



BOWDON  
ELEMENTARY SCHOOL

PRINCIPAL: MRS. GINNY EDWARDS

ASST. PRINCIPAL: DR. TYSON ASKEW

PARENT/STUDENT  
GUIDE  
2024-2025



# BOWDON ELEMENTARY SCHOOL

PRINCIPAL: MRS. GINNY EDWARDS

ASST. PRINCIPAL: DR. TYSON ASKEW

## WELCOME MESSAGE

Dear BES Parents,

Welcome to Bowdon Elementary School where the Tradition Begins... The tradition of building lifelong friendships with Pride and striving for excellence in all that we do. Each day we work hard to be better than we were yesterday. Thank you for choosing Bowdon Elementary to be such an important part of your child's life. Our staff works hard each day to provide engaging learning opportunities for all children grades PK-5. We are committed to helping students be the best they can be in Academics, Arts and Activities.

Our vision is that students will think critically, act compassionately, work meaningfully, choose wisely, and live joyfully as they progress through the Bowdon Cluster Schools. While we are proud of our progress, we know that we still have much more to accomplish with our students at Bowdon Elementary. We are committed to positively changing the lives of our students to help them become the best version of themselves.

As we prepare to begin a new school year, I encourage all families to be involved in your child's education. Make every effort possible to be connected to your child's teacher through the school agenda, DOJO and face to face when possible. This year has the potential to be the best year yet!

Thank you for the opportunity to educate your children daily. It is with pride that we build them up lifelong thinking skills, positive communication, and a sense of compassion.

Thank you for choosing Bowdon Schools.

Ginny Edwards  
Bowdon Elementary Principal

Tyson Askew  
Bowdon Elementary Assistant Principal

# *Our Mission...*

*Bowdon Elementary will*  
***B**elieve in student potential,*  
***E**ngage student's minds and creativity, and*  
***S**uccessfully prepare students for middle and high school.*

# *Our Vision Statement...*

*Bowdon Elementary will be recognized*  
*as a top-tier school*  
*helping students achieve maximum potential.*



***#NOLIMITS***

# VITAL BOWDON WAY!

## Essentials for Life!



1. **"Yes ma'am" or "No sir" is my response to all adults. (Say "Yes ma'am" and "No sir")**
2. **When speaking to adults, I make eye contact. (Use eye contact)**
3. **I respect other students' comments, opinions, and ideas. (Respect others)**
4. **"Thank you!" is my response after I'm given anything. (Say "Thank you!")**
5. **I astonish others with random acts of kindness. (Do kind things for others)**
6. **The feeling of accomplishment is enough. Rewards are a plus, I don't ask for them. (Don't ask for rewards)**
7. **I complete all homework given without excuses. (Do all assignments)**
8. **I follow all classroom protocols. (Follow directions/rules)**
9. **I know the names of every teacher in my building & speak to them in the halls. (Know all faculty and staff)**
10. **Visitors are greeted with a smile as I welcome them into my school. (Speak and welcome all guests)**
11. **If someone bumps into me, I'm quick to say "excuse me", even if it's not my fault. (Say "excuse me")**
12. **I move quickly and quietly through the halls with my hands by my side and chin up. (Travel quick, quiet, not touching, with head up)**
13. **I live a life that's full of joy because I remain positive about everything.**
14. **No matter the circumstance, I'm always honest, learn from my mistakes, and move on. (Be honest, learn, and grow)**

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### ATTENDANCE

-Attendance in school and participation in class are an integral part of the academic achievement and the teaching-learning process

-Attendance in school is mandatory

-Parents or legal guardians have the responsibility for ensuring that students attend and remain at school daily

*Please refer to the Carroll County Schools Student Handbook for information on the Attendance Protocol and other important information.*

# ARRIVAL & DEPARTURE

## SCHEDULE

7:00 AM	Doors Open/Hot Breakfast Served		2:30 PM	Regular Buses Load
7:00 AM	Car Rider/Drop Off Begins		2:35 PM	Car Rider/Pick Up Begins
7:28 AM	Car Rider/Drop Off Ends		3:00 PM	Car Rider/Pick Up Ends
7:25 AM	To Go Breakfast Begins			
7:30 AM	Class Begins		2:00 PM	Latest child can be checked out
7:40 AM	Tardy Bell Rings			

## ARRIVAL

- The school building opens at 7:00 AM
- School begins at 7:30am promptly
- Students **MAY NOT** be dropped off earlier than 7:00 AM
- Car rider line opens promptly at 7:00 AM and should be delivered to the back entrance at the gym
  - please teach your student to get out of the vehicle by himself
  - help your student with backpacks and other items to be ready to exit vehicle
  - if help is needed, pull up to the stop sign and stop for assistance
- Car rider line will not receive cars after 7:35 AM
- If you arrive after 7:35 AM but before 7:40 AM, please pull to the front of the school and drop your student off
  - please make sure your student enters the building before pulling off
- If you arrive after 7:40 AM, please pull to the front of the school...
  - Walk your student into the front office
  - Sign your student in tardy

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## ARRIVAL-CAR RIDER

### OUR MAIN GOAL IS THE SAFETY OF OUR STUDENTS AND STAFF

Car Rider line must be as efficient as possible, while staying safe. We have many car riders to pass through each day. Therefore, we would ask you to partner with us on the following Bowdon Car Rider Procedures:

- Please teach your child how to buckle/unbuckle their own seat belts and car seats.
- School personnel cannot buckle or unbuckle students from their car seats.
- We request that adults stay in their vehicle, so that the line can continue moving. If your child needs assistance with a car seat or seat belt, please pull around to a parking spot so that the line may continue to move.

