

# Archer Elementary

Parent/Student Handbook  
2017-2018

**P** *erseverance*

**R** *espect*

**I** *ntegrity*

**D** *iscipline*

**E** *xcellence*



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August 28, 2017

Dear Topcat Parents/ Guardians Students:

We welcome you to Archer Elementary for the 2017-2018 school years! Our staff looks forward to working with you to create the best educational experiences and opportunities for our children.

At Archer, we want our students to be successful as the elementary setting provides the foundation for future academic success. In that regard, we are asking for your support as we begin the new academic year. Listed below are ways that you can directly impact the success of your child(ren), and our wonderful Archer School Community.

- Children typically have homework Monday-Thursday in all grades K-5. Please review their homework for completion.
- For students that are not yet reading, (typically kindergartners), please read to them each night and ask questions while reading. If your child is a “reader”, they **MUST** read 20 minutes in addition to regular homework. Additionally, our kinder students MUST review sight words each evening.
- Please speak positively about your child’s school. The child that believes that his/her parents support the school and work together with teachers, typically come to school with a positive attitude and prepared for learning.
- Immediately discuss with your child’s teachers any problems or misunderstandings that may arise. Our teachers want to work with you for the benefit of our students.

This handbook includes important information and policies that will be helpful to you and your child in the coming year. Please read it thoroughly, discuss it with your child, and keep it for your future reference.

We look forward to a successful and rewarding year of working together as a school family.

With Archer Pride,

*Archer Administration and Staff*

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## Archer Elementary Belief, Vision, Mission Statements and Motto

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**Beliefs:**

1. Students will become 21<sup>st</sup> century civic leaders when they are actively engaged in the teaching and learning process.
2. A home, school, community partnership is essential for providing each student the support needed to be successful leaders.
3. Every student can learn to be a collaborative problem solver.
4. Children need guidance to achieve lifelong success to build our future.
5. Respecting and accepting diversity is of great value.

**Vision:**

To develop 21<sup>st</sup> century leaders, one child at a time.

**Mission:**

We will work collaboratively to create respectful learning environments that develop 21<sup>st</sup> century leaders.

**Motto:** Lead the Way

*As the needs of our students and school community change, our mission, vision and belief statements will adjust accordingly.*

School Colors: Green and White

School Mascot: Archer Topcat



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### **District Mission**

Guilford County students will graduate as responsible citizens prepared to succeed in higher education, or in the career of their choice.

### **District Core Values**

The Board in partnership with parents and community members wants to share these district core values in order to strengthen our schools and improve the quality of life for all our citizens.

**Diversity.** We are committed to creating an educational organization where a variety of persons and perspectives are welcome. We are committed to providing an environment where students and staff from all cultures and backgrounds may succeed.

**Empathy.** We are committed to developing a culture where our employees identify with and understand the feelings of our students and parents and their colleagues.

**Equality.** We are committed to creating a school system where everyone is appreciated and judged based solely on their contributions and performance. Through the work of this institution, we will create awareness of and develop strategies to understand and eradicate prejudice, discrimination and racism on the individual and organizational level.

**Innovativeness.** We are committed to fostering a work environment where the goal is not to manage innovations, but to become innovative. Problems are identified, ownership of those problems is assumed by the adults in the district, and everyone works together as agents of the solution until the problems are solved. We will not stop until obstacles are removed, solutions found and clear and compelling goals are established.

**Integrity.** We are committed to creating a school district that acts with honesty and forthrightness, holding ourselves to high academic and ethical standards, and dealing with everyone with respect.

### **ACES AFTER-SCHOOL PROGRAM**

Guilford County Schools invites parents to choose the district's After-School Care Enrichment Services (ACES) program for quality, affordable and convenient after-school care. ACES is the place where students in kindergarten through fifth grade can pursue academic excellence and develop friendships with schoolmates in a child-centered environment.

The weekly fee for ACES is \$46. There is a one-time, non-refundable enrollment fee of \$15. There is an all-day fee of \$10 on teacher workdays. The weekly fee is due regardless of the number of days a student attends during the week, and must be paid even when the student is absent the entire week (see 2015-16 ACES Brochure). A late fee of \$1 per minute per child is charged for each minute that a child remains after 6:01 pm.

ACES provides a structured balance of academic, enrichment and recreational after-school activities with a child-to-staff ratio of 20:1. The program expands children's experiences, extends their learning and provides warm and caring support. ACES is offered every day that school is in session for students. The program begins as soon as the school day ends and operates until 6:00 p.m. ACES also operates on teacher workdays designated as ACES All-Days. On the All-

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Days, ACES operates from 7:30 a.m. until 6:00 p.m. During the district's 4 Early Release Days, ACES begins at the early dismissal time and operates until 6:00 p.m. Early Release Days are: October 4<sup>th</sup>, November 8<sup>th</sup>, January 31 and April 25<sup>th</sup>.

## **ATTENDANCE**

### **ABSENCES**

Students should attend school every day unless they are ill. If your child is absent, parents should send a note explaining the absence the day he/she returns. Please be specific about the reason your child missed school: cold, sore throat, etc. Lawful reasons for absences are sickness, doctor's appointments for the child, family emergencies and death in the immediate family. Family vacations during the regular school year are not considered excused absences. Parents should notify the school at least two weeks in advance of a trip.

By law, students are required to attend school until they are 16, and parents are held accountable for their attendance. When students under the age of 16 accumulate unlawful absences, their parents will receive a notification which states that they are in violation of the law, under the North Carolina Compulsory Attendance Law. The law states that "unlawful absences will result in conferences with parents/guardians. Unlawful absences and/or truancy may lead to disciplinary action to include court proceedings involving parents and/or students if a student is under 16 years of age. North Carolina General Statute (G.S. 115C-378) requires attendance until age 16."

Please support your child with attendance!

A student must arrive before 11:15 a.m. to be considered in attendance for the full day. Students must arrive no later than 7:45 a.m. obtain breakfast in the classroom.

GCS policy states that students may not attend after school events or activities if they are absent from school that day. This includes ACES, rehearsals, dances, and clubs.

### **MAKE-UP WORK FOR ABSENT STUDENTS**

1. When students are out only one day, makeup work will be given to them when they return to school.
2. Please make every effort to plan family trips during scheduled school holidays.
3. For multiple day absences, make-up work will be available for pick up on the day following parents' request.
4. Students who are taking multiple day trips should make arrangements for work with their teachers ahead of time. If they don't do this before their trip, the assignments will be available upon their return to school. Students are encouraged to read each day and work on any long-term assignments previously assigned (i.e. projects, etc.).

