

## MISSION STATEMENT

**Gwinnett County Public Schools' Mission Statement:** The mission of the Gwinnett County Public Schools is to pursue excellence in the Academic Knowledge Skills (AKS) and behavior for each student, resulting in measured improvement against local, national, and world class standards.

### **Alford's Mission Statement:**

Alford students and staff are

Life-long learners

Focused on achievement

On the path to excellence

Respecting each other in our

Diverse community

## ATTENDANCE

Learning hours are from 8:50 a.m. to 3:20 p.m. daily. Children arriving after 8:50 are considered **tardy**. **Frequent tardiness and early checkouts negatively impact students' academic performance.** Please try to schedule any appointments after school hours. State law requires that students attend school 180 days per year. Since most subjects are taught in sequence, regular attendance is essential to a student's success in school. Students are excused for the following absences: 1) personal illness; 2) serious family illness; 3) death in the family; 4) religious holidays; and 5) court orders; 6) conditions rendering attendance impossible or hazardous to student health or safety. Parents should send a note explaining the absence to the teacher when

## ATTENDANCE (Cont.)

the child returns to school. If your child is out for more than two days, please call and leave a message to let the teacher know the nature of the illness. **If a child has more than 5 days of unexcused absences**, the state considers the child **truant**. We will send a letter to the parent reminding them that persistent absenteeism is a serious problem. If the absences continue, our school social worker will be contacted and a possible referral to the juvenile court may occur.

## ARRIVAL OF STUDENTS

Car riders should NOT arrive on campus before 8:20 a.m. **Please do not drop your child off before this time because there is no one available to supervise your child.** Buses will arrive and unload in the front of the school between 8:20 - 8:50 a.m. The side parking lot is the **ONLY** place for student drop off prior to 8:50 a.m. Please do not drop off students in the front bus lanes. By following the student drop off procedures, we ensure the safety of our students. When the bell rings at 8:50 a.m., staff members will supervise students getting out of cars. **Students arriving after 8:50 a.m. must be checked into the building by an adult. All students are dismissed at 3:20 p.m.**

## SCHOOL CLOSING/BAD WEATHER

In the event of school closing or early school dismissal for inclement weather or other emergencies, the local media will be informed and parents should stay tuned to WSB 750AM radio or WSB-TV (Channel 2) for the latest information. The Gwinnett County website will also post closings. Parents will also receive a message via the "School Messenger" system about school closing.

## BIRTHDAYS

Celebration of birthdays will be observed by allowing parents to provide snacks for the class during the regular lunch time. **No class birthday parties please. No birthday favors (balloons,**

### **BIRTHDAYS (Cont.)**

**goody bags, hats, etc.) will be allowed.** Please notify your child's teacher in writing (48 hours in advance) if you plan to bring

birthday snacks. No invitations for parties may be passed out at school.

### **CAFETERIA INFORMATION**

The breakfast and lunch programs are vital parts of health education at our school. A nutritious breakfast is served daily from 8:20 a.m. - 8:50 a.m.. The cost is \$1.50 (\$.30 for a reduced breakfast). The cost of a student's lunch is \$2.25 per day for a regular lunch (\$.40 for reduced lunch). Extra milk and water are available a la carte. Your child may pay daily, weekly or pre-pay online ([www.mypaymentplus.com](http://www.mypaymentplus.com)). Money sent in should be placed in a sealed envelope with the name of your child and the teacher's name. Any checks should be made payable to Alford Elementary School. Our school system has adopted a policy which governs student's charges. Student charges are limited to \$11.25. Charges are not allowed for supplemental or ala carte items. Once the charge limit has been met, the student may receive a designated alternate meal at no charge as defined by the School Nutrition Program. A charge notice will be completed for each occurrence and notification will be sent home to the parent/guardian through the student.

Only family members that are listed (and/or accompanied by someone) on the student locator card are permitted to attend lunch with their child in the cafeteria. Due to the space capacity in the cafeteria, the maximum number of lunch guests per student is 2. For safety reasons, other children/friends from the class cannot join you and your child for lunch.

