

# J.C. Magill Elementary School

## Parent/Student Handbook 2024-2025

770-554-1030  
**HOURS**  
8:50am- 3:20pm.  
Students may enter the building at 8:20am.

### ATTENDANCE

The following reasons are considered excused absences:

1. Personal illness
2. A death or serious illness in the immediate family
3. Recognized religious holidays observed by your faith
4. Absences mandated by order of government agencies
5. Conditions which render school attendance impossible or hazardous to health and safety

For each absence, a note explaining the absence must be brought to school the following day. Prompt and consistent attendance at school is expected. Instilling these behaviors in our students is an important factor in their school success, as well as their future success as adult workers. Students who do not maintain regular punctuality and/or attendance may be referred to the administration, counselor, and/or social worker. Please note that we are not able to accept notes that simply state “family emergency” as the excuse. If the emergency is related to one of the 5 accepted excuses listed above, please indicate that.

### CANCELLATION /INCLEMENT WEATHER

In the event of severe weather, the starting time of school may be delayed or schools might be closed. Announcements will be made via School Messenger and over local area news media (TV and radio). If no report is heard, school will be in session. The same conditions may also necessitate early dismissal. **Please do not call the school as telephone lines must be kept open for emergencies.** In the event that Gwinnett County implements a Digital Learning Day due to school cancellation further information will be sent.

#### **How does a Weather Related Digital Learning Day work for students?**

On the day that school has been canceled, teachers will post assignments by 9am on their eCLASS course pages. If the power is out, a student may access the teacher’s course page when power returns. If a student does not have access to a computer or device (tablet, smartphone, etc.), the student can get the assignment once school resumes. Student work will be expected to be turned in to the teacher (either digitally or in person).

### CELL PHONE/AIRPODS USAGE

Students are not allowed to use their cellphones while on school property during regular school hours. Cell phones must be kept in students’ backpacks and turned off at all times during the school day. If your child’s phone is confiscated by an adult, parents will need to make arrangements to pick it up from the office. Only those listed as a contact in the portal can pick up the item(s).

### CLASSROOM VISITATION

We would like all of our parents to feel free to visit our school. By law, all parents and visitors must check-in through the office and must show their state issued ID, state the purpose of the visit, and wear a visitor’s badge while in the school. During these visits the regular school program must continue. As a courtesy to the teacher and other students, a prior appointment should be made for visitation or personal conferences. Any adult wishing to visit a classroom or have lunch with a student must show ID at the front office. This person must be listed on the student’s emergency contact list. No adult will be permitted access to a student on school premises without these conditions being met. Volunteer opportunities are available throughout the school year. Volunteers are required to check in at the front desk and sign-in at the Parent Center visitation log. If you are interested in serving as a volunteer, please contact the Parent Center at 770-554-1042.

### CLINIC

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 of 100.4 degrees or more. If your child is running a fever or throwing up please keep your child at home. It is critical that the school have working phone numbers for parents/guardians AND emergency contacts. Please make sure your emergency contacts are people who live nearby and will be able to pick-up your child if you are unavailable. **MEDICATIONS**

- A parent/guardian is the only person that can bring in medication to be given during school hours. The parent/guardian will fill out paperwork before the medication can be given. All prescription medication **MUST HAVE** the current PHARMACY LABEL attached to the medication. Medication will not be given without the Rx label.
- If a student brings in their own medication, the parent will be called. The medication will not be given to the student until all guidelines are met. And, the student will not be allowed to take the medication back home on the bus.

### DISCIPLINE PLAN

Our faculty has developed a discipline program which provides structure for each student to be responsible for his/her own learning and behavior. We believe every student 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 that prohibits a student from:

1. Disruption and interference with school
2. Damage or destruction of school property
3. Damage or destruction of private property
4. Assault or battery on a school employee
5. Physical abuse, assault or battery on a student
6. Possession of weapons, dangerous instruments, or devices
7. Possession of drugs, alcohol or tobacco
8. Disregard of directions or commands
9. Indecency
10. Other conduct which is subversive to good order
11. Repeated violations or misbehavior
12. Misbehavior on a school bus

Teachers and administrators may handle misbehavior with the following consequences:

- Time out
- Classroom plan
- Behavior contract
- Loss of school privileges
- Immediate parent contact/conference
- Opportunity Room
- Out of school short term suspension
- County level student disciplinary panel

## DRESS CODE

The student dress code is designed to reduce the likelihood of distraction, maintain an academic focus, and encourage students to actively participate in the classroom and on campus. Our staff requests a partnership with parents to observe the following guidelines when purchasing school attire:

