



Bowdon Elementary School

“The Tradition Begins.....”

Mrs. Lorie Teal, Principal
Mrs. Ginny Edwards, Assistant Principal

223 Kent Avenue
Bowdon, Georgia 30108
770-258-2161
770-258-8204 fax

Student Name _____

Address _____

Phone Number _____

Homeroom _____

Student ID# _____

I am a Bus Rider on M T W Th F Bus # _____

I am a Car Rider on M T W Th F

I go to After School on M T W Th F

There will be no check out allowed after 2:00 p.m.



BOWDON

ELEMENTARY SCHOOL CREED

As a member of the BES community,
I respect myself, others, and my school.
I am responsible for my own work, words, and behavior.
I do my best every day, in all things.
I display a positive attitude.
I work to keep our school safe, clean, and happy.
I know that my future is a result of my choices.
I choose to have a great day and be successful in all my endeavors.

BOWDON ELEMENTARY SCHOOL MISSION

As ONE BOWDON, our mission is to educate with PRIDE, the head, heart, and hands for today and tomorrow.

BOWDON ELEMENTARY SCHOOL VISION

Our students will think critically, act compassionately, work meaningfully, choose wisely, and live joyfully.

BOWDON ELEMENTARY SCHOOL BELIEF STATEMENT

- *Head- Establish high learning expectations for everyone that drive success and prepare students to be lifelong learners.
- *Heart- to develop and nurture children who possess respect and compassion for themselves and others.
- *Hands- to build students of action and accountability who serve their community and global society.



BOWDON ELEMENTARY SCHOOL

223 KENT AVENUE

There will be no check out allowed after 2:00 p.m.

BOWDON, GEORGIA 30108

770-258-2161

Fax # 770-258-8204

Principal, Mrs. Lorie Teal

Secretaries

Assistant Principal, Mrs. Ginny Edwards

Debbi Ethridge, Jennie Redmo

Counselor, Mrs. Sharanda Keith

Cindy Wilson



Bowdon Elementary Families and Students:

Welcome to Bowdon Elementary where the Tradition Begins... The tradition of building Bowdon Pride, students and families striving to work to the highest potential and making life long relationships along the way. At Bowdon Elementary our teachers work hard to provide engaging learning opportunities for students in grades Pk-5 inside and outside the school day. We are committed to excellence and focused on students excelling in Academics, Arts and Athletics.

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. Every day we begin our day with a focus of our school mission: *To educate with PRIDE, the head, heart and hands for today and tomorrow.* While we are proud of our progress, we know that we still have much more to accomplish with our students at Bowdon Elementary. Our staff works diligently to make each day better than the day before.

As we embark upon a new school year, I encourage all families to be involved in your child's education. Get to know your child's teachers and friends by volunteering. Bowdon is a wonderful community filled with big opportunities for all different types of talents. I look forward to working with you and your child to make this year the best year possible. Together we are stronger in our Red Devil Pride!

Lorie S. Teal

Bowdon Elementary Principal

There will be no check out allowed after 2:00 p.m.

	Bowdon Elementary School Staff 2019-2020	
	Mrs. Lorie Teal, Principal	
	Mrs. Ginny Edwards, Assistant Principal	
Office Staff		Special Education
*Sharanda Keith, Counselor	Support Team	Opal Yates(ISC)
Debbi Ethridge, Bookkeeper	*Amanda Vick, Media Specialist	Susan Burns
Jennie Redmond, Records	Chris Petersen, Computer Technician	*LeighAnn Dean
Cindy Wilson, Front Office	Jan Fendley, Physical Education	Kelly Harden, Speech
& Parenting	Leah Kilgore, Art(Jan.-May)	Angela Johnson Paraprofessional
Angie Gibbs, Nurse	Matt Bass, 5th grade Band	Wendy Robinson, Paraprofessional
	Chris Gibson, Music(Aug.-Dec.)	Curry Prothro, Title 1 Learning Coach
Pre K	Mike Tetlow, Title I Paraprofessional	
Katie Bryant & Carla South	Zach Parker, Computer Lab Paraprofessional	3rd Grade
*Kelly Eason & Christy Daniel	Alicia Brock-Alsip, ESOL	Pat Browning
Ashley Wood & Amanda Hagins	Kelly Christopher, Gifted	Ellen Parson
		*Nikki Ethridge
	Lunchroom	Traci Rainwater
Kindergarten	Dawn St.Michel, Manager	Jordan McKenna
TBA & Regina Ayers	Melissa Baker	
*Lindsay Rogers & Melody Ralston	Kim Bearden	4th Grade
Debra Phillips & Melinda Stephens	Judy Spradlin	*Noelle Jones
Casey Loveless & Alicia Wyatt	Nicole Bexley	Rana Raughton
Dawn Widener & Patsy McClure		Connie Ross
		Hannah Runnels
		Natalie Teate
1st Grade	2nd Grade	
Brandy Cook	*Kathy Estes	5th Grade
*Jamie Martin	Morgan Foster	Amanda Preston
Stephanie Watts	Sharon Johnson	*Heather McIntyre
Anna Wolford	Darby Vance	Beth Herring
Anna Buttrill	Laurie Strawn	Rebekah Phillips
		Ronda Stapleton
* team leader		

There will be no check out allowed after 2:00 p.m.