-At morning car rider line, please pull all the way up to the last adult on the sidewalk. There is only one line for drop offs in the morning. Please do not pass another vehicle on the outside lane. During the afternoon car rider line, please watch for the "STOP" sign at the beginning of the line and wait for the "GO" sign to be displayed, prior to pulling away.

-In accordance with the new Georgia State Law and for the safety of all of our Bowdon Red Devils, the Bowdon car rider line is a hands free zone for cell phone usage.

### **ARRIVAL-MORNING PROCEDURES**

-Bowdon Elementary School begins each day by:

-reciting the "Pledge of Allegiance" to the flag of the United States of America

-followed by a brief "Moment of Silent Reflection", school mission statement and announcements

-Everyone in the building is asked to stop what they are doing wherever they are in order to join the pledge and moment of silence

-The daily announcements are given immediately following the moment of silence. This routine is carried out daily as soon as the 7:30 bell rings

### **ARRIVAL-MORNING BREAKFAST PROCEDURES**

-Students who arrive early must go directly to breakfast or to their grade level hallway

-All bus students should enter the building through the front entrances. Breakfast starts at 7:00 for bus riders

**-Car riders should exit only to the sidecar rider area at the gym**

**-The latest opportunity for car/bus riders to eat "HOT BREAKFAST" is 7:25. After 7:25 all students wishing to eat will need to pick up a "TO GO Breakfast" and head to their classrooms.**

-Students who do not wish to eat breakfast should proceed to their hall

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### **AFTERNOON DEPARTURES-AFTER SCHOOL PROGRAM**

The Carroll County School System's Elementary Schools offer an After School Program (ASP) beginning the first day of school and operating on all scheduled school days throughout the year. Pre-K through fifth grade students may enroll in the After School Program.

-Parents may send students in the After School Program at a cost of \$35.00 per week per child or \$7.00 per day

-Parents who pick their children up late will be charged a late fee of \$1.00 per minute that must be paid before they can return to ASP

-Charges for the After School Program are due on the Friday of each week the student is in attendance

-If an account becomes more than one week in arrears, a parent will no longer be allowed to use this service until the account is once again in good standing

-All ASP fees must be paid through the ASP program, REVTRAC or the NEW CAMPUS PAY in Infinite Campus (which you access through your Infinite Campus Parent Portal).

-Parents who habitually pay late will have their children dismissed from the program

-The school retains the right to suspend or exclude any student from the after school program

-Carroll County Schools Discipline Code of Conduct will be enforced during ASP hours

-All fees must be paid by the last day of school each year to avoid a late fee and be excluded from ASP the following year until all fees are paid

-Principals are responsible for monitoring Finances, Bookkeeping, and Discipline of ASP

## **AFTERNOON DEPARTURE-CAR RIDER**

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-Please teach your child how to buckle/unbuckle their own seat belts and car seats.

-School personnel cannot buckle or unbuckle students from their car seats.

-We request that adults stay in their vehicle, so that the line can continue moving. If your child needs assistance with a car seat or seat belt, please pull around to a parking spot so that the line may continue to move.

-For your child's safety, car rider signs must be shown in order to pick up your child. Anyone not having a car sign will be asked to park and take their photo ID into the front office to get a car sign.

-In accordance with the new Georgia State Law and for the safety of all of our Bowdon Red Devils, the Bowdon car rider line is a hands free zone for cell phone usage.

## **AFTERNOON DEPARTURE-CAR RIDER SIGNS**

-All CAR RIDER'S Parents or pick up persons must have a Car Rider sign in the window of their vehicle in order to pick up a student

-The front office can supply you with a sign.

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## **AFTERNOON DEPARTURE-EARLY CHECKOUTS**

-All dismissals of students will be done through the main office

-Each child must be signed out by his or her parent/guardian unless written and/or verbal parent permission is given to the office staff

-Students will be called to the office

-Leaving school without following proper checkout procedures is a serious offense, and any pupil guilty of this is subject to school discipline

-All checkouts prior to 11:30 will be counted as an absence

**-If your child needs to check out early, they must be checked out before 2:00 PM-NO EXCEPTIONS**



**-ALL early checkouts will count as a tardy**

### **AFTERNOON DEPARTURE-NORMAL MODE OF TRANSPORTATION**

-Decide how your child will get home every day from school at the beginning of the year and try not to change it unless it is an emergency

-If there are excessive changes made on a child's way home, parents will be notified by Carroll County Transportation Department to discuss the issue

-If you have any questions or concerns about Carroll County Transportation, please contact them at 770-834-3346

**-If you need to change your child's way home a parent should log into School Dismissal before 1:00 PM to ensure the change is made**

-Please do not call the school to make changes for you or to make changes after 1:00 pm IT IS YOUR RESPONSIBILITY AS A PARENT/GUARDIAN TO TAKE CARE OF THIS

### **AFTERNOON DEPARTURE-SCHEDULE**

-In the afternoon, buses load at 2:30 p.m. and depart at 2:35

-Car rider and After School dismissal is at 2:35

-Other after school activities (Chorus, Academic Team, Play Practice, etc.) will go to their designated locations

### **AFTERNOON DEPARTURE-SCHOOL DISMISSAL MANAGER APP**

**-All Parents must sign up for School Dismissal Manager and utilize it**

-Students have default setting as to how they will get home each day

-Parents can make a change for a day or specific days as to how the student gets home

-All changes must be made each day by 1:00 pm (the system locks you out after 1:00 pm)

**-We will NO LONGER accept changes** to transportation or after-school arrangements over the phone, handwritten notes, or via teacher DOJO. School Dismissal Manager is a user-friendly free app. Parents are expected to utilize it.

