

Kathleen MacDonald High School

Student and Parent Handbook

2026-2027



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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 - *Vice President*
- Andrew Ratermann - *Board Clerk*
- 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	408-423-2005
Mark Schiel	Deputy Superintendent of Operations	408-423-2024
TBD	Assistant Superintendent of Education Services	408-423-2124
Jose Gonzalez, Ed.D	Assistant Superintendent of Human Resources	408-423-2014
Katharine Alaniz	Director of Special Education	408-423-2140
Maurissa Koide	Director of Secondary Curriculum	408-423-2039
Brenda Carrillo, Ed.D	Director of Student Services	408-423-3532
Kristin Gonzalez	Coordinator of Student Services	408-423-3683

Welcome Center Points of Contact

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Consuelo Vega	Paraeducator (Life Skills)	cvega@scusd.net

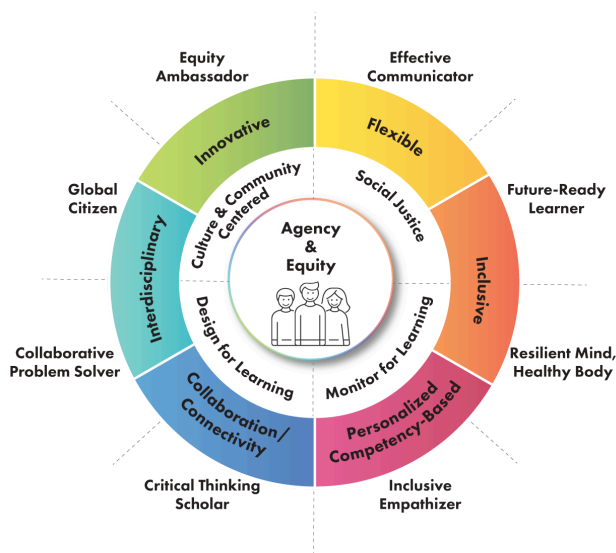
Vision & Mission Statements (Philosophy)

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.

Interdisciplinary

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

Flexible

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

Inquiry-Based

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

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.

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.

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.

SCUSD Graduate Portrait

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.

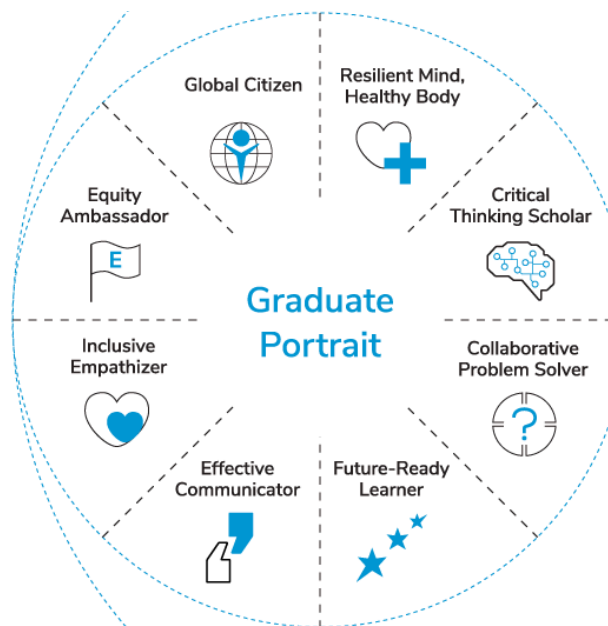
Inclusive Empathizers: Condors will find opportunities to be kind and help others.

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 Ambassadors	• 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 2026-2027

	Event	Date	Time	Location	Additional Information
A U G U S T	LINK CREW w/Freshman (Orientation)	Mon, 8/3	9:00am-1:00pm	Main Gym Auxiliary Gym	StudentSquare, Yondr, Attendance, Schedule Pick up, Picture for ID card
	Freshman Parent Meeting	Mon, 8/3	9:00-10:00am	Theater	
	Senior Orientation	Tues, 8/4	9:00-11:00am	Auxiliary Gym	StudentSquare, Yondr, Attendance, Instagram, Schedule Pick up, Picture for ID card
	Junior Orientation	Tues, 8/4	11:30am-1:30pm	Auxiliary Gym	StudentSquare, Yondr, Attendance, Instagram, Schedule Pick up, Picture for ID card
	Sophomore Orientation	Tues, 8/4	1:30-3:30pm	Auxiliary Gym	StudentSquare, Yondr, Attendance, Instagram, Schedule Pick up, Picture for ID card
	First Day of School	Mon, 8/10			
	School Site Council	Wed, 8/19	5:00-6:00pm	M100	
	PTSA Executive Board Meeting	Wed, 8/19	6:15-7:30pm	M100	
	All Sports Fair (prior to Back to School Night)	Wed, 8/26	6:00-6:30pm	Main Gym	
	Back to School Night	Wed, 8/26	6:30-8:45pm	Main Gym / All School	
	Picture Make-up	Week of 9/14		Auxiliary Gym	
	ELAC Meeting	Wed, 9/16	6:00-7:00	Library	DELAC: 10/29, 12/3, 2/4, 4/1, 5/20 // ELD Program Intro, Student Statistics, ParentSquare
	Senior Family Night with Counseling	Wed, 9/9	6:00-7:30	Theater/ Student Union (Spanish)	Counseling Event
	School Site Council	Wed, 9/23	5:00-6:00	M100	
	PTSA Executive Board Meeting	Wed, 9/23	6:15-7:30	M100	
	Freshman Family Night	Wed, 9/30	6:00-7:30PM	Performing Arts	Counseling Event