**Bowdon Elementary School
2019-2020
Handbook**

Table of Contents:	Page
Arrival & Departure	
Car Rider Procedures	6
Morning	6
Afternoon	7
Normal Mode of Transportation	8-9
Bus Rules	8-9
Financial Information	
Carroll County Nutrition Program	11-12
Snacks	12
*School Supplies	11
Educational Accountability	
Attendance	12
Discipline	13
Dress Code	14
General Information	
Carroll County Instructional Policies	15
BES Parent Café	15
Child Custody	15
Field Trips	15
Infinite Campus/Parent Portal	15
Medication at School	16
Notices to and from School	16
Parent Teacher Organization	16
Parent Volunteer Program	16-17
Parent Teacher Conferences	17
Safety & Security	17
School Council	18
Student Records and Information	18
QR Codes for Payment and Checkout	18
Instruction and Related Programs	
Clubs	19
Counselor's Office	19
Exploratory Classes (CAMP)	20
Early Intervention Program (EIP)	20
Media Center	20
Gifted/Advanced Content (Quest)	20
Student Recognition	20
Student Support Team (SST)	20
Title One Program	20
Parent Assurance Form (tear out form)	21

There will be no check out allowed after 2:00 p.m.

ARRIVAL & DEPARTURE PROCEDURES

BES CAR RIDER PROCEDURES

Thank you for entrusting your children to us each day. During morning and afternoon car rider times, our main goal is safety for our students, staff and drivers in the car rider line. We also have to 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:

1. Please teach your child how to buckle/unbuckle their own seat belts and car seats.
2. 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.
3. 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 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.
4. 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.
5. 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.

MORNING

At 7:40 the tardy bell rings. Classes start promptly at 7:30, Students will be marked tardy at 7:40. We provide supervision at the drop off point and in the halls beginning at 7:10 a.m. **Please do not drop your child off at school before 7:10.** Car riders start when the yellow “Traffic Guard” is placed outside the gym at 7:10. Several staff members are on duty in the cafeteria and in the hall to supervise students at this time. Car riders should be delivered to the back entrance at the gym. Please access Kent Avenue from Barr Road. **Do not drop students off in the various parking lots or in the front of the school for safety reasons.** No car riders should be on campus before 7:10 as no supervision is provided. Students should then go to breakfast or to their grade level hallway. Students should stay on walkways at all times when entering, leaving, or changing classes. There is adult supervision at the student drop off area after 7:10. As a general rule, the adults on duty are not required to open car doors. Please teach your child to get out by himself.

Bowdon Elementary 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 7:40 A.M. bell rings.

MORNING PROCEDURES

1. Students who arrive early must go directly to breakfast or to their grade level hallway. All bus students should enter the building through the side door of the lunchroom. Breakfast starts at 7:00 for bus riders. ***Car riders should exit only to the side car rider area at the gym. (The latest opportunity for car riders to eat breakfast is 7:30.)**
 - a. Students who wish to eat breakfast should store their books and bags on the first six tables of the dining room.
 - b. Get in line for breakfast.
 - c. Sit where instructed and do not get up until instructed to do so.
 - d. Eat quickly and quietly.
 - e. Clean up your area before you leave.
2. Students who do not wish to eat breakfast should proceed to their hall.

There will be no check out allowed after 2:00 p.m.

PROCEDURES FOR STUDENTS WHO ARE TARDY

At 7:40, if the yellow "Traffic Guard" is holding a red flag, your child is tardy and you need to walk your child into the main office. DO NOT let your child out if there are no adults on duty to supervise.

1. **Students arriving at 7:40 are to be signed in by an adult at the main office. The tardy bell rings at 7:40.**
2. **An Adult must accompany late students to the office to sign the student in.**
3. Office personnel will give the student a tardy slip.

AFTERNOON PROCEDURES

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. Registration forms must be completed before students are allowed stay in the ASP.

- Parents may enroll students in the After School Program at a cost of \$30.00 per week per child or \$6.00 per day.
- Parents who pick their children up late may be charged a late fee of \$1.00 per minute.
- 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.
- 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.

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

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. **If your child needs to check out early, they must be checked out before 2:00pm. ALL early checkouts will count as a tardy.**

DISMISSAL

In the afternoon, buses load at 2:20 p.m. and depart at 2:30. Car rider and ASP dismissal is at 2:30 p.m. Other after school activities (Chorus, Academic Team, Play Practice, etc.) will go to their designated locations. All students leaving campus on foot should leave by the front entrance. After students have left campus they should not return until the next day.