-Transportation regulations prohibit students from riding home with friends; any bus changes require Transportation approval.



### School Dismissal Manager

- You can get the app from your store on your phone (it has a green apple) or use the qr code above with your camera
- Your user name will be your email address and your password will be whatever you set up
- Very user friendly - if you need assistance just give the school a call

### **ARRIVALS/AFTERNOON DEPARTURE SCHOOL BUS NOTIFY ME APP**

Carroll County Schools utilizes a bus information system called **My Ride K-12**. Parents and students can download this app to their cell phones so they have more accurate estimated pickup and delivery times during normal daily operations. Additionally, if there is an unexpected delay, **My Ride K-12** allows the transportation department to send out messages specifically to the affected riders and their families.

#### **To find your bus route, create an account in My Ride K-12**

You may access **My Ride K-12** via internet at <https://myridek12.tylerapp.com/> or you may download the **My Ride K-12** app from the [Apple App Store](#) or the [Google Play Store](#).

Look for this app in your app store



### **ANNUAL INFINITE CAMPUS INFORMATION UPDATE**

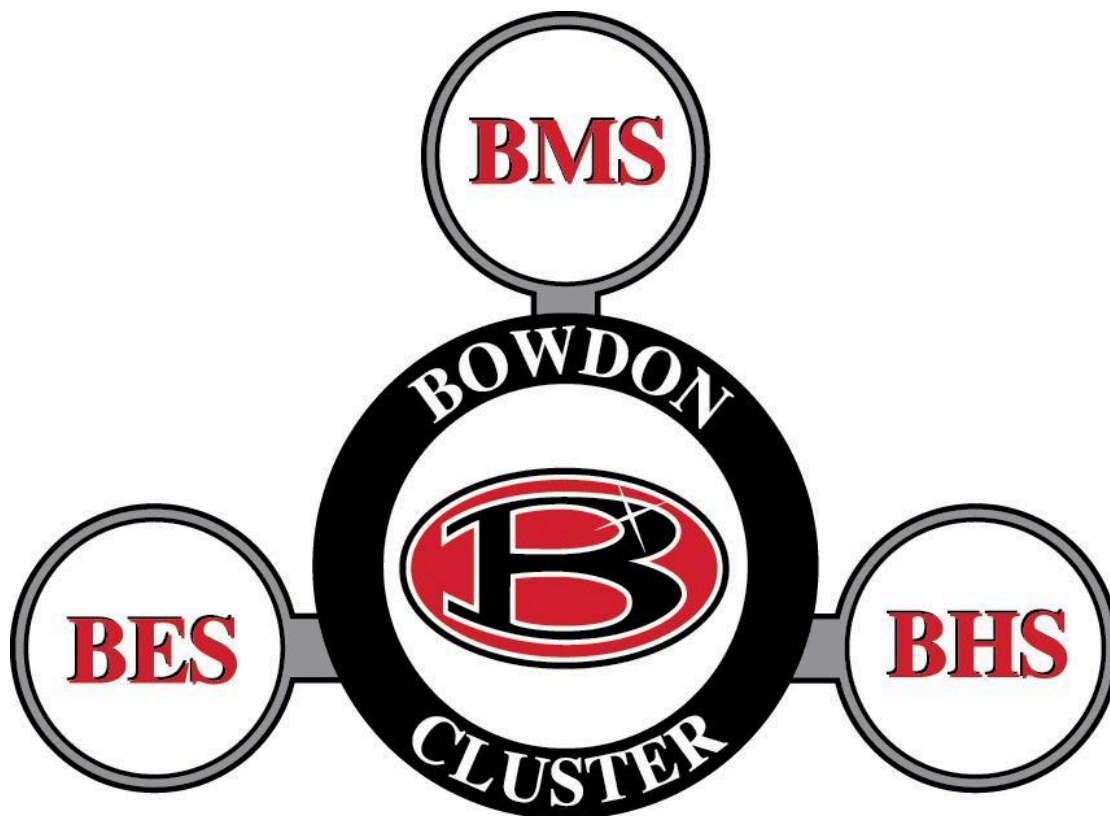
We no longer are sending home the Census Verification Sheets printed out from Infinite Campus

- ALL PARENTS/GUARDIANS MUST SIGN UP FOR AN INFINITE CAMPUS ACCOUNT
- Each year parents/guardians must complete the "Annual Information Update" via the Infinite Campus Parent Portal

#### **Parents will confirm/update the following "census" information:**

- phone numbers and emails of people in the household
- update emergency contacts

- household address
- health conditions / medications
- household language questions
- residency information



## **BUS RULES**

1. All School policies apply on bus in addition to:
2. Students must show respect for school bus drivers at all times and follow the Bus Rules.
3. Insubordination: All students shall comply with reasonable directions or commands of any Carroll County School District Employee.
4. NO student shall refuse to identify one's self upon request of any Carroll County School District Employee.
5. Students must be standing at the bus stop AT LEAST FIVE (5) MINUTES prior to the scheduled pick-up time. Students are to wait at the school bus stop in an orderly manner and at least 12' back from the road.
6. Students must WAIT for instructions (hand signals or otherwise) from the school bus driver EVERY TIME when crossing the road to board the bus or when exiting the bus. Students shall stop on the bottom step of

