



2026 - 2027
ADRIAN C. WILCOX
HIGH SCHOOL
STUDENT & FAMILY HANDBOOK

Student and Family Handbook

ADRIAN C. WILCOX HIGH SCHOOL
3250 Monroe Street
Santa Clara, CA 95051
Phone: (408) 423-2400

Mission Statement

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

Motto

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

Mascot

Charlie the Charger

School Colors

Black and Gold

Vision Statement

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

Alma Mater

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

Student Learner Outcomes

Be Charger Strong

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

Be a Charger citizen who . . .

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

Be a strong critical thinker and communicator who . . .

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

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Office Hours and Campus Visitor Policy

OFFICE HOURS
8:00 am - 4:00 pm

CAMPUS VISITOR POLICY

CA Education Code 44810(a); 44811(a); 51101(a) (1), (2), (12)

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

- All campus visitors must check in through the Raptor system at the main office and obtain approval of the principal/designee prior to entering campus.
 - Students/children who are not enrolled at Wilcox are not to be on campus during school hours unless prior approval of the principal/designee has been obtained.
-

Administrator's Authority

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

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

Questions or Complaints?

Equity Compliance Officer: SCUSD, 1889 Lawrence Rd., Santa Clara, CA; (408) 423-3509; ucp@scusd.net

Title IX Coordinator: SCUSD, 1889 Lawrence Rd., Santa Clara, CA; (408) 423-3509; title9@scusd.net

Section 504 Coordinator: SCUSD, 1840 Benton St., Santa Clara, CA; (408) 423-3682; lmooreguerra@scusd.net



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Office Staff

Administration

Principal	Brandon Wall	bwall@scusd.net
Vice Principal	Stephanie Rothstein	srothstein@scusd.net
Vice Principal	Molly Lower	mlower@scusd.net
Vice Principal	Craig Williams	cwilliams@scusd.net

Counseling

Counselor	Andrea Cabello	acabello@scusd.net
Counselor	Stephanie Chavez	stchavez@scusd.net
Counselor	Mike LaFleur	mlafleur@scusd.net
Counselor	Adam Rios	arios@scusd.net
Counselor	Christina Watkins	cnelson@scusd.net

Athletic Directors

Athletic Director	Laura Stott	lstott@scusd.net
Athletic Director	Paul Rosa	prosa@scusd.net

Student Support

School Secretary	Anna Thompson	athompson@scusd.net
Bookkeeper	Ramie Rosario	rrosario@scusd.net
Registrar	Frances Piasecki-Andrews	fpiaseckiandrews@scusd.net
Attendance Clerk	Linda Smith	lsmith@scusd.net
Clerical Assistant	Lisa Longoria	llongoria@scusd.net
Counseling Secretary	Pam Pewitt	ppewitt@scusd.net
ASB Secretary	Andrea Murray Elbert	amurrayelbert@scusd.net
College & Career Center	Shelly Aggarwal	maggarwal@scusd.net
Nurse	Yen Do-Gorlero	ydogorlero@scusd.net
Health Assistant	Melinda Santiago	msantiago@scusd.net
Librarian	Nicole Piscionere	npiscionere@scusd.net
Library Media Assistant	Anuradha Dutta	adutta@scusd.net
Wellness Coordinator	Sharon Kwan	skwan@scusd.net



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Bell Schedules

REGULAR BELL SCHEDULE

Monday Schedule		
Period	Begins	Ends
1	8:45	9:35
2	9:40	10:30
3	10:40	11:30
4 + ann	11:35	12:30
Lunch	12:30	1:05
5	1:10	2:00
6	2:05	2:55
7	3:00	3:50

Tuesday/Thursday Schedule		
Period	Begins	Ends
1	8:45	10:15
3 + ann	10:25	12:00
Lunch	12:00	12:35
5	12:40	2:10
7	2:15	3:45

Wednesday/Friday Schedule		
Period	Begins	Ends
2	8:45	10:15
SSR + ann	10:25	11:20
Lunch	11:20	11:55
4	12:00	1:30
6	1:35	3:05

FINAL EXAM BELL SCHEDULE

Day 1		
Period	Begins	Ends
1	8:45	10:45
2	10:50	12:50
Lunch	12:50	1:25
7	1:30	3:30

Day 2		
Period	Begins	Ends
3	8:45	10:45
Brunch	10:45	11:00
4	11:05	1:05

Day 3		
Period	Begins	Ends
5	8:45	10:45
Brunch	10:45	11:00
6	11:05	1:05



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Bell Schedules (Continued)

Rally Schedule		
Period	Begins	Ends
2	8:45	10:15
Rally	10:25	11:20
Lunch	11:20	11:55
4	12:00	1:30
6	1:35	3:05

Homecoming Parade Schedule		
Period	Begins	Ends
Parade	8:00	10:00
2	10:00	11:30
Lunch	11:30	12:05
4	12:10	1:40
6	1:45	3:15

Goodbye Rally Schedule		
Period	Begins	Ends
2	8:45	10:05
Goodbye Rally	10:15	11:40
Lunch	11:40	12:15
4	12:20	1:40
6	1:45	3:05

May 28, 2027
Date subject to change

Extended Lunch Schedule		
Period	Begins	Ends
2	8:45	10:15
SSR + ann	10:25	11:10
Lunch	11:10	11:55
4	12:00	1:30
6	1:35	3:05

September 23 or 25
 November 4 or 6
 May 5 or 7
Dates subject to change



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Associated Student Body (ASB)

Vice Principal: Molly Lower - mlower@scusd.net

ASB Secretary: Andrea Murray Elbert - amurrayelbert@scusd.net

ASB Office: Student activities are organized through the Associated Student Body (ASB) Office by students elected onto ASB Council and Class Councils. The ASB Office is located on the first floor of the R-Building.

