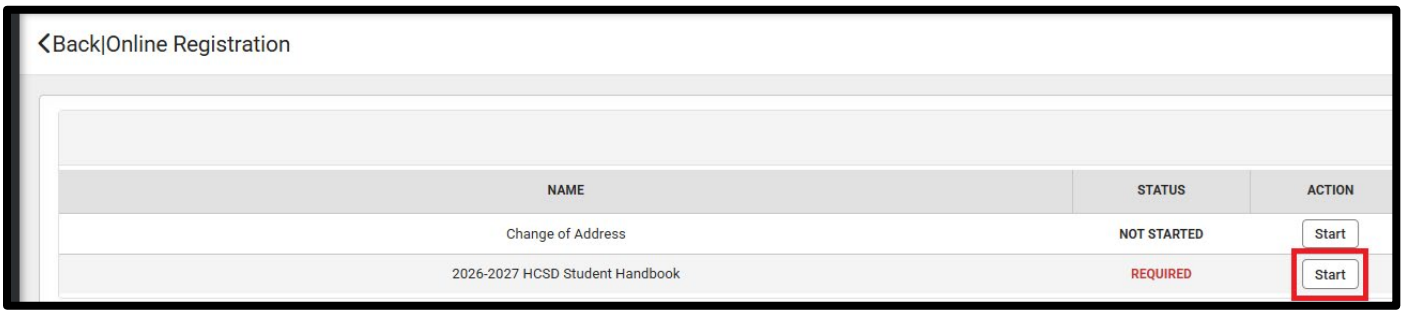
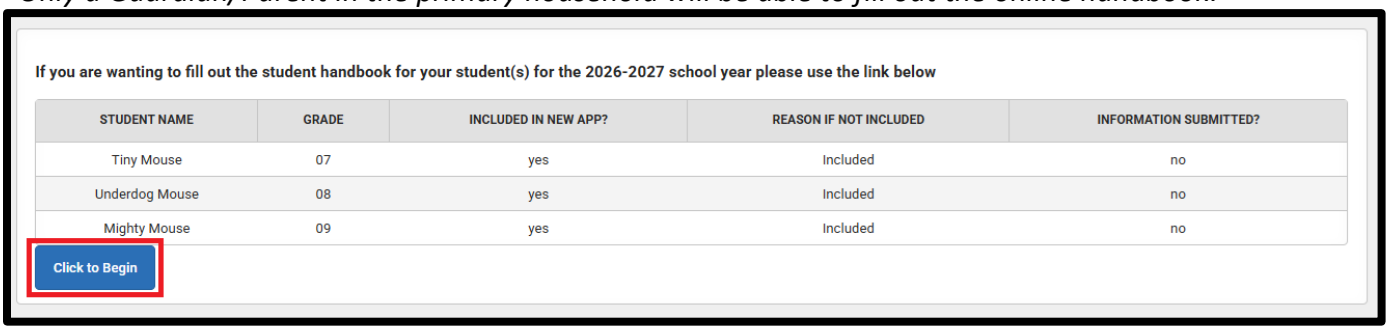
Online Digital Handbook

