



#BUILTBYBOWDON

BOWDON MIDDLE SCHOOL

**PARENT/STUDENT
GUIDE**

BMS.CARROLLCOUNTYSCHOOLS.COM



#BUILTBYBOWDON

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#BUILTBYBOWDON

Dear BMS family,

We are so excited for the 2024-25 school year. We are looking forward to working with our families to ensure success in academics, school activities, the arts and athletics. We encourage all of our students to engage in our school programs. There is something for everyone!

This school year, we are excited to participate in **Franklin Covey's Leader in Me** program where we will work to help every student reach their full leadership potential, create a positive culture for learning and success and encourage all students to give their best effort each and everyday, both in and out of the classroom.

This Parent/Student Guide has been designed to complement the Carroll County Schools Student Handbook. In this guide, you will find information specific to Bowdon Middle School. This guide is designed to be in harmony with board policy and the CCS Student Code of Conduct (see handbook). We encourage parents to review the entire handbook with their children and visit our webpage to reference it throughout this school year. Parents are to sign off on the assurance form through Parent Portal to verify the handbook has been reviewed (Parent Portal requires a login to Infinite Campus and directions for access can be found on our district website under PARENTS - INFINITE CAMPUS FOR PARENTS). If you or your child have any questions about the material in this guide, please contact a teacher, the counselor or an administrator.

Every effort will be made to provide parents and students with accurate, up-to-date information. Our school website, <https://bms.carrollcountyschools.com> will provide updated information throughout the school year and is a great resource for all things BOWDON MIDDLE!

Please connect with us through the Remind App, Facebook and other avenues identified by your students' teachers to stay connected and "in the know" of the great things happening at BMS. We hope this school year will be the best year yet...we are BUILT BY BOWDON!!!

Sincerely,
Stephanie Godfrey
Principal



BMS ADMINISTRATION



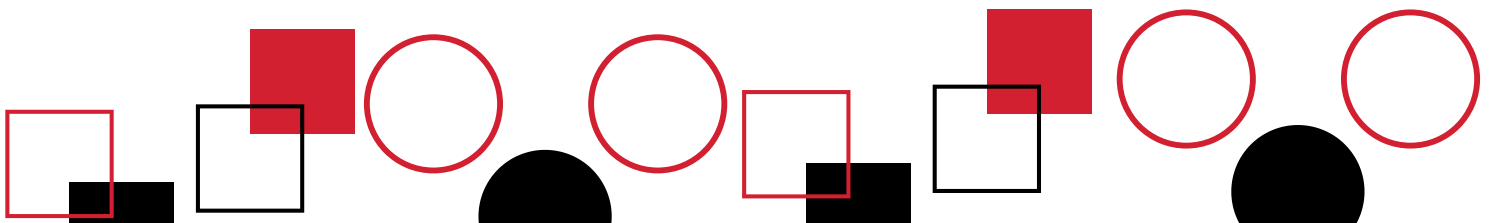
Stephanie Godfrey

PRINCIPAL



Chip Stephens

ASSISTANT PRINCIPAL





VISION

BOWDON MIDDLE SCHOOL WILL NURTURE STUDENT LEADERSHIP AND FOSTER A CULTURE OF TRUST SO THAT STUDENTS MAY REACH THEIR GREATEST POTENTIAL

MISSION

BOWDON MIDDLE SCHOOL WILL ENGAGE STUDENTS IN A 21ST-CENTURY, SELF-DIRECTED LEARNING ENVIRONMENT RICH IN COLLABORATION, CRITICAL THINKING AND CREATIVE PROBLEM SOLVING SO THAT THEY MAY BE EQUIPPED TO BE ENROLLED, ENLISTED, OR EMPLOYED IN AN EVER-CHANGING WORLD, ALL WHILE BEING LEADERS IN THEIR COMMUNITIES.



