



**2255 New Hope Road
Lawrenceville, Georgia 30045
678-407-7700**

www.archerhighschool.net/home.html

It is the practice of the Gwinnett County Public Schools to provide instructional and related services appropriate for individuals with documented disabilities. Individuals may contact their local school for information regarding such services.

Under the Family and Educational Rights and Privacy Act of 1974, parents have several rights. These include: the right to inspect and review educational records of their child, the right to challenge the content of those records, the right to control the release of the educational records of their child, the right to complain to the Family Educational Rights and Privacy Office about the school's failure to comply with the law, and the right to be informed of these rights just listed. To obtain a copy of the Gwinnett County policies on their compliance with the law, or request the opportunity to inspect and review your child's records, contact your child's school.

ARCHER ADMINISTRATION

Mr. Ken Johnson, Principal
 Mr. Derek Bowen, Associate Principal
 Mr. Andy Bennett, Assistant Principal
 Ms. Tamara Coleman, Assistant Principal
 Mr. Scott Grimes, Assistant Principal
 Mr. Chuck Sears, Assistant Principal
 Mrs. Chris Thurmond, Assistant Principal
 Mrs. Cindy Williamson, Assistant Principal
 Ms. Elaine Carter, Community School Director
 Mrs. Pam Autrey, Community School Director

ARCHER HIGH SCHOOL BELL SCHEDULE

Period	Warning	Start Period/ Tardy Bell	End Period/ Release
1	7:08	7:15	8:14
2		8:19	9:13
3		9:18	10:12
4		10:17	11:11
5		11:16	12:11
5A Lunch / 5B Advisement			
5A Lunch		11:16	11:37
5B ADV		11:41	12:11
5A Advisement / 5B Lunch			
5A ADV		11:16	11:46
5B Lunch		11:50	12:11
6		12:16	1:11
6A Lunch / 6B Advisement			
6A Lunch		12:16	12:37
6B ADV		12:41	1:11
6A Advisement / 6B Lunch			
6A ADV		12:16	12:46
6B Lunch		12:50	1:11
7		1:16	2:10

BALFOUR ARCHER DATES FOR 2018-2019			
Junior Class Meeting	Wednesday	August 29, 2018	9:30am
Ring Orders and Letter Jackets Order	Wednesday	August 29, 2018	Lunch
Ring Orders and Letter Jackets Order	Tuesday	September 04, 2018	Lunch & 4-6pm
Ring Orders and Letter Jackets Order	Wednesday Monday	September 5, 2018 September 24, 2018	Lunch
Senior Class Meeting	Thursday	October 18, 2018	9:30am
Graduation Announcement Order and Letter Jacket Orders	Thursday	October 25, 2018	Lunch
Graduation Announcement Order and Letter Jacket Orders	Friday	October 26, 2018	Lunch
Graduation Announcement Order and Letter Jacket Orders	Wednesday	November 14, 2018 December 05, 2018	Lunch
Graduation Announcement Order and Letter Jacket Orders	Wednesday	January 16, 2019	Lunch
Spring Class Ring & Letter Jacket Orders	Wednesday	March 06, 2019	Lunch
Spring Letter Jacket Orders	Thursday	May 9, 2019	10:30-12:30
<i>*You may also pay your Senior Dues which include your cap and gown online at www.gabalfour.com</i>			

STATE AND COUNTY MANDATED TESTING

It is very important that parents and students are aware of this calendar. Family trips, doctor's appointments, etc. should not be scheduled to conflict with these test dates should your student be required to take tests as indicated by the calendar.

PTSA

The Archer High School PTSA Executive Committee and Board of Directors have organized programs and activities that will enhance student learning and develop community spirit. Please consider ways in which you would like be involved in PTSA events. Membership is only \$5.00 for the year. Please visit the PTSA website for more information at <http://www.archerhighschool.net/home.html> and click on the PTSA tab. Additional resources on parent involvement and increasing student achievement are available on www.pta.org and www.georgiapta.org. We look forward to working collaboratively with parents, students, faculty, and other school organizations to make Archer High School a great facility where we continue to build traditions and strive for academic excellence.

STUDENT IN GOOD STANDING

Certain privileges are extended to “students in good standing,” including parking permit eligibility, class officer election qualifications and office, and participation in such activities as pageants and some extracurricular clubs and activities. A student shall be considered “not in good standing” if any of the following conditions apply:

1. The student has excessive absences or tardies.
2. The student has repeated or serious disciplinary referrals including academic dishonesty.
3. The student does not put forth sufficient effort to be academically successful.
4. The student has unfulfilled obligations or school debts, including but not limited to, lost books, overdue library or parking fines, unreturned athletic equipment or other school owned property, unpaid financial obligations, or un-served detentions.

VISITORS

All persons who are not students or faculty members of Archer High School must receive permission to be on campus or in the school buildings. Visitors must register their visit in the official log book or computer in the main lobby as required by the Gwinnett Board of Education policy. An identification badge will be issued to the visitor and must be worn at all times while on school property. Upon completion of a visit, the identification badge must be returned to the main lobby to clear the logbook or computer. Parents wishing to eat lunch with their children must schedule through the Main Office. Students may not bring friends to school for visits to the classroom.

