



**BOWDON MIDDLE
SCHOOL**

**PARENT/STUDENT GUIDE
2023-2024**

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Welcome to Bowdon Middle School

Dear BMS family,

Welcome back! We are so excited for the 2023-2024 school year. We are looking forward to working with our families to ensure success in academics, activities, arts, and athletics. We encourage all of our students to give their best effort both in and out of the classroom. There is something for everyone!

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. Once you have read the handbook, **please sign off on the assurance form through Parent Portal (this requires a login to Infinite Campus and directions for access can be found on our district website under PARENTS – RESOURCES – INFINITE CAMPUS).** 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.

This year, we will use the REMIND app for each grade level to communicate with families and to provide schoolwide reminders. Please download the REMIND APP if you have not already done so and use our school code for access to information throughout the school year. We would also love for you to follow us on social media to receive updates, celebrations and relevant information to BMS.

It is our sincere hope that this school year at Bowdon Middle School will be the best yet.

Sincerely,

Stephanie Godfrey, Ed.S.
Principal



“Small School, Big Opportunities”

Vision, Mission, & Purpose

VISION:

Bowdon Middle School will be recognized as a **premier** middle school.

MISSION:

Bowdon Middle School prepares students for high school and to graduate ready to be **employed, enrolled, or enlisted and engaged** in the community in which they live.

PURPOSE:

Bowdon Middle School is committed to **positively changing lives.**



“Small School, Big Opportunities”

ARRIVAL & DEPARTURE:

The front doors open at 7:45 a.m. 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 8:00 a.m. bell unless they have made prior arrangement with a teacher to get academic support before 8:00 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 time is 3:45 p.m. Parents should pick up students in the designated parent pick-up area no later than 4:00 p.m. All students should be picked up within 15 minutes after classes are dismissed. If there is an emergency that causes a parent to be late to pick up students, please notify the school at 770-258-1778.

BELL SCHEDULE & SCHOOL HOURS:

HOMEROOM	BLOCK 1	BLOCK 2	BLOCK 3/LUNCH	BLOCK 4	BLOCK 5
8:00 – 8:35	8:35-9:55	9:55-11:15	11:15-1:05	1:05-2:25	2:25-3:45

BOOKBAGS:

Bookbags are not required nor necessary. However, if students choose to carry a bookbag, it will need to be stored DAILY in the student's locker. Bookbags will not be allowed in classrooms or with students throughout the school day.

CELL PHONES & ELECTRONIC DEVICES:

Student technology at Bowdon Middle School is to be kept in the student's locker at all times. This includes *cell phones, watches, airpods, and tablets*. If a teacher/staff member takes up an electronic device of any kind from a student, the following occurs:

1. The first time an electronic violation occurs, a warning will be given. The student will be instructed to put the device in his/her locker.
2. The second time an electronic violation occurs, a discipline memo will be issued to the student and their device will be turned in to the office. The student can retrieve the device at the end of the day. Discipline memos should be returned to school with parent or guardian signature the following school day or additional consequences may be implemented.
3. The third time an electronic violation occurs, a discipline referral to an administrator will be issued to the student and their device will be turned in to the office. A parent/guardian will have to come to the school to pick up the device. As with discipline memos, discipline referrals should be returned to school with a parent or guardian signature the following school day.
4. Any further violations will result in administrative action and the student will not be allowed to have personal technology on campus for the remainder of the school year.

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. 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.

CLUBS:

Students will be offered the opportunity to join a club at the beginning of the school year. Bowdon Middle School hosts a club day each month during the school year. In addition, there are several clubs that may meet after school hours. Note: Some clubs require permission forms to be signed as well as fees.

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:

ACADEMIC CALENDAR - The academic calendar for the 2023-24 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 August and available in the front office thereafter.

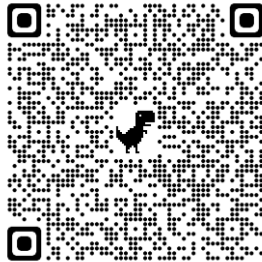
TELEVISION AND RADIO/SCHOOL CLOSINGS - Schools may close at times during the year due to inclement weather. Families should listen to the local radio and television stations for information concerning school closings. The Carroll County School System will also use the School Messenger system to attempt 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.

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. 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.

EXTRACURRICULAR & ATHLETIC ELIGIBILITY:

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.

BMS offers the following athletic programs:

- Fall—football, girls softball, cheerleading, cross country
- Winter—boys/girls basketball, wrestling, cheerleading
- Spring—baseball, tennis, track, soccer

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.*

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 *clear* 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.

**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. Locker rental fee is \$20.00 for the year. Students are not allowed to share lockers. Students are required to put their book bags in their lockers at the beginning of each school day. In addition, purses and drawstring bags must be secured in lockers as well. Students will have the opportunity to go to their lockers at designated locker breaks. Book bags with wheels are prohibited as they create a safety hazard in crowded hallways and leave marks on the floors. Stickers and mirrors are not permitted in or on lockers. Students may not trade lockers or share lockers. Do not give locker combinations to other students. Students are responsible for the contents of their lockers, especially school-issued property such as textbooks. The school is not responsible for personal property; so do not bring valuables to school. Locker damage/vandalism, trading of lockers, and breaking into a locker may result in loss of locker use and/or disciplinary issues. Lockers that are damaged by overstuffing so that doors are warped will result in damage fees. Overstuffing also results in jammed lockers. All student lockers are the property of Bowdon Middle School and are subject to search by school authorities at any time.

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

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:

Students will be allowed to purchase additional food items at breakfast and lunch for an additional cost; however, if a student has any unpaid charges, he/she will not be allowed to purchase extra food. *Application forms for free and reduced meals are available at BMS but may also be completed and submitted online. Parents should complete the process as soon as possible (only 1 form required per family).* The lunchroom manager will send home a letter notifying the parent/guardian and a phone call to the parent/guardian will be made if a student owes money.

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.

SCHOOL 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:

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.

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 Conference Room. 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 INFORMATION & 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, 2023, 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 24, 2024. 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.