Communications: Students receive communications about events and activities through morning announcements, emails to their SCUSD account, official school-approved social media posts, and ParentSquare. Students are expected to check their SCUSD student email accounts regularly.

ASB Cards: ASB cardholders are entitled to reduced/free admission to athletic events, dances, and yearbook purchases. ASB cards may be purchased at the ASB office.

ASB Council: The ASB Council is the school's student body governing organization. ASB elections are held in the spring.

Class Council: Class Councils are the governing organization for their associated class. Class Council elections are held in the spring.

Clubs: Wilcox High School is home to over 75 clubs and student organizations, providing opportunities for Chargers to gather, socialize, and build friendships while fostering a vibrant and inclusive community. Clubs allow students to share their passions and goals through collaboration and creativity, and prepare students for future opportunities outside the classroom and beyond high school. All clubs are approved or renewed each year by ASB Council and are guided by a certificated staff advisor. The list of school clubs can be found on the [Wilcox High School website](#). For questions on starting or renewing a club, please contact the Vice Principal or ASB Secretary.

Ticketed Events: ASB hosts ticketed events throughout the year, such as dances, on and off campus. Please note the following:

- All school rules apply.
- Tickets may only be purchased or refunded through ASB.
- Guests require a completed guest pass, ticket, photo ID, and accompanying Wilcox student to attend.
- Some events, such as dances, may have time limits on when students may enter or leave the event. Students are required to adhere to the communicated entry and exit times. Students who leave dances early are subject to administrative and/or parent/guardian approval.
- Administration reserves the right to refuse admission at the door, even with a prior ticket purchase, to any student or guest for reasons of safety or discipline.
- Students are subject to additional rules/expectations set by the venue or at the discretion of administration.

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

Wilcox High School will not be responsible for students who choose to leave ticketed events early.



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Physical Education

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

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

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

• **Lockers/locks** – Students will be issued physical education lockers and locks. Students must lock up their personal belongings. Failure to do so may result in loss of personal/school assigned property and disciplinary action. SCUSD/Wilcox High School is **NOT RESPONSIBLE** for lost or stolen items.

If a student loses a lock, they will need to purchase a new lock from the Physical Education department. Personal locks are not allowed unless a discussion has been made between the student and teacher. Locks not belonging to SCUSD will be cut off. Larger items may be stored in the physical education offices for the period that the student is attending. Sport lockers are available during the student’s athletic season should additional storage be necessary.

Physical Education (PE) Course Exemption for California Interscholastic Federation Athletics Participation

Any SCUSD high school student in grades nine (9) through twelve (12) may request an exemption from the graduation requirement of a second year of physical education (Education Code 51241(b)(1)) for either a full year (two semesters) or for a half year (one semester). The requirements for an approval of such an exemption follow:

Students shall provide evidence of successful participation in school sponsored, California Interscholastic Federation sanctioned interscholastic sports.

One (1) season of a sport fulfills this requirement for a half year (or one semester) PE exemption; two (2) seasons of a sport fulfill this requirement for a one year (or two semesters) PE exemption.

Students must complete the required form for each season of sport for which an exemption is requested.

Students must obtain required signatures to document all requirements are met. Verification of successful participation in SCUSD interscholastic sports must be completed by the school’s Athletic Director (AD).

It is strongly recommended that students who have not received an exemption from 10 credits of PE by the end of 11th grade enroll in the required number of PE credits for graduation in their 12th grade year.



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Athletics

Athletic Director: Paul Rosa - prosa@scusd.net

Athletic Director: Laura Stott - lstott@scusd.net

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

Fall: Cross Country (co-ed); Girls Flag Football, Football, Girls Golf, Girls Tennis, Girls Volleyball, Boys Water Polo, Girls Water Polo

Winter: Boys Basketball, Girls Basketball, Boys Soccer, Girls Soccer, Boys Wrestling, Girls Wrestling

Spring: Badminton (co-ed); Baseball, CSC Stunt Cheer, Boys Golf, Girls Gymnastics, Girls Lacrosse, Softball, Boys Swimming/Diving, Girls Swimming/Diving, Track & Field, Boys Tennis, Boys Volleyball

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

In order to compete, students must:

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

You may not compete if:

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



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Sportmanship Policy

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

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

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

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



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Attendance Policies and Procedures

Linda Smith, Attendance Clerk - 408-423-2411
Absence Reporting - 408-423-2405

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

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

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

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

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

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

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

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

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



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Excused Absences

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

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

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

Consequences for Truancy

Truancy is defined in the Ca. Ed. Code **48260(a)** as “any pupil subject to compulsory full-time education or to compulsory continuation education who is absent from school without valid excuse three (3) full days in one school year or tardy or absent for more than any 30-minute period during the school day

without a valid excuse on three occasions in one school year, or any combination thereof, is a truant and shall be reported to the attendance supervisor or to the superintendent of the school district”.