Carbonated beverages and food prepared by outside vendors (i.e. McDonald's, Chick-fil-A, etc.) cannot be brought into the cafeteria. If you have any questions, please call the Cafeteria at 678-245-3193.

Free and reduced lunch applications are available at the school. The application process requires two weeks, and during that time, full payment is required until you receive notice by mail that your

application has been accepted. Please be advised that the applications are online via the GCPS website, <http://schoolunch.app.com>. If you would like more information on this program or have questions about your application, call the county office at (678) 301-6314. **PARENTS MUST REAPPLY FOR THIS BENEFIT EACH YEAR.**

### **CAR RIDERS**

**Car rider students are to be picked up by 3:50 p.m.** Parents are routed to the side of the building near the gym, both in the morning and afternoon for pick-up and/or drop-off. Due to traffic congestion, you are encouraged to use the bus instead of providing individual transportation. Car riders will be issued a number from the school. Please display this number on the rear view mirror of your car. Only school- issued numbers are permissible. Replacement car rider tags will be issued for a nominal fee, and they can be obtained in the front office.

As you wait to pick up your child in the afternoon, please remain in your car. Students will be directed to cars by staff members. Please be mindful to drive slowly and with caution both in the mornings and afternoons.

### **CHANGES OF ADDRESS/PHONE**

The front office needs to maintain accurate addresses and phone numbers in case of emergencies. If you move, please send a copy of the lease or contract with the new address immediately to your child's teacher. **If your work phone, home phone, or emergency numbers change, PLEASE LET US KNOW IMMEDIATELY.** The school cannot

be held responsible for failure to communicate if changes are not submitted.

### **CHECK IN/OUT PROCEDURES**

Students are checked in and out through the school office. **If a student is tardy (arrives after 8:50 a.m.), an adult must accompany the student into the office and sign them in.** For security reasons, anyone checking out a student **will be required** to show a picture ID and provide a signature (i.e. Driver's License) prior to having a child released. Your cooperation is appreciated as this is a safeguard for all children. Early checkout should be reserved for special circumstances and not used on a regular basis.

- **There will be no student check out after 2:50 p.m.**
- Only those people listed on the student locator card in the office can pick up/check-out a child. **We cannot honor telephone, fax or email requests.**

### **CLINIC**

Phone Number 678-245-3190

The clinic is run by a trained adult and NOT a registered nurse. First Aid will be administered in the clinic. Parents will be called if students are too sick to remain in school, have been seriously injured, or are running a temperature. If a child has a fever of 100.4 or greater, they must be sent home and may not return to school until they have been fever free, without the use of fever reducing medication, for 24 hours.

**It is critical that the school has current phone numbers in the event of an emergency.**

- **MEDICATIONS**

Administration of medications during school hours is discouraged. Parents should discuss dosage changes with their physician so that medications will not have to be taken during school hours. Only

when the student requires medications in order to attend school should medicine be administered during school hours.

School personnel shall not provide students with any medications except as authorized in writing from the student's parent(s). Parent/legal guardian must provide a completed Administration of Medication Request Form to the school prior to administration of any medication. Medications received in anything other than the original childproof container will not be administered at school.

Students are not allowed to transport medication to and from school. Such behavior can result in major disciplinary actions.

### **CODE OF ETHICS FOR STUDENTS**

1. I will be honest in my statements and actions.
2. I will respect myself, the school staff, and fellow students.
3. I will display good conduct and sportsmanship at school, on the bus, and at all school activities.
4. I will respect the property of others.
5. I will work to the best of my ability.
6. I will promote school cleanliness and the upkeep of school property.
7. I will make substitute teachers and visitors feel welcome.
8. I will follow all rules and procedures as described by Alford Elementary and GCPS.

