year or tardy or absent for more than any 30-minute period during the school day without a valid excuse on three occasions in one school year, or any combination thereof, is a truant and shall be reported to the attendance supervisor or to the superintendent of the school district”.

Additional truancy consequences authorized by the California Education Code include:

**48260.5.** Upon a pupil's initial classification as a truant, the school shall notify the pupil's parent or guardian, by first-class mail or other reasonable means, of the following:

- a. that the pupil is truant
- b. that the parent or guardian is obligated to compel the attendance of the pupil at school
- c. that parents or guardians who fail to meet this obligation may be guilty of an infraction and subject to prosecution pursuant to Article 6 (commencing with Section 48290) of Chapter 2 of Part 27
- d. that alternative educational programs are available in the district
- e. that the parent or guardian has the right to meet with appropriate school personnel to discuss solutions to the pupil's truancy
- f) that the pupil may be subject to prosecution under Section 48264
- g) that the pupil may be subject to suspension, restriction, or delay of the pupil's driving privilege pursuant to Section 13202.7 of the Vehicle Code.**
- h) that it is recommended that the parent or guardian accompany the pupil to school and attend classes with the pupil for one day**

**Students who are identified as habitually truant or who have received notice of truancy/attendance issues are subject to the Wilcox Social Probation Policy and may lose participation in extracurricular activities.**

### **Consequences for tardies**

A tardy is when a student arrives within the first 30 minutes of class. If a student arrives to class after the first 30 minutes, it is considered an unexcused absence (CA Ed. Code 48260). The consequences for tardiness are as follows:

<b>Number of tardies</b>	<b>Progressive Discipline/Intervention</b>
1 - 3	Refer to teacher syllabus
4, 5, 6	teacher assigns <b>one-hour detention</b> /contacts parent/guardian
7+	teacher shall refer student to administrator for appropriate intervention

Tardy to class after SSR/Tutorial and lunch may result in automatic detentions for the first offense with increased consequences thereafter.

A parent may not clear a tardy to a student's first class of the day based on their own ability to get the student to school on time (overslept, transportation or lack thereof, missed bus, etc.) ***It is the responsibility of both the parent and the student to work out suitable arrangements so that the student arrives to school on time for their first class of each school day.***

Teachers are responsible for monitoring each of their class' attendance and tardiness. If the student is a repeat offender of the tardy policy, the teacher will notify parents by phone, e-mail or regular mail. Teachers may also write a referral if there has been no change after parent contact has been made.

### **CLOSED CAMPUS**

Wilcox High School is a closed campus. Once students arrive at school, they must remain on campus until the end of the school day unless they have brought written authorization from their parents/guardian and **receive permission from school authorities to leave campus for a specific purpose.** This includes students who arrive early via the school or city bus and students who are dropped off early. Parking lots are off limits to students during the school day. Students are required to provide current documentation of medical/court appointments. **Students who leave campus without first checking out with the Attendance Office and receiving the required approval shall be subject to disciplinary action** even if the parent has knowledge of the student leaving campus. All missed periods will be unexcused absences. Non-students on campus (including parents/guardians and community members), without administrative permission, may be subject to arrest/citation by Santa Clara Police Department. Be aware that school rules are enforced during lunchtime on and off the school campus (BP 5112.5).

## CURRICULUM & GUIDANCE

Mike Stieren - Vice Principal of Counseling, Curriculum & Instruction  
408-423-2403

COUNSELOR	PHONE
Christina Watkis	423-2536
Glenna Hall	423-2494
TBD	423-2425
Mike LaFleur	423-2412
Andrea Cabello	423-2593
TBD	423-2462

### Wilcox High School Counseling Department Vision & Mission

**Our Vision:** All graduates of Wilcox High School utilize the necessary skills required for their post-secondary pursuits. Our students are resilient, future-ready, lifelong learners who demonstrate the ability to problem solve collaboratively, be productive citizens who think critically, make informed decisions, and act ethically in an ever-changing global society.

**Our Mission:** The Wilcox High School counseling staff strives to empower students to thrive in a global society. Through delivering a multi-tiered and data-driven school counseling program, we advocate for equitable access and success for all of our students. Aligned with the national Model for a comprehensive school counseling program, focused on attendance, achievement, and discipline, the WHS counseling department instills and develops students to make a positive impact on their long-term success by teaching self-management and critical thinking skills to make informed ethical decisions. We use a continuous cycle of inquiry that includes all of our stakeholders. Through this process, we deliver an inclusive comprehensive school counseling program that encompasses all aspects of college and career readiness, academic success, and social-emotional development that prepare our student to become caring, contributing citizens, who can success in an ever-changing world.

**Curriculum:** Santa Clara Unified School District is a default A-G district. Students will be automatically enrolled in A-G coursework. The curriculum at Wilcox High School offers students a variety of preparations upon graduation. The college preparatory program is patterned from the University of California entrance requirements and provides the courses necessary to fulfill entrance requirements for most colleges and universities. Wilcox also provides programs for entry into community and state colleges and for direct employment. Please contact your counselor early to discuss your plan.

**Registration/course selection:** Students select courses in the 3rd quarter. Each student has access to a course description handbook from which a tentative program can be obtained. Students then meet with their counselor to check requirements and analyze their course schedule. Wilcox High School reserves the right to cancel elective classes where enrollment quotas are not met. Students are responsible for completing the required courses and units for graduation. Specific requests for teachers will not be honored.

**Course/class withdrawals (drop policy):** A student who drops a course during the first six weeks of the grading period may do so without any entry on his/her permanent record card. A student who drops a course after the first six weeks of the grading period may receive an "F" grade on his/her permanent record, unless otherwise decided by the principal or designee because of extenuating circumstances (AR 5121).

**Final Examinations:** Students must take a final examination/prepare a culminating project in all courses at the end of each semester. A special schedule will be announced to students prior to finals. Final exams may affect a student's grades by as much as 20%, as determined by the individual teacher.

**Graduation requirements:** To be graduated from high school in the Santa Clara Unified School District implies that students have satisfactorily completed the prescribed courses of study for the grade levels in accordance with their respective abilities to achieve, and that they have satisfactorily passed any examinations prescribed by the California Education Code. No student shall receive a diploma of graduation from high school unless such student has met graduation requirements or equivalent thereof, prescribed by the Board of Education of the Santa Clara Unified School District.

All students must complete specific course/unit requirements. Each course taken is worth five (5) units per semester. The average unit load is 30 units (6 classes) per semester. Four-year colleges recommend grades of A's/B's for admissions. For graduation, D- or higher is passing and earns the required credits. State and district Physical Education graduation requirements mandate that every student earn 25 credits in Physical Education/Health, which includes a health mandate and one full year of both 9th and 10th grade Physical Education coursework.

**California High School Proficiency Exam (CHSPE):** The CHSPE provides an opportunity for eligible students who are proficient in the basic skills taught in California's public high schools to have that proficiency verified. The State Board of Education awards each student who passes the CHSPE a certificate of proficiency, which is equivalent by law to a high school diploma. Students who are 16 or older on the day of the test may take the CHSPE. Students who are younger than 16 may also take the test if they:

- have completed a year of enrollment in the 10th grade
- will complete a year of enrollment in the 10th grade at the end of the semester in which the next regular test falls.

Students should see their counselor for more information or to obtain the CHSPE Information Bulletin.

**California community colleges & other outside coursework:**

All course work earned outside of school must have prior approval from an administrative designee in order to count for graduation requirements. This includes any Advanced Placement and/or college course-work. Admission to De Anza, Mission, or West Valley Colleges is open to any person 16 years of age or older. Students who wish to concurrently enroll in a community college can do so at the end of 10th grade and must obtain written permission from their counselor prior to enrollment. There are no specific courses required for admission to a California community college. The college often administers placement tests to determine student course placement.

## High School Graduation & College Admission Requirements

Subject Requirements	High School Graduation Requirements	California University admission requirements
English	40	40
Mathematics	20 (from two (2) different math courses)	30 (4 years recommended)
Science	20 (10 physical & 10 life)	20 (3 years recommended)
Social Science	30	World History - 10 US History - 10 Civics - 5 Economics - 5
World Language	10	20 (3 years of same language recommended)
Physical Education/Health	22.5/2.5	
Electives	70	
Other requirements	Community Service - 20 hrs.	
Approved college prep electives		10 (selected from above areas)
<b>Total subject credits</b>	<b>230 credits</b>	<b>170 credits</b>

**Grading & Academic Reports:** Grades A, B, C, D, D- and P are passing and indicate the student's accomplishments in the course. A grade of "F" indicates failure of a course. Only those grades given at the end of the semester are recorded on the student's transcript. Quarter grades are not part of a student's permanent transcript.