HCSD Technology Department

1. Log in to your parent portal.
2. Select “Start” next to the 2026-2027 HCSD Student Handbook.



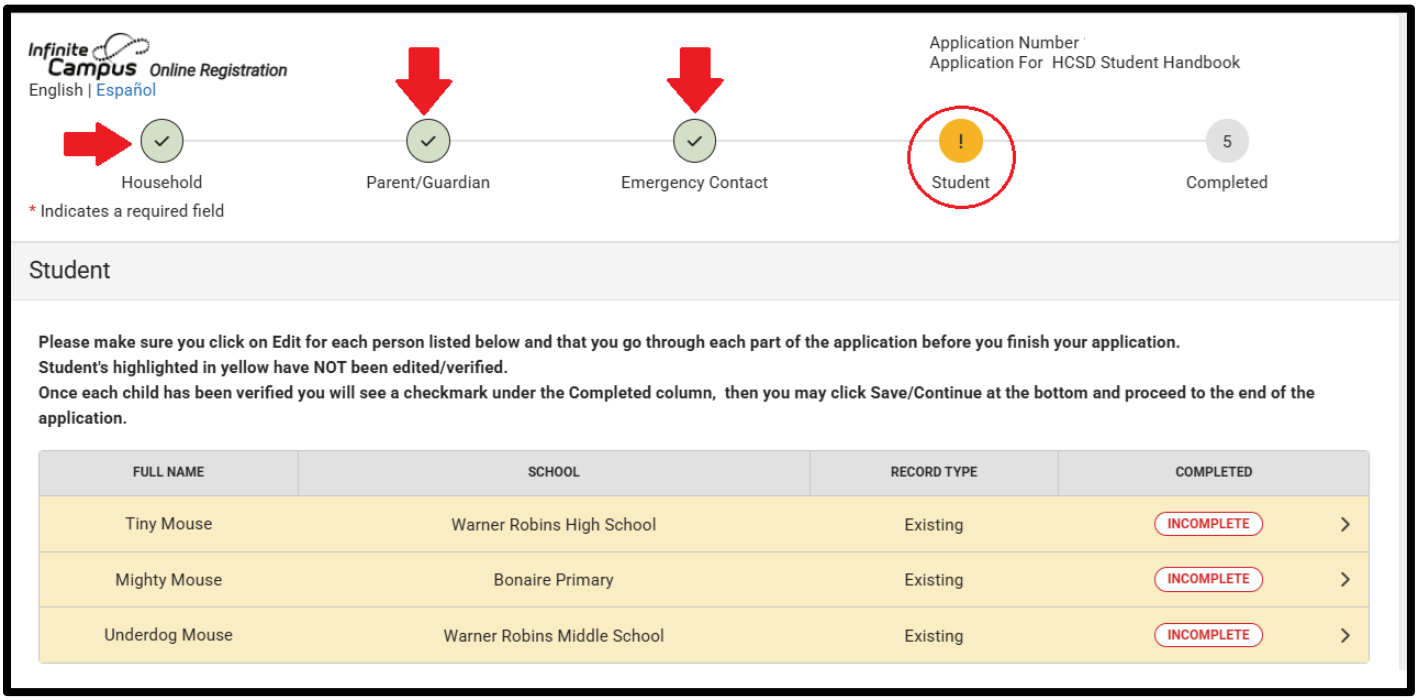
3. Before beginning the handbook process, please make sure **all of** your students in your household are listed. If not, please contact your student’s school. Select the “click to begin” to start the process.
   **Only a Guardian/Parent in the primary household will be able to fill out the online handbook.*