1. The wearing of or absence of any item of clothing that will distract from the learning process of other students or clothing with offensive words and/or the advertising of drugs or alcoholic beverages will not be tolerated. Gang attire is prohibited.
2. Caps/hats and/or hoods on coats or sweatshirts are not to be worn in the building at any time, including in the classrooms.
3. Bandanas/bonnets/durags are not appropriate for school.
4. Skirts and shorts/skortis should be at least fingertip length or leggings should be worn under them. Jeans that are ripped above the knee and show skin should not be worn.
5. Tops should be long enough to cover the midriff when arms are raised to shoulder level. Tops should not be low cut and an undershirt should be worn when necessary. Crop tops and shirts with spaghetti straps are not permitted.
6. Flannel pajama pants are not appropriate for school unless it is a themed pajama day. Blankets are not to come to school on pajama days.
7. Undergarments should not be visible.
8. See-through clothing (such as a mesh jersey) must have an undershirt.
9. Shoes that have skates in the sole should not be worn to school. Even if the skates are pushed in or taken out, these shoes are not appropriate for school.
10. Athletic shoes should be worn on the days the students have PE.
11. All open-toed shoes should have a strap around the back to be appropriate for school.

## EARLY CHECK-OUT

For security reasons, anyone checking out a student must be on the student's emergency check-out list and *will be required* to show a picture ID (i.e. Driver's License) *prior* to having a student released to exit the building with him/her. The teachers are *not permitted* to release students from the classroom. Your cooperation is appreciated as this is a safeguard for all our students. Early check-out should be reserved for special circumstances and not used as a student's regular method of dismissal. If you check out your child before 11:50am, your child will be counted as absent for the day. There will be no student checkout after 2:30 pm.

## EVENTS - PARENT CHECK-IN/STUDENT CHECK-OUT

All visitors will come to the front office for IDs to be checked. A visitor's tag will be issued. No one is to be in the building without a visitor tag. Anyone without the tag will be asked to return to the office. Parents or authorized emergency contacts may check out their child if they wish, after the special event has concluded. They will be given a colored check-out form that has been signed by an office staff member. That slip should be given to the teacher for their signature prior to leaving with the child. The check-out slip will be returned to the office as they exit the building. If a parent wants to check out their child and does not have the colored form, the child will be kept in the classroom, and the parent will go back to the office to check the child out.

## FAMILY INFORMATION

Families must notify the school if any information regarding the student changes during the school year. This includes changes of address, phone number changes (we must have a working phone number for all parents), and any custody changes. Phone numbers and updating of emergency contacts can be done via the parent portal. Address and custody changes must be done in person.

## GRADE REPORTING TO PARENTS

Parents can check their child's grades at any time using the Parent Portal. Students will receive a report card at the end of each semester (December and May). Progress reports will be sent home in October and March. Early-Release Conferences take place twice a school year. Parents must sign up for a time using the link provided by the teacher before conferences.

### **KINDERGARTEN/CONDUCT/SPECIALS**

Excellent = E                      Satisfactory = S                      Needs Improvement = N                      Unsatisfactory = U

### **GRADES 1-5**

90-100 = A                      80-89 = B                      70-79 = C                      below 69 = U

Promotion to the next grade level is based on the Gwinnett County Public Schools Promotion Retention Criteria. See the GCPS website for more information.

## LUNCH VISITATION

At this time parents are allowed to have lunch with students during their designated lunch times. Any adult wishing to have lunch with a student must show ID at the front office. This person must be listed on the student's emergency contact list. **No outside food is allowed for visitors or students in the cafeteria due to School Nutrition Program guidelines.** Lunch visitation is only for the duration of the student's lunch time, and parents are not allowed to accompany students back to class or remain with the class after lunch has concluded. Parents will have lunch with their students *only* at the designated Family Lunch tables.

## NUTRITION PROGRAM

We ask all families to fill out Free/Reduced applications each year. Lunch applications expire yearly.

**Breakfast:** Breakfast is available for all students whether bus-rider or car-rider. **Breakfast price \$1.50 (Reduced price: \$0.30)**  
**Lunch:** The cafeteria serves a nutritious lunch consisting of choices of entrees and vegetables daily. All students will be charged for lunch based on their current eligibility status (Free, Reduced, Full Pay). There have been no changes to meal prices. **Lunch price: \$2.25 (Reduced priced: \$0.40)**

**PARTIES**

Birthday celebrations will be observed by allowing parents to provide a pre-packaged snack or cupcakes with the nutrition label attached for the class during lunch time. **No birthday favors (balloons, hats, etc.) will be allowed.** Parents who wish the teacher to pass out invitations for personal birthday parties at school, must provide enough invitations for the whole class (no individual invitations will be passed out).

