

Procedures for Acme-Delco Middle School

Office Hours – 8:00 a.m. – 4:00 p.m. (Office closed 11:30 – 12:00 Daily)

School Hours – 7:45 a.m. – 3:10 p.m.

Teacher's report to school @ 7:45 a.m. ~ Tardy Bell rings @ 8:03 a.m.

School Webpage: http://www.edline.net/pages/Acme_Delco_Middle_School

School is an important part of your child's learning. We at Acme-Delco Middle School (ADMS) take that responsibility seriously. We also respect and honor the important role that you play in their education. In order to keep as much of the focus on learning as possible, the following procedures are in place.

Morning School Drop Off...

A reminder to everyone that students are not to be dropped off at the school prior to 7:45 a.m. Supervision of students is not available before 7:45 a.m. It is important that AM drop off be organized and safe.

Procedures for checking students into school late...

Students who arrive on campus after 8:00 a.m. will report to the office to sign in with the person bringing them to school. The note should include the reason, the date, the parent signature, and a telephone number where the parent can be contacted. If a student is late due to a doctor's appointment or court appointment, the signature of the attending physician or clerk of court is required on the note.

Procedures for checking students out early...

A person picking up a student **MUST** be on the emergency card or prior arrangements must be made by sending a note to school with your child as to the time you want him/her to leave, or you may call the school as early as 8:00 a.m. to give permission for your child to be dismissed early. Please include on your note a phone number where you can be reached to verify the note. We ask that you inform us in writing when someone other than the parent/guardian will be picking your child up from school. We will allow no one to pick up your child without your permission.

Upon arrival to the school the parent needs to enter the building and sign the student out in the office. **Proper ID must be presented to the office when signing a student out of school.**

Students are not to leave school grounds unless they are checked out of the office properly.

No students will be checked out or messages left for a student after 2:45 p.m..

Visiting During the Day...

When visiting ADMS, please check in at the office. Each visitor will be required to have a visitor's pass.

Messages...

No student will be called out of class for a phone call or message unless it is an extreme emergency. In order to minimize classroom disruptions, deliveries of flowers, balloons, etc., will be made between classes. However, balloons and vases are not allowed on buses.

Appointments...

The administration and staff make every attempt to be accessible to our students, parents and community. In order to ensure time and accessibility, please make an appointment in advance, with the individual staff member to set a specific date, time, and location to meet. The following is a list of our teacher's planning period:

4th Period

Ms. Henry

5th Period

Ms. Coleman
Mr. Everett

6th Period

Ms. Barnhart
Ms. Corbett
Ms. Kirby
Ms. Waddell

7th Period

Ms. Bordeaux
Mr. Moss

By Appt. / After School

Ms. Flowers
Ms. Jirak
Ms. Tysinger