				Center	
	Sophomore Family Night	Wed,9/30	6:00-7:30	Main Gym	Counseling Event
	Homecoming Dance	Sat, 10/3	7:00pm-10:00 pm	Main Gym & Aux Gym	
	PSAT	Tues, 10/6	8:00-12:30	Main Gym, Small Gym, Design Lab, Designated Small Testing Rooms	Bus Schedule
	Financial Aid Night	Wed,10/7	6:00-8:00 pm	Student Union	Counseling Event
	Homecoming Football Game	Fri, 10/9	6:30pm-9pm	Stadium	
	ELAC Meeting #2	Wed, 10/14	6:00-7:00	Library	DELAC: 10/29, 12/3, 2/4, 4/1, 5/20 // UCP, Aeries, Contacting Teachers
	Cash for College Night	Wed,10/21	5:00pm-7:00 pm	Student Union	Counseling Event
	School Site Council	Wed,10/28	4:30-5:30	M100	
	PTSA Executive Board Meeting	Wed,10/28	5:30-6:30	M100	
	Open House	Wed,10/28	6:00-8:00pm	School-wide	
N O V	ELAC Meeting #3	Wed, 11/4			DELAC: 10/29, 12/3, 2/4, 4/1, 5/20 // 10/29 DELAC, Data Review, ELPAC, Reclass
	School Site Council	Wed, 11/18	5:00-6:00	M100	
	PTSA Executive Board Meeting	Wed, 11/18	6:15-7:30	M100	
D E C	Winter Band Concert	Wed, 12/2	6:30-7:30	Performing Arts Center	
	ELAC Meeting #4	Wed, 12/9	6:00-7:00	Library	DELAC: 12/3, 2/4, 4/1, 5/20 // 12/3 DELAC, Data Review, ELPAC, Reclass
	First Semester Finals		Finals	Classroom	

			Schedule		
J A N	Course Selection Family Information Night	Wed,1/13	6:00pm-7:30pm	Online	Counseling Event
	School Site Council	Wed,1/27	5:00 - 6:00 pm	M100	
	PTSA Executive Board Meeting + General Meeting	Wed,1/27	6:15 - 7:30 pm	Library	

J A N	Course Selection Family Information Night	Wed,1/13	6:00pm-7:30pm	Online	
	School Site Council	Wed,1/27	5:00 - 6:00 pm	M100	
	PTSA Executive Board Meeting + General Meeting	Wed,1/27	6:15 - 7:30 pm	Library	
F E B	Community College Panel & Tabling	Fri,2/12	Lunch and PCBL	Quad and Theater	
	School Site Council	Wed,2/24	5:00 - 6:00 pm	M100	
	PTSA Executive Board Meeting	Wed,2/24	6:15 - 7:30 pm	M100	
M A R C H	SAT (All 11th graders with some 12th graders)	Tues,3/9	8:00 am-12:30 pm	School-wide	
	ELAC Meeting #5	Wed, 3/18	6:00-7:00	Library	DELAC: 2/4, 4/1, 5/20 // 2/4 DELAC, College and Career
	Spring Band Concert	Tue, 3/24	6:30 - 7:30 pm	Theater	
	Battle of the Condors- Night Rally ASB Event	Thu, 3/12	6:00 - 8:00 pm	Main Gym	
	School Site Council	Tue, 3/24	5:00 - 6:00 pm	M100	
	PTSA Executive Board Meeting + General Meeting	Tue, 3/24	6:15 - 7:30 pm	Library	
	Junior Family Night with Counseling	Wed,3/10	6:00- 7:30 pm	Online	
A P R I L	Battle Of the Schools	Fri,4/2	6:00pm-8:00pm	Santa Clara Teen Center	
	CAASPP Testing	3/22-3/26 3/29-4/2 4/5-4/9	TBD	TBD	
	ELAC Meeting #6	Wed, 4/22	6:00- 7:00 pm	Library	DELAC: 4/1, 5/20 // 4/1 DELAC, Needs Assessment
	VAPA Night/CoL/Underclassmen Awards	4/28	6:00 - 8:00 pm	Performing Arts Center	
	School Site Council	Wed,4/21	5:00 - 6:00 pm	M100	

