



# **Bowdon Middle School**

**Student/Parent Handbook**

**2016-2017**

The vision of Bowdon Middle School is to be valued as a premier learning environment preparing ALL students to be college and career ready. Bowdon Middle School's mission is to provide a premier learning environment to inspire and empower all students to reach their personal best.

Scott Estes, Principal

Dr. Kiley Thompson, Assistant Principal

This handbook belongs to:

Name: \_\_\_\_\_

Homeroom Teacher: \_\_\_\_\_

Grade: \_\_\_\_\_



## PARENT/SCHOOL 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 somewhat difficult 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](mailto:firstname.lastname@carrollcountyschools.com). In addition, parents have the following FORMS OF COMMUNICATION available to them:

**ACADEMIC CALENDAR** - The academic calendar for the 2016-2017 school year is located in the Carroll County Schools section of the handbook. Grade report dates are included so that you can expect midterm progress reports and report cards. All holidays are also included.

**REPORT CARD** - every 9 weeks

**STAR READING AND MATH** - four times a year

**REMIND 101** - For school information text @bowdonmi to 678-321-4895

**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** - <http://bms.carrollcountyschools.com>

**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.

**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 and wish to have access to the parent portal, please 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.

**EMAIL NEWSLETTERS** - The school will send an electronic newsletter through e-mail 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.

**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.

## **DAILY SCHEDULE**

The front doors will be unlocked at 7:45 a.m. for students. At this time, students will be allowed to purchase breakfast. Students will stay in the commons area until they are dismissed to their grade-level hallways. Car riders must arrive **before 8:25 a.m.** if they choose to eat breakfast at school. **Food from outside establishments is PROHIBITED as it conflicts with participation in our school nutrition program.**

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.

## **TRANSPORTATION CHANGES**

### **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 the BMS administration and Carroll County Transportation.** Students who normally ride the bus must have a note to be a car rider. The note must be turned in to the Students Services office before or during homeroom. The note must include a telephone number where the parent/guardian can be reached for verification.

### **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.

## **DELIVERY OF ITEMS DURING THE INSTRUCTIONAL DAY**

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 Student Services office. Parents dropping items off need to document the item on the provided clipboard and leave it under the table. 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.

## STUDENT INSTRUCTION

The faculty and staff of Bowdon Middle School are committed to inspiring and empowering all students to reach their personal best in a positive, nurturing learning environment. It is this mission that drives all that we do to ensure the highest quality educational experience for all of our students. Our faculty, staff, and administration are united in our commitment to our students.

### Flexible Learning Program

Bowdon Middle School has been identified as a Focus Title I School due to an achievement gap between the lowest quartile of BMS students and the state average. Assessment data was compiled from the 2010-2011 Criterion Referenced Competency Test (CRCT), the CRCT-Modified Test, and the Georgia Alternate Assessment and reevaluated based on 2013-2014 CRCT and GAA data. Bowdon Middle School's Focus School status allows us the opportunity to provide extensive support programs throughout the school year in an effort to improve student achievement. In order to address the achievement gap, the Georgia Department of Education has established criteria and BMS has developed a Flexible Learning Program (FLP) that delineates specific interventions and plans to help struggling students. Students are selected to participate in the program through the use of a multiple selection criteria rubric that includes many different pieces of data, such as STAR scores, Milestone data, and classroom performance.

### Homework

Homework is an integral part of the instructional program. Homework might consist of such activities as make-up work, collecting material for classroom projects, or completing work begun in the classroom. Homework is designed to extend or practice the skills that are learned in the classroom.

#### **Purposes of homework are:**

- A. To stimulate independent study habits and develop responsibility and self-direction
- B. To reinforce school learning by providing necessary practice for developing skill and proficiency
- C. To develop and strengthen research skills

### 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. Students' 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.

### **Passes:**

Students gain admittance to the Media Center, during classroom instruction hours, with a signed pass.

### **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 due date 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 actions.

### **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.

### **Students must pay for lost or damaged books.**

- Lost library books/hardbound books-\$15.00 or replacement cost
- Hardbound paper books - \$12.50 or replacement cost.
- Paperback books-\$7.50 or replacement cost
- Reference materials-replacement cost
- Magazines-replacement cost

## **Response to Intervention (RTI)**

The RTI team is designed to offer students and parents additional support when the student is experiencing instructional difficulty or is in need of acceleration. The RTI team is also designed to monitor behavior and attendance issues that may surface during the school year. The team meets and offers suggestions as well as possible interventions to help make the student more successful at school.

## **Textbooks**

Textbooks are furnished without cost to students. Textbooks are the property of the Carroll County School System and the State of Georgia. Students and their parents are held accountable for lost or damaged textbooks and must reimburse the school for their cost.

## **Club Day Schedule**

Students will be offered the opportunity to join a club at the beginning of the school year. A list of clubs will be sent home for review. Parents will have the option to specify which clubs the student is allowed to attend. Note: Some clubs require permission forms to be signed as well as fees.