A	90 - 100%	Outstanding achievement	4.0 grade points
B	80 - 89%	Above average achievement	3.0 grade points
C	70 - 79%	Average achievement	2.0 grade points
D	60 - 69%	Below average achievement	1.0 grade points
F	0 - 59%	Little or no achievement	0 grade points
I		Incomplete	0 grade points

An Incomplete shall be given only when a student's work is not finished because of illness or other excused absence. If not made up within six weeks, the Incomplete shall become an "F". Incomplete "I" grades are calculated into a GPA as a 0 grade points. (AR 5121)

Due to the more rigorous nature of Advanced Placement, honors, and concurrent postsecondary courses, students receiving a grade of A, B, or C in those courses shall receive extra grade weighting as follows (AR 5121):

A	90 - 100%	Outstanding achievement	5.0 grade points
B	80 - 89%	Above average achievement	4.0 grade points
C	70 - 79%	Average achievement	3.0 grade points

**Advanced Placement Courses (AP):** Wilcox High School Department of Curriculum and Guidance recommends no more than three Advanced Placement/Honors courses per academic year due to the demanding workload and level of additional rigor within these courses. It is important that students maintain a healthy balance of social activity, academics and family. Please meet with your counselor to discuss how to make a plan that achieves this balance.

**Advanced Placement Planning:** Wilcox High School supports students who elect to take on the additional rigor of Advanced Placement (AP) and Honors classes. As part of that academic experience, there are certain expectations that may require more work and time of the student than encountered in previous classes. *Please remember that Advanced Placement courses are college-level courses.* We want students to take an AP class because of an interest in the area, and because they feel motivated towards those studies. In order to avoid feeling over-booked, we are asking these students to consider if they have the necessary time to devote to an AP class and the number of AP classes in which they can be successful. As previously noted in the Curriculum and Counseling section, “Wilcox High School recommends no more than three AP/Honors courses per year, due to the demanding workload and rigor of these courses.”

**Students in advanced classes should:**

- be independent learners - ready to read, learn, ask questions, evaluate, use, and discuss material from diverse sources and participate in class
- fulfill prerequisites before entering the course
- prepare for tests and projects on time, keeping in mind the school’s Academic Integrity Policy (See Student Handbook, under “Progressive Discipline.”)
- accept that enrollment in an AP course does not guarantee an A or B grade
- be prepared to spend more than the average amount of time on work outside of class commit to remain enrolled in the AP/Honors class for its duration (Dropping these courses may require a student meeting with a counselor and parental notification.)
- expect to take the Advanced Placement exam in May (Sign-ups for the exam occur in early November)
- thoroughly read through the school’s Academic Integrity Policy (found in the Student Handbook)
- seek guidance from a trusted adult if they begin to feel overwhelmed
- complete the *Planning Worksheet* in order to help in maintaining “a healthy balance of social activity, academics, and family.”

**Honors/awards:** Wilcox High School recognizes students for the following academic achievements:

- **Honor Roll:** 9th - 12th grade students who earned a 3.0 GPA or above in a particular semester.
- **Department awards:** 9th - 12th grade students who are being recognized for academic excellence in specific subject areas.
- **Senior awards/scholarships:** 12th grade students who are being recognized for excellence in citizenship, leadership, academics or who have earned a community scholarship.
- **California Scholarship Federation (CSF):** recognizes students who achieve high academic standards.
- **Seal of Biliteracy:** students who have demonstrated mastery in two or more languages.

**External courses on high school transcripts:** Beginning in the 2019-20 school year, external courses, including those taken at local colleges, will be included on SCUSD high school transcripts when they meet one of the following criteria:

1. **Graduation requirement:** The course is needed for graduation and unavailable at the student’s high school due to scheduling conflicts, **OR** the course is needed to remediate (make up) a course in which the student initially earned an F.
2. **College eligibility:** The course is needed to remediate (make up) a UC/CSU approved course in which the student initially earned a D or F, and the course is unavailable at the student’s high school due to scheduling conflicts.

All other external courses will *not* appear on the high school transcript, however the student is encouraged to include external course transcripts in his/her college application.

**Note: The student must obtain prior approval from the school principal or administrative designee before taking an external course.**

**Community Service Requirement:** As a requirement for high school graduation, all students must complete 20 hours of community service. Service involves working with a **non-profit organization or agency** serving the needs of the community. Community service opportunities provide the means for students to develop social awareness through experiential learning. Such opportunities help students become aware of needs which exist in our community and compel them to take action to address those needs.

Community service hours address the Student Learner Outcomes (SLOs) of being Charger Strong:

**Socially responsible charger students:**

- demonstrate integrity, responsibility, perseverance as productive members of society
- respect cultural, physical, economic, intellectual, age and gender diversity
- recognize, respect rules, processes to govern society
- actively participate in the community
- act as caretakers of the environment

**Requirements:**

- 20 voluntary hours from a non-profit organization...no credit for paid hours
- must be earned outside of the student's school day
- must be actual work hours, not those spent in going to and from, etc.
- To receive credit, students must complete a community service form, have the supervisor verify and sign, and write a reflection on the experience. The written reflection must be submitted within 90 days of completion.
- supervisor must not be student's parent/guardian/relative
- supervisor must be on site with student
- hours may be accumulated and submitted five hours at a time
- hours must be completed by the 1st Friday of April of the student's senior year

**Science Camp Counselor Community Service Guidelines**

1. All permission slips must be picked up/processed through the College & Career Center two weeks prior to the date the student will be attending science camp.
2. The GPA for students attending will be based on the overall GPA of 2.5 or higher
3. Only juniors or seniors may apply to attend.
4. Students must have good attendance and may not serve as camp counselors if they have:
  - more than 3 days absent per semester.
  - more than 7 tardies per semester (for all classes).
  - been identified as truant within the same school year.
5. Students must be in good standing and should not have received any disciplinary action during the semester prior to attending science camp. All school/SCUSD rules/policies apply to students serving as camp counselors in addition to any rules/policies. Rule infractions will be subject to the Wilcox Discipline and Intervention Policy.
6. Students will not be allowed to attend science camp during certain testing dates. (i.e. CAASPP testing, EAP, finals, etc.)
7. Students serving as camp counselors are responsible for contacting their teachers regarding missing assignments during this time and should work with their teacher to establish reasonable due dates for assignments.
8. Serving as a science camp counselor is an approved school activity and is considered an excused school absence.
9. Students will be approved for 20 hours of community service once their work as a camp counselor is satisfactorily completed and the required written response is submitted. These hours meet the SCUSD graduation requirement for community service.



# Progressive Discipline Plan and Student Interventions

TBD - Vice Principal - Attendance, Counseling, Curriculum & Technology - 408-423-2404  
Kathleen MacDonald - Vice Principal - Activities, Facilities, Communication - 408-423-2409  
Sara Silverman - Vice Principal - Student Support Services - 408-423-2402

**Philosophy:** Wilcox High School recognizes that all students and staff of public schools have “the inalienable right to attend campuses which are *safe, secure, and peaceful*” (CA Constitution – Declaration of Rights Section 28c) and school districts have an affirmative duty to create a *safe, secure, and peaceful* school. The administration at Wilcox accepts discipline as an integral and positive part of a student’s learning process.

Our discipline and intervention program is designed to assist the student to accept responsibility for his/her behavior and create a safe atmosphere where learning can take place. Students who fail to complete assigned interventions will be subject to loss of school and district privileges in accordance with the social probation policy below until the intervention is satisfied/completed.

Discipline is not a punishment, but rather the established intervention and acknowledged result of a violation of rules. Students who break the rules do so of their own free will and in doing so, freely accept the consequences for their behavior. Each teacher will provide students with guidelines that cover the rules of the classroom and consequences of misbehavior.

If we remember to treat other students and staff as we would wish to be treated, and that **RESPECT** is not only expected from all of our students but is also expected from our staff when dealing with our students, the entire Wilcox community will benefit.

**Civility (BP 1310.1):** This policy promotes mutual respect, civility and orderly conduct among district employees, parents and the public. This policy is not intended to deprive any person of his/her right to freedom of expression, but only to maintain, to the extent possible and reasonable, a safe harassment-free workplace for our students and staff. In the interest of presenting district employees as positive role models to the children of this district, as well as the community, SCUSD encourages positive communication, and discourages volatile, hostile or aggressive actions. This district seeks public cooperation with this endeavor.