NORMAL MODE OF TRANSPORTATION

Please 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 in 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.**

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.

There will be no check out allowed after 2:00 p.m.

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 of 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).

NOTIFY ME APP FOR BUSES

If you plan for your child to ride the bus in the morning and/or afternoon, please use the QR code provided on page 24 to stay connected to transportation. You will receive notices if your child's bus will be late or if there will be a sub driver for your child's bus.

PARENT PICK-UP GUIDELINES

There will be no check out allowed after 2:00 p.m.

The safety of your child is always a primary concern here at Bowdon Elementary. We want to ensure that all students are dismissed safely and in the timeliest manner possible. Car rider forms will be provided during orientation times and the first days of school. Parents should complete this form and return it to the school as soon as possible. A BES Car Rider sign will be made at the school for each car rider. **The school-made sign must be displayed in the car window for a child to be called out for car riders. Vehicles with no signs or with homemade signs will be directed to the office where identification can be verified before we release a student.** Parents may request more than one sign if needed. If the sign is lost, please contact the school and another sign will be made.

If a child plans to go home or ride with another student, the notes must be brought to school or a call made to the office to verify the child's name, grade, whom he/she is to ride with, and the individual giving permission for the change. These changes CANNOT be made during car pick-up, since verification of the change cannot be made from the car rider line.

Parents should use Barr Avenue when coming to drop off or pick up students at the school. Students cannot be dropped off before 7:10. Car dismissal will begin at 2:30. Left turns into the car rider lane are not allowed between 7:00 and 8:00, and from 2:40 to 3:15. This allows traffic to move as smoothly and efficiently as possible during heavy traffic times. Vehicles can turn left to enter the lower parking lot at the car-rider exit to park.

Students not picked up by 3:00 will be sent to the After School Program and parents will be charged the regular ASP fee.

Parents who are coming to pick their children up early from After School (before 3pm) need to have a car sign, and get into the car rider line. Your children will be called to the gym for pick-up.

PROCEDURES FOR STUDENTS RIDING WITH PARENTS

1. When the bell rings, go to the car rider area in the new gym and sit in your assigned seat.
2. Listen for your name to be called. When your name is called walk out to the sidewalk.
3. Wait in the red box with an adult until you are told to go to your car.
4. Walk to your car.
5. Enter your vehicle on the passenger side.
6. You must have a note from home to change your afternoon routine in any way.

TRANSPORTATION CHANGES

If you need to make arrangements for your child to go home differently than his/her normal way, please send a note with your child in the morning. Please remind your child to bring it to the office as soon as they get to school. If notification is not given in writing, the student must follow his/her normal routine. **Students will not be allowed to ride a bus home with other students (sleepovers, parties etc.). Students going home with each other must be picked up as car riders. There will be no changes in transportation after 1:00 p.m. After 2:00 p.m., an administrator must be seen for permission for transportation changes or check outs. This is for emergencies only!**

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 & flavoured water only 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 staff compiles the yearbook, Highlights, for grades Pre-K-5. 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.

There will be no check out allowed after 2:00 p.m.

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.

CARROLL COUNTY SCHOOL NUTRITION PROGRAM

We welcome the opportunity to provide your student with nutritious, appetizing meals at school. It has been proven that a hungry child cannot learn, and we offer a variety of choices at each school level to appeal to children's needs and appetites. Each school meal meets 1/3 of the daily nutritional requirements for children and they also comply with USDA's guidelines for 9 different nutrients. The menus are published in the Sunday newspaper and are available on the system website. Please join your student for meals as often as you like. There are many new and exciting changes taking place in our School Nutrition program and we would love to share them with you!

Meal Prices:

Breakfast:

Full Price (all students) \$1.35

Reduced Price \$0.30

Adult \$1.75

Lunch:

Elementary Full Price \$2.25

Middle School \$2.40

High School \$2.65

Reduced Price \$0.40

Adult \$3.50

Extra Milk \$0.50

Extra Items for Purchase

Students are allowed to purchase additional items for sale if they have money on their accounts. Additional items cannot be charged. Charges are reserved for meal purchases only. Students that bring a lunch from home can charge a milk to accompany their meal. Carroll County's charge limit is \$5.00. Money can be deposited into a student's account using the on-line prepayment option: www.myschoolbucks.com or use the QR code on page 24.

FREE AND REDUCED APPLICATION PROCESS

Some students may qualify for free or reduced priced meals based on family income and household size. Others may be eligible for free meals because they receive food stamps or Temporary Aid to Needy Families (TANF). Foster children and homeless children also qualify for free meals. A family application for free and reduced meals is distributed to every student at the beginning of school. If you have multiple students in school **ONLY**

COMPLETE ONE

APPLICATION. Parents are to list **all** their children and household members on **one** family application and return it to the school promptly. **Applications are now available on line!** Go to the Carroll County web page and look under the school nutrition tab to find the link to take you to the application. For assistance call the SN office at 770-832-3568 and ask for Janet Smith, Free & Reduced Specialist.

