

# Luella Elementary

**T**eamwork **L**eadership **C**ollaboration



## PARENT & STUDENT HANDBOOK

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# Letter from the Principal

Greetings Luella Elementary Family,

It is with great pride and excitement that I write this letter of introduction to you as the newly appointed Principal of Luella Elementary School. I am delighted to be a part of the Luella Elementary Family. Our school community has dedicated, talented members committed to doing what is in the best interest of our students. We will continue to put students first at Luella Elementary and work diligently to ensure their success.

My professional background is noted in education and leadership. For the past twenty-three years, I have worked in public education as a teacher, professional learning specialist, literacy coach and as an assistant principal. One of my goals is to work with you as a partner in education to ensure your child's success. Along with the staff, I will work hard to continue the legacy of success established at Luella Elementary by building strong relationships with parents, students, staff, and community partners. My motto is, "Students First, Every Day," and I believe all children should receive an exemplary education in an environment that is safe and conducive to learning, while advancing opportunities, access, and outcomes for all students.

I am honored and humbled to serve as the new principal for Luella Elementary School, and I look forward to meeting our students, teachers, parents, and community partners. I value your input, support and the impact that we will achieve as a family. I believe when we work together great accomplishments will happen for our students and I look forward to celebrating our collective success this school year.

In partnership,

Dr. Twyla Barkley

# School Overview

**Principal:** Dr. Twyla Barkley

**Assistant Principals:** Ms. Chari Cowan and Ms. Shawnee Blake

**Mascot:** Lion Cubs

**School Address:** 575 Walker Dr., Locust Grove, Georgia 30248

## Important Phone Numbers:

- **School Office:** 770-288-2035 **Fax:** 770-288-2040
- **Cafeteria:** 770-288-2035
- **Clinic:** 770-288-2035
- **Media Center:** 770-288-2035

**Luella School Cluster:** Luella Elementary, Bethlehem Elementary, Luella Middle School, Luella High School

**Luella Elementary School Website:** <https://schoolwires.henry.k12.ga.us/Page/10294>

## Mission Statement

Our mission is to nurture learners to exceed standards by working hand in hand.

## Vision

Our vision is to educate students to be the best they can be by behaving responsibly, exceeding expectations, putting scholarship first and working as a team through rigor, relevance and relationships.

# Luella Elementary Information and Procedures

## Attendance

School attendance is important because highly effective teaching and learning cannot be duplicated by assigning make-up work. Please make every attempt to have your student in school every day and on time. Students must be in their classroom by **7:35 a.m.** to be counted present/on time for the day.

## Absences

Certain absences are considered to be excused according to the Henry County Student and Parent Handbook. Please refer to **page 9** of the handbook.

On the first day students return to school upon returning 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**. **Handwritten notes can excuse up to three consecutive days**. Parents may be asked to provide additional documentation, such as medical documentation, by the principal or his/her designee for absences, tardies, and check outs. **After five handwritten notes**, parents will be required to submit a doctor's excuse for any additional absences.

Notes should be received within **3** days of the students' return to be considered for review to be excused. After **three, five, and eight unexcused** absences parents will receive a letter and/or a call from our social worker or counselor. Possible interventions for unexcused absences, excessive excused absences, tardies, or excessive early checkouts may include, but are not limited to, the following: Student/Parent Conferences, Working closely with a School Counselor, Referral to School Social Worker. Parents should monitor their child's attendance documented in Infinite Campus and notify Ms. Cindy Busby, LES Secretary, within a week if there is a discrepancy.

## Early Check-outs

Parents are encouraged to make every effort to schedule doctor and dental appointments outside of school hours. Parents should not check out students for the purpose of avoiding car rider traffic. No check-outs are allowed after **1:45 pm**. Please have your ID available for student check-outs.

