Kathleen MacDonald High School

Student and Parent Handbook

2025-2026

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Board of Education

1889 Lawrence Road, Santa Clara, CA 95052. Phone: 408-423-2000

- Bonnie Lieberman - *President*
- Vickie Fairchild
- Jodi Muirhead
- Jim Canova
- Albert Gonzalez
- Andrew Ratermann
- Michele Ryan, Ph.D.

Board meetings are held on the 2nd and 4th Thursdays of each month. Check the district website for times and locations.

District Administration

Damon Wright, Ed.D	Superintendent	423-2005
Mark Schiel	Deputy Superintendent of Operations	423-2024
Kathie Kanavel, Ed.D	Assistant Superintendent of Education Services	423-2124
Jose Gonzalez, Ed.D	Assistant Superintendent of Human Resources	423-2014
Brad Stam	Chief Academic & Innovation Officer	423-2008
Katharine Alaniz	Director of Special Education	423-2140
Matthew Baldwin	Director of Secondary Curriculum	423-2039
Brenda Carrillo, Ed.D	Director of Student Services	423-3532
Kristin Gonzalez	Coordinator of Student Services	423-3683

Welcome Center Points of Contact

Nelson Hori	Principal	669-369-4401
Terry Flora, Ed.D	Vice Principal	669-369-4403
Lauren Kelly	Vice Principal	TBD
Jean Wang	Vice Principal	TBD
Richard Mendoza	Academic Counselor	669-369-4488
Daniela Azuela	Academic Counselor	TBD
TBD	Academic Counselor	TBD
Uma Sriram	School Secretary	669-369-4410
Jessica Morales	Registrar	669-369-4406
Duong “Natalie” Preciado	Attendance Clerk	669-369-4411
Soma Baral	Bookkeeper	669-369-4408
Jodi Quinton	School Nurse	669-369-4420
Nhung Tran	Health Assistant	669-369-4419
Beatriz Romero	Wellness Coordinator	669-369-4453
Rosa Palomera	Community Health Outreach Worker	669-369-4454
Brittney Codera	Athletic Director	669-369-4460
Douglas Focht	Band	669-369-4481

For any questions regarding a student’s IEP, contact the assigned case managers:

Ana Alcoriza	Life Skills Teacher	669-369-4446
Puja Vaish	Life Skills Teacher	669-369-4485
Kori Kurbiel	SAI Teacher (Department Chair)	669-369-4436
Eric Rivera	SAI Teacher	669-369-4438
Tushaar Venkateswaran	SAI Teacher	669-369-4474

Sadie Rabusin	SAI Teacher	669-369-4433
Steven Hoy, Ed.D	SAI Teacher	669-369-4445
Ishita Talukdar	SAI Teacher	669-369-4475
Maria Vallone	SAI Teacher	TBD
Katee Rodriguez	SAI Teacher	TBD
Pratibha Maurya	SAI Teacher	TBD

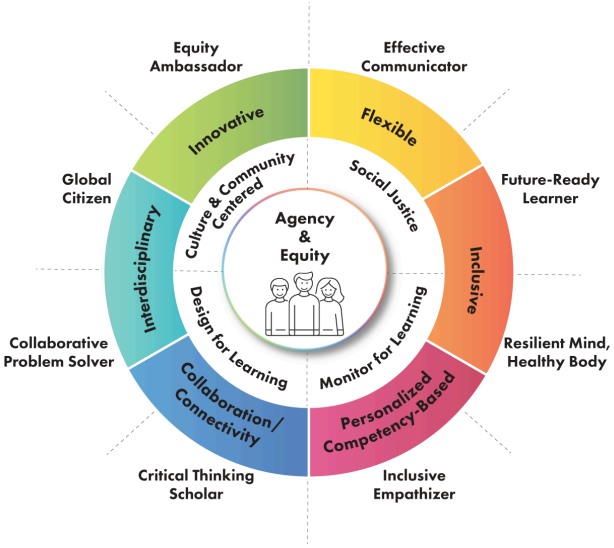
Vision & Mission Statements (Philosophy)

Core Values- Equity, Agency, and Student-Centered

Educational **equity** means that each child is ensured equally high outcomes, removing the impact of deficit thinking, interrupting inequitable practices related to social and cultural factors, and creating intersectionality inclusive school environments for adults and children, while discovering and cultivating the unique gifts, talents and interests that every human possesses.

Agency means that students experience voice, autonomy, and self-actualization, which manifest throughout their educational setting.

Student-Centered means that students' physical, social-emotional and academic needs are at the heart of all conversations, decision making, systems and actions.



Agnew/Huerta/MacDonald K-12 Instructional Framework

Guiding Principles

Collaboration and Connectivity
We are an interdependent, globally-minded, and connected community that collaborates and supports each other for professional growth, wellness and student success.

Inquiry-Based
Questions engage and drive the exploration of relevant experiences where students construct and evaluate their knowledge through research and exploration.

Interdisciplinary
Concepts from multiple contexts or disciplines are synthesized to create and apply new ideas, understandings, and solutions.

Personalized, Competency-Based Instruction
Each learner is challenged and supported based on their learning progression, which is co-created with their teachers based on their interests and strengths in order to reach mastery of their learning.

Flexible
Our mindset encourages adaptability of environment, processes, resources, outcomes and perspectives.

Innovative
Learners creatively iterate and explore ethical and imaginative ways to problem solve and critically think.

Expression of our Core Values and Guiding Principles

Multi-Tiered Systems of Support speaks to a Whole Child Approach that is aligned with our District Priorities and Graduate Portrait, and with MHS's Single Plan for Student Achievement (SPSA).

Our **Full Inclusion** model speaks to our belief that diversity, inclusion, and equity are of utmost importance. Our commitment to **Grading for Equity** speaks to our belief that all students should have access to multiple opportunities for demonstrating skill and knowledge tied to content area standards and graduate portrait competencies.

Our focus on **Design Thinking and Inquiry-Based Learning** speaks to our vision for learning and teaching- we all learn by doing- and we all can continuously improve.

<u>SCUSD Graduate Portrait</u>- Condors are F.I.E.R.C.E.

Future-Ready Learners: Condors will create a learning environment that nurtures, and enables development of competencies and habits of practice.

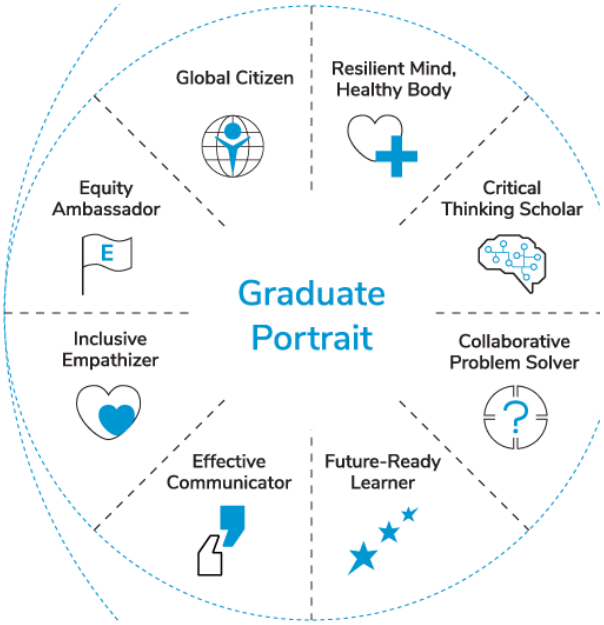
Inclusive Empathizers: Condors will find opportunities to be kind and help others.

Equity Ambassadors: Condors will embrace and celebrate all students.

Resilient in Mind/Health/& Body: Condors will have grit.

Collaborative Problem Solvers & Critical Thinkers: Condors will work together and discuss more in-depth and higher order thinking.

Effective Communicators: Condors will be able to advocate for themselves.



All of the Graduate Portrait competencies are important for ensuring that students thrive. Our school plans, actions, and decisions will be guided by the Graduate Portrait.

What is the Condor Way?

Condor way	Classroom	Outside of the Classroom
Future Ready Learners	• Be open to new ideas • Develop a strong sense of direction	• See learning as a lifelong journey • Have a growth mindset
Inclusive Empathizers	• Find ways to include others • Have an asset-based perspective	• Positively encourage others • Treat each other respectfully
Equity Ambassdors	• Are culturally sensitive • Are willing to help others	• Act in ways that promote equity • Challenge social injustice
Resilient in Mind, Health and Body	• Are mindful • Develop strategies to overcome obstacles	• Make safe and healthy choices • Cultivate networks of support
Collaborative Problem Solvers and Critical Thinkers	• Value multiple perspectives • Learn and grow from failures together	• Value teamwork and seek solutions • Stay open to possibility
Effective Communication	• Practice empathetic listening • Be sensitive to your audience's perspective	• Advocate for yourself • Ask questions when things are unclear