PROCESSES & PROCEDURES



ARRIVAL

The front doors open at 7:45 am for students. At this time, students will be allowed to purchase breakfast (no outside food allowed). Students must go through the breakfast line as soon as they arrive to school. They will remain in the commons area until they are dismissed to their grade-level hallways. Students are not allowed on the halls prior to the 8:05 a.m. bell unless they have made prior arrangement with a teacher to get academic support before 8:05 a.m. If so, they must have a note from that teacher. Once on the hallway, students will go to their lockers, leave their book bags/drawstring bags/purses/technology in their lockers, get necessary school/instructional materials and go to their homerooms. The Pledge of Allegiance, Moment of Silence, and morning announcements will begin at approximately 8:30 a.m.; all students should be in their homerooms before this time. The tardy bell rings at 8:30 a.m. All students arriving after this time will be considered tardy and must come to the office to sign in. Car riders must arrive before 8:25 a.m. if they choose to eat breakfast at school.

DISMISSAL

Dismissal time is 3:45 p.m. Car rider pickup is in the front of the building. Parents should pick up students in this designated area no later than 4:00 p.m. If there is an emergency that causes a parent to be late to pick up students, please notify the school at 770-258-1778. Students are not allowed to walk off campus, or be picked up in any other area of the school campus.

Bus riders are dismissed off the hallway by calling bus numbers. Bus loading/unloading is located at the end of the connections hallway. Carroll County policy does not allow students to ride home with friends on a different bus than they normally ride.





BELL SCHEDULE & SCHOOL HOURS

HR	Block 1	Block 2	Block 3 LUNCH	Block 4	Block 5
8:05-8:35	8:35-9:55	9:55-10:35	11:15-1:05	1:05-2:25	2:25-3:45

BOOKBAGS/ACCESSORY BAGS & PURSES

Bookbags are not required nor necessary. However, if students choose to carry a bookbag (including drawstring bags, purses, fanny packs, etc), it will need to be stored DAILY in the student's locker. Bags will not be allowed in classrooms or with students throughout the school day.

CHECK-IN/CHECK-OUT PROCEDURES

All check-ins and check-outs are handled through student services office. Students checking in after the morning tardy bell rings (8:30 am) must check in on our CheckMate system at Student Services. Checking out early requires a parent/guardian to sign out and show appropriate identification. The person signing a student out must be listed on the students Infinite Campus contact information. Checking out will result in being counted absent for classes missed. Excessive tardies and checkouts impact student learning. Each semester, students will receive a verbal warning after 3 tardies/checkouts, receive a written warning at 4 tardies/checkouts, and anything over 4 may result in administrative action. Additional days beyond 4 in a semester may result in additional days of administrative consequences.



TECHNOLOGY

EXPECTATIONS

BMS is currently 1-1 with devices, specifically Chromebooks , for student use. We do not allow students to use their own technology during the school day. We understand that parents want their children to have their cellphones for after school activities, but they will be required to be powered “off” and stored in their lockers during the school day. Failure to adhere to these expectations will result in disciplinary action.

FIRST OFFENSE



Verbal warning - student will be instructed to put device in their locker

SECOND OFFENSE



Discipline memo will be issued; phone secured in office.
Student can retrieve at the end of the school day.

THIRD OFFENSE

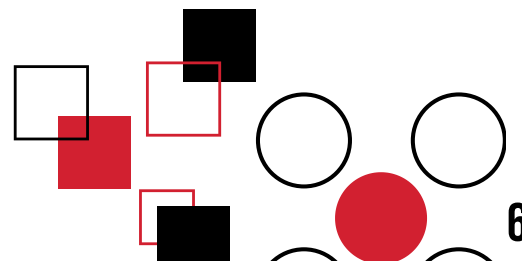


Discipline referral to an administrator, device turned in to the office & a parent/guardian will have to come to the school to pick up the device.

FOURTH OFFENSE



Administrative action; student will not be allowed to have personal technology on campus for the remainder of the school year.





COUNSELING/SUPPORT SERVICES

Bowdon Middle School's counselor is Caroline Albertson. The counseling program is designed to assist your child to make the most of his or her educational experience. It is our goal to help students develop emotionally, academically, personally, and socially. Students may have the opportunity to participate in individual counseling, group counseling, career exploration, and classroom guidance. Periodic classroom guidance lessons will be related to positive personal growth and development. Students are required to complete at least one career inventory through GCIS (Georgia Career Information System) every school year. Parents or guardians are welcome to contact the counselor by e-mail at caroline.albertson@carrollcountyschools.com or by calling the school office at 770-258-1778 if there are any questions or concerns during the school year.