Additional truancy consequences authorized by the California Education Code include:

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

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



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

Consequences for tardies

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

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

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

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

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

CLOSED CAMPUS

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



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Curriculum, Course Selection, and Schedule Changes

Vice Principal: Stephanie Rothstein - srothstein@scusd.net
Counselors - See Office Staff List on Page 5

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

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

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

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

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

External courses on high school transcripts: Up to four external courses, including those taken at local colleges, will be included on SCUSD high school transcripts when they meet one of the following criteria:

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

The student is encouraged to include external course transcripts in his/her college application.

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



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Diploma Pathway Alternatives

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

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

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

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

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

California community colleges & other outside coursework:

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

Graduation Requirements

To be graduated from high school in the Santa Clara Unified School District implies that students have satisfactorily completed the prescribed courses of study for the grade levels in accordance with their respective abilities to achieve, and that they have satisfactorily passed any examinations prescribed by the California Education Code. No student shall receive a diploma of graduation from high school unless such student has met graduation requirements or equivalent thereof, prescribed by the Board of Education of the Santa Clara Unified School District. All students must complete specific course/unit requirements. Each course taken is worth five (5) units per semester. The average unit load is 30 units (6 classes) per semester. Four-year colleges recommend grades of A's/B's for admissions. For graduation, D- or higher is passing and earns the required credits. State and district Physical Education graduation requirements mandate that every student earn 25 credits in Physical Education/Health, which includes a health mandate and one full year of both 9th and 10th grade Physical Education coursework.



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High School Graduation & College Admission Requirements (Classes of 2027 & 2028)

Subject Requirements	High School Graduation Requirements	California University admission requirements
English	40	40
Mathematics	20 (from two (2) different math courses)	30 (4 years recommended)
Science	20 (10 physical & 10 life)	20 (3 years recommended)
Social Science	35	World History - 10 US History - 10 Civics - 5 Economics - 5
World Language	10	20 (3 years of same language recommended)
Physical Education/Health	20/5	
Electives	65	
Other requirements	Community Service - 20 hrs.	
Approved college prep electives		10 (selected from above areas)
Total subject credits	230 credits	170 credits
*Graduation Requirements for Classes of 2029 and Beyond - LINK		

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

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

An Incomplete shall be given only when a student's work is not finished because of illness or other excused absence. If not made up within six weeks, the Incomplete shall become an "F". Incomplete "I" grades are calculated into a GPA as a 0 grade points. (AR 5121). Due to the more rigorous nature of Advanced Placement, honors, and concurrent postsecondary courses, students receiving a grade of A, B, or C in those courses shall receive extra grade weighting as follows (AR 5121):

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



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Tutorial

Tutorial Program

Tutorial is a dedicated time built into the school week to provide students with academic support, enrichment opportunities, and time to connect with teachers. Tutorial is designed to help students complete assignments, prepare for assessments, receive additional instruction, and engage in academic enrichment.

Tutorial Attendance

Tutorial is a required part of the instructional day for all students and takes place on Wednesday/Friday. Students are expected to attend a Tutorial session and sign in to a classroom by the start of the period. Students who are absent or tardy to Tutorial may be subject to the same attendance procedures and consequences that apply to any other class period. Students with a first-period off-roll are still required to attend Tutorial and should report directly to their assigned Tutorial location.

Tutorial Sessions

On each Tutorial day, teachers may offer one of the following types of sessions:

- Open Tutorial: Available to all Wilcox students.
- Limited Tutorial: Available only to specific groups of students identified by the teacher.
- Assigned Tutorial: Students are required to attend because they have been assigned by a teacher.

Students assigned to a Tutorial session must attend that session. If a student is assigned by more than one teacher, the student should attend the class where they currently have the lower grade unless otherwise directed.

Student Responsibilities

Students are responsible for:

- Checking TeachMore and other school communications for Tutorial assignments.
- Knowing their assigned Tutorial location before the start of Tutorial.
- Reporting promptly to their Tutorial session.
- Using Tutorial time productively for academic support, studying, completing assignments, or meeting with teachers.

Teachers may communicate Tutorial opportunities and assignments through TeachMore, Google Classroom, email, classroom announcements, or posted Tutorial signs.

Tutorial Opportunities

Tutorial provides students with more than 100 minutes of additional academic support each week. Students are encouraged to take advantage of this time to seek help, improve their understanding of course content, complete coursework, and strengthen their academic success.



Community Service & Student Recognitions

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

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

Socially responsible charger students:

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

Requirements:

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

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

- **Department awards:** 9th - 12th grade students who demonstrate academic excellence in specific subject areas.
- **Senior awards/scholarships:** 12th grade students who demonstrate excellence in citizenship, leadership, academics or who have earned a community scholarship.
- **California Scholarship Federation (CSF):** students who achieve high academic standards.
- **Seal of Biliteracy:** students who have demonstrated mastery in two or more languages.
- **Seal of Civic Engagement:** students who have demonstrated mastery in civic excellence and community impact.



