



ALCOVA ELEMENTARY SCHOOL

“Soaring to Excellence”

Parent-Student Handbook 2023-2024

**770 Ewing Chapel Road
Dacula, GA 30019
678-376-8500
Fax# 678-376-8502**

<https://www.gcpsk12.org/AlcovaES>

Principal
Ms. Jacquetta Baldwin

Assistant Principals
Dr. Tremaine Carter
Ms. Rachel Fields
Mr. Tom Jones
Dr. Connie Whitford
Ms. Indira Woodward

Counselors
Adrian Grey
Amy O’Neal
Jerrilyn Williams

Main Office Hours
7:00 am – 3:30 pm

Student Hours
7:45 am – 2:45 pm
Checkout ends at 2:15 pm

Alcova's Beliefs:

We believe that Alcova Elementary School is a place where all students can and will acquire the skills needed to become productive citizens. By creating a positive, nurturing environment where each member feels safe to take risks, is given a variety of opportunities to succeed, and is provided with the most effective instructional techniques, each individual will be encouraged to meet his/her academic potential. We believe that each child should experience and demonstrate behaviors that build good citizenship and positive self-efficacy. Student learning is the chief priority for the teachers, students, parents, and community of Alcova Elementary School. Since students learn in different ways, we value each individual and provide for unique physical, social, emotional, and intellectual needs of each one.

Alcova's Vision: What we aspire to be . . .

Alcova Elementary School will work together as a community to challenge students to do the best they can and support students by giving them the tools and strategies they need to achieve academic success and be independently successful in the future.

Alcova's Mission: Why we exist, our core business . . .

The mission of Alcova Elementary School is to provide an environment where all students have an opportunity to soar to excellence.

Alcova Basic School-Wide Expectations:

- Students will be present at school and arrive on time so they can learn.
- Students will be prepared for all learning activities.
- Students will do quality work and give school their best effort.
- Students will follow the directions of the adult in charge the first time they are given.
- Students will respect themselves, others, and the environment
- Students will follow all school, classroom, and bus standards so everyone can be safe and able to do their best.
- Students will take responsibility for their actions.

Alcova's Commitments:

In the plan for achieving our mission, Alcova will:

- Commit to providing instruction based on each student's emotional and academic needs.
- Commit to creating a positive, safe, welcoming environment.
- Commit to establishing a positive school culture that fosters learning and appreciates and values all ethnicities and cultures.
- Commit to providing a positive and respectful environment created by modeling procedures and high expectations.
- Commit to being team players who foster respect, compassion, and understanding.
- Commit to providing and maintaining high expectations consistently throughout our learning environment.
- Commit to establishing a community of lifelong learners.
- Commit to building a parent partnership that promotes academic and behavioral success for every student.

GCPS Policies and Procedures

County policies and procedures are covered in the Gwinnett County Public School Parent/Student Handbook. The handbook is located on the GCPS website:

<https://www.gcpsk12.org/Page/33010>

Academic Knowledge and Skills

The Academic Knowledge and Skills (AKS) is the basic curriculum in Gwinnett County Public Schools, including Alcova Elementary School. A copy of the AKS is located on the GCPS Website: <https://www.gcpsk12.org/Page/26401>

Local School Council

Each school in Georgia has a Local School Council. It consists of teachers, parents, business partners, and the principal. The Local School Council meets four times during the year. If you or someone you know is interested in joining Alcova's Local School Council, please contact the principal.

PTA

Alcova has an active and dedicated PTA and many ways in which parents and extended family members can become part of the Alcova family. Volunteers get to enjoy interacting with the children, become friends with other parents, and accomplish things that truly make a difference. Whether you have 30 minutes or a couple of hours, your ideas, time, and talents are needed and welcome! For more information, please contact PTA at ptaalcova@gmail.com.

Campus Visitors

To enhance the safety and security of both students and staff, Alcova has a system that requires visitors to be "buzzed" into the school. Once the school day begins, our doors will be locked, and visitors will need to bring a photo ID and press the bell button to gain entry to the school. The bell button is located on the brick column to the right of the main door. Upon entering the school, please sign in to receive a visitor's badge and place it on your shirt so that it is visible. When ready to leave, please exit the school building through the main entrance and officially check out.

It is important we keep instructional interruptions to a minimum. If it is necessary to bring books, lunches, or other supplies to your child during the day, please leave the items in the school office. There is a procedure in place for getting items to the students.

