Santa Clara High School

Student and Parent Handbook

2026-2027

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Fully Accredited by WASC ACCREDITING COMMISSION FOR SCHOOLS

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Board of Education

1889 Lawrence Road

Santa Clara, CA 95052
408-423-2000

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

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
TBD	Assistant Superintendent of Education Services	423-2124
Jose Gonzalez, Ed.D.	Assistant Superintendent of Human Resources	423-2014
Mark Schiel	Deputy Superintendent of Operations / CBO	423-2024
Katharine Alaniz	Director of Special Education	423-2140
Maurissa Koide	Director of Secondary Curriculum	423-2039
Brenda Carrillo	Director of Student Services	423-3532
Kristin Gonzalez	Coordinator of Student Services	423-2086

Santa Clara High School Administration

Gregory Shelby	Principal	423-2601
Tony Lam	Vice Principal - Curriculum & Instruction	423-2602
Sharon Freeman	Vice Principal - Student Support & Activities	423-2603
Terry Flora	Vice Principal - Student Support & Attendance	423-2604

Vision & Mission Statements

We graduate lifelong learners who aspire to improve themselves and the world.

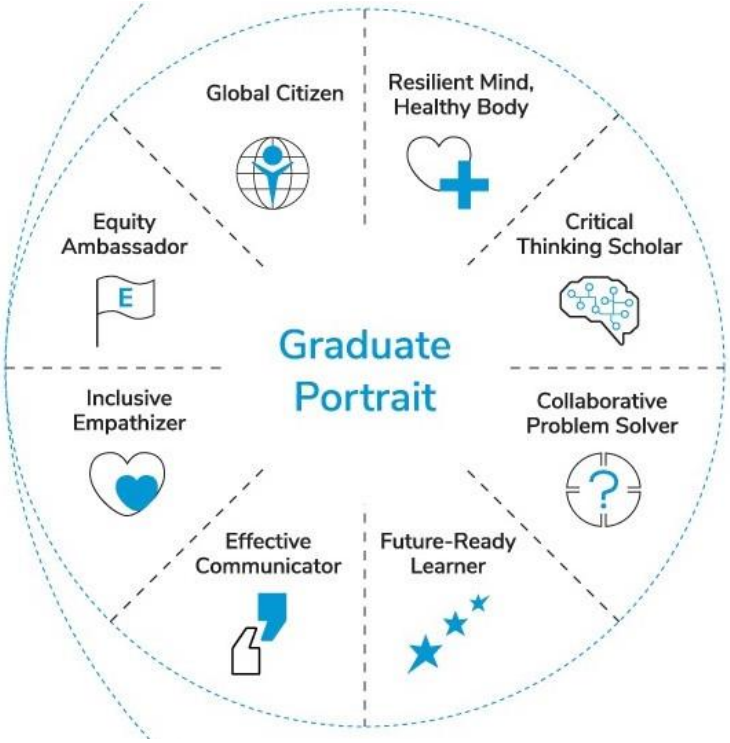
Our Mission is to provide a rigorous and comprehensive education that fosters inquiry, inspires compassion, and develops self reliance for our diverse student body in a physically, emotionally, and socially safe environment.

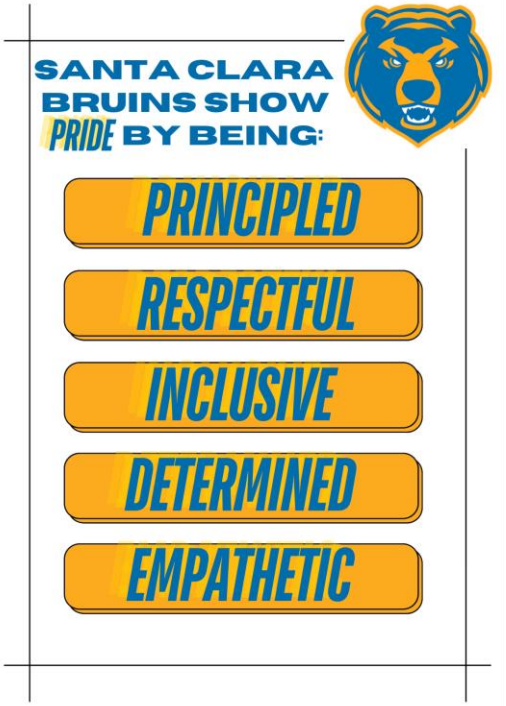
Portrait of a Graduate & Bruin P.R.I.D.E.

SCHS is working to ensure that all of our graduate embody the Portrait of the Graduate and that all of our students have PRIDE in themselves, the school and their community.

Each graduate will demonstrate that they are Equity Ambassador - Global Citizen - Resilient Mind, Healthy Body - Critical, Thinking Scholar - Collaborative Problem Solver - Future Ready Learner - Effective Communicator - Inclusive Empathizer.

All SCHS students will be Principled - Respectful - Inclusive - Determined - Empathetic.





