

Corley Elementary School Parent and Student Handbook 2025-2026

School Hours:
Announcements begin at 8:40
Instruction begins at 8:50
Car Rider line will be open from 8:15 - 8:40
Parents will need to park and escort students inside the building
after 8:40
Students MUST be signed in 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 the following reasons:

- Personal illness
- A serious illness or death in a student's family
- A court order or an order by a governmental agency mandating absence from school
- Celebrating religious holidays necessitates absence from school
- Conditions rendering attendance impossible or hazardous to student health or safety

Arrival

All homeroom teachers offer Early Morning Instructional Support beginning at 8:15 AM each day. Students who ride the bus will arrive at school between 8:20 and 8:30 AM. Parents who drive students to school are encouraged to arrive no later than 8:30 AM to allow students to take advantage of this additional support.

Birthday Celebrations

Students may bring treats to celebrate their birthday with their class. All birthday celebrations will occur during students' assigned lunchtime in the Cafeteria. All treats must be store-bought and easily shareable, such as cupcakes and cookies. Cakes and other treats that require cutting are not permitted. Fast food or other outside food is not allowed.

Behavior Expectations

(Refer to the online [GCPS Handbook for Behavior Rules and Bus Safety Guidelines](#))

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

- On school grounds
- Off school grounds at a school activity, function, or event
- En route to and from school

School Bus Safety Guidelines must be followed. Riding the bus is a privilege. Disciplinary action, including loss of bus privileges, will be enforced for unsafe behavior.

Cafeteria

- Refer to the SNP Website for prices: [GCPS School Nutrition](#)
- **Sack Lunches:** Students may bring a packed lunch from home. Canned or bottled drinks are not permitted.
- **Free and Reduced Meals:** Available to all eligible students. Applications can be obtained from the cafeteria manager or the front office.
- **Prepaid Meals:** Students may prepay for meals. Include the student's full name and the teacher's name with the payment. Online payments are accepted at www.mealpay.com.

Parents/Lunch Visitors:

- Strollers must remain outside the cafeteria.
 - Fast food or other outside food is not allowed.
 - Parents must leave when their child's lunchtime ends to allow space for others.
 - Visitors waiting for another student's lunch period must use the lobby or the benches outside the cafeteria.
 - Ice cream is available daily for \$1.00 (cash only).
 - Lunch visitors are not permitted during standardized testing days.
-

Car Rider Procedures

Carpool lines will be staffed from 8:15 AM to 8:40 AM.

All students must be dropped off in the Car Rider lane from 8:15-8:40. Students arriving late (AFTER 8:40) must be escorted into the building by a guardian.

Breakfast will be served from 8:15 AM to 8:35 AM or until the last GCPS bus arrives. The traffic pattern for cars leaving the parking lot each morning will be **RIGHT TURN ONLY** until 9:00 AM.

Your child's safety is important to us. Please follow these procedures:

- Follow all directions from the GCPS staff on duty.
- Staff must be present while students are unloading. No student may be dropped off without a supervising adult.
- Keep the speed limit under 10 miles per hour.
- Ensure your child has all belongings (book bag, notes, money, etc.) before entering the car rider lane.
- **Remain in your car.** Staff will supervise loading and unloading.

After 8:40 AM, parents must park in a designated space and escort students into the building. Students may not be dropped off at the curb.

Cellphones

Students may carry a cellphone in their **book bag**. It must remain in the "off" position and out of sight. Use is not permitted during the school day unless authorized for BYOD purposes. The school is not responsible for lost, stolen, or damaged phones.

Checking Out Students Early

- Only individuals listed in the student information system may check out students.
 - No changes to emergency contacts will be accepted by phone.
 - A picture ID is required to check out a student.
 - Arrive no later than **2:30 PM** and allow at least 15 minutes for checkout.
-

Class Parties

Each grade level will host two class parties: one before winter break and one at the end of the year. Party information will be shared through the school newsletter and ParentSquare.