## CONSEQUENCES OF STUDENT MISCONDUCT

Local school administrators have broad discretion to determine consequences for student misconduct at the local school level. The range of consequences for misconduct assigned by a local school administrator may include without limitation, student conference, behavioral plan, parent conference, before or after school detention, or out-of-school suspension. A student could be referred to a Student Disciplinary Panel hearing, which may result in long-term suspension or expulsion and, depending on the severity of the offense, Safety and Security may be contacted for referral to law enforcement officials.

## COMMUNICATIONS

During the year, there are two scheduled Parent Conferences. (see the calendar for dates). Teachers and parents can also schedule other conferences as needed. Weekly folders keep you informed about your child's progress on a timely basis. Phone messages may be left for teachers to be returned later in the day. Understand that we cannot interrupt teachers during instructional time. Conferences with teachers should be scheduled in advance. **Please do not conference with a teacher during instructional time.** This time belongs to our students.

Alford Teachers/Staff are also accessible by email. All staff members have the same ending to their email address: @gwinnett.k12.ga.us. You will need to insert the teacher's/staff member's name and the underscore symbol (\_). Example: shon\_davis@gwinnett.k12.ga.us

## DISCIPLINE PROCEDURES

A BRIEF OVERVIEW OF THE TWELVE RULES OF STUDENT CONDUCT FOR ELEMENTARY SCHOOLS.

### DISCIPLINE PROCEDURES (Cont.)

We believe every child can learn in a positive climate that includes firm, fair, and consistent practices. We believe that all students have the right to feel safe and the right to learn. Therefore, we adhere to a very strict **Code of Conduct**:

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 and from school/bus stop; or (d) off the school grounds while the student is in attendance at any school function or is otherwise subject to the jurisdiction of the school authorities; (e) off school grounds when the misconduct is directed at a school, student, or employee and is related to the victim's school affiliation, or when the off-campus conduct directly affects the safety and welfare of the school community or the orderly mission and function of the school; and (f) off school grounds and when a student leaves without permission (AWOL) of a school official.

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 hit, kick, bite, bump, push, pull hair, pinch, hurt or use disrespectful language with staff (administrators, teachers, bus drivers, etc.), other students or any other person not employed by the school.

5. Each student will not make oral or written threatening, harassing, or intimidating remarks or symbolic gestures toward any student which threatens the safety or well being of that student or has the likelihood of provoking a fight. This includes, but is not limited to bullying, disrespectful conduct, insult, use of profanity, or ethnic, racial, sexual, or religious slurs or harassment.
6. Each student will not possess or use weapons, whether assembled or disassembled guns (including toy guns, knives, nail clippers, chinese stars, 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 substance 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 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. This includes, but is not limited to, involvement in gang related behavior, possession or use of electronic communication devices (beepers, cell phones, radios) and laser pointers.
12. Severe or repeated violations of school rules may result in a parental conference and/or discipline review committee meeting.
13. Each student will not cause or attempt to cause a disruption or interference with a school bus by any means.

Misbehavior may be dealt with by the following consequences:

- PBIS School-Wide Plan
- Time Out
- Classroom plan
- Behavior contract
- Bus Suspension
- Loss of school privileges
- Immediate parent contact/conference
- Administrative Detention
- Out of school short term suspension
- County level student disciplinary panel

It is the school's goal and intention to work with the student and his/her family to resolve disciplinary issues in a positive way. Any resolution must respect all students' rights to a safe and uninterrupted learning environment.

### **DRESS CODE**

Students are expected to dress in a tasteful manner appropriate for school and weather. The wearing of short shorts or skirts, halter tops, strapless tops, midriffs, unnatural hair color and sagging pants are not considered appropriate dress for school, and we ask that our students not wear them.

Additionally, the Board of Education specifies in their policy Manual, Policy JCDB Student Dress Code, the following statement:

*The wearing of or absence of any item of clothing that will distract from the learning process of other students, or offensive words, and/or design, and/or the advertising of drugs or alcoholic beverages will not be tolerated.*

*Athletic shoes or closed shoes with a rubber sole should be worn for Physical Education and recess.*

## **EMERGENCY PROCEDURES**

At all times, the safety of the student is of utmost importance. Fire, tornado and emergency lock down drills are held at intervals throughout the school year. Emergency instructions are posted in each classroom. The children will practice walking quickly and quietly to

designated areas. If a child is injured on the playground, we also have procedures that are followed, and 911 is called as needed.

