

MARIE L. HARE HIGH SCHOOL

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PARENT HANDBOOK 2019-2020

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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 fully accredited by the Western Association of Schools and Colleges (WASC), receiving a 6-year term of accreditation from the WASC Visiting Committee in the spring of 2016. In addition to being fully accredited, Hare earned the Model Continuation High School award in 2016 and in 2019. 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.

All students at Hare are enrolled in five 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. We are 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.

Teachers at Hare continually demonstrate a commitment to educate our students and prepare them for the 21st century. Hare Huskies are an inclusive community of academic achievers, responsible citizens, and effective communicators who act with pride. Huskies are part of our PACK- demonstrating **P**erseverance, who are **A**ttentive, **C**ooperative and **K**ind. We set high expectations and create a caring environment for all of our students. Students are the focus of our educational program and expected to demonstrate the skills, abilities and potential that we know they possess.

Working together, students at Hare have every opportunity to succeed and work towards their educational goals. Stay involved, attend school regularly, and actively participate in your education. We encourage you to take full advantage of all of the opportunities while you are here!

Have a great school year! ~ **Dr. Stephanie Heflin**

GENERAL INFORMATIONSTAFF

Administration

Stephanie Heflin Principal
Lydia Machado Assistant Principal

Counselor

Jesus Ugarte Counselor

Teachers

Kelly Anderson, Elizabeth Bryan English
Monica Ivers Social Science
Diana Corral English
Tam Do Science, Leadership
Vanessa Collins Social Science
Cynthia Woods Special Education, Electives
Jeannie Kleker English
Jennifer Jurgemeyer Social Science
Roseanna Lewis English
Kimberly Nguyen Science
Adaline Purpura Math
Jay Rivero English
Tricia Simpson Math
Alvaro Solorzano Math
Gloria Wargo Art

CTE Teachers

Angela Ritchie CTE – Graphic Design, Child Care
Lauren Crume CTE – Medical Core
Andrew Dinh CTE – College and Career Seminar

Designated Instructional Services (DIS) Staff

Mai Van Psychologist
Lily Berrelleza Nurse
Chau Tran T.O.S.A

School-wide Support Staff

Virginia Wantz School Secretary
Lisa Lopez Attendance Clerk
Jean Wasinger Guidance Clerk

Vic Chumley Plant Supervisor
Christopher Alba Custodian

Candice Lace Campus Safety Assistant
William Anderson Campus Safety Assistant

Abril Carrasco Community Liaison, A.M. (Spanish)
Jacqueline Salazar Community Liaison, P.M. (Spanish)
Ryan Pietz 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 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.

Hare High School supports positive behavior, intervention and supports (PBIS) as a part of our day to day program. This means that we explicitly teach pro-social skills to students, reinforce students for the good they are doing and intervene providing support when students struggle. Our school-wide behavior statement of purpose and school-wide behavior expectations are as follows:

Hare Huskies are an inclusive community of academic achievers, responsible citizens and effective communicators who act with persistence, attentiveness, cooperation and kindness: Hare Huskies are a PACK!