### **TARDIES**

While there are occasions when a student may be late to school for doctor appointments, repeated tardiness is a disruption of the instructional day. Parents model for their children the importance

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of education and personal responsibility by the attitude they take toward school attendance and arriving at school on time. While it may seem harmless to some adults for a student to be late to school, in reality it creates problems for the student, teachers and his/her classmates. A student who is chronically tardy consistently begins the day behind the rest of his/her classmates. A late student entering class creates a disturbance for students already at work. The teacher has to interrupt his/her teaching responsibilities to help the late arriving student catch up with the rest of the class. Students who are chronically tardy miss the instruction scheduled at the beginning of each day.

## **Archer Tardy Policies:**

1. Students arriving after 7:45 a.m. are tardy.
2. As a safety measure, parents should walk tardy students into the school to sign them in at the tardy desk in the main hallway or in the front office. The child must have a tardy slip from the office to be admitted to class after 7:45 a.m.
3. Chronic tardiness will result in a request for a parent conference with the principal.
4. Unresolved chronic tardiness will result in a referral to the school social worker or the Department of Social Services (DSS).
5. Reassigned students who accumulate excessive unexcused tardies and/or absences may have their reassignment status rescinded. These students may be required to return to their home school. The student assignment office defines excessive as 3 unexcused absences and/or 5 unexcused tardies. Students on special assignment may be asked to provide proof of residency if there is recurring tardiness or absences.

### ACADEMIC/SOCIAL ACHIEVEMENT

#### ACADEMIC PROGRESS

To stay informed about your child's progress as well as events at school, parents should check daily with their child for school notes sent home in and written into agendas. Parents of young children should check book bags daily for school notes. Please set aside time EVERY DAY to go over these items with your child and sign and return papers as requested.

Teachers will share other information at the beginning of the year with you about their schedule for sending work and information home. Please feel free to contact your child's teacher should you have any questions.

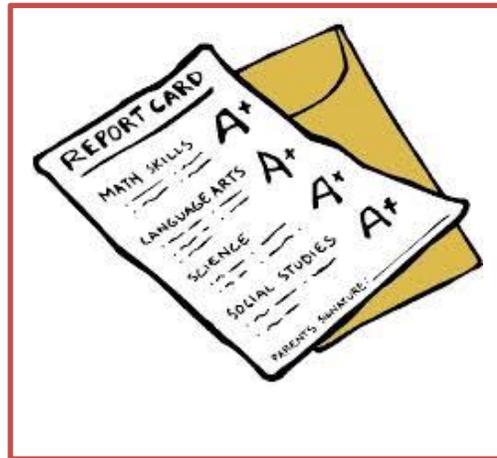
#### PowerSchool Parent/Student

The *PowerSchool Parent/Student* website is an online data system. It allows parents to access their children's school information. From the *PowerSchool Parent/Student* webpage, parents may view:

- Detailed attendance information
- Detailed grade information from each teacher's grade book
- Summary grade information (Report Card view)
- Standardized Testing Information
- Personal Demographic Information
- Emergency Contact Information

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To access visit [pa.gcsnc.com](http://pa.gcsnc.com) and register for the Web ID and Password to be emailed to you. Instructions can be found at the top section of the screen on the website. Parents can find instructions on how to register at the top of the screen of the website.



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## GRADING SCALES

### **K-2 GRADING SCALE:**

- 4 Consistently exceeds grade level expectations
- 3 Consistently meets grade level expectations
- 2 Needs support to meet grade level expectations
- 1 Below grade level expectations with support

3-5 GRADING SCALE: A=90-100; B=80-89; C=70-79 D=60-69 F=59 and Below

3-5 SPECIALISTs/WORK HABIT GRADING SCALE- S- Satisfactory, I- Improving, N- Needs improvement, U- Unsatisfactory

## INTERIM REPORTS

Interim reports will be sent home in the middle of each 9 week grading period. This report informs you of your child's progress at the mid-point of the quarter. These reports should be signed and returned to your child's teacher.

## PROMOTION AND RETENTION

A student's school progress is evaluated each year to determine whether he/she will be promoted to the next grade level. Parents will be notified by letter after the 1<sup>st</sup> semester (in January) if there is the possibility that their child might be retained in the same grade for the next academic year.

A recommendation to retain a student in their present grade will be made at the end of the year by a school support team consisting of the classroom teacher(s), administrator, counselor, and an appeals committee (if necessary). Please be aware that the principal makes the final decision.

The NC End-of-Grade testing is an **EXTRMELY** important measure of a students' progress. Students should take these tests very seriously. Essentially students prepare for these tests throughout the entire academic year by being exposed to instruction that correlates with standards that will be tested. Only students in grades 3-5 will have to take the End of Grade test.

### Third Grade Students

Legislation has been passed by the State of NC, Read to Achieve (RTA) which states the following:

***Third-grade students receive extra attention in North Carolina because of the state's Read to Achieve legislative initiative, a part of the Excellent Public Schools Act. Under this state law, third-grade students who are not reading at grade level by the end of third grade will receive extra support, including summer reading camp and other interventions, to to ensure preparedness for 4<sup>th</sup> grade common core standards***

<http://www.dpi.state.nc.us/k-3literacy/achieve/>

**North Carolina Read to Achieve**

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## REPORT CARDS

Report cards are sent to parents every 9 weeks. Interim reports are sent at the mid-point between each 9 week period (4 ½ weeks into the quarter). Please take the time to discuss these reports with your child, and provide helpful feedback and encouragement. Your interest in your child's progress will help us help your child. Report card envelopes are to be signed and returned to school within three days.

**As part of our Title I compact, parents are asked to attend a minimum of 3 (three) parent/teacher conferences each year to monitor their students' progress.**

### 2017-2018 Report Card/Interim Schedule

	QTR 1	QTR 2	QTR 3	QTR 4
<b>Interim Reports Traditional</b>	Sept 27	Dec 6	Feb. 26	May 8
<b>Grading Period Ends</b>	Oct 27	Jan 22	Mar 29	Jun 8
<b>Report Cards To Students</b>	Nov 8	Feb 1	Apr 17	Mailed

### Positive Behavior Intervention and Support (PBIS)

Archer students learn our school-wide behavioral expectations. These expectations have been agreed upon by our staff and are an effective, proactive way to manage behaviors.

Archer students should:

*Persevere* and strive for success

*Respect* themselves, teachers, peers

*Integrity*-Do the right thing even when others are not looking

*Discipline*-Be mindful of classroom and school rooms.

*Excellence*-Strive for excellence in behavior and academics.



Families are an important part of Positive Behavioral Interventions and Support. When families are meaningfully involved in their children's educational activities, students perform better in school. Families play an important part in their child's education and social development. The presence of parents in schools not only provides additional academic supports but also creates community and cultural connections.

