Bowdon High School

Parent/Student Guide
2025-2026



Bowdon High School

504 West College Street

Bowdon, GA 30108

770-258-5408 (main office)

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Webpage: bhs.carrollcountyschools.com

Like Us on Facebook: @BHSRedDevils

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Please refer to the Carroll County Schools Student Handbook for information on the Attendance Protocol, Dress Code, Discipline, Code of Conduct, and other important information.

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WELCOME TO BOWDON HIGH SCHOOL

Achieving Excellence Through Proud Traditions

It is with great pride and excitement that I welcome you to Bowdon High School for the 2025-26 school year. I am honored to have the opportunity to lead a school with such a rich tradition of excellence. Bowdon is known for having an exceptionally talented student body that is recognized for its academic abilities, energy and creativity; and I am proud to be a part of this family.

This Student Handbook will acquaint all students – new and returning – about many aspects of Bowdon High School. In these pages, you will see descriptions of the services and activities available to students, as well as our governing policies and procedures. I ask that you review these rules and policies and abide by them.

At BHS, we embrace the challenges of the future while continuing to cherish and celebrate the traditions of the past. Our remarkable staff, involved parents and committed students make Bowdon High School a wonderful and unique place. I look forward to working with you all this school year.

Jeff Bryant, Principal

VISION STATEMENT

To be recognized as a premier high school.

MISSION STATEMENT

To prepare students to excel in a global world.

BOWDON HIGH SCHOOL PURPOSE

To focus on learning, provide premier experiences, maximize talent, serve our community, and ensure good stewardship.

Faculty and Staff

Email Contact: firstname.lastname@carrollcountyschools.com

*Department Chair

Jeff Bryant: Principal
Remonica Stephens Assistant Principal
Mark Huggins: Athletic Director
Missy Sutton: Special Education Coordinator
Melissa Wilkinson: Counselor
Tonya Haines: Graduation Facilitator
t: Superintendent

English	**Math**	**Science**	**Social Studies**
* Kim Whitman	* Dana Ray	* Melanie Burns	* Mark Huggins
Tephanie Merrill	Jessica Akins	Rachel Kakesh	Devante Wynn
Kristy McKinzey	Brian Vance	Andrea Knowles	Aaron Christopher
CTAE	**Fine Arts**	**Foreign Language**	**Physical Education**
*Laura Edwards	Emily Graffius	*Carrie Gay	*Rich Fendley
Jake Stephens	Stephanie Norton	Lyndsey Robinson	Brad Yarbrough
	Lee Ritchie		Thomas Abel
			?
Special Education	**Paraprofessionals**	**Office Personnel**	**Cafeteria Staff**
*Elissa Huggins	Eve Register	Gina Brown	*Afton Aultman
Marcie Brown	Carlie Prothro	Pam Snow	Samantha Tarpley
Missy Sutton			
Michael Young			Edgenuity
			Tammy Norred
PASS Advocate	**Technology**	**Media Specialist**	**Nurse**
	Tammy Eidson	Jan Fendley	Angie Gibbs

Extracurricular Activities and Sponsors		**Athletic Staff**	
Activities	**Sponsors**	**Sport**	**Head Coach**
Academic Bowl		Football	Jamie Abrams
Art National Honor Society	Stephanie Norton	Baseball	Brian Vance
Band	Lee Ritchie	Boys Basketball	DeVante Wynn
FBLA	Laura Edwards	Girls Basketball	Tammy Norred
FFA	Jake Stephens	Girls Flag Football	Timmy Barnes
National Honor Society	Dana Ray	Basketball Cheer	Missy Sutton
National Tech Honor Society	Laura Edwards	Football Cheer	Ashley Lavender
Student Council	Melanie Burns	Cross Country	Molly Harper
Sociedad Honoraria Hispánica	Carrie Gay	Golf	Kristy McKinzey
Yearbook	Kim Whitman	Gymnastics	Carrie Gay
Key Club	Laura Edwards	Softball	Matt Hornsby
Tri-M	Lee Ritchie	Soccer	Maci Holloway
		Tennis	Dana Ray
		Track	Jamie Abrams

		Wrestling	Aaron Christopher

Bowdon High School
2025-26 Bell Schedule

Regular Schedule	Advisement	Red Devil Block
8:15 Bell to First Period	8:15 - Bell to First Period	8:15 - Bell to First Period
8:20 Tardy Bell	8:20 - Tardy Bell	8:20 Tardy Bell
8:20 - 9:15 1st Period	8:20 - 8:50 Advisement	8:20 – 9:05 1st Period
9:19 - 10:14 2nd Period	8:54 - 9:39 1st Period	9:09 – 9:54 2nd Period
10:18 - 11:13 3rd Period	9:43 - 10:28 2nd Period	9:58 - 10:43 3rd Period
11:17 - 12:33 4th Period	10:32 - 11:17 3rd Period	*10:47 – 12:29* 4th Period
11:13 – 11:38 1st Lunch	11:21 - 1:03 4th Period	***10:43 – 11:08 1st Lunch***
12:08– 12:33 2nd Lunch	***11:17 - 11:42 1st Lunch***	***12:04 - 12:29 3rd Lunch***
12:37- 1:32 5th Period	***12:38 - 1:03 2nd Lunch***	12:33 - 1:18 5th Period
1:36 – 2:31 6th Period	1:07 - 1:52 5th Period	1:22 – 2:07 6th Period
2:35 – 3:30 7th Period	1:56 – 2:41 6th Period	2:11 – 2:56 7th Period
3:30 Student Dismissal	2:45 – 3:30 7th Period	**3:00 - 3:30 Red Devil**
	3:30 Student Dismissal	3:30 Student Dismissal

1st Block CCA : Bus Leaves @ 8:20 (8:40 - 10:00)
2nd Block CCA : Bus Leaves @ 10:15 (10:35 - 11:50)
3rd Block CCA : Bus Leaves @ 12:20 (12:40 - 2:10)(Must Eat 2nd Lunch)

ACADEMICS

The faculty and staff of Bowdon High School are committed to empowering all students to reach their personal best in a positive, nurturing learning environment. It is this vision that drives all we do to ensure the highest quality educational experience for all of our students. Our mission is to develop globally competitive college and career graduates and our program is designed to meet the academic needs of all students. Our faculty, staff, and administration are united in our commitment to our students. It is our expectation that Bowdon High School students will be resolved in their commitment to attain a high quality education and that they will take advantage of the many opportunities to gain knowledge and academic experience. It is paramount to our success as a school that students are honorable in their quest for knowledge.

