



ALCOVA ELEMENTARY SCHOOL

“Learn, Lead and Succeed”

Parent-Student Handbook 2020-2021

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

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

Principal

Cortina Harris

Assistant Principals

Dr. Tremaine Carter- Grades 4,1, and Title 1

Dr. Ron Gay- Grades 5, 2, and Special Education

Tifferney Miller- Grades 3, K, and Standardized Testing

Counselors

Adriane Grey

Amy O'Neal

Rosylia Gumbs

Main Office Hours

7:00 am - 4:00 pm

Student Hours

7:45 am – 2:45 pm

It is critical that both students and parents read this handbook carefully. It contains valuable information which will assist you in better understanding your school. This handbook is designed to be a constant reference tool for you to use throughout the year.

Dear Parents and Students,

Welcome to Alcova Elementary School! We have a wonderful staff of dedicated teachers ready to serve your needs. Please come by the school, get involved and share in a wonderful educational experience. We look forward to working with you to have the best educational environment in the world.

Sincerely,

Cortina Harris
Principal

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 which build good citizenship and positive self-efficacy. Student learning is the chief priority for the teachers, students, parents, and community of Alcova Elementary School. Students learn in different ways so we value each individual and provide for the 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 learn, lead, and succeed.

At Alcova we have seven basic school wide standards:

- 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 which includes doing nothing to hurt themselves or others at any time.
- 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 individual student's emotional and academic needs.
- Commit to creating a positive, safe, non-threatening 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 life long learners.
- Commit to building a parent partnership that promotes academic and behavioral success for every student.

ALCOVA ELEMENTARY
CODE OF CONDUCT
 “Excellence without Excuses”

Seven Basic School-Wide Standards

- 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 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 their school.
 - 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.
- **Please take time to review these standards with your child.

Alcova Elementary School Positive Behavior Expectations Matrix:

	Classroom	Hall	Restroom	Cafeteria	Playground	Bus	Online
	<ul style="list-style-type: none"> * Be engaged. * Be an active participant. 	<ul style="list-style-type: none"> * Walk quickly, quietly, and peacefully. * Walk next to the wall. 	<ul style="list-style-type: none"> * Report unsafe behavior. * Use time efficiently. 	<ul style="list-style-type: none"> * Have appropriate conversations. 	<ul style="list-style-type: none"> * Use equipment safely. * Remain in your assigned area. 	<ul style="list-style-type: none"> * Follow bus rules. * Read books quietly. 	<ul style="list-style-type: none"> * Do your own work. * Only access approved websites.
	<ul style="list-style-type: none"> * Be accountable. * Take responsibility for materials and actions. 	<ul style="list-style-type: none"> * Stay with your class when transitioning. * Stop at checkpoints. 	<ul style="list-style-type: none"> * Keep restroom clean. * Take care of school property. 	<ul style="list-style-type: none"> * Clean up after yourself. * Follow music rules. 	<ul style="list-style-type: none"> * Share equipment. * Take care of your space. 	<ul style="list-style-type: none"> * Keep the bus clean. * Keep food put away. 	<ul style="list-style-type: none"> * Protect passwords and personal information.
	<ul style="list-style-type: none"> * Follow directions. * Encourage others. 	<ul style="list-style-type: none"> * Follow directions of supervising adults. * Use manners. 	<ul style="list-style-type: none"> * Wait patiently. * Keep to yourself. 	<ul style="list-style-type: none"> * Use appropriate table manners. * Say "please" and "thank you." 	<ul style="list-style-type: none"> * Play fair. * Include others. 	<ul style="list-style-type: none"> * Follow bus driver's directions. 	<ul style="list-style-type: none"> * Keep your online work positive.
	<ul style="list-style-type: none"> * Use kind words. * Listen to the teacher or speaker when they are talking. 	<ul style="list-style-type: none"> * Allow room for others. * Keep body parts to yourself. 	<ul style="list-style-type: none"> * Honor the privacy and personal space of others. 	<ul style="list-style-type: none"> * Speak kindly and quietly to those nearby. 	<ul style="list-style-type: none"> * Use kind words. * Be a good sport. 	<ul style="list-style-type: none"> * Stay out of the aisle. * Keep body parts and objects to yourself. 	<ul style="list-style-type: none"> * Be polite and kind when interacting with others online.

