



HERCULES HIGH SCHOOL  
STUDENT HANDBOOK

2019-20

Hercules High School  
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# TABLE OF CONTENTS

<b>Academic Calendar, 2019-20 .....</b>	<b>4</b>
<b>School Wide Student Expectations.....</b>	<b>5</b>
The Titan Way – A Culture of Excellence .....	5
Academic Integrity Policy.....	6
CLOSED CAMPUS & CAMPUS “SIDES” .....	8
DRESS CODE.....	9
ELECTRONIC DEVICES .....	10
FOOD .....	12
ID/Lanyards.....	13
LOCKS/LOCKERS.....	13
PASSES AND PASSING PERIODS .....	13
SKATEBOARDS, SCOOTERS, ETC.....	14
Student Parking Permits/Parking Lots:.....	14
TARDY POLICY .....	14
WCCUSD Code of Conduct .....	15
<b>Procedures for Parents .....</b>	<b>18</b>
ATTENDANCE POLICY AND PROCEDURES .....	18
PHONE CALLS DURING THE SCHOOL DAY (EMERGENCIES).....	19
SIGNING-OUT/CHECKING - IN A STUDENT .....	19
TRAFFIC REGULATIONS.....	20
VISITORS.....	20
<b>Academics .....</b>	<b>21</b>
COUNSELORS/GUIDANCE DEPARTMENT.....	21
GRADUATION REQUIREMENTS.....	21
U.C. Admission C.S.U. Admission Requirements.....	22
PLAGIARISM .....	23
REPORT CARDS-Academic Records.....	23
HOMEWORK .....	23
<b>Titan Life.....</b>	<b>24</b>
ATHLETICS/EXTRA-CURRICULAR ACTIVITIES.....	24
DANCES.....	25
GRADUATION (Ceremony, Proms, Celebrations, and other event) .....	26
Standards of Student Behavior (Student Agreement).....	27
Secondary School Code of Conduct (Student Agreement).....	28
<b>HERCULES HIGH SCHOOL BELL SCHEDULE .....</b>	<b>29</b>

## Vision Statement

**Diverse 21st century scholars and leaders, demonstrating integrity and academic excellence.**

## Mission Statement

**All students will successfully demonstrate academic excellence in common core disciplines that enable them to be meaningful and responsible contributors to local, national and global communities.**

**Expected Student Learning Outcomes** S.L.O represents the most essential things that students should know and be able to do by the time they graduate. Each S.L.O represents not only what students should know, but how they approach learning, and how they relate acquired knowledge to the world around them. Each S.L.O is embedded in all courses and provides a focus and continuity for the students learning experience.

Graduates from Hercules High School will be:

### 1. **Critical Thinkers** who:

- 1.1 have mastered fundamentals of language, history, math, science, foreign language, and the arts, and use them effectively to enrich their daily lives
- 1.2 demonstrate the ability to collect, analyze, and organize resources and information
- 1.3 effectively evaluate and analyze data from multiple sources to develop solutions to problems
- 1.4 use logical decision-making processes
- 1.5 demonstrate the ability to apply decisions or solutions to future situations by making predictions, connections, and/or recommendations

### 2. **Effective Engaged Communicators** who:

- 2.1 organize thoughts and emotions, and express them in oral, written and artistic forms
- 2.2 listen to, comprehend, and process information
- 2.3 understand and follow directions
- 2.4 read, write, speak, and listen analytically, thoughtfully, and reflectively.
- 2.5 use technology thoughtfully, critically, and appropriately as a tool of communication (e.g. correspondence, display of information, expression of ideas, creative self-expression).

### 3. **Responsible Citizens** who:

- 3.1 adopt and value ethical principles and attitudes (e.g. honesty, integrity, responsibility, compassion) and apply them to their daily lives
- 3.2 recognize and value their responsibility to society and make positive contributions to their community (e.g. register to vote, care for the environment, drive responsibly, volunteer)
- 3.3 respect cultural, physical, economic, intellectual, age, gender, religious and sexual diversity
- 3.4 understand history, government, economics, legal systems and art forms from our own and other countries.
- 3.5 participate in community, social, civic, cultural, and philanthropic services

### Academic Calendar, 2019-20

Walk Through Registration	August 6 – 8 <sup>th</sup>
First Day of School (Minimum Day)	August 19 <sup>th</sup>
Terence Martin Day (Memorial Day)	August 23 <sup>rd</sup>
Labor Day (District Holiday)	September 2 <sup>nd</sup>
1 <sup>st</sup> Quarter Progress Report- Grades Due	September 19 <sup>th</sup>
Back to School Night – High Schools (Minimum Day)	September 26 <sup>th</sup>
End of 1st Quarter	October 22 <sup>nd</sup>
1 <sup>st</sup> Quarter Grades Due	October 23 <sup>rd</sup>
Minimum Day – Middle and High Schools (Mark Report Cards)	October 23 <sup>rd</sup>
Veterans' Day Holiday (No School)	November 11 <sup>th</sup>
Minimum Day, All Schools	November 22 <sup>nd</sup>
Thanksgiving Holiday (District Holidays)	November 25 <sup>th</sup> – 29 <sup>th</sup>
2 <sup>nd</sup> Quarter Progress Report – Grades Due	November 22 <sup>nd</sup>
Minimum Day, All Schools	December 23 <sup>rd</sup>
Winter Recess (No School)	Dec. 23 <sup>rd</sup> - Jan. 3 <sup>rd</sup>
Classes Reconvene after recess	January 6, 2020
End of 2nd Quarter/Semester 1	January 16 <sup>th</sup>
Teacher Work Day (No School)	January 17 <sup>th</sup>
Martin Luther King, Jr. Day (District Holiday)	January 20 <sup>th</sup>
3 <sup>rd</sup> Quarter Progress Reports – Grades Due	February 14 <sup>th</sup>
Presidents' Week Recess (No School)	February 17– 21
Open House – High Schools (Minimum Day)	March 26 <sup>th</sup>
End of 3rd Quarter	March 27 <sup>th</sup>
Spring Recess (No School)	April 6 – 10
4 <sup>th</sup> Quarter Progress Reports – Grades Due	May 1 <sup>st</sup>
Memorial Day (District Holiday)	May 25 <sup>th</sup>
4 <sup>th</sup> Quarter/Semester 2 – Grades Due	June 4 <sup>th</sup>
Last Day of School (Noon Dismissal)	June 5 <sup>th</sup>
Class of 2020, Graduation Ceremony	June 6 <sup>th</sup>

## School Wide Student Expectations

### *The Titan Way – A Culture of Excellence*

The overarching goal at Hercules High School is to cultivate a positive school and classroom environment in which expectations for students are predictable, directly taught, consistently acknowledged and actively monitored. The Titan Way, is comprised of three performance based behavioral anchor standards: Be Prepared, Be Respectful and Be Responsible. We believe if we honor these performance standards, we will sustain a culture of excellence at Hercules High School.