ATTENDANCE POLICIES AND PROCEDURES

Archer High School encourages and promotes good attendance. Regular attendance in school helps develop good habits that will carry over later in life. Also, it has been shown that good attendance correlates very strongly with improved grades in school. School attendance is the responsibility of both parents and students.

ABSENCES

Policy: State law requires attendance at school from ages 6 to 16. It also authorizes strict penalties for non-attendance. Excused absences are defined by state law and include only the following areas:

- a. Personal illness or when attendance in school endangers a student’s health or the health of others. (i) Local boards of education may require students to present appropriate medical documentation upon the return to school for the purpose of validating that the absence is an excused absence.
- b. A serious illness or death in the student’s *immediate* family necessitating absence from school. (i) In the event of a serious illness in a student’s family, local boards of education may require students to present appropriate medical documentation regarding the family member upon return to school for the purposes of validating the absence.
- c. A court order or an order by a government agency including pre-induction physical examination for service in the armed forces, mandating absence from school.
- d. The observation of religious holidays, necessitating absence from school.
- e. Conditions rendering attendance impossible or hazardous to the student’s health or safety.
- f. Registering to vote or voting in a public election, this shall not exceed one day.
- g. A student whose parent or legal guardian is in military service in the armed forces of the United States or the National Guard, and such parent or legal guardian has been called to duty for or is on leave from overseas deployment to a combat zone or combat support posting, shall be granted excused absences, up to a maximum of five school days per school year, for the day or days missed from school to visit with his or parent or legal guardian prior such parent’s or legal guardian’s deployment or during such parent’s or legal guardian’s leave.
- h. Any other absence not explicitly defined herein but deemed by the local school board of education to have merit based on circumstances.

- i. A foster care student who attends court proceedings relating to the student's foster care shall be credited as present by the school and shall not be counted as an absence, either excused or unexcused, for any day, portion of a day, or days missed from school.

PROCEDURE FOR ABSENCES:

When a student is absent from school, the student must bring a written note from the parent or guardian explaining the reason for the absence, the date(s) of the absence, and a daytime phone number. Students have two days within which to provide a note. All notes are submitted to the Attendance Office for review. If the student forgets to bring a note, the absence is considered unexcused. If the absence remains unexcused, grades may not be assigned for work given/due on the date(s) of the absence.

To facilitate prompt, appropriate communication between the school and home, parents/guardians should notify the school *immediately* when there is a change in the student's address or phone number as listed in the school records.

ATTENDANCE PROTOCOL:

A series of letters has been developed to communicate attendance expectations and to inform parents of attendance issues and consequences. The letters will:

- emphasize the importance of good attendance
- send information to parents of students with previous year excessive unexcused absences
- notify parents of students under the age of 16 when they have 5 unexcused absences (these students are considered *truant*)

A student is considered to have critical attendance when his/her absences exceed ten (10) days in a semester and medical documentation has not been provided to support any of these absences. When a student reaches this point, the following interventions may become necessary:

- Requiring medical documentation to excuse any further absences
- Convening a Student Attendance Review Committee
- Referral to school counselor
- Referral to school social worker
- Referral to Juvenile Court
- Withdrawal from school

AWOLS (TRUANCY)

Students who leave campus without checking out will be considered truant (AWOL). Students who skip a portion of a class, or classes will also be considered truant. Once a student arrives on campus, the student is considered to be at school and must obtain permission in order to leave campus by checking out in the Attendance Office, even if classes have not yet begun. If a student is present at school but misses class due to illness and fails to notify the teacher or an administrator, the student will be considered AWOL.

Students out of class without a pass from their teacher may be considered AWOL. Students who are sent to the media center by a teacher must have a pass signed in ink by the teacher. When entering and leaving the media center, the student must sign in and out or he/she may be considered AWOL. **Any student who leaves campus without permission may have Driving/Parking privileges revoked. Students that drive are not allowed to go to their vehicle during the school day.**

PRE-ARRANGED ABSENCES

(College Visits, Out of Town Travel)

The Gwinnett County Board of Education strongly advocates attendance for the entire year in order for the student to obtain a maximum benefit from the educational opportunities offered. If a parent decides to allow his/her student to miss school for travel, a college visit (seniors only), or for a reason considered unexcused by

the State, the Board will consider the absence from school as unexcused.

However, if the absence has been pre-approved by the school, the student may make up the work missed during the absence.

A pre-approved absence requires the student to give written notification to the Attendance Office in advance and must include the date and reason for the absence. The student is then given a Pre-Arranged Absence Form to be completed by the parent and teachers.

Students will not be approved for more than five school days each year for pre-arranged absences (2 days for college visits).

It is the student's responsibility to make arrangements within five (5) school days to make up the work. Any previously assigned projects or term papers that are due during the absence must be turned in to the teacher the first day the student returns to class. Any work assigned by the teacher and not made up by the student will receive zeroes. The teacher has no responsibility for giving the student special instruction over the work missed, and the teacher has the right to decide whether to give the make-up assignments in advance or following the absence.

