

# **Parent Handbook**



**Magill Elementary School**

**"Excellence for All"**

**2025–2026**

# J.C. Magill Elementary School

## Parent Handbook 2025-2026

770-654-1000  
HOURS  
8:50am- 3:20pm.  
Students may enter the building at 8:20am.

### ATTENDANCE POLICY

Regular and prompt attendance is vital to your child's academic success and overall development. Consistent attendance helps build strong learning habits and ensures your child is fully engaged in instruction and classroom activities.

#### **Excused Absences**

The following are considered **excused absences**:

- Personal illness
- A death or serious illness in the immediate family
- Observance of religious holidays recognized by your family's faith
- Absences mandated by a governmental agency (e.g., court appearances)
- Conditions that render school attendance unsafe or impractical (e.g., inclement weather, natural disasters)

#### **Reporting Absences**

A **written note** must be submitted each time your child returns from an absence. The note should include the **student's name, date(s) of absence, reason for absence, and a parent/guardian signature**. Notes may be handwritten or emailed to the school office.

#### **Unexcused Absences & County Notifications**

After **5 unexcused absences**, parents will receive a formal notification from the county. After **10 unexcused absences**, a second county notification will be issued. Continued excessive absences may result in a **referral to the local school social worker for follow-up and intervention**.

#### **Chronic Absenteeism & Support**

Students with frequent absences (excused or unexcused) may be flagged for **chronic absenteeism**, which can impact academic performance and promotion. If your child is experiencing ongoing attendance issues, our school team—including administration, counselors, and social workers—will reach out to provide support and collaborate on a plan to improve attendance.

Let's work together to build strong habits that will benefit your child both in school and in life.

### CANCELLATION /INCLEMENT WEATHER

In the event of severe weather, school start times may be delayed, or schools may be closed. Announcements will be made through GCPS **Parent Square** and broadcasted on **local news stations (TV and radio)**.

If no announcement is made, the school will operate on a normal schedule. Severe weather conditions may also require **early dismissal**. Please **do not call the school**, as phone lines must remain open for emergency communications. Reach out to your child's teacher through Parent Square.

#### **Digital Learning Days**

If Gwinnett County Public Schools implements a Digital Learning Day due to weather-related school closures, parents will receive additional information.

How Digital Learning Days Work for Students:

- On the day of cancellation, teachers will **post assignments by 8:00 AM** on their **Google Classroom course pages**.
- If a family experiences a **power outage**, students can access assignments once power is restored.
- If a student **does not have access to a device**, they may complete the work once school resumes within 5 days.
- Student work is expected to be submitted either **digitally or in person**, depending on the situation.

We appreciate your flexibility and cooperation in supporting continued learning during inclement weather situations.

## CELL PHONE/AIRPODS/SMARTPHONE/USAGE (Visitors)

To maintain a respectful and distraction-free learning environment, we ask all visitors to follow these guidelines when using cell phones and other smart devices on campus:

- **Refrain from using cell phones** at the front desk or while receiving assistance from school staff.
- **Be mindful of your conversations** while on school grounds, as students may overhear them.
- **Inappropriate or vulgar language** is not permitted inside the building or on campus at any time.

We appreciate your cooperation in helping us maintain a safe, respectful, and student-centered environment.

## CLASSROOM VISITATION

We welcome and encourage parent involvement in our school community. To ensure the safety and security of all students, please follow these guidelines when visiting:

**All visitors**, including parents and guardians, must check in at the front office, present a valid state-issued ID, state the purpose of their visit, the visitor must be on the student's emergency contact list, and wear a visitor badge at all times while on campus.

- **Instructional time is valuable.** To minimize classroom disruptions, the regular instructional program must continue without interruption during visits.
- **Classroom visits and conferences** should be arranged in advance. As a courtesy to teachers and students, parents are asked to schedule appointments ahead of time. To request a classroom observation, please reach out to your **student's grade-level administrator**.

**Parent Volunteer Opportunities** We value and encourage parent and community involvement, as it plays a vital role in supporting student success. Throughout the school year, there are many opportunities for families to volunteer and make a positive impact on our school community.

**All volunteers are required to:**

- Check in at the front office
- Sign in at the Parent Center visitation log
- Wear a visitor badge while on campus

If you are interested in volunteering, please contact the **Parent Center at 770-554-1042** for more information on available opportunities and how to get involved. All volunteers must complete training on confidentiality through the Parent Center before volunteering at our school.

## CLINIC

The school clinic is staffed by a trained adult; however, please note that **it is not operated by a registered nurse**. Basic first aid will be administered for minor injuries and illnesses.