PBIS - Schoolwide Performance Based Anchor Standard	
Behavioral Anchor Standard	Behaviors
<b>Be Prepared</b>	<ul style="list-style-type: none"> <li>• Arrive on time: Be In your seat when the bell rings</li> <li>• Ready to Learn &amp; Earn</li> <li>• Always have something to write with, something to write on, any work due, and any book you may be reading.</li> <li>• Focused engagement-know your objective (SWBAT) for the day.</li> <li>• Reading assigned material and previous class notes before class.</li> <li>• Materials out on desk ready to learn.</li> </ul>
<b>Be Respectful</b>	<ul style="list-style-type: none"> <li>• Honor the worth and dignity of all individuals.</li> <li>• Listen (Don't Speak) while others are speaking.</li> <li>• Listen to all instructions and directions</li> <li>• Act courteously, civilly, peaceably and nonviolently.</li> <li>• Be tolerant and accepting of differences.</li> <li>• Avoid rude, offensive and abusive words and actions for self, others, school, and community.</li> <li>• Treat others as you wish to be treated.</li> <li>• Follow directions the first time given.</li> <li>• Use quiet voice while working with partner.</li> <li>• (SLANT-Sit Up, Lean forward, Ask and Answer Questions, Nod your head and Track the speaker)</li> <li>• Be mindful of all school rules (Dress Code, School ID/Lanyard)</li> </ul>

<h2 style="margin: 0;">Be Responsible</h2>	<ul style="list-style-type: none"> <li>• Come to class on time and prepared.</li> <li>• Complete all assigned tasks.</li> <li>• Attend to your personal needs between classes (bathroom, drinking fountain, locker, etc)</li> <li>• Be accountable for your words, actions, and attitudes.</li> <li>• Use appropriate language/volume during class time.</li> <li>• Exercise self-control.</li> <li>• Use technology (cellphone, tablet) appropriately.</li> <li>• Cell phones off and stored away in backpacks unless used for instructional purposes.</li> <li>• Strive for excellence and self-improvement.</li> <li>• Plan ahead.</li> <li>• Set good example for others.</li> <li>• Be self-reliant, prudent, proactive, persistent, and hardworking.</li> <li>• Keep focused on your educational goals</li> </ul>
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### *Academic Integrity Policy*

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Simply put, academic integrity means doing schoolwork honestly. Academic dishonesty is using a person's work, concepts, designs, data, ideas, research, or documentation, without giving proper credit to the source. It goes beyond plagiarism to also includes lying, cheating, using or providing unauthorized materials in preparation for an exam/test/quiz, or using or providing unauthorized materials during an exam/test/quiz, and other acts, such as the theft or falsification of records and files.

- **Integrity (noun):** firm adherence to a code of values; the quality of being complete or undivided; honesty
- **Cheating (noun):** the act of fraudulently deceiving; obtaining property from another by the intentional active distortion of the truth; the practice of fraud or trickery; violating rules dishonestly
- **Plagiarize (verb):** to steal and pass off the ideas or words of another as one's own; to use without crediting the source; to commit literary theft; to present as new and original an idea or product derived from an existing source

**NOTE:** Since individual teachers have differing expectations for homework (for instance, some teachers encourage students to work together, while others may expect students to complete assignments independently at home), it is your responsibility to have a clear understanding of student expectations for each assignment.

<p><b>FORMS OF ACADEMIC DISHONESTY (EXAMPLES INCLUDE, BUT ARE NOT LIMITED TO, THE FOLLOWING): Academic dishonesty is an act in which a student:</b></p>	<p><b>Examples include but are not limited to:</b></p>
<p>1. Commits plagiarism</p>	<ul style="list-style-type: none"> <li>• Copying any work intended to be completed independently. (It is the responsibility of teachers to clarify expectations about homework and projects with their classes, preferably in writing on their course syllabi.)</li> <li>• Copying or closely paraphrasing sentences, phrases, or passages from an un-cited source while writing a paper or doing research</li> <li>• Using the views, opinions, or insights of others without proper acknowledgement</li> </ul>
<p>2. Submits falsified or invented work/information instead of actually doing the work, research, or task themselves</p>	<ul style="list-style-type: none"> <li>• Changing or creating data in a lab experiment</li> <li>• Writing up a fake interview</li> <li>• Lying about attendance or ability to complete assignments and/or assessments</li> <li>• Lying about other people being responsible for low grades or missing scores/assignments</li> <li>• Claiming credit for work in a group project when work was done by others</li> <li>• Attempting to misrepresent the authorship of student work, i.e., having someone else write a paper</li> </ul>
<p>3. Uses unauthorized tools or materials in any academic work</p>	<ul style="list-style-type: none"> <li>• Accessing and/or using copyrighted test bank questions or any materials designed for instructors' use only</li> <li>• Looking at someone else's work product, during an exam, test, or quiz</li> <li>• Collaborating on an exam, test, quiz or assignment with any other person without prior approval from the teacher</li> <li>• Using any kind of "cheat notes" during an exam, test, or quiz</li> <li>• Using an electronic device (calculator, cell phone, camera, laptop/tablet, or other gadgets) to give or receive or copy information before, during, or after an exam, test, or quiz</li> <li>• Having unauthorized access to or using stolen exams, tests, or quizzes</li> <li>• Providing or selling exam, test, or quiz information to other students</li> <li>• Using an on-line translator for more than words or phrases</li> </ul>

4. Misuses or falsifies academic documents	<ul style="list-style-type: none"> <li>• Altering a transcript or report card</li> <li>• Signing another person's name to an attendance roster or grade check</li> <li>• Forging a hallway pass</li> </ul>
5. Purposefully damages or hinders the work of others	<ul style="list-style-type: none"> <li>• Hiding books or reference materials needed to complete an assignment</li> <li>• Tampering with lab experiment, art project, or electronic files of another student.</li> <li>• Fabricating or altering laboratory data</li> </ul>
6. Assists other students in any of these acts	<ul style="list-style-type: none"> <li>• Knowingly allowing someone else to look at one's work product during an exam, test, or quiz</li> <li>• Letting others copy one's work. (It is the responsibility of teachers to clarify expectations about homework and projects with their classes, preferably in writing on their course syllabi.)</li> </ul>

***CLOSED CAMPUS & CAMPUS “SIDES”***

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Once students enter our campus, they are to remain on campus until the last bell rings or at the time when their school day is completed (e.g. some 12<sup>th</sup> grade students may not have assigned periods after 5<sup>th</sup> period). Students are not allowed to leave campus for any reason without authorization from their parent/guardian. The parking lots, athletic fields and any area outside the brown gates are considered off campus. Students are not to access their personal vehicles or vehicles of other students during the school day. Our closed campus policy also includes restricted areas such as the fire lanes (service road). High school students are restricted to the Cafeteria, the appropriate Quad and/or the Basketball Courts (with permission) during all school lunches. Students who leave campus (including going to cars/parking lot) will be subject to disciplinary action,

All students (in the district) are to be present on the campus in which they are enrolled. Only in pre-arranged and pre-approved circumstances would students visit another campus in the school district. If approved, the student is required to register as a visitor in the main office of that school, and to display his/her ID badge on a lanyard around their neck. Middle School students are not to be on the High School side of our campus; and conversely High School students are not to be on the Middle School side. This includes walking to school and walking home – High School students are not to walk across the middle school campus.