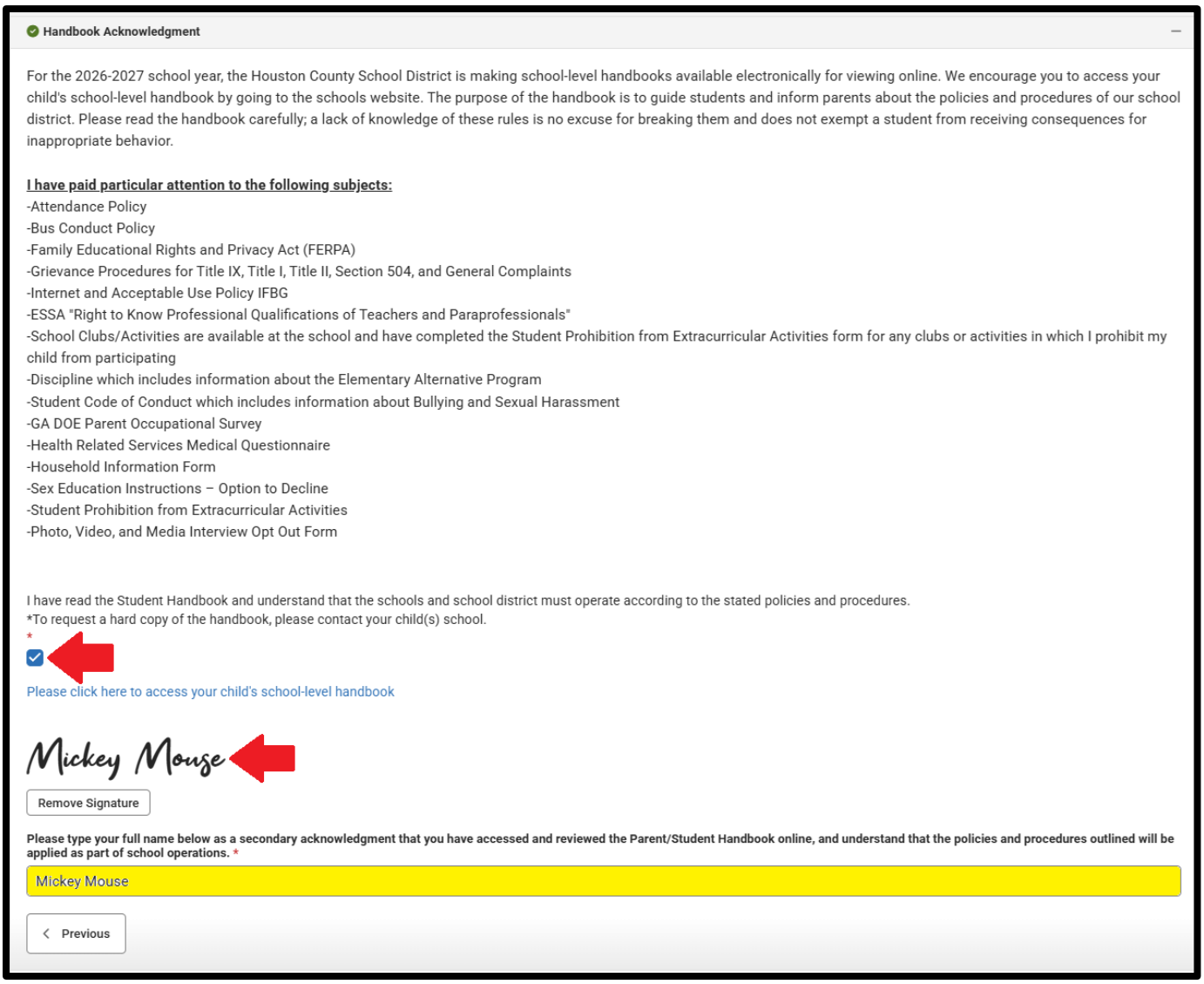
4. Next, you will type your name in the box provided to begin the process. You also have the option to view the handbook to be in Spanish. Click submit.
   **Please take note of the application number in the top right corner in case there are any issues with your handbook being submitted.*



5. There are several tabs you will work through in the handbook:
   - **Household information**: *If you have a new address please contact Central Registration to update your information.*
   - **Parent/Guardian Information**
   -**Emergency Contact Information:** *You must have 1 emergency contact that is NOT the Parent/Guardian(s). You can only list 2 emergency contacts in the online handbook. If you need to add more you can do that at your student's school*
   - The last tab will be **Student,** and this is where you will fill out/answer questions for the handbook. Prior to entering/answering the information all students will be highlighted in yellow and have a status of **Incomplete**. Click on each student individually to fill out the handbook.



6. You must complete the handbook for each student in your household. You will sign and type your name for each student acknowledging the policy and procedures for the Houston County School District.



Handbook Acknowledgment

For the 2026-2027 school year, the Houston County School District is making school-level handbooks available electronically for viewing online. We encourage you to access your child's school-level handbook by going to the schools website. The purpose of the handbook is to guide students and inform parents about the policies and procedures of our school district. Please read the handbook carefully; a lack of knowledge of these rules is no excuse for breaking them and does not exempt a student from receiving consequences for inappropriate behavior.

I have paid particular attention to the following subjects:
-Attendance Policy
-Bus Conduct Policy
-Family Educational Rights and Privacy Act (FERPA)
-Grievance Procedures for Title IX, Title I, Title II, Section 504, and General Complaints
-Internet and Acceptable Use Policy IFBG
-ESSA "Right to Know Professional Qualifications of Teachers and Paraprofessionals"
-School Clubs/Activities are available at the school and have completed the Student Prohibition from Extracurricular Activities form for any clubs or activities in which I prohibit my child from participating
-Discipline which includes information about the Elementary Alternative Program
-Student Code of Conduct which includes information about Bullying and Sexual Harassment
-GA DOE Parent Occupational Survey
-Health Related Services Medical Questionnaire
-Household Information Form
-Sex Education Instructions – Option to Decline
-Student Prohibition from Extracurricular Activities
-Photo, Video, and Media Interview Opt Out Form