M A Y	PTSA Executive Board Meeting	Wed,4/21	6:15 - 7:30 pm	M100	
	AP Testing	Mon-Thurs 5/3-5/14	8:00-11:30 12:00-3:30	Main Gym, Aux Gym	Times will vary based on exam
	Pops Concert	Tue, 5/19	6:30-7:30 pm	Theater	
	ELAC Meeting #7	Wed, 5/20	5:00-6:00	Library	DELAC: 5/20 // 5/20 DELAC, Needs Assessment Review
	Nuestra Graduación - Chicanx/Latinx Graduation Celebration	Wed, 5/20	6:00-7:00	Theater	
	Junior & Senior Prom	Sat,5/22	6:00-10:00	Blanco Urban	
	School Site Council	Wed,5/26	5:00 - 6:00 pm	M100	
	PTSA Executive Board Meeting + General Meeting	Wed,5/26	6:15 - 7:30 pm	Library	
	Senior Awards Night	Wed,5/26	6:00 - 7:30 pm	Main Gym	
J U N E	Senior Finals	Thurs 5/27 Fri 5/28	Regular Block Schedule	Classrooms	
	Senior Check-Out	Tue, 6/2	8:30-9:30	Theater	
	Graduation Rehearsal	Wed 6/2 Thur 6/3	9:30-11:30	Theater / Football Field	
	Finals	6/2-6/4	Finals Schedule	Classrooms	
	Graduation Ceremony	Fri, 6/4	4:30 PM	Stadium	
	PTSA Grad Night	Sat,6/5	6:00 PM	Quad	

Bell Schedule 2026-2027

STANDARD WEEK

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	Passing	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	12:30-1:05	35 min						
						Per. 5	1:10-2:00	50 min						
						Per. 6	2:05-2:55	50 min						
						Passing	2:55-3:05	10 min						
						Per. 7	3:05-3:55	50 min						

BELL SCHEDULE CHANGES DUE TO HOLIDAYS

Date	Amended Bell Schedule For the Day
1/5/27	Odd Block
1/6/27	Even Block
1/18/27	Odd Block
1/19/27	Even Block
6/1/27	Odd Block
6/3/27	Even Block

FINALS: Semester 1 (12/16-12/18) and Semester 2 (6/2-6/4)

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 the student 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 the student 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 the student's 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 the student 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 the student's 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 the student 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 notifies parent (via email, phone call) • Teacher notifies administrator via request for student	• 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

support form • Administrator logs first offense in discipline file and teacher reminds student about cheating policy • Administrators will communicate academic integrity violations to all current teachers.		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 • The student may become ineligible to receive awards or to participate in awards ceremonies. This includes forfeiting the right to become valedictorian. • The student may be administered a grade of drop F/Fail.
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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 as a legal guardian 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 the student cuts school (period/whole day), they may be assigned detention, and/or loss of school privileges. If the student is a chronic non-attender, they will be considered willfully defiant of the authority of the school and subject to other disciplinary action.

CA Ed Code ARTICLE 5. Truants 48260.5 (*Article 5 enacted by Stats. 1976, Ch. 1010.*) *states:*

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

48263.6

Any pupil subject to compulsory full-time education or to compulsory continuation education who is absent from school without a valid excuse for 10 percent or more of the schooldays in one school year, from the date of enrollment to the current date, is deemed a chronic truant, provided that the appropriate school district officer or employee has complied with Sections 48260, 48260.5, 48261, 48262, 48263, and 48291.

If the previous interventions are not successful, the student and the student 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.

48263

(a) If a minor pupil in a school district of a county is a habitual truant, or is a chronic absentee, as defined in Section 60901, or is habitually insubordinate or disorderly during attendance at school, the pupil may be referred to a school attendance review board, or to the probation department for services if the probation department has elected to receive these referrals. The school district supervisor of attendance, or any other persons the governing board of the school district or county may designate, making the referral shall provide documentation of the interventions undertaken at the school to the pupil, the pupil's parents or guardians, and the school attendance review board or probation department and shall notify the pupil and parents or guardians of the pupil, in writing, of the name and address of the school attendance review board or probation department to which the matter has been referred and of the reason for the referral. The notice shall indicate that the pupil and parents or guardians of the pupil will be required, along with the referring person, to meet with the school attendance review board or probation officer to consider a proper disposition of the referral.

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 the teachers, counselor, administrators or any staff on campus so that we can create a plan to help the student 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

“Condor Time is On Time”

Arriving at class on time is important for the student's education. If the student is having difficulties getting to class on time, please speak with the teachers, counselors, administrators to 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 the student receives throughout the student 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 the student 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 (SCUSD Board Policy #5113)

Subject to any applicable limitation, condition, or other requirement specified in law, a student's absence shall be excused for any of the following reasons:

1. Personal illness, including absence for the benefit of the student's mental or behavioral health. (Education Code 48205)
2. Quarantine under the direction of a county or city health officer. (Education Code 48205)
3. Medical, dental, optometrical, or chiropractic service or appointment. (Education Code 48205)
4. Attendance at funeral services for or grieving the death of a member of the student's immediate family or, as determined by the student's parent/guardian, a person so closely associated with the student as to be considered the student's immediate family. A student may be excused for this reason for up to five days for each incident. (Education Code 48205)
5. Jury duty in the manner provided for by law. (Education Code 48205)
5. Illness or medical appointment of a child to whom the student is the custodial parent. (Education Code 48205)
6. Upon advance written request by the parent/guardian and the approval of the principal or designee, justifiable personal reasons including, but not limited to (Education Code 48205):
 - a. Attendance or appearance in court.
 - b. Attendance at a funeral service.
 - c. Observance of a religious holiday or ceremony.
 - d. Attendance at religious retreats for no more than one school day each semester.