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Academic Integrity, Cheating, Dishonesty

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 (taking the ideas of writing of others, including Artificial Intelligence (AI) generated content, and presenting them as if they were yours; copyright laws and fair use guidelines must be followed.)
- cheating (copying the work of another person, falsifying laboratory data, or sabotaging the work of others)
- other acts generally understood to be dishonest by students in an academic context:
 - allowing someone else to turn in your work as his or her own
 - using or distributing an exam or teaching materials without permission
 - using unauthorized material for any exam, assignment or project

Level I violations include, but are not limited to:

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

Level II violations include, but are not limited to:

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

Level III violations include, but are not limited to:

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

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



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FOR THE 1ST or 2nd OFFENSE AT LEVEL I IN A SCHOOL YEAR	FOR A 3RD OFFENSE AT LEVEL 1; OR A 1ST OFFENSE AT LEVEL II IN A SCHOOL YEAR	FOR A 4TH (OR GREATER) OFFENSE AT LEVEL 1; OR A 2ND (OR GREATER) OFFENSE AT LEVEL II; OR A 1ST (OR GREATER) OFFENSE AT LEVEL III IN A SCHOOL YEAR
• Student may receive a zero for the assignment; make-up work may not be allowed for the assignment • Teacher notifies parent (via e-mail, phone call, or mail) • Teacher notifies administrator via referral • Administrator logs first offense in discipline file and teacher warns student about cheating policy • Detentions may be assigned	• Student may receive a zero for the assignment; make-up work may not be allowed for the assignment • Teacher notifies parent (via e-mail, phone call, or mail) • Teacher notifies administrator via referral • Administrator logs offense in discipline file and this may be reported to colleges in student's record • Meeting between VP and student may be arranged • Student become ineligible for California Scholarship Federation	• Student may receive a zero for the assignment; make-up work may not be allowed for the assignment • Teacher notifies parent (via e-mail, phone call, or mail) • Teacher notifies administrator via referral • Administrator logs offense in discipline file • Meeting between VP, teacher, parent/guardian and student may be arranged • Academic Integrity Violation may be reported to colleges in student's record • Student becomes ineligible for California Scholarship Federation • Student may become ineligible to receive awards or to participate in awards ceremonies



School Discipline Philosophy & Interventions

Vice Principal: Craig Williams - cwilliams@scusd.net

Vice Principal: Molly Lower - mlower@scusd.net

Philosophy: At Wilcox High School, our primary goal is to foster a safe, inclusive, and supportive learning environment for every student. We believe that discipline should be a tool for education and growth, not merely for punishment. We recognize that all behavior is functional and that a specific behavior is often a student's way of trying to convey an underlying message or need. Wilcox High School is committed to progressive discipline that prioritizes other means of corrections before considering exclusionary discipline, which research shows can heighten student stress, exacerbate misbehavior, and disproportionately impact marginalized groups without addressing root causes. We ensure fairness and consistency by reviewing a student's entire discipline file when assigning consequences. Above all, we view parents and guardians as essential partners, ensuring consistent notification and collaboration to help guide our students toward personal responsibility and academic success.

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

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

Classroom suspension: A teacher has the right to suspend a student from his/her classroom for the remainder of the period and for the same period on the following day when disruptive behavior or other infractions may occur (CA Ed Code 48910). The teacher of any class from which a pupil is suspended may require the suspended pupil to complete any assignments and tests missed during the suspension (CA Ed Code 48913).

Detention: Detentions are held before and after school:

- Wednesdays from 3:15 pm to 4:15 pm in room B-108
- Thursdays from 7:30 am to 8:30 am in room B-108

Students who arrive late need to reschedule with an administrator to serve detention another time. If a student cannot attend an assigned detention, they should request to reschedule **prior** to the assigned detention.

Campus beautification: Campus beautification is held before school:

- Wednesdays from 7:30 am to 8:30 am

These consequences may be applied at the discretion of the school administrator (CA Ed Code 48900.6).



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School Suspension

Students who are serving a suspension are strictly prohibited from being on school property and participating in or attending any school-sponsored functions. This restriction remains in effect for the entire duration of the suspension period. Specifically, suspended students may not participate in or attend classes, athletic practices or games, extracurricular activities, or school events on or off Campus. Unauthorized presence on school grounds or at a school-sponsored event while suspended is considered trespassing.

Parents or guardians may be required to attend a conference at the time of the suspension and upon the student's return to school. The purpose of the conference is to clarify the facts surrounding the suspension and to promote a working relationship between the school and home. When a student accrues 10 or more suspension days, he or she may be referred for a District disciplinary hearing. Additionally, parents and students may be counseled to consider an alternative educational program.

A student may be suspended for violations of California Education Codes 48900 and 48915.

48900:

A pupil shall not be suspended from school or recommended for expulsion, unless the superintendent of the school district or the principal of the school in which the pupil is enrolled determines that the pupil has committed an act as defined pursuant to any of subdivisions (a) to (r), inclusive:

- (a) (1) Caused, attempted to cause, or threatened to cause physical injury to another person.
- (2) Willfully used force or violence upon the person of another, except in self-defense.
- (b) Possessed, sold, or otherwise furnished a firearm, knife, explosive, or other dangerous object, unless, in the case of possession of an object of this type, the pupil had obtained written permission to possess the item from a certificated school employee, which is concurred in by the principal or the designee of the principal.
- (c) (1) Unlawfully possessed, used, sold, or otherwise furnished, or been under the influence of, a controlled substance listed in Chapter 2 (commencing with Section 11053) of Division 10 of the Health and Safety Code, an alcoholic beverage, or an intoxicant of any kind.
- (2) Pupils who voluntarily disclose their use of a controlled substance, alcohol, or an intoxicant of any kind in order to seek help through services or supports shall not be suspended solely for that disclosure.
- (d) Unlawfully offered, arranged, or negotiated to sell a controlled substance listed in Chapter 2 (commencing with Section 11053) of Division 10 of the Health and Safety Code, an alcoholic beverage, or an intoxicant of any kind, and either sold, delivered, or otherwise furnished to a person another liquid, substance, or material and represented the liquid, substance, or material as a controlled substance, alcoholic beverage, or intoxicant.
- (e) Committed or attempted to commit robbery or extortion.
- (f) Caused or attempted to cause damage to school property or private property.
- (g) Stole or attempted to steal school property or private property.
- (h) (1) Possessed or used tobacco, or products containing tobacco or nicotine products, including, but not limited to, cigarettes, cigars, miniature cigars, clove cigarettes, smokeless tobacco, snuff, chew packets, and betel. However, this section does not prohibit the use or possession by a pupil of the pupil's own prescription products.
- (2) Pupils who voluntarily disclose their use of a tobacco product in order to seek help through services or supports shall not be suspended solely for that disclosure.
- (i) Committed an obscene act or engaged in habitual profanity or vulgarity.
- (j) Unlawfully possessed or unlawfully offered, arranged, or negotiated to sell drug paraphernalia, as defined in Section 11014.5 of the Health and Safety Code.
- (k) (1) Disrupted school activities or otherwise willfully defied the valid authority of supervisors, teachers, administrators, school officials, or other school personnel engaged in the performance of their duties.
- (2) Except as provided in Section 48910, a pupil enrolled in kindergarten or any of grades 1 to 5, inclusive, shall not be suspended for any of the acts specified in paragraph (1), and those acts shall not constitute grounds for a pupil enrolled in kindergarten or any of grades 1 to 12, inclusive, to be recommended for expulsion.
- (3) Except as provided in Section 48910, a pupil enrolled in any of grades 6 to 8, inclusive, shall not be suspended for any of the acts specified in paragraph (1). This paragraph is inoperative on July 1, 2029.

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School Suspension

48900 (continued from previous page):

(4) Except as provided in Section 48910, commencing July 1, 2024, a pupil enrolled in any of grades 9 to 12, inclusive, shall not be suspended for any of the acts specified in paragraph (1). This paragraph is inoperative on July 1, 2029.

(5) (A) A certificated or classified employee may refer a pupil to school administrators for appropriate and timely in-school interventions or supports from the list of other means of correction specified in subdivision (b) of Section 48900.5 for any of the acts enumerated in paragraph (1).

(B) A school administrator shall, within five business days, document the actions taken pursuant to subparagraph (A) and place that documentation in the pupil's record to be available for access, to the extent permissible under state and federal law, pursuant to Section 49069.7. The school administrator shall, by the end of the fifth business day, also inform the referring certificated or classified employee, verbally or in writing, what actions were taken and, if none, the rationale used for not providing any appropriate or timely in-school interventions or supports.

(l) Knowingly received stolen school property or private property.

(m) Possessed an imitation firearm. As used in this section, "imitation firearm" means a replica of a firearm that is so substantially similar in physical properties to an existing firearm as to lead a reasonable person to conclude that the replica is a firearm.

(n) Committed or attempted to commit a sexual assault as defined in Section 261, 266c, 286, 287, 288, or 289 of, or former Section 288a of, the Penal Code or committed a sexual battery as defined in Section 243.4 of the Penal Code.

(o) Harassed, threatened, or intimidated a pupil who is a complaining witness or a witness in a school disciplinary proceeding for purposes of either preventing that pupil from being a witness or retaliating against that pupil for being a witness, or both.

(p) Unlawfully offered, arranged to sell, negotiated to sell, or sold the prescription drug Soma.

(q) Engaged in, or attempted to engage in, hazing. For purposes of this subdivision, "hazing" means a method of initiation or preinitiation into a pupil organization or body, whether or not the organization or body is officially recognized by an educational institution, that is likely to cause serious bodily injury or personal degradation or disgrace resulting in physical or mental harm to a former, current, or prospective pupil. For purposes of this subdivision, "hazing" does not include athletic events or school-sanctioned events.

(r) Engaged in an act of bullying. For purposes of this subdivision, the following terms have the following meanings:

(1) "Bullying" means any severe or pervasive physical or verbal act or conduct, including communications made in writing or by means of an electronic act, and including one or more acts committed by a pupil or group of pupils as defined in Section 48900.2, 48900.3, or 48900.4, directed toward one or more pupils that has or can be reasonably predicted to have the effect of one or more of the following:

(A) Placing a reasonable pupil or pupils in fear of harm to that pupil's or those pupils' person or property.

(B) Causing a reasonable pupil to experience a substantially detrimental effect on the pupil's physical or mental health.

(C) Causing a reasonable pupil to experience substantial interference with the pupil's academic performance.

(D) Causing a reasonable pupil to experience substantial interference with the pupil's ability to participate in or benefit from the services, activities, or privileges provided by a school.

(2) (A) "Electronic act" means the creation or transmission originated on or off the schoolsite, by means of an electronic device, including, but not limited to, a telephone, wireless telephone, or other wireless communication device, computer, or pager, of a communication, including, but not limited to, any of the following:

(i) A message, text, sound, video, or image.

(ii) A post on a social network internet website, including, but not limited to:

(l) Posting to or creating a burn page. "Burn page" means an internet website created for the purpose of having one or more of the effects listed in paragraph (1).



