Houston County High School



HOCO Bears Expect Excellence



Dr. Jay Jones Principal Houston County High School

Assistant Principals



Mr. Jason Brett Last Names E-K/Athletic Administrator



Ms. Greer Wright Last Names S-Z



Mrs. Trinidy Rawlins
Assistant Principal
of Instruction



Ms. Shayna Brown Last Names L-R, CTAE Supervisor



Mr. Jared Allen Last Names A-D

All Sports Card

- Gain entry into all regular season home games for all sports
- \$80 per student
- Purchased through GoFan.co, with an additional \$5 fee added for the website usage (\$85 Total cost)
- All single-game entry tickets and tickets to other school events purchased through GoFan.co



Regular Bell Schedule (M, W, T, F)

1st Period

8:00 - 8:55

(5 min for announcements)

2nd Period

9:00 - 9:50

3rd Period

9:55 - 10:45

4th Period

10:50 - 11:40

5th Period/Lunch 11:45 - 1:10

A Lunch

11:45 - 12:10

B Lunch

12:15 - 12:40

C Lunch

12:45 - 1:10

6th Period

1:15 - 2:05

7th Period

2:10 - 3:00



B.E.A.R. Time Schedule (Tuesday ONLY – Beg. August 20th)

1st Period 8:00 -8:45

(5 min for announcements & signup check)

2nd Period 8:50 - 9:30

B.E.A.R. Time 9:35 – 10:25

3rd Period 10:30 - 11:10

4th Period 11:15 – 11:55

5th Period/Lunch 12:00 – 1:25

A Lunch 12:00-12:25

B Lunch 12:30-12:55

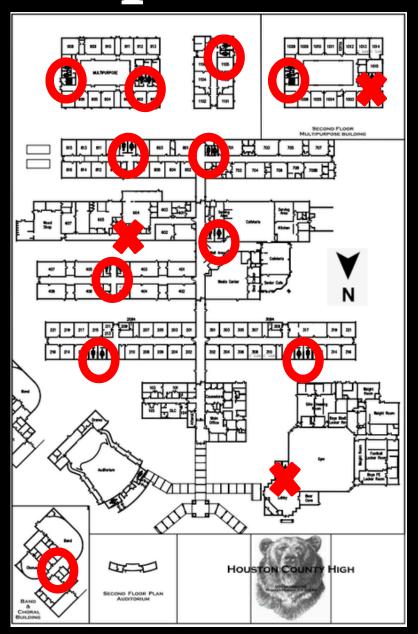
C Lunch 1:00-1:25

6th Period 1:30 – 2:10

7th Period 2:15 – 3:00

(5 min. for announcements)

School Map w/ Restrooms



Morning Procedures

- May not report to school until 7:15am (Drivers 7:30am)
- Middle cafeteria doors are the only doors students may enter at 7:15am. Students must stay in lunchrooms unless they have a pass for tutoring.
- Other doors open at 7:50am student drivers and students dropped off after that time to enter.
- Students eating breakfast or arriving prior to 7:50 must stay in the lunchroom until 7:55am
- May only leave the cafeteria before 7:55am if they have a SmartPass assigned by their teacher for a morning tutoring session. Student names will be searched in the system to allow passage.
- May not roam the halls
- At 7:55am, all students in the cafeteria will be released to report **DIRECTLY** to their first period class, using the shortest route possible, and not gathering in the hallways.

Student Drop-Off

- The school day begins at 8:00am.
- Students may be dropped off **ONLY** in the front or back of the building, beginning at 7:15 am.
- Please have your parent remain in the line and drop you off in designated areas. FOR SAFETY REASONS, DO NOT HAVE YOUR PARENT DROP YOU OFF IN STUDENT PARKING LOTS.
- Parents who are dropping off in the front of the school, please DO NOT let your student out of the car on Hwy.
 96 before entering the parking lot.
- The side lot is <u>not</u> to be used for parent pick up or drop off.
- No parents should enter the bus ramp road before or after school unless they have a designated pass.