- the bus and look left and right before stepping off the bus. Students must be able to maintain eye contact with the school bus driver or cross in full view of the school bus driver. Students shall stop at the center line of the road and look left and right before proceeding to cross the road.
7. Students must board the bus as soon as school is dismissed and not loiter in the courtyard and on the sidewalk. Once on the bus at dismissal time, the student will need the approval of an administrator to depart the bus at school.
  8. Students MUST remain SILENT and STILL at ALL railroad crossings until the school bus crosses railroad tracks completely.
  9. All bus riders will be assigned a seat assignment on the school bus.
  10. Students MUST remain seated properly at all times unless otherwise directed by the school bus driver. (BACK to BACK –BOTTOM to BOTTOM)
  11. Unnecessary noise is prohibited. Students must talk quietly - NO loud voices.
  12. Students shall not talk on a cell phone nor use any other electronic devices without using headphones. Use of an electronic device is strictly prohibited while loading or unloading a school bus.
  13. Unnecessary noise is prohibited. Students must talk quietly - NO loud voices.
  14. Name calling, harassment, intimidation, threats and bullying is prohibited on the school bus.
  15. Obscene language and gestures are prohibited on the school bus.
  16. Fighting, pretend fighting, roughhousing or horseplay is NOT permitted.
  17. NO objects (however small) are to be thrown on, in, out or at the school bus.
  18. Destruction or defacing any part of the school bus is prohibited.
  19. Emergency doors, windows, and hatches are to be opened ONLY at the direction of the school bus driver.
  20. Students must keep all body parts inside the school bus at all times.
  21. Students shall not use mirrors, lasers, flashing lights, flash cameras, or any other lights or reflective surfaces in a manner that might interfere with the operation of the school bus.
  22. Weapons (or objects that look like and/or could be used as weapons) are NOT permitted at bus stop, on the school buses or school grounds.
  23. Tobacco, illegal drugs and/or alcohol is NOT permitted at bus stop, on the school buses or school grounds.
  24. Objectionable and/or dangerous items are NOT allowed on the school bus. (glass items, lighters/matches, animals, balloons, skateboards, perfume/cologne, aerosol cans, plastic bags, insects, straight or safety pins, sharp objects, large toys or objects that cannot easily fit on the student's lap or any other item of a questionable nature that might present a safety hazard)
  25. Band instruments, sporting equipment and school projects can be transported ONLY if there is enough space for all students' seating requirements. Items may be placed in the seat or lap to whom they belong. This is left to the bus driver's discretion.
  26. Students will be permitted to board or exit the school bus at a bus stop other than the assigned residence bus stop ONLY with a Carroll County Transportation Bus Pass completely filled out by parent/guardians and with school administrator approval in writing. This written permission must be given to the school bus driver when boarding the school bus. (Bus Passes may be denied if the school bus is at capacity or if the student has a history of bus behavior offenses).

## **BELL SCHEDULES**

### **CAMP SCHEDULE**

<b>Section 1:30-2:15</b>	<b>K - 7th period</b>	<b>Mon</b>	<b>Tues</b>	<b>Wed</b>	<b>Thurs</b>	<b>Fri</b>
1	Dedmon	Art	PE #2	Stem	PE	Music
2	Nelson	Music	Art	PE #2	Stem	PE
3	Powell	PE	Music	Art	PE #2	Stem
4	Barrett	Stem	PE	Music	Art	PE #2
5	Walton	PE #2	Stem	PE	Music	Art
6	D Phillips	<b>Students mixed with other classes for rotation</b>				
<b>Section 12:45-1:30</b>	<b>1st- 6th period</b>	<b>Mon</b>	<b>Tues</b>	<b>Wed</b>	<b>Thurs</b>	<b>Fri</b>
1	Miller	Art	PE #2	Stem	PE	Music
2	Lavender	Music	Art	PE #2	Stem	PE
3	Parson	PE	Music	Art	PE #2	Stem
4	Ross, Amanda	Stem	PE	Music	Art	PE #2
5	Wilson	PE #2	Stem	PE	Music	Art
6	Fraser	<b>Students mixed with other classes for rotation</b>				
<b>Section 11:15-12:00</b>	<b>2nd- 5th Period</b>	<b>Mon</b>	<b>Tues</b>	<b>Wed</b>	<b>Thurs</b>	<b>Fri</b>
1	Buttrill	Art	PE#2	Stem	PE	Music
2	Langley	Music	Art	PE#2	Stem	PE
3	Jordan	PE	Music	Art	PE#2	Stem
4	Martin	Stem	PE	Music	Art	PE#2
5	Teate	PE#2	Stem	PE	Music	Art
<b>Section 9:00-9:45</b>	<b>3rd- 2nd Period</b>	<b>Mon</b>	<b>Tues</b>	<b>Wed</b>	<b>Thurs</b>	<b>Fri</b>
1	Teal	Stem	PE	Art	Music	PE#2
2	McIntyre	PE	Art	Music	PE#2	Stem
3	Pruyn	Art	Music	PE#2	Stem	PE
4	Vance	Music	PE#2	Stem	PE	Art
5	Zaner	PE#2	Stem	PE	Art	Music
6	Stapleton	<b>Students mixed with other classes for rotation</b>				
<b>Section 9:45-10:30</b>	<b>4th- 3rd Period</b>	<b>Mon</b>	<b>Tues</b>	<b>Wed</b>	<b>Thurs</b>	<b>Fri</b>
1	Cook	Stem	PE	Art	Music	PE#2
2	Raughton	PE	Art	Music	PE#2	Stem
3	Brewer	Art	Music	PE#2	Stem	PE
4	Stephens	Music	PE#2	Stem	PE	Art
5	Rainwater	PE#2	Stem	PE	Art	Music
<b>Section 10:30-11:15</b>	<b>5th - 4th period</b>	<b>Mon</b>	<b>Tues</b>	<b>Wed</b>	<b>Thurs</b>	<b>Fri</b>
1	Johnson	PE	Art	Music	Stem	PE#2
2	Sheffield	Art	Music	Stem	PE#2	PE
3	Mabe	Music	Stem	PE#2	PE	Art
4	R. Phillips	Stem	PE#2	PE	Art	Music
	PE #1 - Skinner	PE #2 - Thomas				