PBIS is a process for creating safer and more effective schools. Through PBIS, schools teach and support positive behavior for all students and all staff. To learn more about PBIS, go to Guilford County School's website: [http://www.gcsnc.com/pages/gcsnc/Departments/Positive\\_Behavior\\_Intervention](http://www.gcsnc.com/pages/gcsnc/Departments/Positive_Behavior_Intervention)

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## **STUDENT ACHIEVEMENT (AWARDS)**

Students will be recognized for special achievement and effort at an Awards Program. K-2 will have quarterly awards. 3rd-4<sup>th</sup> will have **semester awards (twice a year)**. 5<sup>th</sup> will have one semester awards ceremony and graduation ceremony at the end of the school year. The criteria for these awards are listed below:

### **Awards for All Grade Levels**

#### **Principal's Award**

Grades 3-5<sup>th</sup> will give this award to two students per class **each semester**. Grades K-2<sup>nd</sup> will award one student per class **each quarter**. This student should be an example to classmates by consistently exhibiting the PBIS behaviors and behavior that fosters excellent academic achievement. While the award is referred to as the Principal's Award, the selection for this award is by the classroom teacher.

#### **Service Learning Award**

This will be given to students who provide exemplary service to our school and community; by investing substantial time and energy to tackle difficult local and global issues; by demonstration of outstanding character traits such as courage, perseverance, and civic responsibility; and their desire to "Be the Change you want to see in this world." Number of awards will vary by grade level and contingent upon student participation

#### **Perfect Attendance**

This is given to all students who were present at school every day in a given quarter and/or for the school year. Students may not have more than 4 tardies in a quarter.

#### **Math Award**

This is given to all students each quarter/semester who have achieved a specific measurable math goal decided on by classroom teachers.

#### **Reading Award**

This is given to all students who have achieved their grade level reading goal for that quarter/semester. The grade level must establish a reading goal and submit it to the principal (ex. keeping reading log, reaching a specified level, Accelerated Reader) prior to the awards ceremony.

#### **PAW PRIDE Award (Character)**

This is given to one boy and one girl per class each quarter. These students should display leadership based on Positive Behavior Intervention and Support (PBIS) school-wide expectations.

#### **Most Improved Award**

This is given to four students in each class each quarter/semester who have shown improvement over the course of the grading period.

#### **Specialist Award**

This is given to two students per class per quarter for each specialist (Music, Art, PE, and Technology). These will be chosen by the appropriate specialist.

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**Terrific Kids**

This is given to two students per class per quarter/semester, following the Kiwanis Club's Terrific Kids criteria.

**Third, Fourth and Fifth Grade Awards Only**

**A Honor Roll**

This is given to students who have achieved all A's on their report cards in academics. Honor Roll is based upon letter grades given in core-content classes.

**A/B Honor Roll**

This is given to students achieving all A's and B's on their report cards in academics. Honor Roll is based upon letter grades given in core-content classes.

**Science Award (5<sup>th</sup> Grade Only)**

This is given to two student per class each semester.



### **ADDRESS/PHONE CHANGES**

Please notify the school IMMEDIATELY of any change in your home or work address. Please do the same for any phone number changes. It is **CRITICAL** that we can reach you in case of an EMERGENCY. If you have no phone, please send us the number of a relative or neighbor.

### **BOOKS**

Students are responsible for all textbooks and library books checked out to them during the school year. Please help your child take care of this school property. Parents must pay for all lost or damaged books. If a lost book is found after a parent has paid for it, that money will be refunded back to the parent.

### **CAFETERIA INFORMATION**

**ALL** students will receive breakfast and lunch at no cost and there will be no need to complete free/reduced application for eligibility.

Breakfast is served in the classroom from 7:20-7:45 a.m. each day. Please encourage your child to eat breakfast at school. This helps us to continue to offer this program to all.

As a benefit of our Federal Fruit/Vegetable Grant, all Archer students will be served a healthy snack every day. As a requirement of our federal fruit/vegetable daily snack grant sodas, salty snacks and candy are not permitted at school. Bottled and canned sodas are also not permitted.

### **PBIS CAFETERIA GUIDELINES**

Students should adhere to cafeteria policies which include :

- Remaining quiet when entering the food line so that the staff can communicate if needed
- Being prepared with their scan cards and money before getting in the cafeteria line
- Saying “Please” and “Thank you” to the cafeteria staff
- Raising their hands and waiting quietly until an adult comes to assist
- Using kind words at voice level 1 when the music is not playing
- Only talking to friends in front of or beside them at their table
- Helping other students when needed (ex. opening condiments, cleaning up dropped trays)
- Maintaining a Level 0 silence when the music is on and focusing on eating their meals

When lining up after lunch, students should demonstrate PBIS Behaviors by:

- Walking
- Maintaining Level 0 noise levels
- Refrain from pushing and shoving while in line

### **LUNCH VISITATION**

Parents are always welcome to have lunch with their child. Please send a note to the teacher the morning you plan to come. Specify your lunch choice so we may prepare adequate food for students and guests.

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## MEALS at ARCHER

ALL Archer Students will Receive Free Lunch and Free Breakfast.  
Parents do not need to complete paperwork for free or reduced.

### Adult Meal Prices-A la Carte

#### CLASS CELEBRATIONS AND BIRTHDAYS

- We are excited about being part of the USDA Fresh Fruit and Vegetable Program, which provides healthy snacks to our students every day. The following are policies which support this program:
- North Carolina school systems require a minimum of 5.5 hours of instructional time per student per day, therefore classroom parties may only be held twice a year prior to the winter break and to the last day of school. These events should be confined to the final hours of the school day. The grade parents and the teacher will work together to plan these celebrations.
- Student birthdays will be acknowledged as part of the daily announcements. Birthday parties are not allowed, however, healthy snacks can be provided for classes to be eaten at lunch, with prior approval from the principal.
- **Due to Health and Safety regulations, food that is prepared at home cannot be served to children at school**. Cookouts are not permitted at school. Foods from any source other than Environmental Health Services inspected facilities (i.e. stores or restaurants) shall not be served to students during snack time, celebrations (such as international theme days) or as rewards. Foods from outside sources shall not be stored in cafeteria refrigeration. Schools shall not use food or beverages that do not meet "Eat Smart Nutrition" standards as rewards for academic performance or good behavior or for celebrations.
- The nutrition standard for elementary schools has been included. Please refer to the Guilford County student wellness Descriptor Code: IHB-P for other details on wellness and the curriculum.
- Balloon and flower deliveries are not permitted.
- To prevent hurt feelings and misunderstandings, party invitations cannot be passed out in a classroom by a student, parent, or teacher unless all children in the room are receiving an invitation to the party.

## CONFERENCES

### Parent/Teacher

The teacher will schedule a minimum of 2 parent-teacher conferences during the year; however, parents are encouraged to contact the teacher and/or request conferences any time there is a need or concern. **Please do not enter classrooms without conferring with the principal if there is an issue you need to resolve.** Also, please schedule conferences in advance, rather than interrupting instructional time.

