



***HOCO Bears Expect
Excellence***

9th Grade/New Student School Visit Information

August 2nd, 3:00-6:00

Students and parents should arrive at Houston County High at the time designated below, according to the first letter of the student's last name:

- o A-G 3:00-4:00
- o H-O 4:00-5:00
- o P-Z 5:00-6:00

When families arrive, they should proceed to the main hallway to find the student's name on the posters provided on the walls. Proceed to the listed first period room to retrieve the student's schedule for the walkaround.

WELCOME TO BEAR COUNTRY



Dr. Doug Rizer
Principal
Houston County High School

Assistant Principals



Mr. Jason Brett
9th Grade/Athletic Administrator



Mrs. Trinidy Rawlins
*Assistant Principal
of Instruction*



Mrs. Karma Hayes
11th Grade, CTAE Supervisor



Mrs. Melanie Moore
10th Grade



Mr. Jay Jones
12th Grade

Athletic Director

Mr. Jason Brett



Mr. Brett serves as our AD. He can assist with any questions pertaining to athletics.

HCHS Counselors



Mr. Curt Clements
Last Names: A-G



Mrs. Melissa Jones
Last Names: Pe-W



Dr. Lori Sarazine
Last Names: H - Pa



Mrs. Donna Green
Special
Projects/Testing
Last Names: X-Z

Important Topics

- Registration/Schedules
- Bell Schedule
- BEAR Time/Retest
- Daily Arrival
- Breakfast
- Class Transitions
- Lunch Rotation
- Daily Departure
- Office visitation procedures
- Attendance
- Cell Phone Security & Electronic Devices
- Dress Code
- Participation
- Independence
- BEARS Matrix (PBIS Expectations)



New to Houston County High?

If a student is new to HCHS and does not have a schedule or access to Infinite Campus, please click [here](#) to view additional registration information and complete registration paperwork.

Registration Info & Documents

Upon completion of these documents, please contact the counselor's office at 988-6340 to set up an appointment to meet with the appropriate counselor to set up the student's schedule.

Knowing Your Schedule

- Infinite Campus Parent and Student Portal access will open on Monday, August 2nd at 4pm for students to view their class schedule.
- It will be imperative that students view their schedule along with the school map to begin learning their travel routes
- Students should follow their schedule as it is shown on the first day of school.
 - If students have an “Empty” period on the schedule, they should report to the media center DURING THAT PERIOD to await meeting with a counselor to fill the void.
- Processes for schedule changes will be explained in 1st period on the first day. Please be reminded that schedules change often during the first 10 days of school and students will need to be patient and flexible.
- Students should **NOT** repeatedly report to the counselor’s office for requested schedule change updates!

Bell Schedule

M, W, F

1st Period	8:00 – 8:55
2nd Period	9:00 – 9:50
3rd Period	9:55 – 10:45
4th Period	10:50 – 11:40
5th Period and 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



Bell Schedule

B.E.A.R. Time Tuesday/Thursday (beginning August 24th)

1st Period	8:00 – 8:45
2nd Period	8:50 – 9:35
B.E.A.R. Time	9:40-10:15
3rd Period	10:20 – 11:05
4th Period	11:10-11:55
5th Period and Lunch	12:00 – 1:20
A Lunch	12:00-12:20
B Lunch	12:25-12:50
C Lunch	12:55-1:20
6th Period	1:25 – 2:10
7th Period	2:15 – 3:00



B.E.A.R. Time

- We are very excited to be able to offer this time once again to our students.
- This will occur two days per week, Tuesday & Thursday
- 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 Tuesday.
- Pick several classes as options. Have a plan A, B, and C since offered courses will fill up quickly.
- Students in the hall after the bell rings will have their names taken and will be assigned classes for BEAR Time.
- If you are given a pass for a priority day subject, you must attend that class. Failure to do so will result in being assigned lunch detention.

B.E.A.R. Time (cont'd)

- Passes for priority day courses trump all other passes.
 - For example, if Tuesday is a math priority day and you have been given a pass to a math course, you **MUST** attend that course.
- Teachers will take attendance in priority courses. If you are not present for your priority session you will receive lunch detention.
- BEAR Time is for all students. It is used as enrichment and/or remediation. Use this time wisely and have a plan.

Re-Test Opportunities

- Students are given the opportunity to re-test.
- Prior to a retest, students must complete remediation procedures coordinated with the teacher of the course.
- Freshman are allowed 4 retests (per class) per semester.
- Sophomores are allowed 3 retests (per class) per semester.
- Juniors are allowed 2 retests (per class) per semester.
- Seniors are allowed 1 retest (per class) per semester.
- If your child is taking an honors class deduct 1 retake per semester.
- Students who are taking AP classes do not have any retest opportunities.