Bell Schedule for 2026-2027

Monday - 50 Minute Classes

1st Period 8:45 – 9:35
2nd Period 9:40 – 10:30
3rd Period 10:35 – 11:25
4th Period (+ann) 11:30 – 12:25
Lunch 12:25 – 1:00
5th Period 1:05 – 1:55
6th Period 2:00 – 2:50
7th Period 2:55 – 3:45

Tuesday / Thursday - 90 Minute Classes

Period 1 8:45 – 10:15
Period 3 (+ann) 10:25 – 12:00
Lunch 12:00 – 12:35
Period 5 12:40 – 2:10
Period 7 2:20 – 3:50

Wednesday/ Friday - 90 Minute Classes

Period 2 (+ann) 8:45 – 10:20
Tutorial 10:30 – 11:20
Lunch 11:20 – 11:55
Period 4 12:00 – 1:30
Period 6 1:40 – 3:10

Special schedules, such as those for Homecoming Week and Finals, will be shared with families via the Bruin Country Principal's Updates prior to the alternate schedules.

School Calendar for SCHS Families

Date	Event	Regularly Schedule Meetings:
Mon Aug 10	First Day of School	**School Site Council** - Meets on the 3rd or

Wed Sept 2	Back to School Night	4th Wednesday of each month at 4:00 PM in person
Mon Sept 7	Labor Day (No School)	
Tue Sept 8	Teacher Professional Development Day (No School)	
Wed Sept 9	Winter Sports Family Info Night (Virtual)	**Music Boosters** - Meets on the 2nd Thursday of each month at 7:00 PM in person
Wed Sept 23	Senior Parent Night (Virtual)	
Wed Sept 30	Financial Aid Night (Virtual)	
Wed Oct 7	Cash 4 College Event	
Wed Oct 7	Freshman Parent Night (Virtual)	
Wed Oct 7	PSAT: School Day	**Athletic Boosters** - Meets on the 2nd Wednesday of each month at 7:00 PM virtually
Fri Oct 9	End of 1st Quarter	
Mon-Tue Oct 12-13	October Mini-Break (No School)	
Fri Oct 23	Homecoming	
Wed Oct 28	Open House for 8th Grade Families	**Parent Teacher Student Association (PTSA)** - Meets on the 3rd Wednesday of each month at 7:00 PM virtually
Wed Nov 4	Sophomore Parent Night (Virtual)	
Wed Nov 11	Veterans Day (No School)	
Wed Nov 18	Fall Sports Awards Night	
Mon-Fri Nov 23-27	Thanksgiving Break (No School)	**English Learner Advisory Council (ELAC)** - Meets about every 6 weeks on Tuesdays at 6:00 PM in person
Wed Dec 9	Spring Sports Family Info Night (Virtual)	
Wed Dec 9	New Student Parent Night (Virtual)	
Wed-Fri Dec 16-18	1st Semester Finals / End of 1st Semester	
Dec 21 - Jan 1	Winter Break (No School)	
Mon Jan 4	Teacher Professional Development Day (No School)	Virtual Meetings: Several meetings, including counseling events for parents, info nights, and some parent group meetings will be held virtually. The links to these meetings will be available via calendar on the school website. Other events, such as awards nights and Back to School Night, will be in person.
Tues Jan 5	First Day of 2nd Semester	
Wed Jan 13	AP Parent Night (Virtual)	
Mon Jan 18	MLK Day (No School)	
Wed Jan 20	Junior Parent Night (Virtual)	
Fri Feb 11	Diversity Week's Multicultural Night	

Mon-Fri Feb 15-19	February Break (No School)	
Wed Mar 3	Winter Sports Awards Night	
Fri Mar 12	Battle of the Classes	
Wed Mar 17	SAT: School Day (Sign up required)	
Wed Mar 17	End of 3rd Quarter	
Thurs-Fri Mar 18-19	Teacher Professional Development Days (No School)	
Mar 24 - Apr 7	CAASPP/CAST State Testing (Grade 11)	
Wed Apr 7	Academic Awards Night	
Mon-Fri Apr 12-16	Spring Break (No School)	
May 3-14	AP Testing	
Mon May 17	Day of the Arts	
Wed May 19	Spring Sports Awards Night	
Wed May 26	Senior Awards Night	
May 25 - June 2	Senior Finals	
Mon May 31	Memorial Day (No School)	
Wed-Fri June 2-4	2nd Semester Finals	
Fri June 4	End of School / Graduation	

Counseling

The Counseling Office is located in the main Administration building. Counseling appointments can be made with the counseling secretary or by completing an appointment request form outside the counseling office. For more details, consult the High School Course Catalog, or see your counselor.

Oscar Martinez	Last Names: A - Da
April Anderson	Last Names: De - J
Lynn Camacho-Light	Last Names: K - Ne
Cindy Menezes	Last Names: Ng - Sg
Katy Weeks	Last Names: Sh - Z

Honors and Advanced Placement (AP) Classes

Class Schedule

In the spring semester, students work with their counselor to select classes for the following school year. In August, during schedule pick-up/ID picture day, students will be able to pick up their class schedule for the fall semester. Counselors will be available to assist students with schedule errors. Freshmen will receive their schedule at Freshmen Orientation. Other items, such as student store purchases and getting pictures taken will happen on a different day.

Adding and Dropping Classes

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.

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.