Parents are responsible for paying for children's meals until applications have been approved. The only exception is for Carroll County students who received free or reduced meals last year; they may continue receiving those benefits for the first 20 days of school or until the new application is processed. However, a **new application must be submitted every year.** You may apply for free or reduced meals at any time during the school year. Students who are approved for free and reduced meals are still responsible for purchasing milk if they choose to bring a lunch from home.

PAYMENT OF MEALS AND CHARGES

If students do not qualify for free meals, they are expected to pay for their meals at the time of service.

Parents may send checks or cash to pre-pay for the meals. If you send money or a check, please place in an envelope with your child's name, amount sent, and the child's student identification number. It is helpful to put the child's name on the memo section of the check especially if it differs from the parent's or guardian's name on the check. For your convenience, beginning July 15, 2016 you will be able to place funds in your student's account

There will be no check out allowed after 2:00 p.m.

using our on-line payment system. The link is www.myschoolbucks.com. You will need to have a debit or credit card to use the on-line payment system. There is a transaction fee of \$2.00 for the service each time you use the service. The \$2.00 fee covers multiple transactions. You can place money on more than one child's account each time you log into myschoolbucks.

MEAL CHARGES

Elementary, middle and high school students are allowed to charge up to a balance of \$5.00. After the limit is reached, students will be offered an alternative meal for a cost of \$1.00. The alternative meals consist of a PB&J sandwich, fruit, and a carton of milk. This is offered for a limited time until the balance owed is paid. Calls from the School Nutrition Office are made frequently during the week to notify parents of charges. However, it is extremely important that parents stay abreast of their student's balances through the free e-mail alert service offered through MySchoolBucks.

Students who withdraw to another school system should request a full refund of funds available in the student's account or pay current balance owed, on the day of withdrawal from Carroll County Schools. Parents will have 45 days to request a refund after withdrawing from the school district.

If parents do not pay for their students' meals and do not send a lunch, they will be referred to the school principal. At the principal's discretion, further referral may be made to a school social worker or other appropriate internal or external agency. If parents are experiencing financial hardships, it is important that they notify the principal so that a free/reduced application can be completed or other help offered. WE believe hungry children cannot learn! We will do our best to assist you any way we can.

Adults are not allowed to charge meals. We ask that staff place funds into their accounts at the first of every month to cover meal charges. Federal regulations state adults are not allowed to charge meals purchased through the School Nutrition Program.

WELLNESS AND NUTRITION STANDARDS

New Wellness and Nutrition standards were implemented at the beginning of the 2014 – 2015 school year. This policy has been updated as of June 2017. All foods and beverages made available on campus during the schoolday shall be consistent with the requirements of federal and state law. Guidelines shall not be less restrictive than regulations issued by the U.S. Secretary pursuant to the Child Nutrition Act and the Richard B. Russell National School Lunch Act, as those regulations and guidance apply to schools. The Board of Education recognizes that student wellness and proper nutrition are related to students' well-being, growth, development, and readiness to learn. The Board is committed to providing a school environment that promotes and protects student wellness, proper nutrition, nutrition education, and regular physical activity as part of the total learning experience. Please refer to BOE Policy EEE and BOE Rule EEE-R for more details.

Highlights of Changes to the Wellness Program Include:

- We recommend all foods sent/brought to school for classroom celebrations to be commercially made and sent to school in the sealed packages with ingredient labels on package due to possible ingredients that would affect a student with food allergies. Snacks cannot be served before lunch period has ended.
- Ice cream may be sold at the end of the lunch period at the elementary and middle schools. Only low fat ice cream, yogurt, or real fruit juice popsicles will be sold at all schools.
- Middle school and High school vending machines will only offer snack foods that are in alignment with initiatives specified in the 2010 Healthy Hunger Free Kid's Act produced by USDA.

SNACKS

Students are allowed to bring a **healthy** morning snack from home if they choose. Ice cream or flavored water will be sold in the afternoons for \$1.00. Students get ice cream right after lunch as they go to recess. You must send money for the week or month on Mondays if you wish for your child to get ice cream. Money will not be taken in the cafeteria during lunch. Please do not combine payments for snacks and lunches. They do not go in the same account, and there is no way a teacher can divide the money. Snack time is a privilege, and teachers may withhold serving snacks to students in some circumstances.

SCHOOL SUPPLIES

There will be no check out allowed after 2:00 p.m.

Each student is expected to provide his or her own pencils, paper, notebooks, crayons, and other basic supplies. A school supply list is posted for each grade on the BES website at www.bes.carrollcountyschools.com

EDUCATIONAL ACCOUNTABILITY

Student/Teacher/Parent Compact

Each student will be given a Student/Teacher/Parent Compact by the homeroom teacher. Please read it with your child and sign where indicated; then return this form to your child's homeroom teacher. A signed compact is required to be on file at the school for each child at BES.