Daily Arrival

- **Parent Drop-Off:**
 - Students may be dropped off **ONLY** in the front or back of the building, beginning at 7:15 am. The side lot & bus ramp are **NOT** to be used for parent pick up or drop off.
 - Students should **NEVER** be dropped off in the parking lot for safety reasons. Please use the dropoff/pickup area near the awning.
 - School starts at 8:00am and ends at 3:00pm.
 - Students should report to their designated holding location depending on where they are dropped off. Staff will be on duty monitoring students.
 - Back lot drop-off & not eating breakfast— report to the multipurpose room
 - Front lot drop-off & not eating breakfast— report to the gymnasium
 - Students will remain in these holding locations until 7:45am.
 - At 7:45am, students will be released and should report **DIRECTLY** to their first period class, using the shortest route possible, and not gathering in the hallways with friends.
 - All students dropped off **AFTER 7:45am** should report directly to their 1st period class.

Daily Arrival

- **Bus Riders:**

- Students who ride the bus will be dropped off on the bus ramp beginning at 7:15 am.
- Students who do not need breakfast will report to the gymnasium. (Students needing breakfast please review the “Breakfast” slide).
- All students who ride the bus to school will be held in the gym, monitored by staff on duty, until 7:45am.
- At 7:45am, students will be released from the gym and should report **DIRECTLY** to their first period class, using the shortest route possible, and not gathering in the hallways with friends.

- **Student Drivers:**

- Student drivers should not arrive on campus prior to 7:30am.
- **ALL** student drivers are to remain in **THEIR OWN CAR** until 7:45am.
- After 7:45, students may enter the building and should report **DIRECTLY** to their first period class, using the shortest route possible, and not gathering in the hallways with friends.
- Student drivers needing breakfast, please review the “Breakfast” slide.

Breakfast

- Doors to the middle cafeteria at the bus ramp will open at 7:15am for any student needing breakfast.
- Doors in the front and back of the building will not be unlocked until **7:45am**.
- Any student dropped off and needing breakfast must walk around to the middle doors of our cafeteria located on the bus ramp for entry.
- Student drivers needing breakfast can arrive on campus at 7:15am and proceed to the cafeteria through the bus ramp doors.
- Students who eat breakfast will remain in the cafeteria until the 7:45 bell.
- Only students who are eating breakfast should report to the cafeteria in the mornings.

Class Transitions

- The doors at the rear of the main building, leading to the two story and science buildings, are EXIT ONLY doors. Students needing to enter the main building from these buildings must walk around to an unlocked door elsewhere.
- Outside travel will be unavoidable at times, so students should dress accordingly for the day's forecasted weather.
- There should be NO stopping and/or gathering in the hallways between classes.
- Find alternate routes to your classes, in lieu of the main hallway, so that you will not be tardy.
- Cell phones/earbuds should NEVER be out during class transitions and will be confiscated if seen.

Lunch

- Students will be assigned to either A, B, or C lunch depending on their 5th period location. On the first day of school, teachers will explain lunch procedures to their students.
- Stay in designated areas (cafeterias, outside picnic area) during lunch until the bell rings, unless retrieving items from the vending machines.
- Do not exit the cafeteria until the bell rings (this means we do not wait in mall area).
- Senior Dining Room is for Seniors Only
- No cutting in line
- Throw away your trash
- The outside picnic area is not a playground. You will be asked to eat inside if you cannot behave appropriately.

***Students will be assigned lunchroom detail or given regular disciplinary referral for failure to follow procedures.**

Lunch

- Cell phones may be used during lunch.
- Students may only use their cell phone once they have entered the cafeterias or picnic area.
- Cell Phones/Earbuds should NOT be used in mall area or hallways (see the class transition slide).
- Once student's assigned lunch is over, cell phones must be put away.

CELL PHONE PRIVILEGES CAN BE REVOKED AT ANY TIME BY ANY HCHS STAFF MEMBER!

Lunchroom Cell Phone Guidelines

NO EARBUDS AT ANY TIME!

- Any earbuds seen during lunch will be confiscated **ALONG WITH YOUR PHONE!**

NO PHOTOS/VIDEOS TAKEN AT ANY TIME!

- Taking photos/videos in the cafeteria during lunch will lead to confiscation of the device!

NO MUSIC IS TO BE PLAYED FROM A PHONE/DEVICE AT ANY TIME!

- 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!

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.
- All students must be off campus by 3:30pm to avoid large crowds.
- Students should leave campus in the same manner as often as possible to avoid confusion of release times and location and to maintain crowd sizes in each area.

Main Office Procedures

Front office visitors from outside of the school will be limited to 3 at all times. Additional visitors will be asked to remain in the lobby or outside until someone exits.