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## ***DRESS CODE***

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Appearance and dress at school and/or school functions must be within the limits of decency, cleanliness, and appropriateness.

**Any clothing or physical attire that distract from the educational goals of the school are not permitted. The following are guidelines to help promote a safe & effective learning environment.**

- Students are expected to dress in a manner that allows each student to freely participate in all classroom activities without concern to private body parts being exposed. Any clothing that limits or restricts students from moving freely (bending, kneeling, sitting, squatting, etc) throughout any classroom activity is prohibited. In addition, staff and classmates need to feel comfortable interacting and approaching all students.
- Size appropriate clothing must be worn. Pants must be worn at the waist. Students are not to wear oversized clothing that may cause their pants to sag below their waistline.
- Athletic Caps w/Insigna's, head covers, bandanas, head rags (i.e. stocking caps, satin-type hairdo covers, "do-rags", etc.) are not to be worn throughout the school day. In addition, students are not to carry athletic caps w/insigna's in their hands or fasten them to their beltloop.
- All tops must completely cover the torso area (stomach, chest and back). Any clothing that over expose the midriff area or back is not allowed. Halter tops, off the shoulder tops may not be worn.
- Clothing, jackets, backpacks, handbags shall be free of writing or pictures that may be considered crude, gang-related, vulgar, profane or sexually suggestive. Advertisement or promotion of illicit drugs, alcohol or tobacco or any symbol that may advocate racial, ethnic or religious prejudices are strictly prohibited.
- Clothing with logos, insignia, letters or colors associated with or linked to a gang, crew, violent actions or weapons are not allowed to be worn throughout the school day.
- Inappropriate jewelry or personal items (e.g. Pornographic {actual or implied}, gang-related, gold teeth, drug related, etc) are not to be worn.
- Shorts and skirts must be size appropriate (with arms extended at side, the fingertips must reach the bottom of the hemline of short or skirt); tight fitting shorts, short shorts "daisy dukes" and cutoffs are prohibited.
- Gang affiliated clothing may not be worn (colors, bandanas, belts, insignias, etc).
- Shoes/sandals that are appropriate for school, must always be worn. Examples of inappropriate footwear would include house slippers, rollerblades, etc.

Students who do not abide by these expectations will be expected to: change clothes, phone parents for delivery of appropriate clothing, or benched in the office for the remainder of the day. Changing into PE clothes is an acceptable change as a last resort. Inappropriate or

offensive clothing will be confiscated by school administration; the offending article(s) of clothing will be handed over to parent or guardian of student in violation.

Any class time missed because of improper dress will be unexcused. All dress code violations will be placed in PowerSchool Logs and repeated violations will result in progressive disciplinary actions.

VIOLATION	CONSEQUENCE
First Offense	Parents will be notified of non-compliance with dress code policy. Students request a change of clothes prior to continuing on to next class.
Second Offense	Parents will be notified of non-compliance with dress code policy. Students request a change of clothes prior to continuing on to next class. After School Detention assigned.
Third or Subsequent Offense	Parents will be notified of non-compliance with dress code policy. Parents Conference scheduled with school admin. Saturday School assigned.

### ***ELECTRONIC DEVICES***

**Education Code 51512.** The CA Legislature finds that the use by any person, including a pupil, of any electronic listening or recording device in any classroom of the elementary and secondary schools without the prior consent of the teacher and the principal of the school given to promote an educational purpose disrupts and impairs the teaching process and discipline in the elementary and secondary schools, and such use is prohibited. Any person, other than a pupil, who willfully violates this section shall be guilty of a misdemeanor.

Any pupil violating this section shall be subject to appropriate disciplinary action.

This section shall not be construed as affecting the powers, rights, and liabilities arising from the use of electronic listening or recording devices as provided for by any other provision of law.

Use of electronic devices is not permitted during class time from the start of each period to the end of each period, unless authorized by individual classroom teachers. **“Electronic Devices** (cell phones, pda’s, Ipods, MP3 players, PSP's, Gameboys, walkmans, discmans, etc.). This includes:

- A cell phone ringing or vibrating in class will be considered a violation.
- A cell phone that is out, visible, hanging around the neck or in the hand may be confiscated.
- Chronic violations may result in suspension for EdCode violation 51512.
- Using a cell phone as a clock is not an excuse to have the phone out.
- Phones that fall out of pockets or backpacks will be confiscated.

- FaceTime, SnapChat, or recording other students is not allowed.

To clarify further:

- Any staff member may request that a student in violation of the electronic policy turn their device over to them. Teachers have the discretion to keep the item till the end of the period, or turn the device into the main office.
- Any form of videotaping, use of a recording device or taking photographs of students on campus is prohibited. Electronic Devices will be confiscated if they are used to video/record students or staff without prior authorization. Students in violation of this policy may be subject to disciplinary actions that include confiscation of item, assigned after school detention/Saturday school and/or suspension from school. If appropriate, Hercules Police Department may conduct an investigation based on report of illegal activity (cell phone videos, social media post and/or texts).
- The Administration nor Campus Security Officers or School Resource Officers will interrupt the educational environment to investigate a stolen item. Students and/or parents may still file a theft report with Hercules PD and/or main office.
- If you bring an electronic device on campus (cell phones, headphones, earbuds, etc.) it needs to be turned off and stowed in a location that is not visible or audible.

Confiscated Item Policy: Electronic Device/Cell phones

- 1<sup>st</sup> Offense:
  - Violation is logged in PowerSchool.
  - Warning may be given with opportunity to correct violation.
  - Item may be confiscated till the end of the period.
  - Item may be confiscated and turned into the main office.
    - Device is logged with the main office (1<sup>st</sup> floor) and stored.
    - The item may be retrieved at the end of the school day through parent notification of the incident.
    - Confiscated Items will only be returned to the owner of that device. (Appropriate identification needs to be presented of the owner; not for someone else's phone)
- 2<sup>nd</sup> Offense:
  - Violation is logged in PowerSchool.
  - Item may be confiscated and turned into the main office.
    - Device is logged with the main office (1<sup>st</sup> floor) and stored.
    - The item may be retrieved at the end of the school day through parent notification of the incident.
    - Confiscated Items will only be returned to the owner of that device. (Appropriate identification needs to be presented of the owner; not for someone else's phone)

- A parent/guardian of the student must be present to pick up the item.
- Repeat offender:
  - Item may be confiscated and turned into the main office.
    - Device is logged with the main office (1<sup>st</sup> floor) and stored.
    - The item may be retrieved at the end of the school day through parent notification of the incident.
    - Confiscated Items will only be returned to the owner of that device. (Appropriate identification needs to be presented of the owner; not for someone else's phone)
  - Admin/Parent Conference will determine further consequences which may include student limited privileges for the remainder of the school year.

