

# Corley Elementary School Parent and Student Handbook 2024-2025

## School Hours

Announcements begin at 8:40 – Instruction begins at 8:50

Car Rider line will be open from 8:20 - 8:40  
Parents will need to park and escort students inside the building after 8:40  
Students MUST be signed after car rider line closes

### Attendance

After an absence from school, a student must present a written statement signed by a parent or guardian giving the reason for the absence.

Per Gwinnett County School Board Policy, absences will be excused for these reasons:

1. Personal illness
2. A serious illness or death in a student's family.
3. A court order or an order by a governmental agency mandating absence from school.
4. Celebrating religious holidays, necessitating absence from school.
5. Conditions rendering attendance impossible or hazardous to student health or safety.

### Arrival

All homeroom teachers offer *Early Morning Instructional Support* beginning at 8:20am each day. Students who ride the bus will arrive at school between 8:20 and 8:30. Parents who drive students to school are encouraged to arrive no later than 8:30 in order for students to take advantage of this additional support.

### Car Rider Procedures

Carpool lines will be staffed from 8:20am - 8:40am.

**ALL PARENTS MUST ESCORT STUDENTS INTO THE BUILDING AFTER 8:40am.** Breakfast will be served from 8:20am - 8:35am or until the last GCPS bus arrives. Traffic pattern for cars leaving the parking lot each morning will be **RIGHT TURN** only until 9:00am. Your child's safety is important to us! Please be mindful of procedures when transporting your child to school.

- Follow all directions of GCPS staff on duty.
- **For the safety of the students, staff members must be on duty as students unload from cars. No student may be dropped off without a staff member present.**
- Keep the speed limit less than 10 miles an hour.
- Please make sure your child has his/her bookbag packed with belongings, notes, ice cream money, etc., before entering the car rider lane.

- Do stay in your car. Staff members will supervise children as they load and unload.

After 8:40am, parents must **PARK** in a designated parking space and **ESCORT** students into the building as support staff will not be on duty to supervise students. Students may not be dropped off at the curb.

### **Behavior Expectations** – (Refer to online GCPS Handbook for Behavior Rules and Bus Safety Guidelines)

Gwinnett County has an Elementary Behavior Code. Consequences do apply for violation of these rules. The following rules apply when a student is:

- on school grounds
- off school grounds at a school activity, function, or event
- in route to and from school

School Bus Safety Guidelines must be followed by all students. Riding the bus is a privilege and discipline consequences up to and including loss of riding privileges will be enforced for students whose behavior impacts safe bus operation.

### **Cafeteria**

- Please refer to SNP Website for prices: <http://www.gwinnett.k12.ga.us/gcsnp.nsf/pages/PriceInformation0~Menu>
- **Sack Lunches:** Students are permitted to bring a packed lunch from home; however, canned or bottled drinks are not permitted.
- **Free and Reduced Meals:** All students are eligible to apply for these meals. Applications are available from the school cafeteria manager or the school office.
- **Prepaid Meals:** Students may prepay for multiple meals. Please have your child's full name and the teacher's name on all transactions. A single account will be established in each student's name, which can be used to pay for breakfast, lunch and any extra items sold separately. Payments may also be made online at [www.mealpay.com](http://www.mealpay.com).

### **Parents/Lunch Visitors:**

To allow for adequate seating, days will be assigned for lunch visitors. Strollers will need to remain outside the cafeteria.

- **No fast food or other outside food may be brought into the cafeteria.**
- **Parents are asked to respect the time frame allowed for student lunches and leave when their child's class time is over to free up seating for other parents.**
- **Please use the lobby waiting area or benches outside the café` if waiting for another child's lunch time.**
- **Ice Cream:** Ice cream is available each day for \$1.00. This is separate from cafeteria money and is sold daily on cash only basis.

### **Cellphones**

The GCPS Board of Education permits students to carry a cell phone in their book bag in the "off" position. Students are not permitted to use cell phones during the school day unless being utilized as a BYOD device. The school will not be responsible for lost, stolen, or damaged cellphones.

### **Class Parties**

Grade levels will have two parties each year scheduled before the winter holiday and the end of the year. Information on class parties will be provided through the school newsletter and ParentSquare.