Clinic

If a student becomes ill at school, the staff will contact the parents. If parents cannot be reached, emergency contacts will be called. In an emergency, if no one can be reached, the school will contact 911.

Communication

- Curriculum Night in August provides academic information. Parents are encouraged to attend.
 - GCPS Student Handbook and Academic Knowledge and Skills (AKS) booklets are distributed at Open House.
 - Two scheduled parent-teacher conferences are held during October and March. Additional conferences may be requested.
 - Important information is sent home weekly in the Thursday Folder.
-

Dismissal

Each student must have one consistent form of transportation on file.

Transportation Options:

- GCPS Bus
- Day Care Bus
- Day Care Van
- Car Rider (3:25 PM to 3:40 PM) – A car rider tag must be visible. Picture ID required if a tag is not available.
- Walker – Parents must meet their child at the designated location.

Transportation changes must be submitted in writing by noon. No changes by phone or email. In an emergency, fax a photo ID with the request to **678-924-5330**.

Grading

Report cards are issued every 18 weeks. Progress Reports are sent home every 4–5 weeks. Parents are encouraged to sign up for the **go2 Parent Portal** to monitor student grades.

Homeless Children and Youth

The Stewart B. McKinney/Vento Education for Homeless Children and Youth Act ensures the rights of students experiencing homelessness. Please contact a school counselor for more information.

Media Center

The Corley Media Center is open daily for student checkout. Students are responsible for lost or damaged books.

- Hardback Replacement: \$15.00
 - Paperback Replacement: \$5.00
-

Medication

- All medications must be dispensed by the clinic worker.
 - No medication (including aspirin) will be administered unless provided by a parent along with a signed authorization form.
 - Students may not bring medication to school.
 - Parents must pick up any remaining medication after treatment. Medications not picked up by the end of the school year will be discarded.
-

Parking

All school visitors must park in designated parking spots in the front or side parking lot. Parking in the bus lane is strictly prohibited at all times. Any car that is parked in a spot that interferes with school operations or student safety may be towed at the owner's expense.

In Georgia, parking in a designated handicapped parking space is illegal without a valid, unexpired parking permit or a specially designated license plate for disabled persons. A valid permit or plate must be displayed on the driver's side dashboard or hung from the rearview mirror. Violations can result in fines ranging from \$100 to \$500, and the vehicle may be towed at the owner's expense.

PBIS – Positive Behavioral Interventions and Supports

PBIS promotes appropriate behaviors by teaching and reinforcing expectations. Corley Elementary is a PBIS school focused on improving school climate and increasing instructional time.

Student Dress

- Students should dress appropriately for school and weather conditions. Attire should not distract from instruction.
- Tennis shoes are required on PE days for safety.
- 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 that is disruptive to the learning environment. Additionally, the following clothing items are prohibited:

- Hats, caps, sweatbands, hoodies, and skullies or other head coverings will not be worn in the school building (religious and themed dress-up days are exceptions). Headbands are allowed, but not as a head covering.
 - Crop tops and strapless tops are not permitted. No garments that are see-through or show midriff, lower back, or cleavage. Fabric should cover your front, back, sides, and under the arms.
 - Overly short shorts, skirts, and dresses are not allowed. The bottom hem of shorts, skirts, and dresses should be below the fingertips.
 - Holes in pants in inappropriate areas.
 - Slippers.
-

School Visitors

Visitors to Corley Elementary must enter through the **front door ONLY**. Upon entering the vestibule, all visitors must scan a **government-issued ID** through the **RAPTOR** security system. Once the visitor badge is generated, they may be permitted to enter the building IF they have an appointment. Visitors at the school for student pick-up will remain in the vestibule to receive their student.

To minimize classroom disruptions, visitors should schedule appointments with teachers, counselors, or administrators in advance. All visitors must wear their visitor badge while on campus.

Parents are not permitted to visit classrooms except for scheduled events that will be advertised.

Severe Weather

In the event of school closures or early dismissal due to severe weather, announcements will be made via:

- AM 750 and 95.5 FM
- GCPS TV
- www.gcpsk12.org