



ATMS Quick Guide For Daily Procedures - Plan B Schedule 2020-2021

The procedures listed in this Quick Guide align with the currently adopted Plan B schedule; these procedures may be subject to change due to further guidance concerning the COVID-19 Crisis.

If you have any questions, please call the school at 336-431-2589, or you can contact one of the below staff members to assist you further:

Principal - David Cross dcross@randolph.k12.nc.us
Assistant Principal - Julie Lindsay jlindsay@randolph.k12.nc.us
Assistant Principal/Bus Coordinator - Eric Gee egee@randolph.k12.nc.us
Athletic Director - Andrew Davis a4davis@randolph.k12.nc.us
Lead Teacher - Mark Dougherty mdougherty@randolph.k12.nc.us
7th Counselor - Dina Fletcher dfletcher@randolph.k12.nc.us
8th Counselor - Leslie Lomax llomax@randolph.k12.nc.us
Media Specialist - Shannon Moser s2moser@randolph.k12.nc.us
Student Advocate - Cindy Schofield cschofield@randolph.k12.nc.us
Child Nutrition Manager - Shelby Smith s3smith@randolph.k12.nc.us
Team Information Click Here <https://atms.randolph.k12.nc.us/academicteams>

Rotation Assignments

A-Rotation Students: Students return to campus for in-person instruction on Monday/Tuesday and participate in Remote Instruction Wednesday/Thursday/Friday.

B-Rotation Students: Students return to campus for in-person instruction on Thursday/Friday and participate in Remote Instruction Monday/Tuesday/Wednesday.

Remote Students: Students participate in remote instruction Monday-Friday.

Students may return to campus for an A/B rotation or go remote when necessary. Please provide your team of teachers with advanced notice before switching options to accommodate instruction for students. Mr. Gee will need to be contacted three days in advance if you wish to make a transportation change.

Daily Schedule

Bulldog Check-In: Students report to their Core 4 teacher each morning by 7:45 am. Students will complete a variety of remediation, enrichment, and team building activities throughout this period. Teachers can also support and conference with students at this time.

Period	7th Grade
Bulldog Check-In	7:45-8:40
Core 1	8:42--9:44
Core 2	9:46-10:41
Core 3/Lunch	10:43-12:08
Core 4	12:10-1:05
Elective 1	1:07-1:57
Elective 2	1:59-2:50

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Period	8th Grade
Bulldog Check-In	7:45-8:40
Core 1	8:42--9:44
Elective 1	9:46-10:36
Elective 2	10:38-11:28
Core 2/Lunch	11:30-12:55
Core 3	12:57-1:52
Core 4	1:54-2:50

Morning Procedures

- **Once dropped off on campus, students must answer the COVID-19 screening questions and have their temperature taken before entering the building. Students return home if they answer “yes” to one of the symptom questions or have a temperature of 100.4°F or higher. We ask parents to wait in the car rider line until this process is complete. We will contact parents of bus riders to arrange transportation if a student needs to leave campus.**
- **7:10** - Students can be dropped off and will wait in the commons. At this time, students can have breakfast. Students will pick up their meals and eat in the classroom.
- **7:15** - Students released to their Bulldog Check-in (Core 4 Teacher).
- **7:45** - Tardy Bell
- After **7:45 am** - Students must sign-in outside the main office.

Afternoon Procedures

- **2:45** - Students will return to their Bulldog Check-In for dismissal procedures. All students wait for the calling of their bus or name in their classrooms.
- **2:50** - Dismissal Bell
- **3:10** - Remaining students return to the commons — socially distanced — until picked up.
- **3:15** - All students should be off-campus unless they are participating in an extracurricular activity.
- All unexcused early dismissals will be counted tardy (excused is a note from a professional)

Cafeteria Information

Breakfast - Breakfast will be available on two carts. Students will have a Grab-n-Go style breakfast. Each cart will be located in the commons area for students to pick up in the morning after temperature checks. We cannot accept money at these carts; students can bring payments to lunch service.

Lunch- We have yellow markers on the floor for a 6 ft **Social Distancing** procedure. No microwaves or the ice machine will be available in the dining room for students or staff. School Nutrition staff will serve every item in the line, including milk, so the children do not touch anything other than their tray. A-la-cart will still be available to purchase.

Important Information

Masks: Students will be required to wear a mask at all times. There will be times and routines built-throughout the day where students will get opportunities to have brief masks breaks.