I have read the Student Handbook and understand that the schools and school district must operate according to the stated policies and procedures.
*To request a hard copy of the handbook, please contact your child(s) school.
*

Please click here to access your child's school-level handbook

Mickey Mouse

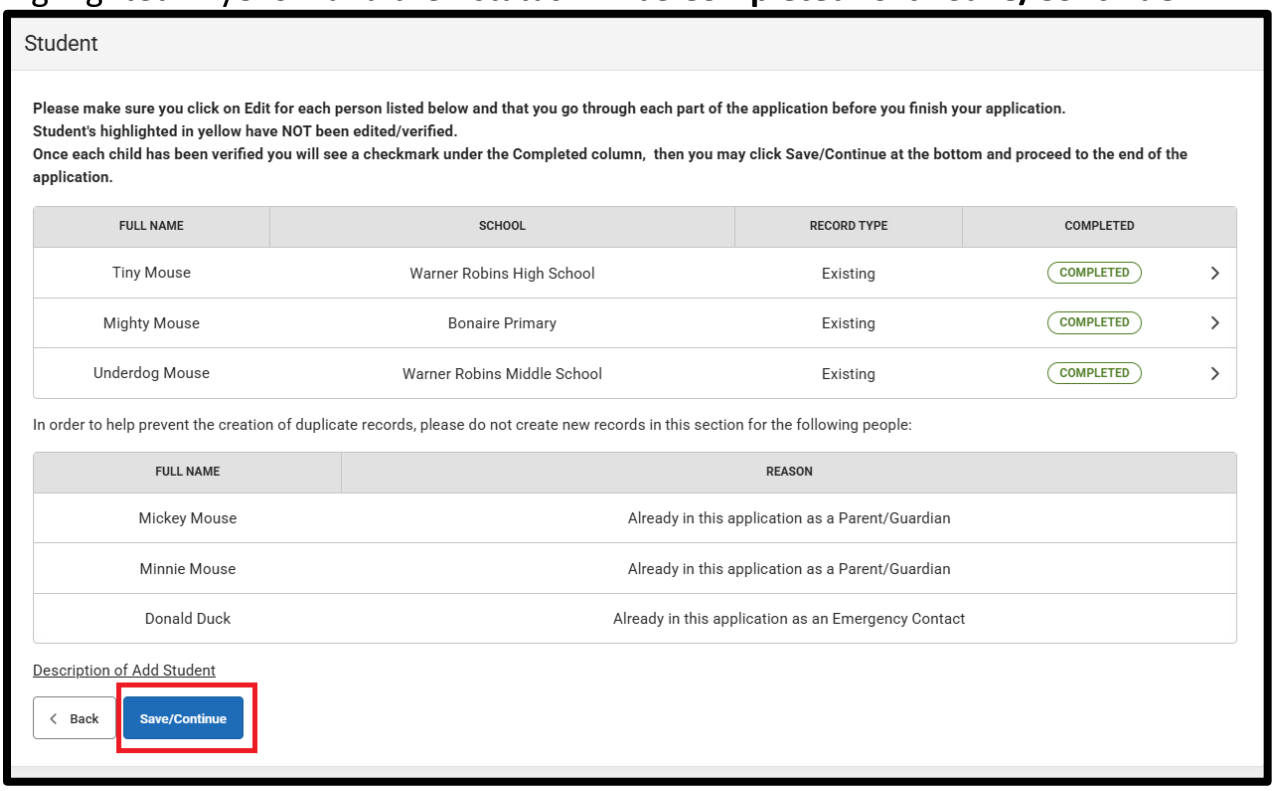
Remove Signature

Please type your full name below as a secondary acknowledgment that you have accessed and reviewed the Parent/Student Handbook online, and understand that the policies and procedures outlined will be applied as part of school operations. *

Mickey Mouse

Previous

7. Once all the students in your application have been completed they will no longer be highlighted in yellow and their status will be **Completed.** Click **Save/Continue**.



8. You will sign your name one final time and then click **submit.** You will receive an email confirming your digital handbook was submitted. Please keep this email for your records.

