

# **Student Handbook**



**Magill Elementary School**

**"Excellence for All"**

**2025–2026**

# J.C. Magill Elementary School Student Handbook 2025-2026

770-654-1030  
**HOURS**  
8:50am- 3:20pm.  
Students may enter the building at 8:20am.

## Academic Integrity

Gwinnett County Public Schools is committed to becoming a system of world-class schools where students acquire the knowledge and skills to be successful in college and careers. Guided by our mission to pursue excellence in academic knowledge, skills, and behavior for each student, we hold high expectations for all, recognizing that excellence is not exclusive but an achievable goal for every learner. Central to achieving that goal are the principles of integrity, respect, and accountability in all learning environments. By embracing these principles, our students contribute to a culture of trust and high standards that prepares them to thrive in a diverse and ever-changing world.

### I. Core Values

All students are expected to uphold the following pillars of academic integrity:

- **Honesty:** Be truthful in all academic endeavors.
- **Responsibility:** Be accountable for your own work and actions.
- **Respect:** Treat others' work and ideas with fairness and acknowledgment.
- **Integrity:** Maintain ethical behavior even when unsupervised.

### II. Definitions of Academic Dishonesty

Cheating, including but not limited to the following:

- Copying or allowing others to copy assignments or assessments
- Using unauthorized materials (e.g., cheat sheets, electronic devices)
- Sharing or receiving test questions or answers
- Submitting work completed by others, including AI-generated content (unless its use is explicitly allowed)
- Paying or asking someone else to complete your work
- Selling or giving your work to others for submission

Plagiarism, including but not limited to, the following:

- Using someone else's words or ideas without proper citation
- Paraphrasing without acknowledgment
- Submitting downloaded or purchased work as your own

Prohibited Artificial Intelligence (AI) Usage, including but not limited to, the following:

- Using AI tools to impersonate others for bullying, harassment, or any form of intimidation
- Overreliance/dependence on AI tools. Students must instead [practice critical thinking by reviewing and evaluating outputs generated by AI before using them](#)
- Copying from generative AI sources without prior approval and adequate documentation
- Presenting work that has portions created or sourced from AI as a student's original work without citation and/or teacher-approved use of AI is considered plagiarism
- Using AI to misuse intellectual property or misrepresent the likeness of others

### III. Expectations for Students

- Complete all assignments independently (unless collaboration is explicitly allowed).
- Avoid any form of cheating and/or plagiarism on all assignments and assessments.
- Engage in appropriate, ethical use of AI.
- Avoid using unauthorized help or materials.
- Report observations of academic dishonesty.

## Attendance

We understand that sometimes you have to miss school, and that's okay — as long as it's for one of the following approved reasons:

- You're sick
- There's been a serious illness or death in your immediate family
- You're observing a religious holiday that's part of your faith
- You have to be out due to a government requirement (like a court date)
- There's a health or safety issue that makes it unsafe for you to come to school

If you're out, please bring a note from a parent/guardian the next day explaining why you were absent. This helps us keep records clear and accurate. Notes should be specific — for example, instead of saying "family emergency," let us know if it was due to illness, a death in the family, etc.

Being on time and showing up regularly really matters. Not only does it help you succeed in school, but it also builds habits that are important for your future.

If absences or tardiness start becoming a pattern, we may need to talk with you, your family, and possibly a counselor or social worker to figure out how to help.

Let's work together to make every day count!

## Cell Phone/Airpods/Smartphone Usage

We know that cell phones and smartwatches are a big part of life today. They can help keep you safe and connected. But during the school day, learning comes first — and we need your help to keep things focused and distraction-free. If your family needs to reach you during the day, they can always call the front office, and we'll make sure you get the message.

- What's Okay:
  - Cell phones should be turned off and kept in your backpack from the time you arrive until the end of the school day.
  - Smartwatches can be worn, but should only be used for telling time during school hours.
  - During tests, smartwatches must be removed and put away.
- What's Not Okay (Even at Recess & Lunch):
  - No texting or messaging.
  - No calling.
  - No social media or internet use.
  - No taking pictures, recording, or using any other features.
- What Happens If You Use Your Device at School?
  - 1st Time:
    - You'll get a reminder from your teacher, and your family will be notified.
  - 2nd Time:
    - Your teacher will collect your device and turn it in to the Principal's Office.
  - You can pick it up at the end of the day.
  - 3rd Time:
    - Your device goes to the Principal's Office again.
    - This time, a parent or guardian will need to come and pick it up.
  - After That:
    - We'll talk with you and your family to come up with a plan, which may include a behavior contract or other steps.