Bus Riders

- Students who ride the bus will be dropped off on the bus ramp beginning at 7:15 am.
- Students will report to the cafeteria and remain in the cafeteria until 7:55am.
- Students who have a tutoring pass should go through the main cafeteria to show the pass in the mall area.

Student Drivers

- Student parking is assigned by lot, with spaces being first come, first served. Students should only park in white-lined spaces, as yellow-lined spaces are for staff and visitors.
- Student drivers should not arrive on campus prior to 7:30am unless on campus for tutoring.
- <u>ALL</u> student drivers are to remain in <u>THEIR OWN CAR</u> until 7:50am, unless they are eating school breakfast.
- Student drivers getting breakfast may enter the lunchroom through the middle doors upon arrival.
- After 7:50, student drivers not eating breakfast may enter the building and report **DIRECTLY** to their first period class, using the shortest route possible, and not gather in the hallways with friends.
- Only students riding in a student vehicle should be in the parking lots before/after school. Students may not leave the building to go to a student vehicle before school.

Breakfast

- Students eating breakfast at school must do so in the main or middle cafeteria and can utilize outdoor dining during nice weather.
- Students are not allowed to gather in the mall area or congregate at the vending machines prior to 7:55am.
- Breakfast ends at the 7:55 bell. All students must exit the lunchroom immediately at this time and report to their first period class.

Daily Dismissal

- All students will be released at 3:00pm.
- Students who ride the bus should know their bus number and/or driver.
- Students may <u>ONLY</u> ride their assigned bus to their designated bus stop.
- Upon being released from class, students should report **DIRECTLY** to their dismissal area and leave campus as quickly as possible.
- Any student not in their designated area will receive a warning and then be disciplined accordingly.
- All parent pick-up students must be off campus by 3:30pm. If students can't be picked up by 3:30, they will be made to ride the bus.
- Students should leave campus in the same manner each day, as often as possible, to avoid confusion of location and to maintain crowd sizes.

Student Drivers

- All student drivers must have a parking permit and park on campus.
- Your parking decal must be displayed in the back window of the vehicle.
- All cars must be off campus by 3:30 unless participating in an after school activity or tutoring. Do not wait for other students.
- Students who park in the side lot will be directed out of the East exit only and must take a right onto Bear Country Blvd. **NO LEFT TURNS.** Do not cut through the Central Registration Parking Lot or you will be ticketed.
- Students who park in the back lot must take a <u>LEFT</u> onto Jerry Barker Drive.
- Leaving campus during the school day without permission or signing out through the attendance office will result in parking privileges being revoked.
- Students must bring all items into school that are needed for the day. They will **NOT** be allowed to return to their cars before school or during the day for any reason.
- Students who violate parking rules and procedures will sign and receive a parking violation notice with progressive consequences being administered.

Dropoff/Pickup/Parking Map



Behavioral Expectations

ALL ADULTS in our building hold ALL STUDENTS to high expectations for behavior and success. Regardless of which adult is giving you a directive, you are expected to do what the adult asks you to do and always be respectful.

Social Media

- Be careful what you post, because it never goes away!
- College admittance, college scholarships and employment opportunities are just few of the things you potentially jeopardize!
- You are a representative of Houston County High School!
- Be mature, be positive, and be a BEAR!