MacDonald High School Events 2025-2026

Event	Date	Time	Location
Link Crew Training	Mon & Tue, 8/4 & 8/5	9:00am - 1:00pm	Various locations on campus
Freshman Orientation/ Parent Meeting	Wed, 8/6	9:00am - 1:30pm	Main Gym, Aux Gym, Theater
Sophomore, Junior & Senior Schedule/Yondr Pick-up	Thurs, 8/7	9:00am - 3:00pm	Auxiliary Gym
Freshman Condor Way Presentations	Fri, 8/15	12:30pm - 1:25pm *PCBL*	Theater
Sophomore Condor Way Presentations	Tue, 8/19	12:30pm - 1:25pm *PCBL*	Theater
School Site Council	Wed, 8/20	5:00pm - 6:00pm	M100
PTSA Executive Board Meeting	Wed, 8/20	6:15pm - 7:30pm	M100
Junior & Senior Condor Way Presentations	Fri, 8/22	12:30pm - 1:25pm *PCBL*	Theater/Main Gym
Welcome Back Rally *ASB Event*	Tue, 8/26	12:30pm - 1:25pm *PCBL*	Main Gym
All Sports Fair (prior to Back to School Night)	Wed, 8/27	6:00pm - 6:30pm	Auxiliary Gym
Back to School Night	Wed, 8/27	6:30pm - 8:45pm	School-wide
Club Rush *ASB Event*	Fri, 9/5	12:00pm - 12:35pm *Lunch*	Quad
Picture Make-up	TBD		Auxiliary Gym
Senior Parent Night with Counseling	Wed, 9/10	6:00pm - 7:30pm	Theater
ELAC Meeting	Wed, 9/17	6:00pm - 7:00pm	Library
School Site Council	Wed, 9/17	5:00pm - 6:00pm	M100
PTSA Executive Board Meeting	Wed, 9/17	6:15pm - 7:30pm	M100
Sophomore Parent Night with Counseling	Wed, 9/24	6:00pm - 7:30pm	Theater
Homecoming Rally *ASB Event*	Fri, 10/3	12:30pm - 1:30pm *Ext. PCBL*	Main Gym
Homecoming Football Game *ASB Event*	Fri, 10/3	4:00pm - 10:00pm	Stadium
Homecoming Dance *ASB Event*	Sat, 10/4	7:00pm - 10:00 pm	Main Gym & Aux Gym
PSAT (All 10th graders with 11th/12th graders)	Tue, 10/7	8:00am - 12:30pm	Main Gym, Small Gym, and Designated Small Testing Rooms
ELAC Meeting	Wed, 10/8	6:00pm - 7:00pm	Library
Financial Aid Night	Wed, 10/8	6:00pm - 8:00pm	Student Union
Cash for College Night	Wed, 10/15	6:00pm - 8:00pm	Student Union
School Site Council	Wed, 10/22	5:00pm - 6:00pm	M100
PTSA Executive Board Meeting	Wed, 10/22	6:15pm - 7:30pm	M100
Senior Pano Picture	Fri, 10/24	12:30pm -1:25pm *PCBL*	
Fall Band Concert	Wed, 10/29	6:30pm -7:30pm	Theater
Halloween Costume Contest/Dia de Los Muertos *ASB Event*	Fri, 10/31	12:00pm -12:30pm *Lunch*	Quad
Open House/ 8th Grade Parent Night	Wed, 11/5	TBD	School-wide
ELAC Meeting	Wed, 11/12	6:00pm - 7:00pm	Library
Multicultural Celebration	Wed, 11/19	TBD	Theater
School Site Council	Wed, 11/19	5:00pm - 6:00pm	M100
PTSA Executive Board Meeting	Wed, 11/19	6:15pm - 7:30pm	M100
School Site Council	Wed, 12/17	5:00pm - 6:00pm	M100
PTSA Executive Board Meeting	Wed, 12/17	6:15pm - 7:30pm	M100
Club Fair *ASB Event*	Wed, 1/14	12:35pm - 1:05pm *Lunch*	Quad
Winter Band Concert	Wed, 1/14	TBD	Theater

Elective Fair	Fri, 1/23	12:00pm -12:45pm *Ext. Lunch*	Career Center
School Site Council	Wed, 1/28	5:00pm - 6:00pm	M100
PTSA Executive Board Meeting + General Meeting	Wed, 1/28	6:15pm - 7:30pm	M100
ELAC Meeting	Wed, 2/11	6:00pm - 7:00pm	Library
Winter Dance *ASB Event*	Fri, 2/13	6:00pm - 9:00pm	Main Gym/Aux Gym
School Site Council	Wed, 2/25	5:00pm - 6:00pm	M100
PTSA Executive Board Meeting	Wed, 2/25	6:15pm - 7:30pm	M100
Battle of the Classes - Night Rally *ASB Event*	Fri, 3/6	6:00pm - 8:00pm	Main Gym
SAT (All 11th graders with some 12th graders)	Tue, 3/10	8:00am - 12:30pm	Main Gym, Small Gym, and Designated Small Testing Rooms
School Site Council	Wed, 3/18	5:00pm - 6:00pm	M100
PTSA Executive Board Meeting + General Meeting	Wed, 3/18	6:15pm - 7:30pm	M100
Junior Parent Night with Counseling	Wed, 3/25	6:00pm - 7:30pm	Theater
Community Service Fair	March or April	12:30pm - 1:30pm *Ext. PCBL*	Main Gym
Birds Take Flight	Sat, 4/4	TBD	All Campuses
CAASPP Testing	4/6-4/10	Special Schedule	Main Gym
ELAC Meeting	Wed, 4/8	6:00pm - 7:00pm	Library
School Site Council	Wed, 4/22	5:00pm - 6:00pm	M100
PTSA Executive Board Meeting	Wed, 4/22	6:15pm - 7:30pm	M100
VAPA Night (Gallery Exhibition, Musical and Theatrical Performance)	Wed, 4/29	6:00pm - 8:00pm	Performing Arts Center
AP Testing	5/4-5/15	8:00am - 11:30am 12:00pm - 3:30pm Times will vary based on exam	Various Locations
Nuestra Graduación - Chicanx/Latinx Graduation Celebration	Fri, 5/8	5:00pm - 7:00pm	TBD
School Site Council	Wed, 5/13	5:00pm - 6:00pm	M100
PTSA Executive Board Meeting + General Meeting	Wed, 5/13	6:15pm - 7:30pm	M100
Junior & Senior Prom *ASB Event*	TBD	TBD	TBD
Celebration of Learning & Recognition/ Spring Music Performance	Wed, 5/20	6:30pm - 7:30pm	Theater
Goodbye Rally *ASB Event*	Fri, 5/22	12:40pm - 1:25pm *PCBL*	Main Gym
Senior Awards Night	Wed, 5/27	6:00pm - 7:30pm	Main Gym
Senior Finals	Mon & Tue, 6/1, 6/2	Regular block schedule	Classrooms
Finals	6/3-6/5	Finals Schedule	Classrooms
Graduation	Fri, 6/5	4:30pm	Stadium
PTSA Grad Nite	Sat, 6/6	TBD	Quad

Bell Schedule 2025-2026

STANDARD WEEKS:

Monday			Tuesday			Wednesday			Thursday			Friday		
Per. 1	8:45-10:15	90 min	Per. 2	8:45-10:15	90 min	Per. 1	8:45-9:35	50 min	Per. 1	8:45-10:15	90 min	Per. 2	8:45-10:15	90 min
Per. 3 +ann	10:25-12:00	95 min	Per. 4 +ann	10:25-12:00	95 min	Per. 2	9:40-10:30	50 min	Per. 3 +ann	10:25-12:00	95 min	Per. 4 +ann	10:25-12:00	95 min
Lunch	12:00-12:35	35 min	Lunch	12:00-12:35	35 min	Break	10:30 - 10:40	10 min	Lunch	12:00-12:35	35 min	Lunch	12:00-12:35	35 min
Per. 5	12:40-2:10	90 min	PCBL	12:40-1:25	45 min	Per. 3	10:40-11:30	50 min	Per. 5	12:40-2:10	90 min	PCBL	12:40-1:25	45 min
Per. 7	2:20-3:50	90 min	Per. 6	1:35-3:05	90 min	Per. 4 +ann	11:35-12:30	55 min	Per. 7	2:20-3:50	90 min	Per. 6	1:35-3:05	90 min
						Lunch	12:35-1:05	35 min						
						Per. 5	1:10-2:00	50 min						
						Per. 6	2:05-2:55	50 min						
						Break	2:55-3:05	10 min						
						Per. 7	3:05-3:55	50 min						

FOUR DAY WEEKS: Monday No School - Week of 1/6, 1/20, & 5/26

Tuesday			Wednesday			Thursday			Friday		
Per. 1	8:45-10:15	90 min	Per. 2	8:45-10:15	90 min	Per. 1	8:45-10:15	90 min	Per. 2	8:45-10:15	90 min
Per. 3 +ann	10:25-12:00	95 min	Per. 4 +ann	10:25-12:00	95 min	Per. 3 +ann	10:25-12:00	95 min	Per. 4 +ann	10:25-12:00	95 min
Lunch	12:00-12:35	35 min	Lunch	12:00-12:35	35 min	Lunch	12:00-12:35	35 min	Lunch	12:00-12:35	35 min
Per. 5	12:40-2:10	90 min	PCBL	12:40-1:25	45 min	Per. 5	12:40-2:10	90 min	PCBL	12:40-1:25	45 min
Per. 7	2:20-3:50	90 min	Per. 6	1:35-3:05	90 min	Per. 7	2:20-3:50	90 min	Per. 6	1:35-3:05	90 min

FOUR DAY WEEKS: Tuesday No School - Week of 11/10

Monday			Wednesday			Thursday			Friday		
Per. 1	8:45-10:15	90 min	Per. 2	8:45-10:15	90 min	Per. 1	8:45-10:15	90 min	Per. 2	8:45-10:15	90 min
Per. 3 +ann	10:25-12:00	95 min	Per. 4 +ann	10:25-12:00	95 min	Per. 3 +ann	10:25-12:00	95 min	Per. 4 +ann	10:25-12:00	95 min
Lunch	12:00-12:35	35 min	Lunch	12:00-12:35	35 min	Lunch	12:00-12:35	35 min	Lunch	12:00-12:35	35 min
Per. 5	12:40-2:10	90 min	PCBL	12:40-1:25	45 min	Per. 5	12:40-2:10	90 min	PCBL	12:40-1:25	45 min
Per. 7	2:20-3:50	90 min	Per. 6	1:35-3:05	90 min	Per. 7	2:20-3:50	90 min	Per. 6	1:35-3:05	90 min

THREE DAY WEEKS: Monday & Tuesday No School - Week of 8/13 & 9/3

Wednesday			Thursday			Friday		
Per. 1	8:45-9:35	50 min	Per. 1	8:45-10:15	90 min	Per. 2	8:45-10:15	90 min
Per. 2	9:40-10:30	50 min	Per. 3 +ann	10:25-12:00	95 min	Per. 4 +ann	10:25-12:00	95 min
Break	10:30 - 10:40	10 min	Lunch	12:00-12:35	35 min	Lunch	12:00-12:35	35 min
Per. 3	10:40-11:30	50 min	Per. 5	12:40-2:10	90 min	PCBL	12:40-1:25	45 min
Per. 4 +ann	11:35-12:30	55 min	Per. 7	2:20-3:50	90 min	Per. 6	1:35-3:05	90 min
Lunch	12:35-1:05	35 min						
Per. 5	1:10-2:00	50 min						
Per. 6	2:05-2:55	50 min						
Break	2:55-3:05	10 min						
Per. 7	3:05-3:55	50 min						

THREE DAY WEEK: Thursday & Friday No School - Week of 3/16

Monday			Tuesday			Wednesday		
Per. 1	8:45-10:15	90 min	Per. 2	8:45-10:15	90 min	Per. 1	8:45-9:35	50 min
Per. 3 +ann	10:25-12:00	95 min	Per. 4 +ann	10:25-12:00	95 min	Per. 2	9:40-10:30	50 min
Lunch	12:00-12:35	35 min	Lunch	12:00-12:35	35 min	Break	10:30 - 10:40	10 min
Per. 5	12:40-2:10	90 min	PCBL	12:40-1:25	45 min	Per. 3	10:40-11:30	50 min
Per. 7	2:20-3:50	90 min	Per. 6	1:35-3:05	90 min	Per. 4 +ann	11:35-12:30	55 min
						Lunch	12:35-1:05	35 min
						Per. 5	1:10-2:00	50 min
						Per. 6	2:05-2:55	50 min
						Break	2:55-3:05	10 min
						Per. 7	3:05-3:55	50 min

EXTENDED PCBL: 10/3 & one more day in March or April (Date TBD)

Extended PCBL		
Friday		
Per. 2	8:45-10:10	85 min
Per. 4 +ann	10:20-11:50	90 min
Lunch	11:50-12:25	35 min
PCBL	12:30-1:30	1 hour
Per. 6	1:40-3:05	85 min

EXTENDED LUNCH: 1/23

Extended Lunch		
Friday		
Per. 2	8:45-10:15	90 min
Per. 4 +ann	10:25-12:00	95 min
Lunch	12:00-12:45	45 min
PCBL	12:50-1:25	35 min
Per. 6	1:35-3:05	90 min

FINALS: Semester 1 (12/17-12/19) and Semester 2 (6/3-6/5)

Wednesday			Thursday			Friday		
Per. 1	8:45-10:45	120 min	Per. 2	8:45-10:45	120 min	Per. 2	8:45-10:45	120 min
Per. 2	10:55-12:55	120 min	Brunch	10:45-11:05	20 min	Brunch	10:45-11:05	20 min
Lunch	12:55-1:30	35 min	Per. 4	11:15-1:15	120 min	Per. 4	11:15-1:15	120 min
Per. 7	1:35-3:35	120 min						

Academic Integrity Interventions

Academic Integrity Policy

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 acknowledgement)
- 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.
    - Taking another student's work without permission.
    - Cutting and pasting writing from internet or print sources.
    - Using AI programs such as ChatGPT to complete assignments.