Classroom parties will take place twice a year; a winter celebration and an end of year celebration. Your child’s teacher will send out information regarding these events.

**POSITIVE BEHAVIOR INTERVENTION AND SUPPORTS: PBIS**

Magill’s proactive approach to student discipline and behavior management is called Positive Behavior Intervention Support, or PBIS for short. Magill’s PBIS focuses on teaching and supporting positive behavior of all students. PBIS also helps create safe learning environments where students are able to learn and teachers are able to teach. PBIS is meant to recognize the positive behaviors of all students, acknowledge and reinforce the students for exhibiting the appropriate behaviors, and provide support to those students who need extra guidance meeting school-wide expectations. At Magill we S.O.A.R, and students are expected to be Safe, On-Task, Accountable and Respectful. Students modeling this expected behavior may earn “Comet Cash” and get an opportunity to shop at our PBIS Store. Magill’s top earners may also receive invitations to our Gala Events held at the end of each semester.

**STUDENT GRIEVANCE PROCEDURE**

If a student/parent has a complaint of discrimination or unfair treatment by school employees on the basis of race, color, religion, gender (sex), national origin, or handicap, he/she should report concerns to the principal or to the local school’s Title IX Coordinator, Shani Walker in person, by telephone, or in writing of the incident(s) giving rise to the complaint.

**TECHNOLOGY (NOT APPROVED)**

Students should only use technology during the school day that has been approved and provided by the school. Airpods and cellphone usage are not permitted during the school day. If students are in possession of these items, they should be kept in their book bags/backpacks or another secure location. Usage of these items will result in them being confiscated with progressive action which includes the items to be released to the parent/guardian only.

**TRANSPORTATION**

All students must have a transportation tag on their book bag for the current school year. Please be sure that if your child changes book bags, the tag is placed on the new bag. The home address in our computer system is the address used for transportation unless other arrangements are requested. It is critical that the office is made aware of any address change in a timely manner. All transportation changes must be made in writing and given to the front office in the morning to make any changes. **NO TRANSPORTATION CHANGES WILL BE MADE VIA PHONE, DOJO, FAX, OR EMAIL.**

**- AFTER-SCHOOL DAYCARE BUS**

During dismissal, after-school daycare buses share the car rider lanes. A daycare bus cannot exit the car rider lane until all assigned daycare riders have been accounted for. Please remember to notify your after-school daycare facility on days your child is absent.

**- PARENT PICK-UP AND DROP-OFF (Car-Riders)**

Students may only be dropped off between 8:20 am and 8:50 am.. Parent vehicular traffic is routed to the side parking lot of the school building. This area is also the faculty parking area and the daycare bus lane. Students arriving for school in the morning parent drop-off may only be dropped off in the car-rider line. **NO DROP-OFFS ARE ALLOWED** in the front of the building where the bus lane is located OR from parked cars in either parking lot during arrival time. Due to traffic congestion, you are encouraged to use Gwinnett County Public School bus transportation, in lieu of providing individual car transportation. School dismissal begins at 3:20pm. During dismissal, all vehicles picking up students must display an assigned Magill Car rider tag/number, or the driver **MUST** have an authorization from the school office along with a photo ID. Students with special needs will remain in the school and will be escorted by staff as their vehicles arrive.

Dismissal Procedures

1. Cars and students are in constant motion. For the security and safety of students and drivers, **please stay in your car and refrain from cell phone usage.**
2. Wait for your children to meet you at your car.
3. Be ready to move forward as cars exit the line.

**- SCHOOL BUS**

Riding a Gwinnett County Public School bus is a privilege. Improper conduct on the bus will result in the privilege being denied. Only regularly scheduled bus students are to ride school buses. Students transported to school on the bus will be transported home on the same bus unless they have a note requesting a change from their parents. This requested change must be delivered to the front office by the student first thing in the morning. For the safety of your children, changes to transportation cannot be made via telephone or email. Grievances involving the bus should be taken up with the GCPS Transportation Office. Refer to the Gwinnett County Public School’s Student Transportation Handbook for more information about the school bus program.

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Student Name: \_\_\_\_\_ Grade: \_\_\_\_\_ Teacher: \_\_\_\_\_

I have received and reviewed the Magill Parent/Student Handbook.

X \_\_\_\_\_  
Parent Signature

\_\_\_\_\_  
Date