- e. Attendance at an employment conference.
 - f. Attendance at an educational conference on the legislative or judicial process offered by a nonprofit organization.
7. Service as a member of a precinct board for an election pursuant to Elections Code 12302. (Education Code 48205)
 8. To spend time with an immediate family member who is an active duty member of the uniformed services, as defined in Education Code 49701, and has been called to duty for deployment to a combat zone or a combat support position or is on leave from or has immediately returned from such deployment. Such absence shall be granted for a period of time to be determined at the discretion of the Superintendent or designee. (Education Code 48205)
 9. Attendance at the student's naturalization ceremony to become a United States citizen. (Education Code 48205)
 10. Participation in a cultural ceremony or event which relates to the habits, practices, beliefs, and traditions of a certain group of people. (Education Code 48205)
 11. For a middle school or high school student, engagement in a civic or political event, provided that the student notifies the school ahead of the absence. Unless otherwise permitted by the Superintendent or designee, students shall be limited to one such school day-long absence each school year. (Education Code 48205)
 12. When a student's immediate family member or, as determined by the student's parent/guardian, a person so closely associated with the student as to be considered the student's immediate family has died: (Education Code 48205)
 - a. To access services from a victim services organization or agency.
 - b. To access grief support services.
 - c. To participate in safety planning or take other actions, including, but not limited to, temporary or permanent relocation, to increase the safety of the student, an immediate family member of the student, or a person determined by the student's parent/guardian to be in such close association with the student as to be considered immediate family.
Such absence shall be excused for not more than three days for each incident. (Education Code 48205)
 13. Participation in religious exercises or to receive moral and religious instruction at the student's place of worship or other suitable place away from school property as designated by the religious group, church, or denomination. (Education Code 46014) Absence for student participation in religious exercises or instruction shall not be considered an absence for the purpose of computing average daily attendance if the student attends at least the minimum school day as specified in AR 6112 - School Day, and is not excused from school for this purpose on more than four days per school month. (Education Code 46014)
 14. For a student who holds a work permit authorizing work in the entertainment or allied industries for a period of not more than five consecutive days. For this purpose, student absence shall be excused for a maximum of up to five absences each school year. (Education Code 48225.5)
 15. Participation with a nonprofit performing arts organization in a performance for a public school audience. A student may be excused for up to five such absences each school year provided that the student's parent/guardian provides a written explanation of such absence to the school. (Education Code 48225.5)
 16. Other reasons authorized at the discretion of the principal or designee based on the student's specific circumstances. (Education Code 48205, 48260)

Reporting an Absence

Report absences through the attendance office by email or telephone 24 hours a day. Only a parent or guardian may report or clear an absence.

669-369-4405

macdonaldattendance@sccusd.net

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 the student's absence is expected to last or extend to three or more days, homework can be requested through each teacher. Students may reach out directly via email or in person.

18-Year-Old Students

If the student is 18 years old, they may excuse their own absences and/or tardies by following the same procedures as parents and legal guardians.

Leaving Campus

If the student needs to leave school, they **MUST** check out through the attendance office and obtain a permit to leave school. Use of cell phones to call home to go home is not allowed. The student should report to the health office or the Welcome Center to check out. The attendance staff will verify with a parent or guardian that the student has permission to leave.

MacDonald High is a closed campus and those students who leave without a pass will be considered "off campus without permission." Disciplinary action may occur.

Personalized Competency-Based Learning (PCBL)

Purpose

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

- Work on projects, homework, make up tests, or read silently
- Receive additional academic support, embedded recovery, and enrichment from all their teachers

Students are required to check in and out of their PCBL room and will be taught how to do this before the start of PCBL by their teacher.

PCBL Norms

During PCBL Time, students are expected to:

- Be on time and in a seat by 12:40

- 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 MacDonald High School accepts restorative practices and progressive discipline as an integral and positive part of the student 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 the student with a course syllabus that outlines classroom expectations. A critical component to a positive school experience is self respect, respect for other students, teachers, staff, the school, and their property. If the student keeps 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 on time
- Be responsible for knowing and adhering to all school rules
- Be responsible for bringing necessary materials to class each day
- Be responsible and Yondr their phones every 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 the student teacher
- See the Nurse only after obtaining a pass from the student 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 the student habitually violates school rules, the student will receive increasing interventions for the student behavior.

If the student is involved in extracurricular activities, school sponsored, or student body events, the student may not be able to participate if they violated school rules. Consequences may include referrals, detentions, suspensions, excessive absences, and tardies. The activities may include, but are not limited to athletics, spirit squad, and/or, dances.

Interventions	Day / Time
• Restorative reflections and/or assignments • Parent call • 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) • Others as determined by the administration	Detention 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 the student is on home suspension they are to remain home under the supervision of the student parent/guardian, and are not to return to campus or attend any school events. If the student is 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 the student will return to school. When the student is suspended, they are not to be on, near, or around any school campus, or MacDonald High School sponsored event, until the student 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.	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.	
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Student Searches (SCUSD Board Policy #5145.12)

The Governing Board is fully committed to promoting a safe learning environment and, to the extent possible, eliminating the possession and use of weapons, illegal drugs, and other controlled substances by students on school premises and at school activities. As necessary to protect the health and welfare of students and staff, and only as authorized by law, Board policy, and administrative regulation, 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 shall exercise discretion and use good judgment when conducting searches.