Level I Violations include, but are not limited to:

- 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.
- Using any kind of materials including personal technological devices when unauthorized on homework or classwork.
- **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
- Talking or communicating with another student during an exam, test, or quiz
- Using any kind of materials including personal technological devices when unauthorized during an exam, test, or quiz.
- Using unauthorized "cheat" notes used during an exam, test, or quiz
- Giving or receiving test information to or from students in other periods of the same teacher or same course or from previous school years.
- Copying or closely paraphrasing sentences, phrases or passages from an un-cited source for a paper, project or lab report.
- Submitting papers, projects or lab reports taken from the internet, other publications, or other students.
- 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.
- Submitting altered or previously returned work of your own or others

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.
- If a student knowingly participates in a plan for stealing or altering grades, they too will be held equally accountable
- **NOTE:** Where appropriate, Level III violations may also be referred to law enforcement.

Academic Integrity Interventions

Tier I in a school year	Tier 2 in a school year	Tier 3 in a school year
*In class staff will continually and proactively address concerns and trends regarding academic integrity. *Student may receive a zero for the assignment; make-up work is allowed for assignment, at teacher discretion *Teacher may notify parent (via email, phone call) *Teacher notifies administrator via request for student support form *Administrator logs first offense in discipline file and teacher reminds student about cheating policy *Administrator will communicate academic integrity violations to all current teachers.	*Student receives zero for the assignment; no make-up work is allowed for assignment *Teacher notifies parent (via email, phone call or mail) *Teacher notifies administrator via referral *Meeting between VP, teacher team and student is arranged *Administrator logs offense in discipline file and assigns possible detention.	*Student receives zero for the assignment, if applicable *Teacher notifies parent (via email, phone call or mail) *Teacher notifies administrator via referral *Administrator logs offense in discipline file. *Meeting between VP, teacher, parent/guardian and student is arranged *Academic dishonesty is reported to colleges in the student's record *Student becomes ineligible for California Scholarship Federation permanently *Temporary loss of participation, at team discretion, in activities (sports practice and competition, dances, club activities, theater/music rehearsal and competition, etc.) following the referral *Loss of leadership positions (ASB, clubs, music, spirit, sports, theater) for the remainder of the school year *Student may become ineligible to receive awards or to participate in awards ceremonies. This includes forfeiting the right to become valedictorian. *Student may be administered a grade of drop F/Fail.

Attendance

California State law requires that all students up to the age of 18 go to school (CA EC 48200).

Philosophy

MacDonald High School believes that attendance has a direct effect on the success students have in class. Absence from class represents a lost opportunity for interaction and exchange of ideas among students as well as between student and teacher. Absences also interrupt the teacher's planned delivery of the curriculum and the student's completion of homework assignments. Tardiness is another interruption to the learning process. Therefore, tardiness is not acceptable. Attendance and punctuality to class is an integral part of the student's course of study and is a requirement for earning course credit.

Absences from school must be excused by a parent or guardian listed on the registration / emergency cards within **three school days of the absence**. If the absence is not cleared within the three days, it becomes an unexcused absence.

Attendance Policy

If you cut school (period/whole day) you may be assigned detention, and/or loss of school privileges. If you are a chronic non-attender, you will be considered willfully defiant of the authority of the school and subject to other disciplinary action.

According to California Education Code, any student who has 3 or more unexcused absences over 3 days is considered a truant (Cal. Ed. Code 48260.5[a]).

If the student's attendance does not improve, the student will be identified as a habitual truant. **A habitual truant is a student who has been reported as a truant and has at least 5 unexcused absences over 5 different days**. You will be required to:

- Attend a truancy meeting with your parent/guardian and the Vice Principal.
- A district truancy officer and/or MHS administrator may be asked to visit your residence if your attendance does not improve.
- You will be invited to participate in a voluntary attendance focus group.

If the previous interventions are not successful, you and your parent/guardian may appear in front of the Student Attendance Review Board (SARB) to determine appropriate educational options. If improvement is still not apparent, the habitual truants can be referred to the Santa Clara County Office of the District Attorney for a truancy mediation.

Possible consequences of being a habitual truant include a fine (for parent and/or student), a minimum 1 year suspended driver's license up until 25 years of age, and community service. Additional school consequences may be invoked for unexcused absences including revoked work permit, revoked parking permit, detention, Saturday school, school service, and loss of school privileges (ie; Homecoming activities, dances, athletic events, competitions, etc). ***Excessive unexcused absences per quarter may result in the loss of the following activities respective to the quarter in which they are situated: Homecoming, participation or attending athletics events or other extra-curricular activities, and work permits..*** A single full day unexcused absence that is part of an unsanctioned group activity may result in the loss of privileges.

If a student is having difficulties attending school on a regular basis, please speak to your teachers, counselor, administrators or any staff on campus so that we can create a plan to help you attend class.

Attendance During Distance Learning

If any portion of the school year or school day is held via distance learning, students are expected to attend and participate in virtual classrooms.

Family Unexcused Absences

Students who miss school due to an extended family vacation will be marked as "family unexcused" which will count

towards truancy. Make-up work is subject to teacher discretion.

Tardy Policy

Arriving to class on time is important for your education. If you are having difficulties getting to class on time, please speak to your teachers, counselors, administrators or any staff on campus so that we can help you create a plan to attend class on time. The following is a list of interventions that are provided to help minimize the amount of tardies you receive throughout your school year.

Classroom-Level Support (Tier 1 support)

- Teachers will facilitate discussions with students to determine what barriers are keeping them from attending class on time.
- Teachers will reach out to families of students if tardies remain a problem.

School-Level Support (Tier 1/2 support)

- If students receive 7 or more total tardies in all combined classes in one semester, the students will receive school based interventions such as a restorative meeting focused on self reflection, conference with an administrator, parents, and/or other school support staff.
- If students continue to receive more tardies, additional interventions such as detentions, a behavior plan, and/or possible loss of privileges will be issued.

District-Level Support (Tier 2/3 support)

- Student and parent/guardian will participate in a district level meeting if tardies continue.
- If your child is on an intradistrict or interdistrict transfer and has a continuing pattern of tardies, they may forfeit their privilege of remaining at MHD.

Excused Absences

Excused absences are for the following reasons (SCUSD Board Policy #5300):

- Personal illness
- Quarantine (based on an individual, not the community as a whole)
- Medical appointments
- If a student has as medical appointment before school, please bring verification
- Attendance at a funeral service
- Jury duty, or court appearance
- Participation in religious instruction or exercises in accordance with district policy
- Religious holidays

Reporting an Absence

Report absences through the attendance office by written note or telephone call. Only a parent or guardian may report or clear an absence. The attendance office phone number is **669-369-4405.** This number provides a twenty-four hour answering service. When leaving a message or writing a note, please include the following:

1. Student's ID #
2. Student's first and last name
3. Spelling of student's last name
4. Date(s) of absence(s)
5. Caller's name and relation to student
6. Reason for absence(s)
7. Call back number

Requests for Homework

If your absence is expected to last or extend to three or more days, homework can be requested through the attendance office. Requests will take a maximum of two full days to process. Please call early in the morning to make requests. The most ideal method to access homework is by contacting the teacher directly through email.

18-year olds

If you are 18, you may **NOT** excuse your own absences / tardies unless you have parent / guardian and school administrator's approval.

Leaving Campus

If you need to leave school you **MUST** check out through the attendance office and obtain a permit to leave school. Use of cell phones to call home to go home should never happen. Please report to the health office or the Welcome Center first. The school policy is to simply verify with a parent or guardian that it is ok to leave school.

MacDonald High is a closed campus and those students who leave without a pass will require a meeting with the school administrator and/or parental contact.

Personalized Competency-Based Learning (PCBL)

Purpose

PCBL stands for Personalized Competency-Based Learning. PCBL time has been created to enrich and support your academic progress. Students are responsible for using this time wisely. PCBL Time, labeled "**Advisor**" on student schedules, serves as a homeroom where students can:

- Review bulletin (e.g., upcoming school events)
- Work on projects, homework, read silently
- Receive additional academic support, embedded recovery, and enrichment from teachers

PCBL Implementation Timeline

August

- All students attend their assigned advisory PCBL class for important announcements and class meetings.
- Students report to the assigned advisory PCBL class by 12:40 PM.
- Students present ID cards to their teachers to be scanned using the Teachmore/Flextime app.
- Students will be shown the process of making appointments for PCBL during their last meeting in August.

September and Onward

- Students and teachers can make and request appointments using the Teachmore/Flextime App.
- All appointments need to be created before the start of lunch on the day of PCBL.
- Pre-Arranged Appointments: Students go directly to the appointment by 12:40 and get scanned in.
- No Pre Arranged Appointment: Students attend their assigned advisory PCBL class by 12:40.
- Upon request students may receive permission to be released from their original PCBL class to attend another class for additional support.
    - Complete approved assessment retake
    - Receive additional academic support, embedded recovery, and enrichment from teachers
    - Attend Counselor-led workshops on study skills, college, and career readiness
    - Wellness appointments and group meetings
    - Support provider appointments
    - Participate in planned activities at our School Design Lab, Innovation Center, and other locations

PCBL Norms

During PCBL Time, students are expected to:

- Be on time and in a seat by 12:40.
- Bring their ID cards to scan into the Teachmore/Flextime App.
- Create appointments before the start of lunch on the day of PCBL.
- Know how they're doing in all of their classes (e.g., checking their grades in Aeries regularly)
- Work productively on school-related subjects (e.g., homework, projects, assessment preparation) or wellness activities (e.g., mindfulness, self-regulation)
- If teachers provide the opportunity, students should utilize this time to work on retakes and revisions of assessments
- Consider sitting in groups of 4 or smaller
- Respect classroom norms

Behavioral Expectations

Philosophy

MacDonald High School recognizes that all students and staff of public schools have the right to attend campuses that are safe, secure and conducive to student learning. School districts have a duty to create a safe, secure, and academic school. The administration at MHS accepts restorative practices and progressive discipline as an integral and positive part of your learning process. Our restorative practices are designed to assist students with reflecting upon their behavior, and to understand how actions impact themselves and others in the school community where learning takes place.

