

HEALTH CAREERS ACADEMY HIGH SCHOOL



2025-2026

Student Handbook

Health Careers Academy

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Foreword

This handbook will guide you through understanding the ideals and objectives of Health Careers Academy. We believe the school environment needs to mimic a work environment. As a result, we attempt to provide learning opportunities for those essential skills necessary for any career a student chooses. Therefore, it is necessary to have certain rules to ensure each individual has the opportunity to benefit from the program. This handbook outlines some of the basic policies around which Health Careers Academy functions.

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Philosophy

HCA Mission and Vision

The purpose of Health Careers Academy is to prepare a diverse group of students for a future in the medical community. HCA will provide a rigorous, student-centered, college preparatory environment in which students will develop academic skills, health career themed technical skills and community awareness qualities, providing them with the foundations for a career in the health field and post-secondary academic success.

Core Values and Practices

1. **Rigorous Curriculum:** HCA graduates will have completed a rigorous college preparatory coursework, meeting the A-G requirements for CSU / UC admission. In addition to meeting the basic A-G requirements, HCA students will complete four years of math, four years of science, articulated college courses, and be provided with the opportunity to complete AP courses and enroll in courses taught by San Joaquin Delta College Instructors.
2. **Health Career Technical Skills:** HCA's curriculum allows students to take specific health Career Technical Education (CTE) courses providing them with the vocational skills to enter health related careers upon graduation. CTE Courses include: Intro to Health Careers, Medical Terminology, Medical Office, Sports Medicine, Medical Assistant, Pharmacy Technician, Medical Translation and CTE Fieldwork.
3. **Community Awareness & Involvement:** HCA students regularly engage with community stakeholders to discuss issues surrounding health, community outreach, and civic involvement. Students are required to meet 20 hours of community service per year=80 hours over four years prior to graduation(students that do not meet this requirement may not be allowed to participate in the graduation ceremony).

Goals

Health Careers Academy offers students the combination of a traditional high school courses with elective courses specializing in the health-related professions. Recognizing the need to prepare students throughout the San Joaquin Valley to live in the society of today and tomorrow, Health Careers Academy strives to meet the physical, intellectual, and emotional needs of students. HCA maintains an educational/career oriented program that helps students develop their individual abilities and self-awareness.

Students have the opportunity to:

- develop a high level of career awareness in the health/medical fields;
- become adequately prepared to pursue a post-secondary education;
- make informed, realistic career-related decisions relative to employment in a health or medical field and further education;
- begin to develop a marketable skill in the health field;

- become an informed consumer of health resources;
- develop decision-making skills which employ analyzing, organizing, and synthesizing processes;
- enhance and improve written and oral communication skills;
- enhance and improve reading skills;
- develop and expand useful knowledge of science and mathematics;
- develop awareness and appreciation for literature and the fine arts;
- become familiar with existing economic, social and cultural differences in our community.

Guiding Principles: PASSION

HCA students, faculty, and staff are guided by the concept of PASSION: Professional, Academic, Strong, Service-oriented, Integrity, Optimistic, and Nurturing.

PROFESSIONAL

Professional is defined by Merriam-Webster's dictionary as "characterized by or conforming to the technical or ethical standards of one's profession." People who are professional are unfailingly polite, courteous and well-spoken, no matter what the situation. Being professional not only lets people know you are a reputable person to work with, but also conveys intelligence and poise regarding your position.

ACADEMICS

Academics are the pillars for success. HCA students are expected to fully engage in the academic learning process. Students at HCA must have the mindset to be engaged, organized and determined to reach all academic goals. HCA students will meet all graduation and A-G requirements. HCA students will graduate college and career ready.

STRONG

Strong is possessing skills and qualities that create a likelihood of success. A strong person is one who can withstand the struggles and hardships of life. They have the willpower needed to be successful in life.

SERVICE ORIENTED

Being Service Oriented means being involved with your community. As future healthcare professionals, HCA students need to be out in the community, seeing the issues that we are facing, networking with current healthcare professionals, learning how to balance school, home-life and service. Healthcare is a field where you are constantly serving the community, and the best way to learn about that is through opportunities to be out in the community now. "The best way to find yourself is to lose yourself in the service of others." Mohandas Karamchand Gandhi (1869-1948); Indian Political and Spiritual Leader

INTEGRITY

Showing integrity means adhering to ethical standards and feels a moral obligation to "do the right thing." Your behaviors and actions show that you

conduct yourself in an honest and fair way. When given the opportunity to engage in poor choices the better options are selected, even when no one is looking.

OPTIMISTIC

Optimistic means that you expect the best possible outcome in every situation. When mistakes are made they are not a bad thing but an opportunity to learn from and that you will do better in the future.

NURTURING

Nurturing- the encouragement of growth. A nurturing person cares for and encourages others. They help others reach for their goals and aspirations.