The Superintendent or designee shall ensure that staff who conduct student searches receive training regarding the requirements of the district's policy and administrative regulation and other legal issues, as appropriate.

Searches Based on Individualized Suspicion

School officials may search an individual student, the student's property, or district property under the student's control when there is a reasonable suspicion that the search will uncover evidence that the student 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.

Any search of a student, the student's property, or district property under the student's 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.

The types of student property that may be searched by school officials include, but are not limited to, lockers, desks, purses, backpacks, and student vehicles parked on district property.

A student's personal electronic device may be searched only if a school official, in good faith, believes that an emergency involving danger of death or serious physical injury to the student or others requires access to the electronic device information.

Employees shall not conduct strip searches or body cavity searches of any student. (Education Code 49050)

Searches of individual students shall be conducted in the presence of at least two district employees.

The designee shall notify the parent/guardian of a student subjected to an individualized search as soon as possible after the search.

Searches of Student Lockers and Desks

All student lockers and desks are the property of the district. The principal or designee may conduct a general inspection of school properties that are within the control of students, such as lockers and desks, on a regular, announced basis, with students standing by their assigned lockers or desks. Any items contained in a locker or desk shall be considered to be the property of the student to whom the locker or desk was assigned.

Use of Metal Detectors

The Board finds that the presence of weapons in the schools threatens the district's ability to provide the safe and orderly learning environment to which district students and staff are entitled. The Board also finds that metal detector searches offer a reasonable means to keep weapons out of the schools and mitigate the fears of students and staff.

The Superintendent or designee shall use metal detectors as necessary to keep weapons out of schools and help provide a safe learning environment. The Superintendent or designee shall establish a plan to ensure that metal detector searches are conducted in a uniform and consistent manner.

Use of Contraband Detection Dogs

In an effort to keep the schools free of dangerous contraband, the district may use specially trained, nonaggressive dogs to sniff out and alert staff to the presence of substances prohibited by law or Board policy.

The dogs may sniff the air around lockers, desks, or vehicles on district property or at district-sponsored events. Dogs shall not sniff within the close proximity of students or other persons and may not sniff any personal items on those persons without individualized suspicion.

Closed Campus

MacDonald High School is a closed campus. Once the student arrives at school, they must remain on campus until the end of the student school day unless they have permission from a school official to leave for a specific purpose. If a student leaves campus at any time without authorization, they will be classified as truant and subject to disciplinary action. **The student parking area is off limits during the school day unless the student has specific permission from a school official.** School rules are enforced during lunchtime. Lunch boundaries are limited to the cafeteria, quad, and basketball court area. Guests are not allowed 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 the 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 reasonably likely to cause a substantial disruption to school activity.

Profanity and Vulgarity

Profanity or vulgarity in speech, or act, represents conduct unworthy of our students, 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/Vaping

Use or possession of any cigarettes, vape, or 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

Students are encouraged to discuss problems with other students with counselors, teachers, peer counselors, and administrators. 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 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 a drug and alcohol course. Students may also have further disciplinary action taken including a suspension, possible notification of the police, and possible expulsion. If the student is in an area where any controlled substance or tobacco is being used, the student is subject to disciplinary action regardless of whether any substances are found in the student possession or whether the student is using the substance.

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 a student is identified by MacDonald High School Personnel as gang**

related, they 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 the student believes that anyone is sexually harassing anyone – whether the harasser is another student, a member of faculty or staff, an administrator or a volunteer – please report the unwelcome behavior immediately to an administrator. There are also ways to report sexual harassment anonymously on the SCUSD website on the Discrimination and Harassment page..

Bullying / Cyberbullying

MacDonald High School does not tolerate behavior which marginalizes, threatens, embarrasses, frightens, shames or intimidates others. Please report bullying 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

Defacing or damaging any school property including but not limited to desks, walls, windows, carpets, mirrors, computers, Chromebooks, or textbooks is not allowed. **Permanent markers are prohibited on campus**, with the exception of those issued by a teacher for a classroom project. Permanent markers will be confiscated. Students and their parents/guardians will be held financially responsible for any damage incurred. 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. the student 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:

- Students must wear footwear at all times (soft-soled slippers are not considered appropriate footwear).

- Hats in the classroom are at the teacher's discretion.
- Student clothing must not expose private body parts or undergarments.
- No wearing pants/shorts below the waist.
- Clothing/attire may not make reference to vulgarity, race/discriminations, gang, sex, drugs, tobacco/vape, alcohol, guns/weapons, or violence.
- Bandanas of any color may not be brought or worn to school.
- Hoodie Sweatshirts (Hoodies are allowed but the student face and ears must be visible by staff)
- No dangerous apparel including, but not limited to, spiked shoes, spiked neckwear and spiked jewelry.