Any student coming to the office **MUST** have a note from a teacher to gain entry.

Only students who are called to the office by a staff member or administrator should come into the main office without a note from a teacher.

Students will only be allowed to use the telephone in the front office in the case of an emergency.

Counselor's Office Procedures

In the event of an emergency, students may enter the counselor's office and will be shown to a meeting location to speak with their counselor.

All students not under duress **MUST** fill out an appointment card outside of the office and place it in the appropriate box. You will be contacted with your appointment time.

There will be **NO** walk-ins for regularly available information! All commonly sought information that is normally available in the counselor's office can be found and completed on the bookcase outside of the counselor's office main entry door.

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
- 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!

Attendance

- If absent, you must bring a written excuse to the attendance office (Mrs. Clary) from a parent within 72 hrs (3 school days).
 - Please place your note in the indicated box outside of the office to be retrieved by the clerk.
 - We ask that students, not parents, deliver these notes to minimize unnecessary contact.
 - Parents can also email absence notes to delette.clary@hcbe.net.
- Students have 5 days to make up all work at the convenience of the teacher.
 - Teachers will be uploading assignments to their Google Classroom pages for student access.

Early Dismissals

- If a student is leaving school early, parents can send in a note to be delivered to the attendance office by the student before school, or email a note to delette.clary@hcbe.net, explaining the early dismissal.
- If a note is provided, parents **DO NOT** have to come into the school to check out their student. The student will be provided a pass to leave their class and report to the parent (or their car if they drive to school) at the appropriate time.
- This alleviates unnecessary traffic in the attendance office during the school day.

Tardies

It is the expectation that after the provided grace period at the beginning of the school year to learn class transition routes, all students will arrive to class on time, prior to the tardy bell ringing. Each period has a 1-minute warning bell to alert students of time remaining to get to class. Consequences for accumulated tardies are below:

- 8th tardy will serve administrative detention/WARNING ABOUT PARKING/parent contact
- 10th tardy 3 days ISS, 5 DAYS PARKING SUSPENSION/parent contact
- 12th tardy 3 days suspension home, 10 DAYS PARKING SUSPENSION/parent contact
- 14th tardy 5 days suspension home/PARKING SUSPENDED FOR THE REMAINDER OF THE SEMESTER

Cell Phone Security

- At 8:00, all phones should be non-operational unless being utilized for instructional purposes in a classroom or in the cafeteria during the student's lunch period
- Houston County High School will not be responsible for lost or stolen cell phones, earbuds, airpods, etc.
- Students should **NEVER** take pictures or video of other students or staff on school grounds.
- **A PHONE IN HAND IS A PHONE IN USE.**
- Items confiscated must be picked up and signed for by a parent or guardian **AFTER** 3:00pm in the front office.



Electronic Devices

- Earbuds/headphones **CAN NOT** be worn at any time during the school day.
- If seen at any other time, your music device/phone **AND** the earbuds will be confiscated. Parents **CANNOT** pick your device up before 3:00pm.
- If wearing them while travelling to a parking lot or through the bus ramp before/after school, please only use one for safety reasons. Hang the other earbud down so we can see it and do not have it looped over the opposite ear.



Dress Code

- No Hats/Hoods on your head at any time! Repeated offenders will be prohibited from wearing hoodies to school.
- No Undergarment exposure
- Shorts must touch the top of the knee (even guys)
- No holes above the knee that allow skin to show
- No Crop tops
- Bandanas (or bandana print) of any color are prohibited. If worn, these will be confiscated.
- Students who are found in violation of dress code are subject to disciplinary actions

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.
- All students may wear earrings. Students may not wear ornaments (jewelry) which pierce the skin such as the nose, lips, tongue, eyelid, etc. (nose rings will be confiscated)
- Only NATURAL hair coloring is permitted.

Participation

- Students are strongly encouraged to participate in clubs and activities at HCHS.
- Students should pay close attention to announcements, the school website, and social media for the most up-to-date information on current available clubs, future club opportunities becoming available, sign-up information, and current activities/events.



Independence

- Students have freedom to travel through the entire building during transition, and will not be escorted class-to-class. It is the student's responsibility to follow the shortest and quickest route to avoid being tardy.
- There are 5 minutes between classes. There is a bell to warn students that they have 1 minute to be in class as well as a tardy bell to begin each period.
- Late entry to each class period will produce tardies, which will carry appropriate consequences.



BEARS Matrix and Positive Behavior

- Will be posted throughout the school
- The students will be rewarded and supported based on

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



QUESTIONS??



If you have ANY questions after reviewing this information, please call Houston County High at

478-988-6340

Have a great day!

HOCO Bears Expect Excellence!

Have a great day!



***HOCO Bears Expect
Excellence!***