**Student Expectations:** As a student at Wilcox High School, you will:

- be responsible for knowing and adhering to all school rules
- be prompt and in your seat when the tardy bell rings
- be responsible for bringing necessary materials such as textbooks, binders, paper, homework, pencils, etc. to class each day
- be prepared to begin work when the tardy bell rings
- remain seated until the dismissal bell has rung
- participate appropriately during class time and respect the need for silence when appropriate
- use school phones only with permission
- have a hall pass at all times, when out of class during class sessions
- keep the campus clean throughout the school day, especially at lunchtime. All trash should be placed in its proper place
- carry school-issued photo ID card at school and during all school-sponsored events

Enforcement of rules will also apply to special student/teacher contracts, which have been signed by an administrator, discipline plans incorporated into IEPs for Special Education students, and in contracts and conditions specified for students participating in athletic programs.

Special consequences for student behavior or unsatisfactory grades may be applied by the administration at their discretion. For example, for reason of unpaid fines, unserved detentions, excessive absences/tardies or unacceptable grades, a student may be excluded from school activities/sports. These may include one or more of the following: dances, athletic events, or any other school or student-body sponsored function.

**Required parental attendance:** The Board of Trustees believes that parental involvement plays an important role in the resolution of classroom behavior problems. The board expects that teachers will communicate with parents/guardians as behavior problems arise. The board recognizes, however, that initial efforts sometimes fail to bring about improvement, and that current law enables parents/guardians to be absent from work without endangering their employment status in order to attend a portion of their child's school day at a teacher's request (CA Labor Code 230.8).

**Classroom detention:** The classroom teacher may assign classroom detentions for infractions of classroom rules. The assigned detention is usually from 10 minutes to one-half hour. Failure to show up for a detention assigned by a classroom teacher may result in a referral and an increased disciplinary intervention.

**After-school detentions:** After-school detentions are held every Wednesday and Thursday in B108 and may be assigned for either one or two hours. Any school staff member may assign these detentions. Attendance Office personnel are authorized to assign consequences for student actions as authorized by the school administrators for attendance and discipline. After-school detentions begin 5 minutes following the end of the student's 6th or 7th period. Students who arrive late may be refused admittance and an increased consequence/intervention will be assigned. If a student cannot attend an assigned detention, the student must see the issuing school official *prior* to detention. A student may change a detention *one* time to *one of the next two* detention dates.

**Important:** Failure to serve a detention will result in an increased consequence/intervention.

**Social probation:** The school administration may find it necessary to place a student on social probation due to a pattern of chronic inappropriate behavior, poor attendance, and/or disruptive behavior. Any student placed on social probation may not be permitted to attend any or all of the following activities: school dances, field trips, athletic events/practices, concerts, rallies or other evening events. Additionally, students may be placed in lunch time detention as a result of social probation. The scope and duration of social probation is at the discretion of the administration. Social probation will most likely involve a contract between school, student and parents/guardians.

**Campus beautification/community service:** Campus beautification or lunch clean-up may be used as a consequence for student discipline infractions. Campus beautification is scheduled on Wednesday mornings from 7:30a.m. until 9:00 a.m. and during Saturday School or at lunch. These consequences may be applied at the discretion of the school administrator (CA Ed Code 48900.6).

**Saturday School:** Saturday School is held once a month from 8:00 a.m. to 12:00 p.m. at Wilcox High School. Saturday School will be assigned for failure to serve lesser consequences, or for serious disturbances or violations of school rules. ***If a student fails to show up for an assigned Saturday School without prior notification by a parent for a reason defined as an excused absence under state law, further disciplinary action may be assigned.*** If a student cannot attend an assigned Saturday School, a parent must call a Vice Principal of Discipline or contact the school prior to 8:00 a.m. on the day of the assigned Saturday School at (408) 423-2402.

**Classroom suspension:** A teacher has the right to suspend a student from his/her classroom for the remainder of the period and for the same period on the following day when disruptive behavior or other infractions may occur. The student will report to the office and sign in. Failure to do so on the part of the student will result in a referral for defiance. The teacher of any class from which a pupil is suspended may require the suspended pupil to complete any assignments and tests missed during the suspension (CA Ed Code 48913).

**School suspension:** A student may be suspended for any of the student actions set forth in the State Educational Code. *Repeated violations of school rules, even if not specifically enumerated in the state ed. code, are interpreted as 'defiance' and thus, as provided in the state ed. code, are also suspendable.* The teacher of any class from which a pupil is suspended may require the suspended pupil to complete any assignments and tests missed during the suspension (CA Ed Code 48913). A student on home suspension is to remain at home. Loitering in the community, coming onto any school campus, or attempting to attend or participate in any school practice/game or event/activity is a serious offense and will be dealt with accordingly. A parent may be required to attend a conference at the time of the suspension and upon the student's return to school. The purpose of the conference is to clarify the facts surrounding the suspension and to promote a working relationship between the school and home.

When a student accrues 10 or more suspension days, he or she may be referred for a District disciplinary hearing. Additionally, parents and students will be counseled to consider an alternative educational program.

**It is also important to note that one of the grounds for expulsion is that no other means of correcting student behavior has been effective.** Any student suspended may not be on campus from the time of suspension until 7:00 a.m. of the day they may return.

**Grounds for suspension & expulsion - California Education Code 48900 and 48915:** In accordance with the California Education Code **a student may be suspended or will be recommended for expulsion for any of the following:**

- caused, attempted to cause, or threatened to cause physical injury to another person.
- willfully used force or violence upon the person of another, except in self-defense.
- 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
- 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 an intoxicant of any kind
- cyber bullying, including electronic harassment
- 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 an intoxicant of any kind, and 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 beverages, or intoxicant
- committed or attempted to commit robbery or extortion
- caused or attempted to cause damage to school property or private property
- stolen or attempted to steal school property or private property
- 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/her own
- prescription products. (Please contact the school Health Office for more information on protocol for students to carry their own prescribed medications).
- committed an obscene act or engaged in habitual profanity or vulgarity
- 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.
- 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
- knowingly received stolen school property or private property
- 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

## Grounds for suspension (con't.)

- 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
- harassed, threatened, or intimidated a pupil who is a complaining witness or a 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
- unlawfully offered, arranged to sell, negotiated to sell, or sold the prescription drug Soma

**Expulsion:** The principal or administrative designee may recommend a student expulsion for specified acts as defined in State Ed. Code, sections 48900 and 48915, or when all other means of correcting student behavior have been tried and have failed. Rules pertaining to a fair hearing and Due Process will apply after proper notification to the parent of the pending action.

**Grounds for expulsion:** The principal or administrative designee may recommend a student's expulsion for any of the following acts, and may recommend expulsion for any continual violations of acts described in Education Code 48900 and 48915, unless the principal or superintendent finds and reports in writing to the school board, that expulsion is inappropriate due to the particular circumstance. Grounds for expulsion are:

- general harassment, threats or intimidation
- causing serious physical injury to another person
- attempting to commit or committing a sexual assault or sexual battery
- hate violence
- possession of any firearm, BB gun, knife, explosive or other dangerous object of no reasonable use to the student at school or at a school activity off school grounds
- unlawful selling of any controlled substance as described in the Health and Safety Code (Section #11053), i.e., marijuana or other illegal drugs
- robbery or extortion

Specific criteria for each of the above are set forth in the State Education Code. Students engaging in actions or habitual actions that are objectionable to the recipient(s), demeaning, threatening or derogatory to their personal characteristics, ethnicity or beliefs are engaging in acts that create a hostile and unsafe learning environment for those whom they target with their behavior.

***The school's responsibility is to the student or staff member being made to feel uncomfortable or hurt. Therefore, this type of targeting behavior on the part of our students will not be tolerated. Suspension, a district level hearing, and ultimately expulsion may be the outcome of continued harassing behavior.***

**Cameras and other recording devices:** The use of a camera, camera phone or recording device is not allowed at any time in any locker room, dressing area or restroom. Photos, videos or audio recordings of students or staff taken on campus without consent is prohibited. Filming of aggressive/harassing behavior towards another student and/or staff member is not allowed and may result in a disciplinary consequence.

The use by any person, including a pupil, of any electronic listening or recording device in any classroom of the elementary and secondary schools without the prior consent of the teacher and the principal of the school given to promote an educational purpose disrupts and impairs the teaching process and discipline in the elementary and secondary schools, and such use is prohibited. (CA Ed Code 51512)

**Posting fights/distributing:** Posting a video or pictures of a fight online or distributing via text/airdrop type sharing will be treated the same as filming/cyberbullying.

**Controlled Substances (ED. code 48900-48904):** Anyone using, possessing, furnishing, or being under the influence of any controlled substance (including, but not limited to alcohol, marijuana, CBD, Vape Juice, or marijuana seeds) at school, at any school related activity, or at any time the school has jurisdiction over students, including to and from school, may result in a five-day suspension, notification of the police, referral to a District disciplinary hearing, and possible expulsion. The student will be excluded from all school-related activities. Home suspension and the school day social probation may be reduced if a student becomes involved with a drug or alcohol rehabilitation program. Any student in an area where any controlled substance or tobacco is being used is subject to disciplinary action and/or suspension regardless of being found in possession or using the substance him/herself.