MacDonald Administration reserves the right to determine whether or not the student's 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

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-Yonder 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 - students 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 MacDonald High School dance must abide by the following guidelines and annual sign the dance contract (provided at the start of the school year):

- Follow the dress code policy
- Follow the school behavior policy
- No sexually suggestive movements when dancing
- No unsafe dancing (such as moshing or crowd surfing)
- All guests must have a pre-approved guest pass. Guests must follow the same expectations – MacDonald students are responsible for the behavior of 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 behavior concerns, unserved detentions, or outstanding school 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 is located in the Welcome Center and is open Monday through Friday from 8:30 AM to 4:00 PM. School counselors are available for student drop-in visits before school, during lunch, and after school. Students and their families may request an appointment by visiting the Counseling Office or emailing the Counseling Secretary.

Parent/guardian drop-in meetings are not available. For more information about scheduling an appointment, please visit the MacDonald High School website.

The Counseling Department at MacDonald High School provides both academic, social-emotional and personal counseling for students. Student Support Team (SST) Meetings are conducted for students experiencing challenges to determine appropriate services. For those students who are in need of more in-depth services, the department can provide recommendations to our own Wellness Center and community referrals to the parent of the student as needed

Students are assigned to a school counselor based on the first letter of their last name:

Katie Bennett	Last Names: A-Gi
Daniela Azuela	Last Names: Go-O
Richard Mendoza	Last Names: P-Z

Course Selection

During the spring semester, students meet with their school counselor to review graduation requirements and select courses for the upcoming academic year. All students have access to the Course Catalog, which provides descriptions and prerequisite information. Course requests should be made carefully, as selections are used to determine the school's master schedule and staffing needs.

MacDonald High School reserves the right to cancel elective courses that do not meet minimum enrollment requirements. Students are responsible for ensuring they enroll in and successfully complete all courses required for graduation.

Requests for specific teachers or class periods will not be honored.

Class Schedule

Students receive their finalized class schedule in August during schedule pick-up and picture day.

Adding and Dropping Classes

A student may not add a class after the first three (3) weeks of instructions unless a petition to add is approved by the teacher. A student who drops a course within the first six (6) weeks into the semester will not receive credit or a grade. A student dropping a class after the first six (6) weeks may receive an "F" for the semester, unless the principal or designee approves the withdrawal due to extenuating circumstances (BP 5121/AR 5121). Students must continue attending all scheduled classes until a schedule change has been officially approved. Failure to attend a scheduled class before the change is finalized may result in the absence being recorded as unexcused and the student being considered 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. The student must obtain prior permission from the principal or a principal 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 a student's 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 the student's counselor to make sure that the course is appropriate for the student's academic needs.

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.

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. Students 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)	<u>25 credits</u>
	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 the student becomes credit deficient, the student counselor may suggest an alternative education program such as New Valley or Wilson High School.

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 of 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 the student transcript. Semester report cards are mailed home approximately two weeks after the semester ends.

Grading Policy

MacDonald High School 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.

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

Students are expected to turn their work in on time. Some teachers may allow late work, and students should talk to each teacher individually if their work is late. How late work is graded depends on the teacher and some may impose a penalty.

Progress Reports

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

Senior year, the counselors will monitor academic progress closely. Every effort is made to ensure that students are on target to graduate. Seniors will receive special progress reports during the last semester of their senior year if they are in danger of not passing a class. 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.

Parent Support

The education of a student works best when school and families work together. If parents/guardians 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 the student. Our staff will make an effort to return the student call within 48 hours.

How can the student help the student child succeed?

Every year, parents/guardians 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 the student's success and how the student can help us address these factors.

Attendance - Ensuring that the 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 the student the best chance for success, we ask that the student:

- 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 the 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 the student:

- 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 the student 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 the student make responsible choices to ensure academic success. They should::

- Familiarize themselves with the high school graduation requirements.
- Familiarize themselves with the UC/CSU requirements (4-year colleges).
- Utilize the 4-year planning template found in the course catalog (found on the school website).
- Check their schedule each semester.
- Schedule a meeting with their counselor each year for a status check-up.

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

- Talk to the student about their academic progress on a regular basis.
- Talk to the 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? Are they hanging out with a different group?)
- Call or email teachers and counselors to communicate concerns.
- Attend parent night(s) to learn about how to support the student.

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

- PTSA

- Athletic Boosters
- School Site Council

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

Attendance -Parents/guardians will receive a phone call from the school if the student misses one or more periods. Do not ignore these phone calls. Following up with the attendance office if the student needs more information.

Academic Progress - Report cards and Progress Reports are sent via Parent Square. Parents/Guardians will need a Parent Square account to access this information. Students who are behind in credits or getting poor grades will meet with counselors periodically throughout the year.

Four-Year Plan – Each year, School Counselors 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. Please attend the yearly grade level meetings for the student student(s) presented by the counseling department even if the student attended them before to get the latest updates on college and graduation requirements.

Support

- The academic counselors are available to facilitate meetings with students, teachers, and parents
- There is an open-door policy for students and parents.
- The Wellness Center is available to all students for social/emotional support.

Communication

- Parent Square
- Student /Parent Handbook
- Course Catalog
- Text messages and auto-dialer calls
- Senior D/F mailings

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 students as to proper subject selection for the next year. Students should have 50-60 units at the end of the 9th grade. Complete at least 5 hours of community service credit.

