

MARIE L. HARE
CONTINUATION HIGH SCHOOL

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STUDENT HANDBOOK
2016-2017

TABLE OF CONTENTS

Introduction to Continuation Education.....	2
Staff.....	3
Hare High School Mission and Vision Statements.....	4
Hare High School Expected School-wide Learning Results Garden Grove Unified Strategic Plan	
School Year Calendar.....	5
Bell Schedule.....	6-7
Map of School.....	8
Attendance.....	9
Discipline Guidelines.....	10-11
Parent Pledge.....	11
Graduation Requirements.....	12-13
Minimum Academic Standards	
Guidance Services.....	13-14
Alternative Educational Programs	
School Climate and Activities	15-16
Bus Schedule.....	17

INTRODUCTION TO CONTINUATION EDUCATION

Continuation education, first initiated in 1919, is a high school diploma program designed for students whose needs are not being met in comprehensive high schools. California's 509 continuation high schools serve more than 69,000 students 16 years and older who lack sufficient school credits and are at risk of not graduating. They focus on school-to-career education, individualized instructional strategies, intensive guidance and counseling, and flexible school schedules to meet student needs.

Hare High School is a fully accredited school according to the Western Association of Schools and Colleges (WASC). Hare's accreditation is up for renewal at the end of the 2016 school year. In addition to being fully accredited, in 2011 Hare was named a "Model" Continuation High School. In 2011, Hare was the only Orange County high school recognized and among 27 California schools chosen by the state Department of Education as a leading example in helping struggling students stay in school. What makes Hare stand out above the rest is the positive teacher-student relationships that are established, small class sizes, effective instruction, and most importantly a caring and supportive learning environment where there are high expectations for all students and the genuine belief that all students can achieve.

Students concentrate on five Hare academic/elective classes. This provides students with the opportunity to earn up to 25 credits per quarter, with a total of 100 credits per academic year. The opportunity to earn a total of 100 credits will allow students who have fallen behind to catch up and return to their home high schools or graduate from Hare High School.

If a student wishes to return to his or her home high school, the following conditions must be met:

1. The student must have completed the appropriate number of credits to be at grade level.
2. The student must be in good standing (in regards to academics, attendance, and behavior) at the time in which student is being considered to return.
3. The student must have the endorsement of the Hare High School administration.

Students meeting these conditions may only return to their home schools at the onset of the first or second semester.

PRINCIPAL'S MESSAGE

Welcome to Marie L. Hare Continuation High School, home of the Huskies! It is my pleasure and extreme fortune to be part of the Hare team with its outstanding students, parents and staff. I am proud of the numerous and varied accomplishments of our students and staff. The hard-working, spirited, creative, and progressive attitude of the Hare students epitomizes what other Continuation High School students strive to be.

Our talented teaching staff continually demonstrates a commitment to educate our students and prepare them for the 21st century. Our school is a learning community that seeks success for each student as we strive to deepen our core values of: citizenship, life-long learning, problem solving, respect and responsibility. We set high expectations and create a caring environment for all of our students. Students are the focus of our educational program and are expected to demonstrate the skills, abilities and potential that we know they possess.

It is my hope that by working together, we can make our school the perfect place for a positive education. Stay involved, attend school regularly, and actively participate in your education. Grab all opportunities available to you, realize your goals and aspirations, and have a tremendous school year. ~ **Mr. Todd Nirk**

GENERAL INFORMATIONSTAFF

Administration

Todd Nirk Principal
Lydia Machado Assistant Principal

Counselor

Sonia Flores Counselor

Teachers

Kelly Anderson, Elizabeth Bryan English
Monica Bui Math, Web Design
D'Ann Chester Science
Diana Corral English
Tam Do Science, Leadership
Dave Ewoldt Social Science
Daniel Kondrath Social Science
Beth Guzman Special Education, Health, Electives
Jeannie Kleker English
Jennifer LaMendola Social Science
Roseanna Lewis English
Kimberly Nguyen Science
Tricia Simpson Math
Alvaro Solorzano Math
Adaline Purpura Math
Gloria Wargo Art