**Smoking:** If a student is found smoking or possessing any form of tobacco, parents will be notified and the student will be disciplined. Santa Clara Police Department may be called under Sec. 308.b. Any form of tobacco, matches or lighters is not to be brought to school and will be confiscated and destroyed if found.

**Vapor pens/e-cigarettes:** Students are not allowed vapor-emitting electronic devices, with/without nicotine content, that mimic the use of tobacco products while attending on-campus school-sponsored activities or while traveling to/from school/school activities. (BP 5131.62)

**Fighting:** Students are encouraged to see their teachers, counselors, campus supervisors, or administrators to discuss problems with other students. If a student cannot resolve the problem peacefully, it is expected that he or she contact a site administrator. Generally, when two students get together, away from the influence of their peers, they are able to solve most differences. The administrative and counseling staff are available to help resolve differences. If a fight does occur, participants, including bystanders, who provoke and encourage such behavior, may be suspended and, if necessary, arrested by the police. While it is recognized that students have the right to defend themselves, if a student had an opportunity to walk away from the incident and chose not to, they are also considered at fault in the fight and subject to suspension and/or other administrative discipline. The police department may be called for fighting incidents and will determine if the incident was an assault or mutual combat.

**Gang policy:** A gang as defined in this policy is any group of two or more persons whose purposes include the commission of illegal acts as outlined in the California Education or Penal Code. Gang-related conduct/activities on all school campuses and during all school-sponsored activities are a threat to the safety of others and are strictly prohibited by the Santa Clara Unified School District and the State of California. The Board of Education intends to maintain campuses that are safe in accordance with the California State Constitution and Education Code.

The school board establishes that incidents involving initiations, hazing, intimidation and/or related activities of gang affiliations are likely to cause bodily danger, physical harm, emotional distress or personal degradation or disgrace resulting in physical or mental harm to students. The school board further establishes that such gang-related acts, activities or appearances create a clear and present danger for the commission of unlawful acts on school premises, or the violations of school regulations, or the substantial disruption of the orderly operation of the school. Students who engage in gang-related activities shall be subject to disciplinary procedures outlined in the Santa Clara Unified School Board Policy, which may include suspension or expulsion from school in the Santa Clara Unified School District.

- **Paraphernalia** as defined in this policy is clothing, personal belongings, articles, equipment, apparatus or furnishings.
- **Gang-related conduct/activities** include, but are not necessarily limited to, producing graffiti, wearing of certain apparel and colors, displaying or advocating tattoos and trademarks, accessory items, or any other symbols or actions which would denote membership in a gang as determined by the school administration or the Santa Clara Police Department
- **Gang-related items and colors** – clothing items consistent with gang-related themes or colors such as bandanas of any color, or colors, cannot be worn or displayed
- **Gang and drug-related offenses** committed in summer school will carry the same penalties as those committed during the school year.

**Gang-related consequences:** Any student wearing, carrying or physically displaying gang paraphernalia or making gestures that symbolize gang membership shall be referred to an administrator.

- Student's parent/guardian shall be contacted. The administrator may confiscate the gang paraphernalia until a conference can be held with the student's parent/guardian. The administrator may ask a police officer to meet with the student and the parent/guardian to discuss the seriousness of gang affiliation.
- Any student wearing or carrying overt gang paraphernalia that symbolizes gang membership may be sent home to change clothes if necessary. The student's parent/guardian shall be contacted prior to the student being sent home.
- Any gang graffiti or symbolism/language on a student's personal property while at school shall be removed. This includes graffiti on student backpacks, binders, hats and any other personal property

**Bullying/cyberbullying:** Students who feel they are being bullied or harassed should make an appointment with their guidance counselor immediately.

***AR5144.1 (d) #18 Engaged in an act of bullying (Education Code 48900 (r))***

Bullying means any severe or pervasive physical or verbal act or conduct, including communications made in writing or by means of an electronic act, directed toward one or more students that has or can reasonably be predicted to have the effect of placing a reasonable student in fear of harm to himself/herself or his/her property; cause the student to experience a substantially detrimental effect on his/her physical or mental health; or cause the student to experience substantial interferences with his/her academic performance or ability to participate in or benefit from the services, activities, or privileges provided by a school.

Bullying shall include any act of sexual harassment, hate violence, or harassment, threat, or intimidation, as defined in Education Code 48900.2, 48900.3, or 48900.4.

**Confession pages:** Running or posting to confession pages or "burn" pages will be treated as cyberbullying. Those found to have posted or to be running pages will be subject to the progressive discipline policy.

**Bullying is not:**

- two students/students calling each other names,
- two students/students threatening to fight each other

Any retaliation to any harassing behavior will result in a consequence in accordance with school policy or California Education Code.

An electronic act means the transmission of a communication, including, but not limited to, a message, text, sound, or image or post on a social network internet web site by means of an electronic device, including, but not limited to, a telephone, wireless telephone, or other wireless communication device, computer, or pager. A post on a social network internet web site shall include, but is not limited to, the posting or creation of a burn page or the creation of a credible impersonation or false profile for the purpose of causing a reasonable student any of the effects of bullying described above. (Education Code 32261)

**Cell phone/electronic entertainment policy:** The school district will not be responsible for lost or stolen items including cell phones and electronic devices. Students may use cell phones/electronic entertainment devices on campus before school, during passing periods, during lunch and after school.

- **During class, teachers may choose to permit students to use an electronic device for instructional purposes,** but the device must then be used only as directed by the teacher during class time. Otherwise, during class time, all personal electronic devices, including earphones/earbuds are to be turned off and put away. Unauthorized use or having the devices visible/audible will result in disciplinary action.
- If you choose to play music, the volume should be low enough so that only the student can hear it.
- During class, if a student is directed to turn in a personal electronic device, they must do so immediately.
- Students who are brought to the office by campus security or other personnel must surrender their cell phone to staff when directed.

**Students may not use cellphones, electronic entertainment devices or recording devices in the locker rooms or bathrooms at any time. Violations may result in suspension or other disciplinary consequences.**

**Any student found in violation of the school or a teacher's cell phone rules will receive the following consequences:**

- **1st violation:** Device may be confiscated and held by teacher, student may pick up device at the end of the class period from teacher. Teacher contacts parent and notifies administration.
- **2nd violation:** Device may be confiscated and held by teacher, student may pick up device at the end of the class period. Teacher contacts parent and notifies administration. 1 hour detention/equivalent as assigned.
- **3rd violation and above:** Device may be confiscated and held by teacher, student may pick up device at the end of the class period. Teacher contacts parent and notifies administration. 1-2 hour detention assigned.

***The school and school staff assumes no liability or responsibility for confiscated items.***

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

School officials may search any individual student, his/her property, or district property under his/her control when there is a **reasonable suspicion** that the search will uncover evidence that he/she is violating the law, board policy, administrative regulation, or other rules of the district or the school.

Reasonable suspicion shall be based on specific and objective facts that the search will produce evidence related to the alleged violation. The types of student property that may be searched by school officials include, but are not limited to, lockers, desks, purses, backpacks, student vehicles parked on district property, cellular phones, or other electronic communication devices.

Any search of a student, his/her property, or district property under his/her control shall be limited in scope and designed to produce evidence related to the alleged violation. Factors to be considered by school officials when determining the scope of the search shall include the danger to the health or safety of students or staff, such as the possession of weapons, drugs, or other dangerous instruments, and whether the item(s) to be searched by school officials are reasonably related to the contraband to be found. In addition, school officials shall consider the intrusiveness of the search in light of the student's age, gender, and the nature of the alleged violation.

**Restrooms - same stall use:** No student should ever be in the same restroom stall or single stall restroom with anyone. Students found to be in the same stall as another student will be brought to the office for a conversation with school administration and are subject to search.