Expectations by Location

Expectations	Classroom/ Instructional Area	Hallway/ Mall Area	Cafeteria	Restroom	Transportation
Be Prepared	-Bring all needed materials to class -Have homework ready to turn in	-Have a hall pass -Report to your assigned location	-Know your student ID number -Have money if you are buying lunch	- Have a pass	-Plan ahead -Know your method of transportation
Expect Excellence	-Follow instructions -Challenge yourself - Do your best work	-Maintain high integrity	-Eat well balanced nutritious meals -Show maturity	-Respect class time -Use your time wisely	-Use appropriate behavior during dismissal
Always Be On Time	-Arrive to class on time -Turn in homework on time	-Keep moving	-Go to YOUR lunch	-Be quick -Go during class change	-Arrive to school on time -Exit school at your appropriate time
Respect Everyone	-Respect others' opinions -Respect adults' decisions	-Respect classes in progress -Follow adults' directions	-Be polite to all staff -Use proper table manners -Wait patiently in line	-Respect others' privacy -Keep it clean -Use the facilities in an appropriate manner	-Follow adults' directions
Show Bear Pride	-Pay attention to due dates -Plan for your future -Be responsible for your actions	-Pick up after yourself	-Clean your area -Put up your tray in an orderly manner -Eat in designated areas	-Wash your hands -Flush the toilet -Place paper towels in the trash	-Obey all bus/traffic rules

Behavior Points

- Much like students received Dojo points in elementary school, the new HCSD app allows us to use points to recognize students who exhibit characteristics of being a Bear outlined on the previous slide.
- Opportunities will be provided throughout the school year for students to "cash in" their points for rewards.
- Point accrual will also be used to randomly reward students through drawings held throughout the year.

Vapes

- HCSD has a system policy as it relates to vapes, vaporizers, Juuls, dab pens or other devices used to inhale vapor.
- Discipline for these items is a **POSSESSION** rule, meaning if you have it on you, you are the one getting the discipline. Students should NEVER hold anything for anyone else.
- Those caught <u>in possession</u> of these items will sign a vape contract on their first offense.
- 3rd time offenders with non-THC/CBD vapes will be recommended for placement at Houston County WIN Academy per that contract.
- Possession of a vape containing THC or CBD results in an immediate recommendation to the WIN Academy on the first offense.

Discipline for Fighting

Offense	Discipline
Minor fight	sent home remainder of the day, 5 days ISS upon return
Major fight	sent home remainder of the day, 2 days OSS, 5 days ISS upon return

Additionally:

- All students involved in a fight will sign a fight contract. Involvement in the 3rd fight in a school year results in a recommendation to the WIN Academy, per that contract.
- Under 17 Receive a citation for affray
- 17 and over Arrested by the School Resource Officer (SRO) and removed from campus.

Sexual Harassment

It shall be a violation of this policy for any person to harass a student, an employee, or any other person through conduct or communications of a sexual nature (including social media, text, etc.).

Bullying

- 1. Any willful attempt or threat to inflict injury on another person, when accompanied by an apparent present ability to do so; or
- 2. Any intentional display of force such as would give the victim reason to fear or expect immediate bodily harm; or
- 3. Any intentional written, text, social media, verbal, or physical act, which a reasonable person would perceive as being intended to threaten, harass, or intimidate, that...

Bullying

- a.causes another person substantial physical harm within the meaning of Code Section 16-5-23.1 or visible bodily harm as such term is defined in Code section 16-5-23.1
- b.has the effect of substantially interfering with a student's education
- c. is so severe, persistent, or pervasive that it creates an intimidating or threatening educational environment; or
- d.has the effect of substantially disrupting the orderly operation of the school

Mandatory Consequences

- Acts of bullying or sexual harassment shall be punished by a range of consequences through the progressive discipline process.
- Such consequences shall include, at a minimum
 - Counseling
 - Disciplinary action as appropriate
- Georgia law mandates that upon a finding by the disciplinary hearing officer, panel or tribunal that a student in **grades 6-12** has committed the offense of bullying for the third time in a school year, the student shall be assigned to an alternative school.

Anonymous Alerts

The HCSD utilizes the **Anonymous Alerts** system to allow students and parents the ability to make school administrators aware of happenings in the school while remaining anonymous.

We encourage students and parents to download and utilize this communication tool.



Between Classes

- Students have 5 minutes between classes to move to their new locations each period.
- Learn alternate routes to your classes and keep moving.
- Students who are found to be on hallways on which they do not have a class on any given period will be subject to disciplinary action.
- Students are not allowed to gather in groups in restrooms or common areas (mall, vending, outside, etc.) between classes and will be disciplined if found doing so.
- Pay attention to bells. Students will hear a 1-minute warning bell during each class change, indicating they will be counted tardy after the next bell.
- Students will be counted tardy if they enter the gym or a classroom after the bell rings.

