

Albemarle Road Middle IB Academy 2020 - 2021 Student Handbook

School Info

6900 Democracy Ave.
Charlotte, NC 28212
(980) 343 – 6420

<https://schools.cms.k12.nc.us/AlbemarleRoadMS/Pages/Default.aspx>



www.facebook.com/AlbemarleRoadMiddle



@arms.ib.academy

Who We Are

We are invested
We are engaged learners
We are respectful and scholarly
We are effective communicators
We are family

Who's Who

Principal – Ms. Toni Perry
6th Grade Administrator – Mr. Matthew Adelman
7th Grade Administrator - Ms. Crystal Edwards
8th Grade Administrator – Ms. Kimberly Hazel
6th Grade Counselor – Ms. Adrienne Sowell
7th Grade Counselor – Ms. Sheree Mangum
8th Grade Counselor – Ms. Abby Miller

Schoolwide Behavior Expectations

I will come to school prepared to learn
and attend all classes on time.

I will follow instructions the first time.

I will positively communicate with my
peers and staff.

I will contribute to the success of this
school because I am a part of this
school.

Who to Call

Area	Team Member
Attendance	Ms. Chealey
Athletics	Mr. Griffin
Buses	Mr. Adelman
Exceptional Children	Mr. Miller
Grades	Teacher and Administrator
Health	Nurse Froneberger
IB Program	Ms. Lynch
Media Center	Ms. Barnes
McKinney Vento	Mr. Miller
MTSS	Administrator
PowerSchool	Ms. Scariot
PTO	Ms. Hazel
Registration	Ms. Lucero
Scheduling	Ms. Lucero
Social Work	Mr. Miller

Join the PTO

All staff and students benefit from all the efforts and resources of the PTO. Membership is \$5 and (virtual) meetings will occur twice per quarter.

Goals are determined collaboratively, and committees work towards parental involvement, student/teacher/school support, and community building.

Contact Assistant Principal Kimberly Hazel if you are interested in being a member of our PTO!

Help us reach our goal of 70% participation!

Virtual Parent Meetings

Monthly parent meetings (in English and Spanish) will be hosted by school administration to share updates and foster parental engagement in school improvement initiatives.

Parents in the Building

Parents will not be allowed to walk students to class or go beyond the main office hallway. Social distancing will be maintained in the front office as parent needs are addressed.

School to Home Communication

Follow the 3 steps below to ensure you are receiving the most up to date information!

1. Access via computer or download the School CNTX app and register an account.
2. Access via computer or download the Remind app and create an account.
3. Access Power School from a computer and ensure your phone number and email are accurate. Next, download the PowerSchool app for quick access.

Regular communication from the principal will be conducted through School CNTX and Message 5 Connect Ed.

Parent Teacher Conferences

Teachers and parents will participate in virtual conferences with teams, the grade level administrator, or counselor.

Parents should contact the teacher, grade level administrator, or counselor to request a conference.

School Arrivals and Wellness Checks

Bus Arrival

Parents will sign attestations indicating their child is healthy to ride the bus (one student per seat). Once at school on the bus lot, staff will conduct temperature checks and wellness screenings before permitting student entry into the building.

Parent Drop Off

Parents will wait in the car until the student's temperature is taken. Once the temperature is read 100 degrees or less, students will enter the school building. If the temperature is above 100 degrees, the student will leave with the parent.

Walkers

Students should not arrive earlier than 8:00 am to ensure supervision and social distancing. Student walkers will follow the protocol of the students who are dropped off at the car rider lot.

Tardy Students

Students will enter the building from one entry point and symptom screening will be completed. Students who do not meet the wellness requirement will be escorted to a holding area and a parent will be contacted to pick up the student.

Sanitation

Our staff's top priorities are to clean, sanitize, and disinfect; and maintain adequate supplies of soap, hand sanitizer, and paper towels to assist in proper hygiene. These efforts include frequent cleaning of restrooms, student desks, and commonly touched surfaces.

Custodians will thoroughly clean the building before and after school each day.

Social Distancing

Students will be distanced 6 feet apart in classrooms, hallways, and common areas.

Masks

Face masks are required for all students during the entire school day. Masks should maintain school appropriate logos or emblems.

Remote Learning Schedule

	Monday	Tuesday	Wednesday	Thursday	Friday
8:00 – 9:15	SEL w/AE	SEL w/AE	SEL w/AE	SEL w/AE	SEL w/AE
9:20 – 10:05	1 st Block	1 st Block	1 st Block	1 st Block	1 st Block
10:10 – 10:55	2 nd Block	2 nd Block	2 nd Block	2 nd Block	2 nd Block
11:00 – 11:35	ELA Off. Hr.	Sci. Off. Hr.	ELA Off. Hr.	Sci. Off Hr.	Flex Off. Hr.
11:40 – 12:25	3 rd Block	3 rd Block	3 rd Block	3 rd Block	3 rd Block
12:30 – 1:15	4 th Block	4 th Block	4 th Block	4 th Block	4 th Block
1:20 – 1:50	Math Off. Hr.	SS. Off. Hr.	Math Off. Hr.	Elec. Off. Hr.	Flex Off. Hr.
1:55 – 2:35	5 th Block	5 th Block	5 th Block	5 th Block	5 th Block
2:40 – 3:30	6 th Block	6 th Block	6 th Block	6 th Block	6 th Block

Remote Learning Expectations

Students are expected to log in to synchronous online classes daily.