## LUNCH SCHEDULE FY25

Begin	End	Grade	Teacher (Line 1)	Teacher (Line 2)
11:05	11:35	K	Barrett	Dedman
11:07	11:37	K	Nelson	D. Phillips
11:09	11:39	K	Powell	Walton
12:32	1:02	2	Buttrill	Teate
12:24	1:04	2	Langley	Martin
12:26	1:06	2	Jordan	
10:33	11:03	1	Frazier	Lavender
10:35	11:05	1	Miller	Parson
10:37	11:07	1	Ross	Wilson
11:54	12:24	4	Raughton	Cook
11:56	12:26	4	Brewer	Stephens
11:58	12:28	4	Rainwater	
12:20	12:50	PK	Bryant	Talley
12:22	12:52	PK	Wood	
11:48	12:18	3	Stapleton	Vance
11:50	12:20	3	Teal	Zaner
11:52	12:22	3	McIntyre	Pruyn
11:11	11:41	5	Phillips	Sheffield
11:13	11:43	5	Johnson	Mabe

**#NOLIMITS**

Due to having enough technology devices for every student in each classroom and access to land-line phones in multiple areas of the school, students attending Bowdon Elementary School are encouraged to no longer bring their cellphones to school. We understand that parents want their children to have their cellphones for after-school activities, but they will be required to be powered 'off' during the school day. Responsibility to keep the device secure rests with the individual owner.

-If cellphones are brought, they must be **left in a book bag powered off**

-If the phone is heard or seen, it will be taken and only returned to a parent

We feel that the implementation of this policy will reduce instances of behavioral problems in our school.

-If a student's phone makes any noise during instruction or is being used on the playground for videoing or any other use, teachers are to collect these items, put the student's name and date on them, and send items to the office.

-They will be kept in the office until the student's parent comes to pick the items up

-Carroll County School System staff or employees are not liable for any device stolen or damaged on any campus.

-Failure to adhere to these regulations outlined by the Carroll County Student Agreement will result in disciplinary consequences.

-1st Offense~Item is confiscated and a legal guardian will be required to pick up the device from the school

-2nd Offense~Item is confiscated and a legal guardian will be required to pick up the device from the school

-3rd Offense or more~Item is confiscated and a legal guardian will be notified and required to pick up the device from school. The student will serve half a day in our time out area due to chronic disruption of instructional time (Intervention Station).

## **ELECTRONIC WATCHES**

Students are allowed to wear electronic watches during instructional time as long as they are not disrupting the learning environment.

If the student's watch begins to disrupt learning or the order of the school day the following disciplinary consequences will occur.

-1st Offense~Item is confiscated and a legal guardian will be required to pick up the device from the school

-2nd Offense~Item is confiscated and a legal guardian will be required to pick up the device from the school

-3rd Offense or more~Item is confiscated and a legal guardian will be notified and required to pick up the device from the school. The student will serve half a day in our time out area due to chronic disruption of instructional time.

-Students arriving after the beginning of school must check-in at the front office to obtain a pass

-When checking a student out of school during the day, please go to the front office with proper photo identification

## CLUBS

Students participating in school clubs or organizations must comply with general expectations for student behavior as required in this Student Code of Conduct. Clubs or organizations beginning after the start of each school year will require written parent permission for their child's participation. Bowdon Elementary School also offers a variety of extracurricular activities and clubs for students.

Clubs or organizations currently available at Bowdon Elementary are:

223 Ag Club	Photography
4-H	PowerPoint Presentation/Design
Art	Reading Bowl
Drama	Robotics
Chorus	Science Olympiad Team
FCA	Stem Club
Fitness	Talent Show
Gaming Design	TOT
Garden Club	Video Production
Junior Beta	

Other clubs may be added.

**If your student is in a club, please make sure to update your School Dismissal Manager on the days of club or after school event.**

## 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 BES teachers is [firstname.lastname@carrollcountyschools.com](mailto:firstname.lastname@carrollcountyschools.com).

**Please do not ask teachers to change your child’s departure information, as they are not allowed to do so.** You must use the School Dismissal Manager to make those changes or contact the front office for emergencies.

In addition, parents have the following FORMS OF COMMUNICATION available to them:

### **ACADEMIC CALENDAR**

The academic calendar for the 2024-2025 school year is located in the Carroll County Schools Handbook. Grade report dates are included so that you can expect when to receive midterm progress reports and report cards. All holidays are also included.

### **DOJO**

School administration and grade level teachers will often communicate with families via DOJO. To share Schoolwide messages and grade level messages with our families, a code will be required to join our Bowdon groups. Codes will be available at Open House in August and available from the teacher thereafter.