ROP Teachers

Rosa Rosales ROP – Graphic Design
Mary Small ROP – Child Care
Lauren Crume ROP – Medical Core

Designated Instructional Services (DIS) Staff

Mai Van Psychologist
Riva Apodaca Nurse
Michelle Geis T.O.S.A

School-wide Support Staff

Virginia Wantz School Secretary
Lisa Lopez Attendance Clerk
Jean Wasinger Guidance Clerk
Annette Lewis ROP Clerk

Vic Chumley Plant Supervisor
Christopher Alba Custodian

Candice Lace Campus Safety Assistant
Anthony Hill Campus Safety Assistant

An Nguyen Community Liaison (Vietnamese)
Elba Garzon Community Liaison (Spanish)
Jason Ambacher Computer Resource Assistant

HARE HIGH SCHOOL MISSION STATEMENT

The Mission of Marie L. Hare Continuation High School is to: encourage, support, and inspire all students to become life-long learners and productive citizens.

HARE HIGH SCHOOL VISION STATEMENT

The Vision of Marie L. Hare Continuation High School is to:

- Provide rigorous instruction using multiple research-based strategies designed to elicit student engagement and promote critical thinking skills
- Create a safe and constructive learning environment that promotes academic, social and vocational success through positive adult-student relationships
-

HARE HIGH SCHOOL EXPECTED SCHOOL-WIDE LEARNING RESULTS

Hare Huskies are...

Academic Achievers who:

- Master a standards-based curriculum
- Will become college and/or career readiness
- Apply critical and creative thinking skills

Responsible and Respectful Citizens who:

- Are highly motivated
- Contribute to and thrive in a diverse society
- Demonstrate scholarly habits

Effective Communicators who:

- Exchange ideas using academic and socially appropriate language
- Participate in active listening
- Read, write, and speak proficiently
-

HARE HIGH SCHOOL GOALS

1. Encourage students to get caught up on credits in order to return to their comprehensive high school.
2. If goal 1 is not possible, graduate and receive a Hare High School diploma.

GARDEN GROVE UNIFIED STRATEGIC PLAN

Vision: We are committed to preparing all students to be successful and responsible citizens who contribute and thrive in a diverse society.

Mission: To ensure student success, we will provide a rigorous and supportive academic experience that motivates all learners to meet high expectations.

Goal 1: All learners will develop the **ACADEMIC SKILLS** necessary for individual success through continual growth towards mastery of standards in all subject areas and development of scholarly habits.

Goal 2: All learners will develop the **PERSONAL SKILLS** necessary to achieve academic and social goals, including maintaining high motivation, social and emotional well-being and a positive school climate.

Goal 3: All learners will be prepared for **LIFELONG SUCCESS** in their intended career paths. As a district, we are committed to annually improving college and career success rates for all of our graduates.

School Calendar

OPENING DATE

Students Return to School September 1, 2016 (Thursday)

HOLIDAYS

Labor Day September 5, 2016 (Monday)
Veteran's Day November 11, 2016 (Friday)
Thanksgiving Recess (Including Local Holiday)) November 21- 25, 2016 (Monday - Friday)
Non-Student Day November 28, 2016 (Monday)
Winter Recess December 19 – 30, 2016
New Year's Day holiday January 2, 2017 (Monday)
Dr. Martin Luther King Birthday January 16, 2017 (Monday)
Non-Student Day February 3, 2017 (Friday)
Lincoln Birthday February 13, 2017 (Monday)
President's Day February 20, 2017 (Monday)
Spring Recess April 10 – April 14, 2017 (Monday - Friday)
Memorial Day May 29, 2017 (Monday)

