

# MARIE L. HARE HIGH SCHOOL

12012 Magnolia St.  
Garden Grove, CA 92841  
714-663-6508 (Main Office)  
714-663-6510 (Fax)



# School Discipline Rules and Procedures

## 2020-2021

### ATTENDANCE

#### Absences

If a student is going to be absent, **you must call the school *each morning of the absence(s)***. Your child 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 a pet or extended family member (i.e. cousin), family reunion, car trouble, missing the bus, and/or vacation.

Students who forge or have others other than you or your student's legal guardians attempt to excuse absences can result in 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. **\*During distance learning, student attendance will be marked within the first 10 minutes of a video conference session. Students will need to make sure they are signed in for all classes, from start to finish to receive attendance credit.**

- All students will have attendance time owed for tardiness as it occurs
- Attendance time owed will be assigned in 30 minute increments for every 3<sup>rd</sup> tardy or multiple thereof (on the 3<sup>rd</sup>, 6<sup>th</sup>, 9<sup>th</sup>, 12<sup>th</sup> ...)
- 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.
- **During distance learning, attendance and truancy issues will be handled by administration and the school district. This may include parent conferences, home visits or wellness checks, or referral to alternative education.**

## 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 truanancies will not be tolerated.
- Continued truanancies 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 High School PBIS School-Wide Behavior Expectations Matrix

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

Last Updated May 2017

Hare High School Classroom Matrix

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

### 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 devices/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 the 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.