Academic Information

Academic Policy

Education is a life-long process which extends beyond the school; therefore, it is important that students recognize that learning also occurs in the home and community. Reviewing daily classroom notes and assignments is one means of teaching the necessary skills of independent study and learning outside the classroom without immediate teacher supervision. Reflecting on what was learned in the classroom and how it can be applied in everyday life is also important to the learning process.

Creating a consistent routine that sets aside time to review classwork and learning objectives provides the student with the opportunity to apply learning. Students engage in learning on an individual basis that can help develop self-discipline and a positive attitude toward education. It also serves as a means for building one's character. Studying at home, and developing questions to ask for the next class session is considered an integral and significant part of engaging in the learning process. Developing these study routines and habits will help the student's overall performance and mastery of the essential elements for that class. Failure to develop these routines and habits often affects the student's performance, on quizzes and major tests.

Reasons to develop consistent study routines at home:

- Improved Time Management
- Development of Self-Discipline and Responsibility
- Increased learning time
- Establish independent study skills
- Improve Mental Health

Student Responsibilities:

In order to foster independent study habits, it is the responsibility of the student to:

- Understand classroom Learning Objectives for all classes.
- Engage in the learning process. In class: (take notes, ask questions-engage in class discussions and complete assignments)
- Have an organized means of keeping and carrying classwork to and from school
- Arrange for time for studying at home that is compatible with family and/or after-school activities
- complete homework on time and be sure it is turned in on time
- Be accountable for all required work that is missed due to absence from school

As many assignments are digital, it is the responsibility of the student to communicate with teachers, complete and submit assignments.

Parent Responsibilities:

It is the belief of HCA that parent involvement in and support of the learning process is beneficial to a student's academic growth and achievement. It is the responsibility of the parent to:

- read and discuss the school's attendance policy with his/her child and the importance of being at school.
- provide necessary assistance, positive support, and encouragement of good study habits
- provide an appropriate time and environment for study and learning (it is suggested that parents monitor television, social media, and outside activities to be sure the student has sufficient study time)

Parents need to understand the importance of providing students with internet access for completing many school assignments. Parents will ensure students take advantage of before and after school Study Center if students are needing extra assistance or internet usage.

Teacher Responsibilities:

Realizing that engaging in the learning process (such as studying) is an essential part of learning, and that students have different learning styles and capabilities, and knowing that students have other commitments beyond school, it is the responsibility of the teachers to:

- teach the skills needed by the student to complete homework assignments successfully
- use studying at home to foster independent thinking
- Create clear Learning Objectives
- Use engaging teaching strategies for students to interact with the curriculum and apply what they are learning
- make regular checks to ensure that students are moving toward proficiency

Teachers will work with students to educate them on digital submission of assignments.

Administrator Responsibilities:

In support of the HCA academic expectations, it is the responsibility of the administrators to:

- stress the importance of engaging in the learning process
- aid in communicating the academic expectations to students, teachers, and parents
- provide a positive, supportive attitude and encourage good study habits

Procedures for Turning in Homework:

- Students are expected to come prepared for class. This includes completing any assignments or readings that will be essential to engaging in the learning process.
- It is the responsibility of the student to follow the teacher's classroom procedures for turning in their homework.
- If a student is absent it is the student's responsibility to coordinate with his/her teacher to make up work/exams according to the teacher's procedures.
- Students will commit to learning how to submit assignments digitally and will be proactive if they encounter Internet issues.
- Final semester examinations will not be given before the scheduled final exam dates which are the last two days of each semester.
- Final semester examinations will not be made up unless the student's parents make prior arrangements with Administration or the student has an excused absence with valid documentation.

Academic Integrity

Health Careers Academy believes that each student's success is dependent on his or her efforts. It is expected that each student completes his or her work with honesty and integrity. Representing someone else's work as your own compromises your integrity and diminishes what we stand for as a school community. Cheating has no role in our HCA learning community.

Academic Dishonesty

Academic dishonesty is intentionally using another's work to receive credit or improve grades, plagiarism, and giving or receiving answers during testing and is not acceptable. Cheating and plagiarism are not tolerated at HCA.

Academic dishonesty is defined as representing someone else's work as your own or allowing someone to represent your work as their own. Cheating includes but is not limited to the following:

- Copying academic work or allowing someone to copy your academic work
- Looking on another's test or quiz or letting another student look on your quiz or test

- Reporting to another student what is on a test or quiz, including providing questions or specific answers (physically or electronically)
- Using any secretive methods of giving answers on a test or quiz
- Using Artificial Intelligence to complete class assignments.
- Taking information from a source that is not properly cited
- Working with others on an assignment or portion of an assignment that was meant to be done individually
- Taking someone else's assignment or portion of an assignment and submitting it as your own
- Copying answers from the back of the textbook where applicable
- When a student is not sure what would be considered cheating for a particular assignment, he/she is responsible for requesting clarification from the teacher.