PROCEDURES FOR CHECK-IN/OUT:

Parent verification (presentation of photo ID) is mandatory in order for a student to be checked-in/out. At the beginning of the school year, each parent can complete an online clinic form. In the event a parent or guardian cannot be reached, only those emergency contacts listed on the clinic card will be used to allow a student to check out; therefore, it is important each student have a clinic card on file with current contact information.

A. PROCEDURE TO CHECK-IN (LATE ARRIVAL TO SCHOOL)

If a student arrives after 7:15 am, the student must report to the Attendance Office and will be counted as tardy to school. The student must do the following upon arrival on campus:

1. Present a note from a parent or guardian stating the reason for the tardiness. The note should include a daytime number with which to reach the parent or guardian.
2. The tardy will be classified as excused or unexcused according to the same guidelines applied to a student absence and an admit note will be issued.
3. Present the admit note (tardy slip) to the teacher upon arrival to class.

B. STUDENT CHECK-OUTS FROM SCHOOL

If a student must leave school before 2:10, the student must check-out at the Attendance Office. Students will not be allowed to check-out after 1:45pm.

1. **Prior to the start of the school day**, the student should provide the Attendance Office with a note from the parent or guardian stating the date, the time requested for the check-out, and whether a student drives to school. Parent verification is mandatory on all check-outs.
2. The student absence due to checking out will only be excused if it meets one of the reasons outlined in the GCPS Student Handbook and an excuse note is submitted upon return to school.
3. For verification purposes, parents are required to present photo ID in the Attendance Office to check students out.

During the school day, should a student need to check-out of school due to illness they should report to the clinic. Students needing to check out for any other reasons should report to the Attendance Office. Students 18 years old or older cannot check themselves out unless they have been deemed a "Self responsible" adult by the courts.

A parent or guardian must be contacted to grant permission before a student is allowed to leave campus. Students will only be dismissed to the parent or guardian or the emergency contact listed on the clinic card. Students who leave campus without following the check-out procedures will be considered AWOL from school and disciplined accordingly.

C. Students Attending Maxwell or Grayson

If a student attends Maxwell or Grayson School of Technology in the morning and does not plan to return to Archer for the afternoon classes due to illness, doctor's appointment, etc., the student must check-out from the

attendance office at Maxwell or Grayson. Failure to check-out can result in the student being considered truant for the classes at Archer. If a student attends Archer for morning classes, and attends Maxwell or Grayson for the later part of the day and the student does not plan to attend the afternoon classes, the student must check-out at Archer before leaving campus. Failure to check-out can result in the student being considered truant from Maxwell or Grayson.

TARDIES TO CLASS

All students are expected to be in school and/or class on time. This means being inside the classroom before the tardy bell begins to ring. If a student is not in the classroom on time, they should go directly to the Attendance Office, where a tardy slip will be issued. Students will be given a warning for the first four tardies. After the fourth unexcused tardy, students will be disciplined according to a hierarchy of consequences assigned by the administration. Tardies are cumulative, and not totaled on a class-by-class basis. Tardies are monitored per semester.

NO STUDENT WILL BE ADMITTED TO A CLASS AFTER THE BELL RINGS WITHOUT A TARDY SLIP OR AN ADMIT FORM FROM AN ADMINISTRATOR, COUNSELOR, OR CLERICAL STAFF MEMBER.

COLLEGE VISITATION: SENIORS

Seniors are permitted two college visits. A completed Pre-Arranged Absence Form must be brought to the Attendance Office at least two (2) days in advance of the visitation day. The senior will not be counted absent, and will be allowed to make up work if verification of the college visit is presented to the Attendance Office when the student returns from the absence. Verification from the college must be a letter on the stationery of the college. A brochure from the college or parking permit will not be considered verification.

SENIOR EXAM EXEMPTION

High school seniors who have an overall average of 90.0 (not rounded) or greater at the end of first semester of their senior year are exempt from taking the comprehensive portion of the second semester final exam (except when EOCT's are required) provided all attendance/discipline criteria have been met. High school seniors with a 90.0 or better in a specific second semester course are exempt from the objective portion of the exam provided all attendance/discipline criteria have been met. The attendance/discipline criteria are as follows:

- A. Seniors may not have more than 3 absences in the class to be exempt. (School related absences do not count against the student.)
- B. For the purpose of determining exam exemption, three unexcused tardies to class count as one absence.
- C. Any senior assigned to ISS or OSS second semester loses their eligibility for exam exemption.

MESSAGES AND DELIVERIES OF NON-SCHOOL ITEMS

Messages can be delivered from the Attendance Office. However, to minimize disruptions to the learning environment, this will only occur during the last ten minutes of each class period. The school does NOT accept flowers, balloons, or other non-school items for delivery to students.

Fast food/restaurant items are NOT accepted for delivery to students.

MEDICATION

All prescriptions and non-prescription medication must be checked into the clinic. A parent/guardian may come to the school to fill out the permission form or the student may take the form home to be completed and returned. Students who must carry an *Epi-pen* and/or *inhaler* on their person may do so, but this must be cleared and on record in the clinic.