SPECIAL DATES

Back to School Night and Title 1 Parent Meeting September 22, 2016 (Thursday)
Open House March 16, 2017 (Thursday)
GRADUATION June 20, 2017 (Tuesday)
End of 1st Quarter November 4, 2016 (Friday)
LAST DAY OF 1st SEMESTER/End of 2nd Quarter February 2, 2017 (Thursday)
End of 3rd Quarter April 7, 2017 (Friday)
LAST DAY OF 2nd SEMESTER/End of 4th Quarter June 20, 2017 (Tuesday)
Orientation Meetings (New Students) August 24, 25 (W/Th)
LATE START: COLLABORATION DAYS
Wednesdays
September: 14, 21, 28
October: 12, 19, 26
November: 9, 16
December: 7, 14
January: 11, 18, 25
February: 8, 15
March: 1, 8, 15, 22, 29
April: 19, 26
May: 17, 24
June: 7

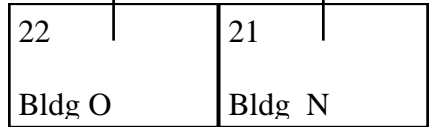
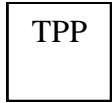
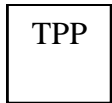
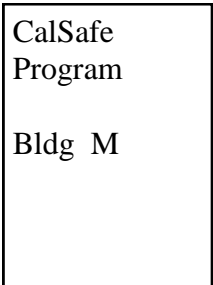
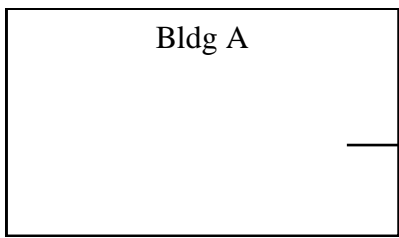
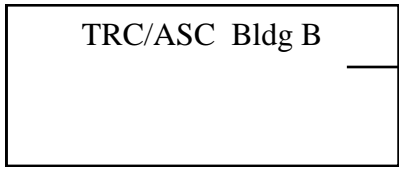
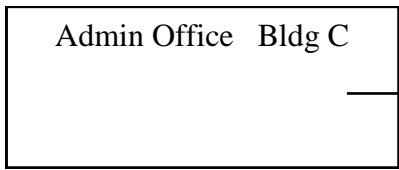
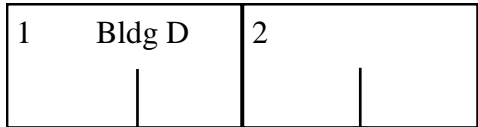
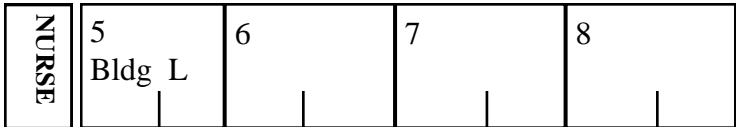
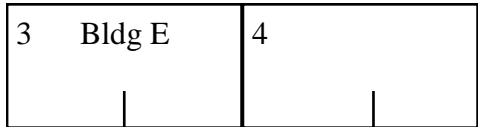
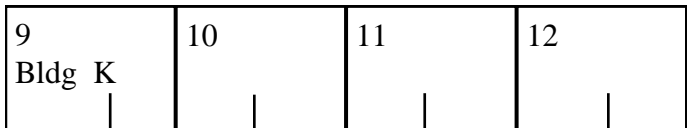
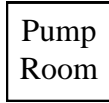
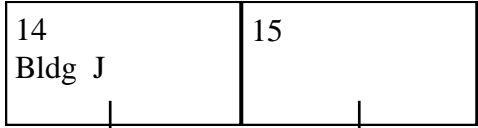
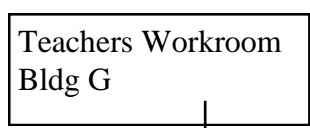
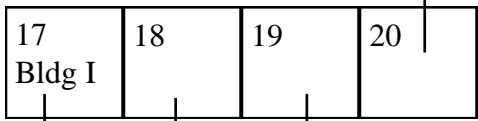
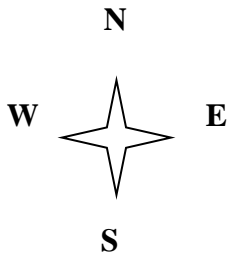
School Site Council/ELAC Meetings October 26, 2016 (Wednesday)
December 7, 2016 (Wednesday)
February 15, 2017 (Wednesday)
May 25, 2017 (Thursday)
Summer School Parent Meeting May 25, 2017 (Thursday)