First Offense:

1. The teacher will place documentation of the incident in the school file.
2. The student's parents will be contacted.
3. The student will receive a zero (0) for the assignment or exam.
4. The student will be referred to the administrator for disciplinary action.

Second Offense

1. A parent conference with an administrator will be required. The pattern of behavior will be shared with the parent.
2. Extracurricular privileges may be revoked (e.g. Student Leadership Membership and/or positions of leadership may be revoked.)
3. HCA awarded honors and privileges will be reviewed and may be denied.
4. If the offense occurred in an AP Course, the student may be *withdrawn* from that course.
5. All information regarding academic dishonesty will be included in teacher letters of recommendation.

Student Responsibilities to Promote Academic Integrity

- Be prepared. Try to keep to a realistic schedule balancing academics, extracurricular activities, and your social life.
- Make sure that you understand your assignments and the grading scale that the teacher is using. Ask your teacher for clarification, not a classmate.
- With the help of your teacher, set up study groups with your classmates
- Keep current with assignments, avoid procrastinating, utilize PRN, and do work for each class every day.
- Attend tutoring
- Be organized. Have class notes in order and be sure they are easily accessible. This will save you time and anxiety when studying for a test or writing a paper.
- If you use another's ideas or solutions, cite that person as a source on your paper or project.
- Know what constitutes cheating and plagiarism.
- Accept the fact that some learning requires serious and repeated effort.

- Be punctual and attend all classes daily.

Parent/Guardian Responsibilities to Promote Academic Integrity

Parent/Guardian support of academic achievement and ethical development is fundamental to students' long-term success.

- Assure on-time and daily attendance
- Encourage your child to attend tutoring and/or seek help when needed
- Make efforts to contact teachers regularly. The sooner the problem is identified; the sooner steps can be taken to alleviate it.
- If your child is caught cheating and you are called, please remember that this is a learning experience. Help your child to accept the consequences for his/her appropriate actions
- Encourage your child to maintain a calendar/planner with all assignments and upcoming tests/projects. Communicate with your child about progress.

Teacher/Administrators Responsibilities to Promote Academic Integrity

- Provide an atmosphere that is conducive to testing and promotes honesty and integrity:
 - All material cleared from desks/tables
 - No use of items that may be used for cheating such as cell phones, cheat sheets, headphones, etc.
- Stay in the classroom and remain vigilant.
- Be aware and responsible of cheating/copying homework during common times such as PRN and lunch.
- Report incidences to the appropriate faculty members. Assure that the incident is documented in the database.
- Make sure that all make-ups are monitored.
- Provide an opportunity for students to make up an assessment within a timely manner.
- Be sensitive to the timing of major tests/projects in other departments.
- Encourage students to become more interested in learning than the grades.
- Construct assessments to be completed within the time allotted.
- Clarify as individual teachers what cheating is for your class and be clear about consequences.
- Preach integrity—take charge!

Guidelines for Classroom Success

Students are expected to be seated at their desk on time and ready to begin class when the tardy bell rings. The student is expected to follow individual class rules as determined by the teacher. Students should bring all materials and equipment required for that class. All assigned notebooks, books, laptops, and study materials should be brought to each class. Cell phones should NOT be a distraction for students learning, and should be used for educational purposes only. Students will benefit from the class if

they participate to the best of their ability. Preparation for the next class should be planned and completed prior to the student's return to school the next day.

Students who do not follow these guidelines for classroom success may receive:

- A. a verbal warning
- B. a written notification to the parent or guardian or a telephone call to the parent or guardian.
- C. a referral to a school administrator for parent conference, and or detention.

Academic Support/Probation

Students are required to maintain passing grades. Students who have a D in any class during a reporting period will be required to attend 1 hour a week of Study Center/Tutoring or more. Students who have a F in one or more classes will be required to attend 2 hours or more a week of Study Center/Tutoring. Study Center/Tutoring is from 7:03 to 8:25 am and 3:30-4:30 pm on Monday, Tuesdays, Wednesdays & Friday and credentialed teachers are available for tutoring. If students do not attend tutoring, continue failing any class, and refuse to engage in all interventions offered, students will be put on a behavior/academic contract and will follow up at the next grading period. Students will be removed from academic probation if grades are above 'C's at the next grading period. All students that receive a D or F on a progress report, or end of semester report card will be required to have a parent conference with HCA counselors, teachers and administrators.

AP Courses

Students who enroll in AP courses are expected to attend a workshop prior where summer reading expectations will be given out. A parent/student contract will be signed stating specific policies and procedures for AP courses requirements. For each AP course a student is enrolled in, they are required to participate in 1 hour of AP support a week. This can be done at the Study Center, during individual teacher tutoring sessions, or by participating in AP activities.