### Parent/Principal

Parents are welcome to schedule a conference with the principal as needed. If the matter involves a concern within the classroom, please speak to the classroom teacher first, if possible, so that your concerns can be addressed quickly. Please try to schedule conferences after 10am so that the principal will be available to monitor student safety and instruction throughout the school in the early morning hours.

## CHILD CUSTODY

If there is a court order stating that an ex-spouse is not to visit or pick up the child from school, we must have a copy of that document on file in the school office. **We cannot refuse a parent who asks to pick up a child unless we have a court order on file disallowing it.**

## DRESS CODE

- We believe that the choice of student attire is a matter of self-expression. Following the guidelines below, the dress and grooming of students is the responsibility of the student and parents. Remember that your child is active and busy at school as you plan comfortable and appropriate attire
- Students must wear shoes at all times. Flip flops are not permitted
- Students should come to school in clean, comfortable clothing.
- Student dress and grooming must meet health and safety standards.
- Disruptive or provocative student dress is not allowed.
- Shorts and skirts should be an appropriate length. A good measure is the length of the child's arm with a fist.
- Shirts should meet shorts or pants at the waist.
- No clothing advertising products illegal for minor use should be worn,
- No hats, caps, rags, sweat bands, or bandannas should be worn in school or on the bus.
- No cut-up jeans or very tight fitting clothes should be worn. Underwear should not be visible. No "sagging". Children must wear a belt, if needed.
- No low-cut tops, tops that show bare midriff, halter tops, spaghetti strap tops and tank tops should be worn.

Parents will be called to bring appropriate changes of clothing to students as necessary.

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### **EARLY RELEASE DAYS**

There are 4 early release days scheduled on the GCS calendar for staff development. On these days, Archer students will dismiss at 12:20 pm (2 hours early). ACES will operate from 12:20- 6:00 pm. Please be sure to send changes to your child's afternoon arrangements on these days in writing.

### **FIELD TRIPS**

Field trips are important enrichment experiences that are part of the school instructional program. Students will not be allowed to take trips without written parental consent. Proper student field trip behavior is important for everyone's learning, enjoyment and safety. Please discuss your behavior expectations with your student prior to these trips. ***If behavior is an issue, parents may be required to chaperone the trip in order for the student to participate. Teacher's will notify parents at least one week in advance if a parent is needed to accompany their child on a field trip.*** Parents must provide their own transportation if they choose to accompany classes on the field trip. GCS Activity buses or transit bus line services will furnish transportation for all field trips. In the event that a child is ill and cannot attend a field trip, every effort will be made to refund part of their payment. *Unfortunately, transportation costs cannot be refunded for field trips. The student will ONLY be refunded for the cost of admission.*

**Please follow all payment guidelines as determined by each grade level.**

### **HOMEWORK STUDY GUIDELINES**

Homework is an important part of every child's education. Carefully assigned homework has a great influence on your child's success. Homework teaches self-discipline and self-direction, builds good study habits, and encourages initiative and responsibility.

Here are some suggestions to help parents make homework time positive and productive for their children. Start these from the first day of homework:

- Schedule a consistent time each day that will be used for homework or reading
- Oversee your child's homework.
- Don't complete homework for your child.
- Assist your child in practicing skills.
- Ask questions and be a good listener.
- Keep distractions to a minimum. Turn off televisions, video games and other electronic devices
- Help your child divide long assignments into smaller, more manageable parts.
- Make homework time pleasant. Allow a 5-minute break in a long assignment. Provide an occasional snack.
- Set a good example by reading and writing in the presence of your child.
- Let your child take the consequences if homework is not completed. It is a good lesson that can lead to future success.
- Praise your child when the work is completed.
- Encourage your child to read EVERY day.
- Communicate with the teacher immediately if you or your child has questions about

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the assignment.

- Check PowerSchool Parent/Student Portal on the Archer website to see if your child has any missing assignments.
- **Students who do not complete their nightly homework must complete it during non-instructional time during the day.**

### **INCLEMENT WEATHER**

School closings and delays due to inclement weather will be announced on the GCS website at [www.gcsnc.com](http://www.gcsnc.com), GCS cable access TV station channel 2 and local radio or TV stations. **EARLY DISMISSALS** due to bad weather will be announced first on the GCS website at [www.gcsnc.com](http://www.gcsnc.com) and the GCS cable access TV station and TV stations. On one-hour delays, breakfast will be offered in the cafeteria. **ON TWO-HOUR DELAYS, BREAKFAST WILL NOT BE OFFERED.**

Please read carefully and follow the procedures listed:

1. In cases of inclement weather, please be sure plans are made for **AFTER-SCHOOL CARE**. In the event of early dismissal, if your child is a car-rider, please pick up your child as soon as possible. (Our staff is dismissed fifteen minutes after the buses leave.)
2. Send a written note to school detailing after-school plans if they are different from the normal procedures. Students will **NOT** be released without the written consent of the parent or guardian.
3. Early dismissal can be difficult when someone other than the parent comes to pick up the child without written authorization. (We will not, for your child's safety and security, take their verbal statement as confirmation of your plans).

### **INSURANCE**

Accidents often happen to elementary school age students. The school system does not have accident insurance that covers students. Parents may purchase school insurance through a private company. Parents may access this company through the following link: [www.k12specialmarkets.com](http://www.k12specialmarkets.com)

1. Click on claim forms
2. Enter School System Name and State
3. Click on the claim form

### **LOST AND FOUND**

Lost items turned into the office will be placed in the “Lost and Found” area. You are urged to put your child’s name on anything that may be easily lost—especially lunch boxes, jackets, pocketbooks, and book bags. Unclaimed items will be donated to a local community agency (ex. Salvation Army) at the end of each nine weeks.

## **MEDICAL INFORMATION**

### **FIRST AID REGULATIONS**

Students who become ill or injured should report directly to the teacher in charge. The

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teacher will take all necessary actions. **PLEASE BE SURE WE HAVE A WORKING EMERGENCY NUMBER FOR YOUR CHILD.**

Parents of students that have accidents at school and have purchased school insurance from the outside provider should secure an accident insurance form to fill out and file. (See INSURANCE section above). Most local physicians have these forms at their office. This form is also available on the school website.

### **ILLNESS**

If a child becomes ill during the school day, parents will be contacted to pick up the child from the school office. It is crucial that we have a working telephone number where the parent or other designated individuals may be reached in any emergency. Please be certain that we have several names and numbers of people we may contact. Notify the school immediately if any of these names or numbers change. It can be upsetting to a sick child if no one can be found to come for him/her. No medication may be given to students by school personnel without the proper medical forms. (See Medication section.)

**PLEASE DO NOT SEND YOUR CHILD TO SCHOOL WITH A FEVER** or when he/she is ill. Your child is expected to be fever free for 24 hours, without medication, before they can return to school. If your child is vomiting in the morning (even once) please keep him/her home. This respect for the health of other children will be appreciated. When your child returns to school, please send a note stating the reason for the absence.

