



LHS DEN GUIDE

Student addendum to the 2024-2025
Henry County Student/Parent Handbook

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MISSION: *Luella High School will graduate each student college and career ready - life ready.*

VISION: *Collaboratively as a unified school community, Luella High School is committed to offering every student and staff member top-tier opportunities for growth, exploration, and personal achievement.*

WELCOME TO LUELLA HIGH SCHOOL

Greetings Luella Lions!

On behalf of the entire faculty and staff, I'd like to extend a warm welcome to each one of you as we begin this exciting academic year. Whether you're a returning student or new to our school, we're thrilled to have you here with us.

I would like to introduce you to an essential resource that will guide you through your time at our school—the Den Guide. This supplemental handbook serves as a valuable reference, providing you with important information about our school's policies, procedures, and expectations.

Inside the handbook, you'll find details about our code of conduct, attendance guidelines, academic standards, extracurricular activities, and much more. It's designed to ensure that you have a clear understanding of what is expected of you as members of our school community, and it also outlines the support and resources available to help you succeed.

If you have any questions or need clarification on anything you read, don't hesitate to reach out to your teachers, counselors, administrators, or any member of the school staff. We are here to help you.

Remember, the supplemental student handbook is not just a set of rules and regulations, but a roadmap to ensure a positive and fulfilling educational experience for all of us. By familiarizing yourself with its contents and adhering to its guidelines, we can work together to create an inclusive and supportive environment that promotes growth, learning, and personal development as we level up in excellence!

Once again, welcome to our school and I wish you all the best for an exceptional year ahead. Let's make it a memorable and successful journey together!

Respectfully,

Brandi N. Hardnett

Brandi N. Hardnett
Principal

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I. BELL SCHEDULE

- Early morning drop-off begins at 7:15 a.m.
- Breakfast will be served from 7:45 a.m. - 8:10 a.m.

1 st Block	8: 15 a.m. - 9:35 a.m.
Instructional Focus	9:40 a.m. - 10:25 a.m.
2 nd Block	10:30 a.m. - 11:50 a.m.
3 rd Block/Lunch	11:55 a.m. - 12:20 p.m.
1 st Lunch	11:55 a.m. - 12:20 p.m.
2 nd Lunch	12:25 p.m. - 12:50 p.m.
3 rd Lunch	12:55 p.m. - 1:20 p.m.
4 th Lunch	1:25 p.m. - 1:50 p.m.
4 th Block	1:55 p.m. - 3:15 p.m.

- At dismissal, all students who are not being supervised by an adult must exit the building immediately.
- Students who are participating in an extracurricular activity must report to their coach/sponsor immediately or they must exit the building.
- Students will not be allowed to re-enter the building once they have exited.

II. DAILY ROUTINES

a. **Arrival/Dismissal Procedures**

The school building is open from 7:45 a.m. to 3:45 p.m., but student hours are 8:15 a.m. to 3:15 p.m. Students arriving before 8:08 a.m. must go to the cafeteria and should not be in the hallways unless they have an early morning pass. Staff do not supervise students before 7:15 a.m., and students should not leave campus without permission.

Students must be in class by 8:15 a.m. and report to the main office for a tardy slip if arriving late. Once students arrive to class, they must remain in class. Those assigned to In-School Suspension (ISS) should go to Room 406 at 8:15 a.m.

After-school, students in school-sponsored activities need supervision. Students on campus after 3:15 p.m. and not involved in activities should wait outside for their ride. Pickup should be within 15 minutes of the activity's end. Persistent issues may result in removal from activities.

b. **Cell Phone/Electronics Usage**

Students cannot use or possess cell phones during instructional time. They must check all devices into the "classroom phone caddy" upon entering a classroom. Cell phones and headphones may only be used before school (prior to 1st block), during transitions, lunch, or after school (after 4th block) in designated areas such as the cafeteria, hallways, or bus lane.

c. **Class Transitions**

Students have five minutes to transition between classes, including lunch, without penalty. To keep hallways clear, students must move promptly to their next class and avoid blocking access, impeding foot traffic, or loitering in common areas. The "walk and talk" policy is strictly enforced.