School Website

The MacDonald High School 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

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. Students are encouraged to visit the ASB to find out about activities, sports, and clubs we have at MacDonald High School.

Clubs and Organizations

MacDonald High School has something for everyone. From academics to athletics, the extracurricular program at MacDonald High School 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 MacDonald High School 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: MacDonald High School 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 MacDonald High School Policy, student-athletes must meet the following minimum requirements:

- Current enrollment in five classes and passes 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 may face disciplinary consequences based on incident severity and on a

case-by-case basis. An administrator will review these events and determine consequences in line with district policy..

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

Suspension: Any student/athlete who is suspended will also face consequences at the coaches discretion.

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.

Sports Offerings

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

The Athletic Directors administer athletic activities for Frosh/Soph, Junior Varsity, and Varsity teams through the ASB. 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 the student 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 the student has concerns about changing out or obtaining athletic clothing and/or athletic shoes, please contact the student PE teacher ASAP. We will work with the student to find a solution.

Associated Student Body (ASB) Government

ASB Council and each grade level Student Council are embedded in the Leadership course. Elections are held in the spring, except for incoming freshmen, which is held in the fall.

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. Students should carry their ID card every day and/or have a digital copy on their mobile phone. These cards are provided free if taken on the dates the school photographer is on campus. If the student loses their original ID card, the cost is \$5.00 for the Student Body Office (ASB) to make a new card. Associated Student Body (ASB) stickers can be purchased in the Student Body Office for \$2.00. The ASB sticker is placed on the Student ID Card. These ASB stickers entitle the student to a discount at after school events and activities such as sports and dances.

Student Parking Pass

Student parking is allowed in the student lots only with a parking pass. The faculty parking lots are off-limits to students and students parking there are subject to disciplinary action. Student Parking Pass registration includes the following information:

- Valid California Driver's License
- Copy of adequate insurance

During the school day, 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. Student drivers must observe all laws as outlined in the California Vehicle Code. Violations of California Vehicle Codes can and

will be cited by the San Jose Police Department.

Lost or Stolen Items

MacDonald High School and/or SCUSD does not take responsibility for lost or stolen personal items on campus at any time. Lost and Found items are stored in the PE locker rooms and on shelves outside of the Welcome Center. 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 directly through the vendor. Information will be sent out through Parent Square and morning announcements.

Ticket Sales

Most ticket sales for dances and other ASB events are conducted through the ASB Office located on campus.

Fundraising

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

ASB Communication

ASB communicates with the student body through daily intercom announcements, grade level Google Classrooms, and Instagram. If students/student organizations have important information to announce, submit an "Announcement Request." The request must be submitted to the ASB before 3:00pm, the day before the announcement. Teachers receive the announcements by email. Announcements will be posted online through the MHS website under Student Activities.

Missing Class for Events

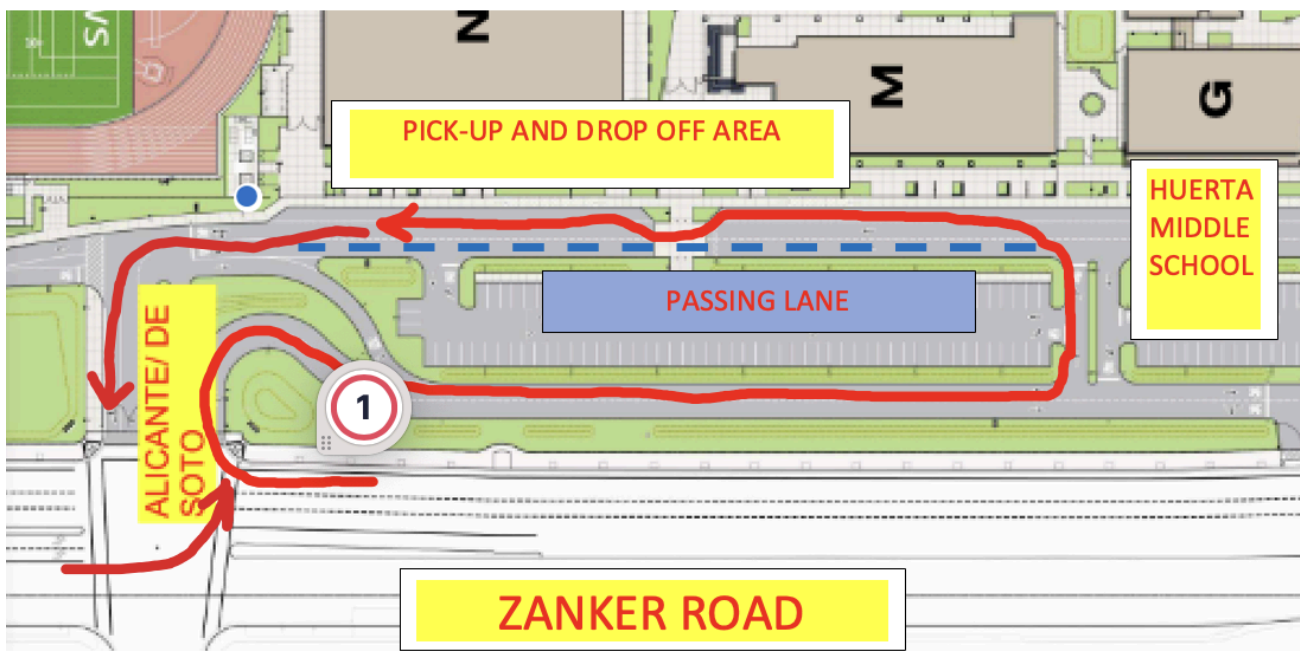
Students may occasionally have opportunities to participate in events that would cause them to miss class, such as attending a field trip, preparing for a rally, or setting up for a club event. In order to be allowed to miss class for an extracurricular event or activity, a student must have earned a minimum of a 2.0 GPA for the most recent grading period or have been deemed eligible through an official academic probation process. Teachers must grant the student permission to attend the event. This does not apply to events that are tied directly to an academic class. The student 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, students will have PE lockers which are both located in the boys and girls locker rooms. These lockers are issued through PE classes. Any loss of books, Chromebooks or personal articles from a locker is the student responsibility. Students should not share lockers or tell anyone their combination. Lockers should remain locked at all times. Lockers are loaned to the student and the school reserves the right to check them on occasion. No permanent markings or decorations. The student will be fined for the cleaning and restoring the locker to an acceptable condition.