In accordance with Gwinnett County Board of Education Policy KM/Visitors to Schools, effective date May 8, 2008, any visitor with legitimate business on school grounds must sign in at the Main Office (or an Administrative Office) and request a visitor's pass. The visitor's pass must be clearly visible the entire time the visitor is on campus. To ensure the safety and confidentiality of students, Gwinnett Public Schools limits classroom visitors during school hours to:

- *The parents/guardians (or court appointed guardians) of current students;*
- *Other family members of current students who are approved by the student's parent/guardian; and*
- *Those persons invited by the Gwinnett County Public Schools for official business.*

The principal or designee may, at his/her discretion, grant or deny permission for classroom visits and determine the duration of time. Classroom visits will be limited to 20 minute intervals and accompanied by an administrator.

Parents and visitors should make an appointment to see a teacher, the principal, assistant principals, counselors, or visit their child's class

.

Before/After School Hours

No students or unauthorized visitors may be on the school campus before or after regular school hours without supervision. If your visit is authorized before or after school hours, please accompany your student and enter through the front of the building.

School Authority

School personnel have the authority to warn persons trespassing to leave the facilities or properties. Persons who refuse are subject to prosecution under the laws of the State of Georgia.

Registration and Records

School officials must require the parent or guardian to provide proof of residency in the district and in Alcova's attendance zone at the time a student is initially enrolled in school. Each parent is responsible to updating the school with any changes to residency. Click on the link to preview the GCPS required documents for registration <https://www.gcpsk12.org/site/default.aspx?PageID=35561>

Copies of a student's educational record may be transferred to officials of other schools or school systems in which the student seeks to enroll. Unless parents express at the time of enrollment in the Gwinnett County Public Schools a need for additional notice of the transfer of student records, the records transfer to the enrolling school or school system will occur without further notice.

Change of Address or Phone

In case of an emergency, it is imperative that we have current working phone numbers for parents or guardians and at least two additional local contacts in the event you cannot be reached. Please notify the school in writing if there are changes to your address, phone numbers, email, or emergency contacts.

Attendance

Students are encouraged to be in school every day except when they are sick. When a child returns to school after an absence, it is necessary that he or she bring a written excuse from parents indicating the nature of the absence. Absence excuse notes can be sent directly to the teacher via email, Dojo, or Parent Square. In compliance with the State Attendance Law, **absences will be classified as excused for personal illness, death in the immediate family, and religious holidays.** Other absences will be classified as unexcused. Please refer to the county student/parent handbook for more information on the attendance protocol and state laws. Alcova will follow county and state protocol concerning quarantine requirements due to Covid.

If a child has been absent for two days or less, missed work will be completed when the child returns to school. Parents of students absent for more than two days should contact the teacher to determine make-up work. Tests and graded assignments must be completed at school. This would apply to excused and unexcused absences. Making up work does not change the absence classification from unexcused to excused (example: doing make-up work while on a trip).

When a child arrives after school has begun, **an adult must come into the office with the child**, sign the child in, and obtain a tardy pass for the child to take to his/her teacher. Repeated absences and tardiness to school will be referred to school social services. One hour of lost instruction time a day equals 26 days out of the school term. It is important to be on time every day.

Children will not be released from school at any unscheduled time without the consent of a parent or guardian. **Students who must leave school early should be checked out by 2:15 PM After 2:15 PM, students will need to follow our regular dismissal procedures.** A parent wishing to check his/her child out of school early must first come into the vestibule, sign out the student, and have the student paged to the office. Appropriate identification, such as a driver's license or other picture ID, must be presented during check-out. **Children will not be released to anyone other than the parent/guardian or the individuals listed on the student's portal information unless a written note is sent to the school by the parent.** For your child's safety, it is imperative that these procedures be followed.

Transportation

BUS RIDERS

Students riding a bus will be expected to ride their designated bus and enter and exit at their designated stop. Students annually receive instruction in safe riding procedures. Bus drivers share guidelines and safety procedures beginning the first day of school, with monthly reviews to enhance the safety of children being transported. Students who refuse to obey the school bus safety guidelines shall forfeit the privilege of riding the bus. Please review the Bus Safety Procedures, which can be found in the GCPS Elementary School Student/Parent Handbook.