ACADEMIC AWARDS AND LETTERMAN

An academic letter is awarded to students in grades nine through eleven who attain a 3.5 GPA **in core content classes and foreign language classes** at the end of the third nine weeks. Students who have previously received an academic letter will receive a bar to go with their letter.

Each spring teachers name students to receive recognition for the highest average in each course. These certificates are presented at the Honors Night Ceremony.

The students with the highest cumulative GPA in each grade nine through eleven, along with the Valedictorian and Salutatorian, are recognized at the Honors Night Ceremony. In the event of a tie, we use the tiebreaker procedures dictated in the Carroll County Board of Education policy **IDCG** to determine one recipient per grade level.

ACADEMIC ALL-STARS

All-Star members are selected each year based on the following criteria:

1. Minimally a 4.0 GPA for each semester of the previous school year.
2. No more than 5 absences (excused and unexcused) for the previous two semesters.
3. No ISS/OSS during the last school year.

ACCREDITATION

Bowdon High School is fully accredited through AdvancEd.

ADAP

ADAP is an acronym that stands for Alcohol and Drug Awareness Program. In Georgia, teens under the age of 18 are required by law to show proof that they have completed ADAP in order to obtain their Class D driver's license. ADAP is taught in health classes at Bowdon High School and requests for ADAP letters must be made to Gina Brown in the front office.

ADVISEMENT

Students will be placed in advisory groups led by teachers. Advisement will meet at least six times during the year.

COLLEGE AND CAREER ACADEMY PROGRAM

The College and Career Academy (CCA) Program is designed to help students make a smooth transition between high school and technical school and reduce duplication of courses or loss of credit. CCA is a cooperative effort between the high school and West Georgia Technical College that is designed to meet the needs of high school students who want to prepare for technical careers. It consists of two years in high school (11th and 12th grade) plus up to two years in the technical institute. Specific high school academic and technical courses are blended with the two-year technical occupation program to provide the background and training for rewarding careers in technologies. The programs are based on a strong academic core and upgraded technical courses, many of which

integrate math, principles of science, and computer applications. The Associate Degree in Applied Technology (AAT) is available at West Georgia Technical through the CCA Program. CCA Articulated Program includes business, marketing, and health occupations.

DUAL ENROLLMENT AND ADVANCED PLACEMENT CLASSES

The Carroll County School System will work cooperatively with the University of West Georgia and West Georgia Technical College to provide students who are at least 16 years of age or who are classified as juniors or seniors the opportunity to take approved courses, full or part-time at the postsecondary level. Eligible students who meet all requirements may participate in dual enrollment. The Carroll County School system will work with the Georgia Department of Education to facilitate the payment of fees for advanced placement exams for students who successfully complete advanced placement courses. Students may receive both high school and postsecondary credit for work completed. Students must contact their counselor for procedures for enrollment in these programs. More information is available in the guidance department.

EXAM EXEMPTION POLICY

Students may exempt their semester tests if they meet the following requirements:

- 0 - 1 absence with a 70 average or above
- 2 absences with an 80 average or above
- 3 absences with a 90 average or above
    - All based upon semester absences and averages.
        - *3 tardies = 1 absence*
        - *3 days ISS = 1 absence*
        - *1 day OSS = 1 absence*

ATTENDANCE

Attendance has a vital bearing on a student's education process. It is expected that parents will take measures to ensure that their students are in school all day, every day. It is also understood that there will be days when students cannot attend school, might need to leave early or arrive late. However, Bowdon High School takes a firm stance on student attendance; students are expected to regularly attend school. The Board policy governing attendance is found on page D3 of the district section.

ATTENDANCE MEETINGS

In order for Bowdon High School to continue to be a premier learning environment, we encourage the daily attendance of all students. Poor attendance has been linked to a decrease in student achievement; therefore, Georgia Compulsory Attendance Law holds schools responsible for enforcing student truancy. Bowdon High School has worked diligently to improve our attendance by having policies and procedures in place to meet our students' needs.

Procedures of an Attendance Team Meeting (ATM)

- First-period teachers will notify the administration and the attendance team upon a student's third tardy to first period.
- Parents will receive a letter from the attendance office upon a student's fifth absence from school.
- If a first time offender accumulates 5 or more unexcused tardies to 1st period or 5 or more unexcused absences, an Attendance Team Meeting (ATM) can be held.
- The initial ATM is used to educate the parents and the students about Carroll County Board policy and Bowdon High School's attendance protocol and possible consequences for non-compliance. At this meeting, interventions are put into place to improve the student's attendance. The interventions are chosen based on a case-by-case basis to best meet the students' needs.
- If attendance or tardy problems continue after the initial meeting, there could be a second meeting with the ATM or the student could be referred to CHINS (Children in Need of Services) through school social worker. More interventions are put in place and the student is monitored closely.

- ∞ At 9 absences students are at risk of not earning credit for classes and/or losing other privileges. (Ex. Attendance of school events and on campus parking.)
- ∞ At 9 absences credit will be withheld or other privileges are revoked parents will be notified. Parents will have the opportunity to schedule an attendance appeal meeting with administration.
- ∞ If the problem continues, the result will be an ATM, TEAM, or Juvenile Court referral.

Students who have gone through this process previously (elementary, middle or high) are not entitled to another ATM and could be sent directly to CHINS or Juvenile Court. These students are automatically subject to the Carroll County Board and Bowdon High School attendance protocol and consequences for non-compliance.

Possible consequences for Students with Serious Attendance Issues

Students with serious attendance issues are subject to loss of privileges. The list of privileges includes (but is not limited to):

- ∞ Credit withheld
- ∞ Participation and attendance in athletic activities
- ∞ Participation and attendance in after school activities
- ∞ Extracurricular field trips (i.e. class, club, or band)
- ∞ Pep Rallies/Assemblies
- ∞ Prom
- ∞ Driving to school
- ∞ Senior Week activities
- ∞ Participation in Graduation Ceremony

ARRIVAL TO SCHOOL

The school will open at **8:00 a.m.** each day. Students should not arrive before that time. Students who arrive before 8:15 a.m. should report directly to the cafeteria. Students may not stay outside the building or in cars in the parking lot. The tardy bell for 1st period rings at 8:20 a.m. After this time, students are to report to the main office to sign in late.

AUTOMATED ATTENDANT

Bowdon High School uses the automated attendant through Infinite Campus; student households will receive a phone call or email every day that the student misses one or more classes. Questions concerning attendance should be directed to our student attendance clerk. Please call the school at 770-258-5408. The automated attendant uses the information listed in Infinite Campus; therefore, it is IMPERATIVE that parents ensure that all information in Infinite Campus is correct. All changes in information should be directed to BHS front office staff.