Approved 5/29/2020

GWINNETT COUNTY PUBLIC SCHOOLS

J. Alvin Wilbanks, CEO/Superintendent

SCHOOL BOARD

**Carol Boyce
Steven Knudsen
Dr. Mary Kay Murphy
Everton Blair, Jr.
Louise Radloff**

VISION STATEMENT

Gwinnett County Public Schools will become a system of world-class schools where students acquire the knowledge and skills to be successful in college and careers.

MISSION STATEMENT

The mission of the Gwinnett County Public Schools is to pursue excellence in academic knowledge, skills, and behavior for each student, resulting in measured improvement against local, national, and world-class standards.

Gwinnett County Board of Education Core Beliefs and Commitments Believing, as we do, that public education is an integral part of the seamless fabric of the American experience, we, the Gwinnett County Board of Education, derive our core beliefs and commitments for public education in Gwinnett County from the foundational principles of the United States of America, specifically those espoused in the Declaration of Independence. “We hold these truths to be self-evident, that all men are created equal, that they are endowed by their Creator with certain unalienable Rights, that among these are Life, Liberty, and the pursuit of Happiness,” and “That to secure these rights, Governments are instituted among Men, deriving their just powers from the consent of the governed...”.

America’s public schools exist to undergird and advance these principles. They are the one place where all children and youth in our great, diverse country are provided a common, free education. They must educate every child for success in life and for the responsibilities of American citizenship.

Thus, we commit ourselves to a world-class education that meets the needs of individual students, to a sharp focus on the traditions and values at the heart of our constitutional democracy and the rule of law, and to the civic virtues that bind together communities of many cultures, faiths, viewpoints, interests, and histories into a unified nation. E pluribus unum. Out of many, one. Therefore, the Gwinnett County Board of Education will:

- Ensure our core business of teaching and learning is built on a rigorous curriculum, effective instruction, and high-value assessments
 - Educate every student to world-class standards and individual potential
 - Provide a safe and secure learning environment
 - Optimize the school effect to have a positive impact on every child
- Govern the district fairly and openly, seeking the engagement of the many stakeholders we serve.

BEHAVIOR

Appropriate behavior at school is required at all times. Each staff member at Alcova Elementary actively helps maintain school discipline and promote responsible student behavior. We look for and need parental support when it comes to conduct in the school. Please reinforce with your child that appropriate behavior is expected at school, on field trips and on school buses. Children need to show self-respect and consideration for the rights and feelings of others.

A student’s behavior should conform to acceptable standards of conduct as established by the principal and teachers. Bullying and other forms of aggression, whether using actions or words, are not tolerated at Evansdale. Students who experience or observe bullying should tell their teacher. They may also speak with the counselor about bullying, as well as anything else that makes them feel upset or distressed. The counselor will keep conversations with students confidential as needed. If further intervention is needed, parents will be included.

SCHOOL-WIDE MANAGEMENT PLAN

The purpose of the School-Wide Management Plan is to help consistently manage classroom disruptions and improve student engagement. It allows the focus to stay on teaching and learning. Teachers will continue to implement their classroom management plan. However, when behaviors continue to persist we have established a school-wide plan to help teach accountability for student actions and keep parents involved in the process.

THE STEP PLAN

Through established rules and consequences, Alcovia employees will provide clear expectations regarding student behavior. Every student is responsible for learning, knowing and following school rules. The consequences listed below will assist students and their educational team (parents and teachers) in quickly addressing behaviors that do not meet school expectations before these behaviors lead to significant consequences.