## Change of Address/Phone Number

It is critical for the school to be able to contact a parent at any time his/her child is at school. The school must have the parent's current address and home, cellular, and business telephone numbers. Emergency contact persons and their telephone numbers are needed in case a parent cannot be reached. This information is required at the time of registration and whenever a change occurs with the parents' address, telephone, or emergency contact information. The enrolling parent may update Emergency Contact Information through the Infinite Campus Parent Portal. If you need assistance with the Parent Portal, please contact Ms. Cindy Busby (cindy.busby@henry.k12.ga.us), LES Secretary.

# Communication

We value our relationships with our families in service of our students. Before speaking with an administrator, direct your questions or share your concerns with your child's teachers or an appropriate staff member. **Teachers are with students between 7:20 - 3:00 every day.** They will respond to messages and/or emails before or after school within 24 hours. The first contact regarding academics, behavior, and classroom concerns begins at the teacher level.

Need more information about...	Speak with...	Contact Information
Enrollment, Attendance, Parent Portal Access/Issues (Excuses, Absences, etc.)	Cindy Busby Secretary	<a href="mailto:cindy.busby@henry.k12.ga.us">cindy.busby@henry.k12.ga.us</a> 770-288-2035
Change of Transportation, SafeDismissal, Bus Questions	Monica Zellner Clerk	<a href="mailto:monica.zellner@henry.k12.ga.us">monica.zellner@henry.k12.ga.us</a> 770-288-2035
Enrollment, Withdrawals, Student Record Requests	Noveka Thompson Student Data Clerk	<a href="mailto:noveka.thompson@henry.k12.ga.us">noveka.thompson@henry.k12.ga.us</a> 770-288-2035
MySchoolBucks, School Pictures, Partners in Education, Title 1, Fundraisers	Jessica James Bookkeeper	<a href="mailto:jessica.james@henry.k12.ga.us">jessica.james@henry.k12.ga.us</a> 770-288-2035
Medication, Health Plans	Mayonna Woodley Clinic Aide	<a href="mailto:mayonna.woodley@henry.k12.ga.us">mayonna.woodley@henry.k12.ga.us</a> 770-288-2035
Library books and other media material, Book Fair	Susan Freeman Media Specialist & Yearbook Sponsor	<a href="mailto:Sfreeman@henry.k12.ga.us">Sfreeman@henry.k12.ga.us</a> 770-288-2035
School Events, Volunteering at Luella Elementary, Background Check Forms	Susan Freeman PTO  Keith Byer Family Engagement Specialist	<a href="mailto:Sfreeman@henry.k12.ga.us">Sfreeman@henry.k12.ga.us</a> -PTO <a href="mailto:keith.byer@henry.k12.ga.us">keith.byer@henry.k12.ga.us</a> -FES 770-288-2035
Student Concerns, Mentor Program, Career Day, 2nd Step Curriculum, PBIS, Attendance, Attendance Contracts, Divorce, Suicide, Trauma	Sarah Hinton Counselor  Amina Williams Mental Health and Wellness Coach	<a href="mailto:sarah.hinton@henry.k12.ga.us">sarah.hinton@henry.k12.ga.us</a> 770-288-2035  <a href="mailto:amina.williams@henry.k12.ga.us">amina.williams@henry.k12.ga.us</a> 770-288-2035
Special Education (Eligibility, Referrals, Individualized Education Plan, Continuum of Services)	Jameelah Reed Student Support Facilitator	<a href="mailto:jameelah.reed@henry.k12.ga.us">jameelah.reed@henry.k12.ga.us</a> 770-288-2035
Grades, Assignments, Curriculum, Field Trips, Schedule	Homeroom, Specials, EIP, or ESE Teacher	<a href="#">Faculty Email List</a>
504 Eligibility, Assessment Administration Information & Records, MTSS, School Safety (Fire, Weather, and Lockdown Drills), Student Discipline	Chari Cowan Assistant Principal (Grades 3-5)  Shawnee Blake Assistant Principal (Grades K-2)	<a href="mailto:chari.cowan@henry.k12.ga.us">chari.cowan@henry.k12.ga.us</a> 770-288-2035  <a href="mailto:shawnee.blake@henry.k12.ga.us">shawnee.blake@henry.k12.ga.us</a> 770-288-2035
Court Orders, School Operations, School Council, Staff Concerns, Grading Systems, Retention Appeals	Dr. Twyla Barkley Principal	<a href="mailto:twyla.barkley@henry.k12.ga.us">twyla.barkley@henry.k12.ga.us</a> 770-288-2035