Consequences are not a punishment, but rather the result of a violation of the school's behavioral expectations. Each teacher will provide you with a course syllabus that outlines classroom expectations. A critical component to a positive school experience is respect for yourself, other students, teachers, staff, the school, and their property. If you keep this in mind the entire school will benefit.

School-Wide Rules

Be Respectful, Be Responsible, and Be Safe

Student Expectations

Students at MacDonald High School will:

- Be responsible for knowing and adhering to all school rules
- Be responsible for bringing necessary materials to class each day
- Be prepared to participate when class begins
- Be excused from class by the instructor, not the bell
- Honor the dress code
- Remain on campus unless checked out by the attendance office
- Always carry a Hall Pass or have permission from your teacher
- See the Nurse only after obtaining a pass from your teacher unless it is an emergency
- Treat books and Chromebooks with respect and care. Books and Chromebooks should be returned in the same condition they were issued
- Fines will be charged for all lost, stolen, or damaged issued books and Chromebooks
- Treat all members of the school community with respect

Enforcement of School Rules

School rules will be enforced at all times including, but not limited to, any of the following (Ed. Code 48900):

- While on school grounds
- While going to or coming from school
- During school hours including lunch period
- During, or while going to or coming from a school sponsored activity or event
- During distance learning

Progressive Discipline and Interventions

The interventions listed below are general guidelines the school will follow in solving discipline problems. In cases having extenuating circumstances, as determined by the school, consequences may be reduced or increased as the case warrants. If you habitually violate school rules, you will receive increasing interventions for your behavior.

Consequences may include but are not limited to:

- Restorative conversation with vice principal
- School Service
- Detention
- Loss of school privileges
- Suspension in School from class
- Suspension at Home
- Involuntary transfer to another campus/program
- Expulsion/Administrative or Disciplinary Hearing

If you are involved in extracurricular activities, school sponsored, or student body events, you may not be able to participate if you violate school rules. These may include referrals, detentions, suspensions, excessive absences and tardies. The activities may include, but are not limited to athletics, spirit squad, and/or, dances.
Also to note, teachers may hold a student, a group of students, or an entire class for after school detention for disciplinary reasons or tutorial help.

Interventions	**Day / Time**
● **Restorative reflections and/or assignments** ● **Call home** ● **Attendance workshops** ● **Detention (Level 1, Level 2, Level 3)** ● **Student Conference** ● **Family Conference** ● **Parent visit to school** ● **SST** ● **Restitution** ● **Participation in restorative conference** ● **Safety and behavior contracts** ● **Structured day** ● **Loss of extra-curricular activities (both as a participant and observer)** ● **Placement Advisory Committee meeting (PAC)**	**Detention may be held during the weekdays:** **Level 1 - up to 30 min.** **Level 2 - up to 60 min.** **Level 3 - up to 90 min.**
Home Suspension - Actions of serious nature (Education Code 48900) may result in home suspension. If you are on home suspension you are to remain home under the supervision of your parent/guardian, and are not to return to campus or attend any school events. If you are suspended, parents/guardians will be expected to attend a conference in person or by phone with a Vice Principal. The conference will be scheduled anytime between the beginning of the suspension and the time you will return to school. When you are suspended, you are not to be on, near, or around any school campus, or MHS sponsored event, until your suspension is over. Parent conferences are encouraged to promote cooperation and agreement between the home and school in an attempt to develop citizenship and high standards of behavior with our young adults.	**Up to five days**
Expulsion - The principal or the superintendent of schools shall recommend the expulsion of a student for any of the following acts committed at school or at a school activity off school grounds, unless the principal or superintendent finds that expulsion is inappropriate, due to the particular circumstance: ● Causing serious injury to another person, except in self-defense. ● Possession of any gun, knife, explosive, or any other dangerous object of no reasonable use to the student. ● Unlawful sales of any controlled substance. (i.e. alcohol, marijuana, or other illegal drugs) ● Robbery or extortion.	

• Committing or attempting to commit battery upon any school employee. • Students may also be recommended for expulsion for any repeated violations of Education Code 48900.	

Interventions for Rule Violations

Description	Offense	Interventions
Drug, Alcohol, Paraphernalia, use or possession	1st offense	County Youth Outreach Group Counseling Classes, parent contact, restorative intervention, possible exclusion from a school activity.
	2nd offense	Home suspension or alternative, parent contact, possible exclusion from a school activity.
Drug, Alcohol sales	1st offense	Possible suspension home pending expulsion or discipline hearing. Police citation and parent contact.
Smoking or possession of tobacco or smoking device	1st offense	County Youth Outreach Group Counseling Classes, parent contact, restorative intervention, possible exclusion from a school activity.
	2nd offense	Home suspension, restorative intervention, or alternative, parent contact, possible exclusion from a school activity.
	3rd offense	Home suspension, parent contact, and possible discipline or expulsion hearing.
Fighting	1st offense	Home suspension, restorative intervention, or alternative, possible expulsion or discipline hearing, and possible police citation. **Students who engage in a fight or other violent acts may be banned from any or all extracurricular events, including dances, for the remainder of the year.**
Fighting/Assault	2nd offense	Home suspension or alternative, possible expulsion or discipline hearing, and possible police citation. **Students who engage in a fight or other violent acts may be banned from any or all extracurricular events, including dances, for the remainder of the year.**
Defiance and/or disrespect to any school employee	1st offense	Detention with restorative intervention.
Being on another campus during that school's school day	1st offense	Detention and/or school suspension. Parent phone call
	2nd offense	Detention,and/or school suspension. Parent phone call. Possible police citation.
Theft, Extortion, or possession of stolen property	1st offense	Home suspension, restorative intervention or alternative, potential police citation, possible expulsion or discipline hearing, restitution, parent contact.
Gambling	1st offense	Detention, parent contact, confiscation of all money
	2nd offense	Suspension, expulsion or discipline hearing, police citation, parent contact
Vandalism/Destruction of property (including destructive pranks)	1st offense	Detention, restorative intervention, possible suspension, parent contact, remuneration, possible police citation
Possession and/or use of explosives, or	1st offense	Home suspension or alternative, possible police

fireworks		citation, possible expulsion or discipline hearing
Tampering with Fire alarm	1st offense	Home suspension, restorative intervention or alternative, parent contact, and police citation
Possession of Knife, Gun, BB/Pellet gun, or any other dangerous object	1st offense	Home suspension or alternative, expulsion or discipline hearing, parent contact, and possible police citation.
Misuse of electronic devices on campus during school hours	1st offense	Item is confiscated and turned in to the office. Student may pick up their item after school. Parent will be notified by classroom teacher.
	2nd offense	Item is confiscated and turned in to the office. Parent must pick the item up after school.
	3rd offense	Item is confiscated and turned in to the office. Parent must pick the item up. Parent conference. Phone will remain at home or student will check his/her phone in at the Welcome Center
Public displays of affection	1st offense	1st offense – verbal warning
	2nd offense	Parent contact, parent visit
Unexcused absences (period)	1st Referral	Meeting with vice principal and parent contact
	2nd Referral	Participation in Attendance Workshop, parent contact
	3rd Referral	Participation in Attendance Workshop, parent contact, 1st truancy notification sent home.
Unexcused absence (day)		1st truancy letter notification sent home, next stage of trancy process.
Five or more unexcused days		If the above does not correct behavior, the student will be invited to a meeting with the vice principal and or district Coordinator of Attendance to discuss interventions to improve attendance in accordance with Education Code 48260.5. Possible home visit by school or district
Dress Code	1st offense	Warning, confiscation, parent contact, and/or possible loaner clothing
Failure to identify oneself when asked, giving false information	1st offense	Parent contact Loss of extra-curricular activities
Forgery/Falsifying school documents	1st offense	Parent contact Administrative discretion depending on situation
Improperly parked car	1st offense	Verbal warning
	2nd offense	Possible revoking of parking permit

Off campus without permission	1st offense	Consequences range from warning to attendance workshop, and parent contact
	2nd offense	Attendance workshop, exclusion of activity for the day, parent contact
Profanity, vulgarity and use of derogatory language	1st offense	Warning, parent contact with restorative intervention Racial slurs may be addressed with a class harm circle and restorative intervention
	2nd offense/ongoing	Detention, Saturday School, Suspension, parent contact, parent visit. Racial slurs may be addressed with a structured day
Sexual harassment	1st offense	Consequences range from parent contact, counseling/warning, removal from class, to expulsion hearing, and police citation
	2nd offense	Home suspension, parent contact, police involvement, possible expulsion/discipline hearing
Involvement in gang related activity	1st offense	Consequences range from warning or changing clothes to suspension pending expulsion hearing, police involvement, and parent contact
Skateboard and bicycle use on campus	1st offense	Skateboard and/or bicycle will be confiscated until the end of the day.

Student Searches

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

Lockers: Students are permitted to use school PE lockers as a convenience. Lockers belong to the school district and remain under control of the school administration. They may be searched whenever reasonable suspicion exists.

Personal Property: School officials may search a student and their personal property (including cars, purses and backpacks) when there is reasonable suspicion to believe a student is concealing evidence of a behavior code violation. Illegal items (weapons, alcohol, unlawful drugs, etc.) or other possessions determined to be a threat to the safety or security of the student or others will be confiscated and turned over to the police.

Items which have the potential to disrupt or interfere with the educational process may be temporarily removed from a student's possession or forfeited in accordance with law. A general search of district facilities and properties, including but not limited to lockers or desks, may occur at any time. Items belonging to the district or items which are unlawful or are in violation of district policy may be seized. Students will be notified that searches of district property have occurred and will be notified of any items seized as appropriate. School staff are not required to contact the parent for permission before searching a student's personal property.

Closed Campus

MHS is a closed campus. Once you arrive at school, you must remain on campus until the end of your school day unless you have permission from a school official to leave for a specific purpose. If you leave campus at any time without authorization, you will be classified as truant and subject to disciplinary action. If you are off campus at any time of the

school day (including lunch), you will, at the very least, be assigned a detention. **The student parking area is off limits during the school day unless you have specific permission from a school official.** School rules are enforced during lunchtime. Lunch boundaries are limited to the cafeteria, quad, and basketball court area. You are NOT to bring guests on campus unless it is part of the instructional program as approved by the administration at MacDonald High School. Any person on campus, without permission, may be subject to arrest by the San Jose Police Department.