PE Exemption for CIF Athletic/Marching Band Participation - All Freshmen are required to take PE Core 9, regardless of whether or not they participate in sports. Freshman students who participate or are planning to participate in one or more CIF school sports or Marching Band during their freshman year can apply for a PE Exemption in their sophomore year. Each successful completion of a sport season or Marching Band season will have one semester of PE waived and have those graduation credit requirements transferred to elective requirements. The maximum units for exemption is ten units, which would waive PE Course II. Please note that waiving the PE requirement for graduation does not waive the amount of credits required to graduate from SCUSD. Students are still required to complete 230 credits to receive a high school diploma. All PE Exemption applications must be certified by the Athletic Director and Principal before a waiver is granted.

You must successfully complete all subject area requirements totalling 230 credits and 20 hours of community service to graduate from Santa Clara High School. See the High School Course Catalog for more information.

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	65 credits
Health	5 credits
Ethnic Study	5 credits
Physical Education	20 credits
	230 credits (+20 community service hours)

Note:

- **Starting with the Class of 2029 - All students are required to have 1 year of Practical Arts; and, 1 year of Visual and Performing Arts.**
- **Starting with the Class of 2027 - Ethnic Studies will be required for graduation. This course will be taken in 9th grade along with the currently required Health course.**

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.

Tutorial Period

Our Tutorial periods are designed to be used for students to [illegible] their Tutorial help [illegible] their Wednesday [illegible] Tutorial period. [illegible] one of their current teachers. All students are required to check in to show their location each

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 [illegible] Proficiency by

- One of the [illegible] English [illegible] requirement courses or demonstrating [illegible] Passing [illegible] approved assessment that is the rigor of an AP exam.

State Seal of Civic Engagement

The State Seal of Civic Engagement is a program through the California Department of Education that recognizes [illegible] Must pass [illegible] Demonstrate qualities of being a civically engaged individual

Golden State Seal Merit Diploma (GSSMD)

The GSSMD is a program through the California Department of Education which recognizes students who have [illegible] English [illegible] Science [illegible] Two additional [illegible] supervising [illegible] examination produced by a private provider for the district.

Awards for success on the CAASPP

We are adding a new award system for students who are successful in their CAASPP testing. For each test (ELA, Math, and Science), there are four outcome categories, which are:

- Standard Exceeded
- Standard Met
- Standard Nearly Met
- Standard Not Met

As an acknowledgement of their success, students who achieve the Standard Met or Exceeded level will earn recognition, and this recognition will be included in their graduation ceremony the following year. The recognitions will be:

- **CAASPP Scholar** = met or exceeded standard on two of the three tests
- **CAASPP Scholar w/ Distinction** = met or exceeded standard on all three tests

Principal's List

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

Club Stoles

SCHS honors students whose participation in club has been above and beyond. The determination is based on [illegible] Students who [illegible] application with the VP in charge of activities for consideration.

Valedictorian, Salutatorian, and Scholar of the Year

The valedictorian and salutatorian are students with the highest GPA and second highest GPA, respectively. The [illegible] honors also receive a special medal to wear at graduation. This is for a [illegible] years. All three of

SAT, ACT, PSAT Tests

You can pick up a registration booklet in the Counseling Office for complete information on registration deadlines and test dates for these tests or visit the respective websites for detailed information.

Test Dates

ACT (www.act.org)	**PSAT (www.collegeboard.org)**	**SAT (www.collegeboard.org)**
Please visit the ACT website for test dates.	October 7, 2026 (School Day*)	March 17, 2027 (School Day*)

**Sign up for a free ACT voucher with Mr. Lam if you wish to take

the ACT during the 2026-2027
school year. Only one per student.

*School Day - free of charge for 10th graders taking the PSAT and 11th graders taking the SAT.
Students taking at any other time will be responsible for those fees.

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.

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. Check with your teachers.

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.

Students and parents are encouraged to monitor progress on a regular basis.

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 C. 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. If you are enrolled in SCUSD's Retail Sales class you are also exempt from the 60 credits per year policy.

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 Santa Clara 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. All 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.

Community Service

All students must have at least 20 hours of community service in order to graduate. During your four years at SCHS, you will have many opportunities to volunteer for service on campus. Several clubs offered service opportunities. Don't wait until your senior year to do all your hours. Forms to verify completion are available in the counseling office.

Service involves working with a non-profit organization or agency serving the needs of the community. Community Service opportunities provide the means for you to develop social awareness through experiential learning. Such opportunities help you become aware of needs which exist in our community and compel them to take action to address those needs.
Community Service hours address the Expected Schoolwide Learning Result of Contributing Citizen:
Requirements:

- 20 voluntary hours from a non-profit organization. Paid work does not count.
- Must be actual work hours, not those spent in going to and from the place of service
- You must fill out community service form
- The supervisor must verify and sign
- The supervisor must not be your parent
- The supervisor must be on site with you
- You must write a reflection on the experience
- Hours may be accumulated and submitted five hours at a time
- Submit your Community Service form by the end of each semester. Do not hold on to completed forms.

Technology

Santa Clara 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 SCHS. Students and parents/guardians must sign a liability contract and accept responsibility for loss or damage to the device. 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.

No personal computing devices, such as personal laptops, tablets, etc., are allowed. The only computing device that is permitted is the district Chromebook.

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
- have your online activity 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.

School Website

The SCHS school website **https://santaclara.santaclarausd.org/**

- 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
- links to specific departments and information about school programs, clubs and sports

- access to the student Webstore and booster groups
- Access to all pertinent school sites, such as ParentSquare and the Aeries Parent/Student Portal

ParentSquare

ParentSquare and StudentSquare is the main hub of communication for families and staff at SCHS. Families may contact teachers and staff through this application, and school correspondence will be messaged through ParentSquare. Families should go to https://santaclara.santaclarausd.org/community/parent-square to sign up.

