

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*



Mrs. Trinity Rawlins
*Assistant Principal
of Instruction*



Mrs. Karma Hayes
Last Names L-R, CTAE Supervisor



Ms. Melanie Moore
Last Names S-Z



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



ALL SPORTS CARD

Entry to ALL sporting events at HOCO! Students only! Must have student ID # to purchase. Playoff events not included



WITH THE PURCHASE OF THE ALL SPORTS CARD, YOU WILL RECEIVE A HOCO ATHLETICS T SHIRT! ALL SPORTS CARDS ALLOW FOR ENTRANCE TO ALL HOME GAMES (NON-PLAYOFF GAMES).

BENEFITS

- ✔ VALUE OF OVER \$350
- ✔ BEARS SUPPORT BEARS
- ✔ SHOW SCHOOL PRIDE



PURCHASE
ON GOFAN.CO

\$80



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)

Morning Procedures

- May not report to school until 7:15am
- Middle cafeteria doors are the only doors students may enter at 7:15am
- Other doors open at 7:50am
- Students eating breakfast must stay in the lunchroom until 7:55am
- May only leave the cafeteria before 7:55am if you have a SmartPass assigned for a morning tutoring session. Student names will be searched in the system to allow passage.
- May not roam the halls

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 for dropoff and student drivers to enter who arrive 7:50-8:00.
- 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, students will be released from the cafeteria and report **DIRECTLY** to their first period class, using the shortest route possible, and not gathering in the hallways.

Parent Drop-Off Arrival

- 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 THE PARKING LOT.**
- The side lot is not 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 Rider Arrival

- 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.
- At 7:55am, students will be released from the cafeteria and report **DIRECTLY** to their first period class, using the shortest route possible, and not gathering in the hallways.

Student Driver Arrival

- Student drivers should not arrive on campus prior to 7:30am unless on campus for tutoring.
- **ALL** student drivers are to remain in **THEIR OWN CAR** until 7:50am, unless they are eating breakfast.
- Student drivers getting breakfast may enter the lunchroom through the middle doors and will remain in the lunchroom until the 7:55 bell.
- 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.

Breakfast

- The Middle Cafeteria doors at the bus ramp will open at 7:15am for breakfast to be served.
- Students eating breakfast will remain in the cafeteria until the 7:55am bell.
- 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 Departure

- All students will be released at 3:00pm.
- Students who ride the bus should know their bus number and/or driver.
- Students may ONLY 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.

Dropoff/Pickup/Parking Map



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. 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 LEFT 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 go to their cars 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.

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 can lose!
- You are a representative of Houston County High School!
- Be mature, be positive, and be a BEAR!

Behavioral Expectations

Bears Expect Excellence

Locations

Expectations	Classroom/ Instructional Area	Hallway/ Mall Area	Cafeteria	Restroom	Transportation
B 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
E 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
A 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
R 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
S 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

Bear Bucks

- Provided to students who go above and beyond the expectations aligned with locations on the BEAR Matrix (previous slide)
- All Bear Bucks will be assigned digitally through the Spotlight program.
- May be used to purchase items at monthly “Bear Buck Roundup”
- Drawings for free prizes!

EXPECT EXCELLENCE	
Student _____	Student _____
Teacher retain this portion & turn into the front office.	Date _____
Teacher _____	Teacher _____
Date _____	Location _____
	<input type="checkbox"/> Be prepared <input type="checkbox"/> Expect excellence <input type="checkbox"/> Always on time <input type="checkbox"/> Respect everyone <input type="checkbox"/> Show Bear Pride

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.
- Those caught in possession 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.

Fighting Discipline

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+ y.o. - 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.

Dear Parent or Guardian:

I am pleased to inform you that we are utilizing a new safety tool called Anonymous Alerts®, which allows a quick, easy and anonymous way to report urgent information to school administrators. Anonymous Alerts® provides a way to report confidentially any safety concerns, such as bullying, threats and other sensitive topics

Using a phone or computer, students and parents may send private messages, photos and/or videos to our school administration for investigation. Although we believe that the best way to address problems is to talk with a teacher, administrator or counselor, we know that sometimes people prefer to be anonymous.

The mobile app and Web-based reporting system provide secure one-way or two-way encrypted messages. Reports may be about anything serious that is troubling or a security concern. Examples include abuse, assault, bullying, cutting/self-injury/self-harm, drugs or alcohol on campus, fighting, gang related issues, weapons on campus, sexual harassment, suicidal thoughts and threats. All reports remain completely anonymous, unless submitters choose to reveal their identity to allow a person-to-person discussion.

Only legitimate and serious matters should be submitted for investigation. Our school administrators will review the reports. If something urgent or life threatening occurs, it is imperative to call 911.

The directions to access Anonymous Alerts® are as follows:

How do I make reports using a smart phone?

From the App Store, search for "Anonymous Alerts." The logo is shown. Download the free app and then click on the app to enter this activation code: [hcss](#).

How do I place a report from a computer or tablet?

Go to <https://www.anonymousalerts.com/hcss/> from any Internet connected device. Click on the web button called "Anonymous Alerts." Fill out your incident report.

At Houston County High School, safety is our number one priority. Anonymous Alerts® is another tool that we are offering to help protect our students by providing a way to submit anonymous reports. Our goal is to work together to ensure the safety and security of all of our students and staff. Please call Houston County High School if you have any questions about Anonymous Alerts at 478-988-6340.

Between Classes

- Learn alternate routes to your classes.
- Keep moving between classes.
- 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.

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 unexcused absences** – warning about parking suspension
- **5 unexcused absences** – 5-day parking permit suspension
- **8 unexcused absences** – 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-by-period 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 discipline consequences will apply as explained in the student handbook.