Hare High School PBIS School-Wide Behavior Expectations Matrix

Behavioral Expectations	Parking Lot/Bus	Hallways	Lunch	MPR	Office	Restroom	Cyberspace
P Persevere	<ul style="list-style-type: none"> 🐾 Sit in assigned seat 🐾 Wait patiently to exit bus/parking lot 🐾 Go directly to campus upon arrival 	<ul style="list-style-type: none"> 🐾 Keep hallways clean and graffiti free 	<ul style="list-style-type: none"> 🐾 Be respectful of self and others. 	<ul style="list-style-type: none"> 🐾 Respect school property 🐾 Be a positive representative of HHS 🐾 Be patient 🐾 Keep an open mind about presenters and topics 	<ul style="list-style-type: none"> 🐾 Be prepared with requests or forms 🐾 Be patient 	<ul style="list-style-type: none"> 🐾 Keep it clean for everyone 🐾 Wash your hands 🐾 Go to restroom and return promptly 	<ul style="list-style-type: none"> 🐾 Ask for help if you are stuck
A Attentive	<ul style="list-style-type: none"> 🐾 Follow bus rules 🐾 Keep buses clean 🐾 Consult campus staff if concerned or feeling unsafe 	<ul style="list-style-type: none"> 🐾 Clean up after yourself 🐾 Use appropriate language 	<ul style="list-style-type: none"> 🐾 Clean up after yourself and others 🐾 Handle food appropriately 	<ul style="list-style-type: none"> 🐾 Focus on presentation 🐾 Applaud appropriately 	<ul style="list-style-type: none"> 🐾 Be mindful of the work environment 	<ul style="list-style-type: none"> 🐾 Always flush 🐾 Be efficient 🐾 Dispose of trash 	<ul style="list-style-type: none"> 🐾 Stay on task during class 🐾 Remain on appropriate websites during class
C Cooperative	<ul style="list-style-type: none"> 🐾 Follow all rules/speed limit 🐾 Stay in designated areas 🐾 Follow adult instruction 🐾 Maintain an appropriate noise level 🐾 Drive safely 🐾 Pick up after yourself 	<ul style="list-style-type: none"> 🐾 Clean campus 🐾 Go directly to destination 	<ul style="list-style-type: none"> 🐾 Wait for your turn in line 🐾 Follow cafeteria employee instructions 🐾 Be respectful to adults and peers 	<ul style="list-style-type: none"> 🐾 Enter and exit in an efficient and orderly manner 🐾 Pick up after yourself 	<ul style="list-style-type: none"> 🐾 Come in as an individual 🐾 Use appropriate language and tone (inside voice) 🐾 Take turns /wait your turn 	<ul style="list-style-type: none"> 🐾 Keep facilities clean and graffiti free 🐾 Remember your purpose 🐾 Take turns (wait) 	<ul style="list-style-type: none"> 🐾 Respect school rules and policies 🐾 Share responsibility
K Kind	<ul style="list-style-type: none"> 🐾 Allow/give right of way 🐾 Be respectful of neighbors 🐾 Resolve conflicts respectfully 🐾 Speak politely to peers and adults 	<ul style="list-style-type: none"> 🐾 Be friendly 🐾 Respect differences 	<ul style="list-style-type: none"> 🐾 Use please and thank you 🐾 Include others 🐾 Use appropriate language and volume 🐾 Show good sportsmanship 	<ul style="list-style-type: none"> 🐾 Respect presenters and audience members 🐾 Refrain from side conversations 	<ul style="list-style-type: none"> 🐾 Show respect for all people 🐾 Make polite requests (please and thank you) 	<ul style="list-style-type: none"> 🐾 Respect the privacy of others 🐾 Use appropriate language 🐾 Use inside voices 	<ul style="list-style-type: none"> 🐾 Respect the privacy of others 🐾 Tolerance for all peers 🐾 Positive posting of self and others

Last Updated May 2017

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 continual individual growth towards mastery of standards including the mastery of academic content, academic English and the 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.

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

School Calendar

OPENING DATE

Students Return to School August 28, 2019 (Wednesday)

HOLIDAYS

Labor Day	September 2, 2019 (Monday)
Veteran's Day	November 1, 2019 (Monday)
Thanksgiving Recess (Including Local Holiday)	November 25- 29, 2019 (Monday - Friday)
Non-Student Day	December 2, 2019 (Monday)
Winter Recess	Dec. 23, 2019 – Jan. 3, 2020
New Year's Day holiday	January 1, 2020 (Wednesday)
Dr. Martin Luther King Birthday	January 20, 2020 (Monday)
Non-Student Day	January 27, 2020 (Monday)
Lincoln Birthday	February 14, 2020 (Friday)
President's Day	February 17, 2020 (Monday)
Spring Recess	April 6 – April 10, 2020 (Monday - Friday)
Memorial Day	May 25, 2020 (Monday)