**Privacy expectations:** In an effort to secure the safety of the Wilcox community, students are advised that all personal items, backpacks, lockers and vehicles used to transport students to and from school (on campus or parked nearby) are subject to search at the discretion of the administration. Additionally, various measures including, but not limited to, video surveillance may be employed to maintain a safe environment. (BP 5145.12)

**Computer lab and district-issued chromebook rules: In order to respect the integrity and academic environment of the computer labs, it is expected that all students will adhere to the following rules:**

- Students are not to enter a computer lab unless a teacher or staff member is present
- No food or drink is allowed in the computer lab
- Students are to sit in their assigned seats
- Students must check their computers and work area at the beginning of use and report any irregularities
- immediately to the teacher or staff member
- While utilizing the network or on-line service, students are expected to be polite, use appropriate language, and not use the network in any way that would disrupt the use of the network by others. Unacceptable, unethical and/or illegal use of the computers/chromebooks and/or networks shall provide possible cause for disciplinary action
- Chromebook and computer lab resources shall be used only for purposes related to the educational goals and objectives of Wilcox High School
- Students are not to change ANY settings (background, pointer, etc.) on the chromebooks/computers unless asked to do so by a teacher or staff member
- Students may not load or install programs, graphics, or other files on school computers, unless authorized by a teacher or staff member
- Students are not to circumvent the school district firewall to gain access to unauthorized web sites
- Students are not authorized to access files that are not their own
- Students shall not use flash drives without authorization from a teacher or staff member
- Students are not to access social networking or live chat sites
- Students are not to access video streaming without teacher or staff member authorization
- Before leaving the computer lab, students will follow teacher instructions and leave their work area in good order



## Academic Integrity Policy/Cheating/Dishonesty in classroom

**Purpose:** To ensure intellectual honesty by creating a fair and consistent policy that clearly defines cheating and its consequences.

**Cheating** is engaging in any form of academic dishonesty, such as:

- plagiarism (representing the work or ideas of others as your own without proper acknowledgment)
- cheating (copying the work of another person, falsifying laboratory data, or sabotaging the work of others)
- other acts generally understood to be dishonest by students in an academic context:
  - allowing someone else to turn in your work as his or her own
  - using or distributing an exam or teaching materials without permission
  - using unauthorized material for any exam, assignment or project

**Level I violations include, but are not limited to:**

- talking or communicating with another student during an exam, test, or quiz
- copying work assigned to be done independently, or allowing someone else to copy your own or another's work, including computer-generated information and programs

**Note:** Since individual teachers have differing expectations for homework (for instance, some teachers encourage students to work together, while others may expect students to complete assignments independently at home), it is the responsibility of teachers to clarify their expectations to students.

**Level II violations include, but are not limited to::**

- looking at, or allowing someone else to look at your own or another's paper during an exam, test, or quiz
- using unauthorized "cheat" notes
- giving or receiving test information to or from students in other periods of the same teacher or same course
- *copying or closely paraphrasing sentences, phrases or passages from an un-cited source for a paper, project or lab report, including work submitted through Turnitin.com*
- submitting papers, projects, or lab reports taken from the internet, other publications, or other students, including work submitted through Turnitin.com.
- submitting individual papers, projects, or lab reports that are not wholly your own work
- submitting translations from internet-translation programs
- submitting a computer program developed in whole or in part by someone else

**Level III violations include, but are not limited to:**

- stealing (or photographing) exams, projects or assignments
- altering grades on a computer database, in a grade book, or on returned work

**Note:** Where appropriate, Level Three violations will also be referred to law enforcement.

<p align="center"><b>FOR THE 1ST or 2nd OFFENSE AT LEVEL I IN A SCHOOL YEAR</b></p>	<p align="center"><b>FOR A 3RD OFFENSE AT LEVEL 1; OR A 1ST OFFENSE AT LEVEL II IN A SCHOOL YEAR</b></p>	<p align="center"><b>FOR A 4TH (OR GREATER) OFFENSE AT LEVEL 1; OR A 2ND (OR GREATER) OFFENSE AT LEVEL II; OR A 1ST (OR GREATER) OFFENSE AT LEVEL III IN A SCHOOL YEAR</b></p>
<ul style="list-style-type: none"> <li>• Student receives a zero for the assignment; no make-up work is allowed for the assignment</li> <li>• Teacher notifies parent (via e-mail, phone call, or mail)</li> <li>• Teacher notifies administrator via referral</li> <li>• Administrator logs first offense in discipline file and teacher warns student about cheating policy</li> <li>• Administrator logs offense in discipline file and this may be reported to colleges in student's record</li> <li>• Detentions may be assigned</li> </ul>	<ul style="list-style-type: none"> <li>• Student receives a zero for the assignment; no make-up work is allowed for the assignment</li> <li>• Teacher notifies parent (via e-mail, phone call, or mail)</li> <li>• Teacher notifies administrator via referral</li> <li>• Administrator logs offense in discipline file and this may be reported to colleges in student's record</li> <li>• Meeting between VP and student is arranged</li> <li>• One week loss of participation in all school activities (sports practices/competitions, dances, club activities, theater/music rehearsal and competitions, etc.) following due process</li> <li>• Student become ineligible for California Scholarship Federation</li> </ul>	<ul style="list-style-type: none"> <li>• Student receives a zero for the assignment; if applicable</li> <li>• Teacher notifies parent (via e-mail, phone call, or mail)</li> <li>• Teacher notifies administrator via referral</li> <li>• Administrator logs offense in discipline file/suspends student for two-three days</li> <li>• Meeting between VP, teacher, parent/guardian and student is arranged</li> <li>• Suspension and cause may be reported to colleges in student's record</li> <li>• Student becomes ineligible for California Scholarship Federation</li> <li>• Two week loss of participation in all school activities (sports practices/competitions, dances/prom, club activities, theater/music rehearsal and competitions, etc.) following due process</li> <li>• Loss of leadership positions (ASB, clubs, music, spirit, sports, theater) for the remainder of the school year</li> <li>• Student becomes ineligible to receive awards or to participate in awards ceremonies</li> <li>• Student may be dropped from class with a grade of Withdraw/Fail (W/F)</li> </ul>

Modeled after the Academic Integrity Policy of Capuchino High School, San Bruno, CA.

# Dress Code

**Student attire and grooming must permit students to participate in learning without posing a risk to the health or safety of any student or school district personnel.**

**Philosophy:** We believe all students and staff of public schools have “the inalienable right to attend campuses that are *safe, secure and peaceful.*” (CA Constitution – Declaration of Rights Section 28c) Our staff and students have a responsibility to dress and appear at school in a manner that does not pose a risk to the health or safety of any student or school staff member. *The final authority for what is appropriate, shall rest with the school administration.*

*Wilcox administration reserves the authority to establish their own standards of dress and appearance.*

Student dress and/or appearance (including backpacks, binders, and other personal articles) shall be safe, clean, and appropriate for school attendance. Any student whose personal actions, hygiene, or dress presents a health risk or safety concern to others or the student him/herself, may be sent home until such conditions are corrected.

*The primary responsibility for a student’s attire resides with the student and parents/guardians.*

Parents/guardians are encouraged to have open, honest conversations with their students about their clothing.

Wilcox High School is responsible for seeing that student attire does not interfere with the health or safety of any student, and that student attire does not contribute to a hostile or intimidating atmosphere for any student. Some restrictions are necessary to support the overall educational goals of the school.

## Goals/rationale

- Maintain a safe learning environment in classes where protective or supportive clothing is needed, such as chemistry/biology (eye or body), dance (bare feet, tights/leotards), or Physical Education (athletic attire/shoes), etc.
- Allow students to wear clothing of their choice that is comfortable
- Allow students to wear clothing that expresses their self-identified gender
- Allow students to wear religious/cultural attire without fear of discipline or discrimination
- Prevent students from wearing clothing with offensive images or language, including profanity, hate speech, or pornography/innuendo
- Prevent students from wearing clothing with images or language depicting or advocating violence or the use of alcohol or drugs
- Ensure that all students are treated equitably regardless of gender/gender identification, sexual orientation, race, ethnicity, body type/size, religion, and personal style
- Ensure teachers and staff can focus on teaching and learning without the additional and often uncomfortable burden of dress code enforcement
- Ensure students do not face unnecessary barriers to school attendance
- Minimize reasons for conflict and inconsistent discipline/enforcement

**Basic principle:** Certain body parts must be covered for all students. Clothes must be worn in a way such that genitals, buttocks, and nipples are covered with opaque material.

## Students must wear:

**Top:** shirt/tank-top/sweater/sweatshirt

**Bottom:** pants/sweatpants/shorts/skirt/dress/leggings

**Shoes:** activity-specific shoes requirements are permitted (for example for sports). Courses that include attire as part of the curriculum may include assignment-specific dress expectations as they are listed in the syllabus.

