

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

Athletic Director

Mr. Jason Brett

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)

Event Tickets

- All event tickets will be available through GoFan.co

Visit www.hocoathletics.com for more information

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 15th)

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. Students must stay in lunchrooms unless they have a pass for tutoring.
- 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 pass, must have pass out so an adult can see it in mall area
- May not roam the halls

Daily Arrival

- **Parent 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 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.

Daily Arrival

- **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.
- 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.

Daily Arrival

- **Student Drivers:**

- 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.

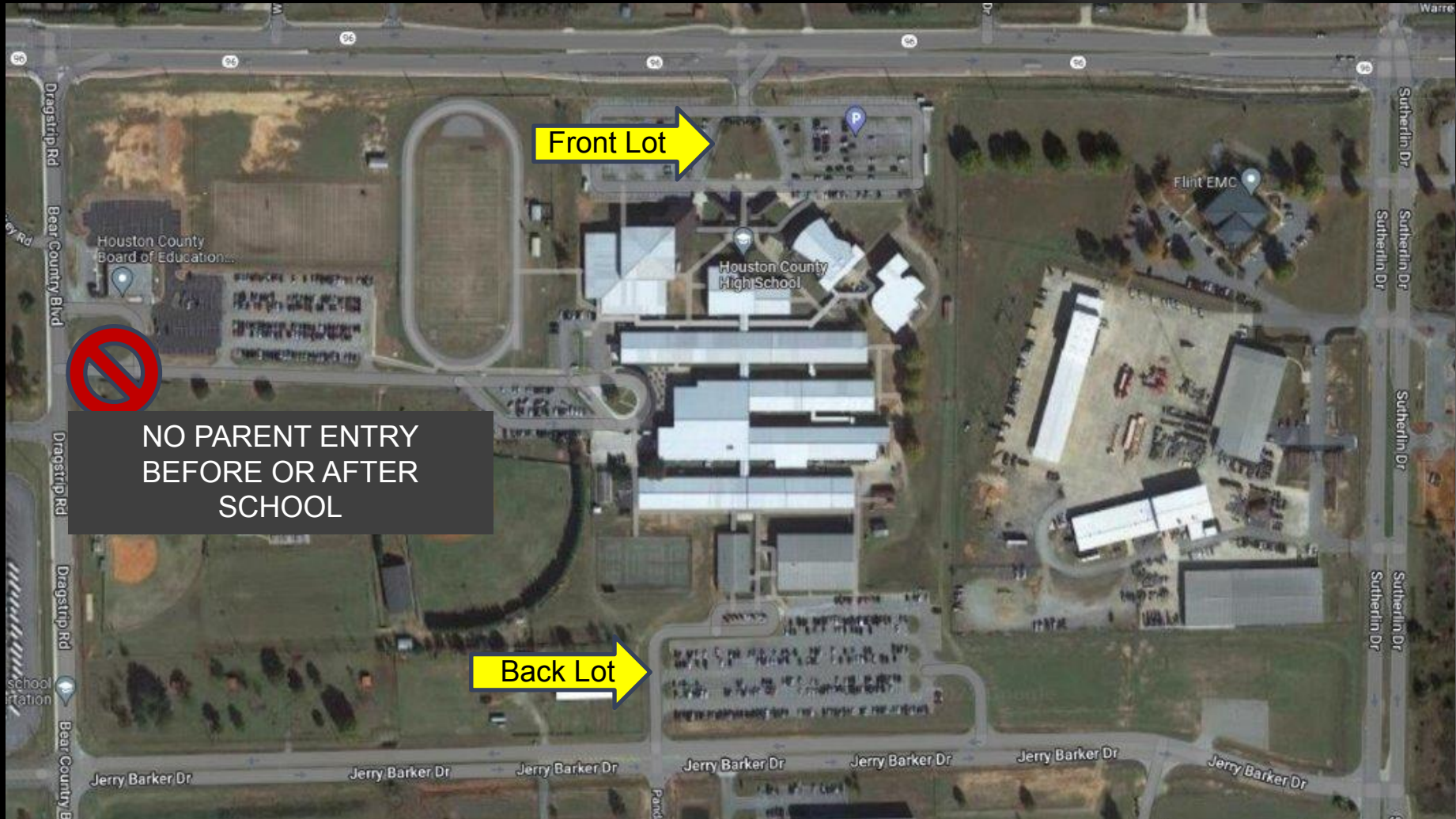
Daily Departure

- 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.

Transportation Reminders

- Drop off in designated areas (the turnaround behind the school and the front parking lot). Right turns only when coming out of the school parking lots.
- Parents should NOT wait for students in an empty space in student parking!
- Parent pick up is in the front and back lots. Parents picking up in the back lot must take a right onto Jerry Barker Drive.
- The side lot nor the area behind the old gym should be used for parent drop off or pick up.
- No parents should enter the bus ramp road before or after school unless they have a designated pass.
- If you do not ride the bus, you should not be hanging out with friends on the bus ramp. Students must report immediately to their pickup locations when the 3:00 bell rings.
- All students not involved in an activity should be off campus no later than 3:30pm. Students consistently not picked up by 3:30pm will be made to ride the bus.

MAP of Arrival/Dismissal Locations



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, 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 right onto Jerry Barker Drive. We suggest that you then take a left on Bear Country Blvd. to avoid traffic.
- 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.

Bus Riders

- Pay attention to bus numbers and your driver when you arrive at school so you will board the correct bus in the afternoon.
- Students may **ONLY** ride their assigned bus in Infinite Campus to their designated bus stop.
- Students **MUST** remain behind rails on the bus ramp until the bus comes to a complete stop and the door opens.
- Only have one earbud in use while on the bus ramp! This is for safety reasons. The other earbud must be hanging or put away.
- Do not crowd the bus ramp loading & unloading area if you are not currently loading or unloading!