SPECIAL DATES

Back to School Night and Title 1 Parent Meeting	October 9, 2019 (Thursday)
Open House	March 18, 2020 (Thursday)
GRADUATION	June 11, 2020 (Thursday)
End of 1 st Quarter	November 1, 2019 (Friday)
LAST DAY OF 1 st SEMESTER/End of 2 nd Quarter	January 24, 2020 (Friday)
End of 3 rd Quarter	April 3, 2020 (Friday)
LAST DAY OF 2 nd SEMESTER/End of 4 th Quarter	June 12, 2020 (Friday)
Orientation Meetings (New Students)	August 14, 15, 21 (W/Th/W)
LATE START: COLLABORATION DAYS	Wednesdays September: 4, 11, 18, 25 October: 2, 9, 16, 23, 30 November: 6, 13, 20 December: 4, 11, 18 January: 8, 15, 22, 29 February: 5, 12, 19, 26 March: 4, 11, 18, 25 April: 1, 15, 22, 29 May: 6, 13, 20, 27 June: 3

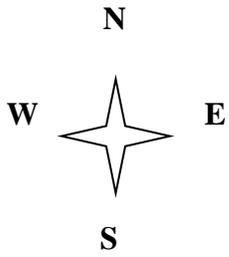
School Site Council/ELAC Meetings	October 23, 2019 (Wednesday) January 15, 2020 (Wednesday) February 12, 2020 (Wednesday) April 15, 2020 (Wednesday) May 20, 2020 (Wednesday)
Summer School Parent Meeting	May 21, 2020 (Thursday)

Hare High School Schedules

Daily Instructional Schedule		Collaboration Day Schedule	
Period	Time	Period	Time
0	8:23 AM-9:16 AM	Collaboration	8:23 AM-9:23AM
Passing	9:16 AM-9:20 AM	0	9:23 AM-10:16 AM
1	9:20 AM – 10:14 AM	Passing	10:16 AM-10:20 AM
Passing	10:14 AM-10:18 AM	1	10:20 AM-11:02 AM
2	10:18 AM – 11:12 AM	Passing	11:02 AM-11:06 AM
Passing	11:12 AM-11:16 AM	2	11:06 AM-11:48 AM
*3	11:16 AM – 12:13 PM	Passing	11:48 AM-11:52 AM
Lunch	12:13 PM-12:48 PM	*3	11:52 AM-12:37 PM
Passing	12:48 PM-12:52 PM	Lunch	12:37 PM-1:12 PM
4	12:52 PM-1:46 PM	Passing	1:12 PM-1:16 PM
Passing	1:46 PM-1:50 PM	4	1:16 PM-1:58 PM
5	1:50 PM-2:44 PM	Passing	1:58 PM-2:02 PM
		5	2:02 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
*Denotes Announcement Period		Passing	10:58 AM-11:02 PM
		4	11:02 AM-12:30 PM
		Lunch	12:30 PM-1:10 PM