CAR RIDERS

If your child will be a car rider, you must obtain a car rider number from the front office. This number must be visible to staff who are assisting with loading. Under no circumstances are staff members permitted to release a child to anyone without a number. If you misplaced your number, please come to the front office for a replacement.

Pulling all the way to the front of the loading area and as close as possible to the car in front of you will allow us to load and unload more cars at one time and will get you to work or home that much faster! Our priority is keeping students safe. Thank you for your cooperation and patience as students are loaded and unloaded from cars.

Drivers must remain with their vehicles at all times and are not permitted to park and walk students across the lines of traffic, pass other cars in the car rider line, or enter the bus lanes at any time buses are present. We request that you not use your cell phone while in the car rider lane. Alcova supports Georgia's Clean Air Campaign, and we ask that you turn off your engine to protect our environment and our children's lungs.

Car rider drop-off begins at 7:35 AM each day. All vehicles should use the car rider lane by the gym to drop off students until all buses are unloaded, approximately 8:10 AM. Students can not be dropped off in the car rider lane prior to 7:35 AM.

DAYCARE TRANSPORTATION

Students using day care transportation must have a Transportation Parent Authorization form on file and also a Verification of Day Care Enrollment signed by your day care provider. If your child normally takes day care transportation, and he or she is absent or you need to change those arrangements at any time, please inform both the day care provider and the school.

EARLY RELEASE TRANSPORTATION

Early release days occur during scheduled parent teacher conference week twice a year and may also occur if inclement weather moves into the area. When students are dismissed early, we follow your child's regular transportation plan unless we have received different instructions from you IN ADVANCE and IN WRITING.

Student Transportation Changes

For your child's safety, a **written request** from the parent is required for changes to your student's normal mode of transportation home. Occasionally, it may be necessary due to unforeseen circumstances or emergencies for a parent to request a change in transportation after the school day has begun. In these instances, it is permissible to **email 978transportation@gcpsk12.org** followed by a phone call to make sure the office received the change. **Transportation changes should be made no later than 2:00 p.m.**

School Clinic

The clinic is operated and maintained with the help of financial support from county and local school funds. First aid will be administered in the clinic, but medication can only be given if instructions and a signed note from the parent accompany the medication. **Medications must be brought to the school by an adult.** Parents will be called if students are too sick to remain in school or have been seriously injured. The clinic worker provides school health services to students following district guidelines, policies, and procedures under the supervision of the school principal in collaboration with the **County School Nurse.**

Signs of Illness and Reasons to be Absent from School

- Fever of 100.4 without fever reducing medication, or lower with symptoms
- Nausea, recurring vomiting, diarrhea or severe abdominal pain - parent called after first episode
- Sore throat with increased redness, streaking, white spots or blistered areas
- Persistent cough
- Red inflamed eyes or eyes with sticky, discolored discharge
- Any open sore oozing fluid or pus
- Any undiagnosed rash
- Suspected impetigo (infected sores), lice or scabies that is not being treated - may be contagious to other students
- Painful earache
- Any other unusual signs or symptoms that prevent the student from participating in a majority of classroom activities.

Additional Clinic Procedures/Guidelines

Students may return to school after being on prescribed medication for 24 hours. It is advisable to remain home until the student's temperature is back to normal without medication and vomiting or diarrhea has stopped for 24 hours. When students return to school they should be able to participate in all activities, including recess and P.E.

If a student experiences an extended illness, surgery or hospital admission, a report with a doctor's note to return to school is expected. There is a Physician's Report for Post-op and/or Medical Admission that may be requested from the clinic or faxed to the parent/doctor.

All medications (prescribed by a doctor or over-the-counter) that will be administered in the school clinic (for daily, as needed, or for a short duration) require a medication authorization form to be signed by the parents. Medications must be in a correctly labeled medication bottle as received from the pharmacy. **Medications must be brought to the clinic by an adult. Medications will not be given to a student to be taken home. At the end of the year, all medication must be picked up by an adult, or it will be disposed of.**

Student Recognition

Alcova students will be recognized each semester for Academic Excellence- “A” or “A/B” Honor Roll. Students will be recognized by the assistant principals and the principal for achievement in academics.

Each month teachers nominate one student from each classroom to be recognized for the Falcon S.O.A.R. student of the month. The student nominated demonstrates good leadership in their classroom. Teachers also recognize students with other classroom awards for personal successes.