Food Delivery apps

As part of our closed campus policy, food delivery apps such as DoorDash, Uber Eats and GrubHub are discouraged for student use during school hours.

Off-Campus Misconduct, and its Relationship to School

Students may be subject to discipline for off-campus misconduct if the misconduct is related to a school activity or attendance and causes or is reasonably likely to cause substantial disruption to school activity. For example, a student using technology such as a home computer, cell phone, or other electronic communication device may be disciplined for engaging in unlawful harassment or making threats against students, staff, or district property, even if such misconduct occurred off-campus and during non-school hours, if the behavior causes or is reasonable likely to cause a substantial disruption to school activity.

Profanity and Vulgarity

Profanity or vulgarity in speech, or act, represents conduct unworthy of educated young adults and creates an unwelcoming and unsafe school campus. We strive to respect our school, ourselves and the diversity of our campus by avoiding acts of discrimination, harassment, bullying, intimidation, and bigotry based on actual or perceived ethnicity, color, disability, race, religion, gender, gender identity, gender expression, sexual orientation, and/or any other protected characteristic. Hate speech and sexual harassment are suspendable offenses.

Smoking

Use or possession of any smoking device and/ or product is strictly prohibited on or near campus. This includes being in or around an area where these products are being used. It is the duty of the school to take all appropriate action to discourage the use of all forms of smoking. This policy will be enforced at school, to and from school, or at any school-sponsored event.

Fighting

You are encouraged to discuss problems with other students with counselors, teachers, peer counselors, and vice principals. Generally, when two students get together, away from the influence of their peers, they are able to solve most difficulties. The vice principal and counseling staff are always available to support students in solving differences. However, if a fight occurs, all participants, including bystanders that provoke and encourage such behavior, can be suspended and if necessary, arrested by the police. **Any student that video records a fight, sends a video to another student, or posts/shares on any social media platform, may be suspended for a minimum of one day.**

Controlled Substances

Anyone using, possessing, furnishing, or being under the influence of any controlled substance at school, or any school related activity, or at any other time the school has jurisdiction over students, including to and from school, will result in being referred to participate in drug and alcohol classes provided by County Youth Outreach on campus, a suspension, possible notification of the police, and possible expulsion. If you are in an area where any controlled substance or tobacco is being used, you are subject to disciplinary action and/or suspension regardless of whether any substances are found in your possession or whether you are using the substance yourself.

Theft /Extortion

Theft, extortion, and possession of stolen property may result in suspension, police contact and possible expulsion.

Gang Policy

A gang 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. Paraphernalia is clothing, personal belongings, articles, equipment, apparatus or furnishings. 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.

Gang related conduct/activities include, but are not necessarily limited to, producing graffiti, wearing of certain apparel and colors consistently, displaying or advocating tattoos and trademarks, accessory items, or any other symbols or action which would denote membership in a gang as determined by the school administration or the San Jose Police Department. **If you are identified by MacDonald High School Personnel as gang related, you may be placed on a behavior and safety contract to address this issue.**

Incidents involving initiations, hazing, intimidation and/or other related activities of gang affiliations that are likely to cause bodily danger, physical harm, emotional distress or personal degradation or disgrace resulting in physical or mental harm to students are illegal. Gang related activities may result in suspension and/or expulsion.

Sexual Harassment

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

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

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

Bullying / Cyberbullying

MHS does not tolerate behavior which marginalizes, threatens, embarrasses, frightens, shames or intimidates others. If you feel bullied, please report such to an appropriate adult on campus. Constitutional protections such as free speech do not allow anyone to incite violence or to use speech in harmful ways against others.

Similarly, Cyberbullying is the use of any electronic communication technology to harass, intimidate or bully. All forms of bullying will be addressed and taken seriously.

Vandalism / Graffiti

You are not to deface or damage any school property including but not limited to desks, walls, windows, carpets, mirrors, computers, Chromebooks, or textbooks. Permanent markers are prohibited on campus, with the exception of those issued by a teacher for a classroom project. Permanent markers will be confiscated. You will be held responsible for any damage you incur. Police may be contacted for serious offenses.

Dress Code

To promote a positive, safe, and non-disruptive learning environment, proper attire must be worn. Dress and/or appearance (including backpacks, binders and other personal articles) shall be safe, neat, clean, and appropriate for school attendance. Your dress or appearance should not be disruptive or offensive to the educational environment or

process. Clothing that may be appropriate for other private and family occasions and activities away from school may not be appropriate to be worn to school. In particular:

- You must wear footwear at all times (soft-soled slippers are not considered appropriate footwear).
- Hats in the classroom are at the teacher's discretion.
- Your clothing must not expose private body parts or undergarments.
- No wearing pants/shorts below the waist.
- Clothing may not make reference to sex, drugs, tobacco, alcohol, guns or violence.
- Bandanas of any color may not be brought or worn to school.
- Hoodie Sweatshirts (Hoodies are allowed but your face and ears must be visible by staff)
- No dangerous apparel including, but not limited to, spiked shoes, spiked neckwear and spiked jewelry.
- Other attire or accessories that depict vulgar, illegal racial, sexist, gang-related, advertise drug/alcohol content, weapons, or other discriminatory viewpoints that could contribute to a hostile learning environment for students. **The administration reserves the right to determine whether or not your attire is appropriate for an educational setting.**

Physical Education Dress Code Policy

Athletic clothing must be worn (t-shirt, sweatshirt, shorts or sweatpants, socks and tennis shoes). No jeans, jean shorts, ragged, cut-off or torn shorts will be permitted. Athletic attire must be free from graffiti, excess writing etc. Proper shoes must be worn at all times (must be close toed shoes - no sandals or Crocs).

Cell Phone Free School Policy

Beginning with the 2025-26 school year, cell phones and personal electronic devices are prohibited during the school day in all SCUSD schools. All students will be provided with a Yondr pouch to store their cell phone, smart watch, wireless earbuds, and other electronics. The cellphone must be powered off or in "Do Not Disturb" mode while inside the pouch. The pouch must be secured (locked) by the start of the first period of the day until the end of the last class period of the day.

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

Teachers may on specific days grant permission to unlock the pouch so students can have access to their device for specific instructional purposes; after which the phone must be put back into the pouch and locked before leaving the classroom.

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

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

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

- 1st offense - verbal warning and re-Yondr the device
- 2nd offense - device is confiscated the rest of the day, and student can pick up the device in the office at the end of the day
- 3rd offense - device is confiscated until the parent/guardian can pick up the device

- 4th offense - student will not be allowed to have a cell phone or any other personal electronic device on campus at all. That student must turn in all devices everyday to the main office prior to school start time or keep devices at home.

Dance Behavior Policy

All students attending any MHS dance must abide by the following guidelines:

- **Follow the school dress code policy**
- **No sexually suggestive movements**
- **No unsafe dancing** (such as moshing or crowd surfing)
- **Guests must follow the same expectations** – if you bring a guest, you are responsible for their behavior. All guests must have a pre-approved guest pass.

Students who violate any of these guidelines may be removed from the dance without refund. If a guest violates the guidelines, the guest and host may be removed without refund. If a student or guest breaks any school rules at the dance, normal disciplinary procedures will be followed as if the infraction took place on campus during the school day. Guests will not be permitted to attend the dance if they are over the age of 20. **Students with unserved detentions or fines may be prohibited from purchasing a ticket.**

Skateboard and Bicycle Policy

Skateboards/bicycles are allowed for transport to and from school only. Using them on school grounds is never permitted before school, during school or after school. Skateboards and bicycles must be locked in designated racks near the football stadium. **For safety reasons, only one student is allowed on a skateboard/bicycle at a time.** Students must keep skateboard/bicycles locked until they are ready to go home.

Counseling

The Counseling Department at MacDonald High School provides both academic, social-emotional and personal counseling for students in grades nine. We have an open-door policy for students, families, and teachers. Mr. Gonzalez and Mr. Mendoza work in partnership with the school psychologist, Health and Wellness Coordinator and counseling interns, and other outside agencies. Students may self-refer or be referred for guidance counseling by parents and teachers. Student Support Team (SST) Meetings are conducted for struggling students to determine appropriate support. For those students who are in need of more in-depth services, the department can provide recommendations and community referrals to the parent of the student as needed.

Class Schedule

In August, students will receive a notice of their new class schedule. Be sure to create an account if you don't have one already. Freshmen will receive their schedule at Freshmen Orientation.

Adding and Dropping Classes

As we create small learning communities and student pathways to graduation, we strive to work together to build open and honest communication between teachers and students in order to move forward. With this in mind, we will be directing students to reach out to teachers and develop academic plans for success before discussing the idea of adding, dropping, or changing a class during the school year.

A student may not add a class after three weeks of instruction unless a petition to add is approved by the teacher. A student dropping class up to six (6) weeks into the semester will not receive credit or a grade. A student dropping a class after the six-week period may receive an "F" grade for the semester, unless otherwise approved by the principal or designee. (BP 5121/AR 5121). Students must continue to attend the class in question until it is officially dropped from the schedule or be considered a truant.

Concurrent Enrollment (BP 6146.11)

Concurrent enrollment is enrolling in classes at Educational Options and/or a community college while being a full time student at MacDonald High School. You must obtain prior permission from the principal or his designee in order to be concurrently enrolled by completing the **Out of District Course Request** form. Up to four (4) UC-approved classes may be taken outside of the district during their high school career. Classes taken outside of the district for high school credits are unweighted. It is the family's responsibility to research and follow the process for registering for the requested course(s). Before signing up for a class, be sure to consult with your counselor to make sure that the course is appropriate.

Honors and Advanced Placement (AP) Classes

Honors and AP classes are rigorous and are recommended for students who are academically prepared to take on the additional challenges. Each course has a higher average amount of independent work outside of school ranging from 3 - 5 hours per week. In some cases, there may also be a summer assignment that must be completed prior to the first day of class. Keep this in mind when signing up for multiple Honors and AP classes. Some honors and all AP classes have a weighted GPA due to a heavier workload. In order to better align to the UC/CSU, English 9 Honors, English 10 Honors, Algebra 2 Honors, and Geometry Honors are not weighted.

Graduation Requirements

Graduation Board Policy 6610 - To be graduated from the high schools of 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. In addition, students must maintain a citizenship record in accordance with the rules and regulations of the district and the Education Code. You must successfully complete all subject area requirements totalling 230 credits and 20 hours of community service to graduate from MacDonald High School.