STEP 1 – Warning and parent contact

STEP 2 – 1 day of silent lunch and parent contact

STEP 3 – 1 day of alternative recess and parent contact

STEP 4 – Administrator/counselor conference w/student and parent contact

STEP 5 – Parent Conference

STEP 6 – Silent lunch, alternative recess, and parent contact

STEP 7 – County discipline referral and parent contact

The plan begins over each semester for all grades K-5. Students receiving a 7th step will be referred to the Student Support Team and receive further disciplinary actions.

IMMEDIATE DISCIPLINARY ACTION

Some behaviors supersede the Step Plan and lead to immediate administrative and disciplinary action. There are times when suspension and/or a disciplinary panel could result. These are severe cases.

CURRICULUM

The Academic Knowledge and Skills (AKS) is the basic curriculum in Gwinnett County Public Schools, including Alcovia Elementary School. Parents will receive a copy of the AKS on Curriculum Night.

LOCAL SCHOOL COUNCIL

Each school in Georgia has a Local School Council. It is comprised of teachers, parents, business partners, and the principal. The Local School Council meets four times during the year.

GCPS POLICIES AND PROCEDURES

County policies and procedures are covered in the *Gwinnett County Public Schools Parent/Student Handbook*, which each family will receive in August.

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. Proof of residency may be verified by presenting a current utility bill (excluding telephone bills) with one of the following documents: a non-contingent sales contract, current lease/rental agreement, most recent income tax return, current paycheck stub, current Medicaid card, current residential property tax statement or bill, current warranty or quit claim deed, current home purchase agreement, or current homeowner's insurance policy. Documents presented for residency must include the same address as the accompanying utility bill. *An exception: A deed without an address is acceptable if accompanied by two utility bills (excluding telephone bills) with the same address in the attendance zone.* An official document showing proof of birth date (examples: certified birth certificate, passport), Georgia Immunization Form #3231, and Vision, Hearing & Dental Form #3300 must be provided for initial registration. A copy of the student's social security card (or waiver form) is requested. When registration is complete, the student is assigned to a class. This assignment may be temporary until the records have been received from the previous school.

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.

ATTENDANCE

Students are encouraged to be in school every day except when they are sick. When a child returns to school from an absence, it is necessary that he or she bring a written excuse from parents indicating the nature of the absence. In compliance with the State Attendance Law, **absences will be classified 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.

If a child has been absent for two days or less, missed work will be completed when the child returns to school. Students absent for more than two days may contact the teacher to pick up make-up work. 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 need to leave school early should be checked out by 2:15 p.m. After 2:15 p.m. students will need to follow our regular dismissal procedures,** which begin at 2:45 p.m. with afternoon announcements. A parent wishing to check his/her child out of school early must first come into the office, sign out the student, and have the student paged to come to the office. Appropriate identification, such as a driver's license or other picture id, must be presented at the time of 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 school by the parent.** For your child's safety, it is very important that these procedures be followed.

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 **FAX (678-376-8502) a written note** to the school. **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 Exclude from School

- Fever of 100.4, 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.**

STUDENT RECOGNITION

Alcova students will be recognized each semester for Academic Excellence- "A" or "A/B" Honor Roll. Special ribbons are awarded in these categories. 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 an Alcova Achiever. The Alcova Achiever is a student who demonstrates good leadership in their classroom. These students are recognized on morning announcements and receive an award from our principal, Mrs. Harris for SOARing. Teachers also recognize students with other classroom awards for personal successes.

EMERGENCY CLOSING OF SCHOOL

If bad weather causes school to be cancelled or dismissed early, public announcements will be made on GCPS Television, on the school system's website (www.gwinnett.k12.ga.us), and via metro-Atlanta radio and television stations. School closings are determined by the Superintendent, not by the local school. The basic premise is that school **is** open or will remain open unless it is specifically announced otherwise. Full-day cancellations usually are 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 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

Through quality homework students have the opportunity for enrichment, extension and remediation of instructional objectives and practice of basic skills. The teacher may assign homework as necessary to meet instructional objectives, and to evaluate and monitor student progress. Homework becomes more valuable when there is a strong partnership between home and school. A role of the home is to provide support and encouragement to a child doing homework. A role of the school is to assign meaningful homework. Through a strong home-school partnership, homework has the potential to increase learning time and student achievement, which is desired by both parents and teachers.