## Clinic

If a child becomes sick during the school day, school staff will attempt to reach the child's parents. If parents cannot be reached, emergency contacts will be called. **In an emergency situation, if parents or emergency contacts cannot be reached, the school will call 911.**

## Medication

- The clinic worker dispenses all medication.
- No medication, including aspirin, can be given unless parents bring in the medication and sign a form giving the clinic worker permission to administer it to the child.
- **Students may not bring medication to school**  
**Parents must personally pick up the remainder of the medication once treatment is finished or give consent for the clinic worker to dispose of the medication. All medications not picked up by the end of the school year will be discarded.**

## Communication

- Curriculum information is shared with parents at Curriculum Night in August. Parents are encouraged to attend.
- GCPS Student Handbook and Academic Knowledge and Skills (AKS) Booklets are distributed to parents at Open House.
- Two planned conferences are conducted during digital learning days in the fall and winter. Additional parent conferences are held as needed. Parents may request a phone conference if necessary.
- Information is sent home with students each week in the Thursday Folder.

## Dismissal

**GCPS requests students have ONE consistent means of transportation home from school.** All students will have a Transportation Form on file and student will have a corresponding transportation tag on his/her book bag. Transportation may include:

- GCPS Bus
- Day Care Bus
- Day Care Van
- Car Rider – **Begins at 3:25pm and ends at 3:40pm** - Car rider tag must be visible or parents will need to show picture ID. All students must be picked up on time.
- Walker-\*Parent must meet child at location designation by the school.

**Any changes to transportation must be received in writing by noon for the change to be processed. Changes to transportation will not be accepted over the phone or by email. In an emergency situation, parents may fax photo ID with requested change. Fax # 678-924-5330.**

## Checking Out Students Early

- Only authorized individuals in our student information system can checkout students.
- **For security reasons, we cannot accept changes to emergency contacts over the phone. Relatives, neighbors, etc. will not be allowed to check out any student unless authorization is on file. Anyone requesting to check out a student MUST have a picture ID.**

Parents should plan to arrive no later than 2:30PM for early checkout and allow at least 15 minutes to complete checkout procedures

### Checking Out Students Early

- Only authorized individuals in our student information system can checkout students.
- **For security reasons, we cannot accept changes to emergency contacts over the phone. Relatives, neighbors, etc. will not be allowed to check out any student unless authorization is on file. Anyone requesting to check out a student MUST have a picture ID.**

Parents should plan to arrive no later than 2:30PM for early checkout and allow at least 15 minutes to complete checkout procedures.

### Homeless Children and Youth

The Stewart B. McKinney/Vento Education for Homeless Children and Youth Act ensures the educational rights and protections for children and youth experiencing homelessness. Please contact a counselor for further information.

### Grading

Report cards are issued at the end of each 18-week semester. A Progress Report will be sent home at 4-5 week intervals during the semester. We strongly encourage parents to sign up for the go2 Parent Portal to check your child's grades on a regular basis.

### Media Center

The Corley Media Center will be open daily for check out during the school day. The students are responsible for the books they check out and will be required to pay for lost or damaged books. The replacement cost for hardback books is \$15.00 and paperbacks are \$5.00.

### PBIS – Positive Behavioral Interventions and Support School

Positive Behavioral Interventions and Supports (PBIS) programs define and support appropriate behaviors by teaching students about good behavior and including it as part of the curriculum. PBIS programs have resulted in improved school climate and more time spent on learning. Corley Elementary is a Positive Behavioral Interventions and Support school.

### Student Dress

- Students are expected to dress appropriately for the school setting, suitable to the weather conditions, and in good taste. Student dress should not cause any distraction from the instructional program. (Refer to online handbook for detailed guidelines regarding student dress.)
- Remember to send your student in tennis shoes on PE days. Students may be unable to participate if shoes are unsafe.

### School Visitors

Visitors to Corley Elementary must enter through the front door ONLY, register at the desk, present ID, and wear a visitor badge. To protect instructional time, parents should contact the school to schedule an appointment to see a teacher, administrator, or counselor.

### Severe Weather

If severe weather causes school to be canceled or dismissed early, announcements will be made on AM 750 and 95.5 FM, GCPS TV, and on the school system's website ([www.gcpsk12.org](http://www.gcpsk12.org)).