## Arrival

Students arrive at school each morning by bus, car, or daycare van. Car rider drop-off will occur from **7:10-7:35 am**. At LES, we use a double lane drop off in the mornings. Students may exit a vehicle in the lane closest to the building. Students that are exiting the lane near the parking lot, should exit left and walk to staff personnel who will direct them to cross the street into the school. Students should exit the vehicle from the passenger side of the vehicle to prevent walking in front of, or behind, other vehicles. The drop-off process is continuous, and parents should remain in the car. Please pull up as far as you can when unloading (speed bump to speed bump). If a parent needs to assist his/her child, please park and escort your child into the building. Please do not park in a handicap parking space, unless authorized to do so. Parents who arrive after 7:35 need to park and escort their student into the front office.

## Dismissal

Students depart school each afternoon by bus, car, daycare van, or ASEP. Dismissal begins at **2:15 pm**. Buses will depart LES between 2:20-2:25 pm. Car rider pick up will run from 2:15-2:35 pm utilizing one lane. **All car riders should be picked up by 2:40 pm**. Afternoon car riders should retrieve a car tag at Open House. Contact the front office for additional car tag needs. Please display your LES car tag in the rearview mirror or dashboard when picking up your child. Anyone picking up without a car rider tag will be asked for identification and will be verified as a contact for the student through Infinite Campus. Complete ASEP information using an application if you are interested in after-school care. Please know, there may be a waitlist for ASEP. Our LES ASEP Coordinator is Belinda Donaldson ([belinda.donaldson@henry.k12.ga.us](mailto:belinda.donaldson@henry.k12.ga.us)).

## Transportation Changes

If you need to change your child's transportation, short-term or permanently, submit a hand-written note to your child's teacher or send a direct fax to 770.288.2040 with the following information: **child's first and last name, start and end date of transportation change, contact number, and parent signature**. If your student changes his/her book bag, he/she must come to the office upon arrival and get a new transportation tag for his/her book bag. Please avoid last minute or frequent transportation changes as this impacts our dismissal process.

## Birthdays

The school faculty and staff are happy to recognize student birthdays. However, because learning time is very important, no birthday parties may be held during the school day for students or teachers. Outside food such as donuts or pizza should not be brought to the school to celebrate a child's birthday. Additionally, balloons and flowers should not be brought or sent to the school. Parents may only bring cupcakes (store bought) during the student's scheduled lunch time only. Email your child's teacher to make arrangements for sending in goodie bags (with store bought pre-packaged items). The teacher is not responsible for distributing birthday party invitations, nor sending a parent communication about the child's birthday party since it is not an approved school function.



## Cafeteria

Free and Reduced-Price Meal Applications are available electronically (online) using the Infinite Campus Parent Portal. Forms must be completed and resubmitted each year for approval and are available beginning in July for the next school year. Please be prepared to pay for your child's breakfast/lunch until your application has been submitted **and** approved. You may also request a paper application from the school office at any time.

School meals may be purchased at the cost of \$1.25 for breakfast and \$2.50 for lunch. A second milk may be purchased for \$0.50. A second breakfast may be purchased for \$2.25, and a second lunch may be purchased for \$3.50. Adult lunches are \$3.50.