d. Hall Passes

Hall passes are not issued during the first or last 20 minutes of class or during Instructional Focus. Written passes are required for all movement within the building during instructional time.

e. Restrooms

Restroom passes will not be issued during the first or last 20 minutes of class. Restrooms are available during class transitions but not during Instructional Focus. Students may leave class for restrooms only in emergencies (e.g., illness, medical reasons) but cannot take cell phones with them.

f. Daily Announcements

Daily announcements will be made electronically during Instructional Focus and via the PA System before dismissal. Important information will also be posted on the school website and in Grade Level Google Classrooms. Bus changes will be announced over the intercom at the end of the day.

g. Lost and Found

Students who find lost items should turn them in to the main office. Unclaimed items will be discarded or donated to charity after a reasonable period.

III. COUNSELING AND GUIDANCE SERVICES

a. Services

The Counseling Department supports students' growth in physical, educational, vocational, social, and emotional areas. It manages enrollments, orientation, registration, and withdrawals, offering continuous individual and group assistance. Counselors help with personal and academic issues, provide information for informed decisions, and conduct fall and spring meetings for academic advisement, college planning, and career support. The team includes school counselors, a graduation coach, a social worker, a mental health and wellness facilitator, a registrar, and a data clerk.

b. Appointments

Students can request appointments with their counselor via the scheduling link on the school website or by visiting the counseling office. Appointments will be scheduled promptly. Parents should call or email counselors directly to arrange appointments or teacher conferences.

c. Change of Address/Contact Information

If a student's address changes or mail is returned, proof of residency with the new address must be provided to the registrar immediately. Any changes to a parent's, guardian's, or emergency contact's phone number must be updated in Infinite Campus right away. Keeping this information current ensures all school-related information, especially in emergencies, is received.

d. Withdrawal from School

To withdraw a student, the enrolling parent/guardian must visit the counseling office. The student must return all books and technology and settle any outstanding debts on their last day at school. Records will not be released until all obligations to Luella High School are cleared.

IV. ATTENDANCE

a. Absences

Students are expected to attend school regularly. If absent, they must provide a note or documentation from

a parent/guardian or doctor on their first day back. This should be given to the attendance clerk in the main office. Excuses must follow Henry County Schools' policies. Absence excuses can be emailed to lhsattendance@henry.k12.ga.us.

It is the responsibility of students and parents, not teachers, to arrange make-up work. Students should request missed assignments from their teacher on their first day back. Make-up work is allowed only for excused absences, and excuses will not be accepted after three days. Absences will be considered unexcused without a note or documentation. Missed assignments can be collected within 48 hours of the request by the student or parent.

Students may use up to **five (5) handwritten parental notes per year** for absences. After this, absences will be considered unexcused without approved documentation from a formal agency (e.g., doctor, hospital, court). Planned absences not covered by these documents (e.g., athletic trips, educational trips, college visits) require prior approval from the principal.

b. Late Arrival to School

Students are expected to arrive at school on time. If tardy, they must provide a note or documentation from a parent/guardian or doctor upon arrival, given to the attendance clerk in the main office.

Students may use up to **five handwritten parental notes per year** for late check-ins. After this, check-ins will be considered unexcused without approved documentation from a formal agency (e.g., doctor, hospital, court), which must be provided at check-in.

Students with multiple unexcused tardies will face disciplinary actions as follows:

- 4th unexcused tardy: 30-minute afternoon detention; parking decal revoked for 1 week if the student drives.
- 5th unexcused tardy: 1-hour afternoon detention; parking decal revoked for 2 weeks if the student drives.
- 6th unexcused tardy and beyond: Level 1 consequences, starting with In-School Suspension; parking decal revoked indefinitely if the student drives.

c. Leaving School Early

Once students arrive at school, they cannot leave during the day, including lunch. Only parents/guardians can check out students, regardless of age. Failure to follow this procedure will result in disciplinary action.

Checkouts end at 2:45 p.m.