Dual Enrollment

Students who enroll in Dual Enrollment courses with San Joaquin Delta College are expected to attend all classes and will follow the Delta College calendar which may mean vacation and holidays might conflict with SUSD calendar. Students are expected to plan accordingly to ensure they are able to attend all classes before enrolling in the courses.

Textbook/Chromebooks

Textbooks and Chromebooks will be checked out to students at the beginning of the year. Students are personally responsible for all books and chromebooks that are checked out to them and upon the loss of a book or Chromebook, students must report to the office. Students who have unpaid textbook/Chromebook fines may result in

holding up diplomas and transcripts being mailed. Students are expected to bring their textbooks, CHromebooks and all other required materials with them to class every day.

Study Center/Tutoring

The study center is open to students on a posted schedule. Tutoring, computers, printers, and group study areas are available to students. A credentialed teacher always staffs the center and is available to work with students in all subject matter areas. At the beginning of the year teachers will make a tutoring schedule available to students. The campus tutoring schedule is maintained in the front office. Students are expected to have their ID with them and sign in and out when attending tutoring.

Grading Periods

1st Term		
Term 1, Sem 1	July 31 - October 3, 2025	TERM 1 Final Exams: December 18 - 19
Term 1, Sem 2	October 13 - December 19, 2025	
2nd Term		
Term 2, Sem 1	January 5 - March 13, 2026	TERM 2 Final Exams: May 27-28
Term 2, Sem 2	March 23 - May 28, 2026	
Senior Finals	May 22 8:05 am to 12:10 pm - Periods 1 and 2 May 26 8:05 am to 12:10 pm - Periods 4 and 5	

Work Based Learning Program

Opportunities for work based learning experiences (internships, externships, job shadows, work experience, etc.) are a privilege. Students who earn the right to participate in these experiences are representing Health Careers Academy High School. To be eligible to participate in Work Based Learning opportunities, students must maintain a 2.0 GPA, be below 10% chronic absenteeism, have fewer than 7 single period unexcused absences, less than 10 tardies in a semester, must demonstrate a professional character and attitude along with no discipline issues.

Requirements for internships/externships vary depending on the location. Students will be recommended by teachers and administration for internship/externship experiences. There are strict behavioral and health specific skills students must possess before being out in an internship setting. For example, students must have TB tests, boosters, and current immunization records.

Attendance Procedures

Absences

A student's absence shall be excused for the following reasons:

1. Personal illness. (Education Code 48205)
2. Quarantine under the direction of a county or city health officer. (Education Code 48205)
3. Medical, dental, optometric, or chiropractic appointments. (Education Code 48205)
4. Attendance at funeral services for a member of the immediate family, which shall be limited to one day if the service is conducted in California or three days if the service is conducted out of state. (Education Code 48205) Immediate family shall be defined as mother, father, grandmother, grandfather, spouse, son/son-in-law, daughter/daughter-in-law, brother, sister, or any relative living in the student's immediate household. (Education Code 45194, 48205)
5. Jury duty in the manner provided by law. (Education Code 48205)
6. The illness of or medical appointment during school hours of a child to whom the student is the custodial parent. (Education Code 48205).

Upon advance written request by the parent/guardian and the approval of the principal or designee, justifiable personal reasons including, but not limited to:

1. Appearance in court
2. Attendance at a funeral service
3. Observation of a holiday or ceremony of his/her religion
4. Attendance at religious retreats not to exceed four hours per semester
5. Attendance at an employment conference or interview
6. Attendance at an educational conference offered by a non-profit organization on the legislative or judicial process
7. Services as a member of a precinct board for an election pursuant to Elections Code 12302
8. To spend time with his/her 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 combat support position or is on leave from or has immediately returned from such deployment (Education Code 48205)
9. Participation in religious instruction or exercised in accordance with District policy.
 - In such instances, students shall attend at least a minimum school day. (Education Code 46014)
 - The student shall be excused for this purpose for no more than four days per school month. (Education Code 46014)

Clearing Absences

When a student is unable to attend school, the parent is requested to send a note upon the child's return. The note should include the reason for absence, the date, and a

parent contact number. If the student has attended a medical appointment, a note from the medical office within five business days is necessary to determine the status of the absence (health related, excused, etc.). A phone call or note from the parent does not determine the status of the absence.

Make-Up Work

For each **EXCUSED** absence, students have 24 hours to turn in work for classes they have missed. Exceptions may be made by teacher/administration in the case of extenuating circumstances such as hospitalization or death in the family.