Daily attendance and interactions will be monitored.

Students are expected to complete assignments by the due date.

All assignments will be graded based on the CMS Middle School Grading Policy.

Students must uphold the school expectations and CMS Code of Conduct.

Technology

Albemarle Road Middle's approach to instructional technology includes a one-to-one Chromebook program.

Students are responsible for transporting the devices from home to school each day.

Parents are responsible for the cost of lost, stolen, or damaged devices. Students must have a consent form on file in order to be assigned a Chromebook.

Canvas

Canvas is the approved learning management system. Students are expected to view and submit work on Canvas daily.

PowerSchool

- Visit cms.powerschool.com/public
- First time users must create an account.
- Choose your own username and password.
- In the bottom section, enter your student's name, access ID, and passcode (see back to school letter).
- Choose your relationship to the student.
- If you have multiple students, enter each on the next line. Each student unique information.
- Press enter.

Uniform Policy

Uniforms are required for all students enrolled at Albemarle Road Middle School and help us create the safest possible environment for our students.

Shirts - Students are expected to wear navy blue or white shirts either short or long sleeved with collars. Shirts may not bear any insignias, slogans, pictures, diagrams, or any other adornment or writing. Only white t-shirts can be worn underneath the uniform shirt.

Pants - Girls are expected to wear khaki (tan) or navy pants, shorts, skirts, skorts, or capris. Skirts and skorts must have at least a 6-inch inseam and be no more than 4 inches above the knee. All leggings must match the color of the student's skirt/shorts. Boys are expected to wear khaki (tan) or navy pants or shorts. Pants must be worn at the waistline.

Outerwear - If a student wishes to wear something over the uniform shirt, they may wear any color crewneck sweater or sweatshirt. Students may not wear jackets with hoods.

Early Dismissal

Parents may issue a signed letter indicating the date and time of their anticipated arrival. Students are responsible for showing the letter to their teacher at the start of the block and attaining a hall pass to report to the office. Students may not wait longer than 10 minutes in the office before being asked to return to class. Parents must sign their children out, even if the letter was sent.

No calls for early dismissal will occur after the first 15 minutes of class. There will be no early dismissals after 3:15 PM.

CMS Dress Code

There are "uniform free days" as incentives throughout the year. On uniform free days students should follow the dress code below:

- Pants, skirts, and shorts must be worn at the waist.
- Clothing which advertises or portrays gangs, drugs, alcohol, tobacco, violence, nudity, obscene language or has any slogan, or picture which is not in good taste or demeaning to any group or gender, as well as any other objectionable subject matter determined by administrators to be distracting from the learning environment is not to be worn in school.
- No headgear worn inside of the building except for religious purposes: (no hats/caps, do rags, bandanas, hoods, bonnets, sleep scarves, sunglasses, etc.)
- Tops must cover chest, back, stomach, and shoulders. No spaghetti strap sleeveless tops (4 finger width minimum). Tops should not be transparent.
- Skirts, dresses, and shorts must reach the bottom of the fingertips when arms are fully extended.
- Jeans must not have holes above the knee unless leggings are worn underneath.
- Shoes with enclosed heels are required.

Cell Phones and Electronic Devices

All electronic devices should be off and out of sight. Students who are not compliant will have their device collected and **submitted to the grade level administrator for one to five days. After the second incident, parents will be required to pick up the device from school.** In cases that exceed two incidents, students may be assigned a consequence and/or be required to secure the device with the administrator upon arrival daily.

Grades

Letter Grade	Numerical Grade	Interpretation
A	90 - 100	Well Above Standard
B	80 - 89	Above Standard
C	70 - 79	Meets Standard
D	60 - 69	Below Standard
F	0 - 59	Well Below Standard

Dates to Remember

End of Q1: Friday, October 16
End of Q2: Monday, December 21
End of Q3: Thursday, March 11
End of Q4: Friday, May 28

Labor Day: Monday, September 7
Fall Break: Wednesday, November 25 – Friday, November 27
Winter Break: Tuesday, December 22 - Monday, January 4
MLK Day: Monday, January 18
Spring Break: Thursday, April 1- Friday, April 9
Memorial Day: Monday, May 31

Early Release Days: Wednesday, October 7;
Wednesday, December 9; Wednesday, February 17; Wednesday, May 5