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

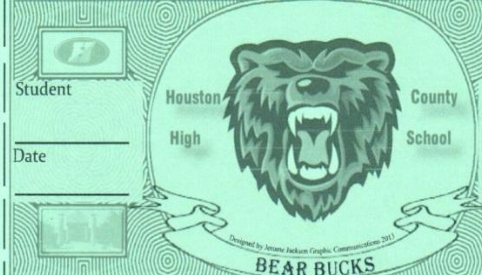
Bears Expect Excellence

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

- Physical paper Bear Bucks will be issued to students, by teachers and administrators, for going above and beyond the expectations set on the BEARS Matrix.
- May be used to purchase items at monthly “Bear Buck Roundup”
- Drawings for free prizes!

EXPECT EXCELLENCE	
Student	Teacher
Date	Location
	
<small>Designed by Jennifer Jackson Graphic Communications 2011</small>	
<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	

Electronic Cigarettes

- 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.
- 3rd time offenders will be recommended for placement at Houston County WIN Academy.

Fighting Discipline

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

- All fights will be ticketed.
 - If 17 years old or older, law officers will be contacted, and you will be arrested and removed from campus.
- If you swing or hit, you are involved in the fight.

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: hc55

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.

Page 1 of 1

11/11/2015 11:11 AM

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 Google Classroom/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). 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

- 8th tardy will serve 5 days administrative detention
 - If a student driver, WARNING ABOUT PARKING suspension & parent contact
- 10th tardy 3 days ISS
 - If a student driver, 5-day permit suspension & parent contact
- 12th tardy 3 days suspension home
 - If a student driver, 10-day permit suspension & parent contact
- 14th tardy 5 days suspension home
 - If a student driver, remainder of semester permit suspension & parent contact

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 expectations 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 the instructional day is prohibited.
- Only Chromebooks are to be used for technology-enhanced assignments.
- **Phones will be confiscated if they are seen being used in the hallway or in a classroom.**
 - **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 and signed for by a parent or guardian between 3:00pm and 3:30pm.
- Consequences (in addition to confiscation):
 - 1st offense: warning
 - 2nd offense: 3 days ISS or Alternative Discipline
 - 3rd offense: 3 days ISS
 - 4th offense: 5 days ISS
 - 5th+ offense: Progressive Discipline
- Cell Phone consequences do not start over at the semester break but are cumulative for the school year.

Cell Phones

Use of cell phones on campus between 8am and 3pm is not allowed.

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

If you are leaving campus, your cell phone does not come out until you exit our building.

Dual Enrollment, Work Based Learning, etc...

Cell phones are not our responsibility. If you don't lock it up or put it away it may be stolen.

Cell Phones During Lunch

Cell phones may ONLY be used during lunch, once you have entered the cafeteria areas or outdoor dining.

You may only use the cell phone once you enter the lunchrooms and/or outdoor picnic area, NOT in the mall area or hallways traveling to or from lunch.

Once your lunch period is over, cell phones must be put away BEFORE leaving the cafeteria.

You may also have ear buds/AirPods in during lunch. Again, ear buds/AirPods and cell phones should be put away prior to leaving the cafeteria areas.

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

Lunchroom Cell Phone Guidelines

Earbuds may be worn during lunch. However, once lunch is over, they must be put away.

- Any earbuds seen after lunch is over will be confiscated.

NO PHOTOS/VIDEOS TAKEN AT ANY TIME (including selfies)!

- Taking photos/videos in the cafeteria during lunch 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 during lunch time will be confiscated!

NO CALLS ARE TO BE MADE OR RECEIVED IN THE CAFETERIAS DURING LUNCH TIME!

- All calls will be required to be immediately terminated and the device will be confiscated!

Electronic Devices

- Earbuds/headphones/airpods CAN NOT be worn during the school day (8:00am-3:00pm) with the exception of during lunch!
- If seen, your earbuds/headphones/airpods will be confiscated.
 - Parents CANNOT pick your earbuds/headphones/airpods up before 3:00pm or after 3:30pm.
- If wearing them before 8:00am or after 3:00pm, only use one for safety reasons. Hang the other earbud down so we can see it, not looped over your other ear.

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. New (district-wide) procedures this year 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.

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!

BEAR Time

- This will occur every Tuesday, beginning August 15th.
- BEAR Time will take place after 2nd period (9:35-10:25).
- Each Friday afternoon, 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.
- 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

- Each Monday, during 1st period while announcements are being read, students will log into the BEAR Time sign up sheet 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.
- If students are given a pass for a priority day subject, they should indicate that they have a pass when signing up.

BEAR Time

- Passes for priority day sessions trump all other passes given by teachers for suggested attendance.

For example, if Tuesday is a math priority day and you have been given a pass to a math course, you **MUST** attend that math course, even if you are failing another course and that teacher has stated you need to attend BEAR Time.

- Students who are given a pass to a priority session will be disciplined as skipping class if they are present on Tuesday and not in that priority session during BEAR Time.
- Teachers will take attendance in priority sessions.

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.
 - 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.
 - 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.
- Students will be assigned cafeteria cleanup detail or given a regular disciplinary referral for failure to follow procedures.

HCHS Counselors



Mrs. Jenny Dykes
Last Names: A-D



Mrs. Melanie Hudson
Last Names: E-K



Dr. Lori Sarazine
Last Names: L-R



Mrs. Melissa Jones
Last Names: S-Z



Mrs. Donna Green
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!

Forms

All student signature forms will be processed electronically again this year through Infinite Campus.

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

This sign-off process must be completed by

AUGUST 25th.

You 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!