COMMUNICATION

Parents are a vital part of the support system for middle school students. We encourage parents to communicate regularly with teachers or administrators about their student's progress or any other concerns. It is only by working as a team that we can provide a positive educational experience for all students during these middle school years.

There are many lines of communication available between parents and the school. Of course, we encourage parents to call us or email teachers. The traditional email address for BMS teachers is firstname.lastname@carrollcountyschools.com. In addition, parents have the following FORMS OF COMMUNICATION available to them:



COMMUNICATION (cont)



ACADEMIC CALENDAR - The academic calendar for the 2024-25 school year is located in the Carroll County Schools handbook and the Carroll County Schools webpage. Grade report dates are included so that you can expect when midterm progress reports and report cards will be posted and made visible in Infinite Campus Parent Portal. All holidays are also included.

REPORT CARD – Report cards are available on the Infinite Campus Parent Portal each grading period.

STAR READING AND MATH - STAR Reading and Math assessments are administered multiple times each year.

REMIND - School administration and grade level teachers will often communicate with families via the Remind App. To share schoolwide messages and grade level message with our families, a code will be required to join our Bowdon groups. Codes will be available at Open House in July and available in the front office thereafter.

TELEVISION AND RADIO/SCHOOL CLOSINGS - Schools may close at times during the year due to inclement weather. Families should listen to the local radio and television stations for information concerning school closings. The Carroll County School System will also use the School Messenger system to attempt contact with all students and their families. It is imperative that parents provide current phone numbers to schools for the district calling system.

WEBSITE - Visit the school's website <http://bms.carrollcountyschools.com> for school information.

SCHOOL MESSENGER - The Carroll County School System has an automated phone system used to send messages to parents. It is very important that parents have current phone numbers on file with the school so that they will receive important phone messages.





COMMUNICATION (cont)

INFINITE CAMPUS PARENT PORTAL - Infinite Campus is a computer student information system provided by Carroll County Schools as a service to parents who want to maintain constant, updated information about their student's grades and attendance. If you have internet capabilities at home or on your personal device and wish to have access to the parent portal, you may do so in several ways:

1. Go to the Carroll County Schools website and retrieve directions for creating an account. This can be found under PARENTS – RESOURCES – INFINITE CAMPUS.
2. Come by the school and meet with Mrs. McEntyre in the Student Services office. She will give you the necessary information, but you must be prepared to show the proper picture identification. Information on the parent portal is confidential and for parents and their students only.

PARENT NOTIFICATIONS – The school may send parent notifications and school updates via Infinite Campus Parent Portal to highlight events during the school year. It is important that parents update their phone number and email address in the Student Services office or through parent portal in order to receive these notifications.

PARENT-TEACHER CONFERENCES - We encourage parents to be a part of the educational success of their students; we want parents to feel free to contact teachers and/or administrators whenever they have concerns or questions. Parent-teacher conferences may be scheduled by leaving a message with the Student Services office for the teacher or by contacting the teacher through the school website/email.



DELIVERIES TO SCHOOL

There are times when students will forget their things at home. Parents who bring those items to school during the instructional day should leave them in the Main Office (first door on the right at school entrance). While not guaranteed, the office staff will make every effort to call the student to the office between classes as not to interrupt academic instruction. In our continued effort to protect instructional time, parents will not be allowed to call students out of class to have items delivered for any reason.

Deliveries for special occasions such as birthdays, etc. will be delivered to students at the end of the school day. As a reminder, students who are bus riders will not be allowed to board the bus with balloons, glass objects, and large toys/stuffed animals.



DRESS CODE

Acceptable Clothing Standards:

The following acceptable clothing standards shall apply:

- Pants, trousers, jeans, capris, etc., are permitted. Plain jeans may be worn in any color.
- All pants, trousers, jeans, capris, etc., must be worn at the waist.
- Belts shall be worn securely at the waist.
- Shorts, skirts, and dresses shall measure no shorter than three (3) inches from mid- kneecap.
- Shirts shall have a sleeve and shall fit properly. Shirts that do not fit properly shall be worn tucked in.
- Leggings may be worn as long as the shirt (top) is below the bottom area and is not tucked in the front.