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. Students may use the Library before school, after school and during lunch, but they may not eat their. All students have the responsibility to respect the rights and privileges of others in order to create a productive atmosphere in theLibrary.

Textbooks

Textbooks for classes are issued through the library using the student student number and are the student responsibility. Teachers sign up for book checkouts for each class. Students will have to pay a fine if a book is lost or damaged.

Other Resources

The Library has books to check out as well as encyclopedias, magazines, online research databases and computers for research. The librarian and staff can help the student 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. Students can renew a book for additional time. Fines are applied for lost or damaged materials. The Library's computers are available for class work and/or online research. Student use of technology in the Library must be responsible and respect the rights of others. Students 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 or chromebooks. This includes browsers, encyclopedias, music CDs, social media, 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

High school students are ultimately responsible for their own learning. Here are some key factors that will help a student be successful:

Attendance - In order to succeed, the student must make every effort to:

- Come to class on time, every day as "Condor Time is On Time"
- Come to class prepared with required materials and attitude.
- If the student is 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 the teacher to make-up work and tests immediately.

Homework/Study Time - In high school, students are expected to do homework and study outside of class.

Students will be successful if they:

- Keep an agenda with all assignments and test dates.
- Study in a quiet, clean study area.
- Set aside at least 2 hours of "academic time" each night to complete homework, study previous work, and read for pleasure if there is no assigned homework.

Four-Year Plan - Students are responsible for monitoring their graduation status.

- Students should be familiar with the high school graduation requirements
- Students should be familiar with the UC/CSU requirements (4-year colleges) and utilize 4-year planning template
- Students should visit the Career Center to research careers/colleges
- Students should make an appointment with their counselor to check their graduation status and outline goals.

Support - We are here to help, and students should ask for help and let us know what they need. The more a student communicates, the more we can help.

- Students should talk to their teachers about their progress in each class
- Students should talk to their counselor if they need help
- Students should check schoolloop frequently and use it to communicate with teachers when needed.
- Students should ask for help (academic or emotional) early

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 MacDonald High School. 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 the student registration packet. The policy defines how technology is to be used and the student 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 the student is in a lab, on the student device, in the library, in a classroom, or participating in distance learning. (The Acceptable Use Policy document has more information.)

Students 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 the student 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. Personal devices are never allowed on school property.

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 are also located in the Welcome Center. The Health Office is staffed 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. The student may leave a message for the nurse at the Health Office -- phone number 669-369-4419.

School Counselor

The School Counselors are located in the counseling area in the Welcome Center. They can be reached by phone or by email. Please refer to the [Counselor page](#) in this handbook for additional information regarding The School Counselor and counseling department.

Student Health Office

Emergencies: If the student needs to leave campus because of illness or an emergency, the staff in the Welcome Center must contact one of the adults listed on the student emergency card. The student must check out through the Wellness Center with a "Permit to Leave Campus" pass. The student 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 the 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 the student become ill during the day the student must report to the Health Office to contact the student 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 the student needs to take *any* medication (prescription or non-prescription), during school hours, the student *must* bring the medication to the Health Office in the original pharmacy container with a written order from the doctor and written permission from the student 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). The student may not carry their own medications. Permits must be renewed at the beginning of each school year (Ed Code 49423).

If the student has asthma and needs to carry an inhaler, there must be a **Request for Student to Carry** (found on the [SCUSD Health Webpage](#)). **Medication in School** form, signed by the student 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 the student needs to have 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 the student needs to be out of school for more than three days, the student must bring a doctor's verification. Requests for homework and class work can be made by contacting the teacher directly through their email.

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

Wellness Center

The Wellness Center is located in the "M" building, at the front of the school. The school provides a supportive space where students can access resources and services that promote their physical, emotional, and mental well-being. Services include 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](#)