Instructional Calendars/Assessments

The teachers at Bowdon Elementary School work diligently to focus and to plan the curriculum set forth for each grade level. Grade levels are given a common planning time each day to plan collaboratively as a team. Common Assessments are used to inform instruction and group children throughout the year.

Homework

Homework is assigned to reinforce skills and to build responsibility. As grade levels and content progress, the expectations of this area increases in order to strengthen skills previously learned in the classroom. Across grade levels, students are required to read 20-35 minutes each night. Spelling words or sight words should be reviewed each night as well as any support activities. Students will be given assignments to practice math concepts learned in the classroom on a nightly basis.

Website Information

In order to provide for all modes of communication, students and parents may access information and upcoming events from our website at <http://bes.carrollcountyschools.com>. Also, if you have any other questions about the Carroll County School system, you can go to their website <http://www.carrollcountyschools.com>. A parent link is available for information about our curriculum and board policies. BES also has a Facebook and a Twitter account.

Non-Negotiable Expectations for Bowdon Elementary School

1. **Attendance-** Regular attendance is vital to learning. Students are expected to be at school every day, except in the case of personal illness, death in the family, or religious holiday. A written note from the parent or guardian must be sent to excuse the absence.
2. **Tardiness-** Teachers begin class promptly at 7:40 a.m. When students are late, important work and instruction are missed. Therefore, students should be at school and in their classroom no later than 7:40 a.m.
3. **Homework-** Homework is assigned to reinforce skills and to build responsibility. Homework must be completed and returned to school on time. Reading is often a part of the assigned work, and parents should take an active role in seeing that their child reads in addition to completing other written tasks. 20 to 35 minutes of reading time is suggested each night. RED Homework folders go home on Tuesdays.
4. **Agenda-** Agendas will be used to communicate between home and school. Homework assignments, upcoming events, and notes between parents and teachers will be sent home in the agenda. The parent is responsible for checking the agenda each night and signing it. The student must return the agenda to school daily. Agenda usage is non-negotiable at BES. Replacements are \$5.00.
5. **Respect-** All students must conduct themselves in class, so as not to interfere with any classmate's right to learn. Misbehavior that prohibits another student's right to learn may cause the offender to be removed from the classroom. Administrators will decide on the appropriate consequences.

Absences [https://simbli.eboardsolutions.com/Meetings/TempFolder/Policies/4027_JB-E\(1\)_10541_Exhibits.pdf](https://simbli.eboardsolutions.com/Meetings/TempFolder/Policies/4027_JB-E(1)_10541_Exhibits.pdf)

Attendance at school is vital for students to learn the required material. Most of the skills elementary students are expected to master entail routine practice. Reading and math skills need constant reinforcement, especially in the ages of early development. Regular attendance in school helps ensure the students' best possible chances to excel in the most vital skills. When a student must be absent, a note should be sent to the child's teacher explaining the absence. There are specific guidelines for what absences can and cannot be excused. Please review the attendance policy in the student packet of information to understand the rules for excused absences. When you write a note about your child's absence, please include the homeroom teacher's name and the date(s) of the absence. We can only take five (5) parent notes for absences. If the child was under the care of a physician, please include a copy of that note as well.

There will be no check out allowed after 2:00 p.m.

Discipline

<https://simbli.eboardsolutions.com/ePolicy/policy.aspx?PC=JCDA&Sch=4027&S=4027&C=J&RevNo=3.31&T=A&C=J&Z=P>

The faculty and staff here at Bowdon Elementary are dedicated to providing each child with a quality and rigorous education in a safe, non-threatening environment. To help maintain such an environment, we have three basic expectations in regards to behavior: respect yourself, respect others, and respect property. Most children's misbehavior is related to not following one of those three rules.

While it is our expectation that all students will behave at all times, the faculty and administration understand that students will occasionally make poor choices. When such occasions arise, we will deal with them in a supportive and progressive manner. The teaching staff at Bowdon does a good job of handling most behavior incidents in the classroom. Most teachers have a visual behavior chart where a student moves a pin, flips a card, or moves their clip with increasing consequences for each infraction. Classroom consequences include, but are not limited to: loss of recess, alternate seating, temporary placement in another teacher's class, loss of snack, etc. Please check your child's RED folder for regular communication with regards to daily/weekly behavior.

If a student continues to make poor choices or if the initial incident is serious enough, such as fighting, a referral to the office may be appropriate. The ultimate goal of the administration is to have that student behave in class, so he/she can be successful with school work. Discipline at the administrative level will be handled in a progressive manner. The first time a student is referred to the office, he/she is usually given a warning of potential consequences. After that, or if the first offense is severe enough, the student may be assigned in-school suspension. Out of school suspension is another consequence that may be used for very serious incidents.

The teachers and administration at Bowdon Elementary are committed to working with parents to ensure all children behave in a respectful and appropriate manner. We are committed to working with you to discover creative solutions for any behavior problem. As the parent, you know your child best and we welcome your input into successful discipline strategies for your child. We appreciate your support by reinforcing good behavior at home and school.