Prohibited Clothing Items:

- See-through or mesh clothing
- Garments that expose the midriff and/or cleavage
- Halter tops, tank tops, and sleeveless shirts
- Tennis, gym, biking, short shorts, lounging pants, pajamas
- Garments that expose underclothing or impede walking
- Garments that are poorly fitted, oversized, excessively tight, or extremely baggy.
- Garments with holes above the knee that expose skin
- Hats, visors, hoods, or other head garments including non-prescription sunglasses inside the school building. Cleats, and/or heeled shoes inside any school building; bedroom slippers, and/or novelty footwear deemed inappropriate by the principal.
- Garments which display emblems relating to abusive substances, tobacco products, alcohol, sex, violence, or obscenities. Garments that might be considered socially unacceptable or inflammatory.
- Any emblem, sign, or representation of a gang symbol, or any garment indicating a gang affiliation.

***The principal has the authority to determine appropriate dress.**





EXTRACURRICULAR ACTIVITIES

Extracurricular and athletic events are held after school hours. Students are encouraged to participate in and attend school functions. School dances are open to Bowdon Middle School students only.

Students must be picked up promptly after school events. Students should be picked up from the gym for all athletic activities. Club pickup locations will be provided from club sponsors. If late pick-up becomes a problem, the student will not be allowed to attend after-school events.

Students are encouraged to participate in our athletic program. All students must have a physical form on file before they are allowed to step onto an athletic field. Physical packets may be obtained from Coach Johnson, the Student Services Office, or may be printed directly from our school website, bms.carrollcountyschools.com.

Eligibility in middle schools will follow the semester grading period. Students participating in extracurricular activities must pass a minimum of 70% of their total classes per semester; connections (exploratory) classes are averaged separately (i.e. students must pass 3 of 4 academic classes at BMS to be eligible for athletics).

Students are not allowed to stay after school for athletic events as a spectator. Students will go home their normal means of transportation and have someone bring them through the athletic complex entrance at event start time. This is imperative as there will be no supervision for students after school until game time.





ATHLETICS

All students participating in extracurricular activities must pass 70% or more of their courses. Guidelines for participation in clubs and non-competitive sports are in accordance with State Board of Education policies and West Georgia Middle School Athletic Conference bylaws. Academically ineligible students cannot try out for a team or program even though the team or program will not be in operation until the next school year or semester.

The athletic programs at Bowdon Middle School offer a variety of team and individual sports for both boys and girls. To participate as part of an athletic team, individuals must:

- meet eligibility requirements set forth under CCSS Board policy and WGMSAC policy,
- have a current physical on file at school (valid for one year),
- and have all necessary forms signed by the parents

As with all school activities, permission to participate depends on overall good citizenship on the part of the student.

ATHLETIC PROGRAMS INCLUDE:



BASEBALL
BASKETBALL
CHEERLEADING
CROSS COUNTRY
FOOTBALL
SOCCER
SOFTBALL
TENNIS
TRACK
WRESTLING



BAND



BMS offers its students the opportunity to be part of an amazing band program. The band participates in numerous activities throughout the school year. These activities include working with our high school band program, field trips, multiple concerts, and district and state competitions. Band is a daily course at BMS.

ADDITIONAL EXTRACURRICULAR OPPORTUNITIES

- 2B@
- ACADEMIC TEAM
- ART CLUB
- CHORUS
- FCA
- JR. BETA
- SCIENCE TEAM
- STUDENT COUNCIL
- TECHNOLOGY/STEM TEAM
- TOME SOCIETY





FIELD TRIPS

It shall be the policy of the school that every student going on a school-sponsored trip of any nature provides his/her teacher or person in charge of the trip, with a form signed by his/her parent/guardian granting permission for the student to participate in the trip. No student is to be allowed on any trip without such a permission form, and no teacher is to take any student who has not provided such a form. Permission forms will be provided to each student prior to going on a school-sponsored trip. Students are not permitted to be checked out from any school sponsored field trip location. Students will return to school with the BMS group.