Student Health Services

Health Services

The Health Office is located in the main office building. . It is staffed part time by a Health Clerk to tend to 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 school nurse at the Health Office, phone number- 423-2620.

Emergencies

If you need to leave campus due to illness or emergency, the Health or Attendance Office must contact one of the adults listed on your emergency card. You must check out through the Attendance Office 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 your parent(s) or guardian(s) are unavailable.** 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, and the Health Clerk will contact your parents/guardians. **Students are not to request parents/guardians pick them up 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 to consume the medication at school. 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. For either exception, students will be required to make up for missing in-class work and can for full credit.

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 3 days, you must bring a doctor's verification. Requests for homework and class work can be made by contacting the teacher directly through Parent Square.

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 423-2619. You will be contacted by the nurse as soon as it is possible.

Student Life

Parking

Parking permits are available in the Student Body Office. Proof of insurance and a valid driver's license is required to receive a parking permit. The permit must be displayed when parking on campus or the parking lot across the street. See the Student Activities section. Students are not permitted to park in any staff parking lots or visitor parking areas.

Lockers

All students are provided with access to a personal locker. Any loss of books 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. PE lockers are issued through PE classes. This locker is also your responsibility. We strongly suggest that you always lock your PE locker.

College and Career Resource Center

The College and Career Center is located in B110. You can explore careers, take interest inventories, and gain information on all types of post-high school education and training. Information is available on vocational-technical schools, the military, two and four year colleges, as well as the SVCTE (Silicon Valley Career Technical Education--formerly CCOC). Speakers from many different career opportunities are scheduled throughout the year, as well as field trips to local schools. You may visit the Career Center to find a part-time job, obtain a work permit (you must have a job first), or to apply for scholarships. The Career Center has many career and college publications, reference materials, and videos.

Library

The Library 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 Library before school, after school and during lunch, but you cannot eat your lunch in the Library. Students in Grade 10-12 with a 3.0+ GPA and no Ds or Fs on their most recent report card may use the library for tutorial. All students have the responsibility to respect the rights and privileges of others in order to create a productive atmosphere in the Library. 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.

Other Resources

Our Library 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 Library 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. Seniors with book fines will not be allowed to purchase a prom ticket until the fine is cleared. The library's computers are available for class work and/or online research. Your use of technology in the Library 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 downloaded on the computers. Installations of software of any kind or changes to system settings are strictly forbidden. Restrictions on the computers prevent this.

Attendance

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

Philosophy

Santa Clara 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 one of the vice principals of discipline. A district truancy officer 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 to discuss ways to improve your attendance. 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, BOTC, dances, athletic events, competitions, etc). A single full day unexcused absence that is part of an unsanctioned group activity may result in the loss of privileges. For example, participating in an unsanctioned group absence may result in the loss of Prom. If your child is on an interdistrict transfer or open enrollment, they may forfeit their privilege of remaining at SCHS. If a student is having difficulties attending school on a regular basis, please speak to your teachers, counselors, administrators or any staff on campus so that we can create a plan to help you attend class.

Family Unexcused Absences

Students who miss school due to an extended family vacation or a competition/event that is not sponsored by the school or district 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

- If a student is tardy 1-5 times in a given class in a quarter, that teacher will have discussions with the students to determine what barriers are keeping them from attending class on time.
- If a student is tardy 6 or more times in a given class in a quarter, that teacher will notify the parent of this pattern via email.

School-Level Support

- If a student is tardy 6 or more times in all combined classes, the students will receive a school based intervention in the form of a detention, a conference with an administrator, parents, and/or other corrective measures.
- If a student continues to receive more tardies and/or fails to serve detentions for tardies, additional interventions such as restriction from school extra-curricular activities (dances, athletics, etc.) will be issued.
- If a student is on an intradistrict or interdistrict transfer and has a continuing pattern of tardies, they may forfeit their privilege of remaining at SCHS.

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
- An act of civic engagement (maximum once per year, permission must be given prior to the absence)

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 **(408) 423-2605.** 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, as most teachers use digital methods of sharing work with students, such as Google Classroom.

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 except in the presence of the office staff or administrator. Please report to the health office or the attendance office first. The school policy is to simply verify with a parent or guardian that it is ok to leave school.

Santa Clara High is a closed campus and those students who leave without a pass will be assigned, at a minimum, a school detention. Students are not allowed to access their cars during the school day without administrative permission. Students who leave campus without permission are subject to administrative search upon their return.

Behavioral Expectations

Philosophy

Santa Clara 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 and school districts have a duty to create a safe, secure, and academic school. The administration at SCHS accepts discipline as an integral and positive part of your learning process. Our restorative practices are designed to assist you with reflecting upon your behavior, to understand how your actions impact yourself 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.