Dress Code

<https://simbli.eboardsolutions.com/ePolicy/policy.aspx?PC=JCDA&Sch=4027&S=4027&C=J&RevNo=3.31&T=A&C=J&Z=P>

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 goal.

For these reasons, some types of clothing are prohibited. The principal has the authority to determine appropriate dress.

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.

Prohibited Clothing Items: See-through or mesh clothing

- Garments that expose the midriff and/or cleavage
- Halter tops, tank tops, and sleeveless shirts

There will be no check out allowed after 2:00 p.m.

- 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. Garments with holes above the knee that expose skin
- Hats, visors, hoods, or other head garments including non-prescription sunglasses inside the school building
- Cleats, and/or heelys inside any school building; bedroom slippers, and/or novelty footwear deemed inappropriate by the principal.
- Garments which display emblems relating to abusive substances, tobacco products, alcohol, sex, violence or obscenities
- Garments that might be considered socially unacceptable or inflammatory
- Any emblem, sign, or representation of a gang symbol, or any garment indicating a gang affiliation.

The student dress code is defined in the school system policy packet. Please help your child learn that good grooming habits have a positive effect on success. Please remember when selecting clothes that we have outside recess time everyday when weather permits and dressing appropriately is very important. Be sure that your child has tennis shoes for the days they participate in P.E. One thing that will help your child is to label clothing like jackets and sweaters. Labeling lunch boxes and book bags helps, too. Each year we have many jackets and sweaters we are unable to return to the owners.

TESTING

The standardized testing program is designed to identify areas in need of improvement for individual students as well as instructional programs. Various assessments may be used to determine instructional needs of students. Parents and students are provided advance notice of test dates and are routinely informed of individual test results. School-wide and system-wide results are published annually in the local newspaper. High school students are required to post passing scores on the state mandated tests as part of their graduation requirements.

BES PARENT CAFÉ

BES now has a Parent Café where you and your child can enjoy a quiet lunch together. Please find out what time your child has lunch and meet your child in front of the cafeteria, then you are welcome to take your child to the café to enjoy lunch during your child's lunch time. Adults are welcome to purchase an adult plate from the cafeteria or you may bring outside food in with you. **Only family members of your child will be allowed to eat with you and your child. Your child's friends are not allowed to eat with you and your child.** Please stop by and enjoy our café!!

CLOSING OF SCHOOL

Occasionally, weather or other circumstances may necessitate the closing of school. The School System will notify the media of the decision to close school as early as possible. For the most accurate information, listen to the local radio stations or watch the Atlanta television broadcasts. In addition, Carroll County Schools sends messages via an automated messaging system. The numbers used for these calls are pulled from our student information system, Infinite Campus. It is the parent's responsibility to keep the most current information in Infinite Campus; parents may edit their contact information using the Parent Portal.

There will be no check out allowed after 2:00 p.m.

CHILD CUSTODY

In cases involving court ordered custody of children, the appropriate legal custody documentation must be on file at school in order to assure compliance with any limiting court order.

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. The signed permission note must be returned in order for your child to participate. 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 cancelled. Funds will then be reimbursed to parents. The principal has the authority to exclude any student from participation on any field trip. Parents are required to sign a permission form before a student is allowed to participate in a 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.

INFINITE CAMPUS/PARENT PORTAL

Parents can obtain information to monitor students' grades in the fourth and fifth grades. Attendance information is available for all students. To obtain the necessary details, see Stephanie Cater in the main office so you will be able to log-in to the Infinite Campus Parent Portal.

LOST AND FOUND

Most articles that are found are turned in to the office. If that article is labeled, the child will be called to the office to pick it up. If the article is unlabeled and not claimed, it will be placed in a storage room for a period of time. After that it may be discarded or given away. ***Please label all outer clothing.*** Any parent may come in and look for his or her child's lost articles.

MEDICATION AT SCHOOL

- All prescription and OTC medications must be in original labeled container.
- All medications are to be delivered to the front office by the parent/guardian.
- Stock bottles of medications are not provided by the school.
- All medications require completion of the request for administration form by the parent/guardian before the medication can be given.
- All medications are to be signed out by the parent/guardian at the end of the school year. Medications will be discarded if not signed out.
- Refer to the health guidelines handbook for additional information of the medication policy and guidelines of Carroll County Schools.

NOTICES TO AND FROM THE SCHOOL

Student agendas are sent home every day. Also, red folders will be sent home on Tuesdays. Please use the agenda and red folder as a way to send and receive important information about your child's education. Please encourage your child to get home with these notes in a readable condition. In order to make students want to take the notes home, show interest by reading the notes with them. In many cases, the notes have to be signed and returned to your child's teacher. Please check your child's book bag daily. Look for the BES Newsletter each nine weeks in your child's red folder for school wide information.

