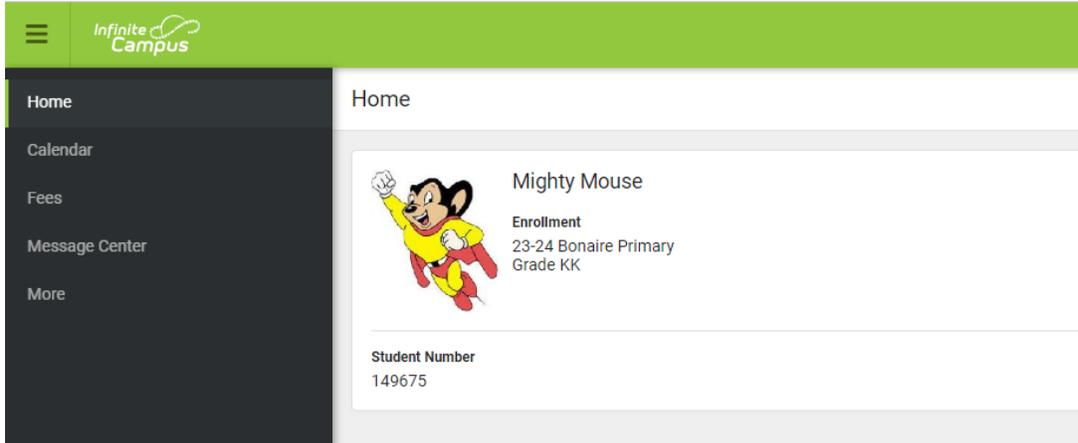




# ONLINE HANDBOOK INSTRUCTIONS

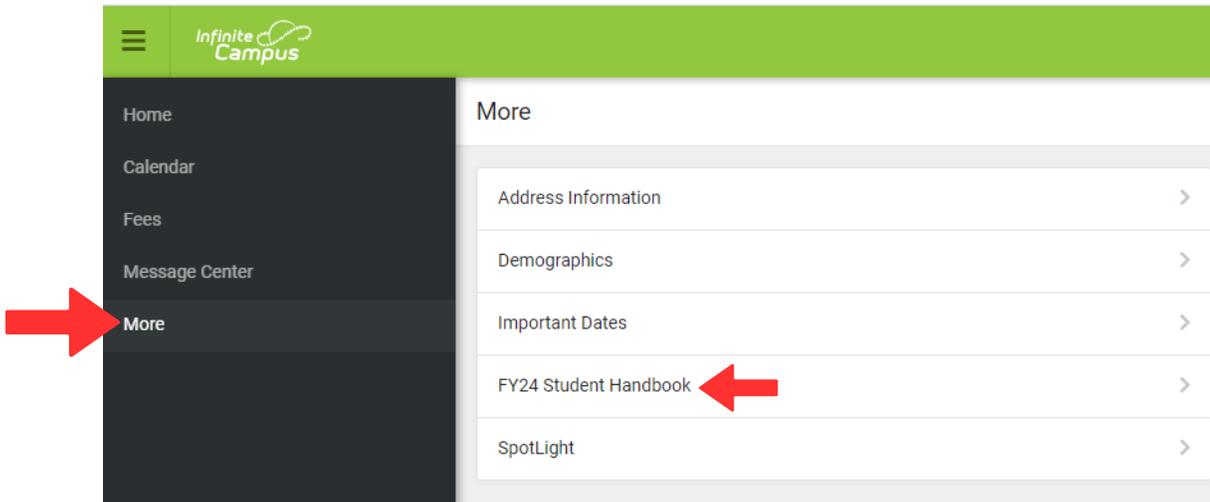
to access or setup an infinite campus parent portal, visit  
[www.hcbe.net/infinitecampus](http://www.hcbe.net/infinitecampus)

## 1. Login to your parent portal



## 2. Select "more" from the lefthand menu

Under the menu option, choose **FY24 Student Handbook**



## 3. Select "start"



## 4. Select "click to begin"

< Online Registration | 2023-2024 Student Handbook

If you are wanting to fill out the student handbook for your student(s) for the 2023-2024 school year please use the link below

STUDENT NAME	GRADE	INCLUDED IN NEW APP?	REASON IF NOT INCLUDED	INFORMATION SUBMITTED?
Mighty Mouse	KK	yes	Included	no

 [Click to Begin](#)

## 5. Choose your language



 [English | Español](#)

Please choose your preferred language

Por favor, elija su idioma preferido

## 6. Enter your name in the box below to confirm authorization to complete the handbook



[English | Español](#)

Welcome Mickey Mouse! Please type in your first and last name in the box below.

By typing your name into the box below you attest that you are the person authenticated into this application or an authorized user of this account, and the data you are entering/verifying is accurate and true to the best of your knowledge.

 [Submit](#)

**7. You must complete each heading within the application (Household, Parent/Guardian, Emergency Contact, and Student) Choose "edit" on each student's line. You must complete this for each student in your household. You will be able to save and continue once there are no longer any students highlighted in yellow**



Student

Please make sure you click on [Edit](#) for each person listed below and that you go through each part of the application before you finish your application.  
**Student's highlighted in yellow have NOT been edited/verified.**  
 Once each child has been verified you will see a checkmark under the Completed column, then you may click Save/Continue at the bottom and proceed to the end of the application.

First Name	Last Name	Gender	School	Completed	Record Type	
Mighty	Mouse	M	Bonaire Primary		Existing	<a href="#">Edit</a>

Description of Add Student

**Yellow** - Indicates that person is missing required information. Select the highlighted row to continue.

✓ - Indicates that person is completed.

[Back](#)

[Save/Continue](#)

\* Indicates a required field



Parent/Guardian

Please add to this section yourself and any other Parent/Guardians (including Parent/Guardians who live in different Households.)

**IMPORTANT NOTE: ONLY Parents, Step-Parents legally married to the Parent and legal guardians should be added here. Any other adults living in the household should be added to the EMERGENCY CONTACTS screen which will be displayed later in the application.**

First Name	Last Name	Gender	Completed	Record Type	
Mickey	Mouse	M	✓	Existing	<a href="#">Edit</a>
Minnie	Mouse	F		Existing	<a href="#">Edit</a>

Description of Add Parent/Guardian

**Yellow** - Indicates that person is missing required information. Select the highlighted row to continue.

✓ - Indicates that person is completed.

[Back](#)

[Save/Continue](#)

## 8. After each page has been completed, sign and type your name

**Acknowledgement**

For the 2023-2024 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 school 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 II, Section 504, and General Complaints
- Internet and Acceptable Use Policy (IAUP)
- 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

[Please click here to access your child's school-level handbook.](#)

I have read the Student Handbook and understand that the schools and school district must operate according to the stated policies and procedures.  Yes  No

\*To request a hard copy of the handbook, please contact your child(s) school.

Please sign on the line below\*



Clear

Please type your name in the box:

← Previous

Cancel Save

## 9. Be sure to click the red submit button when you are finished

**Infinite Campus Online Registration**

\* Indicates a required field

✓ Household ✓ Parent/Guardian ✓ Emergency Contact ✓ Student ▼ Completed

Your application is not complete until you click the **SUBMIT** button below. Once you click **SUBMIT**, changes can not be made to your application. If you need to make changes, please select the **back** button prior to submitting.

Once you have submitted your application, you will receive a confirmation email, please keep this email for your records.

 **Submit**

**Back**

[Application Summary.PDF](#)

**Please note, any field with a red asterisk is required to move forward.**