### **IMMUNIZATIONS AND PHYSICALS**

By law, a physical is required for all new kindergarten and first grade students. The form for the physical may be picked up upon registration.

North Carolina has these Immunization requirements:

- 5 DPT doses (if 4th dose is after 4th birthday, 5th dose is not required)
- 4 Oral Polio Vaccine (if 3rd dose is on or after the 4th birthday the 4<sup>th</sup> dose is not required.)
- 2 MMR (Measles-Mumps-Rubella) 2 doses (1st dose on/after 1st birthday)
- 3 doses HBV (hepatitis B vaccine) All children born after July 1, 1994
- 1 dose HIB (hemophilus influenza type b)
- 1 Varicella For students born on or after April 1, 2001. (Pre-K)

### **MEDICATION**

The school recognizes that a student with chronic or unusual health problems may require medication during school hours.

Any **PRESCRIPTION OR NON-PRESCRIPTION MEDICATION** must be accompanied by an "Authorization of Medication for a Student at School" permission form. All medications, prescription and non-prescription, require written authorization from the proper health care clinician. Without this form, we cannot give medication to your child. We are required by Guilford County Policy to adhere to this regulation.

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**Medication in the original container should be delivered to the office by the parent.** Any prescribed or non-prescribed medication must be properly labeled and in the prescription container showing the child's name, dosage, and frequency, and must be accompanied by a note from the doctor's office.

**Children should NOT transport medication, including over-the-counter medication, to school. No medication, prescription or non-prescription, should be brought on the bus or be in child's possession, including cough drops or aspirin.**

### **HEAD LICE (PEDICULOSIS)**

Head lice are detected by irritation and itching of the scalp. Lice are light gray insects that lay eggs in the hair. The lice and eggs are readily spread by direct contact of clothing, comb, or other objects used by a person with the infestation. Students that contract head lice are required to be promptly excluded from school. After the entire family has been properly treated the child may return to school. Repeated cases must be 75% egg & nit free before returning to school. Please send a note indicating medication has been taken.

### **PINK EYE (CONJUNCTIVITIS)**

Early signs of pink eye include redness, tearing and irritation of the eyes. Crusty secretion may be on lashes, especially in the morning. Students should not attend school during the acute stage of infection. A note indicating medication has been given is required prior to re-entry to school.

### **RINGWORM**

Ringworm is a skin problem caused by a fungus that comes from the soil. It can be on the scalp, body, hands, feet, or nails. It can be passed from one person to another by prolonged skin-to-skin contact. It is not serious, but should be treated by a doctor because it is uncomfortable and can infect others. The treatment involves using a cream or pills. Keeping clean and not sharing combs, brushes, hats, and towels are important in stopping the spread of ringworm. When children are diagnosed with ringworm, they can return to school/daycare after treatment has started with a doctor's note. Family pets should also be checked and treated for ringworm.

### **MOVIES**

Movies are chosen by teachers that enrich and extend the NC Standard Course of Study. (ex. United Streaming, Magic School bus, etc.). Movies may be used to reward students for a special pre-approved event (ex. PBIS party, school-wide celebration). All movies must be rated "G" unless a letter by the teacher (pre-approved by the principal) is sent home to gain parent permission prior to showing the movie. Quality instruction will continue through the last day of school.

### **PHYSICAL EDUCATION/RECESS**

Physical Education is required by the State of NC for all students unless the student has a written excuse from a physician due to a physical disability or ailment. Children's behavior and classroom performance are enhanced by physical activity. Usually, if a child is too sick to go outside or participate in physical education, he/she is too sick to be in school. Please consider that your child will be participating in P.E. *every day* as you plan daily dress with

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your child. Be sure shoes are suitable for outside play. Platform shoes or flip flops are not suitable.

**PETS ON CAMPUS**

Pets or animals of any type are prohibited unless approved by the teacher and principal.

**SCHOOL HOURS**

Office .....	7:15 am - 4:00 pm
Staff.....	7:15 am- 2:45 pm
Tardy.....	7:45 am
Dismissal.....	2:20 pm

Note: Students should arrive between 7:20-7:45 a.m.

**SCHOOL COMMUNICATION**

There are several ways you can stay informed of the various events, programs and activities taking place at Archer. Monthly events are placed on the marquee. Connect-Ed is a phone service that informs parents of weekly school news and important announcements. These messages are primarily sent on Sunday evenings. Parents can also obtain information through the Archer website at <http://schoolcenter.gcsnc.com/archer> and through weekly class folders, which contain flyers advertising events.

**STUDENT BEHAVIOR EXPECTATIONS-**

The Archer school staff believes that desirable behavior should be promoted through positive methods. When positive behavior strategies do not work, a misbehaving student will face the consequences set by the teacher and the school. In case of serious misbehavior, Guilford County Schools’ handbook procedures will be followed. Archer Elementary School will not tolerate verbal threats, physical threats, fighting, and/or physical assault. As a Positive Behavior Intervention Support (PBIS) site, Archer has established the following school-wide expectations

## Archer Elementary School PBIS Expectations

School-wide Expectations	Hallway	Arrival	Dismissal	Bathrooms	Playground	Cafeteria	Assemblies	Buses
<b>Perseverance</b>	<p>Quietly proceed to destination.</p> <p>There should be no running, pushing or shoving when walking in the hallway.</p>	<p>If you arrive early, stand <b>QUIETLY</b> in your grade level line.</p> <p>When entering the building in the morning, voices should be at level "O".</p> <p>Obtain breakfast and then begin the day with a spirit of perseverance by completing your morning work.</p>	<p><b>Carpool:</b> Report to the cafeteria.</p> <p><b>Walkers:</b> Walk to meet assigned staff member at corner of main hallway and K-2 hallway.</p> <p><b>Van Riders:</b> Walk to meet assigned staff member at Trailer #1 ramp.</p> <p><b>Aces:</b> Computer Lab until building has been cleared of students not remaining for ACEs.</p> <p><b>Buses:</b> Walk quietly w/ teacher to buses. Stay w/ teacher until s/he releases you to your bus.</p>	<p>Clean up after yourself:</p> <p>Put toilet paper in the toilet and flush after each use</p> <p>Put all trash in the trash can</p> <p>Wash your hands for 20 seconds</p>	<p>Walk away from conflict or seek help from a teacher. If someone is bothering you, <b>IMMEDIATELY</b> report to a teacher.</p> <p>Ensure that you are properly dressed for outdoors <b>ESPECIALLY</b> when going to specials.</p>	<p>Clean up messes without having to be asked.</p>	<p>Use Level 1 voices until the program begins</p> <p>During awards assemblies, place awards on the floor in front of you</p>	<p>Remain seated at all times except to get on the bus or off the bus.</p>
<b>Respect</b>	<p>Ensure that you are using a level 0 so that you are not disturbing other classes.</p> <p>Do not run in hallways.</p>	<p>Enter building promptly and in an orderly manner.</p> <p>Respond to the greeters in a friendly level 1 voice.</p>	<p>For all:</p> <p>Use Level 1 voices outside</p> <p>Use Level 0 voices inside</p>	<p>Allow privacy</p> <p>Use three pulls from the paper towel dispenser</p>	<p>Display good sportsmanship and play appropriately</p>	<p>Say please and thank you.</p> <p>Raise your hand and wait quietly until an adult comes to assist you.</p> <p>Use kind words.</p> <p>When talking use voice level 1; only talk to friends in front of or beside you at</p>	<p>Maintain level 0 voice when assembly begins.</p> <p>During awards assemblies, do not talk after each award has been given, sit quietly to ensure that parents can hear the names of their students called.</p>	<p>Follow the directions of the bus driver or safety assistant.</p>