Not following the Magill policy for devices falls under the [Conduct Behavior Code for GCPS Students](#) Rule 11L: [Other Conduct Subversive to Good Order](#) which states, "Unauthorized use during school hours of electronic devices, including but not limited to: tape recorders, radios, CD players, MP3 players, video games, and televisions." This policy applies to all types of phones and smartwatches, including: Apple Watch, Samsung Galaxy Watch, Fitbit, Garmin, Google Pixel Watch, Gabb, TickTalk, Verizon Gizmo, and more.

**If you bring a phone, smartwatch, or other valuable item to school, please know that you are responsible for keeping it safe. Magill Elementary isn't able to replace damaged, lost, or stolen items, so it's best to leave anything valuable at home unless you really need it.**

Let's work together to stay focused, respectful, and ready to learn!

## Discipline Plan

**At Magill Elementary, we want everyone to feel safe, respected, and ready to learn.** That's why we follow a school-wide plan to help us make good choices and treat each other kindly.

- What We Believe:
  - Everyone has the right to learn in a calm and happy place.
  - Everyone deserves to feel safe and respected.
  - Rules help us all do our best and stay safe.
- To keep our school safe and focused on learning, these actions are **not okay**:
  - Disrupting class or school activities
  - Damaging school or personal property
  - Hurting or threatening other students or staff
  - Bringing weapons or anything dangerous to school

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
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- Having drugs, alcohol, vapes, tobacco, or anything illegal
- Refusing to follow adult directions
- Using inappropriate or offensive language or gestures
- Misbehaving on the school bus
- Breaking rules over and over again
- Our goal isn't just to follow rules — it's to make Magill a school where everyone feels welcome, safe, and ready to do their best. If there's a problem, we work together to fix it fairly and respectfully.

## *Student Dress Code*

At Magill Elementary, we want everyone to stay focused on learning and feel comfortable at school. What you wear should help you be ready to learn and not distract others. We ask students and families to follow these simple dress guidelines:

### **Please Do:**

- Wear clothes that are comfortable and school-appropriate.
- Make sure your shorts, skirts, and skorts are at least fingertip length, or wear leggings underneath.
- Wear shirts that cover your tummy, even when you raise your arms.
- Choose tops that are not too low-cut.
- Wear athletic shoes on P.E. days.
- If you wear sandals, they must have a strap on the back.
- If your shirt is see-through (like a mesh jersey), wear an undershirt underneath.

### **Please Don't:**

- Don't wear clothes with rude words, pictures, or anything that promotes drugs, alcohol, or violence.
- Don't wear anything that could be seen as gang-related.
- Don't wear hats, hoods, bonnets, bandanas, or durags inside the building.
- Don't wear crop tops, spaghetti strap shirts, or pajamas (unless it's a special PJ day).
- Don't bring blankets to school, even on pajama day.
- Don't wear jeans with holes above the knees unless your skin is covered underneath.
- Don't wear clothes that show your underwear.
- Don't wear shoes with skates in the bottom—even if the wheels are taken out.

The goal is to help everyone feel comfortable, confident, and ready to learn!

## *Grade Reporting To Parents*

Parents can check student grades at any time using the Parent Portal. Here's when students and families will get updates:

- Progress Reports go home in October and March.
- Report Cards come home at the end of each semester – in December and May.
- We have Parent-Teacher Conferences twice a year on early release days. Families will need to sign up for a time using the link the teacher sends.

### **Kindergarten, Conduct, and Specials Grades**

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

### **For Students in Grades 1-5**

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

Students must meet certain requirements to be promoted to the next grade, based on Gwinnett County Public Schools' rules. Families can visit the **GCPS website** for more details.

## Lunch Visitation

Starting in September, parents and guardians can come to eat lunch with their child during their regular lunchtime. This gives students time to learn our school routines first.