Dress Code

The dress code at HCA has been established to maintain a professional atmosphere. Scrubs are to be worn daily, unless otherwise noted (i.e.; spirit days, professional dress days). The following guidelines are to be followed:

- Scrubs must be worn while students are on University Park property at all times.
- HCA ID cards must be worn on University Park property at all times.
- No altering of scrub cuffs (tapering or tying the bottoms)
- Scrub top must be visible at all times
- Jackets/sweatshirts must be at least a quarter way zipped down to show scrub tops.
- No hats, beanies or head coverings of any kind are to be worn or carried around-unless for religious or medical reasons or approved by an administrator.
- No jeans or shorts of any kind or color; this includes jeggings that look like jeans or leggings
- No underclothes (jeans, underwear, sweats, etc.) should be visible
- Scrubs must be worn at the waist (no sagging)
- No midriff or cleavage should be showing
- Closed toed shoes are required. Any footwear that falls under the category of slides, slippers or sandals are NOT allowed. No shoes with fur showing should be worn.
- College shirts and/or sweatshirts may be worn on Wednesdays with scrub bottoms only. HCA shirts, HCA Club shirts and HCA graduating class shirts can be worn on Fridays with scrub bottoms only. Exception: Rally Days

Students arriving at school not wearing scrubs or the proper shoes will be required to call parents to bring scrubs or shoes to school. Missed time waiting for scrubs to be brought will result in making up time in detention.

Sweatshirts

Sweatshirts and sweaters are allowed in the building; however, they must meet the following requirements:

- Scrub top should be worn over the hoodie
- Zip up style should be worn quarter unzipped to show scrub top
- Solid color (no designs, patterns, or logos other than HCA)

Professional Dress Days

- o Non-jean pants, any color or kind of jeans are not acceptable, collar shirt, clothes in good condition
- o Skirts must be at least 2 inches below fingertips, 2-inch heels or less may be worn (safety issue), tops must have straps and must be at least one inch thick

Rally Dress

- Cannot be worn until Rally time.
- Class color attire may be worn as long as clothing is purple, black, gray or white. Any combination of colors is acceptable. For example, scrub pants and a purple shirt. NO JEANS or shorts. Rally days will be determined by the ASB Activity Director.
- Class shirts and sweatshirts are acceptable
- Home-made shirts are acceptable as long they follow SUSd rules.

Game Day Dress

If a student is part of their home school athletic team, they are allowed to wear their uniform top on Game Days only.

- Scrub bottoms and appropriate shoes must be worn.
- Uniform tops can include their team sweatshirt or team t-shirt.

ID Cards

Upon enrollment, all students will be issued a Health Careers Academy student identification card through the main office. The first card is issued free of charge. Lost or stolen cards will be replaced for a \$3 fee. Students are to carry their school ID card while on campus and to all campus events. ***ID cards are to be worn around the neck or attached to scrub top while students are on the HCA campus. Ensuring your safety is top priority for us. Students not wearing ID cards while on campus will be required to serve detention.***

Extra-Curricular Activities

Eligibility

In order for students to participate in any extracurricular activities, they must maintain a good academic standing. This means students must have a minimum of 2.0 GPA and maintain good attendance and professionalism(good behavior).

Clubs and Organizations

There are many clubs and organizations for students to participate in while attending HCA. HCA has a student leadership class where careful and thoughtful planning has

occurred to ensure students have numerous activities to participate in during the school year. Students interested in belonging to a specific club should see our student activity director, Ms. Ramirez. Any students wanting to start their own club are encouraged to see Ms. Ramirez as well.

Dances and After School/Before School Functions

Dances and after school functions require staff chaperoning at a ratio of 25:1. There will be opportunities for parents to assist with chaperoning at these events. Staff are volunteering their time to provide these exciting events for our students; therefore, it is imperative parents arrive to pick students up at the end time of events. In the case of students not being picked up within 15 minutes of the event ending, SUSPD may be notified to ensure there has not been an emergency with the child's family.

Discipline Policies

Student Expectations

1. ***Attend School Daily*** - Unless a valid excuse is provided, regular school attendance provides students with the opportunity to have a successful school experience that culminates in high school completion. In California, a student is required by law to attend school between the ages of 6 and 18.
2. ***Be On Time for All Classes*** - Being on time helps to ensure that everyone can learn free of distraction, and that no one misses critical information being taught. Entering a classroom after a lesson has begun can interfere with the rights of others to learn and study. Punctuality is an important habit to form in order to be successful in the future.
3. ***Obey School Rules*** - Rules are designed to allow a school to meet its obligation to educate students. The schools cannot achieve this task if they must spend much of their time maintaining order.
4. ***Leave Unnecessary Items at Home*** - Items which detract or distract from the learning environment should not be brought to school. Items will be taken away and turned into the office and will result in parents having to come to school to collect the item in the main office. Continuing to bring such items to school may result in disciplinary consequences.
5. ***Cooperate with the School Community*** - Every community depends upon the willingness of citizens, including students, parents, teachers, and other District personnel, to play a part in upholding the rules by which everyone has agreed to live. Therefore, it is important to help others protect their school community.
6. ***Complete All In-Class and Homework Assignments and Meet Deadlines*** - In order to benefit from the educational opportunity provided by school, it is important to complete the assigned work, including assigned homework.
7. ***Respect Public Property and Carefully Use and Return All Materials and Equipment*** - Schools are a community's gift to its young people. It is wrong to abuse the gift.
8. ***Come to Class with Necessary Books and Materials*** - In order to benefit the most from your education, and to help ensure that others can benefit from their educational

opportunity, it is important to come to class prepared to learn. This includes bringing necessary books and materials.