Hare High School Schedules

Daily Instructional Schedule		Collaboration Day Schedule	
Period	Time	Period	Time
0	8:23 AM-9:16 AM	0	8:23 AM-9:16 AM
Passing	9:16 AM-9:20 AM	Collaboration	9:16 AM-10:31 AM
1	9:20 AM – 10:16 AM*	Passing	10:31 AM-10:35AM
Passing	10:16 AM-10:20 AM	1	10:35 AM-11:16 AM*
2	10:20AM – 11:13 AM	Passing	11:16 AM-11:20 AM
Passing	11:13 AM-11:17 AM	2	11:20 AM-11:58 AM
3	11:17 AM – 12:10 PM	Lunch	11:58 AM-12:38 PM
Lunch	12:10 PM-12:50 PM	Passing	12:38 PM-12:42 PM
Passing	12:50 PM-12:54 PM	3	12:42 PM-1:20 PM
4	12:54 PM-1:47 PM	Passing	1:20 PM-1:24 PM
Passing	1:47 PM-1:51 PM	4	1:24 PM-2:02PM
5	1:51 PM-2:44 PM	Passing	2:02 PM-2:06 PM
		5	2:06 PM-2:44 PM
*Denotes Announcement Period		*Denotes Announcement Period	

Assembly Schedule		Finals Schedule (Day 1)	
Period	Time	Period	Time
0	8:23 AM-9:16 AM	0	8:23 AM-9:16 AM
Passing	9:16 AM-9:20 AM	Passing	9:16 AM-9:20 AM
1	9:20 AM – 10:05 AM*	1	9:20 AM-10:48 AM
Passing	10:05 AM-10:09 AM	Break	10:48 AM- 10:58 AM
2	10:09 AM – 10:52 AM	Passing	10:58 AM-11:02 PM
Passing	10:52 AM-10:56 AM	3	11:02 AM-12:30 PM
3 Assembly: Group 1	10:56 AM – 11:41 AM	Lunch	12:30 PM-1:10 PM
		Passing	1:10 PM-1:14 PM
Passing	11:41 AM-11:45 AM	5	1:14PM-2:42 PM
3 Assembly: Group 2	11:45 AM-12:30 PM	(Day 2)	
Lunch	12:30 PM-1:10 PM	Period	Time
Passing	1:10 PM-1:14 PM	0	8:23 AM-9:16 AM
4	1:14 PM-1:57 PM	Passing	9:16 AM-9:20 AM
Passing	1:57 PM- 2:01 PM	2	9:20 AM-10:48 AM
5	2:01 PM-2:44 PM	Break	10:48 AM- 10:58 AM
		Passing	10:58 AM-11:02 PM
		4	11:02 AM-12:30 PM
		Lunch	12:30 PM-1:10 PM
*Denotes Announcement Period			

CHAPMAN AVENUE



Basketball Courts

STUDENT PARKING LOT

HARE CONTINUATION HIGH SCHOOL

ATTENDANCE

Absences

If a student is going to be absent, **you must call the school *each morning of the absence(s)***. Your student is **required** to bring a note to the attendance (located in the administration building) upon their return. Excessive absences (excused or unexcused) may result in parent conferences, School Attendance Review Board (SARB) hearings and/ or transfer to an appropriate alternative educational program.

Excused: Any absence due to illness, doctor's appointment, funeral of an immediate family member, quarantine by county or city health officer, court appearance (with evidence of appearance), religious holiday or ceremony, or incarceration or custody.

Unexcused: Any other reason for absence given out by you or your student's legal guardian that is not mentioned above. EX: Family emergency, death of pet or extended family member (i.e. cousin), family reunion, car trouble, missing the bus, and/or vacation.

Students who forge or have others than you or your student's legal guardians attempt to excuse absences can result disciplinary actions, which could result in referral to ACCESS or Adult Education.