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						your table		
<b>Integrity</b>	Follow the rules when you are with or without supervision.	Be on time and prepared every morning.  Stop at the attendance desk for a tardy pass if you arrive after 7:45 am.	All: Follow the rules when you are with or without supervision. Check in with an adult before you leave school  Carpool: Stay in your line until your name is called.	Use equipment properly  No more than 4 students in the restroom at one time  Do your business and exit appropriately	Wait your turn on the playground equipment  Use equipment properly  Stay within a teacher's view	Follow the rules when you are with or without supervision.	Communicate with the speaker or performers with your eyes and ears	Use level 1 voices and only with those in nearby seats.
<b>Discipline</b>	Use level zero voices and keep hands, feet and objects to yourself Walk on the x's on the right side of the hallway.	Listen to and follow teacher/adult directions on the first request.	All: Go promptly to where you are supposed to be.  Carpool: Walk to the front of the cafeteria and walk to the front stairs, exiting safely down the stairs to your car.	Keep hands and feet to yourself  Use Level 1 voices.  Do not remain in bathroom to socialize.	Leave rocks, bark, sticks and other dangerous objects alone  Keep hands and feet to yourself	Walk when lining up after lunch.  Use level 0 voices when lining up.	When the speaker raises his or her hand I will: Raise my hand Change to level 0 voice Look at the speaker  Remain seated until the teacher gives the signal to stand  Listen carefully to directions Stay with your class or group	Keep hands, feet, and objects to yourself.
<b>Excellence</b>	Maintain a level 0 voice when transitioning to ensure that other classes are not being disrupted.	Help other students by getting your meal quickly.	All: Be a good helper to younger students and new students. Showing them where they should go.  Carpool: Staying quiet so other students can hear their names.  Carpool: Older students can help K and 1 <sup>st</sup> grade find their grade level line.	Wait your turn while in the bathroom and for the sinks	Allow others to play  Use kind, appropriate words  Be aware of other classes and students when playing	Help other students when needed (ex. opening condiments, dropped trays).		Help other students when needed (find their seat, get off on the right stop)

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\*\*\*\*\*IMPORTANT\*\*\*\*\*

## POSSESSION OF A DANGEROUS WEAPON OR INSTRUMENT

Students shall not possess, conceal, or transport any weapon or instrument that could cause or that is intended to cause bodily injury or harm to another, or misuse otherwise acceptable objects in a manner intended to cause harm to others.

- School Board Policy - Guilford County Schools Student Handbook - Page 20

This includes ANY type of pocketknife or sharp object, such as nails, fingernail files, box cutters etc. **Please be sure your child understands the seriousness of the above policy, and and that you are aware of items he/she brings to school.** Check book bags regularly. Weapon violations must be reported to the proper law enforcement agency, and may involve suspension from school. **TOY GUNS ARE NEVER APPROPRIATE AT SCHOOL**

### BUYING, SELLING OR TRADING ITEMS

Students may not sell or trade any items or collect money from other students for any reason at school, on the school bus, or at the bus stop.

### TOYS, ELECTRONIC EQUIPMENT, SPORTS EQUIPMENT

Unless asked to do so by their teacher on special occasions, students should not bring toys to school. This includes games, electronic equipment, dolls, bats, and balls. Parents may be asked to pick up the items from the office, at the teacher's discretion.

### TELEPHONE MESSAGES

Please plan with your child in advance so that both the student and teacher understand after-school arrangements. It is very difficult for teachers to deal with last-minute changes. We cannot approve requests received over the phone to change a child's transportation plans since we cannot verify it is the parent making the call. Your child will follow their written transportation plans unless we have written parental notification. You may fax or email these requests. The office staff will be glad to assist you in getting other urgent messages to your child.

**You may call teachers before 7:30 or after 2:45. Please help us protect instructional time by honoring this request.** The office will be glad to take or forward messages to voice mail for teachers at any time.

Students are not permitted to use the school telephone except in an emergency. To help protect instructional time, please do not call to speak to your child, except in cases of emergency.

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## TRANSPORTATION PROCEDURES AND INFORMATION

Please help us prevent serious injury by carefully adhering to all rules of traffic safety.

### BUS RIDERS

A parental note must be sent to the teacher any time there is a change in student transportation. The teacher will notify the office. In order to avoid over-crowding on our buses, any student riding a bus to which he/she is not assigned must have a note from home signed by the principal or principal designee. Students who do not have a proper note approved by the principal will be sent home by their regular means of transportation.

### BUS CONDUCT

In order to guarantee the safety of student bus riders, we ask for your help in maintaining good bus behavior. Please discuss bus behavior and rules with your child and make clear your expectations for his or her responsible bus behavior.

#### Bus Rules:

- (1) Follow the directions of the driver and/or teacher.
- (2) Show respect to the driver and other adults.
- (3) Stay seated unless getting on or off the bus.
- (4) Keep hands, feet, and objects to one's self and out of the aisle.
- (5) Do not shout, tease, or use inappropriate language.
- (6) Do not fight or make threats of physical harm.
- (7) Use "Level 1" voices on the bus.



Drivers will give students appropriate verbal reminders and warnings when necessary. The following consequences will be enforced if a reminder is not heeded:

1st Offense - Warning by driver - copy to office - Parent notified.

2nd Offense - Child will meet with principal. Note to be sent to parent. Student writes personal plan for improvement.

3rd Offense - Parent is called - possible bus suspension.

4th Offense - Extended bus suspension as necessary. Parent conference.

**Additional offenses may result in long term suspension. Severe disruptions will be handled on an individual basis and may not move through the levels. In the interest of safety, please give your support to the bus drivers and school staff.**

### CAR RIDERS

Car riders should arrive at school between 7:20 and 7:40 a.m. There will be no adult supervision prior to 7:20, so please do not drop off your child before that time. Please

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drop children off on Four Seasons Boulevard.