Families are encouraged to set up meal accounts for their child via [LinqConnect](#). Students are allowed to buy a second lunch once they have finished their first lunch. If parents do not want the account to be used for extra food items, please notify ([donna.groseclose@henry.k12.ga.us](mailto:donna.groseclose@henry.k12.ga.us)), LES Cafeteria Manager.

## Ice Cream Procedure

Ice cream is available for purchase at the cost of \$1.00. Ice cream can only be purchased on a daily basis. Students should place their ice cream orders with their homeroom teacher in the morning. By 8:30 a.m., our office team will fill orders and have them available for pickup during each class' scheduled lunch time. If a student purchases ice cream and checks out early, the ice cream will be available the following day. Ice cream sales will begin on September 5, 2023.

## Clinic

Mayonna Woodley is our LES Clinic Aide. Clinic Aides in HCS serve as care providers for students. They provide basic first aid and limited health services in line with Henry County Schools' policies and procedures. Clinic aides collaborate with parents/guardians, school administrators, cluster - nurses, and school staff to address students' health needs at school within the limits of Henry County School's policies and procedures. Parents are encouraged to seek the advice of their child's nurse or doctor with any illness or accident involving their student.

## Student Illness at School

When a student becomes ill at school, the school clinic aide determines if the parent should be contacted. Please ensure the school has current home, cell, or work numbers in the event of an emergency, including emergency contacts. Once contacted by our Clinic Aide, a timely pick-up should be arranged.

When children are sent home from the clinic due to illness, they should not return to school until they are free from vomiting, diarrhea, and/or fever, without the use of medication, for at least 24 hours. **All medicine (both prescription and over-the-counter) must be kept in the school office and dispensed by the Clinic Aide or her designee.** Please refer to **page 16** of the handbook.



## Medications

Whenever it is absolutely necessary that medication be given to a student during the school day, the following guidelines apply:

- Parents must bring medication to the clinic and complete forms for the medicine to be dispensed. Students **may not** bring the medicine with them to school.
- All other medication guidelines can be found on page 17 of the [Henry County Student and Parent Handbook](#).
- When medication is discontinued, any medication remaining must be picked up from the clinic by the parent. All medication will be properly disposed of by the clinic aide at the end of the school year, if not retrieved by the parent.

## My School Bucks

MySchoolBucks is an easy and secure way to pay for ASEP (after school) and certain LES functions (e.g. field trips). Click [here](#) to enroll.

## Infinite Campus Parent Portal

You can access your child's grades, including progress reports and report cards, in the Infinite Campus Parent Portal. Infinite Campus Parent Portal offers parents and guardians timely and secure access to their student's grades and attendance online. It also includes details on your student's discipline record and test history. The Parent Portal is an easy-to-use communication tool that will allow you to take an even more active role in your student's education. Please contact Cindy Busby, Secretary, to learn how to obtain an authorization code.

[Parent Portal Guide](#) [Parent Portal Login](#)

## Lost and Found

Lost and found items are located near the entrance of the cafeteria. Students may check for a lost item at any time, with the teacher's permission. Unclaimed lost and found items are donated to local organizations at the end of each semester.

## Positive Behavior Interventions and Supports (PBIS)

PBIS is an evidence-based, tiered framework for supporting students' behavioral, academic, social, emotional, and mental health. LES is a PBIS school focused on excelling in social emotional competence, academic success, and positive school climate. We recognize positive behavior each nine weeks with a PBIS celebration using the school-wide ***PBIS Cubs Behavior Report***. This report is sent home weekly so that parents can monitor and support students' work habits and behaviors. Additional ways we recognize student behavior include:


- Visit to the PBIS Store (Donate to the PBIS Store)
- Earning Cub Cash

- Recognized at Student of the Month Celebrations
- Become a Student Ambassador

LES is committed to creating positive, predictable, equitable and safe learning environments where everyone thrives using the PBIS matrix outlined below:


## BEHAVIOR MATRix

### Luella Elementary School

 <b>P</b> Practice Success	<b>CLASSROOM</b> <ul style="list-style-type: none"> <li>• Unpack all materials from backpack.</li> <li>• Get started right away.</li> <li>• Always try your best!</li> </ul>
<b>A</b> Act Respectfully	<ul style="list-style-type: none"> <li>• Follow directions quickly.</li> <li>• Raise your hand to speak.</li> </ul>
<b>W</b> Work Together	<ul style="list-style-type: none"> <li>• Get along with others and share.</li> </ul>
<b>S</b> Stay Safe	<ul style="list-style-type: none"> <li>• Make smart choices.</li> <li>• Use helpful hands/words.</li> <li>• Use inside voices.</li> </ul>

## NoiSe Level CHART

### Luella Elementary School

 <b>3</b>	<b>GREEN</b>	Loud Outside Voice	<ul style="list-style-type: none"> <li>• Playground</li> <li>• Outside</li> </ul>
<b>2</b>	<b>YELLOW</b>	Inside Speaking Voice	<ul style="list-style-type: none"> <li>• Cafeteria</li> <li>• Bus</li> </ul>
<b>1</b>	<b>ORANGE</b>	Whisper Voice	<ul style="list-style-type: none"> <li>• Bathroom</li> <li>• Library</li> </ul>
<b>0</b>	<b>RED</b>	Silence/Voices off	<ul style="list-style-type: none"> <li>• Hallway</li> <li>• All School Drills</li> </ul>

## Electronic Devices

Each student in grades K-5 will be issued a new Chromebook by the third week of school for the 2023-2024 school year. Some students have not returned their devices, therefore, they will receive a day loaner during the school day. Student cell phones are encouraged to be kept at home. If a child brings a cell phone to school, the phone should be turned off and kept inside the bookbag. The school is not responsible for lost or stolen personal devices (e.g. cell phones, smart watches, iPads, etc.). Parents should not text their children during school hours (or vice versa), as this causes a disruption to their learning, and to the learning environment. All communication should take place by emailing the teacher, or calling the school at 770-288-2035. Students' misuse of electronic or technological resources or devices, including, but not limited to, filming and/or posting images without the permission of the individual(s) being depicted, unauthorized access to the system network, creating or using the email or messaging account of another without permission to send communications will result in disciplinary action.

## Campus Visitors

All visitors must **enter and exit** through the front lobby doors of LES. Upon entering the building, all visitors should report directly to the front office, present a valid government-issued photo ID, and sign in via our CheckMate System. Authorized adults identified as emergency contacts by the enrolling parent(s) and biological parents identified on the birth certificate are welcome to eat lunch with their children at school on a designated day. Visitors must clearly display the school-issued visitor's badge for the duration of the visit.

A principal may limit the number of lunch visitors, restrict certain days of the school year, designate a location or have other restrictions for lunch visits to ensure a safe and orderly environment. This year, lunch visitors will begin after Labor Day to allow time to teach lunch procedures and routines. The location for Parent/Student Lion Cub Cafe will be near the front lobby. Beginning **Friday, September 8th**, lunch visitors may eat with their children on the following days:

- Fridays: K-5 (during the student's scheduled lunch time). Lunch times for each grade level will be located on the LES website.

Authorized adult visitors are allowed to purchase a school lunch, but are permitted to bring food to the school for consumption by themselves and their child(ren). Authorized adult visitors are not allowed to bring lunch for students other than their own child(ren). Adult visitors are only allowed to eat lunch with their own children due to safety issues. Children can only eat lunch during their assigned lunch time. Commercial foods (e.g. DoorDash) may not be delivered to the school.

## Classroom Observation Requests

The faculty and administration of Luella Elementary School welcome you to our school! We truly believe LES has the best learning environment, and we thank you for your interest in the instructional programs we offer to our students. If you wish to visit a classroom, the first step is to reach out to your child's teacher or an administrator. We also have specific requirements that we ask all visitors to comply with during the classroom observation.