Parents who give false information about a student's attendance can lead to legal ramifications.

Excused absences for extended medical reasons require a note from the doctor or medical facility. All special medical excuses must be cleared by the site administration.

Parent Portal

You can receive information on accessing Parent Portal through our attendance clerk or ask any of Hare's Community Liaisons. Parents are expected to utilize this service in order to keep up with their student's most current grades and attendance.

Tardies

A tardy is defined as a student not being in the classroom when the bell rings. The campus and student body of Hare is small, and the four -minute passing period is more than adequate for your student to be on time to class. If your student is late to school or class, they are to report directly to their classroom.

- 1-4 Tardies, teachers will initially contact you and have individual consequences
- 5 Tardies will result in referral to Assistant Principal and assigned lunch detention and/or Saturday School
- Chronic tardies will result in parent conferences with administration, referral to the TRC, community service work hours, campus beautification, in-house suspension (Alternative Suspension Classroom), or referred to alternative educational program.

Truancy

Truancy is an absence from school without a legal excuse. **Education Code 48262** states that any pupil who has been absent without a valid excuse and/or tardy for 30 minutes or more is considered a truant.

- Your student is expected to be in every class on time.
- Period truancies will not be tolerated.
- Continued truancies will result in a referral to the office, parent conferences, referral to the TRC, community services work hours, in-house suspension, transfer to an alternative educational program, meet with the District Attorney (D.A.) and/or may be referred to the Student Attendance Review Board (SARB) hearing.

- 18 year old students will be referred to Adult Education

Make-up work

It is your student's responsibility to request make-up work from their teachers immediately upon returning from an absence (excused). He/she should also make arrangements with the teacher to schedule time to make-up any quizzes or tests missed due to an absence. Teachers are not responsible for providing students make-up work when the recorded absence reflects unexcused or truant. Your student will have an adequate amount of time to complete make-up work. Generally he/she is entitled to the same amount of time to complete make-up work as they were absent. For example; Two days of absence would provide the student two days to make-up any missed assignments. Long term projects defined at least two weeks will not have extended deadlines.

DISCIPLINE GUIDELINES

Proper behavior and respect for one another are very important to the everyday functioning at Hare Continuation High School. Your student is required to follow State, Garden Grove Unified School District and Hare administrative and faculty rules. A workable discipline policy requires basic guidelines but allows flexibility in application in order to meet individual student/school needs and situations.

As young adults, your student is expected to behave and dress appropriately. If he/she is inappropriate in any way, there will be consequences. If he/she does not maintain appropriate behavior, he/she may be reassigned to another alternative placement.

RULES

1. ***Be respectful of staff, students, and the Hare High School campus.*** *If inappropriate behavior occurs, teacher(s) will utilize progressive discipline steps to address behavior; if this does not work, a referral will be made to the assistant principal. Consequences will be left to the discretion of the Hare administration.*
2. ***Classroom disturbance that impacts teacher instruction:*** *Teacher(s) will follow progressive discipline steps to address behavior; if this does not work, the student will be escorted to the TRC (Truancy Reduction Center). While in the TRC, students will be required to complete class work. If behavior escalates in the TRC, student will be escorted to the office. Consequences will be left to the discretion of the Hare administration. See Administration Discipline Policy below.*
3. ***Fighting/intimidation/harassment will not be tolerated.*** *Possible consequences are:*
 - a. *Possible suspension (1-5) days, parent contact, parent conference, referral to anger management classes, and possible involvement with GGPD.*
 - b. *Multiple suspensions can lead to referral to County Program or GG Discipline Committee which may result in expulsion from district.*
4. ***Electronic/digital device/cell phones are allowed in the based on the rules outlined in the teacher's syllabus.*** *Teachers are responsible for communicating their policy to students as well as students are responsible for understanding the policies established in each individual classroom. If confiscated by Hare staff or personnel the following actions will be taken:*
 - a. *Staff will provide the device to the assistant principal and student may pick it up at the end of the day.*
 - b. *If confiscated a second time, the device will only be returned after the assistant principal holds a parent meeting. At that time a contract will be signed both by parent and student indicating that if they are caught a third time, the student will lose the device for the remainder of the year.*
5. ***Possession or use of tobacco products on the way to school, at school or on the way home will result in the following (progressive order):***