CHAPMAN AVENUE



16 Bldg H

17 Bldg I | 18 | 19

Teachers Workroom
Bldg G

14 Bldg J | 15

MP Room
Bldg F
Kitchen

Pump Room

9 Bldg K | 10 | 11 | 12

M
A
G
N
O
L
I
A

3 Bldg E | 4

Student Store | 5 Bldg L | 6 | 7 | 8

1 Bldg D | 2

F
A
C
U
L
T
Y

Admin Office Bldg C

CTE Bldg B

CalSafe Program
Bldg M

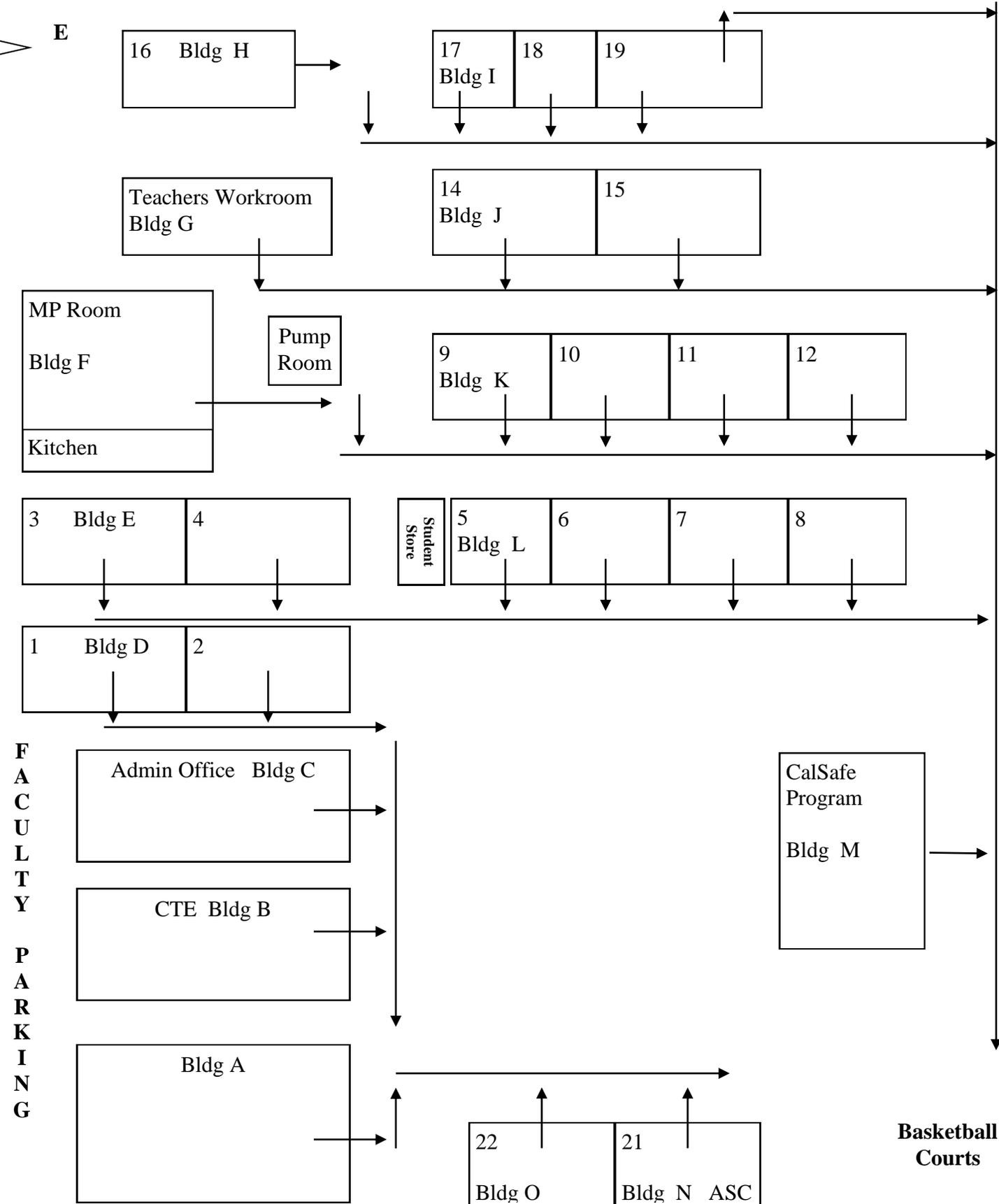
P
A
R
K
I
N
G

Bldg A

22 Bldg O | 21 Bldg N ASC

Basketball Courts

STUDENT PARKING LOT



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 office (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.

Tardy Policy

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.

- All students will have attendance time owed for tardiness as it occurs
- Attendance time owed will be assigned in 30 minute increments for every 3rd tardy or multiple thereof (on the 3rd, 6th, 9th, 12th ...)
- Students are expected to proactively make up any attendance time owed and can choose from a menu of options to clear time owed; options include lunch detention, voluntary community service, meeting with a teacher for extra help, Wednesday morning volunteering or attending a restorative group at lunch. When students accumulate attendance time owed without taking the initiative to make up the time, Saturday School or campus service hours will be assigned by the assistant principal.
- School community liaisons will be in communication with families to keep you informed about students' attendance time owed.