Social Distancing: We expect students to stay six feet apart at all times; this includes all transition times. Staff will be placed throughout the building to ensure social distancing is maintained. All student desks will be stationed six feet apart within each classroom.

Snacks/Drinks: With a teacher directive, students can have snacks; regarding beverages, students may only drink water outside of lunch. Students may carry a water bottle to each class; however, water fountains will not be on throughout the day. This policy is in accordance with Plan B's safety guidelines.

Bullying Incidents: Report to Guidance for initial referral: **7th Grade Mrs. Fletcher, 8th Grade Mrs. Lomax.**

Bathroom Breaks: Students will have the opportunity to take restroom breaks throughout the day.

Grading: Students will be held accountable for following the grading scale: **A** 90-100, **B** 80-89, **C** 70-79, **D** 60-69, **F** 59, or Below.

Attendance: Teachers will document presence in each class, every day, for A, B, and Remote groups. Students not on campus must contact each core teacher, in the manner the teacher details (Canvas Discussion, email, Google Form, etc.). Teachers must update Powerschool attendance logs each day.

Yet, they may update Powerschool attendance for up to seven days following a specific day's initial attendance.

Please contact your child's team or one of the contacts above if you have any further questions.

Code of Conduct

Discipline/PBIS/Olweus Plan:

TRICKS

- Trust
- Respect
- Independence
- Collaboration
- Kindness

5 Step Consequences

- *5 Consequence Steps for Teams*
 - *Warning*
 - *Alternative Student Seating*
 - *Lunch Detention*
 - *Choices*
 - *Admin Referral*

Cell Phone Policy

- Out of sight, out of mind, if found goes to the office
 - First Offense: Student picks it up from the office at the end of the day
 - Second Offense: Parent has to pick it up from the office and Lunch Detention
 - Third Offense: Office Referral

Policy on Vapes

- Possession of vapes or participating in the buying or selling of vapes will result in 5 days of ISS for the first offense and Intervention Center or OSS for any other offense after. A referral to Law Enforcement may occur.

Student Dress Code

It is the expectation that all students adhere to the following Dress Code requirements:

- Three Fingers wide on the shoulders
- No large holes in pants. Students cannot use leggings and tape to cover holes above the required short/skirt length. The required length is at the end of the student's fingertips.
- No Male or Female revealing tops or shirts
- No baggy pants that reveal undergarments
- No hats, hoods, or headgear unless approved by administration
- The administration will address any clothing article that is considered a disruption to the school environment.

Dress Code Consequences

- All dress code violations will be sent to the Student Advocate or Guidance if Student Advocate is not in the building. We will adhere to the following expectations:
 - First Expectation: Change into appropriate attire
 - Second Expectation: If appropriate attire is not available, a parent will be contacted to bring proper attire
 - Third Expectation: Referred to Administration

Tardy Policy

- Students that arrive on campus after 7:45 am will need to sign-in outside the main office. We consider tardies:
 - Any late arrival without an excused note from a professional
 - All unexcused early check-outs without an excused note from a professional

Consequences for Excessive Tardies

- 3rd Tardy - Meeting with Guidance, parent contact
- 4th Tardy - Parent Contact/Lunch Detention
- 5 or More - Office Referral

ASBESTOS NOTIFICATION STATEMENT

In 1988, all Randolph County Schools were inspected for Asbestos Containing Materials (ACM) according to the rules established by the Asbestos Hazard Emergency Response Act (AHERA). The inspection results and the Randolph County Schools plan concerning asbestos were compiled into a Management Plan for each school. Each school's Management Plan is available to the public for inspection upon request. Interested parties should contact the Principal or the LEA Designee to arrange for an inspection of the Management Plan. As requested by AHERA, a periodic surveillance of all remaining asbestos material must be made every six (6) months. The periodic surveillance results are located in Volume 2/3 of the AHERA Notebook. Any questions concerning this school's Management Plan can be directed to Allen Kerns, the Randolph County Schools System LEA Designee at 336-736-6588.

RCSS Parent/Student Handbook

The following policies and guidelines are specific to the students and parents at Archdale-Trinity Middle School; however, these expectations are only an extension of the RCSS Student/Parent Handbook. All ATMS students and parents should take the time to review the handbook at the following link:
<https://www.randolph.k12.nc.us/handbook>.