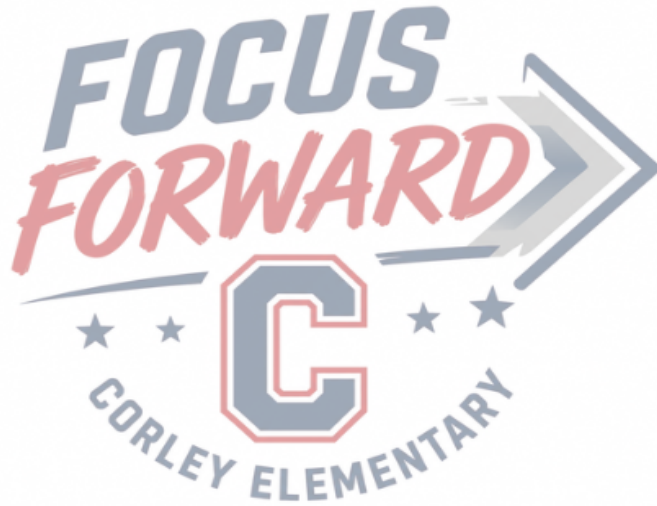




Corley Elementary School Parent and Student Handbook 2026 - 2027

School Hours

- The Morning News Show begins at 8:35.
- Instruction begins at 8:50.
- The 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 by a parent after the car rider line closes.

Attendance

After an absence from school, parents must provide the reason for the absence using the district's ParentVUE application.

Per [Gwinnett County School Board Policy](#), absences will be excused for the following reasons:

- Personal illness or attendance in school endangers a student's health or the health of others.
- A serious illness or death in a student's immediate family necessitating absence from school.
- A court order or an order by a governmental agency, including pre-induction physical examinations for service in the armed forces, mandating absence from school.
- Observing religious holidays, necessitating absence from school.
- Conditions rendering attendance impossible or hazardous to student health or safety.
- A period not to exceed one day is allowed, at the discretion of the local unit of administration, for registering to vote or voting in a public election.
- Visiting with a parent or legal guardian prior to or during leave from deployment to a combat zone or combat support posting as a member of the armed forces of the United States or the National Guard (maximum of five school days per year).
- A student whose parent or legal guardian is currently serving or previously served on active duty in the armed forces of the United States, in the Reserves of the armed forces of the United States on extended active duty, or in the National Guard on extended active duty may be granted excused absences, up to a maximum of five school days per school year, not to exceed two school years, for the day or days missed from school to attend military affairs sponsored events, provided the student provides documentation prior to absence.
- A student who participates in a 4-H sponsored activity or program.

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 or other treats that require cutting are not permitted, and juice boxes or bottled sports drinks are not allowed. Fast food or other outside food is not allowed.

While parents/guardians may assist their student in passing out birthday treats during lunch, they may not sit at the lunch table with the class. Once all birthday treats are passed out, all visitors must go back to the Family Dining Room.

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, with the exception of water, are not permitted. Fast food or other outside food is not allowed.
- **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.

- **No Sharing Food:** Students are not permitted to share any food or drink that is served in the cafeteria or brought from home.

Parents/Lunch Visitors:

- Strollers must remain outside the cafeteria.
 - Fast food or other outside food is not allowed.
 - All parents must remain in the Family Dining Room during lunch visits.
 - Parents must leave when their child's lunchtime ends to allow space for others and exit the school via the doors by the Cafeteria.
 - 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.
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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. The school is not responsible for lost, stolen, or damaged phones. Smartwatches and other smart wearable devices are not allowed to be worn to school. These devices may include features such as audio or video recording, internet access, or communication capabilities, which may compromise student privacy, disrupt the learning environment, and violate testing security requirements. All such devices must be powered off and stored in the student's backpack in accordance with school procedures.

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.
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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.

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.
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Dismissal

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

Transportation Options:

- GCPS Bus
- Day Care Bus
- Day Care Van
- Car Rider (3:17 PM to 3:40 PM) – A car rider tag must be visible. Picture ID required if a tag is not available.

Transportation changes must be submitted in writing by emailing CorleyTransportation@gcpsk12.org by 9:30 a.m.

Fast Food, Drinks, and Snacks

Students are not permitted to bring food or drinks to school from outside vendors such as fast food, restaurants, or coffee shops. Students may not bring these items during arrival and parents may not bring these items as lunch visitors.

Students are able to bring a light snack to school but will not be able to eat the snack during instructional time. Teachers will determine a suitable time for students to eat their snack such as during dismissal or recess. All student snacks should be single serving sized, and students are not permitted to share their snack with classmates.

Students may pack a water bottle to drink throughout the school day. The only drink students are allowed to bring is water. Sodas, juices, sports drinks, and fountain drinks are not permitted in the school building.

Grading

Report cards are issued every 18 weeks. Progress Reports are sent home on the last Thursday of every month. Parents are required to sign up for the **ParentVUE 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
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Medication

- All medications must be dispensed by the clinic worker and require a signed authorization form to be filled out by the parent. Parents may visit the clinic to complete authorization. When parents complete the authorization form in the clinic, the parents can bring the medication to the school. Students may

not bring medication to school.

- No medication (including aspirin) will be administered unless provided by a parent along with a signed authorization form.
 - Parents must pick up any remaining medication after treatment. Medications not picked up by the end of the school year will be discarded.
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Meta Glasses

Meta glasses and similar smart wearable devices are not allowed to be worn to school. These devices may include features such as audio or video recording, internet access, or communication capabilities, which may compromise student privacy, disrupt the learning environment, and violate testing security requirements. All such devices must be powered off and stored in the student's backpack in accordance with school procedures.

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
 - Students who repeatedly do not meet dress code expectations may have a parent contacted by an administrator to develop a plan for compliance.
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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