Student Discipline

We believe every child can learn in a positive climate that includes fair, firm, and consistent practices. We believe that all students have the right to feel safe and the right to learn. Therefore, we adhere to the GCPS Student Conduct Behavior Code as outlined in the GCPS Student/Parent Handbook. Please review and discuss with your child **continuously**.

Alcova Elementary students are also expected to model the 4 SOAR Traits: **Scholarship, Ownership, Attitude, and Respect**

Alcova Elementary School Positive Behavior Expectations Matrix:

Scholarship, Ownership, Attitude, Respect

|  | Classroom | Hall | Restroom | Cafeteria | Playground | Bus | Online |
|---|---|---|---|--|---|---|---|
|  | <ul style="list-style-type: none"> * Be engaged in your learning. * Participate daily. | <ul style="list-style-type: none"> *Remember that others are learning. | <ul style="list-style-type: none"> * Remember that the restroom is for everyone. * Report unsafe behavior | <ul style="list-style-type: none"> * Have appropriate conversations | <ul style="list-style-type: none"> * Use the equipment safely. | <ul style="list-style-type: none"> *Read quietly. | <ul style="list-style-type: none"> * Avoid plagiarism. *Only work on approved websites. |
|  | <ul style="list-style-type: none"> * Be accountable for your learning. * Take responsibility for materials and actions. | <ul style="list-style-type: none"> * Walk quickly and quietly to your destination. | <ul style="list-style-type: none"> * Treat our facilities with care. | <ul style="list-style-type: none"> * Clean up after yourself. * Eat your own food. | <ul style="list-style-type: none"> * Treat the playground and others with care. * Share equipment | <ul style="list-style-type: none"> *Keep my area clean. | <ul style="list-style-type: none"> * Protect passwords and personal information. |
|  | <ul style="list-style-type: none"> * Follow directions * Encourage others to do his/her best. | <ul style="list-style-type: none"> * Walk with a purpose. | <ul style="list-style-type: none"> * Wait patiently. * Use time wisely. | <ul style="list-style-type: none"> * Use good table manners. * Use “please” and “thank you.” | <ul style="list-style-type: none"> * Play fair. * Include others. | <ul style="list-style-type: none"> *Use an indoor voice when speaking. | <ul style="list-style-type: none"> *Keep anything you post positive. |
|  | <ul style="list-style-type: none"> * Use kind words. * Listen to the speaker. | <ul style="list-style-type: none"> * Hallway displays are for viewing, not touching. | <ul style="list-style-type: none"> * Honor people's privacy and personal space. | <ul style="list-style-type: none"> * Speak kindly to those nearby. | <ul style="list-style-type: none"> * Use kind words. * Sportsmanship always wins. | <ul style="list-style-type: none"> *Keep my feet out of the aisles *Listen and follow the drivers' requests | <ul style="list-style-type: none"> * Be polite and kind when interacting with others online. |

ELEMENTARY MODIFIED VERSION OF GCPS STUDENT CONDUCT BEHAVIOR CODE

The following rules apply when a student is:

- a. On the school grounds;
 - b. Off the school grounds at a school activity, function, or event;
 - c. En route to or from school; or
 - d. Off the school grounds while the student is in attendance at any school function; or is otherwise subject to the jurisdiction of school authorities.
1. Each student will not interrupt learning and teaching.
 2. Each student will not damage or attempt to damage or take or attempt to take the property of the school.
 3. Each student will not damage or attempt to damage or take or attempt to take the personal property of others.
 4. Each student will not threaten, hit, kick, bite, bump, push, pull hair, pinch, hurt or use disrespectful language with staff (administrators, teachers, bus drivers, etc.)
 5. Each student will not bully, threaten, hit, kick, bite, bump push, pull hair, pinch, hurt or use disrespectful language with other students or any other person not employed by the school.
 6. Each student will not possess or use weapons, whether assembled or disassembled (guns, including toy guns, knives, firecrackers, etc.) whether toy, operational or not operational, if a person could reasonably perceive the object to be a weapon or if the object is a destructive device.
 7. Each student will not possess, use or distribute alcohol or drugs or any substances they represent to be alcohol or drugs.
 8. Each student will not disobey directions or commands of teachers, principals, bus drivers, etc.
 9. Each student will not expose or touch himself, herself, or others inappropriately, including private areas of the body.
 10. Each student will not miss school or class without an excused absence.
 11. Each student will not exhibit unsafe and/or inappropriate conduct at any time.
 12. Severe or repeated violations of school rules may result in a parental conference and/or a discipline review committee meeting and Security may be contacted for referral to law enforcement officials.