### **EMAIL MESSAGES/NEWSLETTERS**

The school may send an electronic message/newsletter through email to highlight events during the school year. It is important that parents update their email address in the Student Services office or through parent portal in order to receive these newsletters. At least one parent/guardian in the home must have an email address on file with the school.

### **FACEBOOK**

Make sure to add us to your FACEBOOK page. BES utilizes FACEBOOK every day for announcements.



**ClassDojo**



### **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. Utilize the QR code provided to access information for creating an account.



3. Come by the school and meet with Mrs. Hashimoto 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-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.

### **REPORT CARD**

Report cards are distributed every 9 weeks. Grades 3-5 will find report cards on Infinite Campus. We no longer mail or send home those reports.

### **SCHOOL MESSENGER**

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

### **STAR READING AND MATH**

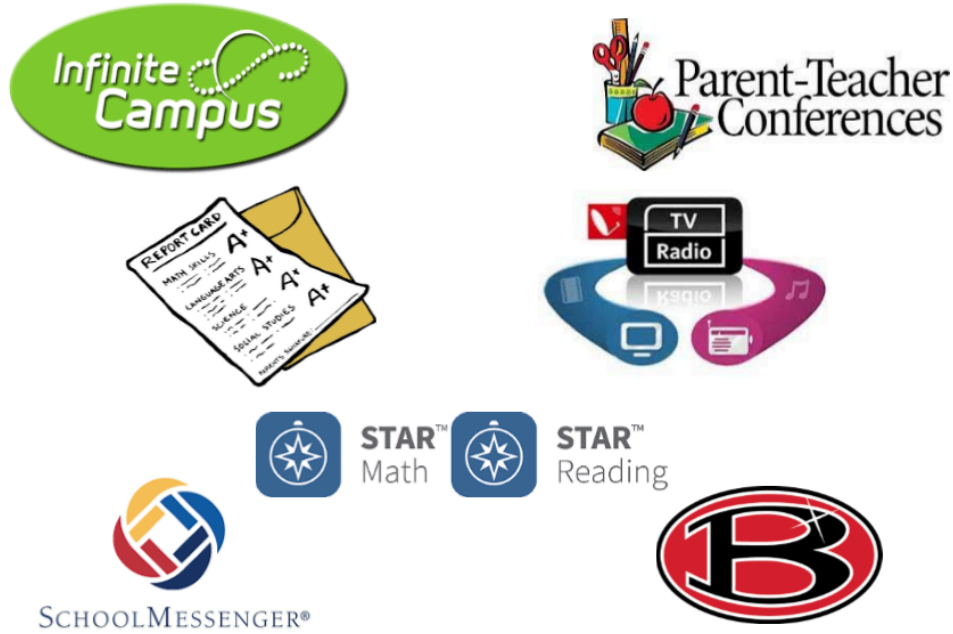
STAR Reading and Math assessments are administered multiple times each year.

### **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 [Bowdon Elementary School Website](#) for information before calling the school regarding information that can be found in other areas of communication.



## COUNSELING AND SUPPORT SERVICES

A School Counselor, Ms. Sharanda Keith, is employed at Bowdon Elementary. A variety of services is offered to students, parents, and faculty. These services include:

- individual student and/or parent counseling.
- crisis intervention.
- assistance in parent conferences.
- classroom guidance activities.
- interpretation of test results.
- maintenance of confidential files.
- orientation activities for students and parents.
- support services for students, teachers, parents, and the administration.

The counselor should be viewed as a liaison between the school and the home. Interpretation and clarification of school activities and/or requirements can be provided by the counselor. Student, teacher, or parent referrals are welcome. The counselor may be reached by calling the school office at 770-258-2161.

## DRESS CODE-STUDENT

Bowdon Elementary School recognizes the effect that students' dress and grooming have on student behavior and their commitment to learning. We recognize and appreciate the role of parents in assisting their children in making appropriate choices regarding clothing, accessories, and personal appearance. In order to maintain an atmosphere conducive to learning here at BES, all students must exercise good taste with regard to their personal appearance. Attire considered disruptive, presents a health and/or safety problem is not appropriate and these matters will be forwarded to Mrs. Edwards, Dr. Askew, or Ms. Keith.

Prohibited dress violations are listed below, but this list is not all-inclusive nor is a violation of the dress code limited to the following:

1. All students are expected to maintain the highest possible standards of personal hygiene. This includes personal cleanliness, as well as wearing clean clothing.
2. Appropriate shoes must be worn at all times. If the shoes become a distraction or hinder the student from walking correctly, parents will be asked to bring another pair.
3. Pajamas, house shoes, or other nightwear may not be worn to school unless it is an authorized sanctioned day for this attire.
4. No students may wear dark glasses while inside the school building unless they are prescribed by a medical doctor.
5. No students may wear hats, headbands, sweatbands, bandannas, or head coverings of any kind during a regular school day unless it is an authorized sanctioned day for this attire.
6. No students will be allowed to wear clothing or jewelry which displays suggestive slang or advertising alcohol, drugs, or inappropriate language.
7. Students will not be allowed to wear torn, frayed, or cut clothing that displays body parts.
8. Students will be allowed to wear shorts of modest length and appropriate material. Shorts should be no shorter than three inches from the top of the knee or hand length standing tall. Silky or mesh athletic shorts, biking shorts, swim or board shorts, or other inappropriate shorts will not be allowed.
9. Dresses and skirts should be of modest length (no shorter than three inches from the top of the knee) as determined by BES Administration. Jackets must be worn over sundresses. Straps on dresses/tops should be no thinner than two inches. Off-the-shoulder tops or dresses are not allowed.
10. Properly fitted sweat suits will be allowed. Leggings, close-fitting knit pants, can only be worn with tops that meet the three-inch dress code rule.
11. No students will be allowed to wear tank tops, halter tops, tube tops, or midriffs. Students may not wear transparent tops without adequate undergarments. No tops cut low in the front, back or side will be allowed. There should be no skin showing between the bottom of the blouse and the top of the pants or skirt when arms are extended above the head.
12. Hair should be clean and washed; properly out of the students' eyes.
13. Pants should be worn at waist level and **loose pants must be worn with a belt.**