FOOD & DRINK

Food from outside establishments is PROHIBITED as it conflicts with participation in our school nutrition program (this includes items for birthday celebrations). Students will be allowed to carry a water bottle throughout the school day. Water refill stations are available on each hallway. No outside food or drink is allowed in the commons area for breakfast/lunch or in the classrooms throughout the school day. Teachers may request food & drink item donations for special events throughout the school year. At no time are students allowed to bring and sell items to other students.



LEVEL ONE

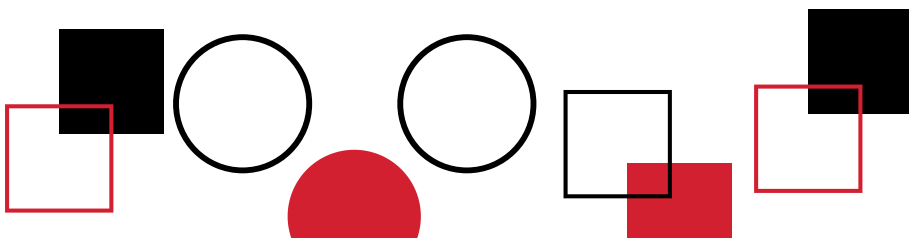


DISCIPLINE MEMOS

Bowdon Middle School students are expected to represent our school well. They are expected to respect themselves and everyone they encounter in the school. Students are expected to be calm, polite, and show good manners. They are expected to act with the integrity demanded of all Bowdon Red Devils. Disrespect, verbal threats, meanness, and physical violence are never acceptable responses and will not be tolerated. We will work with students to teach them appropriate responses to situations that upset them.

Our school strives to provide a safe and secure learning environment for all students. All LEVEL ONE offenses will follow this procedure. Level Two and Three offenses will be directly sent to the office. The discipline process is as follows:

- First Offense – discipline memo is sent home with the student. The form must be returned with parent signature.**
- Second Offense- A discipline memo is sent home with the student, AND teacher will call or email to notify the parent.
- Third Offense- A discipline memo is sent home with the student, AND a behavior meeting will be established, including the grade level team, parent/guardian, and student. If the parent does not attend, the meeting will still take place.
- Fourth Offense – The student is referred to an administrator and may result in ISS or OSS.
- Any further offenses during a 9 week period will result in administrative action. Memo count will start over at the beginning of each 9 week period.



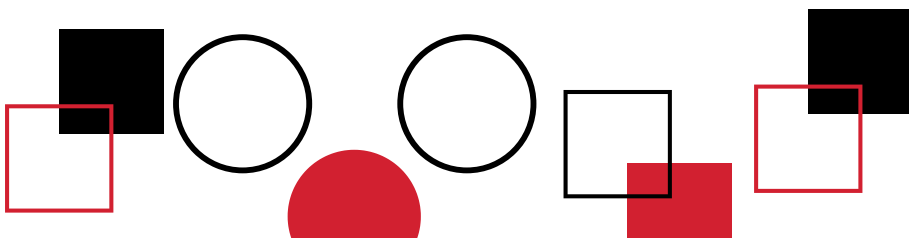
LEVEL ONE



DISCIPLINE MEMOS

**Discipline forms are expected to be returned to school with a parent signature within the next day of being issued. Forms not returned will result in proceeding to the next level.

Students should be aware that when they attend a school-sponsored event before, during, or after school hours, they represent Bowdon Middle School and the same code of conduct will be followed. Any violation may result in the student being removed from the team, club, or organization. This also applies to students who attend field trips and participate in extracurricular events. If a student is a discipline problem at school or while attending a school sponsored activity, he/she may not be permitted to attend future activities. Our expectations are that all students conduct themselves appropriately at any and all school functions.



LOCKERS



All student lockers are the property of Bowdon Middle School and are subject to search by school authorities at any time. For the use of a locker, students will pay a non-refundable locker maintenance and usage fee of \$20.00 for the year. Students are reminded to:

1. Use the locker assigned. No trading or sharing. You are responsible for the locker contents.
2. Students are required to put their book bags in their lockers at the beginning of each school day. Technology, purses and drawstring bags must be secured in lockers as well.
3. Keep your combination a secret. Make sure your locker is closed and locked.
4. Keep your locker clean - inside & out
5. The school is not responsible for personal property; do not bring valuables to school.
6. Jamming locker mechanisms, trading lockers, vandalism, etc. may result in disciplinary action
7. Students are not allowed to put any adhesive (stickers, signs, tape, etc) on their lockers.