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School Suspension

48900 (continued from previous page):

(II) Creating a credible impersonation of another actual pupil for the purpose of having one or more of the effects listed in paragraph (1). “Credible impersonation” means to knowingly and without consent impersonate a pupil for the purpose of bullying the pupil and such that another pupil would reasonably believe, or has reasonably believed, that the pupil was or is the pupil who was impersonated.

(III) Creating a false profile for the purpose of having one or more of the effects listed in paragraph (1). “False profile” means a profile of a fictitious pupil or a profile using the likeness or attributes of an actual pupil other than the pupil who created the false profile.

(iii) (I) An act of cyber sexual bullying.

(II) For purposes of this clause, “cyber sexual bullying” means the dissemination of, or the solicitation or incitement to disseminate, a photograph or other visual recording by a pupil to another pupil or to school personnel by means of an electronic act that has or can be reasonably predicted to have one or more of the effects described in subparagraphs (A) to (D), inclusive, of paragraph (1). A photograph or other visual recording, as described in this subclause, shall include the depiction of a nude, semi-nude, or sexually explicit photograph or other visual recording of a minor where the minor is identifiable from the photograph, visual recording, or other electronic act.

(III) For purposes of this clause, “cyber sexual bullying” does not include a depiction, portrayal, or image that has any serious literary, artistic, educational, political, or scientific value or that involves athletic events or school-sanctioned activities.

(B) Notwithstanding paragraph (1) and subparagraph (A), an electronic act shall not constitute pervasive conduct solely on the basis that it has been transmitted on the internet or is currently posted on the internet.

(3) “Reasonable pupil” means a pupil, including, but not limited to, a pupil with exceptional needs, who exercises average care, skill, and judgment in conduct for a person of that age, or for a person of that age with the pupil’s exceptional needs.

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

(1) While on school grounds.

(2) While going to or coming from school.

(3) During the lunch period whether on or off the campus.

(4) During, or while going to or coming from, a school-sponsored activity.

(t) A pupil who aids or abets, as defined in Section 31 of the Penal Code, the infliction or attempted infliction of physical injury to another person may be subject to suspension, but not expulsion, pursuant to this section, except that a pupil who has been adjudged by a juvenile court to have committed, as an aider and abettor, a crime of physical violence in which the victim suffered great bodily injury or serious bodily injury shall be subject to discipline pursuant to subdivision (a).

(u) As used in this section, “school property” includes, but is not limited to, electronic files and databases.

(v) For a pupil subject to discipline under this section, a superintendent of the school district or principal is encouraged to provide alternatives to suspension or expulsion, using a research-based framework with strategies that improve behavioral and academic outcomes, that are age appropriate and designed to address and correct the pupil’s specific misbehavior as specified in Section 48900.5.

(w) (1) A suspension or expulsion shall not be imposed against a pupil based solely on the fact that they are truant, tardy, or otherwise absent from school activities.

(2) It is the intent of the Legislature that the Multi-Tiered System of Supports, which includes restorative justice practices, trauma-informed practices, social and emotional learning, and schoolwide positive behavior interventions and support, be used to help pupils gain critical social and emotional skills, receive support to help transform trauma-related responses, understand the impact of their actions, and develop meaningful methods for repairing harm to the school community.



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School Suspension

48915:

(a) (1) Except as provided in subdivisions (c) and (e), the principal or the superintendent of schools shall recommend the expulsion of a pupil for any of the following acts committed at school or at a school activity off school grounds, unless the principal or superintendent determines that expulsion should not be recommended under the circumstances or that an alternative means of correction would address the conduct:

(A) Causing serious physical injury to another person, except in self-defense.

(B) Possession of any knife or other dangerous object of no reasonable use to the pupil.

(C) Unlawful possession of any controlled substance listed in Chapter 2 (commencing with Section 11053) of Division 10 of the Health and Safety Code, except for either of the following:

(i) The first offense for the possession of not more than one avoirdupois ounce of marijuana, other than concentrated cannabis.

(ii) The possession of over-the-counter medication for use by the pupil for medical purposes or medication prescribed for the pupil by a physician.

(D) Robbery or extortion.

(E) Assault or battery, as defined in Sections 240 and 242 of the Penal Code, upon any school employee.

(2) If the principal or the superintendent of schools makes a determination as described in paragraph (1), he or she is encouraged to do so as quickly as possible to ensure that the pupil does not lose instructional time.

(b) Upon recommendation by the principal or the superintendent of schools, or by a hearing officer or administrative panel appointed pursuant to subdivision (d) of Section 48918, the governing board of a school district may order a pupil expelled upon finding that the pupil committed an act listed in paragraph (1) of subdivision (a) or in subdivision (a), (b), (c), (d), or (e) of Section 48900. A decision to expel a pupil for any of those acts shall be based on a finding of one or both of the following:

(1) Other means of correction are not feasible or have repeatedly failed to bring about proper conduct.

(2) Due to the nature of the act, the presence of the pupil causes a continuing danger to the physical safety of the pupil or others.

(c) The principal or superintendent of schools shall immediately suspend, pursuant to Section 48911, and shall recommend expulsion of a pupil that he or she determines has committed any of the following acts at school or at a school activity off school grounds:

(1) Possessing, selling, or otherwise furnishing a firearm. This subdivision does not apply to an act of possessing a firearm if the pupil had obtained prior written permission to possess the firearm from a certificated school employee, which is concurred in by the principal or the designee of the principal. This subdivision applies to an act of possessing a firearm only if the possession is verified by an employee of a school district. The act of possessing an imitation firearm, as defined in subdivision (m) of Section 48900, is not an offense for which suspension or expulsion is mandatory pursuant to this subdivision and subdivision (d), but it is an offense for which suspension, or expulsion pursuant to subdivision (e), may be imposed.