## **EXTRACURRICULAR ACTIVITIES AND ATHLETICS**

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 extracurricular athletic activities. Students need to be picked up within 15 minutes after the end of an event. 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. [www.bms.carrollcountyschools.com](http://www.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

## **FINANCIAL INFORMATION**

### **Fundraisers**

There are fundraisers throughout the year to support our school and/or organizations within the school. There are school dances, athletic events, SPIRIT WEEK activities and many other fundraisers that are designed to raise money for special projects. We encourage you to allow your student to participate in these fun-filled activities.

### **Ice Cream/Water**

Students may purchase ice cream every day during recess. Ice cream is \$1.00. Students may also purchase bottles of water for \$1.00.

### **Lockers**

All student lockers are the property of Bowdon Middle School. Locker rental fee is \$15.00 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, females must keep their purses in their lockers; all drawstring bags must be secured in lockers as well.

### **Yearbooks**

BMS students have the opportunity to purchase a yearbook at the beginning of the school year. Parents can pay a deposit and pay the balance at a later date. The cost of yearbooks rises as deadlines pass so it is important to purchase your yearbook early.

## STUDENT SUPPORT

Students and parents are provided with a variety of services to help with educational needs. Below are listed a few of these services:

**Exceptional Children's Services**—Bowdon Middle School offers a comprehensive program for students with disabilities. For more information contact the Assistant Principal.

**Guidance and School Counseling**—Bowdon Middle School's counselor is Caroline Graham. 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 GAcollge411 every school year. Parents or guardians are welcome to contact the counselor by e-mail at [caroline.graham@carrollcountyschools.com](mailto:caroline.graham@carrollcountyschools.com) or by calling the school office at 770-258-1778 if there are any questions or concerns during the school year.

**Gifted Services**—The Carroll County School System offers gifted instruction for students in grades K-12. These services are provided through direct instruction, resource, cluster group, or other service models. Students must qualify by meeting the criteria outlined in the Gifted Administration Plan. For more information, contact the Counselor's office or Renee Cole, Gifted Facilitator at Bowdon Middle.

## VISITORS

All visitors, including parents, should report to Student Services to sign-in and receive permission to be on school grounds. The visitor must receive an **identifying badge** before going to any part of the school campus during school hours. Any visitor without this badge will be immediately asked to report to Student Services to follow the sign in procedures. Unauthorized persons, who refuse to leave do so at the risk of police arrest. Students from other schools may not visit Bowdon Middle School without prior approval from the principal.

## INFORMATION FOR STUDENTS DAILY PROCEDURES

### Morning Arrival

The front doors will be unlocked at 7:45 a.m. for students. At this time, students will be allowed to purchase breakfast. Students will stay in the commons area until they are dismissed to their grade-level hallways for homeroom.

**Students are not allowed on the halls prior to the 8:05 a.m. bell unless** they have made arrangements 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 then. The tardy bell rings at 8:35 a.m. All students entering homeroom after the tardy bell will be considered tardy and must come to the office to sign in and receive a pass. **Students who accumulate more than 3 tardies within one 9 weeks will be referred to an administrator.**

### **Lunch Procedures**

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. Parents should complete the form and return it to school as soon as possible. After a student has \$5.00 in unpaid charges, he/she will receive an alternative lunch. 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 carbonated drinks to school for breakfast, lunch or snack time. Furthermore, students cannot bring food from outside establishments into the cafeteria.

### **Hall Passes**

Whenever students are out of their regularly scheduled classes, they must have a hall pass from their teacher. These passes serve to monitor students' whereabouts. This includes going to the office, media center, or any other location other than your own grade level hallway. Students may go to the restroom without a hall pass if they are using the facility located on their own grade level hall.

### **Book Bags/Drawstring Bags/Purses**

Students are permitted to bring book bags to school; however, they may not carry them into classrooms. Once they report to the grade-level hallways each morning, students will put book bags in their lockers until the end of the day. Students will have opportunities 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.

Drawstring bags must stay in lockers as well; they can be a safety hazard in the classroom during instruction.

Additionally, female students must put their purses in their lockers each morning.

### **Commons Area**

Students are not allowed to walk through the Commons Area during the day as a way to shorten their route from one place to the next. They must always walk around the commons area on the designated walkways.

## **Lockers**

All student lockers are the property of Bowdon Middle School and are subject to search by school authorities at any time. 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.

## **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 them to school, they will sign in and leave the item(s) for students to pick up after instructional time.
- Attendance calls will be made if students are absent.
- Upon return, students turn in excuse notes to Mrs. McEntyre before 8:35 a.m.
- Any changes in contact information should be given to Mrs. McEntyre in order to update Infinite Campus.
- Angie Gibbs, school nurse, is stationed on our campus part-time. The clinic is located in the student services office.

## **Title I Parenting Area**

The BMS Parenting Area is located in the front office and is available during school hours. There are several brochures and publications available, as well as our Title I Schoolwide notebook. Please feel free to stop by and visit this area. The Title I Parenting Coordinator is Tammie McEntyre. If you have any questions, please feel free to contact her at 770-258-1778 or [tammie.mcentyre@carrollcountyschools.com](mailto:tammie.mcentyre@carrollcountyschools.com).