- a. *Possible suspension or Saturday School*
- 6. **Drugs/Alcohol/Weapons:** *Students in possession of any of these items on the way to school, on campus, and/or on the way home from school are subject to:*
 - a. *Suspension, expulsion, referral to drug and alcohol classes and/or arrest according to education and penal codes.*
 - b. *Possible referral to District Discipline Committee for recommendation of expulsion*
- 7. **Automobiles/Motorcycles/Bicycles:** *All students must park in the south student parking lot only. Bicycles, Scooters, etc., must be parked and locked in the designated bike rack area next to the administrative office.*
 - a. *Bicycles or skateboards cannot be ridden on campus or they can be confiscated.*
- 8. **Closed campus:** *Students are required to remain on campus from the time of arrival until completion of their assigned schedule.*
- 9. **Cheating:** *Students involved in cheating/plagiarism can expect to receive an “F” or “0” grade on the particular assignment/assessment and a parent conference. In addition, a student may be assigned to Saturday School or suspended, determined by Administration.*
- 10. **Dress Code:** *Clothing and grooming shall be appropriate and shall be in good taste. Students must dress in a presentable manner that is not distracting or disruptive to others. Use common sense and dress like a young adult. For example: no attire that advertise alcohol, drugs, or sex will be allowed. Gang attire and clothes that do not fully cover a student’s body will not be permitted. Students who wear inappropriate attire will be required to wear a “loaner” shirt or a parent will be asked to bring in a change of clothes.*

Serious/severe violations of the Education Code may result in a referral to the District Discipline Committee with a recommendation of expulsion from the district.

Administration Progressive Discipline:

- 1. Teacher Referral- the expectation is that the teacher is to follow the discipline policy described in their syllabus.
- 2. The parents are to be initially notified by teacher for inappropriate behavior.
- 3. If behavior continues a 2nd referral to Administration will be addressed by AP
- 4. Consequences are progressive from lunch detention, to Saturday School, and then Suspension. Parents will be notified for any and all consequences given.
- 5. Parent meeting and Hare Contract will be signed if behavior continues after consequences are given.
- 6. Referral to Principal or ACCESS for excessive defiant behavior or disregard for school policy.

**Please note that all discipline and referrals are documented on AERIES so that if multiple referrals are given to a student by multiple teachers than the AP will move through the progressive discipline policy faster.*

HARE CONTINUATION HIGH SCHOOL
Parent Pledge

We, as parents, will **support our child’s learning** and agree to carry out the following responsibilities to the best of our abilities:

- ◆ Ensure that my child attends school every day, gets adequate sleep, regular medical attention, and proper nutrition.
- ◆ Stay informed about my child’s education and communicate with the school by promptly reading all notices from the school or the district and respond as needed.

- ◆ Serve, to the extent possible, on advisory groups such as the School Site Council, the English Learner Advisory Committee, and other committees active at the school site and the district level.
- ◆ Regularly monitor my child's progress in school.
- ◆ Communicate the importance of education and learning to my child.
- ◆ Make every effort to attend school events, such as parent-teacher conferences, parent meetings, Open House, Back-To-School Night and orientation meetings (mandatory).
- ◆ Discuss and emphasize post-secondary options such as the college experience.
- ◆ Learn about the A-G requirements for college admission.
- ◆ Encourage my child to attend before or after school tutoring when available and/or see his/her teachers for extra help.
- ◆ Contact the attendance office to report absences and check on attendance.
- ◆ Contact counselor to check on my child's progress at school and graduation status.
- ◆ Ensure that my child attends summer school if deemed necessary.
- ◆ I will work in partnership with the Hare administration to discuss alternative educational options when my child is not making adequate academic progress.