Emergency School Closing

In the event of severe weather, school may be delayed, canceled, designated as digital learning or dismissed early. School closings are determined by the GCPS Administrative Offices. Announcements of closing will be broadcasted via local news media (Channel 2 WSB, AM 750), via Parent Square messaging app, and the GCPS website. If no report is broadcast, school will be in session. Please do not call the school to see if the school is in session. We will be focused on keeping your child safe and telephone lines need to be kept open for emergencies. Full-day cancellations or digital learning designations are usually announced by 6 a.m. **Please be sure your child has a plan for such an emergency.**

Fire, Tornado, Lockdown Drills, and Blackout Plans

Drills are held at intervals throughout the school year in the event of a fire, tornado, lockdown, or blackout (loss of power). Instructions and plans are posted in the classroom indicating how to leave the building in case of a fire and where to go in case of a tornado or blackout. Children will practice walking quickly and quietly to the designated area.

Homework

Home study is a necessary part of each student's educational program. Homework helps to build the parent, student, and school connection regarding progress on student goals. Please refer to and adhere to your child's classroom teacher's guidelines for homework. Parents are strongly encouraged to check their child's weekly newsletter and homework folder and set aside daily time for their child to complete homework assignments.

Cafeteria

Our cafeteria offers a nutritious breakfast and lunch each day with a variety of entrees and side dishes from which to choose. Breakfast and lunch menus are posted on our website and on the Nurtislice app. To participate in the breakfast program, students must arrive between 7:45 a.m. and 8:15 a.m. A variety of ice cream is also sold on Fridays for \$1.00. Students must pay for ice cream with an exact cash amount. Ice cream is not purchased through the cafeteria – money for ice cream should be sent in separately.

Meal Accounts: Although breakfast and lunch can be purchased on a cash basis, we encourage you to open an account through MyPaymentsPlus™. You can deposit funds in your child's account with a debit or credit card, or you can have funds deducted from your checking account. It's a free service, it's very easy, and the best part is that it will send you an email when the balance in your child's meal account falls below the amount you specify. To create an account, you will need your child's nine-digit student ID number. If you need assistance with your account, MyPaymentsPlus can be reached at 1-877-237-0946.

Lunch Charges: Please keep money on your child's account. Negative balances are discouraged. Students charging a meal will be given a reminder note to go home to parents informing them of their current account status and the need for immediate payment. Once payment is made, outstanding charges will be deducted from the payment with the remaining balance made available for future meal purchases. Complete procedures governing lunch charges can be found on the GCPS website. **A la carte items and breakfast charges are not permitted.**

Free or Reduced Meals: Free or reduced breakfast and lunch will be provided for those students whose families meet federal guidelines. Parents or guardians must submit a new application each year and can apply via the secure, online application form available at gwinnett.schoollunchapp.com. When you submit your online form, please make sure you receive a confirmation number. You should receive a confirmation email in 24 to 48 hours. If not, you will need your confirmation number to find out the status of your application. Printed applications are also available at the school, but these applications may take up to 10 days to process. Students must purchase lunch or bring lunch from home until approved, and IF approved, charges are NOT retroactive; Therefore, parents are responsible for any charges incurred in the interim. If you have any questions, please contact the Free and Reduced Help Line at 678-301-6307. You will need your child's student ID number.

Lunch Guests: Parents and other guests are welcome to join their child for lunch. The cost for an adult lunch is \$3.00. In keeping with our school wellness initiatives, we request that parents not bring fast food. Please bring your ID, sign in at the front lobby desk, obtain a visitor's badge, and sit with your child at the designated guest area. Because space is limited, students cannot invite a friend to join them.

****A special request for parents during lunch:** Students are busy learning lots of new routines and procedures at the beginning of the school year, lunch visitors will start after Labor Day.

If a student brings a lunch to school from home, the lunch must not contain carbonated beverages in cans, nor should they bring items that require use of a microwave or heating. Students should bring food in non-breakable containers that they can open easily on their own. Please note that fast food cannot be brought in.