**UNDER NO CONDITION SHOULD PARENTS COME INTO THE SCHOOL PARKING LOTS TO DROP OFF CHILDREN WHILE BUSES ARE STILL ON CAMPUS. THIS IS A SAFETY ISSUE.**

**Do not drop off a student if a staff member is not present, especially during inclement weather.**

\*Please obey all posted signs. Do not park in the NO PARKING, RESERVED, PRINCIPAL, BUSES ONLY, LOADING AREAS or FIRE LANES. Please follow the direction of the crossing guard and staff on duty. Failure to follow these rules may result in intervention by law enforcement.

In the afternoon, cars may begin lining up on Four Seasons Blvd. at 2:00pm. Please wait for children to be called by the staff member on duty. As a safety precaution, do not call children to come to cars without staff permission. If you need to pick children up early, park your car in the designated areas on Four Seasons and Dulaire and walk up to the office to check them out. During dismissal, please do not park in the car rider line to avoid blocking traffic.

#### **PARENT PICK-UP**

For the safety and protection of children, we ask that parents not wait for their child in the hallways or on sidewalks. Parents should wait in the designated area on the patio. Only parents or guardians will be allowed to pick up a child from school. If someone other than the parent or guardian needs to pick up your child, we must have written permission from the parent or guardian beforehand. Your child will follow their regular, written transportation plans unless we have written notification of change from the parents.

#### **WALKERS**

Students walking to and from school should be very cautious of traffic and follow all safety rules. Students should stay out of neighborhood yards, and there should be no chasing, hitting, or shoving between students. Walkers should use the sidewalks and follow all directions of the crossing guard and school staff. Students should go directly home or to their day care. Students should walk with each other, if possible.

#### **VISITOR PROCEDURES AND INFORMATION**

Visitors and parents are always welcome at Archer School. EVERYONE must enter through the main entrance and check in at the office. To maintain a safe school environment for our students and staff, parents, volunteers, observers, and visitors are required to wear special tags when on campus during regular school hours.

You are always welcome to eat with your child during his or her class's regularly scheduled lunch time. If a parent wishes to eat lunch with their children in different classes, they should schedule separate times with each so that instructional time will not be interrupted.

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### **CLASSROOM VISITS DURING THE SCHOOL DAY**

Our teachers and students have a full daily schedule. We strive to limit interruptions of any kind. If you need to relay a message during the instructional day, office personnel will be glad to assist you. Please do not engage teachers in lengthy conversations during instructional time. Teachers will be happy to schedule a conference during their planning period, before school, or after school so that they can give you their full attention.

All conferences with teachers should be scheduled in advance so that class will not be interrupted and teachers will have an appropriate amount of time to prepare. Always stop by the office to sign in when visiting or volunteering in classrooms.

Calls to teachers should be made before 7:30 AM or after 2:45 PM. During the school day, messages may be left in the office for staff members or parents can contact the staff member via e-mail.

### **STUDENT PICK-UP/VISITING CLASSES**

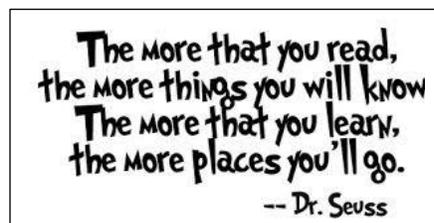
If a parent wishes to pick up a student in a classroom, they must receive a visitor sticker slip from the office. Teachers will not release students without the slip, which will confirm that the parent or visitor has signed in at the office. Please refer to the dismissal procedures listed on pg. 23 and 24. After 2:10 p.m., parents should wait outside on the patio to pick-up students. Chronic late pick-ups will result in a request for a parent conference with the principal. Chronic tardiness or early dismissals that continue to be unresolved will result in a referral to the school social worker or the Department of Social Services (DSS).

### **VOLUNTEERS**

Our school welcomes and encourages parent and community participation. You will receive information about how to become a volunteer soon after school starts. Volunteers are required to complete a criminal records check before working with students. When you come to school to volunteer, please sign-in in the school office so that we can record all our volunteer hours. Also, please wear a badge so that you will be recognized as a volunteer.

## WHAT YOU CAN DO TO HELP YOUR CHILD ACADEMICALLY

- Start each child's day in a positive way. A calm beginning at home makes your child's school day go smoother.
- Encourage your child to **READ, READ, READ!**
- Ensure that your child sleeps at least eight hours each night.
- Have your kindergarten student review sight words **EACH** night.
- Select a special place in your home to display schoolwork and papers.
- Talk to your children about school and listen to what they have to say. Remember they are sharing things from their point of view.
- Make sure your child comes to school every day unless he/she is ill.
- Work at home to practice skills taught at school.
- Follow-up to see that homework is being completed and turned in on time.
- Support the teacher and school as you talk with your child.
- Review schoolwork.
- Contact your teacher when you have a question.
- Expect and listen to the Sunday evening Connect-Ed Archer News phone calls from the principal.
- Participate in school events whenever possible.
- Limit television and video games particularly during the school week.



**WHOSE CHILD IS THIS?**

Author- Unknown

"Whose child is this?" I asked one day  
Seeing a little one out at play  
"Mine", said the parent with a tender smile  
"Mine to keep a little while  
To bathe his hands and comb his hair  
To tell him what he is to wear  
To prepare him that he may always be good  
And each day do the things he should"

"Whose child is this?" I asked again  
As the door opened and someone came in  
"Mine", said the teacher with the same tender smile  
"Mine, to keep just for a little while  
To teach him how to be gentle and kind  
To train and direct his dear little mind  
To help him live by every rule  
And get the best he can from school"

