



ATTENDANCE

La Quinta High School has the highest attendance rate in the Garden Grove Unified School District! By sending your children to school every day you are teaching them responsibility, perseverance, self-discipline, and the value of hard work.

Thank you for your support!

ATTENDANCE OFFICE

Telephone: 663-6344

Ms. Haynes, Attendance Secretary,

Students last name A-M

Ms. Dunderdale, Attendance Clerk,

Students last name N-Z



**"Students need to be on time, attend school regularly,
and attend all assigned classes."**

ABSENCES

- If a student is absent for more than one day, please call the Attendance Office. Upon return to school, parent must write and sign a note giving dates(s) and reason for absence.
- Excessive absences will require a parent conference.
- Please schedule appointments (medical, dental, DMV) after school hours.
- If a student knows that he/she will be absent for 3 or more days, a note must be brought to the Attendance Office prior to the absence. It is the student's responsibility to get homework and classwork from teachers prior to leaving.
- Students who have been absent must allow extra time to pick up their re-admit before their first period to avoid being marked tardy to class.
- Students who arrive to their first period class more than ten minutes late without a valid written reason from a parent will be marked absent and will be assigned detention.
- Students who are truant the last period of their school day will be assigned a Saturday School.



OFF CAMPUS PASSES

- **Leaving Campus:** Students who need to leave campus early should bring a note from a parent indicating the reason for leaving and release time. Students should bring the note to the attendance office before going to their first class. The Attendance Office will call the parent to verify the request and will issue an off-campus pass to the student. If a parent picks up a student to go off campus, a valid photo I.D. (driver's license) must be presented to the office staff. A student who becomes ill or needs to leave during school hours must come to the nurse to get an Off-Campus Pass before they leave campus. Students who leave campus without a pass will be assigned a Saturday School.
- **Senior Privilege:** Seniors may leave campus for lunch if a permission slip, signed by a parent in front of school personnel, is on file in the Attendance Office. **Seniors who do not return from lunch while on senior privilege will be considered truant and will be assigned a Saturday school.** If a senior cannot return to school, a parent must call the attendance office the same day. Senior privilege will be revoked for excessive tardies, truancies, or lending an I.D. to another student. Senior privilege is a *privilege* and not a *right*.
- **Off-campus Lunch Pass (underclassmen):** Students who live within two blocks of the school may go home for lunch. A directory of "qualified" streets is available in the attendance office. A parent must come to the attendance office to sign the application. The application must be renewed each year. A color-coded sticker will be attached to the student's I.D. card for verification.



- **ROP Enrollment:** A color-coded sticker will be attached to the I.D. card of students who need to leave campus early to attend a ROP class.



**Good attendance leads
to success in life.
Send your student to
school EVERY DAY !**

IMPORTANT INFORMATION

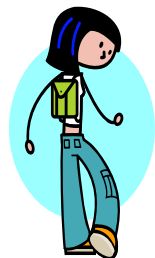
CHANGE OF ADDRESS

Any student whose permanent address or telephone number changes during the course of the school year should notify the guidance office immediately.



DANCES

La Quinta High School dances are for La Quinta students and their guests only. All students and guests must present a photo ID at the door. Students who wish to bring a guest must complete and turn in a guest application form at least 48 hours in advance of the dance. Guests must be accompanied by a LQ student and must remain with the student for the duration of the dance. Once admitted to the dance, students are not permitted to return to their cars unless they plan to leave. Smoking, drinking, and drugs are absolutely forbidden at any La Quinta sponsored activity. Students violating this school rule will be asked to leave the dance, parents will be contacted and the student will be subject to school penalties including suspension.



EIGHTEEN-YEAR-OLD STUDENTS

La Quinta High School recognizes that 18-year-old students are adults and have certain rights and privileges. However, being a public education institution, the school has the right to revoke the privilege of attending La Quinta for abusing normal procedures. Failure to comply with school policies will result in immediate referral to the Adult Education Center to fulfill high school graduation requirements. The school also reserves the right to contact or ask for parental confirmation regarding absences unless a Request for 18-Year-Old Privilege form is completed and on file in the Attendance Office. This privilege is reserved only for students who have special circumstances. To obtain this privilege, it must first be authorized and approved by the administration. **Following a conference with an administrator, parent, and student, the parent must sign the privilege form in the administrator's presence.**

ELECTRONIC DEVICES AND CELL PHONES

Ipods, MP3's, cameras, radios, CD, and video game players, and cellphones must remain turned off and out of sight during school hours. According to EC. 48901.5, students may possess cell phones at school, but these devices must be turned off and be stored out of sight. Electronic devices that are visible will be confiscated and returned only to a parent or guardian. Devices that are confiscated a second time in one school year will be kept in the assistant principal's office until the end of the year.



