Alexander Graham Middle School
"Home of the Bulldogs"
1800 Runnymede Lane
Charlotte, NC 28211

School Procedures

Families,

As we get settled into our routines, please pay special attention to the following School Procedures, which will be effective Monday, September 15.

1. **Student Late Arrival:** Students arriving after the bell rings must check in the Cafeteria where the Attendance Secretary or AGMS Staff will write a Late Pass.
2. **Students arriving after 9:00 AM** must check in through the Front Entrance and Attendance Secretary or Front Office Staff will write a Late Pass
3. **Student Check In, Check Out, and Early Dismissal** (Parents remain outside the Front Entrance)
    - Early Dismissal ends at 2:45 PM
    - Dismissal prior to 12:00 PM may result in a full day absence
    - Parent/Guardian must complete a google form at the Front Entrance when checking in or checking out a student. Parent/guardian must be present at the Front Entrance and ring on doorbell to check out a student. **Students cannot walk off campus with Parent/Guardian without Attendance Secretary or Front Office staff verifying parent ID and to properly code Excused or Unexcused Absence. Please ring on the doorbell when you arrive at the Front Entrance to check out a student.**
    - When checking out a student, a Parent/Guardian must show a government issued ID via doorbell camera to Attendance Secretary or Front Office Staff prior to releasing a student. Students will ONLY be released to a parent/guardian that is on the authorized contact list.
    - Students checking in from a medical appointment will need to show doctor's slip to Attendance Secretary or Front Office Staff
4. **Item Drop Off** (Parents remain outside the Front Entrance)
    - Parent/Guardian must complete a google form at the Front Entrance cart when dropping off an item for a student.
    - Parent/Guardian writes the Student's Legal First and Last Name and Student Grade on a post it note and attach to the item being dropped off on the cart.
    - Parent/Guardian must notify the Attendance Secretary or Front Office Staff that an item is being dropped off by ringing on the doorbell.
5. **Report an Absence***: Parent/Guardian can report an absence by writing a note for the student to bring to school and include Student Name, Date of Absence, Reason for Absence, Parent Name, Parent Email, Parent Phone Number. This note must be provided to the Attendance Secretary or Front Office Staff. *More information will be forthcoming regarding the use of Infinite Campus to report absences in the future.
6. **Transportation Changes:** Parent/Guardian may call the school to report a change in the student's mode of transportation for the day.

Dr. Alicia Hash