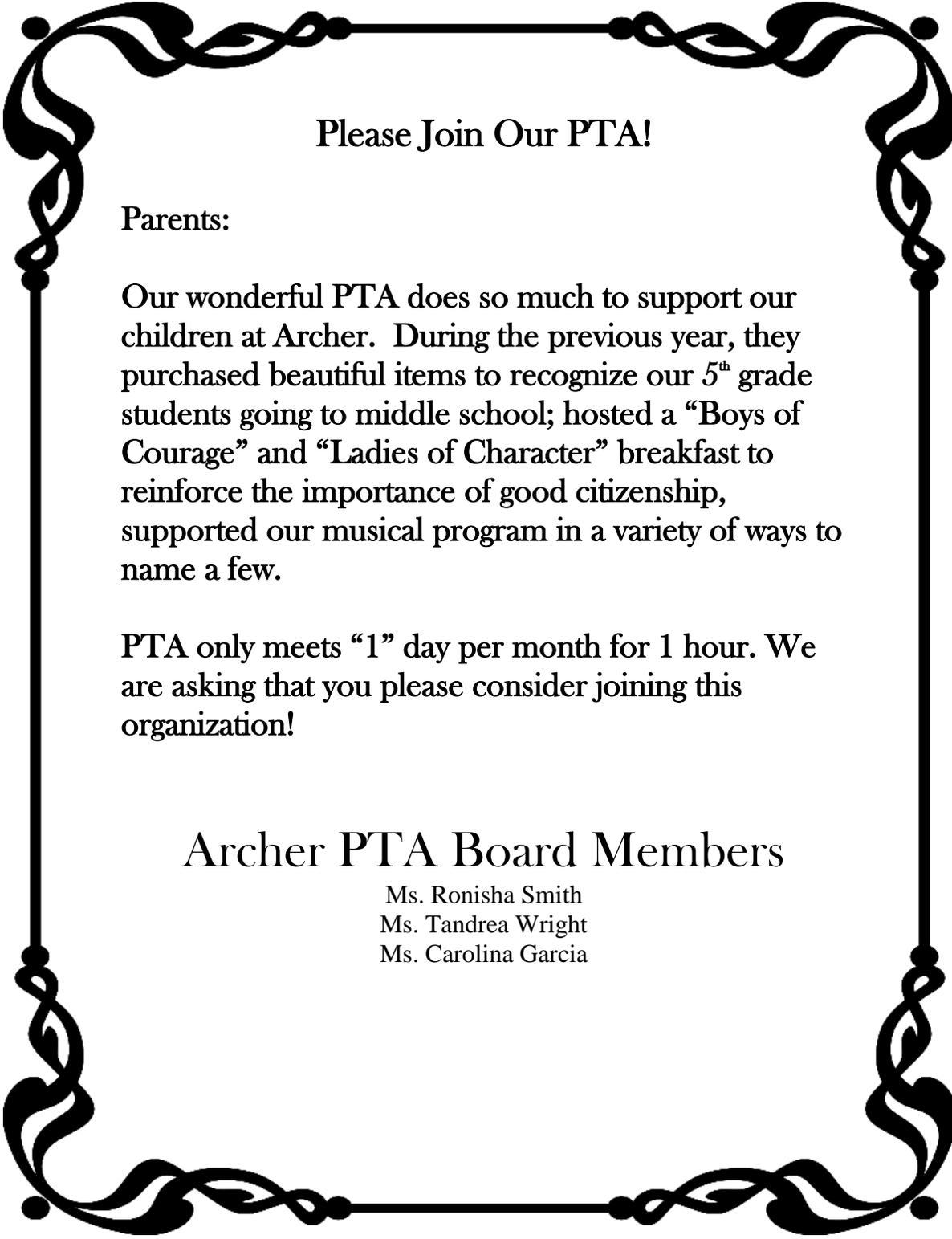
"Whose child is this?" I ask once more  
Just as the little one entered the door  
**"Ours"** said the parent and the teacher as they smiled  
And each took the hand of the little child  
"Ours to love and train together  
Ours this wonderful task forever."

## Guilford County Schools Tradition Calendar 2017-2018

First Day of School	August 28th
Labor Day Holiday	September 4 <sup>th</sup>
Interim Reports	September 27 <sup>th</sup>
Half-Day (School Dismisses 12:20)	October 4 <sup>th</sup>
<b><i>First Quarter Ends</i></b>	<b><i>October 27<sup>th</sup></i></b>
Teacher Work Day School Closed for Students	October 30 <sup>th</sup>
Report Cards-Quarter 1	November 8 <sup>th</sup>
Teacher Work Day-School Closed for students	November 8 <sup>th</sup>
Veteran's Day	November 10 <sup>th</sup>
Thanksgiving Holiday	Nov. 23-25
Winter Break	Dec. 21-January 2
<b><i>Second Quarter Ends</i></b>	<b><i>January 22</i></b>
Mandated Workday	January 23
Report Cards-Quarter 2	February 1
Interim Reports	February 26 <sup>th</sup>
<b><i>3<sup>rd</sup> Quarter Ends</i></b>	<b><i>March 29<sup>th</sup></i></b>
Spring Break	Mar. 30 <sup>th</sup> -April 6 <sup>th</sup>
Report Cards to Students	April 17 <sup>th</sup>
Interim Reports	May 8 <sup>th</sup>
<b><i>4<sup>th</sup> Quarter Ends-Last Day</i></b>	June 8 <sup>th</sup>



Calendar is subject to change if inclement weather occurs resulting in school closure. Connected (phone messaging system) will be sent to inform parents of school closing. Please ensure that your telephone number is current.



## Please Join Our PTA!

Parents:

Our wonderful PTA does so much to support our children at Archer. During the previous year, they purchased beautiful items to recognize our 5<sup>th</sup> grade students going to middle school; hosted a “Boys of Courage” and “Ladies of Character” breakfast to reinforce the importance of good citizenship, supported our musical program in a variety of ways to name a few.

PTA only meets “1” day per month for 1 hour. We are asking that you please consider joining this organization!

### Archer PTA Board Members

Ms. Ronisha Smith  
Ms. Tandra Wright  
Ms. Carolina Garcia

*Student Code of Conduct/Receipt of GCS  
Handbook*

*Parents:*

*During week of September 5<sup>th</sup>, a meeting will be held with students in all grade levels to discuss the Guilford County School Code of Conduct and how it relates to school-wide expectations at Archer.*

*After each session, children will be provided a card indicating that they have received the GCS Handbook and participated in a character session with myself and other staff members.*

*Please sign and return the card to your child's teacher after this very important session.*

*I appreciate your support and partnership during the 2017-2018 school years!*

*Kindly,*

*Administration and Archer Teachers*



*GCS Monthly Character Traits*

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### **August/September**

**Responsibility** Being dependable in carrying out obligations and duties. Showing reliability and consistence in words and conduct. Being accountable for your own actions. Being committed to active involvement in your school and community.

### **October**

**Respect** Showing high regard for other people, for self, for property, and for country. Understanding that all people have value as human beings.

### **November/December**

**Kindness** Being considerate, courteous, helpful and understanding of others. Showing care, compassion, friendship, and generosity. Treating others as you would like to be treated.

### **January/February**

**Courage** Having the determination to do the right thing even when others don't. Having the strength to follow your conscience rather than the crowd. Attempting difficult things that are worthwhile.

### **March**

**Integrity** Having the inner strength to be truthful, trustworthy and honest in all things. Acting justly and honorably.

### **April**

**Self-Discipline** Demonstrating hard work and commitment to purpose. Regulating yourself for improvement and restraining from inappropriate behaviors. Being in proper control of your words, actions, impulses and desires. Doing your best in all situations.

### **May/June**

**Perseverance** Being persistent in the pursuit of worth objectives in spite of difficulty, opposition or discouragement. Exhibiting patience and having the determination and strength to try again when confronted with delays, mistakes and failures.

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