LOCKERS



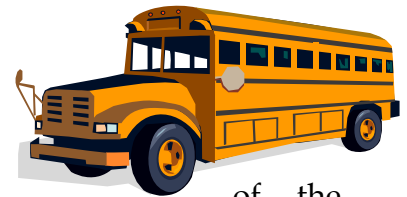
Lockers on campus and in P.E. are provided to store books and other materials required for school. Students are strongly advised to lock their lockers at all times and should not divulge their combinations to other students. **No money or valuables should be kept in the locker at any time** as the school district assumes no liability for belongings left in lockers (including textbooks, athletic equipment, and uniforms). Students are issued lockers in ninth grade (or upon entry to LQHS) and keep the same locker throughout their stay at La Quinta.

PERSONAL PROPERTY

The district assumes no liability and is not responsible for loss, damage or theft of personal property brought on campus. The district is not responsible for any device that is lost, stolen or damaged, even after it is confiscated.

FIELD TRIPS

Field trips are an extension of the school; therefore, all classroom and school rules apply. Before deciding to participate, the student should compare the educational value of the trip with academic responsibilities and attendance requirements. Parents are required to sign permission forms for each off-campus trip.



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HOMEWORK REQUESTS DURING AN ABSENCE



If a student is absent for a legitimate reason, he/she will have an equal number of days to the days of absence to make up the work. It is the responsibility of the student to ask for and make up work missed.

Work that is not completed may result in an "F" grade.

Homework may be requested on the third day of absence. The student or parent must call the attendance office at 663-6373 to request homework.

REPORT CARDS

The school will mail four report cards home each year (two each semester). The second and fourth quarter grade report issued at the end of each semester will be recorded on the student's permanent record. The school will also mail progress reports every 4 ½ weeks for students who are doing unsatisfactory work. Dates these reports will be mailed home are listed on the Guidance webpage.



STUDENT STORE

The student store sells snacks before school, at lunch and after school. No sales are made during class time. If you have questions regarding the student store, please contact the activities director at 839-4830.

TEXTBOOKS

Textbooks are issued free of charge to students. **Students are responsible for the care and return of these books. Students will be charged accordingly if books are lost or damaged beyond normal wear.** Underclassmen must clear all lost textbooks and fines before they return for the fall semester. Seniors must clear all lost textbooks and fines before they graduate.



WITHDRAWAL FROM LA QUINTA

If it is necessary to withdraw from school during the year, the student is required to complete a withdrawal form and obtain all necessary signatures. The student must return all books, materials, and athletic or other equipment issued by the school or pay for any items not returned. A parent must sign the withdrawal form in the attendance office.

VISITORS/DELIVERIES POLICY



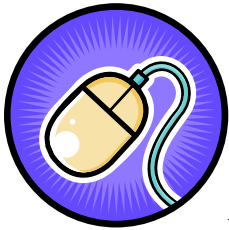
La Quinta High School is pleased to receive adults, parents, and alumni. All adult visitors must report to the front office prior to visitation and be issued a *Visitors Pass*. Students are not permitted to bring friends to “spend the day.” Delivery of items such as flowers, and balloons is discouraged. Although the student will be notified of the delivery, items will not be allowed on campus until after school. Class interruptions will be kept to a minimum.

DRESS CODE

Students at La Quinta should dress within reasonable limits set the styles and customs of the time and must not jeopardize the health or safety of the wearers or others or cause distraction to the educational process of the school. Clothing must be neat and clean and in proper taste. Any clothing that suggests alcohol, drug, or tobacco use, racial or general intolerance, gang involvement, or sexuality is forbidden. Students will be asked to change their attire or they will be sent home. Shoes must be worn at all times. Due to gang affiliation and identification, it has become necessary to restrict the wearing of head covering. Only La Quinta hats are permitted at school. No bandanas are allowed. Wallet chains are also prohibited.



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INTERNET USE

La Quinta has numerous computers available for student use with direct connection to the Internet. In order for a student to access the Internet, both the student and parent must sign the Internet Use Agreement at the beginning of each year. This agreement describes the school/district policy regarding Internet use. To use the Internet, the student must show his/her ID card indicating approval for Internet use. Students who violate the Internet Use Agreement will lose Internet privileges and may be subject to further disciplinary action such as parent notification, detention, Saturday school and suspension.