**Digital Cameras:** There may be circumstances where a digital camera is needed for a class project. The camera should only be used for the class project during that class period under the direct supervision of that teacher. Photos or videos are not allowed to be taken of other students throughout the school day.

Any electronic devices (e.g. cell phones) remaining in the main office on the last day of school, can be picked-up during regular summer hours.

## ***FOOD***

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California Senate Bill 12 & 965 set standards for foods and beverages sold in public schools outside of the federal meal program. The legislation set limits on the amount of fat, saturated fat, sugar, and calories competitive foods (snacks, beverages, and entire items) can have and applies to foods sold in K-12. The legislation eliminated the sale of sodas and set sugar content limits for other sugar sweetened beverages.

The selling of food and/or candies is prohibited by individual students. When students are found to be selling candy on campus, the items will be confiscated and a suspension may be warranted. The selling of food and/or candies by student groups for fundraising activities need the approval by ASB and school administration.

Students are NOT allowed to request any type of food delivery services throughout the school day. Purchased food from outside vendors are not to be delivered to students throughout the school day. Parents who wish to drop off food for their child, must go through the main office.

In order not to disrupt the educational environment, NO food is to be eaten in classrooms. Any other special occasions (where food is eaten during a class) needs administrative approval.

Any violation to this is subject to administrative consequences that range from work detail, food confiscated till end of day, benched in office and/or parent notification.

### ***ID/Lanyards***

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All students will be issued a Photo ID card which allows them to receive services on campus, attend classes, purchase school dance tickets, enter school dances, check out library materials, access the Internet, and for personal identification purposes. **IDs and lanyards must be worn around necks and be visible throughout the entire school day.**

All students (and staff) are required to wear their current school year Photo ID with a school issued lanyard throughout the entire school day. The adherence to a strict ID/Lanyard policy and procedure helps ensure a Safe and Orderly Campus. Students are to wear the current year school issued lanyard. **No exceptions to this policy will be allowed.**

Students are not allowed into scheduled classrooms without a current Photo ID. Students who are found without a current Photo ID will be sent to the attendance office. Students without a Photo ID will be given the opportunity to make parent contact in attempts at retrieving their ID or may seek their approval to purchase a new Photo ID. Students will be charged (billed to the Fines Account for an individual student) for each replacement ID (\$3) or lanyard (\$2).

### ***LOCKS/LOCKERS***

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**Book Locker/Locker Pavilion:** The school will provide lockers for general school use and will have school issued locks available on each of the lockers. Any lock that is not left on the locker will be charged to the student who was assigned that specific locker. The school/district owns the lockers, not the student. The locker pavilion will be opened 15 minutes prior to the start of 1<sup>st</sup> period, during the first 15 minutes of lunch time and at the end of the school day. Students in need of gaining access to their lockers need to plan accordingly.

**PE Lock/Lockers:** Locks and lockers are checked out to students who have physical education classes. Physical Education teachers will monitor the distribution of lockers and locks. If a student brings their private lock to secure their belongings, they understand that these locks can be cut off by school security or administration for the safety and protection of the entire student body.

**Locker Security/Access/Search:** Students are not to share lockers or their locker combination with any other students. The school or district is not responsible for theft, loss of an item, or damage to any item that may be located inside a school issued locker. If you suspect any suspicious behavior or any malfunction to the lockers it needs to be reported immediately. If the school needs to search a locker (for reasons related to school safety) it may become necessary to gain access to their locker without prior notification.

### ***PASSES AND PASSING PERIODS***

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Students must use the official **Titan Blue Hall Pass** a pass, issued by a staff member, to leave class for any reason. Students are NOT to enter any classroom in which they are not enrolled (e.g. students going into a PE class during English class). Any student who is

found in the “wrong place at the wrong time” will be subject to disciplinary action. Titan Hall Passes are limited to one person per pass. Any student that is out of class without a pass will be escorted back to their assigned classroom.

**10/10 Rule:** Student must remain in class during the first and last 10 minutes of class. Students out of class during these times will be escorted back to their assigned classroom.

### ***SKATEBOARDS, SCOOTERS, ETC.***

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These items are not allowed to be on campus (either carrying or riding). If you do use a skateboard as your primary mode of transportation to and from school it needs to be stored in a locker, office or in a classroom. Any unauthorized use of a skateboard or scooter on campus will result in the confiscation of that item. Any skateboard or scooter that is confiscated can be picked-up after school and with a parent. A second offense will result in the item remaining with the administration for 1 week (7 days).

### ***Student Parking Permits/Parking Lots:***

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Students with a valid driver’s license may park their cars on the Junior or Senior Lot. The Senior Lot is located adjacent to the clock tower and is a privilege for our 12<sup>th</sup> grade students. Juniors are expected to respect the senior lot by utilizing the Junior Lot.

### ***TARDY POLICY***

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**One of the common attributes of all successful people is that they view their time as a precious resource. When you are late, with people who value their time, you will have wasted one of their most valuable assets and there is a good chance they will view you as rude, irresponsible and disrespectful. Circumstances do arise and there may be a time that you need to take care of a situation. If you are going to be late to class, make sure you notify your teacher prior to being late or you get the appropriate pass prior to returning to class.**

A student is considered tardy if they are not in their assigned room or at the place designated by the teacher prior to the beginning of the period bell. Students arriving late to class will be marked tardy unless they arrive with written permission from a staff member.

Excessive tardies will result in a time management class which will be held every Friday after school. Repeat offenders will be assigned a Saturday School. Continuing patterns of tardies will also result in progressive disciplinary consequences including detention, loss of privileges, Saturday School and/or Parent Truancy Conference. Tardies that are not cleared within two days will remain unexcused.

Administration will speak with the students to establish an understanding of the situation, and to help students learn to make better choices. In addition, administration will review student attendance on a weekly basis and begin meeting with students who are showing a pattern of tardiness.

**Special Circumstance:** There may be a time(s) that there is a special circumstance that is out of your control that may cause you to be tardy (weather, traffic, busses, etc.) In case of a special circumstance, we will make an announcement for all students to be excused during the affected time.

**Cuts:** Absences or leaving class or school without parent, guardian or school approval will be marked as “cuts.” Students will be given one full day following an absence from school to clear any cuts. Cutting is considered extremely serious; administrators will involve parents in dealing with this behavior. Cuts may result in detention and/or loss of school privileges, with a possible referral to the School Attendance Review Board (SARB), if necessary.

**“L”** – more than 30 minutes late – student will need to wait in the attendance office prior to continuing on with their daily schedule.