GRADUATION REQUIREMENTS

Hare High School holds commencement exercises for graduating students. Graduates are urged to participate. In May, a letter is given to all graduating students concerning graduation and related activities. At the beginning of the 4th quarter, all senior credits/grades are evaluated and students are advised of their graduation status. Parents of potential non-graduates are notified by certified mail. **If your student does not complete all requirements for graduation, he/she may not participate in the ceremony and will be counseled as to alternative options. The graduation ceremony is a privilege, not a right. If your student has multiple suspensions and/or referrals he/she will not be able to participate in the graduation ceremony. The last week of school any senior suspended will not be allowed to participate in the graduation ceremony. If your student fails 2 or more classes during 4th quarter (including electives), this could possibly affect their opportunity to participate in graduation ceremony.**

Graduation requirements for Hare High School:

English	40 credits
Social Science	30 credits
Mathematics	30 credits
Science	20 credits
Fine/Applied arts	10 credits
Health Education	5 credits
Electives	65 credits
Total	200 credits

Algebra I requirement

The State of California requires all students to successfully complete Algebra as a graduation requirement.

MINIMUM ACADEMIC STANDARDS

Your student is expected to earn a **minimum** of 25 academic credits per quarter. Students failing to meet this standard will be subject to an academic probation contract, or may be referred to an alternative educational program. Full-time status at Hare High School is considered to be a student enrolled in 5 academic/elective classes.

Off-site ROP- Hare students are considered guests on other GGUSD campuses. If enrolled in ROP they are allowed to be on campus 5 minutes prior to class and 5 minutes after class is over. If your student violates this policy after being warned, he/she could be dropped from that ROP class and also banned from returning onto that campus.

GUIDANCE SERVICES

The guidance staff, under the direction of the counselor, provides the following services:

- Plans, schedules, monitors and changes students' classes
- Assists with vocational, career, and educational information
- Provides scholarship information, financial aid application assistance, and college information
- Plans and organizes college visitation and enrollment assistance
- Assists with work permits and job placement
- Assist with student transitions to the comprehensive high school.

Your student must fill out an appointment card in order to make a counseling appointment. **Class time will not be used to make appointments. Students must make appointments before and after school.**

Credit Checks

Grad status and transcripts will be issued to all students quarterly. If your student has any questions about the grad status or transcript, he/she should schedule an appointment with the counselor for clarification. The counselor is available for individual or group conferences with students for academic planning.

ALTERNATIVE EDUCATIONAL PROGRAMS

At times, students may need to be placed in alternative programs such as:

Adult Education

If a student is at least 16 years of age and has a full-time job, the student may qualify to attend adult education and continue to work toward a diploma. Any student age 18 or older has the option to attend adult education to pursue their high school diploma.

Orange County Department of Education/ACCESS

Community Day Schools

Independent Study/Contract Learning

General Education Development (GED) Test

The GED is not available at Hare High School, for further information contact any adult education facility.

Your student is eligible to take the GED test if you are a resident of California and meet any one of the following criteria:

- The individual is 18 years of age or older, or within 60 days of his or her 18th birthday (regardless of school enrollment status).
- The individual must be within 60 days of when he or she would have graduated from high school had he or she remained in school and followed the usual course of study (please note that examinees testing under this criteria may **not** be enrolled in school).
- The individual is 17 years of age, has been out of school for at least 60 consecutive school days, and provides a letter of request for the test from the military, a post-secondary educational institution or a prospective employer.

California High School Proficiency Exam (CHSPE)

The California High School Proficiency Examination (CHSPE) is a program established by California law (Education Code Section 48412). If eligible to take the test, your student can earn the legal equivalent of a high school diploma by passing the CHSPE. The CHSPE consists of two sections: an English-language Arts section and a Mathematics section. If he/she passes both sections of the CHSPE, the California State Board of Education will award to your student a Certificate of Proficiency, which by state law is equivalent to a high school diploma (although not equivalent to completing all coursework required for regular graduation from high school).