Bruin PRIDE

Have Bruin PRIDE: Students will be *Principled - Respectful - Inclusive - Determined - Empathetic*

Student Expectations

- Be Principled.
    - Students will have academic integrity and produce their own original work.
    - Students will honor the dress code.
    - Students will remain on campus unless checked out by the attendance office.
    - Students will notify adults on campus of unsafe or suspicious behavior.
- Be Respectful.
    - Students will treat all members of the school community with respect.
    - Students will be excused from class by the teacher, not the bell.
    - Students will carry a hall pass and will not wander the halls to limit distraction during class time.
    - Students will treat the property of the school with respect.
    - Students will clean up after themselves.
- Be Inclusive
    - Students will be upstanders and will speak up and advocate for themselves and others.
    - Students will use appropriate and positive language where our diverse student population feels welcome.
- Be Determined
    - Students will try and do their best; have a growth mindset.
    - Students will seek help from others to achieve both social and academic goals.
- Be Empathetic
    - Students will lend a helping hand.
    - Students will show kindness by the way we speak to and about each other.
    - Students will strive to understand others' perspectives.

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 at any time.

- While going to or coming from school.
- During school hours including lunch period.
- While attending, going to, or coming from a school sponsored activity or event.
- Social media posted during or outside of school hours if the social media creates a substantial disruption for other students at school.

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 a student habitually violates school rules, that student will receive progressive interventions for their behavior.

Consequences may include but are not limited to:

- Meeting with Vice Principal
- Restorative Assignment or Experience
- School Service
- Detention
- Restriction of school privileges
- Restriction from school extra-curricular activities
- In School Suspension from class
- Suspension at Home
- Involuntary transfer to another campus/program
- Expulsion with 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, have an excessive amount of referrals, detentions, suspensions, tardies, and/or absences. These activities may include, but are not limited to, athletics, spirit squad, and/or, dances.

Also, teachers may hold a student, a group of students, or an entire class for after school detention for disciplinary reasons or tutorial help.

Intervention	Day / Time
Detention - If you have violated any of the school rules, or are excessively tardy or truant, you may be assigned a detention of either 30, 60, or 90 minutes depending on the severity of the violation(s). You are expected to bring something to work on during this time. Since you will have at least 24-hour notice of this obligation, a job or other excuses will not be valid reasons for missing detention. It is important to be on time. If you are late or fail to attend your assigned detention, you may be assigned to a longer detention.	**Any day during the week.** **Level 1 - 30 Minutes** **Level 2 - 60 Minutes** **Level 3 - 90 Minutes**
Saturday School - SCHS has a Saturday School on campus. Students who have broken any of the school rules, are excessively tardy or truant, or miss a Level 3 detention may be assigned to Saturday School.	**Saturday**
Restriction from Extra-Curricular Activities - If a student fails to fulfill consequences such as detention or Saturday School, that student may be restricted from participation in extra-curricular activities such as dances, athletics, and other after-school events. This restriction can be ended by completion of school consequences.	
Suspension - Act. If's that violate Education Code 48911 may result in a homeworthy [illegible] continuity between school and home. [illegible]	**Up to five days**

Expulsions: If the principal or the superintendent of schools shall recommend the expulsion of a student for any of the offenses listed below, the governing board shall order the expulsion unless it finds that it is inappropriate, due to the particular circumstance, to expel the student. Should the school board find that it is inappropriate, due to the particular circumstance, to order the expulsion of a student for any of the offenses listed below, the governing board shall refer the matter to the superintendent of schools, who shall recommend expulsion unless he finds that it is inappropriate, due to the particular circumstance, to recommend expulsion ● 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.	

Closed Campus

SCHS 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, (including lunch), without authorization, you may be subject to disciplinary action and an administrative search. The student parking area is off limits during the school day unless you have specific permission from a school official**.** You may NOT bring guests on campus unless it is part of the instructional program as approved by the administration at Santa Clara High School. Once the school day has started, you may not open any exterior facing doors to allow people onto campus. Any person on campus, without permission, may be subject to citation or arrest by the Santa Clara Police Department.

School rules are enforced during lunchtime. Lunchtime boundaries are limited to the cafeteria, quad, hallways, basketball court area, and (if teachers permit) classrooms. Eating is not allowed while moving through the hallways.

If you are having food delivered from your home, please direct your parents/guardians to leave it in the office with the attendance clerk. We highly discourage the use of food delivery services such as Door Dash or Uber Eats, but you may do so at your own risk. Santa Clara High School is not responsible for any lost or stolen orders. If you are placing an order, direct the delivery to be brought to the main administration office. There will be a designated table that you may pick up your order during lunch or after school only. You may not pick up orders before school, during passing periods, before or after lunch. You may not accept any deliveries on campus except from the designated office delivery table.

Profanity and Vulgarity

Profanity or vulgarity in speech or act represents conduct unworthy of educated young adults and is not acceptable on campus. This includes the use of derogatory language relating to issues of cultural equity (race, religion, sexual orientation or gender identity). 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 resolve 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. Further, **any student that video records a fight, sends a video to another student, or posts/shares on any social media platform, will be suspended for a minimum of one day for perpetuating fight mentality.**

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, and may be subject to a suspension, possible notification of and/or citation from 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 will 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 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 Santa Clara Police Department. As a matter of safety, students who are suspected of having gang affiliations based on prior incidents or other information may not wear solid red, maroon, or blue apparel. Incidents involving initiations, hazing, intimidation and/or other related activities of gang affiliations that are likely to cause bodily danger, physical harm, emotional distress, 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 [illegible]

- Questions or comments about a person's real or perceived sexual orientation or gender identification
- Conduct that was once may have been welcome but time, place, or circumstance makes it unwelcome now

[illegible] Title IX Civil Rights Officer. There are also ways to report sexual harassment anonymously on the SCUSD website.