Subject	**Credit Requirements**
English	40 credits
Mathematics (must pass Algebra I)	20 credits
Science (1 year life, 1 year physical)	20 credits
Social Science	30 credits
World Language	10 credits
Visual & Performing Arts	15 credits
Electives	70 credits
Physical Education (includes health)	25 credits
	230 credits (+20 community service hours)

The minimum credits that should be earned at the end of the second semester of each grade are:

Grade 9	**Grade 10**	**Grade 11**	**Grade 12**
50-60	110-120	170-180	230

If you become credit deficient, your counselor may suggest an alternative education program such as New Valley.

Awards and Recognition

State Seal of Biliteracy

The State Seal of Biliteracy is a program through the California Department of Education that recognizes students who are proficient in a second language. Students achieving this recognition will receive a special seal affixed to their diploma and a medal to wear at graduation. To earn this special recognition, a student must demonstrate proficiency by the following:

- Proficiency in English by:
  - Earning a 2.0 GPA in all English language graduation requirement courses or demonstrating proficiency in the ELPAC test for English learners.
- One of the following:
  - Completing 4 years of a single language with an overall GPA of 3.0 or higher.
  - Receiving a score of 3 or higher on an AP language exam.
  - Passing an SAT II foreign language exam with a score of 600 or higher.
  - Passing an IB exam with a score of 4 or higher.
  - Passing a locally approved assessment that meets the rigor or an AP exam.

Golden State Seal Merit Diploma (GSSMD)

The GSSMD is a program through the California Department of Education which recognizes students who have demonstrated mastery of the curriculum in at least six subject areas. Students achieving this recognition will receive a special seal affixed to their high school diploma. These areas are English language arts/literacy, mathematics, science, US History, and two additional subjects chosen by the student. Mastery is determined as follows:

- English
  - Standard Met or above on the CAASPP ELA exam, or
  - A grade of B+ or higher in a single ELA course each semester in grade 9, 10, or 11
- Math
  - Standard Met or above on the CAASPP Math exam, or
  - A grade of B+ or higher in a single math course each semester in grade 9, 10, or 11

- Science
    - Standard Met or above on the CAASPP Science exam, or
    - A grade of B+ or higher in a science course each semester in grade 9, 10, or 11
- US History
    - A grade of B or higher each semester, or
    - A qualifying score that demonstrates mastery of the subject as determined by the school district for an examination produced by a private provider or school district.
- Two additional subject areas:
    - Any additional qualifying grade or score listed above not already used above in English, Math, Science, or US History
    - A grade of B or higher in another subject for both semesters
    - A qualifying score that demonstrates mastery of other high school subjects, as determined by the school district, for an examination produced by a private provider for the district.

State Seal of Civic Engagement

The State Seal of Civic Engagement (SSCE) is awarded to California high school students who:

Engage in academic work in a productive way by demonstrating a competent understanding of Ethnic Studies, World history, US history, Economics, and the role of the citizen in a constitutional democracy. Additionally, students must participate in one or more informed civic engagement project(s) that address real-world problems. Lastly, students must use self reflection to demonstrate civic knowledge, skills as well as exhibit character traits that reflect civic-mindedness and a commitment to positively impact the classroom, school, community and/or society.

Principal's List

Students on the Principal's List have earned a cumulative GPA of 3.75 or higher in seven semesters. These students have the honor of wearing a special gold tassel at graduation.

Valedictorian, Salutatorian, and Scholar of the Year

The valedictorian and salutatorian are students with the highest GPA and second highest GPA, respectively. The valedictorian has the option to speak at the graduation ceremony. For GPA calculations, we will use total weighted GPA. If a student was previously at another school that calculated weighted GPAs differently, we will use the standards by which SCHS students would have their GPA weighted for the purpose of determining these honors. The Scholar of the Year is a student that is selected as an exemplary by SCHS departments. To be eligible for any of these awards, the student must have attended SCHS for at least three of their four years. All three of these honorees also receive a special medal to wear at graduation.

Grades

Each quarter is nine weeks in length. Progress reports are mailed at the end of the 1st and 3rd quarters. These grades reflect the progress to date in a particular course. Semester grades are the final grades for the courses and are the grades that are entered on your transcript. Semester report cards are mailed home approximately two weeks after the semester ends. PE and Health are graded on a quarterly basis and credits are awarded at the end of each quarter for a passing grade.

Grading Policy

MHS believes that the purpose of grading is to help students and families understand where students are in relation to mastering a given standard or competency. Because of this, all work will be aligned to a standard or competency. Student mastery of the standards is key, so when students have not yet mastered a standard, they will be retaught and reassessed. Students will be scored on a rubric of mastery, and those who do not complete an assignment or assessment will be given an incomplete rather than a zero until they finish the assignment. As students progress, their previous scores on discrete skills will be excluded from being counted so families and students can see how far they've progressed while having their grade accurately reflect their current level of mastery.

Homework

We believe that homework should have purpose and meaning and may be any of the following: prep for in class learning the next day, work left at the end of class, or optional extension activities; we also feel that reading daily in any language or type of text, is a valuable practice to develop reading fluency.

Late Work

Because learning is the most important aspect of given assignments, late work will not be penalized; we want the learning to happen, and learning is not shown by the due date of an assignment, support will be provided so that the learning can be shown at a different time or through a different assignment.

Progress Reports

Mid-quarter D-F progress reports are normally mailed four weeks into each quarter. You may have time to bring up your grade before semester 1 and semester 2 grades are finalized. It is always a good practice to check with your teachers to discuss a plan of action to improve your grade in your class.

When you are a senior, the counselors will monitor your academic progress closely. Every effort is made to ensure that you are on target to graduate. You will receive special senior progress reports during the last semester of your senior year – if you are in danger of not passing a class. Your parents will be contacted.

Grade Points and Credits

Each class is worth five credits per semester. For all UC-accepted AP and Honors courses, add one extra grade point for grades A through D. Following UC guidelines, not all honors classes have a weighted grade. To calculate grades:

A = 4 points, B= 3 points, C = 2 points, D = 1 point., F = 0 point

No points are given for F grades. A detailed explanation of how to determine grade points is in the Course Catalog.

The standard number of credits earned by students each year is 60. Under certain conditions students are allowed to take

seven classes.

Link to All MHS Course Syllabi

Parent Support

The education of your child works best when we work together. If you have any particular concerns about a class, please feel free to call or email the school and leave a message for the teacher to contact you. Our staff will make an effort to return your call within 48 hours.

How can you help your child succeed?

Every year, parents ask us what they can do to help their students adjust to high school. Below, we have identified some of the key factors crucial to your student's success and how you can help us address these factors.

Attendance - Ensuring that your student is in class and on time are keys to his/her success in high school. Excused or unexcused absences cause the student to miss tests, quizzes, and valuable classroom discussions. In order to give your student the best chance for success, we ask that you:

- Schedule doctor/dentist appointments outside of school.
- Schedule family vacations when school is not in session.
- Arrange for reliable transportation to and from school.
- Call the attendance office periodically to check on your student's attendance on School Loop.

Homework/Study Time - Students are expected to complete homework and study for tests. In order to help us make this a priority, we ask that you:

- Provide a quiet, clean study area away from distractions.
- Reviewing information on a daily basis is a great way to make connections between concepts learned.
- Set aside at least 2 hours of "academic time" each night. If students claim they do not have homework, they should be reading a book, or studying for a test.
- Make sure that your child is getting enough sleep each night.

Four-Year Plan - Students are ultimately responsible for monitoring their graduation status. If we work as a team, we can help your student make responsible choices to ensure academic success:

- Familiarize yourself with the high school graduation requirements.
- Familiarize yourself with the UC/CSU requirements (4-year colleges).
- Utilize the 4-year planning template found in the course catalog (found on our website).
- Check student's schedule at each semester.
- Schedule a meeting with your child's counselor each year for a status check-up.

Support -Open communication among students, parents, teachers, and counselors is essential for assessing your student's needs. In order to facilitate this we ask that you:

- Talk to your son / daughter about his/her academic progress on a regular basis.
- Talk to your student about events in his/her life. Know his / her interests, friends, what he/she does with free time.
- Watch for changes in behavior: (Is he/she sleeping more than usual? Does he/she hang out with a different group?)
- Call or email teachers and counselors to check your son / daughter's progress or to communicate concerns.
- Attend parent night(s) to learn about how to support your student.

Volunteer – MacDonald High School has several organizations that can use your support in many ways, other than monetary support..

- PTSA
- Athletic Boosters - Contact Athletic Director Brittney Codera
- School Site Council

What you can expect from the school regarding the key factors to success.

Attendance -You will receive a phone call from the school if your student misses one or more periods. Do not ignore these phone calls. Following up with the attendance office if you need more information.

Academic Progress - Report cards are mailed home every 10 weeks. Progress reports (for students receiving D's and F's) are mailed at 5 weeks (between report cards) Weekly Progress Check forms are available in the counseling office. Students who are behind in credits or getting poor grades will meet with counselors periodically throughout the year.

Four-Year Plan – Each year, our School Counselor will visit classrooms to go over graduation and college requirements. Each counselor will meet with the students on their caseload throughout the year to set goals and monitor progress. Letters are sent home to students who are not on track to meet graduation requirements. Attend the yearly grade level meetings for your student(s) presented by the counseling department even if you've attended them before to get the latest updates on college and graduation requirements.

Support

- Our Counselor is available to facilitate meetings with students, teachers, and parents
- On-site counseling services are available.
- There is an open-door policy for students and parents.
- The Wellness Center is available to all students for social/emotional support.

Communication

- School Mailings
- Student / Parent Handbook
- Course Catalog
- Text messages and auto-dialer calls

Monitoring Academic Progress

9th and 10th Grade

SEPTEMBER: Get registered to receive daily emails from Aeries.
DECEMBER: Consult the counselor to monitor student progress.
APRIL: Evaluate student records and advise him/her as to proper subject selection for the next year. Students should have 50-60 units at the end of the 9º' grade. Complete at least 5 hours of community service credit.

School Website

The MHS school website is located at: https://macdonald.santaclarausd.org/

The public portion of the website provides:

- regularly updated information about all major curricular and extracurricular events
- the ability to contact any administrator, teacher, or other school official without having to know their email address
- access to the online student store

The private portion of the website provides:

- secure access to current student grades
- the ability to turn in some assignments online
- regular daily emails sent to the email of your choice
- discussion groups and club newsgroups
- many other communication venues and sources of information

If you go to the site, you (student or parent) can register to gain access to the private portion of the website. For parents,

access to student information is dependent on administrator approval, which usually is granted within 24-48 hours.

Student Activities

Associated Student Body (ASB)

All activities of the student body are conducted through the Associate Body Office (ASB). This office is the responsibility of the Leadership Instructor and Vice Principal for Student Activities. The ASB office is located in the Student Union and is most easily accessed via the quad. You are encouraged to visit the ASB to find out about activities, sports, and clubs we have at MHS.