AFTER SCHOOL SUPERVISION

Parents and guardians are reminded that the school day ends at 2:10 pm. By 2:30 pm, all students should have exited campus or be under the direct supervision of a teacher, coach, or club sponsor. Students who remain after school who are not with a teacher, coach, or club sponsor must report to the media center at 2:30 and remain there until transportation arrives or until 5 PM. Parents should use the bus lanes to pick up students waiting in the media center. Students in violation of this policy will receive consequences in accordance with Gwinnett County Public School's discipline guidelines.

Bus Notes

Students who are bus riders are expected to ride home from school on their assigned bus to their assigned bus stop. However, on occasion, a student may need to ride a different bus due to an extenuating circumstance. In this case, the student must have a note from their parent or guardian including the parent's daytime phone number, the name of the student with whom they are riding home, and the bus number. Bus passes will not be awarded to any student who attends Archer High School on a permissive transfer. ***This note is to be given to the counseling office before school so that the parent can be contacted for verification.***

Bus passes may be picked up in the counseling office during fifth or sixth period as the students goes to lunch. **If the bus pass request is denied, the student will be notified as soon as possible.**

INSTRUCTION

INSTRUCTIONAL OBJECTIVES

Students will be provided with a course syllabus containing the AKS objectives for each instructional unit. This insures students know what is expected of them by their teachers so they can study effectively.

INCOMPLETES

Incompletes are not given. If a student has missed an assignment due to an excused absence, a grade of "0" may be assigned in the place of that grade until the student makes-up the work within a prescribed length of time. All incomplete work carried over into the new marking period should be completed no later than the fifth day of the following semester.

PROGRESS REPORTS

Parents of students who are in danger of failing will be notified in writing (progress reports) or by a parent phone call. After six weeks of each semester, progress reports are given to each student stating academic progress at that time. A second progress report is issued after the twelfth week, giving the cumulative average.

REPORT CARDS

Report cards are issued at the end of each semester. Students will receive their first semester grades on the announced day of the second semester from their guided study teachers. At the end of the school year, report cards are mailed home.

"NO PASS, NO PLAY"

Archer High School offers the opportunity for students to participate on various athletic teams and academic activities. Team membership is subject to tryouts and Georgia High School Association regulations. In August 2008, The Georgia High School Association adopted eligibility standards for participation in High School athletics. See your coach or guidance counselor to check your eligibility status.

Students must be present at least half of the school day in order to participate in or attend any extracurricular activity that afternoon or evening. This includes practices or rehearsals. Extenuating circumstances may be appealed through the administration.

MAKE-UP WORK

When a student has an excused absence, he/she must make up any work missed within five school days or follow other arrangements granted by the teacher. It is the student's responsibility to see that this is done at the teacher's convenience, outside the regular class period. If the work is not completed within five days (or ac-

ording to the teacher's plan), the student may receive a zero for the uncompleted work. Students absent due to suspension may only make-up major assignments (tests, major quizzes, projects, reports, etc.). Missed daily assignments do not count for or against a suspended student.

The five-day rule does not apply to pre-announced due dates on assignments, such as projects and term papers. Major projects including term papers are due on the date assigned. Students are responsible for submitting all such assignments by the due date. Absence on the date on which a long term assignment is due does not relieve the student of the requirement of the due date. Late penalties may be applied to the grade for any long term assignment submitted after the final date due as originally assigned by the teacher. Students are responsible for work missed while on a field trip.

REQUESTS FOR WORK MISSED DUE TO PROLONGED EXCUSED ABSENCE:

Students who are absent from school for short periods of time are expected to ask for missed assignments upon their return to school. In the case of a prolonged excused absence, (3 or more consecutive days) the student or parent may request that missed assignments be provided. There is a 24-hour turnaround time period for such requests, and the work may be picked up in the Community School Office after 2:30 p.m. on the date promised. The Community School is open until 9:00 p.m., Monday through Thursday. To request assignments, parents are encouraged to email teachers directly. Teacher email addresses can be located at the Archer website.

ACADEMIC LETTER

Students are eligible for an Archer academic letter or pin beginning at the end of their freshman year. Recognition occurs the following fall. Criteria for the academic letter are as follows:

- The student must have been enrolled in Archer the previous school year.
- The student maintained a 90.0 or better average both first and second semester of the previous school year.

HONOR GRADUATES

Archer High School will recognize Honor Graduates by cumulative GPA at the end of the first semester of their senior year using a 90.00 (not rounded) cumulative GPA scale. A student needs a full year (two semesters) of core course grades at Archer (if transferring from a non-accredited institution) in order to be considered for class rank, honor graduate status, or membership in any Archer honor society. In an effort to reward the hard work of any seniors whose overall GPA is 89.5 to 89.999 and who continues to strive to achieve Honor Graduate status, these students will have the opportunity to be recognized at graduation as an Honor Graduate, should they achieve this status by the end of second semester of the senior year.