MEDIA CENTER

The Bowdon Middle School Media Center staff is always ready to assist and instruct students in the use of the Media Center and available resources.

BEHAVIOR – One of the Media Center’s purposes is to provide a place that is conducive to reading, studying and research. Student behavior in the Media Center should be considerate. Students are expected to respect the rights of others and the property of others and the school. Students not following these guidelines will be instructed to return to class. If necessary, the student will be referred to an administrator.

OVERDUES – Students may check out one book at a time and it can be kept for two weeks. Students will receive a notice when their book is overdue. There is a fine of 10 cents per day for overdue books with a cap of \$3.00. There is a one week grace period after the book is due before the fine begins. Students are not allowed to check out if they owe a fine or if they have an overdue book. Failure to respond to multiple notices will result in fines and possible disciplinary action.

CHARGES – Notices on lost or damaged books are distributed weekly to the student’s reading teacher. Students must pay for lost/damaged books in the Media Center. Damages include, but are not limited to the following:

- Lost library books/hardbound books - \$15.00 or replacement cost
- Hardbound paperback books (reinforced covers) - \$12.50 or replacement cost
- Paperback books - \$7.50 or replacement cost
- Reference materials – replacement cost

CHROMEBOOKS – Students will utilize chromebooks throughout the day for a variety of instructional purposes. Students must follow all acceptable use policies set forth in the Carroll County Schools Handbook. Students that damage a chromebook may incur charges for replacement/repair. Examples include:

- Chromebook - \$250
- Chromebook keyboard - \$40
- Chromebook charger - \$20
- Chromebook screen - \$50

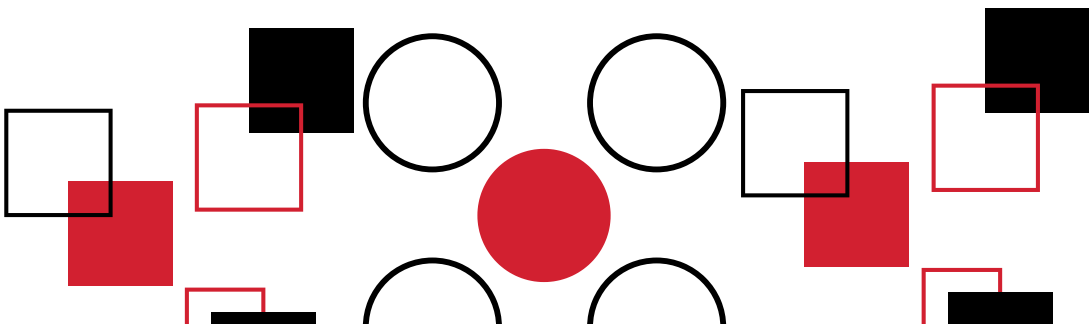




MESSAGES/EMERGENCIES

The office/clinic will contact parents in case of emergencies, such as illness or injury. The office will deliver important messages from parents to students at the end of each school day, however, parent calls should be held to a minimum to avoid class disruptions.

Cell phones are **not** allowed to be used during school hours, it is inappropriate for parent-student phone calls, emails, and text messages to take place on a student's cell phone during the school day This action could result in disciplinary action.



NURSE & MEDICATION POLICIES

Bowdon Middle School has a nurse or clinic assistant stationed at our campus. Our school will work to keep your child well. Students with temp >100.4, must go home and will be separated from other students until picked up. Students should not return to school until they are fever free for at least 24 hours without fever-reducing medication. If on antibiotics, they should have 24 hours worth of medication before returning to school. Students vomiting will also be sent home. Faculty/staff have been trained on the need to use good hand washing with soap and water as much as possible for themselves as well as their students. Hand sanitizer is available if soap and water are not an alternative. In addition, flyers, such as “Cover Your Cough” and “Infection Control Measures” will be posted for public view. All medicines to be administered to, or taken by students, prescription, or non-prescription, are to be locked in the school clinic and will be administered during school hours by school personnel. Students in violation of this policy may face disciplinary action. The student’s parent/guardian must come into the school office to bring medicines and complete a request for administration of medication form.