Clubs and Organizations

MacDonald High School has something for everyone. From academics to athletics, the extracurricular program at MHS offers a way for students to enhance their high school experience. Clubs and athletics are a great way to learn leadership and social skills that can't always be learned in the classroom. Just what does MHS have to offer? Students interested in starting up a new club should pick up a club charter form in the ASB. Student Council must approve the club charter.

Athletics

MacDonald High School Student-Athlete Code of Conduct: MHS believes that a student should consider participation in athletics as both a privilege and a responsibility. The privilege is the opportunity to take part in the athletic program provided by the school, and this privilege may be revoked when the student fails or refuses to comply with the rules. The responsibility is found in representing the school, which involves maintaining academic eligibility, high standards of citizenship at all times, sportsmanship and playing the game to the best of his/her ability. Respect for and compliance with the district's Student-Athlete Code of Conduct is expected of every student who participates.

Academic Eligibility / Attendance: In accordance with SCVAL, CCS rules and regulations, and/or MHS Policy, student-athletes must meet the following minimum requirements:

- Current enrollment in five classes and pass a minimum of 20 units .
- Passing grades in 20 or more credits of coursework.
- Non-weighted GPA of 2.0 in the previous quarter or semester grading period. Should the student-athlete fall below a 2.0, a probationary period may be applied for at the discretion of the coach and administration, once during frosh/soph years and once during junior/senior years (though not in concurrent semesters), as long as the non-weighted GPA is not below 1.5.
- Transfer students must meet all eligibility regulations.
- Practice attendance is required every day that a student is at school. Student/athletes must notify their coach prior to missing a practice.

Quitting A Sport: To help ensure student supervision and safety, parent must immediately notify the coach if their student/athlete is planning on quitting a sport. Conversely, coaches, Athletic Director, or administration shall contact parents if the student/athlete is in danger of being excused from a sport.

Students who decide to quit a sport during the season shall not be allowed to participate or compete in another sport at MacDonald High School. The Athletic Director shall meet with the student BEFORE trying out for any other school sanctioned sport.

Competing on an Outside Team: A student on a high school team becomes ineligible if the student competes in a contest on an "outside" team in the same sport during the student's high school season.

Grievance Procedure: The grievance process is intended to be a process whereby concerns of alleged unfair treatment of athletes can be addressed in a timely manner. We believe that a quick and honest discussion between all parties will result in the positive resolution of concerns and an improvement of the atmosphere for both athletes and coaches. The list below of legitimate and non-legitimate grievances is intended to be a guideline, not an all-inclusive list.

Legitimate grievances:

1. Failure to provide due process in disciplinary action.
2. Failure to provide a fair opportunity to compete to make the team (cut-off).
3. Mistreatment of athletes: Foul, inappropriate language.
4. Any violation of an adopted code: ethics, conduct, and expectations.

Non-legitimate grievances:

1. Athlete not given enough playing time.
2. Athlete not playing the right position
3. Strategies used by the coach
4. Win/Loss record of the team or coach.

Legitimate grievance procedure:

1. Athlete speaks with coach
2. If necessary parent schedules meeting with coach (not before, during, after practice or contests)
3. If necessary parent contacts Athletic Director
4. If necessary parent contacts Principal

Disciplinary Actions: At any time administration can choose to remove athletes from sports participation due to disciplinary action.

Social Media Policy: Student/athletes are responsible for good behavior on the Internet just as they are at school or on the athletic field of competition. If a student/athlete's use of the Internet creates a disruption to the school, the Athletic Department and/or the team, even if it is a first offense, the student/athlete will be held responsible and will face consequences as determined by the coaching staff/administration panel including but not limited to:

- Suspension from the team for one contest
- Suspension from the team for 25% of the team's season
- Dismissal from the team

Violation of Alcohol/Drug/Vape/Tobacco Policy: Any student/athlete caught in violation of school alcohol/drug/tobacco policy will face the following disciplinary actions:
Site administrators have the right to assess consequences based on incident severity on a case-by-case basis:

- 1st offense will result in a suspension of 25% of the team's season.
- 2nd offense will result in the student/athlete being dismissed from the team.

Assault/Fighting: Any student/athlete involved in an assault/fight either on campus or off (to and from school) will face the following disciplinary actions:

- 1st offense will result in a suspension of 25% of the team's season.
- 2nd offense will result in the student/athlete being dismissed from the team.

Suspension: Any student/athlete who is suspended from school for defiance of authority or any action not mentioned above will face the following disciplinary actions:

- 1st offense will result in being suspended from the team for the amount of days missed for the suspension (Ex: for a three day suspension the student/athlete will be ineligible to compete with his/her team during the suspension and an additional 3 school days after he/she returns from the suspension).
- 2nd offense will result in the student/athlete being dismissed from the team.

Referral: Referrals to and disciplinary actions taken by the vice principals will be communicated by the vice principals to coaches. Student/athletes may face disciplinary actions at the discretion of the coach, including suspension from competition.

Participation Donations: In order to meet the rising costs of transportation, officials, and league dues, a participation donation will be requested from student/athletes for each sport played.

Sports Offerings

	FALL	WINTER	SPRING	SPRING
GIRLS	Cross Country	Basketball	Softball	
	Tennis	Soccer	Swimming	
	Volleyball	Wrestling	Track and Field	
	Golf		Badminton	
BOYS	Football	Basketball	Baseball	Volleyball
	Cross Country	Soccer	Swimming	Golf
		Wrestling	Track and Field	Tennis
			Badminton	

The Athletic Directors administer athletic activities for Frosh/Soph, Junior Varsity, and Varsity teams through the SBO. Criteria are particular for each sport and can be obtained from the coaching staff. Individual awards are determined and awarded by the head coach of each sport and are based on attendance, contribution, and participation at practice and games. Awards may be determined by the coaches.

PE Waiver Eligibility – Completion of Athletic Season

Students who wish to receive a PE waiver through participation in school athletics must complete the full season of their sport in good standing. This includes:

- Consistent attendance at practices and competitions
- Meeting team and school behavioral expectations
- Remaining academically eligible throughout the season
- Finishing the season without quitting or being removed from the team

A season is considered complete when the student has participated through the final game, meet, or event and is verified by the head coach and athletic director.

Final determination of whether a student has fulfilled the requirements for a PE waiver will be made at the discretion of the coach and athletic director. Students who quit, are dismissed from the team, or fail to meet participation standards may not qualify, regardless of time already committed

P.E. Uniform Information

P.E. uniforms can be purchased in your PE class.. Sizes available are Small - 4XL.

- Shorts $10
- T-shirts $10
- Sweatpants $20

P.E. Uniform Requirements

Physical Education Dress Code Policy

Athletic clothing must be worn (t-shirt, sweatshirt, shorts or sweatpants, socks and tennis shoes). No jeans, jean shorts, ragged, cut-off or torn shorts will be permitted. Athletic attire must be free from graffiti, excess writing etc. Proper shoes must be worn at all times (must be close toed shoes - no sandals or Crocs).

If you have concerns about changing out or obtaining athletic clothing and/or athletic shoes, please contact your PE teacher ASAP. We will work with you to find a solution.

Student Government

The Student Council of MacDonald High School meets on a regular basis during the school day in a Leadership class. The Student Council is responsible for overseeing activities. Elections are held in the spring, except for incoming freshmen.

Student ID Cards & ASB Stickers

All students are required to take a picture for identification and safety purposes. Each student at MacDonald High School will be issued a personal photo identification card. You should carry your card every day. These cards are provided free if taken on the dates the school photographer is on campus. If you do not have your picture taken by the school photographer for the free ID, or if you lose your card, the cost is $5.00 for the Student Body Office (SBO) to make a new card. Associated Student Body (ASB) stickers can be purchased in the Student Body Office for $2.00. The ASB stickers is placed on the Student ID Card. This ASB stickers entitles you to a discount at after school events and activities such as sports and dances.

Student Parking

Student parking is allowed in the student lots only. The faculty parking lots are off-limits to students and students parking there are subject to disciplinary action. Students may park in student parking lots if:

- They possess a valid California Driver's License.
- They show (upon request) adequate insurance.
- They observe all laws as outlined in the California Vehicle Code.
- Students are not allowed to go to the parking lots during the school day.

The privilege to park on school grounds is revocable at any time for violation of the above rules. Violators of California Vehicle codes can and will be cited by the San Jose Police Department.

Lost or Stolen Items

The school or District does not take any responsibility for lost or stolen items, books or personal belongings, at school at any time. Lost and Found items are stored in the PE locker rooms with the PE teachers. At certain times during the year, lost clothing is donated to charity organizations. All lost or stolen items should be reported to the main office and an incident report filed.

Yearbook

Yearbook sales are conducted through the SBO and webstore. If you wish to be on the yearbook staff, contact the yearbook advisor.

Ticket Sales

Most ticket sales for dances and other events are conducted through the SBO.

Fundraising

Official fundraising activities are conducted through the SBO. Your organization must request dates for the event and submit a "Fundraiser Request Form". Students are not allowed to sell any items on campus or fundraise in any way without the prior approval of the ASB. Disciplinary action may be taken and/or funds confiscated if this rule is violated.

Communication

The SBO communicates with the student body through morning announcements. If you have important information to announce, submit an "Announcement Request" located in the SBO. The request must be submitted to the SBO before 3:00 pm, the day before the announcement. Teachers receive the announcements by email.

Scheduling Events

The Student Body Office maintains a master calendar of all school activities. All events need to be scheduled through the SBO, including dances, athletic events, concerts, fundraisers, testing days, and field trips.