Vending Machines

- New this year...
 - Machines will be operational during class changes at during lunch
 - When the 1-minute warning bell rings during the class change, power turns off to the machines.
 - Power returns to the machines at the beginning of the next class change.
 - If you put your money into the machine too close to the cutoff, you risk losing your money in the machine when it turns off.
 - If this happens, you will not receive a refund. Be sure you are watching the time and do not use a snack to justify a tardy!

Attendance

- If absent, students must bring a written excuse from a parent within 5 school days upon returning to school. The reason must be an approved reason. Otherwise, the absence will remain as "unexcused."
- Parents can also email an excuse to Mrs. Smith (alli.smith@hcbe.net) in the attendance office.
- While all work for absent students will be uploaded to Canvas daily, students have 3-5 days upon their return to complete all missing assignments.

Attendance & Student Parking

- 3 <u>unexcused</u> absences warning about parking suspension
- 5 <u>unexcused</u> absences 5-day parking permit suspension
- 8 <u>unexcused</u> <u>absences</u> parking privileges revoked for remainder of the semester
- Reminder: an absence remains unexcused and counts towards parking consequences when 3 days have passed since the student's return to school without an excuse being turned in.
- Absences are not per day, but are counted on a period-byperiod basis; i.e. a student who accumulates 8 unexcused absences in 1st period only will lose parking privileges for the remainder of the respective semester.

Tardies

- Unexcused tardies will be cumulative and monitored as explained in the <u>HCHS Student Guide to Academic and Behavioral Success</u>.
- Students arriving 8:00-8:10 should report to the nearest tardy station to where they entered the building (attendance office, media center, South main hall, 2-story building). Teachers' doors will close at 8:00am and you must have a pass to gain entry. If the tardy stations are unattended or after 8:10, report to the attendance office.
- If more than 10 minutes late for a class 2nd-7th period (without an excused note), students will receive an unexcused tardy <u>and</u> be referred to the appropriate administrator. Students more than 10 minutes late to a class will be investigated for potential skipping.

Tardy Discipline

- When students eclipse the 7th unexcused tardy across all periods and days, a tardy contract will be issued (required to be signed by a parent and returned to the school) that explains the next levels of discipline for further accumulated tardies.
- The discipline for accumulated tardies after the tardy contract has been issued will be progressive, as outlined in the HCHS Student Guide to Academic and Behavioral Success.

SmartPass

- Houston County High will continue to utilize the digital hall pass system known as SmartPass.
- Students must enter their hall pass into the SmartPass system <u>AFTER</u> receiving permission from the teacher to leave and <u>BEFORE</u> leaving the classroom.
- Students will have 3 passes out of class to be used <u>daily</u>, if needed. These should only be used in cases of emergency, as it is imperative that students remain in class to learn.
- If out of passes for the day, students will not be allowed to leave their classroom.
- Passes will be timed in the system, and students who are consistently over time on their passes will begin to lose their pass privileges.
- Administrators will be periodically viewing reports and adjusting privileges of students who are forming "pass patterns."

Non-Instructional Absences (NI)

- NI is the code for absences for activities, such as noninstructional field trips or extracurricular activities, including but not limited to games or competitions.
- It is each student's responsibility to make up work missed while absent because of an NI.
- Having an NI absence does not change the due date of assignments. If an assignment is due on the day a student is coded NI, the expectations is that the assignment is turned in <u>on or before the due date</u>.
- If students are failing two or more subjects, they may be denied attendance for that event and are expected to be in their classes on that day.

Semester Final Exam Exemptions

- Must have an 80% or higher in the class.
- Must not have had ISS/OSS for that semester.
- Must have 5 or less absences, excused or unexcused.
- Must not owe any fines.