(2) Brandishing a knife at another person.

(3) Unlawfully selling a controlled substance listed in Chapter 2 (commencing with Section 11053) of Division 10 of the Health and Safety Code.

(4) Committing or attempting to commit a sexual assault as defined in subdivision (n) of Section 48900 or committing a sexual battery as defined in subdivision (n) of Section 48900.

(5) Possession of an explosive.

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School Suspension

48915 (continued from previous page):

(d) The governing board of a school district shall order a pupil expelled upon finding that the pupil committed an act listed in subdivision (c), and shall refer that pupil to a program of study that meets all of the following conditions:

- (1) Is appropriately prepared to accommodate pupils who exhibit discipline problems.
- (2) Is not provided at a comprehensive middle, junior, or senior high school, or at any elementary school.
- (3) Is not housed at the schoolsite attended by the pupil at the time of suspension.

(e) Upon recommendation by the principal or the superintendent of schools, or by a hearing officer or administrative panel appointed pursuant to subdivision (d) of Section 48918, the governing board of a school district may order a pupil expelled upon finding that the pupil, at school or at a school activity off of school grounds violated subdivision (f), (g), (h), (i), (j), (k), (l), or (m) of Section 48900, or Section 48900.2, 48900.3, or 48900.4, and either of the following:

- (1) That other means of correction are not feasible or have repeatedly failed to bring about proper conduct.
- (2) That due to the nature of the violation, the presence of the pupil causes a continuing danger to the physical safety of the pupil or others.

(f) The governing board of a school district shall refer a pupil who has been expelled pursuant to subdivision (b) or (e) to a program of study that meets all of the conditions specified in subdivision (d). Notwithstanding this subdivision, with respect to a pupil expelled pursuant to subdivision (e), if the county superintendent of schools certifies that an alternative program of study is not available at a site away from a comprehensive middle, junior, or senior high school, or an elementary school, and that the only option for placement is at another comprehensive middle, junior, or senior high school, or another elementary school, the pupil may be referred to a program of study that is provided at a comprehensive middle, junior, or senior high school, or at an elementary school.

(g) As used in this section, “knife” means any dirk, dagger, or other weapon with a fixed, sharpened blade fitted primarily for stabbing, a weapon with a blade fitted primarily for stabbing, a weapon with a blade longer than 3½ inches, a folding knife with a blade that locks into place, or a razor with an unguarded blade.

(h) As used in this section, the term “explosive” means “destructive device” as described in Section 921 of Title 18 of the United States Code.

Student Searches

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

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

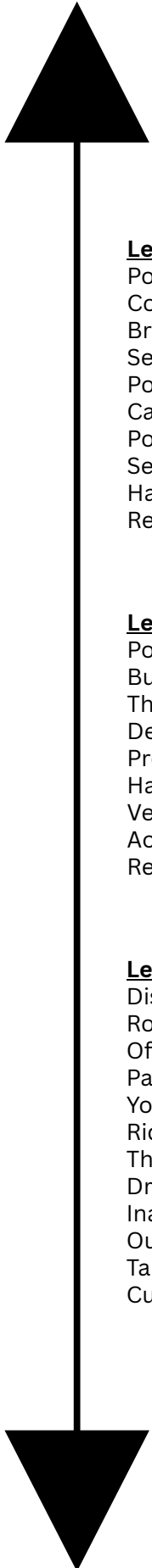
Reasonable suspicion shall be based on specific and objective facts that the search will produce evidence related to the alleged violation. The types of student property that may be searched by school officials include, but are not limited to, lockers, desks, purses, backpacks, student vehicles parked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

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



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Discipline Matrix



Level 3 Behaviors

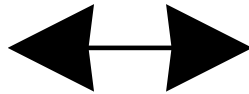
Possessing / selling / furnishing a firearm
 Committing or attempting sexual assault
 Brandishing a knife
 Selling a controlled substance
 Possession of explosive
 Causing, attempting, or threatening physical injury
 Possessing / selling / furnishing a dangerous object
 Sexual harassment
 Hate speech
 Repeated major infractions

Level 2 Behaviors

Possession / use of controlled substances
 Bullying / cyberbullying
 Theft
 Defiance
 Property damage
 Harassment
 Verbal conflict
 Academic dishonesty
 Repeated minor infractions

Level 1 Behaviors

Disrupting class
 Rough-housing
 Off campus
 Parking violation
 Yondr violation
 Riding bike / skateboard / scooter on campus
 Throwing food / excessive trash
 Dress code violation
 Inappropriate language
 Out of class / no pass
 Tardiness
 Cutting in line



Potential Consequences

Recommendation for expulsion
 Suspension
 Two-week improvement plan
 Structured day(s)
 Suspension from class
 Re-entry meeting (parent + student)
 CYO referral
 Loss of privileges / participation in school events - including sports
 Regular check-ins / Item turn-ins
 Restitution pay
 Wellness Center referral
 Counselor referral
 Behavior contract
 Parent conference
 YVape program
 Reflective essay
 Verbal / written apology
 Campus beautification
 Detention
 Mediated conversation
 Parent notification
 Admin conversation with student
 Documented warning



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Cell Phones

Cell Phones

To foster the learning environments we desire and promote healthy social and emotional development, and respond to the new [Phone-Free Schools Act](#) AB3216, all SCUSD schools will be Phone and Device-Free Schools policy during the school day beginning in the 2025-2026 school year for all elementary, middle, and high school students. For more information regarding this policy, please visit our [district website](#). Additional information will come out by late Fall.