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 truanies will not be tolerated.
- Continued truanies may result in any of the following: 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 truant students will be dis-enrolled and 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.

PACK: Husky School-Wide Behavior Expectations

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, Hare students are expected to behave appropriately. Hare High School supports positive behavior, intervention and supports (PBIS) as a part of our day to day program. This means that we explicitly teach pro-social skills to students, reinforce students for the good they are doing and intervene providing support when students struggle. If a Hare student is unable to maintain appropriate behavior, interventions and consequences will be assigned.

Hare HS School-Wide Behavior Expectations

Hare High School PBIS School-Wide Behavior Expectations Matrix

Behavioral Expectations	Parking Lot/Bus	Hallways	Lunch	MPR	Office	Restroom	Cyberspace
P Persevere	<ul style="list-style-type: none"> Sit in assigned seat Wait patiently to exit bus/parking lot Go directly to campus upon arrival 	<ul style="list-style-type: none"> Keep hallways clean and graffiti free 	<ul style="list-style-type: none"> Be respectful of self and others. 	<ul style="list-style-type: none"> Respect school property Be a positive representative of HHS Be patient Keep an open mind about presenters and topics 	<ul style="list-style-type: none"> Be prepared with requests or forms Be patient 	<ul style="list-style-type: none"> Keep it clean for everyone Wash your hands Go to restroom and return promptly 	<ul style="list-style-type: none"> Ask for help if you are stuck
A Attentive	<ul style="list-style-type: none"> Follow bus rules Keep buses clean Consult campus staff if concerned or feeling unsafe 	<ul style="list-style-type: none"> Clean up after yourself Use appropriate language 	<ul style="list-style-type: none"> Clean up after yourself and others Handle food appropriately 	<ul style="list-style-type: none"> Focus on presentation Applaud appropriately 	<ul style="list-style-type: none"> Be mindful of the work environment 	<ul style="list-style-type: none"> Always flush Be efficient Dispose of trash 	<ul style="list-style-type: none"> Stay on task during class Remain on appropriate websites during class
C Cooperative	<ul style="list-style-type: none"> Follow all rules/speed limit Stay in designated areas Follow adult instruction Maintain an appropriate noise level Drive safely Pick up after yourself 	<ul style="list-style-type: none"> Clean campus Go directly to destination 	<ul style="list-style-type: none"> Wait for your turn in line Follow cafeteria employee instructions Be respectful to adults and peers 	<ul style="list-style-type: none"> Enter and exit in an efficient and orderly manner Pick up after yourself 	<ul style="list-style-type: none"> Come in as an individual Use appropriate language and tone (inside voice) Take turns /wait your turn 	<ul style="list-style-type: none"> Keep facilities clean and graffiti free Remember your purpose Take turns (wait) 	<ul style="list-style-type: none"> Respect school rules and policies Share responsibility
K Kind	<ul style="list-style-type: none"> Allow/give right of way Be respectful of neighbors Resolve conflicts respectfully Speak politely to peers and adults 	<ul style="list-style-type: none"> Be friendly Respect differences 	<ul style="list-style-type: none"> Use please and thank you Include others Use appropriate language and volume Show good sportsmanship 	<ul style="list-style-type: none"> Respect presenters and audience members Refrain from side conversations 	<ul style="list-style-type: none"> Show respect for all people Make polite requests (please and thank you) 	<ul style="list-style-type: none"> Respect the privacy of others Use appropriate language Use inside voices 	<ul style="list-style-type: none"> Respect the privacy of others Tolerance for all peers Positive posting of self and others