It is the child's responsibility to give teachers notes or money which parents have placed in book bags.

There will be no check out allowed after 2:00 p.m.

PARENT TEACHER ORGANIZATION

Parental involvement is an excellent way to support your child and our school. Our Parent Teacher Organization (PTO) meetings quarterly throughout the year and has many events that you can get involved in help BES and to get active at BES.

PARENT VOLUNTEER PROGRAM

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 Cindy Wilson 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.

PARENT-TEACHER-STUDENT CONFERENCES

At Bowdon Elementary School education is a partnership among parents, students, and teachers. In order to provide success for all students, it is necessary to be in constant communication with all stakeholders. Teachers are available and willing to meet students and parents in order to provide for clarity and support for the school/home connection. **Appointments must be made in advance to conference with a teacher.**

A student who is not doing his or her best needs support and encouragement from his or her parents as well as from the teacher. Therefore, we at Bowdon Elementary encourage parent-teacher conferences in order to provide a promote student success. Parent-teacher conferences are scheduled during the teacher's planning period or from 3:15 until 4:00 and should be arranged through the school office or the teacher.

Drop-in conferences interrupt instructional time so please schedule conferences in advance.

PARTIES

All grade levels will be permitted to have two major parties of their choice during the year. Grade mothers are selected at the first of the year to assist the teacher with these two parties. Teachers may request refreshments to be sent for additional occasions. All egg hunts will be held by grade level on school or public property. All room mothers for each grade should try to coordinate the parties together with each other and/or the teachers so that all children of that grade level may have similar parties. Students are not allowed to have birthday parties at school. If you wish to send a special snack for the class to enjoy during snack time to celebrate your child's birthday, it must be preapproved by the teacher and must be **store bought** per Carroll County Board of Education Policy.

There will be no check out allowed after 2:00 p.m.

SAFETY AND SECURITY

- Visitors - All parents and other visitors in our school must check in at the office and receive a visitor's pass to wear while on campus.
- Student check-out - Only individuals designated by the parent on the registration card will be allowed to check students out of school.
- Fire drills - Fire drills are held at regular intervals at Bowdon Elementary. Evacuation information is posted in each classroom and students receive instruction in proper procedure.
- Tornado and Disaster Drills - Tornado drills are held at specific times including tornado season. Disaster drill information is posted in each classroom and students receive instruction in proper procedure.
- School Bus Evacuation Drill - Each bus driver is responsible for explaining and periodically demonstrating the bus evacuation plan to classroom students.
- Emergency Preparedness Plan - BES has established emergency procedures to be used in the event of a disaster or emergency.
- Locked Doors-During regular school hours, all outside doors will be locked except for the main entrance. This provides additional security for students and staff. This also allows the school to monitor who enters the buildings. Also, all classroom doors are to stay locked throughout the day to ensure safety of our students.
- Weapons Policy-Students and non-students, including adults and visiting youths, are forbidden to knowingly or voluntarily possess, store in an area subject to one's control, handle, transmit or use any instrument that is considered a weapon or "look-alike" weapon in school, on school grounds, at school activities, at bus stops, on buses, or at school events.
- Harassment Policy-The Carroll County School District prohibits discrimination, harassment or violence on the basis of sex, race, religion, age, disability, sexual orientation, marital status, or public assistance status.
- No Smoking or using Tobacco Products-All persons on the property of the Carroll County Board of Education shall be prohibited from the use of tobacco products while on school grounds. Board Policy Adopted 4-13-87.

SCHOOL 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 businesspersons in local school issues focusing on student achievement. The council meets quarterly.

STUDENT RECORDS AND INFORMATION

Change of Address or Phone Number

Student information needs to be kept up to date at all times. Please notify the school of any change of address or phone number as soon as possible. These phone numbers are our only way to contact you if there is an emergency with your child.

Withdrawal Procedures

Parents should notify the office staff at least one day in advance when a student is to be withdrawn. All textbooks and library books must be returned. Any financial obligations must be cleared before the student officially withdraws.

The school system is authorized to withdraw a student for the following reasons when the student:




- Has missed more than 10 consecutive days of unexcused absences;
- Is not subject to compulsory school attendance; and
- Is not receiving instructional services from the local school system through homebound instruction or instructional services required by the federal Individual with Disabilities Education Act (IDEA).

Parental Permission and Notification of Student Withdrawal

The school system is authorized to withdraw a student subject to compulsory attendance only if the local superintendent or the superintendent's designee has determined the student is no longer a resident of the local school system or is enrolled in a private school or home study program.

There will be no check out allowed after 2:00 p.m.