9. ***Ensure That School Correspondence to Parents Reaches Home*** - Education requires a partnership between the home and the school. For a partnership to work, one must know what is happening; good or bad. This allows parents and teachers to help students when they are having difficulties. Sometimes students are asked to be the messengers. It is important for students to participate in this partnership by bringing materials home and sharing them with their parents or guardians.
10. ***Follow Directions from Responsible Adults*** - It is important for students to follow the directions of teachers and other school personnel, as well as to obey school rules.
11. ***Maintain Academic Standards*** - To encourage and promote academic excellence, students shall have maintained at least a 2.0 grade point average in all enrolled classes during the previous grading period in order to participate in athletics, extracurricular and co-curricular activities.

Parent conferences will be held for students who are disrupting the learning environment of other students or school culture.

Student “NO GO LIST”

Students on the “NO GO LIST” are not allowed to do the following:

Go on any Field Trips

Participate in school activities that pull students out of class.

No Go List Criteria 2025-2026

<i>Criteria</i>	<i>How are students placed onto the No Go List?</i>	<i>How are students taken off the No-Go List?</i>
<i>Attendance</i> (including tardies)	❖ Student is on the Chronic Absenteeism list (over 10% of school days missed) ❖ Tardies = detentions (over 5 unserved detentions will place you on the no go list) ❖ 3 periods of unexcused absences in a semester	❖ Attend School regularly ❖ Make sure parents are contacting the front office if students are sick. ❖ Get to class on time. ❖ Serve detentions ❖ Do not have unexcused absences
<i>Discipline</i>	3 Behavior referrals from teachers in a semester. 5 or more unserved detentions. Any behavior requiring Administration meeting with parents. Continued unprofessional behavior.	Behavior clearance signed by all teachers and Administration(after 5 consecutive days of good behavior before the event). Serve detentions before the event(cleared by Robert). Meeting with administrator(Mr. Mata or Mrs. Nelson)

Students on the No Go List **CANNOT DO THE FOLLOWING** until they are cleared by their administrator:

- Participate in Field Trips
- Participate or attend *School* activities that pull students out of class.

Steps to get off the No Go List (NGL) for Discipline/Administrative Intervention

1. Serve all assigned detentions.
2. Do not receive any discipline referrals for 5 consecutive school days
3. Pick up "Request to be Removed from NGL" form from Counselor
4. All teachers must sign the "Request to be Removed from NGL" form
5. Turn in signed form to **your Counselor** after school

Cell Phone Policy and Expectation:

- HCA's cell phone policy requires students to turn off/silence their phones while in class.
- Students will be asked to place their phones in their backpacks.
- Students should not take their phones when using the restroom.
- Students that do not follow the cell phone policy and continue to use the phone in class or irresponsibly will have the phone confiscated and parents will be called to pick the phone up in the main office at the end of the school day.
- Parents please do NOT call your child during class time. If you need to speak to your child please call the main office.
- Students can use their phones during lunch.

1st Offense:

- One verbal warning documented in Synergy (SUSD student information system)
- Parent contact made by the teacher

2nd Offense:

- Cell phone stored in classroom pocket chart until end of period.
- Documented in Synergy and parent contact made by the teacher
- If the student refuses to provide the cell phone, this escalates to a 3rd offense

3rd Offense:

- Cell phone stored in the office until the end of the day, to be picked up by parent or emergency contact or the student.
- Documented in Synergy and parent contact made by site administration
- For high school, the HERO system will be used for possible detention assignment
- If the student refuses to provide the cell phone, this escalates to a 4th offense

4th Offense:

- Student is placed on the "No Go" list for school and district events
- Student must complete an after-school mini-course on responsible cell phone use and policy compliance
- For high school, the HERO system used to assign detention

Additional Consequences

- If cell phone use is coupled with another offense (e.g., defiance, harassment), additional consequences will be applied in alignment with the district's discipline matrix for the related offense

Computer/Laptop Policy:

- Do not bring personal laptops to school. Students are not allowed to use personal laptops at school. HCA provides each student with a Chromebook(laptop).
- Students bring personal devices to school at their own risk.
- HCA is not responsible for any lost or damaged personal electronic devices brought onto campus.
- Classroom instructional time will not be interrupted to look for or do room searches if a student may have lost a device.