Last Updated May 2017

Hare HS Classroom Behavior Expectations

Hare High School Classroom Matrix

Behavioral Expectations	Enter/Exit Classroom	Direct Instruction	Cooperative Learning/Labs	Independent Practice	Cyberspace
P Persevere	<ul style="list-style-type: none"> Be on time Begin classroom routines Remain seated Wait to be dismissed 	<ul style="list-style-type: none"> Ask clarifying questions Be prepared and organized Stay on task Give your undivided attention Follow electronics policy 	<ul style="list-style-type: none"> Know your role and be accountable Take intellectual risks Ask for clarification as needed 	<ul style="list-style-type: none"> Work quietly Ask questions Complete assignments thoroughly and on time Give maximum effort 	<ul style="list-style-type: none"> Use internet for appropriate reasons Use approved sites Stay focused on your assignment
A Attentive	<ul style="list-style-type: none"> Check agenda and objectives Be ready with supplies and assignments Keep doorways and aisles clear Check for correct Chrome book number 	<ul style="list-style-type: none"> Listen actively-SLANT Be prepared to contribute Limit distractions Take notes 	<ul style="list-style-type: none"> Read and follow directions Be engaged and participate Listen actively to others' comments Keep work area clean and clear 	<ul style="list-style-type: none"> Stay on task Read directions Listen for instructions Work diligently-use time wisely 	<ul style="list-style-type: none"> Maintain a safe environment for technology Report inappropriate technology use Screens at 45° during tech instruction
C Cooperative	<ul style="list-style-type: none"> Enter quietly Phones and ear buds are put away Keep classrooms clean Be respectful and polite of classroom environment Plug-in Chrome books when putting away 	<ul style="list-style-type: none"> Raise your hand to contribute Wait your turn to speak Participate in class and partner discussions Listen to all student responses 	<ul style="list-style-type: none"> Respect each other's ideas and perspectives Provide constructive feedback to the group Do your share Respect materials and environment Return all materials to designated areas Follow all safety procedures 	<ul style="list-style-type: none"> Follow teacher directions Focus on the assignment Turn in assignments on time Review at home and in class 	<ul style="list-style-type: none"> Plug in Chrome books after use Use digital citizenship Chrome books should be used for assignment only Site your sources Use Aeries at an appropriate time
K Kind	<ul style="list-style-type: none"> Hold doors for others Greet other appropriately Allow others to complete opening routines Wait your turn when entering or getting materials Respect others' personal space and property 	<ul style="list-style-type: none"> Minimize distractions Value classmates' opinions and responses Use appropriate and academic language Help others Be respectful of teacher and peers 	<ul style="list-style-type: none"> Use respectful and appropriate language Help classmates Wait your turn to speak Stay positive 	<ul style="list-style-type: none"> Own your own work and learning Provide a positive and distraction-free learning environment Be patient with yourself and others Be respectful of others' quiet time 	<ul style="list-style-type: none"> Respect others' rights to privacy Use technology with care

Hare HS Rewards

At Hare HS, we want to honor the good that is happening all around us from the classroom to the quad. We want to acknowledge when students are meeting school-wide and classroom expectations. We do this in a variety of ways and some are noted below:

Good News Phone Call

Good news phone calls are positive calls made by teachers or administration to let you know what your son or daughter is doing well at Hare High School.

PACK Points

At Hare, positive behavior is rewarded with PACK Points. PACK Points are rewards for unsolicited social behavior. Students earn points by demonstrating the PACK behaviors in our school wide matrices – participating in class, taking care of their surroundings, or caring for a fellow classmate. Students are awarded points for the positive behaviors we see and all staff can award points. Students in turn use their points to earn a variety of rewards from tech gear to Husky spirit wear.

Top Dawg

Top Dawg is Hare High School's student of the week. The student of the week is a Husky that has demonstrated all the PACK characteristics: perseverance, attentiveness, cooperation, and kindness. Each teacher nominates a student weekly and names are drawn during our live YouTube Top Dawg weekly production. All nominees receive PACK Points just for getting nominated and the Top Dawg winner receives a gift card for food or music, a certificate and a photo taken for the office.