## **Dress code, cont.**

### **Students cannot wear clothing with:**

- Violent language or images
- Images or language depicting/promoting drugs (Cookies, Backwoods, etc.) or alcohol (Henny, 40s and shorties, etc.) or any illegal item (pills, mushrooms, etc.) or activity or the use of same
- Clothing/items with a known association to a gang, such as bandanas of all colors, solid blue or red/maroon items of clothing/hats/beanies/long belts, etc. This will be at the discretion of Wilcox administration and is subject to change at anytime.
- Coverings that obscures the student's face or ears (i.e. hoods) in any way (except as a medical need or religious/cultural observance) inside any building
- Hate speech, profanity, pornography
- Images or language that creates a hostile or intimidating environment based on any protected class
- Students may not have visible undergarments other than the strap of a bra

**Freedom of expression, protest and disturbances (BP 5145.2, AR 5145.2, AR 5131.4)** Wilcox High School respects students' rights to freedom of expression and peaceful assembly as well as the right to a safe educational environment. The following SCUSD Board Policies are in place to provide the safest educational environment for our students and staff:

### **On-campus expression**

Students shall have the right to exercise freedom of speech and of the press including, but not limited to, the use of bulletin boards; the distribution of printed materials or petitions; the wearing of buttons, badges, and other insignia; and the right of expression in official publications. (Education Code 48907)

Student expression on district or school internet web sites and online media shall generally be afforded the same protections as in print media.

Students' freedom of expression shall be limited only as allowed by Education Code 48907, 48950, and other applicable state and federal laws.

Students are prohibited from making any expressions or distributing or posting any materials that are obscene, libelous, or slanderous. Students also are prohibited from making any expressions that so incites students as to create a clear and present danger of the commission of unlawful acts on school premises, the violation of school rules, or substantial disruption of the school's orderly operation. (Education Code 48907)

The use of "fighting words" or epithets is prohibited in those instances where the speech is abusive and insulting, rather than a communication of ideas, and the speech is used in an abusive manner in a situation that presents an actual danger that it will cause a breach of the peace.

**Off-campus expression** - A student shall be subject to discipline for off-campus expression, including expression on off-campus internet web sites, when such expression poses a threat to the safety of other students, staff, or school property, or substantially disrupts the educational program. The superintendent or designee shall document the impact the expression had, or could be expected to have, on the school program.

**Clothing, buttons, and badges** - Buttons, badges, armbands, and clothing bearing slogans or sayings may be worn unless their message falls into the categories prohibited by law and board policy. No employee shall interfere with this practice on the grounds that the message may be controversial or unpopular with students or faculty.

## **Protests, walkouts and disturbances**

Students should review the following board and school policies when considering participating in a walkout or protest while on campus or during school hours:

- The safety of students and staff is the top priority for school administration at all times
- Students participating in walkouts/protest are encouraged to stay on campus in order to maintain a safe environment
- Students participating in walkouts/protests will receive an unexcused absence and are subject disciplinary consequences. These consequences are outlined in the school's truancy and class cut policy as well as the makeup work policy for unexcused absences
- Students participating in walkouts/protests are expected to conduct themselves in a civil and respectful manner
- Students participating in walkouts/protests shall not block or impede the progress of others nor disrupt another student's access to their education or participation in a safe educational environment

***A student involved or attempting to be involved in any of the following prohibited activities shall be subject to discipline:***

- Disturbing the peace, including, but not limited to, causing or attempting to cause a riot, burning or destroying property, fighting, challenging another to fight, or using offensive words likely to provoke a fight
- Disrupting school operations, including but not limited to, exercising free expression which is obscene, libelous, or slanderous or so incites students as to create a clear and present danger of the commission of unlawful acts on school premises or the violation of lawful school regulations, or substantially disrupting the orderly operation of the school (Education Code 48907)

***Other examples of activities that may be considered disrupting school operations include, but are not limited to:***

- Organizing or participating in unauthorized assemblies on school premises
- Participating in sit-ins or stand-ins which deny students or employees normal access to school premises
- Interfering with, or unauthorized use, of the district's computer system
- Refusing to disperse, including, but not limited to, assembling for the purpose of causing a disruption and refusing to disperse upon the direction of school personnel
- Boycotting school, including, but not limited to, participating in any protest that involves nonattendance where attendance is required at school, class, or at a school activity

***Any student who participates in a boycott shall be given an unexcused absence and may be classified as truant, regardless of any parent/guardian approval of the absence.***

## DISCIPLINARY INTERVENTION GRID

The Disciplinary Intervention Grid shall serve as a guideline for site administration. Serious/repeated offenses may be subject to a change of placement. Students who do not complete assigned interventions may be subject to the loss of any/all school or district sponsored activities (Social Probation Policy). This is not a complete list of consequences, but it serves as a general guideline. Administration reserves the right to alter consequences on an individual basis.

<b>Violation</b>	<b>1st Offense</b>	<b>2nd Offense</b>	<b>3rd Offense</b>
Aiding/Abetting in the infliction or attempted infliction of injury to another CA Ed Code 48900 (t)	Suspension (3 - 5 days); parent contacted; district hearing and/or other intervention	Suspension (3 - 5 days); parent contacted; district hearing	Suspension (3 - 5 days); parent contacted; district hearing
Assault/battery employee Ed Code 48900 (a) (1) (2) and 48915	Suspension (5) days; PD/parent contacted; district hearing		
Brandish knife at other Ed Code 48900 (b) and/or 48915 (b)	Suspension (5 days); PD/parent contacted; district hearing		
Cause/attempt property damage Ed Code 48900 (f)	Suspension (3 - 5 days); PD/parent contacted; district hearing and/or other intervention	Suspension (5 days), PD/ parent contacted; district hearing	
Cause/threat physical injury Ed Code 48900 (a)(1)(2)	Suspension (3 - 5 days); PD/parent contacted; district hearing	Suspension (5 days); PD/parent contacted; district hearing	
Cell phone & Electronic Entertainment Device Violation ED Code 48900 (k)	See Cell Phone Policy	See Cell Phone Policy	See Cell Phone Policy
Cheating Ed Code 48900 (k)	See Academic Integrity Policy	See Academic Integrity Policy	See Academic Integrity Policy
Classroom Distruption Ed Code 48900 (k)	1-2 hr. detention; campus beautification; Saturday School; class suspension and/or other intervention	2-4 hr. detention, campus beautification; Saturday School; class suspension and/or other intervention	2-4 hr. detention; campus beautification; Saturday School; class suspension and/or other intervention
Defy valid school authority Ed Code 48900 (k)	Detention; campus beautification; Saturday School; class suspension; parent conference and/or other intervention	Detention; campus beautification; Saturday School; class suspension; parent conference and/or other intervention	Detention; campus beautification; Saturday School, class suspension; parent conference and/or other intervention
Dishonest act/fake call/forgery Ed Code 48900 (k)	Saturday School; parent conference and/or other intervention	Saturday School; parent conference and/or other intervention	Saturday School; parent conference and/or other intervention
Dress Code violation Ed Code 48900 (k)	Change clothing item, warning and/or parent conference	Change clothing item; detention; campus beautification and/or other intervention	Change clothing item; detention; campus beautification and/or other intervention
Filming or attending a fight Ed Code 48900 (k)	1 - 4 hr. detention; campus beautification; Saturday School	2 - 4 hr. detention; campus beautification; Saturday School	1 - 4 hr. detention; campus beautification; Saturday School
Gambling Ed Code 48900 (k)	Saturday School; parent conference and/or other intervention	Parent conference and/or other intervention	Parent contacted, district hearing
Gang related act Ed Code 48900 (k)	TBD at discretion of administration & SCPD	TBD at discretion of administration & SCPD	TBD at discretion of administration & SCPD
Graffiti-tagging Ed Code 48900 (f)	Suspension (3 - 5 days); PD/parent contacted; restitution and/or other intervention	Suspension (5 days); PD/parent contacted; district hearing; restitution and/or other intervention	Suspension (5 days); Pd/parent contacted; district hearing, restitution and/or other intervention
Gum/food/drink in class Ed Code 48900 (k)	1 hr. detention or warning and/or other intervention	1 - 2 hr. detention or parent conference and/or other intervention	2 - 4 hr. detention; Saturday School. Successive violations will result in increased consequences and/or other intervention
Hall Pass	1 hr. detention and/or other intervention	1 - 2 hr. detention; campus beautification and/or other intervention	2 - 4 hr. detention; campus beautification; Saturday School and/or other intervention