**All students are expected to comply with the dress code.** Students who do not meet the dress code will not be allowed to attend class until appropriate clothing is provided by the parent. For compelling reasons, such as medical requirements, Mrs. Edwards, Dr. Askew, or Ms. Keith may at their discretion, review an individual situation to determine whether a modification of a provision is required for the health and safety of a particular student or for certain groups during performances or special activities.

## **FIELD TRIPS**

Students will be allowed to participate in curriculum related field trips which are designed to enhance their educational experiences.

-A permission note will be sent home with information concerning each trip. Parents are required to sign a permission form before a student is allowed to participate in a field trip.

-Students participating in a school sponsored field trip must ride to and from the destination on school transportation.

-No siblings of participants of any age may participate in a field trip.

-All chaperones must be over 21.

-Donations for field trips may be requested in order to pay admission and travel expenses. No student will be denied the opportunity to participate in a school sponsored field trip because of inability to pay. However, if funds designated for the trip are inadequate, the trip may be canceled. Funds will then be reimbursed to parents. The principal has the authority to exclude any student from participation on any field trip.

-Parents and/or siblings are not allowed to ride the bus.

-Students must ride the bus to the trip destination but can be checked out at the conclusion of the field trip.

-Students will not be penalized if they cannot participate in the field trip.

## **OVERNIGHT FIELD TRIPS**

Parents and students participating in school sponsored overnight field trips are expected to and will abide by the school code of conduct.

Overnight field trips are booked through individual companies. Each company has their own set of rules. Parents and students participating in school sponsored trips are expected to and will abide by the company's rules as well as the school rules.

Every field trip will have an administrator or a school designated representative as a chaperone.

## FINANCIAL INFORMATION

**Money:** Do not bring more money to school than necessary for each day. Try to bring correct change. The school cannot be responsible for money that is lost or stolen.

**To use instructional time wisely, BES only collects ice cream money on Monday or the first school day of the week (in case of holidays). If ice cream money is sent on other days, it will be returned home.** Please send different types of money in separate envelopes labeled with: Child's name, teacher's name, and type of money (picture, lunch, snack, breakfast, fieldtrip, etc.)

**Yearbooks:** The yearbook coordinator, Debra Phillips, compiles the yearbook. Anyone who wishes to purchase one may do so. Announcements will be made as to when they will go on sale. Yearbook will be delivered in late May.

**Pictures:** In the fall of each year students will have pictures taken for the yearbook. Proofs will be sent to parents with a list of available packets and prices. The parent(s) may send the envelope back with their choice of packet selected and the money enclosed or they may choose not to purchase a packet. Spring and Christmas pictures will also be taken. Please watch for announcements.

**Donations:** Bowdon Elementary School requests and is grateful for parent donations. We feel that your donations will benefit your child's education. However, your child's participation in the instructional program is in no way conditional upon the degree or lack of compliance to this request.

## MEDIA CENTER PROCEDURES

In order to serve all students with Media Center services and materials, the following procedures are necessary:

- Students may visit the Media Center during the day with the written permission of their teacher.
- Students may check out two books at a time for two weeks.
- Books may be renewed once for an additional two weeks.
- Students with overdue items will not be allowed to check out new items until the other is returned.
- Appropriate student behavior is expected in the Media Center.

## PTO/VOLUNTEER POLICY

BES has a very active Parent Volunteer Program! Not just parents can get involved. Grandparents, aunts, uncles, or anyone who wants to get involved at BES can sign up to volunteer.

If you wish to sign up, please contact the secretary, Brooke Harrell at 770-258-2161.

All volunteers must go through training and get a badge before they can work on campus. Volunteers must sign-in and out at the main office every time they volunteer. Please see the full list of rules and procedures when you sign up. Parents who are actively involved with their child's education do better in school.

The faculty and staff welcome the help of community volunteers. We believe we are partnered with you, whether you are a parent/guardian, grandparent, or other important person in your child's life. Your help at home and at school can have a definite and positive impact on your child and other children's education.

We want to have as much of an open door policy regarding volunteers as we can, but we must always keep in mind student safety and classroom instruction. To that end, there are a few procedures we need to set forth:

1. All visitors, whether you want to help in the classroom, meet with a teacher, or just eat lunch with your child, must sign in at the front office. As soon as you do, you will be given a sticker. Please wear the ID sticker when you are in the building, so the staff will know you are a guest. This helps us be aware of who is in our building and also helps maintain a safe environment for everyone.
2. If you want to volunteer in the classroom, please make arrangements with your child's teacher. This way she can maximize the benefits of your time. If she knows you are coming, she can make plans to best utilize your time. Even if you just want to observe what is going on in class, let the teacher know ahead of time to alleviate unexpected interruptions, which will permit consistent academic instruction.
3. Many volunteers feel comfortable helping teachers prepare for lessons by making copies or helping with other time consuming tasks that are usually done outside the classroom. If this is your desire, feel free to contact our Parenting coordinator.