Electronic Devices *NEW*

- In conjunction with the Distraction-free Environment law that was passed by the state of GA for grades PK-8, changes have been made to the electronic device procedures at HCHS.
- This year, classrooms at HCHS during instructional time, will be distraction-free environments.
 - "Instructional Time" is defined as the time between the tardy bell and the dismissal bell for each class period.
 - Distraction-free means that electronic devices must be stored away and not visible nor accessible to the student.
 - Electronic devices include cell phones as well as headphones, ear buds, etc.
 - For devices to be considered not visible nor accessible, they must be stored in a backpack, purse, etc. If the student does not carry a backpack or a purse, they should be placed in the pocket and not visible to the teacher throughout the class period.
 - Failure to properly store away electronic devices during instructional time will lead to the student being asked by the teacher to put the item out of sight and a discipline referral being entered into Infinite Campus by the teacher.
 - Discipline for these incidents will be progressive, with increasing consequences for failure to follow school procedures.

Electronic Devices

- Understanding that electronic devices must be stored away during instructional time,
 <u>USE</u> of an electronic device will carry a more severe consequence.
- The <u>use</u> of cell phones or other electronic devices (including but not limited to headphones, ear buds, etc.) will lead to confiscation of the device and a discipline referral in Infinite Campus.
 - Argument with a teacher or administrator will lead to additional discipline for disrespect.
 - Refusal to give a teacher or administrator your phone automatically results in 5 days of ISS beginning the following day.
- Only District-issued Chromebooks are to be used for technology-enhanced
 assignments during instructional time. Students are not permitted to use personal
 devices if they do not have their Chromebook and no personal devices are allowed to
 connect to a district network.
- Items confiscated must be picked up by the student in the front office at the end of the school day and prior to 3:30pm.
- Consequences for <u>use</u> during instructional time (in addition to confiscation) will be more severe than simply being visible and will progress with each additional incident.
- Cell Phone offenses do not start over at the semester break but are cumulative for the school year and consequences will continually progress in severity.

Devices During Non-Instructional Time

- Cell phones may be used during noninstructional times (before/after school, class changes, lunch, etc.)
- This includes use of ear buds/air pods & headphones.
- No portable speakers allowing music to be heard coming from a device are permitted.

Cell Phone Guidelines

When allowed during non-instructional times, there are still some guidelines that must be followed for appropriate and acceptable cell phone use:

- NO PHOTOS/VIDEOS TAKEN AT ANY TIME (including selfies).
 - Taking photos/videos will lead to confiscation of your device.
- NO MUSIC IS TO BE AUDIBLE FROM A PHONE/DEVICE AT ANY TIME (including sounds from videos).
 - Phones and/or speakers heard will be confiscated.
- NO CALLS ARE TO BE MADE OR RECEIVED AT ANY TIME.
 - All calls will be required to be immediately terminated and the device will be confiscated.
 - Necessary calls to/from parents/guardians must be made in the front office.

Earbud/Headphone Safety

When allowed, students should only have ONE earbud in or ONE headphone covering the ear and the other ear should be clear of obstruction.

This is a safety precaution for emergencies when students must hear announcements made or instructions given in the hallways and at lunch.

Failure to follow this procedure may result in confiscation of the earbuds/headphones.

Cafeteria Reminders

- Stay in designated areas during lunch until the bell rings.
- Do not exit cafeteria until the bell rings. Students should not wait on the bell in the mall area or leave the outdoor dining area early.
- Students are <u>not allowed</u> to gather in the mall or vending areas during lunch times. Students should buy snacks and then return to the cafeteria.
- The Senior Dining Room is for Seniors Only.
- No cutting in line, or you will be told to go to the back of the line.
- Throw away your trash. Custodians will sweep the floors and wipe down the tables, but you are responsible for your own trash. Be Respectful!
- The outdoor dining area is not a playground. Students who are not seated at a table, run through the dining area, or act inappropriately for the space will be directed inside to eat.
- Failure to follow these procedures results in lunchroom cleanup duty.