CHECK IN AND CHECK OUT

Any student who checks in after 8:20 a.m. will be considered tardy to school. All check ins and check outs must be done in the front office.

Once students arrive on campus they are not permitted to leave campus at any time prior to dismissal without permission from the office. Students who need to check out early:

1. May be signed out by a parent/guardian or person designated in student records.
2. May bring to the office a note from the parent/guardian stating the reason, departure time, and a phone number for verification. Students are to bring parent/guardian notes requesting checkout to the office before 8:20 a.m.
3. Only Work Based Learning (WBL) and Dual Enrollment students can sign out using the QR code at any school exit.

DEPARTURE FROM SCHOOL

Students are dismissed from classes at 3:30 p.m. each day. All students should be out of the hallways by 3:35 p.m. each day.

TARDIES TO CLASS

A student will be allowed one tardy to class without penalty. Students have 4 minutes between classes to do everything they need to do. The teacher will assign the appropriate discipline, and if tardies continue to be an issue, the student will be referred to the office by a discipline referral. On the fourth tardy and above, teachers will do a discipline referral to the office with the consequences increasing with each referral. Going to the snack machine does not constitute an excused tardy. Tardies will accumulate per semester.

3rd – Parent Notification by Teacher
4th –Office Referral

ANNOUNCEMENTS

The principal must approve any public announcement. Only announcements relating to school sponsored activities will be allowed.

BRING YOUR OWN TECHNOLOGY (BYOT)/CELL PHONE POLICY

Bowdon High is a 1:1 technology school. Each core content classroom has a set of Chromebooks available for student use. Students will not be allowed to use a personal cell phone or smart watch in the classroom. These items are expected to be turned off and stored while students are in the classroom. There will be special occasions where a student may be allowed to use a cell phone as part of a project under the direct supervision of a teacher. Students will be allowed to use their cell phones in the hallways during transitions and cafeteria during lunch.

The list of guidelines below is subject to change:

- Students are not allowed to make phone calls on their devices during the school day.
- Students are allowed to text during non-instructional time at lunch and during transitions.
- Headphones are not allowed; earbuds only in the cafeteria. Earbuds cannot be worn during class changes.
- Students violating the policy may be subject to the following:
  - Refusal to hand over the device to a teacher- up to 3 days ISS
  - Refusal to hand over the device to an administrator- up to 3 days OSS
  - 1st and 2nd Offense- Student can pick up from the office
  - 3rd Offense- Student must pay a $5 fee to have the phone returned
  - 4th and additional offenses- Student must pay a $10 fee to have the phone returned

When a student violates classroom or school BYOT policies, the electronic device will be confiscated by the teacher and turned in to the Main Office. **Administrators have the authority to look through the contents of the device.** Administrative discretion will be used to determine disciplinary action. Additional information is available on page D26

CAMPUS

Our school has a closed campus policy. Students must stay on the school grounds from the time they arrive until dismissed. Once students exit the bus or another mode of transportation, they should enter the building and report to the designated places (i.e. cafeteria). When a student leaves campus, he/she should not return to the campus unless checking in properly through the office.

CERTIFICATE OF ENROLLMENT FOR A DRIVER'S LICENSE

Effective July 1, 2015, schools will simply have to certify that a student is enrolled in and not under expulsion from a public or private school to be eligible for a driver's license or learner's permit. The new ***Certificate of Enrollment*** form will replace the ***Certificate of Attendance*** and the ***Certificate of Eligibility for Restoration of***

Driving Privileges form that schools are currently using.

Any student eligible for a Georgia Driver's license or a Georgia Learner's License must complete a Certificate of Enrollment Form. To obtain this certificate the student shall:

1. Complete a request form for a Certificate of Enrollment from Gina Brown. Students can pick up their form the following day by 3:30 PM.
2. Pick up the Certificate of Enrollment at least 24 hours after requesting it. A $2.00 fee will be assessed if the certificate is needed before the 24-hour waiting period.
3. Take this certificate and all other required documents to the Department of Driver Services (DDS).
4. Students obtaining their permit need only the Certificate of Enrollment; students obtaining an actual license need both the Certificate of Enrollment and a copy of their ADAP card.

Note: Any student wishing to obtain a driving permit or license during the summer must complete the request form before the last week of school. Failure to do so could result in paying a fee for summer work.

CHANGE OF STUDENT INFORMATION

Any time there is a change in a student's address, phone number, emergency contact, custody, or other information, it is the responsibility of the parent to notify the school. Contact BHS front office staff.

CHROMEBOOK CHECKOUT

Bowdon High School provides a one-to-one learning environment for students. Students may check out Chromebooks to take home in order to have access to digital learning outside of the school building. Students must be responsible in returning their Chromebook. Please take a moment to read over the following policies and make sure you understand the responsibilities in regards to acceptable Chromebook usage. Students must carry Chromebooks in a sturdy book bag or laptop case to protect the device.

All use of the school Chromebooks must be for educational purposes. Students must abide by the acceptable use policy found in its entirety in the Bowdon High School Student Handbook.

1. Chromebook use will be monitored by teachers during class time. Inappropriate use will result in Chromebook use being suspended for a period of time or possibly permanently.
2. Students assume full responsibility for the device during the school day and at home. Any intentional or unintentional damage will be the responsibility of the student and parents. Common damage and costs for repairs include:
   A. Key damage or loss = $10.00 per key
   B. Screen damage = $45.00
   C. Keyboard damage = $30.00
   D. Chromebook charger = $25.00
   E. Total replacement of Chromebook = $265.00

The potential for damage can be minimized by following these rules:

- ➢ Do not loan your assigned Chromebook to another student during class.
- ➢ Do not leave your assigned Chromebook unattended.
- ➢ Do not eat or drink while using your Chromebook. A Chromebook should not be in close proximity to any food or drink.
- ➢ Do not place the Chromebook on the floor or in sitting areas such as in desks or chairs.
- ➢ Do not leave the Chromebook near the edges of a table or desk.
- ➢ Do not run in the hallway while carrying the Chromebook.
- ➢ Do not have your Chromebooks open as you are moving from class to class.
- ➢ Do not carry your Chromebook by holding the screen.

3. Students assume full responsibility for reporting device problems, breakage, damage, loss, or theft immediately to their teacher.