LUNCHROOM SERVICE

The goal of the School Nutrition Program is to provide high quality, nutritious lunches to all students in Gwinnett County. Eligible students receive meals free or at a reduced price. Applications will be available in August. Parents must complete a new application each school year.

The price for student lunch is \$2.25 (\$0.40 for reduced), adult lunch is \$3.00, and extra milk is \$0.40. Students who bring their lunch may purchase milk separately for \$0.40. Students may purchase breakfast for \$1.50 (reduced price \$0.30). An adult breakfast is \$1.75.

Parents are invited to have lunch with their students. **Please do not bring take-out lunches to school. Do not send or bring lunch purchased from restaurants. Also, do not send meals or colored drinks in glass containers.** We want to support our lunchroom as much as possible. Please check in at the office where a picture ID is required.

Should you have questions about the nutrition program, lunch charges, etc., you may call the cafeteria at 678-376-8506 for assistance. You can also visit the Gwinnett County School Nutrition Program at www.gcsnp.org. This web site offers the ability to put money on your child's account using a check or credit card through www.mypaymentsplus.com

CAFETERIA BEHAVIOR EXPECTATIONS

Cafeteria behavior expectations are based on the school-wide Positive Behavior Expectations Matrix. (See Positive Behavior Expectations Matrix) "While in line the students must speak in a very quiet tone. Once they enter the serving line, no talking is allowed between students so that cafeteria staff can hear and communicate with them. Once in the cafeteria seating area, students are allowed to whisper." Soft background music is played in the cafeteria. When the music is on, students are required to remain quiet until the music stops. "When there is inappropriate behavior, students receive a verbal prompt. If the misbehavior continues, the student is moved to a 'quiet table,' which is a table away from the group. Student supervision in the cafeteria is maintained by teachers and cafeteria monitors.

SNACKS

Students may purchase frozen snacks after lunch each day. The cost of frozen snacks will be \$1.00. Ice cream is not purchased through the cafeteria – money for ice cream should be sent in separately. Students may bring a healthy snack from home as well if the teacher has designated a time in the classroom. 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 twice (fall and spring) during the school year. All students are photographed in the fall for the school's yearbook with parent permission. A class picture is also taken at the spring sitting. These are optional and are offered as a service to the students and parents.

CLASSROOM CELEBRATIONS

Classes may schedule two celebrations each year. The teacher will plan with room parents for these special celebrations, which support our focus on teaching and learning.

If you wish to provide a treat on your child's birthday, please make prior arrangements with the teacher. A party cannot be given to recognize student or teacher birthdays; however, a dessert or treat may be sent for the class or grade level to enjoy during lunch or at snack time. Instructional time prevents birthday parties from being held at school. Please contact the classroom teacher for any allergy or dietary concerns within each class. Parents may also choose to purchase ice cream for the class to celebrate a birthday.

Please do not send in birthday invitations for after-school parties your child may have unless all children in the class are included. Please do not send balloons or flowers for students as they are a distraction in the classroom and the GCPS Transportation Department does not allow these items to be taken home on the school bus.

SCHOOL DRESS

Students are requested to dress appropriately, suitable to weather conditions and in good taste. Inappropriate dress that interrupts learning and teaching is not acceptable. Students may not wear clothing that advertises alcoholic beverages or cigarettes. We will all enjoy wearing spirit wear on Fridays.

LOST AND FOUND

Articles are kept for a period of time after being found. These may be reclaimed at any time during the school year. Please remember to write student names inside jackets/coats and book bags. Unclaimed articles will be donated to charity twice during the year –once at the end of January and again at the end of the school year.