QR Codes for Payment and Checkout

	<p>https://carrollcountyschools.revtrak.net/</p> <p>Please use to pay for, Ice Creams, Field Trips and After School</p>
	<p>https://www.schooldismissalmanager.com/</p> <p>Please use to change the way your child is coming home in the afternoons. Needs to be done by 1:00 pm.</p>
	<p>https://www.myschoolbucks.com/ver2/login/getmain?requestAction=home</p> <p>Please use this to pay for breakfast and/or lunch.</p>

INSTRUCTION AND RELATED PROGRAMS

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 begun 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 available at Bowdon Elementary are:

- Jr. Beta
- Reading Bowl Team
- Science Olympiad Team
- Competitive Math Team
- Social Studies Bowl Team
- Academic Team
- Robotics
- Green Thumb Garden Club(Part of the After school Program)
- Spring Play(3-5 grades) (2nd grade)
- 4-H
- Safety Patrol
- Chorus
- Honors Chorus
- Band
- Animated Graphics
- Case Modification
- Digital Video Production
- Digital Photography
- MultiMedia Application (PPT)

There will be no check out allowed after 2:00 p.m.

Coding
Knitting Club
Chess Club

*Others may be added during the school year.

COUNSELOR'S OFFICE

A School Counselor, Ms. Shranda 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.

EXPLORATORY CLASSES (CAMP)

All students in K-5th grades will participate on a weekly rotating schedule that will be given at the beginning of the school year.

ART& MUSIC

BES employs certified teachers for art, and music .

COMPUTER & SCIENCE LABS

BES employs paraprofessionals to conduct our computer and science labs for our students.

PHYSICAL EDUCATION

All students participate in an appropriately planned program of physical education on a rotating basis. A note from a parent or doctor is required if your child is not to take part in P.E. for the day. Please encourage your child to wear appropriate clothing and shoes for play and exercise. Students should wear shorts under dresses or skirts.

BAND

5th grade students are offered the opportunity to participate in our beginning band program.

EARLY INTERVENTION PROGRAM

BES serves students who are at risk for academic difficulties through the Early Intervention Program (EIP) as required in GA HB 1187. Student eligibility is determined through meeting certain criteria on a checklist.

MEDIA CENTER

The media center offers a variety of activities such as checking out books, browsing, research, reading magazines and newspapers, and instruction in library skills. Students checking out books are responsible for the books, including replacement fee for lost, stolen, destroyed, or damaged books. Students with overdue books will not be allowed to check out additional books.

QUEST

Program of Services for Gifted Services

The Carroll County School system offers Gifted education services for students in grades K-12. The services are provided by the advanced content service model. Students involved in the Gifted program must qualify by meeting the criteria outlined in the Gifted Administration Plan. Students may be referred for consideration for eligibility by a teacher, administrator, parent, counselor, or students may refer themselves. Ask your child's homeroom teacher if you have any questions.

There will be no check out allowed after 2:00 p.m.

STUDENT RECOGNITION

BES promotes good citizenship, perfect attendance, and many other academic achievements. We our students exhibit these skills and qualities, we like to recognize them with many certificates, medals, trophies and awards. We display photos on bulletin boards at school, and on our website and Facebook page and share them with our local newspaper, The Times Georgian.

STUDENT SUPPORT TEAM

The Student Support Team (SST) at Bowdon Elementary consists of two or more professionals and the parent(s) of the student assigned to identify, plan and recommend alternative instructional strategies for a student. The SST meets one or more times to review and consider allavailable information about individual students having behavioral or academic and/or attendance concerns in school. Activities of the SST are documented in writing. Parents are encouraged to participate in the SST process. Parents are considered to be a vital member of the committee. SST files are maintained by the Student Support Team coordinator, the Assistant Principal, at Bowdon Elementary.

TITLE ONE PROGRAM

Bowdon Elementary School is a Title One school because fifty percent or more of our students qualify for free or reduced lunch. Title One schools receive federal funding which is used in our instructional program. Parents are involved in the development of the School Improvement Plan and also participate in the School Leadership Team.

Parent Assurance

I have read and agree to comply with the following information in this agenda including:

- **Instructional Calendar 2019 - 2020**
- **School Nutrition Program**
- **School Board Policy EEE: Wellness Program Information**
- **Carroll County Board of Education Information**
- **Nondiscrimination Notice**
- **Federal Title II Equity Guidelines**
- **Parent “Right to Know”**
- **Board Policy: JB Student Attendance**
- **Internet Acceptable Use Policy**
- **Administrative Regulation: JGCD-R – Medicines**
- **Board Policy: JCDA – Student Behavior Code**
- **Bus Rules**
- **Parent Rights Under FERPA and PPRA**
- **Pyramid of Interventions**

_____ **Print Child’s Name Student**
Signature

_____ **Parent/Guardian Signature**
Date

Parent/Guardian and Student please sign, date, and return this page to your child’s school.

BES takes pictures for various purposes such as yearbook, live announcements, posters for student celebrations, BES Facebook, BES website, etc. If you do not wish for your child to

There will be no check out allowed after 2:00 p.m.

be photographed for these types of educational purposes, contact Lorie Teal at 770-258-2161.

There will be no check out allowed after 2:00 p.m.