Students arriving after 8:00 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, 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 and be referred to the appropriate administrator. Students more than 10 minutes late to a class are considered skipping.

Tardy Discipline

- 6th tardy - Warning
- 7th tardy - tardy contract
- 8th tardy - 5 days detention/Parking warning
- 9th tardy - Saturday School
- 10th tardy - Altern Disc/5 day parking suspension
- 11th tardy - 3 days ISS
- 12st tardy - 5 days ISS/Behavior Contract/10 parking Suspension
- 13th tardy - 2 days OSS
- 14th tardy - 5 days OSS/parking suspended remainder of semester

SmartPass

- Houston County High has adopted a digital hall pass system known as SmartPass.
- Students must enter their hall pass into the SmartPass system AFTER receiving permission from the teacher to leave and BEFORE leaving the classroom.
- Students will have 3 passes out of class to be used daily, 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 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 non-instructional 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 expectation is that the assignment is turned in on or before the due date.
- **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.**

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

- The use of cell phones or other electronic devices during instructional time is prohibited. "Instructional Time" is defined as the time between the tardy bell and the dismissal bell for each class period.
- Only Chromebooks are to be used for technology-enhanced assignments during instructional time..
- **Phones will be confiscated if they are seen being used during instructional time.**
 - **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.**
- 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 use during instructional time (in addition to confiscation):
 - 1st offense: warning
 - 2nd offense: Alternative Discipline
 - 3rd offense: 3 days ISS
 - 4th offense: 5 days ISS
 - 5th+ offense: continue progressive discipline
- Cell Phone consequences do not start over at the semester break but are cumulative for the school year.

Cell Phones

Cell phones should be securely stored away on your person or with your belongings during school hours.

Cell phones are not our responsibility. Lockers are also provided for students in the gym. If you don't lock it up or put it away it may be stolen.

Cell Phones During Lunch

Cell phones may also be used during lunch.

You may also have ear buds/AirPods in during lunch.

Ear buds/AirPods, headphones, and cell phones should be put away prior to entering the classroom after lunch.

**CELL PHONE PRIVILEGES CAN BE REVOKED
AT ANY TIME BY ANY HCHS STAFF MEMBER
(including cafeteria personnel and custodians)**

Cell Phone Guidelines

PHONES/HEADPHONES/EARBUDS ARE ONLY ALLOWED DURING NON-INSTRUCTIONAL TIMES DURING THE SCHOOL DAY.

- All devices must be put away upon entering any classroom and prior to the beginning of instructional time (when the bell rings).

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.

Pep Rallies

- We will have several Pep Rallies throughout the year.
- Students not attending pep rallies are required to report to the main cafeteria and participate in silent study hall. **Phones will not be allowed during study hall.**
- Any student leaving campus during this time will be considered as skipping and will receive appropriate discipline.
- **School Spirit is part of our culture.** **We want all our students to participate!**

Dress Code

- No Hats/Hoods/Doorags/Sunglasses on your head inside the school buildings at any time!
- Hoods on inside the building are a safety concern. District-wide procedures for hoods:
 - 1st offense – Student Warning
 - 2nd offense – Saturday School
 - 3rd offense – ISS & prohibited from wearing hoodies to school for the remainder of the year
 - Wearing a hoodie after the 3rd offense will be considered a cumulative dress code violation and receive discipline.
- Sunglasses/Hats/Doorags if collected can be picked up at the end of the semester.
- No Undergarment exposure is allowed.

Dress Code

- Shorts must be mid-thigh or longer
- Holes in jeans must be mid-thigh or lower
- **No Crop tops are allowed, even if you have a jacket with you to put on over the crop top, or if the crop top meets the top of your pants.**
 - **Do not wear a crop top to school!**
- Bandanas (or bandana print on any clothing article) of any color are prohibited. If worn, these will be confiscated, or you will be required to change clothes.

Dress Code

- Leggings may be worn, but a dress, shirt, or skirt must be worn over the leggings. The dress, shirt, or skirt must be mid-thigh length or longer.
- Students who are found in violation of dress code are subject to disciplinary actions.

Homecoming & Prom

- If your attire is inappropriate, you will be asked to leave, and you will not receive a refund.

BEAR Time

- This will occur every Tuesday, beginning August 20th.
- BEAR Time will take place 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.
- 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 directed to the cafeteria to meet with their counselor to participate in designed lessons and activities.
- Students who consistently avoid reporting to BEAR Time sessions will incur disciplinary action.

BEAR Time Signup

- BEAR Time signup will be managed through the SmartPass FLEX program this year.
- 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 that session.

Cafeteria Reminders

- Stay in designated areas during lunch until the bell rings. (cafeteria, Senior Dining, or outside picnic area).
- Do not exit cafeteria until the bell rings (this means we do not wait in the mall area).
- Students are **not allowed** 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.

HCHS Counselors



Mrs. Jenny Dykes
Last Names: A-D



Mrs. Melanie Hudson
Last Names: E-K



Mrs. Hannah Wells
Last Names: L-R

Mrs. Melissa Jones
Last Names: S-Z



Dr. Lori Sarazine
Special Projects/
Testing

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!

Required Forms

All student handbook signature forms will be processed electronically again this year through Infinite Campus online or through the Parent Portal App.

New this year, forms are accessible and can be completed on a computer/laptop, cell phone, or tablet!

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

Forms are available at this time and the sign-off process must be completed by **AUGUST 30th**.

Students will not be allowed to participate in any extra curricular activities until your parent/guardian electronically signs your forms.

Have a great year, and...



BEAR DOWN!