Students may use up to **five (5) handwritten parental notes per year** for early checkouts. After that, checkouts will be unexcused without approved documentation from a formal agency (e.g., doctor, hospital, court), provided upon return.

Work-Based Learning students must sign out with the instructor daily before leaving. Failure to do so will result in grade penalties.

d. Attendance for Final Exams

All students must take final exams on the scheduled dates and times. No early exams will be given. Students who miss their final exam will receive a zero unless made up before the semester ends during designated times.

e. Attendance for Extracurricular Activities

If a student is marked with an unexcused absence for the school day, the student will not be allowed to participate or attend extracurricular activities scheduled for the same day that the student is absent.

- Students missing class for a school event (e.g., field trip, athletic event) are responsible for any

missed work and must submit it by the teacher's due date to receive full credit.

- Coaches/sponsors must ensure students' safety and health while traveling and notify parents of arrival and departure times. All students must use school-arranged transportation to and from games/activities.
- To attend extracurricular activities during the instructional day, students must have good academic and disciplinary standing and a good attendance record. Sponsors must verify students' standing with their teachers.
- Administrators may require students to stay in class during the instructional day.

V. **FOOD AND BEVERAGE GUIDELINES**

a. **Lunchroom Expectations**

Students must follow these lunchroom procedures:

1. Attend only their assigned lunch period.
2. Get in line immediately upon arrival.
3. Find a seat promptly and remain seated.
4. Stay in the lunchroom; no walking the halls, entering the gym, or gathering in the vending area.
5. Speak quietly.
6. Use restrooms in the lunchroom during their period.
7. Dispose of food and paper properly and keep their area clean.

*** Failure to comply with lunchroom expectations will result in disciplinary action.**

b. **Snacks and Outside Food**

Students may not sell or distribute candy, food, or snacks on campus without explicit approval from the Henry County Schools Board of Education via an approved fundraiser. Unauthorized items will be confiscated and discarded, with no refunds or reimbursements. Disciplinary consequences will apply as outlined in the handbook.

Henry County Schools Board of Education policy prohibits food deliveries (e.g., Uber Eats, Grubhub, DoorDash) to students. Food delivered through these services will be discarded, and refunds will not be issued. Disciplinary consequences will apply as outlined in the handbook.

c. **Food and Drink Guidelines**

Food and drinks are not allowed in classrooms at Luella High School, except for water. Failure to dispose of food and drink as directed by any staff member will result in disciplinary action.

VI. **TRANSPORTATION**

a. **Car Rider and Walker Procedures**

- Students must remain in their last class until the bell rings or are dismissed by an administrator.
- After dismissal, they must exit the building immediately and go to the car rider lane or exit the front to walk home.
- Students should actively watch for their assigned ride and may not walk to Luella Middle School nor Luella Elementary School.
- Those walking home must use sidewalks and avoid disrupting neighboring schools.

b. **Bus Procedures**

- Bus Arrival

- i. Students must disembark immediately.
 - ii. Breakfast should be obtained from the cafeteria before reporting to class.
 - iii. Students must be in class within five minutes of arriving on campus.
- Bus Departure
 - i. Students must stay in their last class until the bell rings or are dismissed by an administrator.
 - ii. After dismissal, students must exit the building immediately and go to the bus lane.
 - iii. Students should watch for their assigned bus and may not walk to Luella Middle School for their bus.
 - iv. Students may only ride their assigned bus unless Henry County Schools Transportation grants permission. Parents/guardians must submit a written note to the main office before 9:30 a.m. with:
 - 1. Student's full name
 - 2. Student's full name they are riding with
 - 3. Alternate drop-off address
 - 4. Contact phone number for the parent/guardian
 - v. Buses will not be stopped once they start moving. If a student misses their bus, they must arrange alternate transportation with their parent/guardian.

VII. STUDENT PARKING

All students, including AAS and Dual Enrollment, must purchase a parking decal to park on campus. They must adhere to parking regulations outlined in the *Henry County Student Parent Handbook* and the *LHS Parking Decal Application*. Violations will result in revoked parking privileges without refunds. Only students with a valid driver's license (not a learner's permit) and parking decal may park on campus. Decals are issued in the main office for a fee, after the application is completed and they are non-transferable.