4. Students are not allowed to deface the Chromebook in any way with writing, stickers, etc.
5. Students are not allowed to download or install any programs, files, images, etc. onto their Chromebooks.
6. Students are not allowed to tamper with the settings on their Chromebook or destroy files downloaded by the school district.
7. Students are not allowed to override, bypass, or change the CCS Internet filter settings.
8. Students are not allowed to be on unauthorized sites. The Chromebook will be checked frequently for misuse.
9. Students are not allowed to connect any personal devices to the Chromebook including, but not limited to: personal speakers, USB devices, headphones, etc. unless specifically authorized by the teacher.
10. Students are not allowed to trade Chromebooks with other students, or loan Chromebooks to other students.
11. Identifying stickers, serial numbers, or tags should not be removed from the Chromebook at any time.
12. Failure to utilize Chromebooks properly will result in a loss of technology privileges. Students will have to complete assignments on paper.

CLASS RINGS

A Scholastic Images Representative comes during the fall semester to distribute information about class rings to the sophomore class. The representative will have a parent information session in the cafeteria (date and time to be announced). There will also be an opportunity for students to make payments to Scholastic Images during their lunch period.

COUNSELING DEPARTMENT AND SUPPORT SERVICES

The Counseling Department at Bowdon High offers a variety of services for personal as well as academic concerns. A policy of strict confidentiality is maintained. Services include group testing, career counseling, university and technical college counseling, individual counseling, scholarship application assistance, course selection, test score interpretation, transcript analysis, group guidance, classroom guidance, and parent consultation.

The PSAT is administered by the guidance counselor in October, and the ASVAB is administered to all students to assist in career development. Bowdon High is also a national test site for the ACT. AP exams are available for students enrolled in Advanced Placement classes.

A resource library is maintained in the guidance office including books, pamphlets, and software related to universities, technical colleges, the military, financial aid, careers, study skills, and personal development. In addition, there is a computer lab in the guidance office for career exploration. GAFutures.org is available in the guidance office and via the internet as an aid to students seeking college enrollment information. All students are urged to take advantage of the career exploration opportunities available in the guidance office.
Students should check with their classroom teacher to obtain permission to come to the counselor's office during instructional time.

The **Partners Advancing Student Success** coordinator works with at-risk students to assign mentors that provide positive social and emotional support by acting as role models for the students.

The **School Social Worker** will work with school personnel in locating and helping children whose social, economic, or emotional problems inhibit school success.

The **School Psychologist** will work with parents and school personnel in assessing and addressing the cognitive, social, emotional, and behavioral needs of students.

Scheduling/Credit Requirements
All underclassmen must be scheduled for 7 classes each semester.
Seniors must be scheduled for at least 6 classes each semester.
All Dual Enrollment classes count as 2 classes.

DELIVERY OF ARTICLES TO STUDENTS

When it is necessary for parents/guardians to bring articles to school, such articles must be delivered to the front office. Students will not be called from class during instructional time and will receive these articles between classes or after school.

DISCIPLINE & CODE OF CONDUCT

Please refer to the Carroll County School System's District Handbook for Students (page D15) for information regarding the **Student Code of Conduct**.

In-School Suspension
Carroll County Schools takes the fundamental position that students are responsible for their own behavior and that learning to behave is a necessary and vital element in their education. Some behaviors disrupt the learning process and need to be referred to school administrators. The in-school suspension program is a form of suspension and is, therefore, reserved for serious behavior problems. It is designed to provide an effective means of discipline that removes the student from the classroom while maintaining the educational program and counseling services.

GOAL Program
The GOAL Program serves students who have committed offenses that would otherwise require them to be expelled from all school settings. Students in grades 5-12 may be brought before a disciplinary hearing and placed at the GOAL Program. A due process special education meeting may also place a student at this school. *****Any student who is enrolled at GOAL Program for the second semester of his/her senior year, due to disciplinary consequences, may not be allowed to participate in the Bowdon High School graduation.*****

DISPLAY OF SIGNS

All posters, signs, announcements, and so forth must be approved by the administration before posting.

DRESS CODE

Please refer to the Carroll County School System's District Handbook for Students (page D24) for information regarding Student Code of Conduct/Dress Code (Admin.Rule JCDA-R).

DRESS CODE VIOLATIONS

Students who disregard their responsibilities in personal dress and good grooming will have to report to the office for a parent/guardian to be contacted to bring appropriate dress for the student. Teachers will check for dress code violations during first period. **Students will be allowed to sit in the office for 30 minutes for appropriate clothing. If it takes longer than 30 minutes to obtain appropriate clothing, the student will be sent to ISS until appropriate clothing is attained or will remain in ISS if no appropriate clothing is attained**. Instances in which students continuously defy the dress code shall be dealt with by an administrator.

DRUG TESTING

Please refer to the Carroll County School System's District Handbook for Students (page D7) for information regarding **Drug Testing of Students.**

ELECTRONIC CIGARETTES - VAPES

E-cigarettes, vapes, hookahs, and other similar items is prohibited (Student Code of Conduct #37) may receive the following consequences.

- 1st Offense- ISS/OSS (up to 5 days)
- 2nd Offense- ISS/OSS (up to 10 days)
- 3rd Offense- Referral for Tribunal

EXTRACURRICULAR ACTIVITIES (See also D8)

Extracurricular programs are an important aspect of the high school experience. Participation in such programs provides students the chance to belong to small groups and learn lessons that are applicable to future life situations. Academic achievement and participation in extracurricular programs are interdependent and are fundamental to our school's success. All students are encouraged to get involved in school-sponsored activities.

Students' academic progress and attendance will be monitored by their coaches and sponsors; additionally, coaches and sponsors will provide academic support for students on an as-needed basis throughout the year.

Students should be aware that when they attend a school-sponsored event before, during, or after school hours, they represent Bowdon High 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 has 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.

ATHLETICS

The athletic programs at Bowdon High School offer a variety of team and individual sports for both boys and girls. To participate as part of an athletic team, individuals must meet the eligibility requirements set forth under board policy, have a current physical on file at the school, and have all necessary forms signed by the parents. Physicals are provided for students free of charge once a year in the spring. If a student fails to take advantage of this free physical, he/she is responsible for getting his/her own.

As with all school activities, permission to participate depends on overall good citizenship on the part of the student. The following interscholastic athletic programs are offered:

Baseball	Cross Country	Soccer	Track
Basketball	Football	Softball	Wrestling
Cheerleading	Golf	Tennis	Gymnastics
Swimming	Fishing	Girls Flag Football	

Certification of Eligibility

To be eligible to participate and/or try-out for a sport or activity, a student must be enrolled full time in grades 9-12 inclusive at the school seeking eligibility for that student.

a. Enrollment is defined as follows:
    1. Fall Semester: when the student participates in a practice or contest before classes begin, or the student attends classes.
    2. Spring Semester: when the student attends classes.
    3. A student may be enrolled in only one (1) high school at a time.
b. The student must be in regular attendance.

c. The student must be taking courses that total at least 2.5 Carnegie Units that count toward graduation.