Cafeteria Behavior Expectations

Cafeteria behavior expectations are based on the school-wide S.O.A.R. Positive Behavior Expectations Matrix (See Positive Behavior Expectations Matrix). While in line the students must speak in a very quiet tone. Once in the cafeteria seating area, students are allowed to whisper to their classmates seated around them. If the noise level becomes too loud, soft background music will be played to reestablish an appropriate noise level. When the music is on, students are required to remain **silent** until the music stops. If there is inappropriate behavior, students receive a verbal reminder of the lunchroom expectation. If the misbehavior continues, the teacher will determine the necessary intervention. Students are supervised in the cafeteria by teachers and cafeteria monitors.

Snacks

Students may bring a healthy snack from home if the teacher has designated a time in the classroom. A daily snack break is at the discretion of the classroom teacher. Try to avoid sending snacks with nuts due to students with allergies. Gum is not allowed at school. **Please note: Students may only have water in the classroom during the school day. Soda, Juice and/or Energy type drinks are not permitted at school.**

Pictures

School pictures will be taken in the fall during the school year. All students are photographed in the fall for the school's yearbook, with parent permission via the Media Release Form open house document. A class picture is also taken. These are optional and are offered as a service to the students and parents.

Parties/Birthday Celebrations

Classes are allowed to have a maximum of two parties per year (winter/spring).

We realize birthdays are special occasions and we enjoy celebrating with a small treat. However, please help us keep students on schedule and distractions to a minimum by saving drinks, balloons, flowers, party favors, etc. for the "real" birthday party. Parents may deliver a simple treat to the school office on their child's birthday, provided it arrives prior to your child's lunch time. Treats will be served only in the cafeteria during lunch, must be store-bought, and should be pre-cut or in individual servings such as cookies or cupcakes. Many parents choose the easy option of purchasing ice cream, on Fridays, for the class through our cafeteria for \$1.00 each. Please note that invitations to birthday parties cannot be distributed at school unless every child in the class receives one or if the party is gender-specific (i.e., all girls in the class (or all boys) are invited.) Please contact the classroom teacher for any allergy or dietary concerns within each class.

Dress Code

Students and visitors are encouraged to dress appropriately at school. GCPS policy states, "Prohibited dress shall include any attire that depicts, promotes, or advertises gang affiliation, illegal activity, illegal drugs, alcohol or tobacco, sexual references, offensive words or designs, and other clothing which is disruptive to the learning environment." The wearing of short shorts or skirts, halter tops, crop tops, spaghetti straps, ripped pants and sagging pants are not considered appropriate dress for school, and we ask that our students not wear them. Ripped jeans are permitted when the highest rip or slit is below 8 inches when measured from the base of the knee and upwards. However, leggings or other material should be worn underneath additional rips for covering. Scarves, bonnets, bandanas, hoods, hats and head wraps are NOT permitted within the building. Hats are permitted during designated "Hat Days". Religious headwear and coverings are PERMITTED. Parents will be contacted to bring a change of clothing to meet appropriate dress code protocol. Repeat offenses may result in a discipline referral.

Lost and Found

Articles are kept for a short period of time after being found. These may be reclaimed by student or parent. Please remember to write the student's first and last name inside jackets/coats and book bags. Unclaimed articles will be donated to charity weekly. So please have your student check lost and found as soon as it missing. Teachers remind students daily to collect their belongings when lining up for recess. If student belongings are left on the playground, students are not permitted to go back to get and their belongings due to safety purposes. Therefore, they will need to reclaim their item the following school day.

Cell Phones

Students may bring cellular phones to school at their own risk. The school is not liable for stolen, lost, or broken phones. **Cell phones must be turned off and stored away in their backpack.**

Students are not allowed to take phones to lunch, recess, or the restrooms. If the cell phone causes repeated disruption, parents are notified to pick up the phone from the school. If a student's cell phone is repeatedly confiscated for misuse, it could result in disciplinary actions. Parents are asked to silence their cell phones when entering the building.

Insurance

Student Health and Accident Insurance is offered as an option and service to interested families. For enrollment, benefits, and cost information, visit www.kandkinsurance.com or call 1-855-742-3135.

Library Books and Textbooks

Library books and textbooks are loaned to students and should be treated as borrowed property. If books are lost or damaged, parents must pay for the book(s) in accordance with a scale set by the State Department of Education and/or the local Board of Education. Parents can log in to the Parent Portal to see what book(s) have been loaned to their child.