Please be sure a current phone number is available so that we can reach you in an emergency. During an emergency, it may be necessary to transport your child by bus to another location.

During inclement weather, students will remain at school until the county gives permission for dismissal.

## **FIELD TRIPS**

Each class may schedule field trips. These trips serve as a resource for teaching knowledge or skills in the AKS. Teachers send home information about the trip weeks in advance and they request a contribution for your child for the field trip. **No child will be denied the opportunity of going on the field trip for monetary reasons. A field trip, however, may be cancelled if we do not have enough contributions.**

## **ICE CREAM**

Ice cream/juice bars are available for purchase in the morning, before 8:50 a.m. Ice cream will then be distributed during the student's lunch time. The cost of ice cream is \$1.00.

## **PARENT REQUEST FOR A PARTICULAR TEACHER**

We will no longer accept parent requests for a particular teacher. Parents may submit a letter including a written

description of the type of teacher they would like for their student. The letter should include general characteristics of a teaching style but should not name a specific teacher. Every consideration will be made to match teacher and student.

## **PHYSICAL EDUCATION**

Please make sure your child is dressed appropriately for physical education. All children need to wear active shoe attire, no platforms, slip-ons or flip flops. Girls should wear pants or shorts on their physical education days. All students will be expected to participate in **all** activities unless we have a note from a parent or doctor. Please be specific about what activities they are to be excused from and how long they are to be excused.

## **PROMOTIONAL PHOTOS**

Photographs and videotapes are taken for educational activities. These photos will not be released to anyone without parental consent. If you do not wish to have your child photographed, please notify the teacher in writing.

## **REPORT CARDS/PROGRESS REPORTS**

- ◆ Elementary progress reports describing a student's progress are sent to parents at the end of each nine weeks. Two Early Release conferences are scheduled with parents during the school year. Kindergarten students receive a skills checklist to indicate their progress. The following grading system is being used for Math, Science, Social Studies and Language Arts:

**Kindergarten and first grade students use the following scale to indicate academic progress:**

- ◆ E-Excellent

- ◆ S-Satisfactory
- ◆ N-Needs improvement
- ◆ U-Unsatisfactory

**REPORT CARDS/PROGRESS REPORTS**

**Grades 2-5**

- ◆ Excellent Progress = A (90-100)
- ◆ Above Average = B (80-89)
- ◆ Satisfactory Progress = C (74-79)
- ◆ Below Average Progress = D (70-73)
- ◆ Unsatisfactory Progress = U (Below 70)

When reporting grades for Kindergarten-Fifth grade for special areas, such as art, physical education, music, health, and for reporting conduct and effort, the following scale should be used:

- ◆ E-Excellent
- ◆ S-Satisfactory
- ◆ N-Needs Improvement
- ◆ U-Unsatisfactory

Early release days, two days in the fall and two days in the spring, are provided to conduct parent conferences for the purpose of discussing student progress.

Grades K-5 Reading and Writing Communication Reports will be used to help report student progress and writing at the Fall and Spring Early Release Conferences and at any other time as needed.

**HOMEWORK**

Homework is an extension of the learning process that reinforces the skills that are taught in the classroom. It is also a way to keep parents informed and involved with the child's academic progression.

Homework may include but is not limited to reading, writing, math, academic projects/activities and/or studying.