Annual parking passes for full-time LHS students are \$50.00, and \$30.00 for AAS and Dual Enrollment students. Students must adhere to the following:

- Park only in assigned spots.
- Observe the 10 mph speed limit on campus.
- Exit vehicles immediately upon arrival; remaining in vehicles during the school day while on campus is not allowed.
- Bring all necessary items into the building upon arrival; returning to the parking lot during the school day is prohibited.

** All students are expected to follow the established parking expectations. Failure to do so will result in disciplinary action, starting with in-school suspension and the suspension of parking privileges.

**** Cars without parking decals or parked in unauthorized areas will be towed at the owner's expense.**

VIII. STUDENT EXPECTATIONS

Luella High School will maintain a safe and orderly environment by enforcing the Henry County Schools Code of Conduct consistently. Students and parents should review the Henry County Schools Student Parent Handbook.

a. Tardy to Class

Students have ample time to transition between classes and are expected to be in class before the tardy bell. If they arrive after the doors close, they must obtain a pass from the nearest tardy kiosk. No access will be granted without a pass.

Students with multiple unexcused tardies will face disciplinary actions as follows:

- 1-3 Tardies: Warning
- 4 Tardies: Parent Contact/Student Conference
- 5-7 Tardies: 30-Minute Afterschool Detention
- 8 Tardies: Parent Conference/Administrator Meeting
- 9+ Tardies: Disciplinary actions per HCS Student Parent Handbook, starting with In-School Suspension

Consequences for accumulated tardies are mandatory. Tardy counts reset at the end of the semester. Failure to attend scheduled afterschool detention will lead to escalated consequences, starting with in-school suspension. Students may reschedule afterschool detention once with administrative approval if they cannot attend on the assigned date.

b. Cell Phone/Electronics Usage

At Luella High School, we prioritize a safe and orderly learning environment. Therefore, students are not allowed to use or possess cell phones during instructional time.

All students must adhere to the following:

- Upon entering class, students must check all electronic devices into the “classroom phone caddy.”
 - Failure to do so will result in disciplinary action for insubordination, starting with in-school suspension.
- Phones and headphones may only be used before school, during transitions, lunch, or after school in designated areas like the cafeteria, hallways, or bus lane.
 - Failure to do so will result in disciplinary action for insubordination, starting with in-school suspension.
- Faculty and staff may request that a student relinquish their cell phone.
 - Failure to do so will result in disciplinary action for insubordination, starting with in-school suspension.
- Students with hall passes during instructional time cannot take their phones.

** Bringing personal electronic devices to school is strongly discouraged. If students choose to bring them, they do so at their own risk. Luella High School is not responsible for any damage, loss, or theft, nor will we investigate such incidents.

c. Dress Code

All students must adhere to the dress code in the HCS Student Parent Handbook. Students and parents should review this handbook thoroughly.

The following dress code expectations will be strictly upheld:

- Students may not wear non-religious head coverings (e.g., hats, hoods, bonnets, do rags).
- Students may not wear crop tops (exposing the midsection).
- Students may not wear leggings/biker shorts/bodysuits (spandex material)
- Students may not wear clothing that displays skin above the knees or undergarments.
- Students may not wear clothing with illegal, explicit images/verbiage or weapons.
- Students may not wear items that stop above mid-thigh.

** Failure to follow the dress code will result in disciplinary action as detailed in the HCS Student Parent Handbook, beginning with in-school suspension.

IX. ATHLETICS AND STUDENT-ATHLETES

Student-athletes reflect the entire student body at Luella High School. They are expected to uphold the school's standards and serve as role models, demonstrating conduct consistent with Luella High School's expectations in all environments.

To view Luella High School's Athletic Policies, visit the athletic page on our school website. This page provides information, policies, and procedures for student-athletes, parents, coaches, and spectators. It covers core values of the LHS Athletic Department, eligibility and participation requirements, the GHSA constitution, our updated communication policy, and expectations for sportsmanship and conduct.