Bullying

SCHS does not tolerate behavior which marginalizes, threatens, embarrasses, frightens, shames, or intimidates others. [illegible] protections such as free speech

- CONFESSION PAGES:
  - Those found to have posted or to be running pages will be subject to the progressive discipline policy.

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 and will be confiscated, with the exception of those issued by a teacher for a classroom project. You will be held responsible for any damage you incur. Police may be contacted for serious offenses.

Restroom and Hallway Use

Students must have a hall pass when out of class during class time. To minimize missed class time, students must use the restroom or fountain closest to their classroom and must return to their classroom promptly. During both class time and non-class time, students may not loiter in the restrooms or bring food into the restrooms.

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).
- 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.
- As a matter of safety, students who are suspected of having gang affiliations based on prior incidents or other information may not wear solid red, maroon, or blue apparel (see Gang Policy on Page 20)
- 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, 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.**

Dance Behavior Policy

All students attending any SCHS 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 and a SCHS student cannot leave a dance before their guest.

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. For seniors to attend prom, all community service forms must be completed and library fines paid before the ticket is purchased.**

Cell Phone & Personal Electronic Device Free School Policy

[illegible]

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.

Search and Seizure Policy

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

School officials may search any individual student, his/her property, or district property under his/her control when there

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

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

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 or using artificial intelligence (AI) to generate written work)
- Cheating or clearly attempting to cheat (copying the work of another person, incorporating artificial intelligence (AI) in written work, 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.

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 artificial intelligence (AI) information and programs
- Using any kind of materials including personal technological devices when not authorized 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 not authorized during an exam, test, or quiz.
- Using unauthorized "cheat" notes 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, including work submitted through Turnitin.com or Google's Originality Report.
- Submitting papers, projects or lab reports taken from the internet, other publications, or other students, including work submitted through Turnitin.com or Google's Originality Report.
- Submitting individual papers, projects or lab reports that are not wholly your own work, including work generated by artificial intelligence (AI).
- Submitting translations from internet translation programs
- Submitting a computer program developed in whole or in part by someone else or by artificial intelligence (AI).
- Submitting altered or previously returned work of your own or others, unless authorized by your teacher.

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 Three violations may also be referred to law enforcement

Academic Integrity Interventions

1st offense at Level I in a school year	● 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 ● Administrator logs first offense in discipline file and teacher warns student about cheating policy ● Detention, or community service may be assigned
2nd offense at Level I; or 1st offense at Level II In a school year	● 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 ● Administrator logs offense in discipline file and assigns possible detention or suspension ● Meeting between VP and student is arranged ● One week loss of participation in all school activities (sports practice and competition, dances, club activities, theater/music rehearsal and competition, etc.) following the referral ● Student becomes ineligible for California Scholarship Federation for one school year
3rd (or greater) offense at Level I; or 2nd (or greater) offense if either offense is at Level II; or 1st (or greater) offense at Level III in any class within that school year	● 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 and suspends student for three days ● Meeting between VP, teacher, parent/guardian and student is arranged ● Suspension and cause are reported to colleges in the student's record ● Student becomes ineligible for California Scholarship Federation permanently ● Two week loss of participation in all school 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 becomes ineligible to receive awards or to participate in awards ceremonies. This includes forfeiting the right to become valedictorian. ● *Student will be administered a grade of drop F/Fail. ● We may notify the colleges of this offense.

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

Interventions for Rule Violations

Description	Offense	Interventions
Drug, Alcohol, Paraphernalia, use or possession	1st offense	Counseling classes, parent contact, possible exclusion from a school activity.
	2nd offense	Home suspension, parent contact, possible exclusion from a school

		activity.
	3rd offense	Home suspension, parent contact, and/or possible discipline or expulsion hearing.
Drug, Alcohol sales	1st offense	Suspension home pending expulsion or discipline hearing. Police citation and parent contact.
Smoking or possession of tobacco or smoking device	1st offense	Counseling classes, parent contact, possible exclusion from a school activity.
	2nd offense	Home suspension, parent contact, possible exclusion from a school activity.
	3rd offense	Home suspension, parent contact, and possible discipline or expulsion hearing.
Fighting/Assault	1st offense	Home suspension, 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	Restorative Conversation, Detention, or Saturday School
Being on another campus during that school's school day	1st offense	Detention, Saturday School, and/or school suspension. Parent phone call
	2nd offense	Detention, Saturday School, and/or school suspension. Parent phone call. Possible police citation.
Theft, Extortion, or possession of stolen property	1st offense	Home suspension, police citation, possible expulsion or discipline hearing, restitution, parent contact.
Misuse of restrooms (including loitering)	1st offense	Student is given a warning
	2nd offense	Detention, 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 or Saturday School, possible suspension, parent contact, remuneration, possible police citation
Possession and/or use of firecrackers, or fireworks	1st offense	Home suspension, possible police citation, possible expulsion or discipline hearing
Tampering with Fire alarm	1st offense	Home suspension, parent contact, and police citation
Possession of Knife, Gun, BB/Pellet gun, or any other dangerous object	1st offense	Home suspension, expulsion or discipline hearing, parent contact, and possible police citation.
Misuse of electronic devices on campus during school hours	1st offense	Student is given a warning.
	2nd offense	Phone is collected and given back to the student at the end of the class period.
	3rd offense	Phone is collected and brought to the office. Parent/guardian picks up the phone at the end of the day.
Public displays of affection	1st offense	1st offense – verbal warning
	2nd offense	Parent contact
Unexcused absences (period)	1st offense	Meeting with vice principal and parent contact
	2nd offense	Detention and parent contact