In addition to Bowdon High School regulations, students must meet Georgia High School Association requirements. Students gain eligibility to practice or compete for the school in which they are enrolled after they have been certified by the principal of that school, after the eligibility forms have been processed by the GHSA office, and after the students have met the standards of:

A. academic requirements
B. age
C. semesters in high school
D. residence in the school's service area
E. transfer rules

***Note: Students establishing eligibility as entering 9th graders are automatically eligible for the first semester.

Age Limit

To be eligible to participate in interscholastic activities, a student must not have reached his 19th birthday prior to May 1st, preceding his year of participation.

Limits of Participation

1. Students must have a certificate of an annual physical examination on file at the school prior to participating in any athletic try-outs, practices or games that indicate the students are physically approved for participation.
2. A student has eight (8) consecutive semesters or four (4) consecutive years of eligibility from the date of entry into the ninth grade to be eligible for interscholastic competition.

Physicals

All students participating in sports must have a physical on file before tryouts or practice begins. Students must check with the coach or sponsor to schedule a physical. Students may get a physical in the spring. Students who miss this opportunity will be financially responsible for their physicals. Physicals are to be turned in at the office to Mrs. Gina Brown.

BAND PROGRAM

Bowdon High School offers its students the opportunity to be part of a competitive band program. The band participates in numerous music festivals during marching season, performs at BHS football games, presents concerts during concert season, and takes part in district and state musical competitions.

CLUBS (See Also D7)

Student participation in school clubs and organizations is voluntary. A list that includes the name, mission or purpose, faculty advisor, and planned activities of clubs or organizations in which students may participate is published below. If you wish to decline permission for your student to participate in a particular club or organization, please inform the school in writing. Written parental permission will be required prior to a student's participation in any new club begun after the start of the school year.

Participation in a club encourages leadership, friendship, and interest through programs, conventions, banquets, and special projects. Each of these organizations is expected to complete at least one school and one community project each school year.

ART NATIONAL HONOR SOCIETY

Sponsor: Ms. Stephanie Norton

The Art Honor Society is a selective organization based upon the completion of Art Level I. Once a student begins Art II, the student has the opportunity to become a member by maintaining an 85 or above average. Scholarship opportunities are available for seniors through the National Art Honor Society Chapter. Dues will be $10.00, which

includes a certificate from the National Chapter. Senior dues are $20.00, which includes art cords.

FUTURE BUSINESS LEADERS OF AMERICA

Sponsor: Mrs. Laura Edwards

Leadership experiences are provided through Future Business Leaders of America organization for all students interested in a business career. This club meets during the regularly planned periods allotted during the school day. Local FBLA chapters make up the membership of the state FBLA chapter and the national FBLA organization. Activities at these three levels provide leadership and citizenship experiences, social growth, civic consciousness, and a respect for business enterprise and the American way of life. *ALL BUSINESS STUDENTS ARE ENCOURAGED TO JOIN!*

FUTURE FARMERS OF AMERICA

Sponsor: Mr. Jake Stephens

The FFA organization provides opportunities for self-development, preparation for family and community living and for employment. Members strive to strengthen the function of the family as a basic unit of society and become aware of the multiple roles of men and women in today's society.

THE NATIONAL HONOR SOCIETY

Sponsor: Ms. Dana Ray

The National Honor Society is a selective organization based upon outstanding scholarship, character, leadership, and service. All sophomores, juniors, and seniors who have completed at least one full semester at Bowdon High School and have met the academic standard of at least a 3.7 GPA in core content and foreign language classes and a 3.75 or better overall GPA are invited to become members. Membership is granted with a majority vote of the Faculty Council. A student who falls below the academic standard is placed on probation for the following semester. There will be a one time membership fee of $20.

SOCIEDAD HONORARIA HISPANICA (THE SPANISH NATIONAL HONOR SOCIETY)

Sponsor: Mrs. Carrie Gay

In order to be a member of Spanish Honor Society, a student must earn at least 3 semesters of an A in Spanish. In addition, he or she must remain enrolled in a Spanish class until graduation, maintaining an A average each semester, and completing at least five community service hours per semester. Receiving a B on the report card will put the student on probation and a second B will terminate membership. If a student participates in the dual enrollment program, he or she must complete at least Spanish 2010 at the college level to meet the requirement of remaining in a Spanish class throughout high school.

THE NATIONAL TECHNICAL HONOR SOCIETY

Sponsor: Mrs. Laura Edwards

The National Technical Honor Society honors the achievements of top CTE students, provides scholarships to encourage the pursuit of higher education, and cultivates excellence in today's highly competitive, skilled workforce. For over 30 years, NTHS has been the acknowledged leader in the recognition of outstanding student achievement in career and technical education.

KEY CLUB

Sponsor: Mrs. Laura Edwards

Key Club members around the world are learning how to lead and stand for what's right through service and volunteerism. In partnership with their local Kiwanis club, high school students are making a positive impact as they serve others in their schools and communities.

S.T.A.N.D CLUB

Sponsor: Ms. Stephanie Norton

S.T.A.N.D Club is a mental health awareness organization to combat the stigma of mental health.

STUDENT COUNCIL

Sponsor: Mrs. Melanie Burns

The purpose of class officers and student council is to promote student cooperation in the management of school affairs. Student government is self-supporting and the members should provide leadership to others in the student body.

Upperclassmen, rising 10th, 11th, and 12th grade students, apply to be on the student ballot as a member of student council or as a specific class officer. Upperclassmen elections are held near the end of each school.
Rising 9th grade students complete the same application as upperclassmen. These students must meet the same standards set forth for upperclassmen. Rising 9th grade elections take place at Bowdon High School during the first three weeks of the school year. Students will be notified of ballot acceptance one (1) week prior to the election.

Election Application and Eligibility

Students wishing to represent their class as a class officer or member of the student council must be dedicated and willing to handle the responsibility of the position. Being a class officer or member of the student council is a privilege and honor. Students are expected to hold themselves to a higher standard as they represent the school along with the entire student body. Running for class officer or student council means you are willing to work, come to meetings, participate in the required events, and represent your class student body; this is not a personality contest.