District Discipline Policies

HCA strongly adheres to the Stockton Unified School District's Student Handbook. Copies of these policies can be found at: <http://www.stocktonusd.net/pdf/studentcode.pdf>

General Information

Tardies

A student is considered tardy if he/she is not in their assigned seat when the 2nd bell rings. If a student is tardy, he/she must go to the office and get a late admit slip. Students who experience chronic tardiness will be required to have parent meetings with administration as well as face disciplinary actions.

Hall Passes

Students are to have a hall pass at all times upon leaving and entering the classroom. Students are not allowed to be outside of the classroom the first and last 15 minutes of the class period.

Building Access

Students will not be allowed in the building area except for the cafeteria area until 7:50 am. Once the school day has ended, students are to exit the building and if attending tutoring, re-enter the tutoring room. No students are to remain in the building or in classrooms without adult supervision.

Drop Off Procedures

Upon arrival before 8:00 a.m., to help the flow of traffic please follow the designated route indicated by the orange cones. Parents are to not impede the steady flow of traffic. Do not block the entrances to the parking lots. You must obey the designated speed limit and be sure noise level/music is not disturbing once you are on University Park. We encourage parents to drop off students at Aspen Hall or in the front of the gymnasium to alleviate the traffic.

Lost and Found

Missing items can be claimed in the main office before or after school. Items not claimed at the end of the school year will be donated to a non-profit agency.

Lunch

All 9th and 10th graders must stay in the cafeteria area throughout the lunch period. 11th and 12th graders must fill out the permission slip to eat off campus that notes they have met all requirements. Students who are granted off campus passes must have their ID card and be able to show off campus pass. Lunch can be dropped off in the front office, but must be prepaid for. Students will not be pulled out of class to pay for lunches or allowed into the parking lot to pick up lunches.

Lunch Time Policies

9th and 10th grade students are required to eat in the cafeteria. 11th and 12th grade students have the option for off-campus lunch, but must have over a 2.5 GPA, good attendance (no unexcused absences and no more than 5 tardies), and ZERO discipline issues.

Food Delivery Policies

- All food must be delivered (including, but not limited to parents/family members, DOORDASH/UBER EATS) to the main office. Students should not be approaching cars.
- Food should only be delivered for lunch.
- If a delivery is late, the student will be allowed to pick up their lunch after the school day is over from the main office.
- The HCA Staff is not responsible for any lost food.

Permission to Leave

Students may not leave campus without first checking out in the Main Office to ensure they have parent permission to leave. Once parent contact has been made as to the reason for leaving and permission is given, then students will be given a permit to leave. Any students leaving campus without permission will face disciplinary actions.

Parking on Campus

We are tenants at University Park. Anyone driving inside University Park is expected to have a valid driver's license and insurance. No speeding (speed limit is 15 mph) or loud music is allowed when driving inside of University Park. Students are required to have a valid driver's license and are expected to register their cars in the main office.

Change in name/address

Change in personal information such as name, address and phone numbers, must be personally done in the front office. This is critical information to have in the event of an emergency.

Medical Emergencies

It is the responsibility of the parent/guardian & student to inform the office of any changes on the student's emergency card and any pertinent health documents needed to assist the student. In the case of a medical emergency, parents/guardians will be notified by the office and 911 will be called as needed.

Visitors and Deliveries

All students and guests must enter the main doors of the campus. All visitors must sign in at the front office.

If you need to contact your child, please call them at the front office. Students will need to use the office phone during class time if a parent needs to be contacted.

All balloons, flowers, food, and other items must be delivered to the Main Office and ABSOLUTELY not to be allowed in the classrooms.

Graduation

Class of 2026 graduation will be determined and publicized as soon as possible. Attendance at this event will require tickets. Seniors will be given an allotment of tickets prior to the event. The amount of graduation tickets is determined by seniors maintaining good attendance at school. One unexcused absence equals loss of one graduation ticket. It is possible that Seniors will have graduation practice the morning of the event.

People Who Can Help You

Principal

The Principal is responsible to the Superintendent for proper administration of Health Careers Academy. It is his duty to organize, supervise, and administer all of the affairs of the school as they affect students, teachers, and patrons. He will be glad to help you with any of your problems. He works to coordinate and supervise the everyday activities

of the student body. The Principal handles the student problems with regard to attendance and student discipline. And, also work in the area of teacher services in the development of the school curriculum and the evaluation of the school instructional program.

Counselors

The counselor(s) are responsible for the guidance program of Health Careers Academy. Their major responsibilities are as follows:

- Helping students learn to make decisions and accept responsibility for their decisions
- Guiding students to set realistic educational and career goals
- Assisting students and teachers to understand each student's strengths and weaknesses by means of test interpretation and other data
- Encouraging students to broaden their experiences by involvement in activities in high school and in the community

Students should see their counselors about any of the following areas: scheduling, pre-registration, course choices, grading, standardized testing including college admissions tests, cumulative permanent records, college choices, financial aid for college, scholarships, career-planning and interpersonal relationships including student, teacher and parent. You may make appointments to consult with your counselor when necessary.