ACADEMIC HONESTY

Academic dishonesty is defined as:

- Submitting for class credit any project or material which is partially or totally the work of someone else, including copying papers, homework assignments or a test.
- Preparing work for another student or giving/lending assigned work to another student who will represent this work as his/her own.
- Communication with anyone other than the teacher during a test, including giving or receiving verbal, written, or visual aid.
- Willfully exchanging (receiving or disclosing) information as to the content of the test with any other student who will be taking the test in another class or section.
- Using the Internet as a means to copy work or post work for other students to copy.
- Plagiarism in any form, including plagiarism committed by a member of a group in which the group is responsible for the assignment. In such a case all members of the group have violated the cheating policy.

CONSEQUENCES FOR ACADEMIC DISHONESTY

On the first offense a student will:

- Have a one day on campus suspension and a parent conference
- Receive 0 points without possibility of make up on the assignment

The following types of dishonesty will result in a one-day suspension at home, parent conference and a “Withdraw/F” on the first offense:

- Illegally obtaining an examination
- Illegally obtaining and using a teacher’s edition to complete class assignments or homework
- Changing a grade in a teacher’s grade book or computer

On the second offense, and any future offense in a high school career, the student will:

- Have a one-day on campus suspension and a parent conference
- Be dropped from the class with an ‘F’

All students and parents must sign the Academic Honesty Policy each year.



TARDY POLICY

Students are tardy if they are not in the classroom when the bell rings. Students picking up readmit slips for a previous absence must be in class at 8:00 a.m. or they will be marked tardy. Attendance windows open at 7:00 a.m. Tardies are cumulative by semester. the tardy procedures are listed below.

- First Tardy - Teacher will counsel student
- Second and Third Tardy - The teacher assigns detention and contacts the parent or guardian. Failure to serve detention after the appropriate options will result in a referral.
- Fourth Tardy - The student will be referred to the counselor. The counselor will assign one hour of detention and contact the parent or guardian.
- Fifth and Sixth Tardy - The student will be referred to the assistant principal and a Saturday School will be assigned for each of these tardies. Parents will be notified of a possible drop from the class. **Subsequent tardies will be subject to appropriate disciplinary action by the assistant principal. The student may be dropped from the class with a semester grade of "F" on the 7th tardy and parents will be notified.**

School wide tardy sweeps will also be conducted throughout the school day to ensure students are getting to class on time. If a student is caught in a tardy sweep, he/she will receive a detention.



DISCIPLINE GUIDELINES



The following guidelines are used in determining consequences for student offenses. Please review these with your son/daughter so they are aware of the consequences of inappropriate behavior at school.

CONTROLLED SUBSTANCES

Garden Grove Unified School District Board of Education prohibits the possession and/or use of tobacco, alcoholic beverages, drugs, and drug-related paraphernalia on school property. This prohibition also includes all activities sponsored by La Quinta High School that extend beyond the school day. Possession and/or use of any form of alcohol, drug, or controlled substance will result in the following:

1. Tobacco Products
 - a. Use
 - First Offense: Suspend 2 days, parent contact
 - Second Offense: Suspend 3 days, parent contact, behavior contract
 - Third Offense: Suspend 5 days, possible referral to District Discipline Committee or alternative education
 - b. Possession – Saturday School, Confiscation of item
2. Drug Paraphernalia (possession or sale)
 - First Offense: Suspend 3 days, parent and police contact
 - Second Offense: Suspend 5 days, referral to District Discipline Committee
3. Drugs, Alcohol, and Marijuana
 - a. Possession and/or use
 - First Offense: Suspend 3-5 days, referral to drug counseling, parent and police contact, possible referral to District Discipline Committee
 - Second Offense: Suspend 5 days, parent, police contact, referral to Discipline Committee
 - b. Sale – Suspend 5 days, parent and police contact, referral to Discipline Committee with recommendation for expulsion
 - c. Furnishing – Suspend 3-5 days, parent, police contact, possible referral to Discipline Committee
4. “Look alike” Substance – Suspend 3-5 days, parent and police contact, possible referral to District Discipline Committee

DANGEROUS OBJECTS

1. Weapons and explosive devices (possession or use of knife, gun, club, dangerous object, imitation firearm, bomb, M-80 type explosive) – Suspend 5 days, parent and

police contact, referral to District Discipline Committee with recommendation for expulsion

2. Use of fire or fire crackers
 - a. Arson – Suspend 3-5 days, police, fire department and parent contact, possible referral to District Discipline Committee
 - b. Possession/use of fire crackers – Suspend 1-3 days, parent contact
 - c. Use of lighter/matches in class – Saturday School