VIOLATION	CONSEQUENCE
More than 4 tardies within a week period.	<ul style="list-style-type: none"> <li>• Teacher assigned consequences.</li> <li>• Student will be assigned after school time management session.</li> <li>• Parents will be notified of repeated tardiness to class.</li> </ul>
6-10 Tardies within a 4 week period.	Parents will be notified of repeated tardiness to class. <ul style="list-style-type: none"> <li>• Teacher assigned consequences.</li> <li>• Student will be assigned after school time management session.</li> <li>• Truancy conference scheduled with Admin/Parent and student.</li> <li>• Student will be assigned Saturday School.</li> </ul>
11-15 Tardies within a 9 week period.	Parents will be notified of repeated tardiness to class. <ul style="list-style-type: none"> <li>• Student will be assigned Saturday School.</li> <li>• Loss of privilege to attend school events or participate on school athletic teams.</li> <li>• Truancy conference scheduled with Admin/Parent and student.</li> </ul>
Subsequent Violations	Referral to Student Welfare Attendance & Truancy &/or Student Attendance Review Board

***WCCUSD Code of Conduct***

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The below Code of Conduct is from the WCCUSD Board of Education.

WCCUSD Board of Education states that the behavior of students must reflect the standards of good citizenship demanded of members of a democratic society. Self-discipline and taking responsibility for one's actions are among the ultimate goals of education. The following statements represent policy statements of the West Contra Costa Unified School District Board of Education.

- Students shall obey constituted authority. This shall include conformance to school rules and regulations and to those provisions of civil law that apply to the conduct of juveniles or minors.
- Citizenship in a democracy requires respect for the rights of others. Student conduct shall reflect consideration for rights and privileges of others.
- High personal standards of courtesy, decency, morality, clean language, honesty and wholesome relationships with others shall be maintained.
- Respect for real and personal property, pride in one's work, and achievement within one's ability is expected of all students.
- Any student who feels intimidated, uncomfortable or threatened in any way should speak with a guidance counselor, a teacher, another staff member, an administrator, or parents. When an incident is reported to us, we will protect the rights and needs of all students by maintaining confidentiality.
- It is important for students to know that the school may take action for any violations of school rules which occur from the time the student leaves home for school and until the student arrives home after school.

It is the mission of West Contra Costa Unified School District, in partnership with staff, parents, students, and the community, to provide a quality educational program for all students. We strive to help students develop the knowledge, skills, abilities, and values they need to flourish and reach their full potential.

We have two goals in establishing a schoolwide discipline plan that is in alignment with WCCUSD: (1) to promote learning and growth for students as they develop self-discipline; and (2) to provide a caring and respectful environment for all. Only in such an environment can our children become the responsible young adults of the future.

To achieve our goals, students must understand their rights and adhere to their responsibilities.

**Student Rights:**

- To be safe. It is our responsibility to provide the best academic environment conducive to learning.
- To be respected and treated with compassion, courtesy, and dignity regardless of race/ethnic background, gender, age, national origin, religion, physical/mental disability, sexual orientation, family structure, political beliefs, physical appearance, or financial status.



- To hear and be heard. To express opinions, ideas, and feelings without infringing on the rights of others. Interpersonal communication is essential to support learning, teaching, working, and participating.
- To have their personal property respected.
- To have privacy.
- To be informed about what is expected of them.
- To have fun and enjoy their high school years.

### **Student Responsibilities:**

- To take advantage of the academic opportunities offered and *to* strive for academic excellence.
- To follow district, school and classroom rules. To demonstrate knowledge of all student rights and responsibilities delineated in this handbook and all related school documents. If a rule or policy is unclear, request a faculty member to explain its meaning.
- To attend school regularly, be on time to each class, in my seat or assigned station with materials out, and ready to work prior to the sound of the tardy bell.
- To be considerate, respectful, and non-disruptive in classrooms, hallways, study areas, libraries, cafeteria, and on public/school sponsored transportation.
- To comply with all reasonable requests from any authorized school official. To abide by the authority of teachers, administrators, office staff, site supervisors, custodians and any adult on campus with supervisory assignments.
- To respect private, school, and district property, i.e. no littering, no graffiti, no stealing, no extortion, etc.
- To comply with the WCCUSD rule that the use of electronic equipment during class time and passing times is strictly prohibited. To refrain from using electronic devices including CD players, Ipods, cell phones, games, etc., at school, except before and after the school day. **The use of electronic devices during passing and periods and lunch is a privilege and should be used appropriately. No cords or headphones are to be visible throughout the school day.**
- To stay off other school campuses, other than your own, unless you have explicit written permission from your principal or the principal's designee.
- To abide by the school appropriate dress code policy for Hercules High School.
- To understand and accept that the following are not tolerated on any campus:
  - \*Harassment of students or staff, including bullying, intimidation, so-called "cyber bullying," hazing or initiation activity, ridicule, extortion, or any other verbal, written, or physical conduct that causes or threatens to cause bodily harm or emotional suffering.
  - Cyber bullying includes posting of harassing messages, direct threats, social cruelty, or other harmful text or images on the Internet, social networking sites (Snapchat, Vine, Kik, Instagram, Facebook, etc, or other digital technologies, as well as breaking into another person's account and assuming that person's identity in order to damage that person's reputation or friendship.

- Sexual harassment of any individual;
- Committing an obscene act or engaging in profanity or vulgarity;
- Alcohol, tobacco, and other drugs;
- Weapons or other dangerous items;
- Fighting, as well as encouraging or instigating a disruption or fight; spreading harmful rumors or falsehoods that result in a student conflict; leaving class or campus to watch a disruption; or refusing to respond to requests to leave the scene of a conflict.
- To wear photo ID's around the neck, visible at all times, while on campus, and to refrain from altering the photo ID's and/or lanyards.
- To dress in accordance to the Hercules High School dress code. This means no garments exposing the torso; no strapless tube tops; no vests without shirts; no short shorts; no garments with obscene or inappropriate words or pictures; no hats or other head coverings; no gang affiliated or related clothing; no see-through blouses or shirts; no low cut dresses; no sunglasses in class unless prescribed, etc.

**Parent/Guardian Responsibilities:**

- To read, understand and follow district and school rules and regulations.
- To support your child in reaching their full potential by making sure they are in school daily and completing all required schoolwork on time.
- To ensure that students understand their rights and their responsibilities as stated in the student handbook.
- To help Hercules High School promote the basic values listed above, and to provide the students with what they need to succeed.
- To work with district and school staff to modify and correct inappropriate student behavior.
- To respond to district and school staff in a manner that shows individual respect.
- To protect and nurture all students demonstrating the true meaning of community service.

## **Procedures for Parents**

***ATTENDANCE POLICY AND PROCEDURES***

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All student absences from school must be verified by a phone call or in writing from the parent/guardian. The attendance office can be reached at (510) 231-1429 **ext. 25122**. You can leave a message on the answering machine if the attendance clerk does not answer.

Absences are recorded as Unexcused if not verified by a parent/guardian within 5 days.

**Excused Absences:**

- Health – absences due to illness, quarantine, medical, dental, optometrist, or chiropractic services rendered.
- Observance of religious holiday or ceremony

- Appearance in court
- Employment conference
- Funeral service for member of immediate family
- College visitation up to 5 days (Seniors and second semester Juniors only)
- Special circumstances approved by the principal

**Pre- Arranged Absence Forms** (Prior Notification) are available in the Attendance Office. It is advisable to submit these forms one week prior to the dates of absence to prevent assignments from being noted as unexcused or late.