Teachers

Your teachers are specialists in the field in which they teach and are eager to help you get the most out of your classes. They will be available before or after school whenever possible to help you with your work. Your teachers will review their tutoring schedule and expectations. Teacher's email is available on our school website.

Contacting Staff

Staff members can be contacted at 209-933-7360. However, we encourage parents to communicate to teachers by email or Jupiter. Parents are highly encouraged to provide an active email address at the start of the school year and to log into Jupiter Grades where they can see communications from teachers, student grades and assignments.

Health Careers Academy Student Agreement

As part of the Health Careers Academy application process students and parents have agreed to the following expectations:

1. When enrolled in a college course or articulated college course, I will successfully complete, with a grade of "C-" or above, at least one (1) transferable college level course each school year.
2. I will devote a minimum of 2-4 hours each evening to homework, study, and review.
3. I understand there is a dress code policy at HCA. I agree to wear medical scrubs to school every day.
4. I will arrive at school every day and to all my classes – both high school and college – on time. At HCA, students are expected to be at school on time, being late to class is unacceptable.
5. I will attend school every day, and, when required to be absent, have a parent or guardian call and notify the school that day. Serious illness is the only exception to the requirement. Any unexcused absence is unacceptable and will result in potential disciplinary action.
6. I will conduct myself at all times in a professional-mature manner and in accordance with the HCA's expectations and disciplinary code of student conduct established by Stockton Unified School District governing board
7. I will achieve at a high academic level while at HCA, including all college level courses. I clearly understand that if either my cumulative high school GPA drops below 2.5 or I receive an "F" in any class, I will be placed on Academic Warning. After two (2) consecutive semesters with either of the above conditions, or any single semester with a cumulative GPA of below 2.0, I will be placed on Academic Probation. Any combination of three semesters of either Academic Warning or Academic Probation may result, at the sole discretion of the HCA Principal, in Academic Dismissal, and I may be asked to return to my home area high school. In addition, all college academic probation and dismissal policies apply.
8. I will successfully complete all SUSD graduation requirements including 20 hours of community service hours each year.
9. I will apply to, attend, and graduate from a four-year college or university.

Additionally, parents have committed to the following expectations:

1. I/We will commit to at least four (4) hours of volunteer time for each semester. (In addition, you are strongly encouraged to be a volunteer for the Health Career Academy High School.)
2. I/We understand that my/our student will be part of a diverse, collegiate-level learning community. The content of college courses assumes a college-age level of maturity with regard to both academic demands and course content. Further, I/we acknowledge that the college environment is an adult atmosphere that does not necessarily have the same level of personal/content restrictions inherent in a conventional high school setting.

3. I/We affirm that my/our student has NOT been suspended or expelled from any public or private school, in either California or any other state, for an offense involving weapons, alcohol or drugs, and/or gang related activities.
4. I/We affirm that my/our student has NOT been involved in the commission of any willful infliction of injury to another person, and/or the commission of any act of violence against either persons and/or property while on school premises, attending any school-sponsored activity, or during transportation (public or private) to or from school or any school related activity.

Health Careers Academy High School
931 East. Magnolia Street
Stockton, CA 95202
(209) 933-7360

Aaron Mata, Principal
amata@stocktonusd.net

Health Careers Academy High School
Senior Contract 2025-2026

Student Name: _____ ID#: _____

I will be able to participate in end of the year senior activities, by agreeing to the following conditions:

- ✓ If I am currently earning any D's or F's in my classes, I will attend study center two days a week.
- ✓ I will maintain 96% attendance. If I am 18 years old or older, any absences or tardies will require a medical note to be excused.
- ✓ I will maintain good behavior in all of my classes and all school functions. This means no discipline referrals from teachers for non-compliance.
- ✓ I will serve all detentions assigned to me. Failure to clear myself off the Detention List by **May 1 of my senior year** will result in not participating in the senior activities. Detentions will be checked at the door for all senior activities, including Graduation.
- ✓ I will complete 20 community service hours for each year I have been at HCA. Failure to complete and have verified my community service hours by **May 1 of my senior year** will result in not participating in the graduation ceremony. Remember, hours categorized as WBL - xxx in HelperHelper do NOT count towards community service hours. *HCA Classes of 2026 must have 80 hours completed and verified by May 1.*

Student Name: _____ ID Number: _____

Student Signature: _____ Parent Signature: _____

Date: _____

Health Careers Academy

Student & Parent 25-26 Handbook

Signature Page

PLEASE RETURN THIS PAGE TO YOUR PRN TEACHER

I have read and agreed to the Student and Parent Handbook. I am fully committed to fulfilling my responsibilities as a student/parent at Health Careers Academy.

Student Name (Print)

ID Number

Student Signature

Date

Parent Signature

Date