

Corley Elementary Parent Information 2017 - 2018

Corley Elementary School

505 Mount Vernon Road
Boaz, AL 35957

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Webpage: <https://www.boazk12.org/Domain/9>



Principal: Allison Haygood, ahaygood@boazk12.org

Instructional Coach: Catina Hamilton, chamilton@boazk12.org

Guidance Counselor: Heather Ford, hford@boazk12.org

Administrative Assistant: Rachel Todd, rtodd@boazk12.org

School Accounting, Kelly Ray, kray@boazk12.org

School Nurse: Paula Bristow, pbristow@boazk12.org

Arrival/Departure to School

1. Car drop-off/pick-up occurs in front (main entrance) of the school. There should be no car-rider traffic in the bus drop-off/pick-up area (side entrance near BES).
2. School doors open at 7:00 am. Students may not be dropped off prior to 7:00 am. All students must be picked up by 3:00 pm. Any student not picked up by 3:00 pm will taken to BES Extended Day.
3. All students will have the opportunity to eat breakfast in their classroom each morning. Breakfast will be served at 7:20 am. Breakfast will end at 7:40 am each morning.
4. All students should arrive at school by 7:30 am. Any student arriving after 7:35 am is considered tardy. Students who are tardy must be escorted by a parent and signed in at the main office. Students who are tardy unexcused more **than three times** will be referred for disciplinary action by the principal.
5. All visitors/guests/parents must enter through the main entrance of the school. These doors remain locked at all times. There is an intercom system at the right side of the doors that must be used to gain entrance to the school.
6. Please make sure that all demographic information (phone numbers, address, email, other contacts who may check out your child) is updated in our computer system. This will prevent delays in parent contact when a child is sick. **ONLY THOSE PERSONS LISTED ON THE CHILD'S PERSONAL DATA CARD WILL BE ALLOWED TO CHECK OUT THE STUDENT.** A photo ID is required every time a student is checked out from school.
7. A student must have a written note with a phone number for verification to be transported home any way other than their normal transportation (ex. Bus rider who needs to be a car rider, car rider who needs to be a bus rider, any other transportation change.)
8. Parents/Guardians should not arrive before 2:00 pm to line up for afternoon pick-up. Cars parked in front of the school or along the street create a hazard for other drivers and emergency vehicles that may need to travel on the road.
9. All students must be picked up by 3:00 pm. Any student not picked up by 3:00 pm will taken to BES Extended Day. There will be an Extended Day charge for these students.

Procedures for Sending Money, Lunch, Birthdays, Medication, etc.

1. Any check written to the school must have a driver's license number and 2 phone numbers. In the unfortunate event that there is a returned check , it will automatically be turned over to NexCheck for collection.

2. Student lunch will cost \$2.50 or \$0.40 for reduced. Adult meals cost \$3.00. Please have a consistent routine of sending money for your child's account.
3. Students will have a 20-minute break each day. Snack may be purchased at school. Drinks and snacks are \$0.50 each. You may send snack money for your child for the entire week (only one week at a time please).
4. Parents who want to come to school to eat lunch with their child need to make arrangements with your child's teacher in advance to avoid scheduling conflicts. All parents/guests must sign-in at the main office prior to arrival. Child Nutrition Guidelines do not permit parents to bring food from restaurants into the school.
5. Corley Elementary PTO provides a monthly birthday celebration for our students. Therefore, parents may not send birthday items (cakes, cupcakes, cookies, etc.) for a student's birthday.
6. All monies collected for school programs or field trips are non-refundable.
7. Students are NOT ALLOWED to bring medication to school (cough drops, Tylenol, prescription, etc.). Any parent who needs to send medication to school needs to coordinate this with the school nurse and the front office staff.

Student Attendance

1. Absences: Students are not permitted to be absent from school without a valid excuse. Absences shall be designated as Excused or Unexcused. Boaz City Schools Board Policy allows for a maximum of 6 (six) parent excuses per year. After that a doctor's excuse will be required. Excused absences will be permitted for the following reasons:
 - Personal illness
 - Hospitalization
 - Emergency
 - Death in immediate family
 - Court subpoena
 - Principal-approved absence
2. Documentation supporting an Excused Absence shall be submitted to the school Principal within **three school days of returning to school** or the absence shall be deemed **Unexcused**.
3. Any absence for reasons other than the described excused absences must be pre-approved by the principal. Failure to obtain pre-approval may result in the absence being coded as **Unexcused**.
4. **Truancy**: Parents or legal guardians shall ensure students under their care, custody, attend school regularly. Habitual or excessive absence from school may require school officials to refer the matter to juvenile authorities or initiate truancy proceedings. Excessive unexcused absences may result in student being retained.

5. When checking students out, parents must come directly to the office where the office personnel will call for the student. **Parents are not to go to the classrooms and interrupt a class in session.** This procedure is for the protection and safety of the students, as well as to maintain a quality education for each child. **Checking the student out does not necessarily constitute an excused absence.** Upon return to school from a check-out or absence, a note must be presented within three (3) school days or 72 hours to the school. However, three unexcused check-ins or check-outs will be considered (1) day of unexcused absence counted toward the truancy program.

Parent/Teacher/Administrative Communication

1. We would like to encourage you to keep good positive contact with your child's teacher. This may be done through email, hand written notes, phone, or parent conferences. However, please do not send time-sensitive requests/information via email. Teachers may only check email periodically during the day. If you have a time-sensitive request please contact the office by phone.
2. Please understand that teachers only have a limited amount of time during the day when they are not in direct supervision of children. Face-to-face parent conferences must be scheduled prior coming to the school.

It is our desire that your child have an outstanding year at Corley Elementary School. If you have any further questions/concerns please do not hesitate to contact us. The Boaz City Schools Policy Manual and Student Code of Conduct supersede the information provided in this packet.