VALEDICTORIAN/SALUTATORIAN

The Valedictorian and Salutatorian are the two students whose cumulative grade point averages after first semester of their senior year rank first and second in the graduating class. This rank is determined midyear only. Both students must be enrolled at Archer first and second semesters of the junior and senior year. Transfer students must bring credit from a SACS accredited school or its exact equivalent, such as the Midwest Association of Colleges and Schools or a school accredited by the Georgia Accrediting Commission (GAC), to be eligible for the above honors. The Valedictorian and Salutatorian may not have been found guilty of academic dishonesty. The Valedictorian and Salutatorian must have no disciplinary referrals that resulted in In-School Suspension or Out-of School Suspension. In the case of an appeal, the decision of the appeals committee will be final.

SENIOR EXAM EXEMPTION

High school seniors who have an overall average of 90.0 (not rounded) or greater at the end of first semester of their senior year are exempt from taking the comprehensive portion of the second semester final exam, (except when EOCT's are required), provided all attendance/discipline criteria have been met. High school seniors with a 90.0 or better in a specific second semester course are exempt from the objective portion of the exam provided all attendance/discipline criteria have been met. The attendance/discipline criteria are as follows:

- A. For the purpose of determining exam exemption, three unexcused tardies count as one unexcused absence.
- B. Seniors assigned ISS or OSS second semester lose their eligibility for exam exemption.

FINAL EXAMS

Final exams take place the last three days of the semester. Senior exams begin one day earlier than those of

other students. Vacation plans should be made so that a student will not miss finals. **No early exams are given.** If a student misses an exam due to medical reasons, the Attendance Office is to be contacted on the date of the absence. A physician's note may be required.

MILESTONES-STATE OF GA END OF COURSE TESTS (EOCT)

There are eight courses designated by the State of Georgia for assessment using the EOCT. Seven of those courses are taught at Archer. They are: Ninth Grade Literature and Composition, American Literature and Composition, Algebra I, Geometry, U.S. History, Economics, and Biology I. At the completion of each of these courses, an EOCT is administered.

The score on the EOCT counts 20% of the final average in the course. If the student fails a course with a final grade below 70, no credit will be earned. When the student repeats a course to earn credit for graduation, he/she will participate in the EOCT at the end of the repeated course so that the final course grade can be calculated. Students enrolling from non-accredited programs are required to take and pass the EOCT prior to receiving credit for the course.

TEXTBOOKS

Students are responsible for reimbursement to the school for lost or damaged books. In order to have certain privileges, including being allowed to walk at graduation, a senior must have paid all fines and fees owed.

LOCAL AREA NETWORKS AND COMPUTER ACCEPTABLE USE POLICY

Students will be given an 'Acceptable Use of Electronic Media for Students' form in their Guided Study class. Students are expected to read the form and follow the rules set forth in the form. The forms are to be returned to the Guided Study teacher after having been signed and dated by the student, and parent/guardian.

STUDENT USE OF E-MAIL AT SCHOOL

Student use of e-mail is not allowed.

THE ARCHER HIGH SCHOOL LIBRARY MEDIA CENTER

The purpose of the Archer HS Media Center is to provide access to a variety of research tools and useful information to students and staff to enrich and supplement educational processes.

HOURS

Monday – Thursday: 7:00 AM to 3:00

PM Friday: 7:00 AM to 2:30

PM PASSES

Each student visiting the Media Center during the school day must have a pass from his/her teacher. During lunch, this will require planning ahead to obtain a pass from a teacher before or during lunch.

COMPUTERS

It is expected that all students use the Media Center computers for schoolwork. Personal e-mail, surfing the Internet for fun, and similar non-academic activities will not be permitted. Payment is expected for printing in the Media Center. Black-&- white prints are 10¢ per page and color prints are 25¢ per page. To enable students to find quality information on the Internet, GCPS pays for student access to excellent educational databases. Home access passwords for these databases are available at the Media Center circulation desk.

BOOKS

To borrow a book, students must provide their GCPS student number or show their school ID card. A student may borrow up to three books at a time. For fiction and non-fiction books, the loan period is ten school days; however, reference books and magazines are for overnight check-out only.

FINES

Fines are charged when a book or magazine is returned past the due date. Fines can be avoided by renewing the loan on the book before it is due. The late fee for fiction and non-fiction books is 10¢ per day. The fine for a reference book is \$1.00 per day and for a magazine it is 50¢ per day. The maximum fine that will be charged for a single late book is \$5.00. The maximum fine that will be charged for a late magazine is \$3.00. Full payment for lost books is expected. The replacement cost for a fiction or non-fiction book is set by the county at \$20 per book. The replacement cost of a reference book is set at \$50.00. The price of a lost magazine will be the replacement price.

FOOD & DRINK

Food and drinks are not allowed in the Archer Media Center. Any edible item that can be seen is a violation. All students are expected to place food or drink items inside a closed backpack or book bag.

COUNSELING PROGRAM SERVICES

Some of the services the counselors provide to students are the following:

1. Academic advisement and course selection
2. Counseling-personal concerns
3. Personal development
4. Preventive counseling
5. Interpretation of test results
6. Career/College advisement
7. Core Curriculum lessons
8. Orientation and follow-up of new students
9. Post-secondary options
10. Student mediation sessions

Students and parents: To schedule an appointment with the appropriate counselor please visit Archer High School's Website.