NUTRITION PROGRAM

All students in Carroll County will receive free breakfast and lunch each day. Students will be allowed to purchase additional food items at breakfast and lunch for an additional cost. Vending machines and ice cream are also available to students during lunch; vending machines are also available after school.

Students cannot bring food from outside establishments into the cafeteria for breakfast or lunch. Our school menus can be found on the district website at www.carrollcountyschools.com.



STUDENT ADVISORY COUNCIL

The School Advisory Council's purpose is to help the local board of education develop and nurture participation in our schools. It intends to bring parents and the community together with teachers and school administrators to create a better understanding of the mutual respect for each other's concerns and to share ideas for school improvement. Parents interested in serving on the Bowdon Middle School Advisory Council should contact the school 770-258-1778.

STUDENT ADVISEMENT/LEADER IN ME

Students will participate in several advisement sessions throughout the school year. The purpose of advisement is to build positive connections between teachers and students. Lessons are future-focused and promote positive student growth and performance.

Students will have an additional Leader in Me session each Wednesday that focuses on creating a positive learning environment, leadership development and academic success.

STUDENT SERVICES OFFICE

Mrs. McEntyre is our Student Services Secretary/Registrar, and she is the contact person for the following information:

- Any change in transportation must be done through student services.
- All medications and medication forms should be turned in to the Student Services Office. All medications must be administered through the clinic. Middle school students are not allowed to keep medications prescription/non-prescription with them at school.
- Students are not allowed to call home during instructional time for forgotten items. If parents bring items to school, it will be the students' responsibility to pick up items outside of instructional time.
- Attendance calls will be made if students are absent.
- Upon return, students turn in excuse notes before or during homeroom.
- Any changes in contact information/addresses should be given to Mrs. McEntyre in order to update Infinite Campus.



TITLE I SERVICES

Parent & Family Engagement:

This area is located in the Main Office. This parent area is available during school hours. There are several brochures and publications available, as well as our Title I Schoolwide Plan. Please feel free to stop by and visit this area. The Title I Family Engagement Coordinator is Tammie McEntyre. If you have any questions, please feel to contact her at (770) 258-1778 or by email at tammie.mcentyre@carrollcountyschools.com.

TRANSPORTATION & BUS CONDUCT

BUSES - All students have assigned buses; students are not permitted to ride a different bus except in emergency situations, which will be determined and approved by Carroll County Transportation.

CARS - Parents must provide a note if someone other than the parent or guardian is picking up their child. This note must include with whom they are riding and a parent phone number for verification. The note must be turned in to the Student Services office before or during homeroom.

We discourage parents from making transportation changes during the school day; only in EMERGENCY situations should transportation changes be made. If such changes have to be made, please do so before 3:00 p.m.

VISITORS

Bowdon Middle School welcomes visitors and we desire for parents/guardians to be an integral part of their child's education. All visitors, including parents, should report to the Student Services Office to sign-in and receive permission to be recognized as a welcomed visitor on our campus. See Carroll County Schools handbook (pg. 28) for specific guidelines regarding campus visitors.



YEARBOOKS

BMS students have the opportunity to purchase a yearbook at the beginning of the school year. Parents can pay a deposit of half the yearbook cost when ordering and pay the balance at a later date. The cost of yearbooks rise as deadlines pass, so it is important to purchase your yearbook early. Yearbooks may be ordered online at www.yearbookforever.com. Cost and deadlines are: \$55.00 each through December 31, 2024, and \$70.00 each after this date. Name stamping is an additional \$8.25 per line and icons are an additional \$5.00. Names and icons cannot be ordered after January 17, 2025. Additional add-ons are also available online. Please contact Mrs. Erin Smith for additional information. Yearbook forms may also be picked up from Mrs. McEntyre in Student Services.



BOWDON MIDDLE

CONTACT

INFORMATION



770-258-1778



129 N. Jonesville Road
Bowdon, GA 30108



bms.carrollcountyschools.com



THE TRADITION

CONTINUES