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-Yondr the device
- 2nd offense - device is confiscated the rest of the day, and student can pick up the device in the office at the end of the day
- 3rd offense - device is confiscated until the parent/guardian can pick up the device
- 4th offense - student will not be allowed to have a cell phone or any other personal electronic device on campus at all. That student must turn in all devices everyday to the main office prior to school start time or keep devices at home.



Dress Code

Wilcox High School respects students' rights to express their individuality through their attire. Students may wear clothing that reflects their personal identity, culture, beliefs, and interests, provided that their attire does not substantially disrupt the educational environment or create a safety concern.

To maintain a safe and positive school environment, students are expected to adhere to the following dress guidelines:

- Clothing, accessories, or personal items that promote, advertise, or depict drugs, alcohol, tobacco, violence, sexual content, or illegal activities are prohibited.
- Students may not wear solid red or solid blue clothing items, including shirts, sweatshirts, jackets, hats, bandanas, or other attire that may be associated with gang identification.
- Hoods may not be worn indoors during the school day. Hooded sweatshirts and jackets are permitted; however, hoods must remain down while inside school buildings.

The administration reserves the right to determine whether clothing or attire is disruptive to the educational environment, poses a safety concern, or violates these guidelines.



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Protests, Walkouts, and Disturbances

Freedom of Expression

Wilcox High School recognizes and supports students' First Amendment rights to free speech and peaceful expression. Students may express their views and participate in peaceful demonstrations, provided their actions do not substantially disrupt the educational environment or infringe upon the rights and safety of others.

On-Campus Demonstrations

Students wishing to participate in a protest, demonstration, or other expression activity during the school day are encouraged to remain on campus. Student organizers should work with school administrators to identify an appropriate location and ensure that activities are conducted safely, peacefully, and under school supervision.

Expectations for Student Conduct

All school rules and expectations regarding student conduct remain in effect during any demonstration or protest activity. Conduct that is disruptive, threatening, hateful, violent, destructive, or unsafe is prohibited and may result in disciplinary action.

Closed Campus and Off-Campus Activities

Wilcox High School is a closed campus. Students are expected to remain on campus during the school day unless properly checked out through established attendance procedures. Students who leave campus without permission to participate in an off-campus protest, demonstration, or other activity may be subject to attendance consequences and will not be supervised by school staff while off campus.

Participation and School Consequences

Students who participate in approved on-campus expression activities and follow school expectations will not face disciplinary consequences solely for expressing their viewpoints.

Attendance and Academic Responsibility

Students are encouraged to return to class as soon as possible following any demonstration or expression activity to minimize the loss of instructional time. Participation in any activity during the school day does not exempt students from completing missed assignments, assessments, or other class requirements.

Civic and Political Event Absences

State law may permit a limited number of excused absences for participation in civic or political events when the school is notified in advance. Students and families should contact the attendance office for current procedures and eligibility requirements.



General Information/Student Services

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

Breakfast/Lunch: Breakfast and lunch are served daily in the cafeteria. Breakfast is available before school each morning, and lunch is served during designated lunch periods based on the day's schedule. Both breakfast and lunch are provided free of charge to all students.

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

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

Library: The Wilcox Library is open daily for student use.

- **OPEN Library Time (No Pass Needed):** Before/after school, lunch and between passing periods.
- **FLEX Library Time - (Pass Needed):** During class time
- **Library & Textbooks:** Students are responsible for their books and will be charged for replacements.
- Online Book Catalog, ebooks, audio books and research databases are available to all students via their school portals.
 - Students can renew, hold and view their library accounts using Destiny-the online library catalog
- Enjoy **FOOD & DRINKS outside** the library.
- **Be respectful** to others while in the library or you will be asked to leave

The Internet is a public forum and students are required to follow agreements made in the **Acceptable Use Policy** signed at the beginning of the school year.

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



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Student and Family Resources

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

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

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

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

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

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



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Lockers, Student Parking, Transportation

Lockers: Academic lockers will be issued for the 2025 - 26 school year. Please note that nothing should be posted inside/outside of the lockers. Locker use may be restricted based on county health guidelines.

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

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

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

In order to park in the school parking lot, a student must obtain a parking tag from the ASB office. The parking tag is free of charge. Students must park in designated student parking areas. Students who do not park in designated parking areas are subject to progressive discipline.

Bicycles, scooters, skateboards: Bicycles may be used as transportation to school but must be ridden in the bike lanes on the streets. Bicycles and skateboards will be walked (not straddled) on campus. Bicycles are to be parked and locked in the bicycle racks in the designated areas. Skateboards and scooters must be kept in lockers, or locked in the skateboard storage area at the front of the school near the flagpole during the school day and not carried around. The student is responsible to lock their bicycle and to secure their skateboard or scooter. Rental scooters should not be brought onto campus or secured on or with district property. The school or district does not take any responsibility for damaged, lost or stolen bikes or skateboards, etc. no bicycles, scooters or skateboards are to be ridden on campus at any time.

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



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Parent Groups

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

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

