



## **LUELLA HIGH SCHOOL**

603 Walker DR – Locust Grove, GA 30248

770-898-9822

### **2017-18 Discipline Policy**

#### **ATTENDANCE PROCEDURES**

School attendance directly correlates with student success in school. Please be reminded of Henry County School's policy on absences and tardies.

“Students are expected to attend all scheduled classes on time and each day. On the **FIRST DAY** students return to school from an absence, parents should provide the school with a written note explaining the reason for the absence. The note should include the date(s) of the absence, the reason(s) for the absence, and the signature of the parent or of the doctor who treated the student.”

“Additionally, parents may be required to attend a Truancy Intervention Meeting if their child accumulates ten (10) unexcused absences or twenty (20) unexcused tardies/checkouts.”

#### **Henry County Schools Secondary Student Handbook pg. 10**

Luella High School students and parents will be required to attend a Truancy Intervention Meeting at the high school when ten (10) unexcused absences or twenty (20) unexcused tardies are reached.

#### **Tardy To School**

Students are expected to be on time to school and are considered tardy if they are not in first period when the 8:15 AM bell sounds. Students are granted three unexcused tardies to school per semester without disciplinary consequence. The fourth unexcused tardy to school will result in detention being assigned to the student.

Students with no note and no parent present should report directly to a Tardy Kiosk and enter their information, receive a pass, and precede to class.

Students with excused notes should report to the attendance office. Tardies to school will only be excused with a note from a doctor or dentist, a court order, or for other reasons stated in the attendance section of the Henry County Secondary School Handbook (pg. 10). Students with unexcused notes will be asked to follow the same procedures as students with no note and no

parent present, which will require them to sign-in through the Tardy Kiosk. **Only 5 hand-written notes will be accepted per semester for tardies due to illness.**

## **Tardy To Class**

Students are expected to be in class on time. Students who arrive up to five minutes late to class are considered tardy and should precede to a Tardy Kiosk to receive a pass to enter class. At the fourth tardy, students will begin receiving disciplinary consequences for being late to class.

### *Tardy Disciplinary Steps*

**1<sup>st</sup> Offense:** Warning

**2<sup>nd</sup> Offense:** Warning

**3<sup>rd</sup> Offense:** Final Warning

**4<sup>th</sup> Offense:** Lunch Detention (1-day)

**5<sup>th</sup> Offense:** Lunch Detention (1-day)

**6<sup>th</sup> Offense:** Lunch Detention (2-days)

**7<sup>th</sup> Offense:** Lunch Detention (2-days)

**8<sup>th</sup> Offense:** Lunch Detention (3-days)

**9<sup>th</sup> Offense:** Lunch Detention (3-days)

**10<sup>th</sup> Offense:** In-School Suspension (1-day)

## **Check-Outs**

Any student needing to leave campus during the day for any reason must check out through the attendance office. Contact with parent or guardian will be required before a student is released from school. **We cannot stress enough the importance of keeping the school informed of any changes in phone numbers, address or contact persons. This information is what is used when a student's parent/guardian needs to be contacted for illness, emergencies, check out verification and other contact needing to be made by school personnel.**

### **POLICY:**

1. The Attendance office must either have a note from the parent, which will be verified, or the parent must come to the attendance office with his or her I.D. to check the student out (no phone calls). **Identification is required by Luella High School before a student will be called out of class.**
2. Only those listed on the census form (sent home at beginning of school year) will be able to check-out students. Please make sure that all contact names are included on this form.

3. Students are not allowed to check-out of school after 3:00 PM.

#### PROCEDURES FOR STUDENTS WHO DRIVE TO SCHOOL:

1. Students are not allowed to check themselves out of school.
2. The student should take his/her check out note to the attendance office before 8:15 AM. The note must have the name of the student, the date, time of check out, reason, parent signature, and parent phone number.
3. The attendance office staff will call to verify the note and once verified, prepare a pass for the student to come to the attendance office at check-out time if check out is during class time. The student will need to pick up this pass between classes prior to check out time.
4. The student will then come to the attendance office at check-out time to receive his or her check-out slip in order to leave the premises.