<b>Violation</b>	<b>1st Offense</b>	<b>2nd Offense</b>	<b>3rd Offense</b>
Harrassing/bullying/cyberbullying student/staff Ed Code 48900.4, 48900 (r)	Cease & Desist order; suspension (1 - 5 days); PD/parent contacted; district hearing and/or other intervention	Suspension (1 - 5 days); PD/parent contacted; Cease & Desist order; district hearing and/or other intervention	Suspension (5 days); PD/parent contacted; Cease & Desist order; district hearing and/or other intervention
Hate Crime Ed Code 48900.3	Suspension (5 days); parent contacted; Cease & Desist order; district hearing		
School-issued ID card - failure to carry/failure to scan	May be subject to 1 hr. detention; campus beautification. Possible denial of entry to school event and/or other intervention	May be subject to 2 hr. detention; campus beautification. Possible denial of entry to school event and/or other intervention	May be subject to 2 hr. detention; campus beautification. Possible denial of entry to school event and/or other intervention
Inappropriate/unwanted touching Ed Code 48900 (n)	Suspension (3 - 5 days); PD/parent contacted; district hearing and/or other intervention		
Laser pointer PC 417.27; BP 5131	Warning; 1 - 2 hr. detention; campus beautification and/or other intervention	1 - 4 hr. detention; campus beautification; Saturday School and/or other intervention	2 - 4 hr. detention; campus beautification; Saturday School and/or other intervention
Misconduct on bus Ed Code 48900 (k)	Loss of privilege, parent contacted; detention; Saturday School and/or other intervention	Loss of privilege; parent contacted; detention; Saturday School; and/or other intervention	Loss of privilege; parent contacted; detention; Saturday School; and/or other intervention
Misuse of computer Ed Code 48900 (k)	Detention; Saturday School; loss of privilege for remainder of semester/year; parent contacted; Cease & Desist Order; district hearing and/or other intervention	Detention; Saturday School; loss of privilege for remainder of semester/year; parent contacted; Cease & Desist Order; district hearing and/or other intervention	Detention; Saturday School; loss of privilege for remainder of semester/year; parent contacted; Cease & Desist Order; district hearing and/or other intervention
No show detention/campus beautification Ed Code 48900 (k)	Conference and detention reassigned or doubled	Conference; Saturday School; parent contacted; and/or other intervention; social probation	Continued violations will result in increased interventions; and/or social probation
No show Saturday School Ed Code 48900 (k)	Conference; Saturday School reassigned; parent contacted; social probation and 2 hrs. additional detention	Conference; Saturday School reassigned and 2 hrs. detention & 1 hr. campus beautification; parent contacted; social probation	Parent contacted; violations will result in increased consequences and social probation
Not following teacher direction Ed Code 48900 (k)	1 hr. detention; 2 hr. detention; Saturday School; class suspension and/or other intervention	2 hr. detention; Saturday School; class suspension and/or other intervention	Saturday School; class suspension and/or other intervention
Obscene act/profanity/vulgar Ed Code 48900 (l)	Saturday School; suspension (1 - 3 days); parent/PD contacted; and/or other intervention	Suspension (1 - 3 days); parent/PD contacted and/or other intervention	Suspension (3 - 5 days); parent/PD contacted; district hearing and/or other intervention
Off campus, out of bounds, class cut - truant Ed Code 48900 (k)	1 - 2 hr. detention; campus beautification; parent contacted and/or other intervention	2 - 4 hr. detention; Saturday School; campus beautification; parent contacted and/or other intervention	2 - 4 hr. detention; campus beautification; Saturday School; parent contacted and/or other intervention
Possession/under influence of alcohol Ed Code 48900 (c)	Suspension (3 - 5 days); PD/parent contacted; intervention program; district hearing	Suspension (5 days), PD/parent contacted; intervention program; district hearing	
Possession/sell/under influence of controlled substance Ed Code 48900 (c)	Suspension (3 - 5 days); PD/parent contacted; intervention program; district hearing	Suspension (5 days); PD/parent contacted; intervention program; district hearing	
Possess drug paraphernalia Ed Code 48900 (j)	Suspension (3 - 5 days); PD/parent contacted; intervention program; district hearing and/or other intervention	Suspension (5 days); PD/parent contacted; intervention program; district hearing and/or other intervention	
Possession Imitation Firearm Ed Doce 48900 (m) and/or 48915 (b)	Suspension (5 days); PD/parent contacted; district hearing		
Possession of toy gun, including, but not limited to, gel blaster, Nerf gun, squirt gun or airsoft gun Ed Code 48900 (b)	Saturday School or suspension, up to 5 days; possible referral to district hearing	Suspension; referral to district hearing	Suspension and recommendation for consideration of expulsion

<b>Violation</b>	<b>1st Offense</b>	<b>2nd Offense</b>	<b>3rd Offense</b>
Possess/use lighter or matches Ed Code 48900 (j)	Campus beautification; Saturday School; parent contacted; and/or other intervention	Suspension (1 day); parent contacted; and/or other intervention	Suspension (1 - 3 days); parent contacted; district hearing and/or other intervention
Possession of a weapon Ed Code 48900 (b) and/or 489115 (b)	Suspension (5 days); PD/parent contacted; intervention program; district hearing		
Robbery/extortion Ed Code 48900 (o) and/or 48915 (c) (4)	Suspension (5 days); PD/parent contacted; district hearing and/or other intervention		
Sexual Assault Ed Code 48900 (m) and/or 48915 (c) (4)	Suspension (5 days); PD/parent contacted; district hearing and/or other intervention		
Sexual Harassment Ed Code 48900.2	Suspension (3 - 5 days); PD/parent contacted; district hearing and/or other intervention	Suspension (5 days); PD/parent contacted; district hearing; and/or other intervention	
Sell/furnish controlled substances Ed Code 48900 (c) and/or 48915 (c) (3)	Suspension (5 days); PD/parent contacted, district hearing and/or other intervention		
Skateboard/bike/scooter/etc. Ed Code 48900 (k)	Warning; 1 - 2 hr. detention; campus beautification and/or other intervention	1 - 4 hr. detention; campus beautification; Saturday School and/or other intervention	2 - 4 hr. detention; campus beautification; Saturday School and/or other intervention
Knowingly received stolen property Ed Code 48900 (l)	Suspension (1 - 3 days); parent contacted; Saturday School; possible 1 - 3 day suspension and/or other intervention	5 day suspension; parent contacted and/or other intervention	District hearing; and/or other intervention
Stolen school/private property Ed Code 48900 (g)	Suspension (3 - 5 days); PD/parent contacted; district hearing and/or other intervention	Suspension (5 days); PD/parent contacted; district hearing and/or other intervention	
Terrorist threat staff/property Ed Code 48900.7	Suspension (5 days); PD/parent contacted, district hearing and/or other intervention		
Tobacco, nicotine & paraphernalia Ed Code 48900.7	Saturday School; parent contacted; and/or other intervention	1 - 5 day suspension; parent contacted; and/or other intervention	District hearing; and/or other intervention
Unauthorized selling of food/items on campus Ed Code 48900 (k) BP 3554	Items confiscated; 4 hr. detention or Saturday School; parent contacted; and/or other intervention	Items confiscated; parent contacted; and/or other intervention	Items confiscated; parent contacted; and/or other intervention

**\*For 2024 - 2025**

Lunchtime detentions/alternatives to Saturday School may be offered to fulfill consequences involving detentions & Saturday Schools listed above.

**THIS IS NOT A COMPLETE LIST OF CONSEQUENCES, BUT IT SERVES AS A GENERAL GUIDELING. ADMINISTRATION RESERVES THE RIGHT TO ALTER CONSEQUENCES ON AN INDIVIDUAL BASIS.**



## General Information/Student Services

**Adult Education:** High school students may be admitted to the Adult Education Program in order to fulfill certain academic requirements. Permission to attend is granted only after a parent conference is held with a counselor to ascertain that adult education is the best program to satisfy the necessary requirements. Students must be enrolled in six classes at Wilcox in order to qualify for concurrent enrollment in the program. The principal has final approval for all adult education classes.

Students will be responsible for all fees, books and materials necessary for the course. The Adult Education Program is located at the Wilson Educational Options Center, 1840 Benton Street, Santa Clara, 423-3500.

**Bill Wilson Center:** The Bill Wilson Center is a non-profit community mental health center providing counseling, shelter and education to the youth of our area. The center also provides in-service programs for the high school counselors and weekly counseling on campus for all students, emphasizing drug and alcohol related problems. The services of the center are available to students at Wilcox and their families. The Bill Wilson Center is located at 3490 The Alameda, Santa Clara, 243-0222.

**Bicycles, scooters, skateboards:** Bicycles may be used as transportation to school but must be ridden in the bike lanes on the streets. Bicycles and skateboards will be walked (not straddled) on campus. Bicycles are to be parked and locked in the bicycle racks in the designated areas. Skateboards and scooters must be kept in lockers, or locked in the skateboard storage area at the front of the school near the flagpole during the school day and not carried around. The student is responsible to **lock** their bicycle and to secure their skateboard or scooter. Rental scooters should not be brought onto campus or secured on or with district property.