ENDANGERING THE SAFETY OF OTHERS

1. Fighting/mutual combat (on or off campus during school hours or in route to and from school or at any school-sponsored event) per school year
 - First Offense – Suspend 1-5 days, parent conference
 - Second Offense – Suspend 5 days, parent conference, implementation of behavior plan, referral to anger management
 - Third Offense - Suspend 5 days, parent, police contact, and referral to Discipline Committee
2. Assault/battery – Any willful and unlawful use of force or violence upon another person
 - First Offense – Suspend 5 days, parent and police contact, and possible referral to District Discipline Committee
 - Second Offense - Suspend 5 days, parent and police contact, and possible referral to District Discipline Committee
3. Aides or abets in the infliction or attempted infliction of physical injury to another student
 - First Offense – Suspend 1-5 days, parent contact, possible police contact
 - Second Offense – Suspend 3-5 days, parent contact, implementation of behavior plan, possible police contact
 - Third Offense – Suspend 5 days, parent contact and referral to District Discipline Committee, possible police contact
4. Bullying, intimidation, threats, verbal assault and/or harassment (toward peers)
 - First Offense – Suspend 1-3 days, parent contact
 - Second Offense – Suspend 3-5 days, parent contact
 - Third Offense – Suspend 5 days, parent contact and referral to District Discipline Committee
5. Witness Intimidation/Threat – Suspend 5 days, parent and police contact, possible referral to District Discipline Committee
6. Hate Violence
 - First Offense – Suspend 3-5 days, parent and possible police contact
 - Second Offense – Suspend 5 days, parent, police contact, and referral to Discipline

Committee

7. Gang Activity (inappropriate clothing, use of symbols, flashing signs, group confrontation)
 - Warning, parent conference, behavior contract
 - Suspend 2-5 days, possible referral to District Discipline Committee
8. Terrorist threat against school official or property – Suspend 5 days, parent and police contact, referral to District Discipline Committee
9. Assault or Battery on school employee – Suspend 5 days, parent and police contact, referral to District Discipline Committee

FAILURE TO SERVE

1. Detention
 - First Offense- Re-assigned
 - Second Offense - Saturday School, parent contact
2. Saturday School
 - First Offense- Re-assigned, parent contact
 - Second Offense – On-campus suspension, parent contact, re-assigned
 - Third Offense – Suspend 3 days, parent conference
3. On Campus Suspension – Suspend 3 days at home

FORGERY/POSSESSION OF SCHOOL DOCUMENTS

Saturday School, In House Suspension or 1 to 3 days suspension, Parent contact

GAMBLING

Playing cards, dice and other gambling paraphernalia are not permitted on campus - Confiscation of item and release only to parent.

MISBEHAVIOR/INSUBORDINATION

(At school and school functions, on or off campus)

Progressive discipline pending severity of incident: referral to counselor or assistant principal, detention, parent contact, Saturday School, 1-5 days suspension, removal from activity, possible police contact, and possible referral to District Discipline Committee

PROFANITY, OBSCENITY, VULGARITY

1. Directed toward peers or non-directed
 - First Offense: Saturday School, parent contact.
 - Second Offense: Suspend 1 to 3 days, parent conference.

2. Directed toward a staff member
 - First Offense: Suspend 1 to 3 days, parent contact
 - Second Offense: Suspend 3 to 5 days, parent conference; possible referral to Discipline Committee
3. Sexual Harassment
 - First Offense: Conference with administrator, parent contact, possible detention/Saturday school, possible suspension, possible police contact
 - Second Offense: Suspend 1-3 days, parent contact, possible police contact
 - Third Offense: Suspend 5 days, referral to discipline committee, possible police contact
4. Sexual Assault and/or Battery – Suspend 5 days, parent and police contact, referral to District Discipline Committee

THEFT/ROBBERY/EXTORTION

1. Theft or knowingly receiving stolen school or personal property
 - Less than \$50.00 value, no breaking and entering, first offense - Suspend 1-3 days, restitution, parent contact
 - More than \$50.00 value and/or breaking and entering and/or second offense – Suspend 5 days, restitution, parent and police contact, possible referral to District Discipline Committee.
2. Robbery or extortion - Suspend 5 days, restitution, parent and police contact, possible referral to District Discipline Committee.