Missing Class for Events

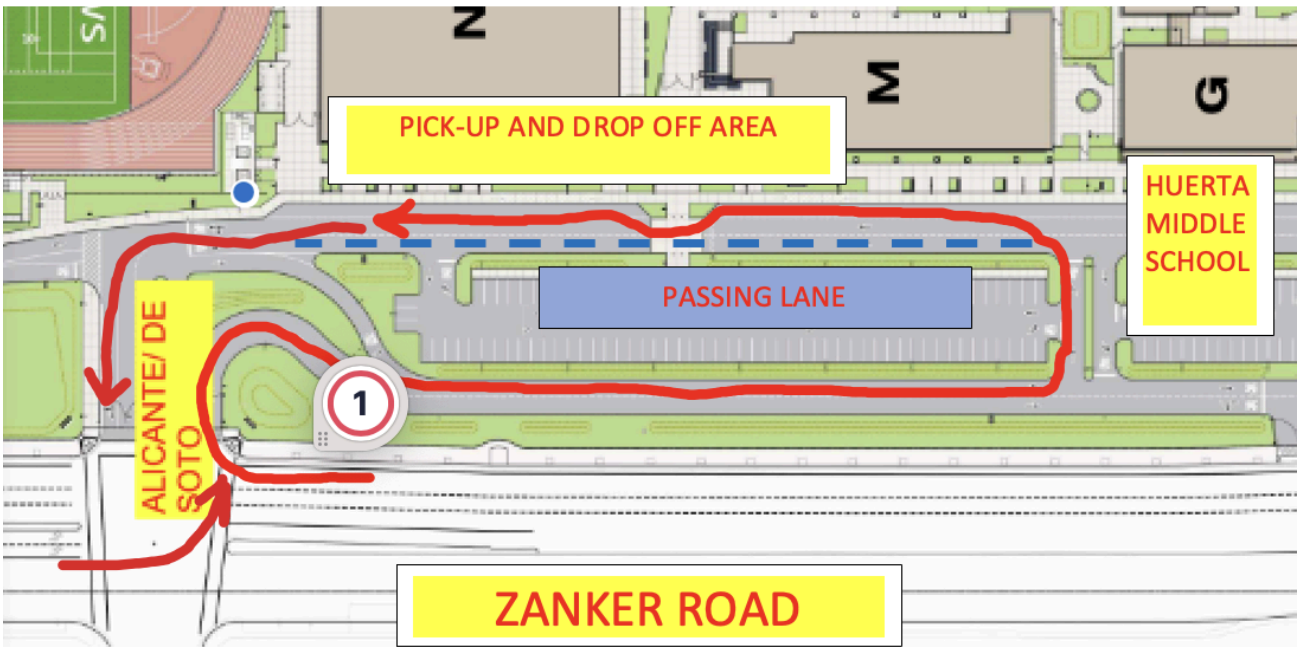
Students may occasionally have opportunities to participate in events that would cause them to miss class, such as attending a field trip, preparing for a rally, or setting up for a club event. In order to be allowed to miss class for an extracurricular event or activity, a student must have earned a minimum of a 2.0 GPA for the most recent grading period or have been deemed eligible through an official academic probation process. Your teacher must grant you permission to attend the event. This does not apply to events that are tied directly to an academic class. You may be required to make up any work missed.

Student Services

Parking

Pick-up and Drop-off:

Student pick-up and drop-off will be in front buildings N (Theater) and M (Welcome Center). During pick-up time, please pull up as far as possible to avoid any backup. Additionally, please park in the far right lane during both drop-off and pick-up so other students and parents can pass on the left.



Lockers

MacDonald High School does not have large lockers to store student belongings. However, MHS will provide PE and sports lockers which are both located in the boys and girl's locker rooms. These lockers are issued through PE classes. Any loss of books, Chomebooks or personal articles from a locker is your responsibility. Do not share your locker, and do not tell anyone your combination. Keep your locker locked at all times. Lockers are loaned to the student and the school reserves the right to check them on occasion. Lockers are issued through the Attendance Office. Report locker problems to the Attendance Office. No permanent markings or decorations. You will be fined for the cleaning and restoring the locker to an acceptable condition.

Media Center

The Media Center provides a variety of print and non-print materials, as well as computer services for student use, including recreational reading. Computer databases, the internet, and other programs are available to all students. Classes have priority over individual student use. You may use the Media Center before school, after school and during lunch, but you cannot eat your lunch in the Media Center. All students have the responsibility to respect the rights and privileges of others in order to create a productive atmosphere in the Media Center. Conduct yourself in a manner that allows other students to study without distraction.

Textbooks

Textbooks for classes are issued through the library using your student number and are your responsibility. Teachers sign up for book checkouts for each class. You will have to pay a fine if a book is damaged. If you lose a book, you will be expected to pay for it. Textbooks are very expensive to replace, so take care of them. Book covers are available in the Library.

Other Resources

Our Media Center has books to check out as well as encyclopedias, magazines, online research databases and computers for research. Our librarian and staff can help you with research. Checkout and return all materials to the Media Center in good condition and in the time allotted. Books are checked out for three weeks. You can renew a book for additional time. Overdue book fines are $.20 per day. The Media Center's computers are available for class work and/or online research. Your use of technology in the Media Center must be responsible and respect the rights of others. You are responsible for following the Acceptable Use of Technology Policy (AUP) throughout the school. This policy will be rigorously enforced. No computer programs or CD's can be installed or downloaded on the computers. This includes AOL, browsers, encyclopedias, music CDs, or games. Installations of software of any kind or changes to system settings are strictly forbidden. Restrictions on the computers prevent this.

Student Success in School

Key factors of the Self-Directed Learner

As a high school student, you are ultimately responsible for your own learning. Here are some key factors that will help you succeed:

Attendance - You cannot succeed in class if you are not in class. In order to succeed, you must make every effort to:

- Come to class on time, every day.
- Come to class prepared with required materials and attitude.
- If you know you are going to be absent, arrange for homework/test make-up ahead of time.
- After an absence, arrange a time outside of class to meet with your teacher to make-up work and tests immediately.

Homework/Study Time - In high school, you are expected to know more than you can cover in a class period. This requires that you do homework and study outside of class. You will be successful if you:

- Keep an agenda with all of your assignments and test dates.
- Study in a quiet, clean study area.
- Set aside at least 2 hours of "academic time" each night. If you do not have homework, you should be reading a book, or studying for a test.

Four-Year Plan - You are ultimately responsible for monitoring your graduation status.

- Familiarize yourself with the high school graduation requirements
- Familiarize yourself with the UC/CSU requirements (4-year colleges) Utilize 4-year planning template
- Visit the Career Center to research careers/colleges
- Make an appointment with your counselor to check your graduation status and outline goals.

Support - We are here to help, but you must let us know what you need. The more you communicate with us, the more we can help you.

- Talk to your teachers about your progress in each class.
- Talk to your counselor if you need help.
- Check schoolloop frequently and use it to communicate with teachers when needed.

- Ask for help (academic or emotional) before it is too late!

Technology

Kathleen MacDonald High School places importance on the utilization of technology for the purpose of learning. Each student will be issued a Chromebook which they will keep until they leave MHS. Students and parents/guardians must sign a liability contract and accept responsibility for loss or damage to the device. Replacement cost is up to $500 per device, and $40 for a lost or damaged charger. Students are responsible for making sure that the device is charged nightly and brought to his or her classes each day.

In addition to Chromebooks, there are printing options available in the library for students to use during most regular business hours - 30 minutes prior to the start of the first class, during lunch, and 30 minutes after the last class of the day.

Acceptable Use Policy

Students and parents/guardians must sign an **Acceptable Use Policy** (**AUP**) agreement. This is part of the Superintendent's packet, as well as a separate document required from your registration packet. The policy defines how technology is to be used and your agreement to use the technology properly. Technology is defined as computers and other equipment (including scanners, printers, cameras, copiers). The AUP is enforced throughout the school, whether you are in a lab, on your device, in the library, in a classroom, or participating in distance learning. (The Acceptable Use Policy document has more information.)

You agree to:

- use technology for educational purposes only
- stay off of social media and game sites
- access school-appropriate sites only
- not download or install any personal software
- not damage any hardware
- not plug in your laptop to the network
- not hook up or use smartphones, MP3 players or any other devices on the computers
- online activity being monitored through "Securly"

We use Google For Education (GFE) which is a suite of educational apps - Gmail, Google Meet, Google Classroom, Google Sheets, Google Doc, Google Slide, and other software as required by the teacher. We recommend that students use their district-issued chromebooks, as these devices have software that allows for the use of all needed tools. Personal devices will not always have all the necessary software. Students are expected to use their district issued Gmail account for all school related work.

Welcome Center

MacDonald High School's Welcome Center houses the Main Lobby, school administrators, support staff, school psychologist, speech therapist, and school counselors. Additionally, the Student Health Office and Wellness Center will also be located in our Welcome Center. Our Health Office is staffed part time by a health assistant to take care of first aid and minor illnesses. A district school nurse is assigned to provide consultation to teachers, parents and students about student health issues. You may leave a message for the nurse at the Health Office -- phone number 669-369-4419.

School Counselor

Our School Counselors, Mr. Mendoza and Ms. Azuela are located in the counseling area inside the Welcome Center. They can be reached at rmendoza@scusd.net and dazuela@scusd.net. Please refer to the Counselor page in this handbook for additional information regarding our School Counselor and counseling department.

Student Health Office

Emergencies: If you need to leave campus because of illness or an emergency, the staff in our Welcome Center must contact one of the adults listed on your emergency card. You must check out through the Wellness Center with a "Permit to Leave Campus" pass. You must have an emergency card on file in the Nurse's Office. Addresses, phone numbers and contact information must be current. Please provide as many telephone numbers on your student's emergency card as possible so that we can reach a responsible adult if there is a problem. No student will be allowed to leave campus without authorization from someone on the emergency card. Should you become ill during the day you must report to the Health Office to contact your parents / guardians. Students are not to contact parents / guardians from classrooms. Failure to follow the above procedure will result in an unexcused absence.

Medication: If you need to take *any* medication (prescription or non-prescription), during school hours, you *must* bring the medication to the Health Office in the original pharmacy container with a written order from the doctor and written permission from your parent / guardian. The medication will be kept in a locked cabinet and dispensed as ordered. The school does not provide any medication to students, including aspirin. A Permit to Take Medication at School form must be on file (available in the Health Office). You may not carry your own medications. Permits must be renewed at the beginning of each school year (Ed Code 49423).

If you have asthma and need to carry an inhaler, you must have a **Request for Student to Carry Medication in School** form, signed by your parent / guardian and a doctor, on file in the Health Office. Permits must be renewed at the beginning of each school year (Ed Code 49423).

PE Excusals & Modification: Short-term excusals, (3 days or less) from PE can be cleared with a written note from parents. Long-term excusals (over 3 days) require a written doctor's authorization indicating the duration and what modifications should be made to the student's regular PE participation. In either case the notes must be given to the Health Office.

If you need to have your physical education activity modified due to a health issue or injury, please have the student's physician indicate what he/she can do to earn participation points and call the Health Office. It is especially important that the school be notified of any health issues that may require emergency or other specific medical care.

Extended Absences: If you need to be out of school for more than three days, you must bring a doctor's verification. Requests for homework and class work can be made by contacting the teacher directly through their School

Loop address.

Contacting the Nurse: If you or your parents / guardians have any questions or concerns about your health, please leave a message for the nurse at 669-369-4420 or 669-369-4419. You will be contacted by the nurse as soon as it is possible.

Wellness Center

Our Wellness Center is located in our Welcome Center in the "M" building. We provide students with resources and support to promote their physical, emotional, and mental well-being. It includes services such as school-based counseling, health education, drop-in support, and risk assessments.

Students, parents, and/or staff are able to make referrals to the Wellness Center. During the first week of school, students will be provided with directions on how to access Wellness Counseling.

Wellness information and resources