Pep Rallies

- We will have several Pep Rallies throughout the year to celebrate our students, athletes, and accomplishments.
- Students who choose to not attend pep rallies are required to report to the main cafeteria for study hall. Phones will not be allowed during study hall.
- Any student leaving campus during this time will be considered skipping and will receive appropriate discipline.
- <u>School Spirit is part of our culture</u>. <u>We want all our students to participate</u>!

Dress Code

- Student dress code violations fit into one of two categories:
 a. Dress Code Violation: student's current outfit is out of dress code and CANNOT be fixed to comply
 - Student will be removed from class to call home for a change of clothes and receive a discipline referral in Infinite Campus.
 - Student will be placed in ISS to wait for new clothes to be delivered to the school
 - b. Student has manipulated their clothes to be out of dress code (tied up shirt, rolled shorts, hat/hood, sunglasses, sagging pants, etc.)
 - Student will be instructed to correct their clothing issue and will receive a discipline referral in Infinite Campus for failure to follow school procedures.

Dress Code

- The school dress code can be found clearly outlined in the HCHS Student Guide to Academic and Behavioral Success.
 - Please note that the examples are not all-inclusive and dress will be determined to be appropriate for school by the administration.
 - Dress Code also applies to school events, such as Homecoming & Prom. Students determined to be dressed inappropriately for these events will be asked to leave and will not be refunded.
- Repeated violations of the dress code or failure to follow school procedures in terms of dress will incur progressive discipline measures.

BEAR Time

- BEAR Time is an opportunity for students to receive Bonus Enrichment And Remediation weekly during the school day.
- Every Tuesday, beginning August 19th.
- After 2nd period (9:35–10:25).
- Each Friday afternoon, the BEAR Time offerings will be placed online for the next week. Students should review class offerings prior to arriving to school each Monday.
- Students will sign up for BEAR Time sessions during 1st period each Monday.
- When the bell rings to end 2nd period on Tuesdays, students are expected to report directly to the BEAR Time session for which they registered or were assigned to as a priority session.
- Students in the hall after the bell rings to begin BEAR Time will be assigned a session to attend by a counselor.
- Students who consistently avoid signing up for BEAR Time sessions will incur discipline for failure to follow procedures.

BEAR Time Signup

- Students sign up for sessions in the SmartPass FLEX program.
- Each Monday, during 1st period while announcements are being read, students will log into SmartPass FLEX and select a session to attend on Tuesday.
- Time will also be allotted on Tuesday during 1st period to make sure student issues can be cleared up and absent students can sign up.
- Two content areas will be assigned as priority contents for each week's BEAR Time session.
 - Students assigned to a priority session by their teacher or a counselor will not be able to pick a different session to attend and are expected to be present in their assigned session.

HCHS Counselors



Mrs. Jenny Dykes Last Names: A-D



Mrs. Melanie Hudson Last Names: E-K



Mrs. Hannah Wells Last Names: L-R



Dr. Lori Sarazine Special Projects/ Testing

Mrs. Melissa Jones Last Names: S-Z

Reasons to See Your Counselor (by appt.)

Plan for your future!

- Map out your high school course selection
- Discuss college/career options
- Find scholarship information (the scholarship notebook)
- Get information about internet resources

Struggling in a class or classes

- Need a student tutor? We can help!
- Get suggestions on how to improve in your academic performance in class

Non-Emergency Personal/Social Issues

Please visit the bookcase outside of the counselor's office to review the information that is readily available to you!

Handbook Digital Acknowledgement

All district handbook digital acknowledgement must be completed through Infinite Campus online or through the IC Parent Portal mobile app.

For assistance, please visit https://www.hcbe.net/infinitecampus

Digital acknowledgement is available at this time and the sign-off process must be completed by <u>AUGUST 15th.</u>

Students will not be allowed to part icipate in any extra curricular activities until digital acknowledgement is complete.

Have a great year, and...



BEAR DOWN!