**Unexcused Absences** – absences which do not qualify as an Excused Absence. With an unexcused absence, students may not be granted credit for assignments or the opportunity to make up tests. Students need to check in with their teacher to request make up work after any absence.

**Other Absences** – absences with parent approval that do not qualify as excused absences (family trips, home but not sick, care for siblings, etc.). The West Contra Costa Unified School District recognizes that success in school is, in part, related to prompt and regular classroom attendance. Frequent absences or tardies are detrimental to the individual student and the class because the student is missing all or parts of presentations, demonstrations, discussions, explanations, and/or other classroom activities. A student's non-attendance and/or persistent tardiness are therefore matters of serious concern. Students with unexcused attendance issues will be issued Official Notices of Truancy after 10 missed, unexcused class periods.

With rare exceptions, ALL students must be enrolled in and attending a minimum of five classes in order to be a fulltime student at Hercules High School. Procedures outlining the series of progressive consequences and parent notifications shall be followed to ensure that students and parents are informed of problematic student attendance and tardiness patterns.

***PHONE CALLS DURING THE SCHOOL DAY (EMERGENCIES)***

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In case of an emergency (where a student needs to talk with a parent), the student is to report to Main Office and notify us of the emergency. Students are not to make personal phone calls during the school day without permission. Parents, who need to talk with their child during the school day, should call the Attendance Office.

***SIGNING-OUT/CHECKING - IN A STUDENT***

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If a student needs to leave campus or is returning to campus from an appointment (e.g. doctor) or family emergency/commitment the process is as follows:

1. The parent should come into the Attendance Office and sign-out or check-in the student (see Secretary on duty). The student will then be called from class or be allowed to go to the class that they are assigned to.
2. Phone or written verification is needed for students to be excused.

3. Only the primary parent/guardian is allowed to check a child out of school. Special instruction can be provided to the school under the authorization of the primary parent/guardian.
4. All adults checking students out of school will be required to show official ID at the time of Sign-Out
5. Students who drive to school, still need to Sign-Out at the Main Office in order to leave for such appointments, AND still need parental notification (even if the student is 18 years old).

At no time are students to leave campus on their own, or should be expected to walk off campus without parents coming to the office to sign them out.

### ***TRAFFIC REGULATIONS***

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A safe and orderly campus is a priority at our school and the enforcement of these rules will lead to this goal. Students found violating traffic regulations or operating in an unsafe manner will lose their driving and parking privileges on campus, as well as, involvement of the local police department.

- Students (and parents) are not to drive on campus (without administrative approval)
- Speed limit is 5 mph while driving in the parking lots or on the campus
- Students may only park in designated areas (Senior Lot or Junior Lot)
- Motorized scooters are not to be driven on campus
- Students driving to school are to obtain a yearly parking permit from the cashier. A permit is transferable only between family-owned cars. Cars without parking permits will be ticketed and/or will lose the privilege to park on our campus.
- Students may not park in faculty or visitor parking spaces.
- Neither Hercules High School nor WCCUSD shall be responsible for fire, theft, damage or loss to a vehicle or any article. Report incidents that occur on school parking lots to Hercules Police Department.
- Parking in white/red/yellow curbed areas are prohibited
- Parents are not allowed to drive through any of the brown gates at any time. Students are not to be dropped-off inside of the brown gates.

### ***VISITORS***

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Visitors to our campus during the school day, including parents and volunteers, **MUST CHECK-IN** at the main office and request a visitors badge to be on campus.

All visitors wishing to attend any meeting on-site or attend other events during the school day will check in at the main office and request a visitor's badge (sticker). All individuals on campus need to display appropriate photo ID or visitor badge (sticker) throughout the period that are on campus.

Parents, who wish to visit a classroom to observe their child, need to give 24-hour (prior) notification to that specific classroom teacher they wish to visit.

# Academics

## COUNSELORS/GUIDANCE DEPARTMENT

Hercules High School provides support for the academic planning, and college and vocational planning. Our Academic Counselors offer guidance with a focus on aligning their work to the American Counseling Association National Standards for School Counseling. Academic counselors meet with all grade levels throughout the school year to discuss A-G requirements, review their 4-year academic plan for graduation, and assist students in preparing for a successful transition to college.

### **GOALS OF THE COUNSELING PROGRAM**

- To support students in acquiring the attitudes, knowledge and skills that contributes to effective learning in school and across their life span.
- To provide opportunity for students to acquire the attitudes, knowledge and skills that contributes to effective learning in school and across life.
- To support students in understanding the relationship of academics to the world of work and to life at home and in the community.
- To assist in guiding the student according to his/her potential
- To encourage each student to develop a sense of self-direction
- To advise each student in scheduling an appropriate program of study
- To assist each student in solving academic and school adjustment problems
- To help each student establish college/career goals.

## GRADUATION REQUIREMENTS

Students are required to have a minimum of 225 semester credits for graduation. Included in these credits are the subject requirements listed in the following chart. Ten credits are granted for successfully completing a course that meets each day for a school year; five credits are granted for a semester course. In addition, all students must pass the District's English and Math Competency Examination, High School Exit Exam, and Service Learning.

Subject Area	Required Credits	Notes
English Language Arts	40	
Mathematics	30	At least one year of Algebra
Science	20	10 credits life science, 10 credits physical science
Social Science	40	40 credits ( 30 if opt out of Cultural Geo)

		10 credits Cult Geo, 10 credits World History, 10 credits U.S. History, 5 credits Government, 5 credits economics
Physical Education	20	
Visual and Performing Arts	10	
World Language	10	
Electives	55	10 A-G Courses
Other Requirements	10	*Service Learning Project
Total	225	

Classes taken in a college setting may not be substituted for core high school classes in English, math, or social studies without the express prior approval of the building principal or designee. Such approval will be granted only in exceptional circumstances. Physical Education can be taken at community college for HS Credit (must be preapproved by the Administration).

***U.C. Admission C.S.U. Admission Requirements***

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Minimal subject requirements for admission to the University of California and for admission to the California State University System, a grade of C- or better is required

U.C. Admissions	C.S.U. Admission
<b>English</b> – 4 years  <b>Mathematics</b> – *3 years **(4) through Algebra 2 <b>Lab Science</b> – 2 (3) years U.S. History/Gov't – 1 year World History – 1 year <b>Foreign Language</b> – 2 (3) years of same language  <b>College Prep electives</b> – 1 years from at least two of the following areas:  History/social science, English, math, science, or foreign language (a third year)  Visual/Performing Arts – 1 year	<p style="text-align: center;">Same as U.C. requirements</p>

(advanced or college prep class	
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U.C. NOTE: \* = minimum number of years required \*\*= recommended number of years

***PLAGIARISM***

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Plagiarism is taken very seriously and disciplinary consequences will occur. This is defined as taking or lending (e.g. homework, tests, assignments and other) a person’s work, information, ideas, research, or documentation, without properly identifying the originator. It includes using unauthorized materials when testing or other acts specified in advance by the teacher. Plagiarism is cheating. Discipline can include: teacher, class specific consequences, receiving no credit for assignments, suspension up to and including a recommendation for expulsion.