	3rd offense	Detention or Saturday School and parent contact, 1st truancy notification sent home.
Unexcused absence (day)		1st truancy letter notification sent home, next stage of truancy 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.
Dress Code	1st offense	Warning, confiscation, parent contact, and/or possible loaner clothing
Failure to identify oneself when asked, giving false information	1st offense	Detention and/or parent contact
Forgery/Falsifying school documents	1st offense	Detention and/or parent contact
	2nd offense	Saturday School and parent contact
Improperly parked car	1st offense	Verbal warning
	2nd offense	Detention, possible revoking of parking permit
Off campus without permission	1st offense	Consequences range from warning to detention, plus parent contact
	2nd offense	Detention and/or Saturday School, plus parent contact
Profanity, vulgarity and use of derogatory language	1st offense	Restorative conversation, detention and/or parent contact
	2nd offense	Detention, Saturday School, or Suspension, plus parent contact
Sexual harassment / Title IX Infraction	1st offense	Consequences range from parent contact, counseling/warning, removal from class, to expulsion hearing, and police citation. Report to Title IX with potential investigation.
	2nd offense	Home suspension, parent contact, police involvement, possible expulsion/discipline hearing. Report to Title IX with potential investigation.
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	1st offense	Consequences range from warning or confiscation until the end of the day.

Student Activities

Student Body Office (SBO)

All activities of the student body are conducted through the Student Body Office (SBO). This office is the responsibility of the Vice Principal in charge of Student Activities. The SBO office is located in the B Wing and is most easily accessed via the quad. You are encouraged to visit the SBO to find out about activities, sports, and clubs we have at SCHS.

Student ID Cards & ASB Stickers

All students are required to take a picture for identification and safety purposes. Each student at Santa Clara High School will be issued a personal photo identification card. You must carry your ID card every day and to every school event. These cards are provided free if taken on the dates the school photographer is on campus. Associated Student Body (ASB) stickers can be purchased in the Student Body Office. The ASB sticker is placed on the Student ID Card. The ASB sticker entitles you to free admission to all home sporting events (excluding playoffs) and discounts on some paid after school activities, such as on campus dances.

Student Parking

Student parking is allowed in the student lots only. These lots are located in front of the main gym and in the church parking lot. Students may park in student parking lots if:

- They possess a valid California Driver's License.

- They have a valid Santa Clara High School Registration Car Tag. The Parking Tag is Free
- 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 Santa Clara 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 SBO. At certain times during the year, lost clothing is donated to charity organizations. All 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 to enroll in the class. Information is on the Yearbook page of the SCHS website.

P.E. Uniform Information

P.E. uniforms can be purchased in the SBO. Sizes available are S – XXXL.

- Shorts $10
- T-shirts $10
- Sweatshirts $20
- Sweatpants $15

P.E. Uniform Requirements

All P.E. students are required to wear a designated P.E. uniform every day. The uniform consists of:

- Athletic shoes with rubber soles are to be worn in class for safety reasons.
- Any colored SC school sponsored T-shirts OR plain gray, white, royal, black or yellow shirt
- Royal blue, gray, white, black or yellow shorts, royal blue or gray, white, black or yellow sweats may be worn.
- Socks

School or street clothes (worn either under or over P.E. attire) are not acceptable attire for P.E. class. Students without proper attire are subject to participation restrictions. Changing clothes before and after physical activity is required for safety, movement efficiency and demonstrates good personal hygiene. Students must maintain a clean uniform, which is not altered in any way. Students in need can contact the student store or their counselor for free or reduced pricing on PE uniforms.

Ticket Sales

All ticket sales for dances and other events are conducted through the SBO. Please note that events where guests are permitted, no guest over the age 20 is allowed, and a guest form is needed to be completed before tickets can be purchased.

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 SBO. Disciplinary action may be taken and/or funds confiscated if this rule is violated.

Caps and Gowns / Graduation Announcements

Seniors can pick up catalogs for caps and gowns / graduation announcements in the SBO from the official supplier, Herff Jones. Representatives from Herff Jones will be visiting the campus in November. Seniors are required to wear a designated cap and gown at graduation. Students may purchase or borrow a cap and gown. Borrowed cap and gown sets must be returned prior to students receiving their diploma. Seniors will be notified about the specific rules for cap

decoration by at least one month prior to graduation. Students are allowed to decorate their cap for graduation, and must follow the school guidelines that are shared in the spring of their graduating year.

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 and on the website. The request must be submitted to the SBO before 3:00 pm, the day before the announcement. Teachers receive the announcements by email. The announcements can also be obtained daily through the school website and ParentSquare.

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. The information is also contained in the school newsletter – *Bruin Country,* Parent Square and on the school's website which is updated weekly. Bell schedules, testing schedules as well as other events are listed. Fill out an "Activity Request" available in the SBO to schedule an event.

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.