Your student may take the CHSPE *only if*, on the test date, you:

- are at least 16 years old, *or*
- have been enrolled in the tenth grade for one academic year or longer, *or*
- will complete one academic year of enrollment in the tenth grade at the end of the semester during which the next regular administration will be conducted. (Regular administrations are the fall and spring administration)

For further information about the CHSPE visit: <http://www.chspe.net/about/>

SCHOOL CLIMATE AND ACTIVITIES

Student Activities

Hare provides activities for all students, such as: celebrating Red Ribbon week, Spirit week, Multicultural week, blood donor drives, “Friday Night Live” events, Basketball tournaments, student-faculty flag football and softball games, Academic awards assemblies, etc...

Hare participates in the traditional Baccalaureate service each year, and students have other opportunities throughout the school year to participate in social events.

Gotcha Card Program

At Hare, positive behavior is rewarded with Gotcha cards. They are rewards for unsolicited good deeds or positive social behavior. Students should present their Gotcha cards to the office to receive their immediate reward. In addition to the immediate reward, the cards of all recipients will be placed in a quarterly drawing.

Good News Phone Call

Parents may receive phone calls of student successes by Administration based on teacher recommendations.

Students of the Month

The administration will coordinate the Students of the Month program. Two to four students will be selected each month through a teacher nomination/ballot system. The winners will receive a certificate and a special prize.

Lunch Program

Applications for free/reduced district lunches are available from the office. There is a lunch cart available daily with a variety of healthy choice foods for your child. Your student may use cash or their free/reduced lunch card to purchase these items.

Work Permits

If your student is under 18 years of age, who plan to work, must request a work permit from the office. In addition, the law sets certain requirements concerning hours of work, occupation, wages, etc. Temporary work permits are required during vacation periods. To receive and keep a work permit your student must have acceptable grades and attendance. **Work permits will not be issued or will be revoked if attendance and/or grades are below standard.**

Hall Passes

Any time your student leaves a classroom other than at passing periods, he/she must have a hall pass issued and signed by his/her teacher.

Bathroom Policy

Your student must sign restroom signature sheet and be back in a timely manner. If your student is found going to any other location on campus will be given consequences determined by Administration.

Off Campus

Hare is a closed campus, students requesting to leave campus during school time, he/she must check out through the administration office. A note should be taken to the attendance office when your student arrives at school. It should state the time of release, reason, and phone number where you can be contacted for verification. Your student will not be released without parent permission. Your student

cannot call you or his/her legal guardian on their own cell phone to receive permission. Office staff will use numbers listed on Emergency Cards to contact parents.

Bus Pass/Hare ID

GGUSD provides Hare students with a bus to get to school. The bus is a privilege and use of it can be revoked at any time. If your student receives a bus referral, you must meet with the assistant principal in order to get bus pass returned. If there is another referral then your student will lose bus privileges for the remainder of the year. You can request a copy of the Transportation rules and regulations from the office.

Guest Activities – Criterion for Participation in School Dances/Activities outside of Hare

The student must be in good standing in both academics (no F's and GPA must be a 2.0 or higher) and attendance (90% or better) to meet the initial approval requirements and receive an administrator's signature to attend proposed event. Attendance percentage is calculated based on infractions that include period truancies and period tardies.

Additionally, the student must meet the following additional Hare criterion:

- Be present the full day of school the day of the event or the day prior to the event (e.g., if the event is on Saturday, the student must be present all of Friday, the day prior).
- The student must serve all accrued consequences prior to the event (e.g., any detentions or Saturday schools must be cleared).
- Maintain approval status up to the date of the event as student grades and attendance will continue to be monitored up to the event to ensure continued qualification.

If a permission slip is submitted for an approval signature from the assistant principal, it must be turned in a minimum of 24 hours before the student requires the permission slip.

Textbooks

Your student is responsible for all textbooks assigned to him/her. Any lost or damaged textbook will result in a fine.

Fines

High School diplomas will be withheld if fines are not paid by the day of graduation. Fines will follow the student from school to school. If there is a situation when your student needs to make arrangements for payment, he/she will need to meet with an administrator.