***REPORT CARDS-Academic Records***

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Report cards are distributed to students or mailed home after the first quarter, first semester, third quarter, and second semester. Discipline Files (Notice of Suspension or Discipline Referrals) are not included on transferable student records (e.g. Transcripts sent to colleges/universities).

***HOMEWORK***

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Homework is intended to extend learning in the classroom. Students will receive homework a minimum of four (4) nights a week in the four core subject areas. All students are to engage in a reading activity as part of homework assignments. All homework and grading policies, as well as, other classroom procedures will be outlined in each individual teacher’s course syllabus for their particular class. If a student knows that he/she will be absent, it is advisable to talk with teachers **before** the absence in order to obtain assignments – this can prevent assignments being deemed as “late.”

For long-term absences, parents and students should contact the attendance office to discuss options. In some cases, Independent Study (through the district-run program) may be the appropriate option (because of extreme circumstances we will consider Independent Study through our school).

# Titan Life

## ATHLETICS/EXTRA-CURRICULAR ACTIVITIES

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Participation in Hercules High School athletic programs is a privilege. With this privilege comes certain responsibility. Student athletes represent Hercules High School on campus, in the classroom, in the athletic arena, and in the community. Student athletes are responsible to follow the Code of Conduct during their season as well as their off season. The Athletic Code of Conduct is in effect 365 days of the year, 24 hours a day, and 7 days per week. Good attendance, appropriate behavior, and academic achievement are prerequisites in order to be successful student/athletes. Student Athletes who violate the Athletic Code of Conduct (e.g. use of drugs/alcohol during a sports season, excessive absences/tardies, suspensions, etc.) will have consequences that can lead to game suspensions and possible removal from the team.

Athletic eligibility is determined once grades appear as marks on the record. Only quarter marks are used to determine eligibility. A student shall be eligible for participation in school athletics (including cheer and/or dance team) if he/she currently has a GPA of at least 2.0 in the previous grading period. If a student/athlete does not meet the academic requirements for eligibility, he/she may request use of the 1- quarter Probation Waiver option (1 time over the 4-year period in High School). In order to qualify for probation, a student must have passed at least four classes the previous marking period. Students are granted probation based on the recommendation from the coach and athletic director. The final decision to grant (by the Administration) is to be done before competitions start for a specific sport.

### Student Athletic Code of Conduct/Program Agreement

- Maintain a 2.0 GPA with no more than one “F” per grading period
- Maintain 95% attendance; excessive absences can result in loss of playing time and removal from team
  - Less than 10 days of Unexcused/Unverified Absences
- Attend at least 5 classes (out of 6) or 4 classes (out of 5) on game day or be unable to participate in that days contest(s)
- Be punctual and on time for all classes every day; excessive tardies can result in loss of playing time and removal from team
  - Less than 20 tardies
- Maintain solid citizenship at school; More than 3 days of suspension in a school year will result in removal from team
- Attend all practices and competitions in order to remain on the team; missed practices equal loss of playing time
- Athletic Parent Code of Conduct/Program Agreement
- Support your player and the team; Do not intimidate or ridicule the other team and its fans
- Learn the rules of the game so you can appreciate why certain situations take place



- Show respect for our players, coaches, fans, and support groups as well as opposing players, coaches, fans, and support groups
- Respect the integrity and judgment of game officials; Do not intimidate or ridicule any official
- Be a positive role model and help censure those around you at events where behavior is unbecoming
- Respect and show appreciation for the coaches and find appropriate ways and times to communicate with them

All students who participate in extracurricular activities, which include athletics, school productions, performances and school-sponsored events, are expected to maintain a 2.0 gpa, have less than 10 days of unexcused absences and have less than 20 tardies. Academic/Athletic and Extra Curricular eligibility is verified at the start of each quarter.

### ***DANCES***

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Dances are school-sponsored, extra-curricular events. These are a privilege for students to attend, and thus, certain requirements will apply. Dances also reflect (even though they may be off-campus) our goal of having a “Safe and Orderly Campus.”

- GPA requirements of a minimum of 2.0 for the previous quarter (grading period).
- Probation Waiver (used for Athletic Eligibility) does not apply to Dances. A process is in place for Administrative Team consideration (if less than a 2.0 GPA). A letter to the principal is required.
- NO Outstanding Fines
- Maintain 95% attendance and be punctual and on time for all classes every day.
  - Less than 10 days of Unexcused/Unverified Absences
  - Less than 20 Tardies
- No more than 3 Days of suspension in the most recent and/or current quarter
- A Hercules High School **ID/Lanyard** is required to purchase a dance ticket, as well as, to enter a dance
- Only one ticket per student may be purchased.
- Non-Hercules High School students may attend school dances which allow guests, AND must have administrative approval (which include: 1) filling out the appropriate Guest Form, 2) being interviewed by the principal or designee), and 3) the age limit for guests is 19).
- Dress for all dances must be accordance with the school dress policy and the expectations for a specific dance (e.g. Formal or Semi-Formal Dress).
- Students who show up for a dance wearing inappropriate clothing will be prohibited from entering. (e.g. low-cut fronts, too revealing, dresses made of sheer fabric, nothing worn under the dress, extremely short, top hats, canes).
- Students showing up for a dance under the influence of a controlled substance and/or alcohol will be prohibited from entering, and will face further disciplinary action; including Police intervention.

- Appropriate Behavior is expected at dances; for example, grinding and/or lap dancing are unacceptable. Students may be asked to leave the Dance if this occurs.

### ***GRADUATION (Ceremony, Proms, Celebrations, and other event)***

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Inappropriate behavior (e.g. pranks, acts leading to suspensions and/or expulsions, etc.) can jeopardize a student's opportunity to participate. These events are a privilege.

A student who has more than 3 days of suspension in the most-recent grading/progress report period, and with circumstances that warrant, will lose privileges to participate. An appeal to a non-participation decision can be made through the Principal. A panel of administrators will consider the appeal.

Participation in the graduation ceremony is not a requirement to receiving your high school diploma. If you wish to participate in the graduation ceremony, this contract must be signed by you, your parent/guardian, and returned to Ms. Turner in the Main Office by May 6<sup>th</sup>.

#### **ATTENDANCE:**

The West Contra Costa Unified School District maintains an expectation of 100% school attendance. It is our expectation that you continue to attend school each and every day. If at any time there are a large number of seniors absent from any day of school, you will place your planned senior events in jeopardy. We have many planned events for you, so we ask that you refrain from planning any additional event that would cause you to miss a day of school.

#### **TARDIES:**

At this point in your high school career, we do expect you to be on time to all of your classes. We expect you to have no more than one tardy per week for the remainder of the school year.

#### **BEHAVIORAL:**

As an academic scholar we anticipate zero discipline referrals and zero suspensions. Any student who receives a behavioral referral or a suspension will place their participation in any senior events, including the graduation ceremony in jeopardy.