Counselor Assignment		
Counselor	Last Name	Grade Level
Ms.Blair Morton	A-GL	10 th -12 th
Ms. Kim Spence	GM-O	10 th -12 th
Ms. Erin Kilpatrick	P-Z	10 th -12 th
Ms. Cayla McMichael	A-Z	9 th grade

Hours

Monday – Friday:7:00 am- 3:00 pm

Contact Information

<http://www.archerhighschool.net/counseling>

CLASS REGISTRATION

Academic advisement is a school wide process. Ninth graders are advised in the spring of their eighth grade year by middle school counselors and teachers. At all subsequent registrations, the student's teachers recommend the course and level based on the student's performance. Please keep in mind that, while school personnel will make every effort to correctly advise, the student and parent must understand the plan for graduation requirements. If a course is failed, the student is responsible for making an appointment with his/her counselor to plan how to make up required course(s). Any failure may delay graduation.

COUNSELING PROGRAM

Services are provided to facilitate academic success through career development. School counselors are able to assist students with personal issues which might interfere with learning. Should a student disclose

any information that is of a crisis nature, the parent will be notified. Within the academic setting, counselors may not ethically provide therapeutic services. In situations that indicate significant long-term personal issues or problems within the family, the school counselor will work as a resource to help the family identify possible community resources.

DEPARTMENT REQUESTS

• **Transcript Requests:** Students may send transcripts to Georgia colleges at no cost using their GAcollge411.org (or GAFutures) account. This is the fast, easy and free option of sending a transcript to a college in Georgia. See your counselor if you have questions about using GAcollge411 (or GAFutures). Students needing an official copy of a transcript for scholarships, out of state colleges, or for any other reason will need to log onto MyPaymentsPlus and pay the required fee. Bring a copy of the receipt to the counseling office to request the transcript. The counseling clerk will prepare official transcripts. Transcripts will be ready for students to pick up no later than 48 hours after the request is made. **The school will not mail transcripts to colleges or other institutions; it is the student's responsibility to do so. Finalized transcripts will not be available until the summer.**

• **Letters of Recommendation:** We believe that you should have input into the letters of recommendation that we write to colleges and universities on your behalf. Please complete and return the brag sheet, which can be found on Archer's website, to your counselor no later than 10 school days before the recommendation due date. Your responses to these questions will be very helpful to your teachers and your counselor. **Recommendation letters cannot be completed without your brag sheet and minimum of 10 school days' notice. There will be no exceptions to this requirement.** Recommendation letters are required to be submitted electronically via a link sent from directly from the college admissions office. **Please make sure you have the correct spelling of your counselor/teacher recommenders' name, as well as their correct email address before listing them as recommenders on your application.**

• **HOPE Scholarship:** Students can monitor their HOPE Scholarship eligibility through their GAcollge411 (GAFutures) account. Students must verify that their Social Security number is on file at Archer HS for HOPE Scholarship purposes.

• **Work Permits:** Work permits can be obtained in the 9th grade office. The Georgia Department of Labor requires students who are 15 years or younger to have a work permit before starting a job. Please click on the link below and follow the directions as outlined by the Georgia Department of Labor. Both the student and the employer must complete appropriate sections before giving the permit to the counseling clerk. A copy of the birth certificate must be included. <http://dol.georgia.gov/get-youth-work-permit-outline>

• **Enrollment Verification Letters/Social Security Letters:** For enrollment verification/Social Security letters, the letter will be completed no later than 48 hours after the request.

• **Good Student Insurance Forms:** If your insurance carrier offers "good student" insurance discounts, the carrier form may be left with the Counseling Office clerk.

• **Birth Certificates and Immunization Forms:** Forms may be requested by logging onto MyPaymentsPlus and paying the required fee. Bring the receipt to the counseling office to request the copy and the form will be ready no later than 48 hours after the request.

ADAP CERTIFICATES

Replacement ADAP Certificates may be requested directly from the student's health teacher via e-mail. Please allow 72 hours for processing.

CERTIFICATES OF ENROLLMENT

Parents and/or students may pay for a Certificate of Enrollment on www.mypaymentsplus.com under school fees. The processing fee is \$3.00. Certificate of Enrollment will be ready for student pick-up in the Main Office 24-48 hours after payment has been processed.

INSURANCE

Insurance is available to all students not covered by a parental insurance policy or for any student needing additional coverage. Insurance forms are made available through Guided Study teachers during the first week of school, or may be requested through the Main Office. Proof of insurance is required for student participation in Georgia High School sanctioned extra-curricular activities.

HALL LOCKERS

STUDENTS SHOULD NOT SHARE LOCKERS. Payment of the locker fee must be paid each school year for the use of a hall locker. Payment should be made through MyPaymentsPlus. Lockers are the property of Archer High School and are subject to inspection and search by school officials. No decals, stickers, or pad-locks may be placed on lockers. Students will be held responsible for the condition of their locker and the security of all items placed in their locker. If you have a problem with your locker, go to the Attendance Office.