**Parents/guardians will be contacted if:**

- A student is too sick to remain at school
- A student is seriously injured
- A student has a fever of **100.4°F or higher**

If your child has a fever, is vomiting, or shows signs of contagious illness, **please keep them at home** to prevent the spread of illness.

It is **critical** that the school has **up-to-date phone numbers** for parents/guardians and emergency contacts. **Emergency contacts should be local and available to pick up your child if needed. If we are not able to reach you in an emergency, 911 will be called.**

## EARLY CHECK-OUT

For the safety and security of all students, anyone checking out a student must be listed on the student's emergency check-out list and present a valid photo ID (e.g., driver's license) before the student will be released. Teachers are not authorized to release students directly from the classroom.

Please reserve early check-out for special circumstances only; it should not be used as a regular dismissal method. If a student is checked out before 11:50 AM, they will be marked absent for the day. Additionally, there will be no student checkouts after 2:30 PM to ensure smooth dismissal procedures.

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

All visitors must check in at the front office, present a valid photo ID, and receive a visitor tag. No one is allowed in the building without a visitor tag; anyone without one will be asked to return to the office.

Parents or authorized emergency contacts may check out their child **only after the special event has concluded**. They will receive a colored check-out form signed by office staff. This form must be presented to the child's teacher for signature before leaving with the student. The signed check-out slip must then be returned to the office upon exiting the building.

If a parent attempts to check out their child without the colored check-out form, the child will remain in the classroom, and the parent will be asked to return to the office to complete the check-out process.

## STUDENT RELEASE AND PARENT CONDUCT ON CAMPUS

The safety and well-being of all students is our top priority. If a parent, guardian, or any individual authorized to pick up a student arrives at school appearing to be under the influence of ***drugs or alcohol***, the school will not release the student into their care. In such cases, another authorized adult listed on the student's emergency contact form will be called to pick up the child.

Additionally, if a parent or visitor appears to be under the influence while on school grounds, the school administration will notify the School Resource Officer (SRO) immediately. In accordance with local *in loco parentis* laws, the school reserves the right to take appropriate action to ensure the safety of all students, staff, and visitors.

## FAMILY INFORMATION

Families must promptly notify the school of any changes to their student's information during the school year. This includes changes in address, phone numbers (it is essential that we have a working phone number for all parents), and custody arrangements.

Phone number updates and emergency contact changes can be made through the parent portal. However, changes to addresses and custody must be completed **in person** at the school.

## GRADE REPORTING TO PARENTS

Parents can check their child's grades anytime using the Parent Portal. Report cards are issued at the end of each semester (December and May). Progress reports will be issued every 4 ½ weeks.

Early-Release Conferences are held twice a year. Parents must sign up for a conference time using the link provided by the teacher prior to the scheduled dates.

### **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.

## LUNCHROOM VISITATION

At this time, parents are allowed to have lunch with students during their designated lunch times beginning in **September**. This will give students time to acclimate to our school's practices and procedures. 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 the 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.

## MEDICATIONS

Only a **parent or legal guardian** may bring medication to school or pick up medication from school. The following procedures must be followed for medication to be administered:

- A **medication authorization form** must be completed and signed by the parent/guardian.
- **All prescription medications must have the current pharmacy label** attached.

- **Over-the-counter medications** must be provided in the original packaging.

If a student brings medication to school without prior approval:

- The parent/guardian will be contacted.
- The medication **will not be administered** until all guidelines are met.
- Students **may not transport medication** to or from school, including on the school bus.
- The **School Resource Officer** will be contacted. Consequences for these infractions include Out of School Suspension, per the GCPS Student Behavior Conduct Code.
  - **Rule 7: Drugs, Alcohol, Tobacco, and Vaping**, SECTION A: A student shall not be involved in any substance, drug, alcohol, tobacco, or vaping transaction, including, without limitation to buy, possess, sell, use, transmit, solicit; attempt to buy, possess, sell, use, or transmit; or be under the influence of any narcotic drug, depressant, or stimulant drug including without limitation caffeine pills, hallucinogenic drug, anabolic steroid, amphetamine, barbiturate, marijuana, inhalant, alcoholic beverage, vaping product, or intoxicant of any kind. A student shall not possess, sell, buy, or transmit, or attempt to sell, buy, or transmit any substance under the pretense that it is, in fact, a prohibited substance as described in this rule. The misuse or unauthorized possession of a prescription drug or nonprescription drug shall be considered a violation of this rule; however, this rule shall not apply to proper possession and/or use of a drug as authorized by a medical prescription from a registered physician.