- 10^{th}, 11^{th}, 12^{th} grade applicants, who have previously served, must have met all year's previous requirements and Honor Cord eligibility standards to be considered for the current year's ballot.
- Grade Point Average (GPA) must be a minimum of 3.5 or higher for all officer candidate applications. Cumulative GPA will be verified through the first semester of the current school year.
- Grade Point Average (GPA) must be a minimum of 2.5 or higher for all student council candidate applications. Cumulative GPA will be verified through the first semester of the current school year.
- All applicants for class officer and student council members must have no more than four (4) unexcused absences per semester. All attendance will be verified by the school registrar prior to applications being accepted for the ballot.
- Applicants must have no disciplinary incidents resulting in ISS, OSS, or alternative school placement.
- Class Officers and Student Council members meet at 7:30 a.m. Applicants should take this into account prior to running for office.

Tri-M Music Honor Society

Sponsor: Mr. Lee Ritchie

The Tri-M Music Honor Society is a program of the National Association for Music Education (NAfME), which focuses on creating future leaders in music education and music advocacy. It is the only music honor society for junior/middle school and high school students in the country, and recognizes students that have gone above and beyond both academically and musically. Students must maintain a 3.0 gpa in all music classes, 2.0 overall gpa, must be actively enrolled in an ensemble, as well as meet a service hour requirement.

ENROLLMENT AND RESIDENCY REQUIREMENTS

To enroll a student, the parent or guardian will be required to submit proof of custody, picture ID, Social Security Card, proof of residence, immunization record, eye/ear/dental records, a copy of a birth certificate, and withdrawal papers from the previous school, if applicable. A transcript of credits earned is necessary to adequately plan a course of study for the student. Any student who enrolls under suspension or expulsion or other disciplinary action from his/her previous school will be subject to the same discipline in Carroll County. A behavior management contract may be required of such students. In order to enroll in or continue attending Bowdon High School, a student must live with a parent, legal guardian, or legal custodian who resides within the Bowdon High School attendance zone. Students wishing to enroll at Bowdon High School should contact the Central Office at (770) 832-3568 to make an appointment to enroll.

FEES (All Fees are non-refundable)

The following items and services are offered to Bowdon High School students:

- Locker Rental--$10.00 yearly
- Parking Spaces--$40.00 yearly or $25 per semester
- Senior Fees
    - Graduation: $150
- Junior Fees
    - Prom: $100 (will increase to $125 if not paid after 1/1)

- Prom: The Junior class hosts this formal dance to honor the senior class. If a student loses the privilege of attending the prom or decides not to attend, fees will not be refunded. All school fees must be paid before students receive prom ticket.
    - Seniors: $25
        - $100 if student did not pay Junior Dues
    - Juniors: $100, $125 after 1/1.
        - Price of Junior dues will increase if not paid by 1/1
    - Non-Bowdon High School Guests: $50
- Certificate of Attendance/Transcript-$1.00 per copy after first issuance
- ADAP Certificate - $2.00 per copy after first issuance

FIELD TRIPS

Field trips are used to extend classroom experience and student understanding of learning goals. Student code of conduct listed in JCDA-R is expected to be followed by all students while on school field trips. No student will be allowed to attend a field trip unless the guardian(s) have signed a permission form. Students may be asked to contribute to the cost of the trip. No student will be denied the opportunity to participate in a field trip by not contributing to the cost of the trip; however, the field trip may be canceled if there aren't enough funds raised to cover the cost. Students with more than 7 absences in any class and/or failing 2 or more classes may be denied field trip participation. Student field trip approval forms must be turned in by the student to the field trip sponsor at least one day prior to the field trip date.

FOOD AND DRINKS

Drinks and snacks from the concession machines may be purchased throughout the day. At no time may they interfere with instructional time. They may be consumed inside the building and in individual classrooms with the permission of the teacher. **Students are not allowed to bring food or drinks from outside establishments into the building or cafeteria for lunch**. No food or drink items may be sold on campus without the approval of the principal. Absolutely No FOOD in the media center. Students are responsible for disposing trash from concessions; otherwise, this privilege can be taken away.

FUNDRAISING

The Principal and Board of Education must approve all fundraising projects, on or off campus. Payment of money to the sponsor of a fundraiser may be made by check, cash, or money order to Bowdon High School.

GRADUATION

Graduates are required to attend all practice sessions, must have paid any outstanding fees, and adhere to the dress code established by Mr. Bryant or graduation in order to participate in graduation. Also, all seniors must adhere to the dress code established by Mr. Bryant for baccalaureate and graduation practice. Failure to comply with these requirements may result in the student not being allowed to participate in graduation ceremonies. Any student at Bowdon High School who intends to graduate at the end of the academic year must complete an **INTENT TO GRADUATE** form and return it to Mrs. Burns by the end of October. This documentation is required in order to receive a diploma. . ****Any student who is enrolled at GOAL Program for the second semester of his/her senior year, due to disciplinary consequences, may not be allowed to participate in the Bowdon High School**

graduation.**

HONOR GRADUATES

The term "Honor Graduate" signifies academic excellence based on the total high school record. Students in all diploma programs are eligible for this honor. Students are designated the title of honor graduates as determined by Carroll County Board Policy **IDCG**.

The class valedictorian is the senior honor graduate with the highest-class ranking as determined by the Carroll County Board of Education policy **IDCG**, and the class salutatorian is the senior honor graduate with the second highest class ranking as determined by the Carroll County Board of Education policy **IDCG**. Final second semester grades will be used in these calculations.

The criteria established in Carroll County Board of Education policy **IDCG** will be used to break any ties.

Seating for seniors is determined after the end of the 2nd Semester of their senior year. Valedictorian, Salutatorian, and Honor Graduates are named pursuant to the rules set forth in Carroll County Board policy **IDCG**. If any student attains a class ranking of one or two, but is prohibited from being named valedictorian or salutatorian by Carroll County Board Policy, that student shall be seated in the third chair at graduation.

HALL PASSES

During class time, any student out of his/her regular scheduled class must have a school issued hall pass. Only official hall passes will be accepted. Hall passes should not be issued for the use of the telephone during instructional time unless a student is ill.

HONORS and AP CLASSES

Bowdon High School offers a variety of AP and Honors courses. Students are encouraged to register and complete academically demanding classes in order to build knowledge and work ethic and to prepare for the rigor of college level classes. For more information regarding AP and Honors courses, students should speak to their teacher and/or counselor. Enrollment will be based on a variety of factors including teaching recommendation.

HONOR ROLL & ACADEMIC AWARDS NIGHT

Bowdon High School recognizes superior academic achievement by students with a publicized honor roll at the end of each nine weeks. Students can qualify for the high honor roll by having a 4.0 GPA and the regular honor roll with a 3.5 GPA on their report cards for the grading period.