Our main emphasis at BES is the academic success of each child. If your schedule allows, we would like for you to be a part of that. Your assistance is welcomed and appreciated.

## **REGISTRATION/WITHDRAWAL**

During Registration for Pre-K and Kindergarten, please note the following for Registration:

-If your child is already enrolled in Pre-K at Bowdon Elementary and you are...

### OUT OF DISTRICT:

-You must apply for a waiver or enroll in the school that you are districted for.

-Waivers are for one year only, you must reapply each school year.

### IN DISTRICT:

-If you are IN DISTRICT and your child is enrolled at Bowdon Elementary School this year in Pre-K, then you do not have to register for Kindergarten.

### **New Student to Bowdon Elementary School**

-Register at [Carroll County Board of Education](#) or ONLINE.

## Carroll County School System-Pre-K Registration

Carroll County Schools provides enrollment in Pre-K through a lottery system. Registration for the Pre-K Lottery can be completed online or in person and typically begins around the end of February through the beginning of March.

After the drawing, parents will be notified of their child's placement in a Pre-K class or placement on a waiting list. Notifications will be sent out around the middle of March.

To receive a Pre-K Lottery Ticket, please complete the following steps. *The lottery system is not a first come, first served basis.*

### Step 1-Documentation Needed:

- Birth Certificate
- Social Security Card
- [-2 Proofs of Residence](#)
- Parent ID
- Guardianship / Legal paperwork (if applicable)

**Step 2-SAVE TIME AND COMPLETE ONLINE!** Complete the Online Application or go to the Carroll County Board of Education Registration Office.

**Step 3-**After completing your application, you will receive a confirmation email from the Student Registration Center. Once your application has been reviewed, you will receive a second email with instructions to complete the application process.

The email will come from "noreply@carrollcountyschools.com." Please check your spam folder if you do not see the email in your inbox.

If you have questions, please email [src@carrollcountyschools.com](mailto:src@carrollcountyschools.com) or call 678.854.2302.

**The Student Registration Office is open between the hours of 8am - 4pm.**

## Carroll County School System-Kindergarten Registration

**SAVE TIME AND COMPLETE ONLINE!** Complete the Online Application or go to the Carroll County Board of Education Registration Office.

### Step 1-Documentation Needed:

- Birth Certificate
- Social Security Card
- [-2 Proofs of Residence](#)
- GA 3231 Immunization Form
- Parent ID
- Guardianship / Legal paperwork (if applicable)
- GA 3300 Eye, Ear, Dental, Nutrition Form

**Step 2-**Complete the Online Application or go to the Carroll County Board of Education Registration Office.

**Step 3-**After completing your application, you will receive a confirmation email from the Student Registration Center. Once your application has been reviewed, you will receive a second email with instructions to complete the application process.



The email will come from “noreply@carrollcountyschools.com.” Please check your spam folder if you do not see the email in your inbox.

If you have questions, please email src@carrollcountyschools.com or call 678.854.2302.

**The Student Registration Office is open between the hours of 8am - 4pm.**

### **Withdrawal from Bowdon Elementary School**

Bowdon Elementary wishes you and your child the best during your transition to a new school. We will try to help make this transition as smooth as possible, but in order to do so we need your help. Please read the procedures listed below. If you have any questions, feel free to contact us at any time.

- Only the “Enrolling Parent/Guardian can withdraw a student
- Contact Bowdon Elementary School’s Registrar to advise you are withdrawing your student
- Tell us where you are going and the name of the student’s new school, city and state
- Bowdon Elementary will prepare a Withdrawal Form that the Enrolling Parent/Guardian must sign
- Bring your ID so that we may confirm the identity of the person withdrawing
- Bowdon Elementary will confirm if there are library books checked out, any lunch money or after school fees owed – **BE PREPARED TO TURN IN BOOKS AND/OR PAY FOR BOOKS AND FEES (CASH OR CHECK)**
- Bring with you any library books that your student has checked out to avoid fees
- Bring any payments that need to be made to the lunchroom and/or afterschool (check or cash...no cards)
- Once the Withdrawal paperwork has been signed
  - the withdrawing parent/guardian will be given a copy of the form to take to the new school to enroll
- When the new school requests records Bowdon Elementary School will release those promptly
- Please note:
  - any library books not returned will be given a dollar value and the parent is expected to pay for the books
  - any balances for lunch and/or afterschool will need to be paid
  - if for some reason you do not pay these balances; we want you to understand that they will follow you to your new school regardless of where it is
  - if your student continues in the Carroll County School System, the balances will follow you to graduation and at that time must be paid

## **SCHOOL ADVISORY COUNCIL**

Parent and Community support is an important component of successful educational reform. School Councils were created by law in Georgia to involve teachers, parents, and business persons in local and school issues focusing on student achievement. The council meets quarterly, and the public is welcome to attend the meetings.

## **STUDENT ADVISEMENT**

The purpose of the Student Advisement framework is to build meaningful connections between adults and students resulting in improved student performance and more students graduating college or career ready. BES will use Carroll County Schools Student Essentials that are taught monthly.

## **VISITORS**

Bowdon Elementary 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.



THEME FOR THE  
2024-2025  
SCHOOL YEAR