SCHOOL DEVICE DAMAGE (FOR ALL STUDENTS)

If a student damages a school device, fines may be assigned based on the damage in order to cover the cost of replacement parts and repairs. Fines can be paid by credit or debit card, cash, or check at the time of the return. If a device is returned in good condition, no fine will be assigned. Device services will be turned off and fines for replacing the device will be assigned if a device is not returned.

| Item | Fine | Item | Fine |
|-------------------------|----------|-------------------------------|----------|
| Chromebook/Laptop | \$270.00 | Bezel (Keyboard Not Imbedded) | \$20.00 |
| Laptop | \$365.00 | Hinges (open & close) | \$15.00 |
| PC | \$942.00 | LCD Panel (Non-Touch) | \$50.00 |
| Power Adaptor (2 parts) | \$26.00 | LCD Touchscreen | \$110.00 |
| Hotspot/Power Cord | \$0 | Palmrest w/Keyboard | \$50.00 |
| Back Cover | \$20.00 | Touchpad | \$7.00 |
| Bottom Cover | \$19.00 | | |

Technology

Alcova Elementary has a variety of innovative technology including individual student Chromebooks. With all this technology, there is a need for emphasis on proper and ethical use. With this in mind, the following guidelines have been established for the use of technology and media equipment in our school:

1. Students will use the equipment with respect to proper care and function. Any student found to be intentionally damaging any technology or media equipment (hardware or software) would be cited for school property abuse and **charges will apply.**

2. Students' actions will be monitored and they will be held responsible for information viewed, received and sent when using telecommunications to link to services outside the school. These guidelines are in accordance with the Gwinnett County Student Behavior Policy. This includes email.
3. Students taking GCPs Chromebooks home are solely responsible for the device. Charges will apply for lost or damaged devices.

Individuals With Disabilities Services

It is the practice of the Gwinnett County Public Schools to provide instructional and related services appropriate to provide free appropriate public education for individuals with documented disabilities. Individuals may contact their local school for information regarding such services. Students who transfer from previous Special Education programs have reciprocity into the Gwinnett program providing the original placement was correctly completed. Comparable services will be determined by the IEP team. Parents should notify the school when registering their child that he/she was identified as a student receiving special services in their previous school.

Notification of Gifted Education Program

Gifted Education in Gwinnett County Public Schools is a part of the system's Center for Educational Programs and is funded by the state. The procedure for identifying and placing students in the gifted program is governed by the rules and regulations approved by the Georgia General Assembly and the Georgia State Board of Education. Referrals to the gifted program may come from teachers, parents, peers, or as a result of system-wide testing scores. A school's gifted eligibility team reviews referrals at the beginning, middle, and end of each school year to determine which students will be evaluated. The evaluation includes the student's mental aptitude, achievement, creativity, and motivation. Private evaluations and testing may not be substituted for test data generated by the local school.

Students who transfer from gifted education programs within the state of Georgia have reciprocity into the Gwinnett program providing the original placement was correctly completed. Students who transfer from out-of-state must meet Georgia requirements. Parents should notify the school when registering their child that he/she was identified as a gifted education student in their previous school.

eClass/Parent Portal

Both MY eCLASS (student portal) and the Parent Portal serve as valuable resources for information about your child's academic assignments and progress. To access the Portal, parents will set up one secure account that will provide access to test history, attendance, conduct, and weekly grade updates for all their children. Parents may contact the Alcova office (678-376-8500) for assistance.

Telephone Messages

Messages to Teachers

Calls are received by the school between 7:30 a.m. and 3:30 p.m. Instructional times cannot be interrupted for incoming calls. You are welcome to leave a message for teachers to return your call within 24-48 hours. Remember emails sent to teachers might not be checked until after students have been dismissed or the following day. **IMPORTANT NOTE: Please do not send emergency transportation requests via email or messenger to the teacher as they may not be seen.** Instead, please contact the front office to make the necessary arrangements.

Messages to Students

Please remember that our purpose is to provide an excellent learning environment. Only messages of an emergency nature can be delivered to students. Use of the phone by students is permitted only in emergency situations.

Parent Square

Parent Square is the new two-way messaging system between Gwinnett County Schools and their families. The system will be used to contact families in Gwinnett County Public Schools via the app, text messages, and email messages. The district uses the system to communicate information related to district-wide events, including safety alerts, key school dates, and school closings due to inclement weather. Schools use the system to communicate information related to school events as well as automated attendance messages.