SCHOOL INSURANCE

School insurance is offered at registration. Parents are responsible for providing insurance coverage or paying medical expenses in case of an accident.

SCHOOL ADMISSION OF SUSPENDED OR EXPELLED STUDENTS

The Gwinnett County Board of Education may decide not to admit a student in the school system that has been suspended or expelled from another school system during the period of such suspension or expulsion.

Before an entering student will be excluded for the operative suspension or expulsion period, the Gwinnett County Board of Education will hold a pre-admission hearing to determine whether the cause for a particular student's suspension or expulsion from another school system would justify suspension or expulsion from the Gwinnett County Public Schools. Such pre-admission hearings shall be conducted in the same manner as required for long-term suspensions from Gwinnett schools.

A certified copy of the other school system's order of suspension or expulsion shall be obtained.

If the student's conduct would have justified suspension or expulsion from Gwinnett schools, the student may be barred from admission for such time as is authorized by the school system's rules governing long-term suspension.

This same process will be used to determine school admission enrollment eligibility for students who pose a threat to the school community.

INDIVIDUALS WITH DISABILITIES SERVICES

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

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. A child may be referred once during grades K-2, once in grades 3-5, once in middle school, and once during high school. 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.

PARENT PORTAL

The Gwinnett Parent Portal allows parents access to pertinent information about their children. 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.

TECHNOLOGY

Alcova Elementary has a variety of innovative technology including four labs, Media Center lab, portable wireless laptops, school wide networking, video production, and telecommunications including Internet access. With all this technology, there is the need for emphasis on the 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.
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.

VISITORS TO SCHOOL

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 to:

During School Hours

- 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.

Students should not bring student visitors to school.

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

After School Hours

No students or unauthorized visitors may be on the school campus before or after regular school hours without supervision.

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.

The Parent Teacher Association (PTA)

Who Belongs to PTA?

Parents, teachers, grandparents, school officials, business people, retirees, couples of infants, single people, couples without children – everyone who cares about children can belong to PTA. We invite each of you to become an active part of the Alcova Elementary PTA. We are striving for 100% PTA membership. Membership dues are \$5.00 per person. Membership is open to anyone who believes in the Mission and Purposes of National Parent Teacher Association. Individuals may belong to any number of PTAs and pay dues in each. Every person who joins a local PTA automatically becomes a member of both the State and National PTA. Together we are a powerful voice for children. With your help, we can continue to work toward PTA's goal of quality education and nurturing environment for every child.

PTA Vision

Making every child's potential a reality.

PTA Mission

To make every child's potential a reality by engaging and empowering families and communities to advocate for all children.

PTA Values

- Collaboration – We work in partnership with a wide array of individuals and organizations to accomplish our agreed-upon goals.
- Commitment – We are dedicated to promoting children's health, well-being, and educational success through strong parent, family, and community involvement.
- Accountability – We acknowledge our obligations. We deliver on our promises.

- Respect – We value our colleagues and ourselves. We expect the same high quality of effort and thought from ourselves as we do from others.
- Inclusivity – We invite the stranger and welcome the newcomer. We value and seek input from as wide a spectrum of viewpoints and experiences as possible.
- Integrity – We act consistently with our beliefs. When we err, we acknowledge the mistake and seek to make amends.

The Purpose of the PTA

- Is to promote the welfare of the children and youth in home, school, community and place of worship.
- Is to raise the standards of home life.
- Is to secure adequate laws for the care and protection of children and youth.
- Is to bring into closer relation the home and the school, so that the parents and teachers may cooperate intelligently in the education of children and youth.
- To develop between educators and the general public such united efforts as will secure for all children and youth the highest advantages in physical, mental, social, and spiritual education.

Tramika Craddock, Co-President Christie Grandson, Co-President

Contact: Email: ptaalcova@gmail.com **Website:** alcovapta.my-pta.org