X. IN-SCHOOL SUSPENSION (ISS)

Consequences assigned by an administrator are mandatory. If a student is assigned In-School Suspension (ISS), they must report to ISS by 8:15 a.m. on the assigned days and follow all rules set by the ISS instructor. Failure to do so will result in further disciplinary action.

XI. GRADING EXPECTATIONS

Students will complete 1-2 graded assignments per week, including practice work, assessments (e.g., projects, writing responses, summatives), and final exams.

a. Assignment Submission Expectations

Turning in assignments on time is crucial for maintaining academic progress and ensuring fair assessment of student performance. Timely submissions help students manage their workload effectively and reflect their commitment to their learning responsibilities. Therefore, students are expected to submit completed assignments by the due date specified by their teachers.

b. Late/Missing Work Policy

Students will be granted a brief grace period for late or missing work. However, it is crucial to communicate with the teacher promptly to discuss any extenuating circumstances and ensure that work is submitted in a timely manner.

Luella High School will adhere to the following late/missing work policy for any assignment that is not a summative assessment:

- Assignments not submitted by the due date: Students receive a "missing" score, which counts as a zero.
- Assignments submitted up to 2 business days late: Students receive a score based on the completed work without penalty.
- Assignments submitted 3-5 business days late: Students receive a maximum score of 70.
- Assignments submitted after 5 business days but before the end of the nine-week (9-week) grading period: Students receive a maximum score of 60.
- Assignments submitted after the nine-week (9-week) grading period ends: Assignments are not accepted.

c. Summative Assessment Retake Policy

Students have the opportunity to retake a summative assessment one time if they are dissatisfied with their initial score. This allows them to improve their understanding and achieve a better grade. After a retake, the higher of the two grades will be entered into Infinite Campus.

Luella High School will adhere to the following summative assessment retake policy:

- Retake Request: Students must email their teacher to request a retake; teachers will not initiate this request.
- Preparation: Students should seek additional help outside of class to understand the skills before retaking the assessment.
- Timing: Retakes must be completed before the end of the next unit (e.g., Unit 2 retake must be done before the end of Unit 3).
- Scheduling: Retakes are by appointment only, scheduled before or after school, and not during instructional time.

d. Academic Dishonesty

If a student commits academic dishonesty, the teacher will collect the work, assign a zero in Infinite Campus, and notify the parent. This includes plagiarism and cheating in any form.

- Assignment cheating is the act of submitting work that is not entirely your own, including copying from others, using unauthorized aids, or misrepresenting someone else's work as your own.
- Plagiarism is the act of using someone else's words, ideas, or work without proper attribution, presenting them as your own.

XII. HONORS NIGHT AWARDS

Honors Night is an event that celebrates students' academic and extracurricular achievements. During the ceremony, students who excel in academics, sports, or other areas are awarded certificates, scholarships, and honors. It provides a formal setting to acknowledge their hard work and success. Luella High School hosts two Honors Nights at the end of each semester.

XIII. GRADUATION EXPECTATIONS

The graduation ceremony will be a formal event for students who have met the attendance and Carnegie unit requirements set by the Georgia Department of Education. High standards for dress and behavior will be strictly enforced. Detailed information will be provided at the senior meeting and posted on the school website. Seniors who arrive late will not walk with their class.

XIV. GRADE REPAIR AND CREDIT REPAIR

At the end of each semester, students with grades between 60-69 in any course may participate in a ten-day grade repair program with the graduation coach. If they meet the academic requirements by the deadline, they will receive a maximum grade of 70 in the course, which replaces the original grade on their transcript.

Students with grades between 55-59 may participate in credit recovery with the graduation coach. If they meet the requirements by the deadline, they will receive a new grade, but both grades will appear on their transcript. Due to NCAA guidelines, student-athletes are strongly discouraged from participating in this option, as it may jeopardize NCAA eligibility.

Students who earn below a 55 in a course must retake the entire course. They will receive a new grade, but both grades will appear on their transcript.