Students who demonstrate consistently high academic standards as well as perfect attendance will be recognized at the annual Academic Awards Night at the end of each year. Students are invited to this based on performance during the first three nine weeks of school as well as their cumulative grade point average (GPA). All students are encouraged to strive for these honors.

HOMECOMING

Bowdon High School will celebrate homecoming during the week of September 22. Students will be allowed to participate in homecoming activities all week and the homecoming queen will be named at the football game.

HOMECOMING COURT

For females to be eligible to be on the homecoming court, they must be on track to graduate and have no discipline resulting in OSS within the current school year. No girl is allowed to be a homecoming court representative more than one time during grades nine through eleven. However, all senior girls are eligible to be elected. Escorts must be male students enrolled at Bowdon High School who do not participate in varsity football or marching band.

All votes will be cast electronically and will be verified by the school administration.

LOCKERS

All student lockers are the property of Bowdon High School and are subject to search by school authorities at any time. Students may rent lockers during the year for a total of $25.00. Students are reminded to:

1. Use the locker assigned - no trading.
2. Do not share your locker with others not assigned to it. You are responsible for its contents!
3. Do not bring valuables to school! The school is not responsible for personal property.
4. Keep your combination a secret. Make sure your locker is closed and locked.
5. Keep your locker clean inside and out. Do not place stickers or marks on lockers.
6. Jamming locker mechanisms with paper wads, trading lockers, locker vandalism, etc. may result in loss of locker use.

MOMENT OF SILENCE

Georgia Senate Bill 396 requires that each public school classroom at the opening of school each day conduct a moment of silence for the purpose of quiet reflection. This moment of quiet reflection is not intended to be and shall not be conducted as a religious service or exercise. It shall be a moment of silent reflection on the anticipated activities of the day. Additionally following the moment of silence each morning, students will recite the Pledge of Allegiance before returning to their seats. These observances will be led by a student over the school's intercom, and morning announcements will follow.

MAKE UP WORK

If a student is absent for 2 or more days, students or parents can email the teacher to arrange make-up work or arrangements for make-up work, assignments, tests, reports, etc. must be made upon the student's return to school. The responsibility for making these arrangements rests with the student. Make-up work must be completed within the time approved by the teacher.

MEDIA CENTER

The media center opens at 8:00 a.m. and remains open until 3:30. Teachers issue passes for students so that they may visit the media center during class periods and lunch. Students are expected to show their pass upon entering the Media Center and to sign in on the attendance sheet at the circulation desk. Computers are to be used for research, word processing, and school-related topics only. Carroll County policy does not allow games, chat rooms, or blogs. Students should use only the student computers in the media center, classrooms or labs, and they are to use them under adult supervision only.

Student Checkout

Students may check out materials for two weeks. Overdue notices will be sent to the teachers to be distributed to the students on a regular basis.

a. If the material is not returned, the student will be charged the replacement cost of the book. Fines of $.10/per day (with a maximum of $3) may accrue on the account per book. Students will be given a 1-day reprieve for fees but on the 2nd day, the charge will start at $.10.
b. Students will lose checkout privileges until their accounts are cleared from prior years.

We are actively involved with the Regional Library, through the Bookmobile and interlibrary loans. Please let us know if we need to order special materials from WGRL for you.

We welcome your suggestions for new materials for the Media Center. Your input is a necessary and vital part of our ordering procedure. These suggestions are the basis for our purchase orders.

Please notify the media staff at least one day AHEAD of time if you need assistance or equipment for projects and presentations. We are more than happy to assist you but often find it difficult to accommodate last-minute requests.

MEDICATIONS

Please refer to the Carroll County School System's District Handbook for Students (page D8) for information regarding **Medication Guidelines.**

MONETARY RESPONSIBILITIES

Any debt incurred during a student's enrollment at BHS must be satisfied in full before graduation. **All outstanding debts including fees to athletics, band, chorus, lost textbooks, missing library books, or any other school related balances must be PAID IN FULL or the student will not be allowed to participate in his/her graduation ceremony.**

PARENT ORGANIZATIONS

Membership in each group is open to parents, teachers, and community members.

Athletic Booster Club: The Bowdon High School Athletic Booster Club promotes the overall athletic and cheerleading programs at BHS. Meetings will be advertised through social media and announced at school.

Band Booster Club: The Bowdon High School Band Booster Club provides support to the overall band program. Meetings will be the second Monday of each month at 6:00 pm and will be advertised through social media and announced at school.

PARENT PORTAL/INFINITE CAMPUS

Parents, guardians, and students have the opportunity to view attendance, grades, class assignments, and other pertinent school information through Carroll County's Infinite Campus. Only a student's parent/guardian may obtain the Parent Portal Activation Key for their student(s) from BHS front office staff.

PARENT-TEACHER CONFERENCES

Because the support of the family is so critical to a student's success, the parent-teacher conference is perhaps the best way for parents and teachers to get to know each other and share information that may help the student increase the quality of his or her academic performance. We encourage you to schedule a time to visit with your student's teachers.

PARKING RULES AND REGULATIONS (On Campus)

On campus student parking is a privilege provided to students by the Carroll County School System and as such is subject to certain rules and regulations. On campus parking is $30 per semester and $50 per year. Purchase from Mrs. Gina Brown in front office.

1. Students must have a valid Driver's License.
2. Vehicle must have a valid license plate and be registered to an immediate family member.
3. Students must show proof of valid insurance coverage.
4. Students must purchase a permit before driving on campus.
5. Parking permits must be hung on the rear view mirror so that it is clearly visible.
6. Students must park in their numbered space at all times.
7. Designated parking area may not be changed without permission.

8. **If a student's assigned space is occupied, students will need to park in the designated parking area and notify the front office personnel.**
9. Parking permits may not be given, shared, copied or sold to other students.
10. Vehicles must be operated in a safe and proper manner at all times.
11. Speed limit is 10 mph on campus.
12. Students may not sit in their vehicles or loiter in the parking lot.
13. Students are responsible for making sure no items are brought to campus in their vehicles which are prohibited on school property.
14. Students consistently absent to first period or tardy to school may result in loss of parking privileges and/or administrative consequences.
15. No fast food from commercial establishments will be permitted on campus.
16. All students who drive to school are subject to random drug testing. Parking privileges will be suspended and/or revoked in the case of a positive drug test.
17. Any violation of these, or any other safety rules, could result in disciplinary action such as, but not limited to: warning, fine, towing of vehicle, suspension of permit, revocation of permit, or a combination of these actions.
18. Students may have parking privileges suspended or revoked for disciplinary reasons at the discretion of the school principal or her designee in keeping with the Student Code of Conduct.