**SAFETY OF STUDENTS**

Learning in a safe environment is of utmost importance to the staff at Alford. Please help us by letting the front office know if you see anything that might be unsafe on campus. Children are continually supervised by teachers and other staff during the day/afternoon from 8:20 a.m. until buses leave and all students are picked up from the car rider lane. **Students may not be dropped off in the morning prior to 8:20 a.m., unless they are involved in a school sponsored activity. In the afternoons, all car riders must be picked up by 3:20 p.m.**

**SCHOOL RULES**

Students:

1. Will follow the directions of the person in charge the first time given.
2. Will be on time and ready to work.
3. Will respond to each other with honesty, respect and caring.
4. Will show self control with themselves, with other people, and with property.
5. Will follow the Gwinnett County Conduct Code (13 rules).

**SCHOOL SUPPLY STORE**

Alford operates a supply store for students each morning while buses are unloading. A variety of school supplies are available at reasonable prices.

### **SNACK SHACK**

For your convenience the school offers a snack cart where students can purchase a snack. Prices range from .50 -\$1.00. The hours of operation are 8:20 – 8:50 a.m./ 9:30-10:30 a.m./1:35–2:35 p.m.

### **SPIRIT DAYS**

Every Friday is designated as spirit days. Students are encouraged to wear Alford shirts or school colors: blue/lime green/silver (gray). Spirit wear can be purchased at school on PTA nights and registration days.

### **STUDENT AGENDA BOOKS**

In order to teach our students management, responsibility, and accountability, Alford Elementary has purchased a student agenda book for each student in grades 1-5. Students are to keep their agenda books handy at school and to take them home and bring them back to school every day. The agenda books will allow the students to keep up with daily assignments and will allow for teachers and parents to communicate on a regular basis. The agenda books are an important part of our student management system, so they are a **MUST** for students in grades 1-5.

### **TEXTBOOKS**

The Gwinnett County Board of Education provides a variety of teaching materials. Books are expensive and must be properly cared for throughout the year. Students will be financially responsible for damaged or lost textbooks.

### **TRANSPORTATION/CHANGES**

Gwinnett County provides bus transportation for all of our students. **Please help us to diminish traffic problems and support our bus program by having your child ride the bus to and from school.**

**For security and safety reasons, transportation changes may NOT be made over the phone, by email or fax.**

**If a change in transportation is necessary, a note must be brought to school by the student. If a note is not received, the teacher will follow regular transportation procedures for your child.**

If you have concerns about the bus route or bus safety, please call us at school or contact the Transportation Department at 678-380-7235. Each student is assigned a bus at the beginning of the year. If you move, or permanent transportation changes, come to the front office to fill out a bus change form. Riding the bus is a privilege. Inappropriate behavior on the bus will result in an administrative referral and possible bus suspension.

### **VISITORS**

We welcome visitors to our school and hope that you will join us for lunch, PTA, special programs, or class visits. For student safety, there are guidelines that all visitors must follow. **Visitors must either be listed on a student's locator card, or accompanied by a family member that is listed. All visitors must check in through the front office and receive a visitor's badge before entering another part of**



**the building. Children who are not Alford students and are accompanied by an adult, are only allowed in the school cafeteria and Parent Center, not in the classroom.** Parents and non-school age siblings of Alford students are welcome to be spectators on Field Days and Awards Day. If you would like to visit in a classroom, please arrange a time with the teacher FIRST so that it doesn't conflict with instruction, planning, specials, lunch, etc. Please be sure to provide at least a 24 hour notice to the teacher about the visit.

### **VOLUNTEERS**

We have many wonderful parent volunteers at Alford, and there are many opportunities to help at the school. Parent volunteers can choose to work in the parent center, or work in the media center. There are also opportunities for parents who work outside the home to help the school. If you have a desire to help, please let us know what you would like to do. We welcome parent volunteers at Alford.

### **WITHDRAWAL INFORMATION**

If you move during the school year, a new proof of residency is required. Please call the school office for information regarding registration requirements .

If you need to withdraw a student during the school year, please visit the Registration Office to complete the withdrawal information. If at all possible, please schedule an appointment at least 24 hours before withdrawing. All library books and textbooks must be returned, and all fees (fines for cafeteria, textbooks, library books) must be paid before records will be released. In case you need to contact the Registration Office, please call 678-245-3196.