### Student Dress Code Procedures

The Student Dress Code is outlined in the Henry County School's Secondary Student handbook. In addition to the guidelines established in the county handbook, please note the following stipulations:

1. Skirts and shorts must be reasonable in length and appropriate for school. Luella High School's administration will judge skirts and shorts that are greater than two inches about the knee as inappropriate. **Leggings worn alone are prohibited**, but can be worn under appropriate length skirts and shorts.
2. Pants are to be worn at the hips and must be able to stay up without being held up by the student wearing them. Underwear or shorts under pants should not be exposed.
3. Holes in pants above the knee are not allowed.
4. As in the handbook, be reminded that hats, head coverings, and hoods are not allowed in the building. Please see the Henry County Student Handbook for more details.
5. See-through clothing is prohibited.
6. Tops that show bare shoulders such as tank-tops are prohibited.

Students in violation of dress-code will be allowed to correct their infraction. If the infraction can be corrected, the student will receive the following disciplinary steps and may return to class. If the infraction cannot be corrected, the student may be asked to call home and have a parent come and bring the student suitable attire for school. If the parent cannot bring the student a change of clothes, the student may be asked to spend the rest of the school day in In-School Suspension. Hats, head coverings, and hoods that are worn in the building may also be taken up by school staff. Students may retrieve these items at the end of the school day.

#### *Dress-Code Disciplinary Steps*

**1<sup>st</sup> Offense:** Warning

**2<sup>nd</sup> Offense:** Warning

**3<sup>rd</sup> Offense:** Final Warning

**4<sup>th</sup> Offense:** Lunch Detention (1-day)

**5<sup>th</sup> Offense:** Lunch Detention (1-day)

**6<sup>th</sup> Offense:** Lunch Detention (2-days)

**7<sup>th</sup> Offense:** Lunch Detention (2-days)

**8<sup>th</sup> Offense:** Lunch Detention (3-days)

**9<sup>th</sup> Offense:** Lunch Detention (3-days)

**10<sup>th</sup> Offense:** In-School Suspension (1-day)

## **In-School Suspension:**

ISS will now be facilitated by two teachers.

**Teacher A's** main focus will be the running of ISS, including ensuring that students are attending and appearing on-time, as well as ensuring that all students have class assignments to work on. If students have not received assignments from teachers, Teacher A will make contact with the teacher to obtain work for the students to complete. It is the teacher's responsibility to make sure that his or her student in ISS has appropriate work that directly relates to class and that the student understands the work. Best practice would be for teachers to visit students in ISS.

If students have particular needs from a teacher, Teacher A should facilitate communication between teacher and student. This communication should never happen by the student being allowed to leave ISS to have their questions answered. Teachers can request to see students during their class time. This request must be made to both Teacher A and the administrator who assigned the student to ISS and both must approve the student coming to the teacher. If a student abuses this privilege, he or she will not be allowed to leave to see a teacher from that point forward.

If working online, students should be closely monitored. They should only be working on school related items while online. Once 1-to1 technology is present in the building, students should have no need to have their personal electronics out (cell phones, etc.), only their Chrome Book.

ISS students will spend most of the day in room 202. They will eat lunch immediately before the first lunch. Teacher A will take students to get their lunch and they will then move to room 405 to eat lunch and will be in 405 for all lunches to free room 202 up for lunch detentions.

**Teacher B** will assist Teacher A with the above tasks. In addition, Teacher B will be responsible for monitoring hallways and Tardy Kiosks before school and at every class change. Teacher B should shuttle students to Kiosks who are late for their classes, assure that they properly use the Kiosks and that they precede to class.

Teacher B will also be responsible for running lunch detentions for tardy and dress code violations. Lunch detention will be held in the ISS room, 202. Most often, ISS students will move with teacher B to 405 throughout lunches to make room for students who have lunch

detentions. If there is a small number of ISS or lunch detention students, then it will be at Teacher A and Teacher B's discretion to all remain in 202.

Teacher B will have a roster on the School Conductor website for students who are supposed to be in lunch detention for that day. Teacher B will use the website to take attendance. The website will take students off the roster as they are checked off and will update students who do not show up to a list of students with outstanding discipline.

Students who have lunch detention have 10 minutes after the lunch bell rings to report to 202. After 10 minutes, students may receive further disciplinary consequences as seen fit by Teacher B. Students may have to report for the time they were absent for lunch detention the next day, or they may have to serve another entire day.

Lunch detention should be a time where students silently eat their lunch. The use of cell phones or other electronic devices is prohibited in lunch detention. Students who receive multiple days of lunch detention will also be required to write a paragraph explaining how their behavior is detrimental to the mission of the Luella High School.