PARKING VIOLATIONS

All parking violations will result in a $5.00 fee. Repeat violators may be towed.

PLEDGE OF ALLEGIANCE

In accordance with Board Policy **IKD** each student in Carroll County shall be afforded the opportunity to recite the Pledge of Allegiance to the flag of the United States of America during each school day.

PRIVACY RIGHTS OF PARENTS AND STUDENTS

Federal law regulates access to and release of student records. The school must provide parents of students access (within a reasonable length of time) to official records directly related to students and an opportunity to challenge the accuracy or appropriateness of such records. Except in certain circumstances, the release of student records requires signature of a parent or legal guardian. For further information, contact the Guidance Office.

Federal law requires school systems to release student names, addresses, and telephone numbers to military recruiters and recruiters from institutions of higher education unless parents specifically object. If you **do not** want this information released, you must notify the school in writing.

PROM - JUNIOR/SENIOR PROM

Any student of Bowdon High who has paid his/her Junior dues and is a Junior or Senior by the beginning of the second semester of the current year is eligible for the Junior/Senior Prom. **Prom guests must be 14-20 years old and either be in high school or have attended high school previously. Guest names and approval form must be submitted to the Junior Sponsor at least two weeks prior to prom. Students with 15 or more days of UNEXCUSED ABSENCES will not be allowed to attend Prom.**

***It is important to note that prom attendance is a privilege. Students should be aware that they can lose this privilege as a consequence of behavior or attendance issues and dues will not be refunded. For example, students who are assigned OSS through the date of the prom will not be able to attend and their dues will not be refunded. BHS administration also has the right to deny access to anyone they believe could pose a threat to the safety and security of the event.

PUBLICATIONS

Any printed material, programs, letters, etc. that are related directly or indirectly to Bowdon High School must have prior approval by the principal or her designee before being printed, disseminated, or advertised.

SCHEDULE CHANGES

Schedules were made based on student course selections and mandatory courses during pre-registration. Schedules will not be changed unless a student is registered for a course that he/she has already passed. Any schedule changes must be approved by the administration.

SCHOOL ADVISORY COUNCIL

Parents, students and community support is an important component of successful reform. Local school councils were created by law in Georgia to involve teachers, parents and businesspersons in local school issues focusing on student achievement.

SCHOOL NUTRITION

The Bowdon High School lunchroom offers nutritional meals to students at breakfast and lunch. Breakfast is served each morning from 8:00 – 8:15 a.m.

Meal Prices School Year 2025-2026

Breakfast:		**Lunch:**	
Students	Free	Students	Free
Reduced Price	Free	Reduced Price	Free
Adults	$2.00	Adults	$4.00
Extra Milk	$0.50		

Students will be required to present their student identification number to eat school meals. Each student will have an individual account in the school food service program whereby parents may deposit money for school meals. Money may be deposited on a weekly, monthly, or yearly basis. Daily purchases will be subtracted from this balance, and monthly statements will be sent home informing parents of the balance.

Students will be able to purchase extra food items such as bottled water, fruit juice drinks, or additional entrees when they purchase lunch. Students may charge lunches up to $5.00 until a month from the end of school. Students do not need to move from seat to seat or table to table in the cafeteria and should only be leaving the cafeteria once to get snacks or use the restroom. Students are only allowed to use the restroom and vending machines on the front hall during lunch.

We are privileged to have a nice outside lunch area for students to enjoy. If trash is left outside then this privilege may be revoked for that particular lunch period.

TRANSCRIPTS

In accordance with the Family Educational Rights and Privacy Act of 1974, as amended, transcripts are issued only by the written request of the parent or student. Telephone requests cannot be accepted. A minimum of 24 hours notice is required, and students should request transcripts well in advance of their need for them. Official transcripts bear the seal of the school and are sent only to other schools, colleges, universities, or prospective employers. Any transcript handed to a student for his or her own purpose is an unofficial copy. The first transcript is issued free, but a $5.00 fee is charged for each copy thereafter.

SENIOR SUPERLATIVES

Senior Superlatives are nominated and voted on by the Senior Class. Selection of Senior Superlatives may be chosen as late as the second semester of the Senior year. Individuals may be nominated for more than one, but may only hold one superlative title. Each superlative will have one male and one female named to hold the title.

SCHOOL PICTURES

School pictures will be made in August for yearbook pictures and September for yearbook and senior retakes. Seniors must have their pictures made by Bill Miller Photographers to be in the school yearbook. All retakes for fall pictures will be for absentees and unacceptable pictures (i.e. closed eyes, etc.). Students will be notified of the make-up date and must sign up with Mrs. Whitman. Club, activities and sports team pictures will be made during the most convenient time available for each group. Students must be in good standing with their group and no make-ups will be made. In addition, there will be special packages offered during the year for special events. Students will be notified of these opportunities and payment is on a prepaid basis only. If there are any problems or concerns, please notify the yearbook sponsor.

STUDENT FINES, FEES, OR ITEMS OWED FOR RETURN

Students are asked to take care of school property (items loaned to students to provide for their education or facilities used in the education process, or items loaned to students while participating in an extracurricular activity or facilities used during the extracurricular activity or any transportation mode)

TELEPHONE USE

Student use of the office phones is limited to calls for emergency or sickness. The student must have a hall pass from the teacher before permission will be granted.Students will not be called to the office to answer phone calls. Messages will be given to students prior to 3:30 p.m. each day. Please make necessary arrangements with students before school.

VISITORS

Please refer to the Carroll County School System's District Handbook for Students (page D29) for information regarding **Visitors to School.**

All visitors, including parents, are required to report to the front office before going into the building or any part of campus. A photo ID will be required to receive a visitor's permit. Students from other schools may not visit BHS without prior approval from the principal. Any person who is not a current BHS student or an employee of Carroll County Board of Education found on school property without a visitor's pass is subject to criminal trespassing charges.

WITHDRAWAL PROCEDURES

Twenty-four hours before the last day of attendance of a student, the parent must request withdrawal forms. The forms will be given to the parent after the student's last day enrolled in a Carroll County school if all fines have been paid and all textbooks and library materials returned. If a student does not obtain withdrawal papers, the student will be counted absent unexcused until notification of enrollment in another school is received (See Driver Responsibility Act).

WORK PERMITS

Work permits are available in the Main Office with 24 hour advance notice.