#### **CONSEQUENCES:**

Consequences for failing to maintain acceptable attendance/tardies and behavior will result in removal of senior privileges, denied participation in senior events, entire cancellation of any planned event(s), and/or denial to participate in the graduation ceremony.

### ***Standards of Student Behavior (Student Agreement)***

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As a student at Hercules High School, I am aware that the school campus is an important and valuable place to be for my education. I fully understand that certain standards of behavior are crucial to an orderly and safe campus environment. I realize that failure to meet these standards will have consequences. I acknowledge that I am expected to follow these policies.

1. I understand that everyone on this campus deserves respect. I must respect myself and do the best I can in all my classes. I must respect the rights that all students have to an education. I owe respect to all staff who are here to assist me in my pursuit of an education. My behavior in the classroom and elsewhere on campus should reflect this respect.
2. I understand that loud, vulgar, profane, or abusive language shows disrespect to others and myself. If I engage in using this language, I can expect to be disciplined accordingly. Any profanity indirectly or directly used in communication with a teacher or student is a suspend-able offense.
3. I further realize that keeping a clean campus is a sign of respect. Therefore, food, gum and other beverages should not be brought into any classroom unless approval is granted by the teacher supervising me during that period. Gum or sunflower seeds are not be eaten or chewed during class time. I will keep my campus clean by picking up all trash and throwing into the closest garbage can.
4. I understand that whenever I am out of class, I must have a “Titan Hall Pass” issued by my current classroom teacher. I understand that I am not to leave the classroom without securing a pass. Failure to do so will result in disciplinary action.

5. I understand that I am to leave any and all items that do not have a direct educational use at home. These items include Ipods, play stations, video games, sound systems, water guns, etc. I understand that if I bring any of these items to school, they are subject to confiscation in addition to disciplinary consequences.
  
6. Finally, I understand that I must respect my own intellectual abilities and the hard work of others. Plagiarism or cheating on exams shows a lack of integrity and self-respect. I realize that if I engage in such actions, the consequences will affect my grade and the grade of any other student involved.

**My signature below acknowledges that I have read and that I understand these expected standards of my behavior.**

Printed Name \_\_\_\_\_ Date \_\_\_\_\_ Grade \_\_\_\_\_

Signature \_\_\_\_\_ Date \_\_\_\_\_

***Secondary School Code of Conduct (Student Agreement)***

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## SECONDARY SCHOOL CODE OF CONDUCT

It is the mission of West Contra Costa Unified School District, in partnership with staff, parents, students, and the community, to provide a quality educational program for all students. We strive to help students develop the knowledge, skills, abilities, and values they need to flourish and reach their full potential.

We have two purposes in establishing a district discipline plan: (1) to promote learning and growth for students as they develop self-discipline; and (2) to provide a caring and respectful environment for all. Only in such an environment can our children become the responsible young adults of the future.

To achieve these goals, students must understand their rights and adhere to their responsibilities.

**Student Rights:**

- To be safe. We need to guarantee that students have the best environment conducive to learning.
- To be respected and treated with compassion, courtesy, and dignity regardless of race/ethnic background, gender, age, national origin, religion, physical/mental disability, sexual orientation, family structure, political beliefs, physical appearance, or financial status.
- To hear and be heard; to express opinions, ideas, and feelings without infringing on the rights of others. Communication is essential to support learning, teaching, working, and participating.
- To have their property respected.
- To have privacy.
- To be informed about what is expected of them.
- To have fun and enjoy their high school years.

**Student Responsibilities:**

- To take advantage of the academic opportunities offered and to strive for high achievement
- To follow district and school rules and to demonstrate knowledge of all student rights and responsibilities delineated in this and related school documents, and the secondary District Basic Commitment Program.
- To attend school regularly and be in class, in my seat or assigned station with materials out, and ready to work when the tardy bell rings.
- To be considerate, respectful, and non-disruptive in classrooms, hallways, study areas, libraries, cafeteria, and public transportation.
- To respect private, school, and district property, i.e. no littering, no graffiti, no stealing, no extortion, etc.
- To wear safety IDs around the neck, visible at all times, while on campus, and to refrain from altering the safety IDs and lanyards.
- To refrain from using electronic devices including CD players, cell phones, games, etc., at school, except before and after school and during lunch. And to comply with the WCCUSD rule that the use of electronic equipment during class time and passing times is strictly prohibited.
- To dress according to the dress code defined in the school planner and Secondary District Basic Commitment Program. This means no garments exposing the torso; no strapless tube tops; no vests without shirts; no short shorts or short skirts; no garments with obscene or inappropriate words or pictures; no hats or other head coverings; no gang affiliated or related clothing; no see-through blouses or shirts; no low cut dresses; no sunglasses in class unless prescribed, etc.
- To stay off every school campus, other than my own, unless I have explicit written permission from my principal or my principal's designee.
- To understand and accept that the following are not tolerated on campus:
  1. Sexual harassment of any individual.
  2. Committing an obscene act or engaging in profanity or vulgarity
  3. Alcohol, tobacco, and other drugs.
  4. Weapons or other dangerous items.
  5. Fighting (which is a cause for expulsion), as well as encouraging or instigating a disruption or fight; spreading harmful rumors or falsehoods that result in a student conflict; leaving class or campus to watch a disruption; or refusing to respond to requests to leave the scene of a conflict.

**Parent/Guardian Responsibilities:**

- To support all students in reaching their full potential by making sure they are in school daily and completing all required homework on time.
- To ensure that students understand their rights and their responsibilities—including students being in class every day and being on time
- To help the school promote the basic values listed above, and to provide the students with what they need to succeed.
- To protect and nurture all students demonstrating the true meaning of community spirit.

Students who do not fulfill the responsibilities listed above will be subject to disciplinary action.

Student Name (Please print clearly)	Date	Parent/Guardian Name (Please print clearly)	Date
Student Name (Signature)	Date	Parent/Guardian Name (Signature)	Date

Further information can be obtained from the WCCUSD Secondary District Basic Commitment Program

## HERCULES HIGH SCHOOL BELL SCHEDULE 2019-20

<b>Mon., Tues., Thurs., &amp; Fri. (Regular Bell Schedule)</b>	
Period A	7:15 - 8:13
Period 1	8:20 - 9:18
Period 2	9:24 - 10:22
Period 3 {A}	10:28 - 10:35
Period 3	10:35 - 11:33
<b>Lunch</b>	11:33 - 12:13
Period 4	12:19- 1:17
Period 5	1:23 - 2:21
Period 6	2:27 - 3:25

<b>Collaboration Wednesday's &amp; Minimum Day</b>	
Period A	7:30 - 8:13
Period 1	8:20 - 9:03
Period 2	9:09 - 9:52
Period 3 {A}	9:58 - 10:05
Period 3	10:05 - 10:48
Period 4	10:54 - 11:37
<b>Lunch</b>	11:37 - 12:17
Period 5	12:23 - 1:06
Period 6	1:12 - 1:55