UNAUTHORIZED ITEMS

1. Use of skateboards, bicycles, cell phone, electronic games, music player, wallet chain, non-LQ hats, or playing cards on campus during school time – Confiscation of item, released only to parent
2. Possession of permanent markers and liquid whiteout is prohibited.
3. Students may not write gang-related writing on their papers, folders, books, or backpacks. Items will be confiscated, parents will be notified.

VANDALISM/ GRAFFITI

Restitution, detention, Saturday School, suspend 1-5 days, parent contact, possible police contact and/or referral to District Discipline Committee.

CONSEQUENCES



DETENTION

- Students will be assigned one detention for each period of truancy.
- Detentions must be served from 2:45 a.m. to 3:30 p.m., Monday through Thursday, in the assigned room.
- Four period trancies will result in a Saturday School.

SATURDAY SCHOOL

La Quinta High School conducts Saturday School which is designed to discourage disciplinary and truancy problems. We, as a school staff, find this program to be extremely beneficial in fostering a positive educational climate. Truancy, suspension, and discipline problems are greatly reduced as a result of Saturday School. Saturday School will be conducted from 8:00 a.m. to 12:00 noon every Saturday morning (excluding some holiday weekends). If you have any questions regarding this program, please call the assistant principal in charge of Saturday School at 663-6373.

- Students who leave campus during lunch or a scheduled class period without the proper check-out procedure (off campus without a pass) will receive a Saturday School. Parents will be contacted.
- Forgery of any school document will result in assignment of a Saturday School and parent contact will be made.
- Students who are truant more than three (3) consecutive periods on the same day or are truant in the same class period more than (4) consecutive days will be assigned a Saturday School and parent contact made.
- Students who are truant the last period of their school day will receive a Saturday School.
- The student is subject to suspension if a Saturday School is not served.
- Saturday School and detentions will be assigned by the administrators.

ON CAMPUS SUSPENSION

Based on available district funding, on campus suspension may be used for students who commit non-violent, suspendable offenses. Students suspended will not be allowed contact with students during the instructional day. They will be required to complete assignments under the supervision of a substitute teacher.

OFF CAMPUS SUSPENSION

The term suspension means the removal of a student from all school activities (including extracurricular activities such as clubs, sports and ROP classes) by an authorized member of the administrative staff for a specific and limited amount of time.

HEALTH OFFICE



HEALTH SERVICES

The school nurse is available for health counseling and emergencies. If a student has an accident or other health emergency, the student should ask a teacher or another student to accompany him/her immediately to the health office located in the guidance center.

IMMUNIZATION REQUIREMENTS

Before admission to La Quinta, all students must show proof of immunizations against the following illnesses:



- Poliomyelitis,
- DPT (diphtheria, pertussus, tetanus),
- Hepatitis B,
- Varicella or proof of having had chicken pox
- MMR (measles, mumps and rubella)

In addition, all students from within Orange County must have had a TB (tuberculosis) test within the last 18 months and a chest x-ray with results if TB test is positive.

All students from outside Orange County must have had a TB test before being admitted to the school and a chest x-ray with results if the TB test is positive. GGUSD operates a clinic at the Assessment and Registration Center at Cook Elementary school that provides immunization, TB testing and school physicals. Call 663-6411 for information regarding clinic times and services.

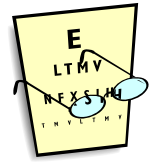
MEDICATION

All parent-authorized medications must be taken in the nurse's office under the observation of an approved staff member. If a student needs to take medication while on campus, a medicine authorization form must be completed by the student's doctor and parent/guardian and be placed on file in the health office. The medication must be in a prescription container with a label stating the student's name, the medication inside and the dose printed by the pharmacy. If the medicine is an over-the-counter medication the authorization form is still required, signed by the prescribing M.D., and the student must provide the medicine in an unopened bottle to the health office. It is not recommended that students carry medicine on them while on campus, but may do so if the M.D. designates this on the authorization form. If a student has medication on campus, without the appropriate form on file, he/she may be at risk of suspension.



MEDICAL NEEDS AND EXEMPTIONS

If a student is unable to participate in Physical Education because of a medical reason you must bring a note from the doctor indicating the limitations.



If a student is unable to attend school for an extended period of time because of medical issues, arrangements can be made for home instruction. Bring a note from the doctor requesting home teaching and the duration of time home teaching is needed, to the health office at La Quinta.

PSYCHOLOGICAL SERVICES

A school psychologist is available to consult with students experiencing problems that may interfere with achievement of their educational or personal goals. Students or concerned parents may make an appointment with the school psychologist through the guidance office. A member of the professional staff may also refer a student to the proper community resources for additional assistance if needed.