Your cooperation helps us maintain a safe and healthy environment for all students.

### **NUTRITION PROGRAM**

We ask all families to complete a Free/Reduced Lunch application each year, as these applications expire annually. Breakfast is available to all students, whether they arrive by bus or car, for \$1.75, with a reduced price of \$0.30. The cafeteria serves a nutritious lunch daily, offering a variety of entrees and vegetables. Students will be charged for lunch based on their current eligibility status (Free, Reduced, or Full Pay). There have been no recent changes to meal prices. The cost for a student lunch is \$2.50, with a reduced price of \$0.40, and **adult lunches cost \$4.75**.

### **PARENT DRESS CODE**

To maintain a respectful and professional learning environment for all students, staff, and visitors, we ask that parents and guardians follow these dress code guidelines while on campus or attending school-related events:

- **Clothing with offensive language or graphics**, including references to drugs, alcohol, or violence, is not permitted.
- **Revealing clothing**—including tops that expose the midriff, low-cut tops, and garments that show undergarments is prohibited.
- Clothing that could be considered **disruptive to the school environment** is prohibited.

We kindly ask that parents model the same standards of respect and appropriateness that we expect of our students and staff. Your support helps us create a welcoming and focused atmosphere for all members of our school community.

### **PARTIES**

Birthday celebrations will be observed by allowing parents to provide pre-packaged snacks or cupcakes with nutrition labels attached for the class during lunchtime. **Please note that birthday favors such as balloons, party hats, party favors, or other items are not permitted. Pizza deliveries or outside food deliveries are not allowed for birthday celebrations.**

If parents wish for the teacher to distribute invitations for personal birthday parties at school, they must provide enough invitations for the entire class; individual invitations will not be handed out.

Official classroom parties are held twice a year—once for a winter celebration and again for an end-of-year celebration. Your child's teacher will send home information regarding these events.

### **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, Claireanne Arthur**, by telephone, or in writing of the incident(s) giving rise to the complaint.

**TRANSPORTATION**

All students must have a transportation tag on their book bag for the current school year. If your child changes book bags, please ensure the tag is transferred to the new bag. The home address in our computer system is the address used for transportation unless other arrangements are requested. The office must be notified promptly of any address changes. *All transportation changes must be submitted in writing to the front office in the morning.* **No transportation changes will be accepted via phone, ParentSquare, 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 notify your after-school daycare facility if your child will be absent.

● **Car Rider - Parent Pick-Up and Drop-Off**

Students may only be dropped off between **8:20 a.m. and 8:50 a.m.** Parent vehicles are routed to the side parking lot of the school building, which is also used for faculty parking and daycare bus lanes. Morning drop-offs must be done through the car-rider line. **No drop-offs are allowed at the front of the building (bus lane) from parked cars in the parking lots during arrival times. Parents must walk their child into the building (through the main entrance) if they have missed the morning car-rider drop-off time.** To help ease traffic congestion, parents are encouraged to use Gwinnett County Public Schools' bus transportation.

School dismissal begins at 3:20 p.m. All vehicles picking up students must display an assigned Magill car rider tag/number, or the driver must have authorization from the school office along with a photo ID. Students with special needs will be escorted to their vehicles by staff. Please refer to the Car Rider Pamphlet on our website for more information.

● **Dismissal Procedures:**

- Stay in your car and avoid cell phone use for the safety of students and drivers.
- Wait for your child to come to your car.
- Be prepared to move forward as the line progresses.
- Please do not get out of your car to assist your student. Personnel will support your student getting in and out of the car.

● **School Bus**

Riding a Gwinnett County Public School bus is a privilege. Improper conduct may result in losing this privilege. This means that parents will be expected to transport their children to and from school if they are suspended from the bus. Only regularly scheduled bus rider students are allowed to ride the bus. Students transported to school on the bus will be transported home on the same bus unless a written note from a parent requesting a change is given to the front office in the morning. Transportation changes cannot be made by phone or email.

The Transportation Department is a different entity from the school. Bus grievances and questions should be directed to the GCPS Transportation Office at 770-513-6686. Please refer to the Gwinnett County Public Schools Student Transportation Handbook for more information.

● **Late Drop-Off**

If a student arrives after the bell, parents must park their car in front of the building and walk their child inside to check in at the front desk. **Please do not drop off your child at the front door and drive away, as this is a major safety concern.**

-----cut here-----

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

I have received and reviewed the Magill Parent Handbook.

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

\_\_\_\_\_  
Date