Student of the Quarter

Student of the quarter honors standout students that have maintained and honored school-wide expectations for the entire quarter. Student of the quarter honorees have demonstrated all the PACK characteristics: perseverance, attentiveness, cooperation, and kindness and each teacher nominates one stand-out student per quarter. Honorees are invited to a special lunch with faculty and staff.

Specific Discipline Incidences

1. **Fighting/intimidation/harassment or bullying/digital harassment or bullying will not be tolerated.** Possible consequences are possible suspension (1-5) days, parent contact, parent conference, a referral to anger management classes, possible involvement with GGPD or immediate reassignment to alternative education.
2. **Electronic/digital device/cell phones** are allowed during passing periods and lunch. Cell phones and headphones are expected to be put away during class time; this is a school-wide expectation. Teachers may exercise discretion and progressive discipline to warn students as needed.
 - Violations will result in the student's phone being turned in to the assistant principal by school staff. On a first offense, a student may pick up their phone at the end of the day. Students refusing to turn over devices will be escorted from class by campus security to meet with administration.
 - On a second offense, the phone will only be returned to a parent or guardian after a conference and contract are signed by both student and parent. The contract outlines that a third offense will result in the phone being held for the remainder of the school year at which time it will be returned to the family.
3. **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):
 - Suspension
 - Longer suspension and conference for repeated offenses
 - Possible assignment to cessation class
4. **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:
 - Suspension, expulsion, arrest according to education and penal codes
 - Possible referral to District Discipline Committee (transfer/expulsion cases)
 - Longer suspension period for repeated offenses, possible referral to drug/alcohol classes
5. **Cheating:** Students involved in cheating/plagiarism can expect to receive an "F" or "0" grade on the particular assignment/assessment and a parent conference as needed. In addition, a student may be assigned to Saturday School or suspended, determined by Administration.
6. **Dress Code:** Clothing and grooming will be school appropriate. Students should dress in a presentable manner that is not distracting or disruptive to others. Clothing with drug, alcohol, gang or sexual references may not be worn, or clothing that does not appropriately cover one's body. Inappropriately dressed students will be asked to wear a "loaner" shirt or call home for a change of clothes. If in doubt, don't wear it.

Hare Interventions and Progressive Discipline

1. Classroom: teachers will follow Hare HS Classroom matrix and follow progressive steps outlined in their syllabus
2. The parents are to be initially notified by teacher for inappropriate behavior.
3. If behavior continues, the teacher will refer the student to administration. The administration will assign consequences as appropriate to the infraction and may include detention, Saturday school, counseling, suspension, or referral to alternative education. Consequences are progressive.
4. A parent conference and behavior contract will be signed with continued or escalating behavior.
5. A parent conference will be held with administration for excessive defiant behavior, disregard for school-wide expectations or failure to meet behavior contract expectations and to determine school placement.

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:

- ◆ Support the administration and staff by encouraging my child to follow school wide PACK expectations.
- ◆ Support the administration and staff by ensuring my child participates in any school assigned intervention, academic or behavioral, to help my child succeed.
- ◆ I will work in partnership with the Hare administration to discuss alternative educational options when my child is not making adequate academic progress.
- ◆ 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 through Parent Portal or school contacts.
- ◆ 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 requirements and options for continuing education after high school.
- ◆ 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.
- ◆ Ensure that my child attends ROP per enrollment requirements.

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 may 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 prohibited 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 or after school or at lunch time.**

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/>

OTHER SCHOOL INFORMATION

Student Activities

Hare provides activities for all students, such as: celebrating Red Ribbon week, Spirit week, college visits/field trips, “Friday Night Live” events, basketball tournaments, student-faculty flag football and softball games, Academic awards assemblies, etc... **Students must be current in all time owed in order to participate in school activities. If students have time owed, they will not be able to participate. This includes transitioning to home schools and participating in graduation.**

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 account 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 the 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 attendance time owed prior to the event
- 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.