# **STUDENT SAFETY**

**It is the duty of responsibility of everyone at BMS to work together to provide a safe school environment. All policies and procedures are designed to keep students safe. Students are expected to notify the proper adult when there is a situation that might endanger a fellow student or teacher.**

## **Fire Drills**

Fire drills are necessary for the safety of the students and faculty. Everyone should know the specific directions for reaching a point of safety from those areas of the building in which he/she may be. Exit information will be posted in each classroom. General rules for fire drills are:

- Students will follow designated exit instructions, walk, refrain from talking, and proceed to a distance approximately 100 feet from the point of exit.
- The teacher will take attendance once the group has reached its proper distance from the building.
- Students will return to their classrooms in the same orderly fashion.

### **Tornado Drills**

During tornado drills or in the event a tornado strikes, students will follow this procedure:

- Remain quiet.
- Be alert to instructions given by the teacher.
- Move to the hallway immediately.
- Sit on the floor with back to the wall and knees together.
- Clasp hands firmly behind the head, covering the neck.
- Bury face in arms protecting the head and close eyes tightly.
- Stay in designated area until instructed to leave.

Further instruction will depend upon circumstances and extent of damage.

## **STUDENT DISCIPLINE**

Bowdon Middle School students are expected to represent our school well. They are expected to respect themselves and everyone they encounter in the school. They 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-** A 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, OSS, or corporal punishment.

\*\*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. If a student is a discipline problem at school or while on a field trip, he/she may not be permitted to attend field trips. Our expectations are that all students conduct themselves appropriately at any and all school functions.

## **Technology**

### **BYOT Carroll County Student Agreement**

The use of technology to provide educational material is not a necessity, but a privilege. A student does not have the right to use his or her laptop, cell phone or other electronic device while at school. When abused, privileges will be taken away. When respected, they will benefit the learning environment as a whole. Students and parents/guardians participating in BYOT must adhere to the Student Code of Conduct, Digital Citizenship Standards, as well as all Board policies and Policy IFBG: Internet Acceptable Use.

Additionally, technology:

- Must be in silent mode while on school campuses and while riding school buses.
- May not be used to cheat on assignments or tests, or for non-instructional purposes, such as making personal phone calls and text/instant messaging.
- May not be used to record, transmit, or post photographic images or video of a person, or persons, on campuses during school activities and/or hours.
- May only be used to access files on computer or Internet sites which are relevant to the classroom curriculum. Games are not permitted with exception of those aligned to instructional objectives and used according to guidelines established by the teacher.

### **Digital Citizenship Standards: Cell Phones**

1. Students may use cell phones or other personally owned devices only upon receipt of a Bring Your Own Technology (BYOT) Student Use Agreement signed by both the student and a parent/guardian. Parents must also register all technology devices online before they are allowed at school. To register, go to <http://bms.carrollcountyschools.com> and click on the Register BYOT Devices button.
2. Cell phones must remain on silent (not vibrate) at all times anywhere on school grounds or buses.
3. While on school property, all electronic devices will be required to use the Wi-Fi network provided by the school. Students will not be permitted to use their cellular data network (e.g. 3G, 4G) during school hours.
4. Teachers will use a color code system (green/red) in the classroom indicating the use or nonuse of electronic devices during classroom instruction.
5. Students may not borrow or use devices that belong to another student.
6. Students may use cell phones for non-instructional reasons before entering school in the morning and upon exiting the school in the afternoon.

7. Violation of the BYOT use agreement or student discipline policy that result in an administrator's removal of a student's personal electronic device privileges may not be appealed.

Student technology at Bowdon Middle School is to be kept in the student's locker at all times unless directed by a teacher to retrieve for classroom instructional use. If a teacher/staff member takes up a phone from a student due to not following school policy, the following occurs:

1. The first time a cell phone violation occurs a warning will be given, and the student will be instructed to put the phone in his/her locker.
2. The second time a cell phone violation occurs, a discipline memo will be issued to the student, and their phone will be turned in to the office. The student can retrieve the phone at the end of the day. The teacher will make contact with the parent or guardian to remind him/her of the policy.
3. The third time a cell phone violation occurs, a discipline referral to an administrator will be issued to the student, and their phone will be turned in to the office. A parent/guardian will have to come to the school to pick up the phone, and a \$5.00 fee will be collected. Failure to pay the fee will result in revocation of the BYOT privilege.
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.

## Dress Code

The purpose of a dress code is not to inhibit any person's taste in attire, but rather to better facilitate the process of education through reasonable guidelines of "dress." Instilling dignity, pride, modesty, and cleanliness are our goals. For these reasons, some types of clothing are prohibited.

### 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, leggings, lounging pants, pajamas
- Garments that expose underclothing or impede walking
- Garments that are poorly fitted, oversized, excessively tight, or extremely baggy
- Holes and/or frays in fabric
- 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

**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.

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

# **BMS Bullying Prevention**

*Every Student's Commitment*



- **We Will Not Bully Others**
- **We Will Try to Help Students Who are Bullied**
- **We Will Try to Include Students Who are Left Out**
- **If we Know that Somebody is Being Bullied, we Will Tell an Adult at School and an Adult at Home**