DISCIPLINE

At the beginning of each school year, each student is provided with a "Student/Parent Discipline and Intervention Handbook." It is important that both students and parents become familiar with the discipline program that has been established by the Gwinnett County Board of Education. Each year, students review this conduct behavior code with their teachers and administration, along with the school's local rules such as the tardy policy and dress code.

DRESS CODE

The faculty, students, parents, and administrators of the Archer High School community believe that being well groomed is one of the key factors in creating a positive, significant, and respectful learning environment. Because of the importance of our daily activities, we believe that the attire worn by students should in no way distract or disrupt other students, teachers, or the learning process.

If a student is sent to the office because of a dress code infraction, instructional time is interrupted for the student, the teacher, and the other students in the class. Furthermore, more time is lost for the student if the administration determines that the clothing must be changed and the student must wait for a parent to bring the change of clothing. **It is vital that students understand that time out of class will be regarded as unexcused.**

The faculty and administration of Archer High School know that, in order for the dress code to be effective, parents and students must attend to a student's clothing before he or she leaves for school in the morning. We request and appreciate the cooperation of students and parents in this matter.

1. **Headgear** -- Headgear is prohibited and must be kept out of sight at school. This includes, but is not limited to caps, hats, hoods, bandanas, wave caps, sweatbands, headbands, sunglasses, headsets, or any other head covering. Combs, rakes, or picks should not be worn in the hair. ** Exceptions to be granted by the principal.
2. **Shirts/Blouses/Tops** -- Blouses/shirts must be designed and worn so that the tops of the shoulders are covered.
 - No halter-tops, strapless tops, spaghetti strap, or bare shoulder tops of any kind are allowed.
 - Blouses that expose any portion of the waist, hips, or midriff are not allowed.
(If the arms are raised to shoulder level, the blouse/shirt should not expose any portion of the student's waist, hips, or midriff).
 - Other blouses/shirts not appropriate for school include but are not limited to low-cut, see-through (top underneath must meet dress code), or backless tops.
 - Males are not to wear sleeveless shirts unless an undershirt is worn underneath.
3. **Shorts/Skirts/Pants/Jeggings/Leggings/Tights/Yoga Pants** - All shorts and skirts must be worn no shorter than mid-thigh. Jeggings, leggings, tights, and yoga pants may not be worn alone. These articles must be worn with a shirt that falls no shorter than mid-thigh. The wearing of tights or leggings beneath skirts or shorts does not mean it is acceptable to then wear the skirt or shorts shorter than mid-thigh.
 - Slits, holes, or tears in skirts or pants cannot be above mid-thigh.
 - *The waistline of shorts/skirts/pants must be worn on or above the hips. "Sagging" pants are not permitted regardless of garments worn underneath.*
 - Skirts and shorts may not be worn rolled at the waist.

- Belts may not be excessive in length and should not be hanging from either side of the body.
4. **Shoes** -- Health regulations and safety factors require that shoes be worn at all times. Bedroom shoes are not allowed.
 5. **Undergarments may not be visible while standing or sitting.**
 6. **No pajamas or sleepwear** of any kind should be worn at school. Blankets and pillows are not to be brought to class.
 7. Overalls must be fastened appropriately. A shirt of proper length and style must be worn under the overalls, and underwear should not be visible while the student is standing or sitting.
 8. No student clothing shall display words or symbols that advocate or depict violence, drugs, alcohol, sex, gang affiliation, or other illegal activity expressively or implied. No student clothing or accessories should be disruptive or have caused a past disruption to the school.
 9. Jewelry or accessories that may be used as weapons are not to be worn at school. This includes, but is not limited to, jewelry such as spiked rings, spiked bracelets, two or three finger rings that are connected, and bulky chains worn around the neck or waist. Sharp objects such as spikes are not allowed on clothing or book bags.
 10. Students are not allowed to display clothing or symbols that have been identified by the Gwinnett County Police Gang Taskforce as being commonly identified with gangs. Garments, jewelry, body art, and tattoos that communicate gang allegiance are not to be worn or visible at school, and no item may be worn in a manner that communicates a gang affiliation.
 Gang related attire includes but is not limited to the following: students rolling up one pant leg, long bulky chains and necklaces, gang styled belt buckles, large oversized pendants on necklaces and chains, bandanas, altering clothing from its original form to change names and/or intended marking on the clothing, sweatbands, armbands, and/or hand bands, and draping articles of clothing, towels, or other objects out of pant pockets or over the shoulder or neck area.
 This rule is subject to updates as additional wearing apparel becomes identified as disruptive or gang related.
 11. Team uniforms worn during the school day must be approved by the administration.
 12. Any student dress/appearance not specifically stated, which the faculty or staff deems distracting to the learning environment, will not be permitted.
 13. No gloves or hand coverings are allowed in the building.
 14. Exceptions to this policy may be made by the principal or his designee.

CHEATING (ACADEMIC DISHONESTY)

Cheating by students is considered inexcusable conduct, and it will not be tolerated. A zero may be given to the student for the assignment involved, and parents will be contacted. The teacher may refer the student to the appropriate administrator for disciplinary consequences. The disciplinary consequences can range from Administrative Detention to Out-of-School Suspension. If a student is detected cheating on a final exam, parents/ guardians will be contacted to discuss the consequences of his/her actions.