**The school or district does not take any responsibility for damaged, lost or stolen bikes or skateboards, etc. no bicycles, scooters or skateboards are to be ridden on campus at any time.**

**Bus transportation:** Students who must use a bus for transportation to school should check at the beginning of the school year for their proper pick up location, bus number, and time schedule. Students that are directed to remain after school beyond the time the buses depart will be given prior notice to arrange for transportation before being required to stay after school. Parents and students are responsible for transportation on these days. **Bussing privileges can be suspended or revoked at any time based upon inappropriate behavior/conduct.** Bus schedules are available in the Attendance Office.

**Cafeteria:** A cafeteria/snack bar is available daily to provide hot breakfast, lunch/snacks. See the cafeteria manager regarding subsidized lunch programs. Students using the cafeteria facilities must keep the area neat and place all trash in the receptacles provided.

**College and career resource center – Rm. B-113:** The center provides students with many opportunities to develop and explore occupational and educational goals through materials available. Students will find information about colleges, scholarships and the application process, and information about the Silicon Valley Technical Education (SVCTE) at the College & Career Resource Center. Job interview, resumé and search skills are taught. Individualized research on careers and classroom projects can be utilized through the center. Every student is encouraged to visit on a drop-in basis before school, during lunch, and after school. Parents are also welcome to use the facility.

**Drop off/delivery of food and other items:** Food and other items to be dropped off for student pickup should be left in the designated drop off area in the attendance office. Parents/guardians are responsible for contacting students to pick up deliveries or dropped off items. Food delivery service exchanges may be placed in a designated area directly outside of the main office during lunchtime. Students should not meet food delivery services elsewhere on campus. Students should not order food to be delivered during class time or passing period. Wilcox is not responsible for any lost or stolen items.

**Family Resource Center:** The Family Resource Center (FRC), which is part of the Student Services Department of SCUSD, provides families with resources in the areas of basic needs. The FRC also connects families to outside services in order to enhance their support networks. For example, the FRC offers clothing, toiletries, and school supplies to families with limited resources. In addition, the FRC facilitates monthly food distributions during the school year for families eligible for free and reduced-priced meals. Throughout the school year, the FRC offers workshops in various topics relevant to SCUSD families. Everyone in the district is welcome to attend any of the workshops

**Health Services:** The Health Office is staffed by a health assistant and is located adjacent to the Attendance Office. A district school nurse is assigned to provide consultation to teachers, parents, and students regarding student health issues. The health office phone number is 423-2421.

- **Illness and emergencies:** If a student needs to leave campus due to illness or injury, the parent or a designee listed on the student's emergency card must be contacted from the Health Office. The student will then be checked out through the Attendance Office with a "**Permit to Leave Campus**" pass. Please provide as many telephone numbers as possible so that a responsible adult can be contacted if there is a problem. No student will be allowed to leave campus without authorization from someone listed on the emergency form.
- **Medication:** A student who needs to take any medication (prescription or non-prescription) during school hours must bring the medication to the Health Office in the original container with a written request from the parent and a written order from the physician detailing dosage, time, frequency and method
- (Ed Code 49423). **Medication Authorization Forms** are available in the Health Office. The medication will be kept in a locked cabinet and dispensed as ordered. A student who wishes to carry emergency medication (such as an asthma inhaler or Epi-pen auto-injector) must provide a completed **Authorization for Student to Carry and Self-Administer Medication form** signed by parent and physician. Students are not allowed to carry any medication at school without such authorization. All medication orders must be renewed at the beginning of each school year.
- **P.E. excuses/modification:** Long-term Physical Education excuses (over three days) must be documented in the Health Office with a physician's note. Short-term excuses (three days or less) may be cleared with a written note from the parent. If a student requires modification of his/her physical education program due to a health issue, please contact the school nurse, 423-2420.
- **Extended illness:** Should a student be out of school for an extended period for health reasons, please ask the student's physician to document the absence. Requests for homework may be made through the counseling office, 423-2414. A student who cannot attend classes for longer than 3 weeks due to a temporary, severe, or disabling medical condition may be eligible for home teaching. A physician must provide documentation that the student is unable to attend classes and indicate a date of return. Contact the school nurse, 423-2420, for more information and an application for a home teacher.

**Insurance:** The School District does not provide blanket coverage for any type of insurance. Insurance coverage, however, is available through an outside carrier. School time, 24 hours, and special football policies can be purchased (football participants should take special note for football coverage). To download the application and benefit information on their website, please go to [www.studentinsuranceusa.com](http://www.studentinsuranceusa.com).

**Library:** The Wilcox Library has a drop-in computer lab for student use for assignments and other schoolwork. Fines are \$0.20 per day for late books, and \$0.60 per day for late overnight reference books. Damaged or lost books/textbooks result in a charge to replace the book. The library is also responsible for the distribution and collection of all textbooks. Textbooks should be covered so that they are returned in approximately the same condition in which they were issued. The library has an online book catalog and online research databases available 24 hours a day, seven days a week, through the library's web portal. Online renewal of library books is also available. To renew online, click "Book Catalog", then "My Account". Click the checkboxes next to the books to be renewed, and click "Renew." You may renew twice online, after that you may go to the library desk to renew books. Rules for the library include no access to games or chat programs on school computers, and no access to social networking sites. Use of a low tone of voice at study tables, and complete quiet in the reading room is required. Foods and drinks are not allowed in the library, except water. The Internet is a public forum and students are required to follow agreements made in the **Acceptable Use Policy** signed at the beginning of the school year.

**Lockers:** Academic lockers will be issued for the 2024 - 25 school year. Please note that nothing should be posted inside/outside of the lockers. Locker use may be restricted based on county health guidelines.

**Lost/stolen items:** Students should not bring valuables to school. The school and/or district is not responsible for lost or stolen items, books or personal belongings, at school at any time. All students are strongly encouraged to place their own padlock on their P.E. lockers for safety. Locks are available to borrow from the PE Department. Students will be charged for lost or broken borrowed locks. All lost or stolen items should be reported to the attendance office and an incident report filed with the attendance office.

**Parent groups:** Wilcox High School has parent groups that all work to raise funds that is vital in supporting student programs. Each has a different emphasis within the school. Some projects are conducted in collaboration with each other, and many are done separately, although the common goal of supporting the Wilcox community unites them.

- **Dads, Grads & Moms booster club (DGM):** DGM provides support for a variety of programs in the school, both in the classroom and out. They have become a vital support group for the athletic department. In the past they have purchased equipment, uniforms, and now help with entry fees to tournaments. Each year the club provides approximately \$4,000 in scholarships to qualifying seniors.
- **English Learners Advisory Committee (ELAC):** Parents of students who are learning English meet six (6) times each year to discuss the education of their children as well as advise the principal on school-related matters.
- **Parent, Teacher, Student Association (PTSA):** PTSA provides volunteer services to the Wilcox community. Parents, teachers and students have given approximately 10,000 hours this past year. From office and library assistance, the Reflections Art Program to sports event snack bars, there is a volunteer activity available for everyone.
- **School Site Council (SSC):** A group of staff, parents, and students who meet with the principal monthly to monitor progress toward school goals and the Single Plan for Student Achievement (SPSA). The site council allocates budget to various goals, reviews proposals to improve instructional practices, reviews outcomes of improvement efforts, and provides input on ways to continually improve student achievement at Wilcox.
- **Senior Send-Off 2025:** The Wilcox High School PTSA supports a safe and sober celebration for our senior students, and offers a safe and sober grad night. Get involved in the volunteering efforts, the planning and fundraising events for this grand graduation event. Parents of underclassmen are welcome.

**Student parking:** Student vehicles (i.e. cars, motorbikes, or motorcycles) on campus must possess a valid California driver's license and proof of insurance. Student drivers must follow all California state and local laws.

All motor vehicles parked illegally in a school parking lot, or without the proper parking permit sticker, are subject to citation by the SCPD. Parking permits are issued at the student body office and are free. Obtaining a parking permit does not guarantee a parking spot. All student parking spots are on a first come basis. Staff spaces are reserved; unmarked spaces are for students. Student vehicles parked on school grounds are subject to search by school or police officials at the request of administration, if reasonably suspected of concealing weapons, drugs or other contraband.

Students are not to use their car as a locker. No student is to be in a vehicle during school hours unless he/she has completed their classes and is leaving for the day.

**Transfer and withdrawal:** If a student is transferring or withdrawing from the Wilcox attendance area, a parent must come into the registration office, show photo identification and sign the check-out form. The name of the new school/location must be provided. All textbooks and other school materials must be returned and all fines paid before student records will be sent to the student's new school.

**Wellness Program:** The Wellness Program at Wilcox supports students in addressing their social-emotional needs. The support ranges from classroom presentations on various topics related to social-emotional learning, to individual support at the Wellness Center on campus. In addition, our Wellness staff collaborates with parents/guardians and school staff to address students' needs using a team approach.