Here are a few things to remember:

- Any adult coming for lunch must show ID at the front office.
- They must be on the student's emergency contact list.
- No outside food is allowed in the cafeteria (for visitors or students), because of school food rules.
- Family lunch visits are only during the student's lunch period.
- After lunch, parents go back to the front office — they can't go to class or walk with students.
- Families will sit at the special Family Lunch Tables in the cafeteria. You may not invite your friends to eat lunch with your family.

We're excited to welcome families to lunch soon — thank you for helping us keep lunch fun, safe, and focused on our routines!

## Parties

We love celebrating birthdays at school! Here's how we do it:

- Parents can bring in a pre-packaged snack or cupcakes with a nutrition label to share with the class during lunch.
- Please do not bring balloons, party hats, or birthday favors — we keep things simple at school.
- If you bring birthday invitations to school, you must bring one for every student in the class. There will be no individual invitations passed out at school.
- We also have two class parties each year:
  - One in winter
  - One at the end of the school year

Your teacher will send home more details about those fun events when the time comes!

## Positive Behavior Intervention and Supports: PBIS

**At Magill, We S.O.A.R. with PBIS!**

At Magill Elementary, we expect students to S.O.A.R. each day. We **S.O.A.R.** every day by being:



**Safe**



**On-Task**



**Accountable**



**Respectful**

This helps everyone make good choices and feel safe and happy at school. We use Positive Behavior and Intervention Supports (PBIS) to help our students display appropriate behaviors. PBIS helps us

- Teach students how to act in a positive way
- Recognize students who are doing the right thing
- Help students who need a little extra support

When you show these behaviors, you can earn Comet Cash! You can spend your Comet Cash at the PBIS Store, and if you're one of our top earners, you might even get invited to a special Gala Event at the end of the semester!

Let's S.O.A.R. together and make Magill the best place to learn and grow!

## Transportation- Getting to and from School Safely

Every student must have a transportation tag on their book bag so we know how they get home. If you get a new book bag, make sure the tag is moved to the new one!

➡ Please **wear your book bag on the front** when coming into school and going home so adults can easily see your tag.

We use the home address in our system to plan bus routes unless your family tells us something different. If your address changes, your grown-up needs to let the office know right away. If there's a change in how you go home, your parent must send a written note to the front office in the morning. We can't accept changes by phone, ParentSquare, fax, or email.

### - After School Daycare Bus-

During afternoon dismissal, the daycare buses use the same lanes as the car riders.

To help things run smoothly:

- If you go to a daycare after school and are going to be absent, your family should let the daycare know so they aren't waiting for you.

### -Arrival & Dismissal at Magill (Car-riders)-

To help everyone stay safe, we have some important rules for drop-off and pick-up:

#### Morning Drop-Off

- Students can be dropped off between 8:20 AM and 8:50 AM.
- All car riders must be dropped off in the car rider line on the side of the school.
- No drop-offs are allowed in the front bus lane or from parked cars.

#### Afternoon Dismissal

- School dismissal starts at 3:20 PM.
- All cars picking up students must have a Magill car rider tag with a number.

#### Car Rider Safety Rules

- Stay in your car during pick-up and drop-off.
- Staff members will help you in and out of your car.
- Please don't use your phone while in the car line.

### - Riding the School Bus-

Riding a Gwinnett County school bus is a privilege, not a right — that means it's something you get to do as long as you follow the rules. If you behave in an unsafe or disrespectful way on the bus, you may lose the chance to ride.

Here's what you need to know:

- Only students who are assigned to ride the bus are allowed on the bus.
- If you ride the bus to school, you will ride the same bus home unless your parents send a written note asking for a change.
- That note must be given to the front office in the morning.
- No changes to how you get home can be made by phone or email — it must be a written note sent in to school by your parents.

If there's a problem with something that happened on the bus, your family can contact the GCPS Transportation Office. You can also check the Gwinnett County School Bus Handbook to learn more about riding the bus safely.

Let's all do our part to make the bus ride safe and respectful for everyone!

At Magill Elementary, we believe in working together to create a school where everyone feels safe, respected, and ready to learn. By following the expectations in this handbook, you're helping make our school the best it can be!

*Let's learn, grow, and S.O.A.R. together every day!*

# Magill Student Handbook Acknowledgement Form

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

I have received and reviewed the Magill Student Handbook.

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

\_\_\_\_\_  
Date

X \_\_\_\_\_  
Student Signature

\_\_\_\_\_  
Date