PLAGIARISM

“Plagiarism is using another person’s words or ideas without giving credit to the other person. When you use someone else’s words, you must put quotation marks around them and give the writer or speaker credit by revealing the source in a citation. Even if you revise or paraphrase the words of someone else or just use their ideas, you still must give the author credit in a note. Not giving credit to the creator of an idea or writing is very much like lying” (Harris 2002).

You may not buy a paper, download a free research paper, reuse someone else’s paper, cut and paste to create a paper, quote an entire paper, fake a citation, or have someone else do your research paper. When in doubt ask your teacher to make sure you are NOT plagiarizing.

All forms of plagiarism may result in a zero on the assignment and an administrative referral.

PUBLIC DISPLAY OF AFFECTION

Public display of affection at school and school activities is not acceptable. Disciplinary action will be at the discretion of the Administration.

HALLWAY TRAFFIC

For safety and traffic flow, students should ensure that they are not blocking the hallways. Students are not permitted to sit in hallways before, during, or after school.

ELECTRONIC ITEMS

Acceptable uses for electronic devices are:

- (1) as educational tools in the classroom as directed **only** by the teacher (BYOD),
- (2) in the hall between classes (**must be turned off and out of sight before** entering the classroom),
- (3) during lunch except during presentations
- (4) before and after school.

Other electronic devices may be approved on an individual basis by the teacher of record.

STUDENTS MAY NOT USE THE SCHOOL'S ELECTRICAL OUTLETS TO CHARGE THEIR DEVICES.

ELECTRONIC DEVICE RESPONSIBILITY

ARCHER HIGH SCHOOL IS NOT RESPONSIBLE FOR ITEMS THAT MAY BE LOST OR STOLEN ON CAMPUS AND WILL NOT INVESTIGATE THE THEFT OR LOSS OF ANY ELECTRONIC DEVICE. IT IS THE RESPONSIBILITY OF THE STUDENT TO SECURE THESE ITEMS OF VALUE. THIS INCLUDES USING AN APPROPRIATE LOCK ON A LOCKER IN THE PHYSICAL EDUCATION LOCKER ROOMS.

RECREATIONAL TOYS

Recreational toys such as heelies, hackey sacks, skateboards, skates, scooters and basketballs, footballs, etc. are not allowed at school. Students found in possession of these items at school will have them confiscated until a parent can come to pick up the item. In addition, the student could be subject to discipline consequences.

FOOD AND DRINK

Food and drink are **NOT** allowed in classrooms with the exception of water. Students may not bring drinks to school in glass bottles since this may pose a safety hazard. Students are to eat lunch in the commons area only.

PARKING

***additional guidelines can be found at archer.archerhighschool.net/parking**

Parking on campus is a privilege. Therefore, certain rules and regulations are expected of the student to maintain this privilege. Each student who drives an automobile to school must register the vehicle by purchasing a parking permit. **NO REFUNDS WILL BE ISSUED.** The parking hang tag must be visible at all times. In the event a student must drive a temporary vehicle to school, please notify the parking lot attendant upon arrival. Personal notes left on the dash are not acceptable. Unauthorized vehicles will receive a parking ticket and could be towed.

Parking permits may not be sold, traded, or transferred from one student to another. Any student who sells, trades, or gives his parking pass to another student will have his parking privileges permanently suspended. The student who receives the unauthorized parking permit will have their parking privileges suspended for one year.

Efforts are made to ensure parking lot security; however, Archer High School and Gwinnett County Public Schools assume no responsibility for damages, loss, or theft. If a car accident occurs on campus, it is up to the individuals involved to report the accident to school officials and the police to settle damages.

~~In addition to the signs above~~ Drivers and pedestrians must leave their vehicles and parking lot immediately upon arrival and report to their classrooms.

- 2. Students are not allowed to go to their vehicle during the school day.** No one may enter the parking lot during the day (except those students that are scheduled to leave) without written permission from the Administration. **Your vehicle will not be used as a locker.**
3. The Administration has the right to search your vehicle as deemed necessary under reasonable suspicion. Such searches may be conducted without notice, without student consent, and do not require a search warrant.
4. Buses and pedestrians always have the right of way.
5. Be courteous and cautious. **Speed limit is 10mph**
6. No loud mufflers, tire squealing, fast starts, "doughnuts," reckless driving, or loud radios will be tolerated.
7. Students are not allowed to ride in the back of any pick-up truck.
8. After leaving school, students should not return without written permission.
9. No smoking while arriving in, leaving, or walking through the parking lot.
10. Any reassignment of parking spaces can only be done by the Administration.
11. Your vehicle must occupy no more than 1 space.
12. All vehicles must have an Archer Parking Hang Tag to park on school campus.
13. Teachers cannot give you permission to park on campus. Any special parking arrangements must be approved through the Administration.
14. Students are expected to comply with all State of Georgia Traffic Rules and Regulations and Road Safety Rules while on school property.
15. A student vehicle cannot be adorned with any signs, stickers, decorations or tags which may be deemed inappropriate or offensive.

Once a student has reached 4 or more days of OSS, his/her parking permit may be revoked.