## Student Clubs

The following clubs are tentatively scheduled for the 2023-2024 school year:

Club	Contact/Sponsor	Grade Level(s)	Meeting Times
Student Ambassadors	Amina Williams	4th and 5th	Once a month (Tuesdays)
Chorus/ Play	Christopher Todd	4th and 5th	Once a week
Reading Bowl	Susan Freeman	4th and 5th	Once a week
Picture Book Bowl	Susan Freeman	K-3	Every Tuesday
Art Club	Sarah Dyer	3-5	Every Tuesday
Jr. Beta Club	Anika Dozier	4th and 5th	Once a month
Training	Solomon Troutman	5th	Every Tuesday

## PTO

The mission of the Luella Elementary School PTO is to

1. Provide a means of ongoing and organized communication between the parents, teachers, and staff
  2. To enrich the students' educational and social experience by providing materials, programs and activities that would otherwise not be available.
  3. To support the students, teachers and staff by promoting a strong parent volunteer program.
- Please visit the [PTO Website](https://www.henry.k12.ga.us/pto) for updates and ways to connect. Please contact, **Susan Freeman at [sfreeman@henry.k12.ga.us](mailto:sfreeman@henry.k12.ga.us)**

## Dress Code

The student dress code is designed to reduce the likelihood of distraction and to maintain an academic focus in the classroom and on campus. Our staff requests a partnership with parents to observe the following guidelines when purchasing school attire:

- Refrain from holes/rips (above the knee) that expose a large portion of students' skin.
- Tops should be long enough to cover the midriff area. Tops should not be low cut and an undershirt should be worn when necessary. Skirts should be at least the length of the tip of the middle finger.
- Hats, scarves, and other headpieces will not be worn within the school building unless approved for special occasions by the principal or the principal's designee. Head wraps, scarves, or dresses worn in observance of a cultural or religious tradition/belief are acceptable, as long as it does not cause a disruption of the educational environment.
- Students should remove the hood of their jacket or sweatshirt upon entering the school building.
- Athletic shoes should be worn on the days the students have PE.

## End of Year Student Recognition

**Top Cub** The Top Cub is awarded to two students from each homeroom who have modeled positive behavior, responsibility, respect, and perseverance, continually, in all facets of the school including the classroom, specials, cafeteria, playground, and hallway all year.

**Highest MAP Growth in Reading:** Awarded to students in grades 1-5 who showed the highest growth from fall to spring as defined by the MAP metric.

**Highest MAP Growth in Math:** Awarded to students in 1-5 who showed the highest growth from fall to spring as defined by the MAP metric.

**Highest RIT in Reading:** Awarded to students in grades 1-5 who earned the highest RIT in Reading as defined by the MAP metric.

**Highest RIT in Math:** Awarded to students in grades 1-5 who earned the highest RIT in Math as defined by the MAP metric.

**F&P Highest Level:** Awarded to students in grades K-5 who achieved the highest F&P reading level in their class during the Spring Assessment window.

**F&P Highest Growth:** Awarded to students in grades K-5 who showed the highest reading growth in F&P from fall to spring.

**Principal Award** - Awarded to students who make all A's on their report card, in every box, for each nine-week grading period.

**Honor Roll** - Awarded to students who maintain all A's in the term averages for each subject.

**A/B Honor Roll** - Awarded to students who maintain A's and B's, or all B's **each** term for **each** subject.

**Specials Awards:** Awarded to students who show exemplary performance throughout the school year in PE, Music, and Art.

**Accelerated Reader**- Top 2 students (most points)

**Media Festival** (school/county/state winners)

**Picture Bowl**

**Reading Bowl**

**Art Club**

**Training**

\*Additional awards may be added per principal discretion.

## Stay Connected with Luella Elementary



[Luella Elementary School](#) School Website



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