Clubs and Organizations

Santa Clara High School has something for everyone. From academics to athletics, the extracurricular program at SCHS 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 has SCHS to offer? Students interested in starting up a new club should fill out the Club Charter Google Form on the school website. Student Council must approve the club charter. Clubs are listed on the Clubs Homepage, under Activities, on the website.

Athletics & Athletic Awards

Fall	Winter	Spring
• Cross Country • Field Hockey (girls) • Football • Flag Football (girls) • Golf (girls) • Tennis (girls) • Volleyball (girls) • Water Polo	• Basketball • Soccer • Wrestling • Traditional Comp. Cheer (TCC)	• Badminton • Baseball • Golf (boys) • Softball • Swimming and Diving • Tennis (boys) • Track and Field • Volleyball (boys)

The Athletic Directors administer athletic activities for Junior Varsity and Varsity teams through the Athletic Directors' office in the main gym. Criteria for earning placement on a team roster are particular for each sport as determined by the

head coach. Students are responsible for meeting the attendance, participation, and behavioral standards set by the head coach and can be removed from the roster if these standards are not met. 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. More details around eligibility, tryouts, dates for seasons, and other information can be found in the SCHS Interscholastic Athletic Eligibility and Clearance tab, which is accessible from the school website under Athletics.

Spirit Squad

The spirit program includes Cheer, Dance and Mascot. Spirit squad tryouts are held each spring. Check the SBO and the school website for tryout dates, requirements and other information. The Spirit Squad is separate from the Traditional Competitive Cheer (TCC) team.

Student Government

The Student Council of Santa Clara High School meets on a regular basis during the school day in the Leadership class. The Student Council is responsible for overseeing activities. Elections are held in the spring, except for incoming freshmen. Students have the opportunity to join Leadership through Class Council elections or through Commission interviews, all held in the spring semester.

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 teacher. 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.

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.
- Monitor academic progress regularly on ParentSquare and contact the teacher if you see a pattern of under-performance.
- 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), if this is a goal for you and your child.
- Utilize the 4-year planning template found in the course catalog (found on our website).
- Check your student's schedule 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 student about their academic progress on a regular basis.
- Talk to your student about events in their life. Know their interests, friends, what they do with free time.
- Watch for changes in behavior: (Are they sleeping more than usual? Do they hang out with a different group?)
- Call or email teachers and counselors to check your student's progress or to communicate concerns.
- Attend parent night(s) to learn about how to support your student.

Volunteer – Santa Clara has several organizations that can use your support in many ways, other than monetary support:

- PTSA
- Athletic Boosters
- Music Boosters
- School Site Council

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

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

Academic Progress - Report cards are sent home every 10 weeks via ParentSquare. Progress reports (for students receiving D's and F's) are sent home via ParentSquare at 5 weeks (between report cards). Weekly Progress is sent out by ParentSquare each week. Students who are behind in credits or earning poor grades will meet with counselors periodically throughout the year.

Four-Year Plan – Counselors 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

- Counselors are available to facilitate meetings with students, teachers, and parents
- On-site counseling services are available.
- Appointments are highly encouraged and drop-ins are based on counselor availability.
- The Wellness Center is available to all students for social/emotional support.

Communication

- Parent Square - our primary communication tool, including:
    - Weekly Grade Updates, Progress Reports, and Report Cards
    - Bruin Country Principal's Updates
    - Daily Announcements
    - Updates about student attendance
    - Best way to contact teachers, counselors, and administrators
- Website https://santaclara.santaclarausd.org/
- Student / Parent Handbook
- Course Catalog

Monitoring Academic Progress

9th & 10th Grades:

SEPTEMBER: Register for ParentSquare.
DECEMBER: Consult the counselor to monitor student progress.

APRIL: Evaluate student records and advise them as to proper subject selection for the next year. Students should have 50-60 units at the end of the 9°' grade, and 110-120 credits at the end of 10th grade. By the end of 10th grade, a student should have at least 10 hours of community service.

11th Grade

FALL: Register for ParentSquare, if you have not done so previously. Students should take the PSAT (Preliminary Scholastic Aptitude Test) if they are planning to attend college. Students should register with californiacolleges.edu to conduct college research. Counselors will provide more information during grade level presentations. Students interested in the military should begin planning and making appointments with recruiters.
APRIL: Students should attend college nights. Evaluate academic records provided by the counseling office. Be sure graduation requirements are met.
MAY/JUNE: Parents and students should attend the school and county college nights. Some colleges and universities may require the SAT I and/or ACT tests. Check with the college or university for the details. Students should have 170-180 units at the end of the 11th grade. Complete at least 15-20 hours of community service credits.

12th Grade

FALL: Register for ParentSquare if you haven't already done so. Some out-of-state and private colleges and universities may require the SAT I and/or ACT for college admission. Check with your college to see if these exam(s) are required. Students should review the units required for graduation with a counselor to make sure they take all the necessary courses.
LATE NOVEMBER: Deadline for applications for admission into University of California and California State Universities.
JANUARY: Parents and students should attend school sponsored financial workshops.
EARLY MARCH: Deadline for Financial Aid.
MARCH/MAY: Students interested in vocational and academic programs at the community colleges should take advantage of district-sponsored visits and orientations.
Students should have a minimum of 230 units at the end of 12th grade and 20 hours of community service credits.