

# GRIFFIN MIDDLE SCHOOL

## Handbook Addendum 2017-2018



### Administrative Team

Mrs. Elizabeth Holcomb, Principal

Dr. Susan Hatlestad Larson, Assistant Principal  
Grade 6 and Grade 7 (A-M)

Mr. Tommy Hill, Assistant Principal  
Grade 8 and Grade 7 (N-Z)

### Counseling Team

Mrs. Christy Renegar, Counselor  
Grade 6 and Grade 7 (A-M)

Mrs. Jerilyn Welsh-Roe, Counselor  
Grade 8 and Grade 7 (N-Z)

## Welcome to Griffin Middle School

The Griffin Middle School (GMS) Handbook Addendum is designed to explain procedures that are unique to GMS, but in harmony with the Frisco ISD Middle School Student Handbook, the Student Code of Conduct, and Frisco ISD School Board Policy, which has the ultimate authority over school policies. Procedures that may be found in the Frisco ISD Middle School Handbook may not be included in the Griffin Middle School Handbook Addendum.

## Mission Statement

Griffin Middle School is a learning community that inspires students to be respectful and responsible individuals who serve others and achieve academic excellence.

## Core Values

Respect, Responsibility, Loyalty, Honesty, Excellence, Dignity, Integrity, Kindness,  
Commitment, Joyfulness, Thoughtfulness, Creativity, Fairness, Service

## ACADEMICS

### GOOGLE CLASSROOM

Teachers may post assignments, instructional materials, due dates for academic work and tests, and other academic information for parents and students on Google Classroom. Parents are encouraged to install the Google Classroom App on their preferred device, using their child's login credentials when prompted, so they are able to access their child's courses. Students have an individual password that they must share with their parents. This password can be changed to something you can more easily remember. Parents are encouraged to observe their child log onto Google Classroom at least once a week to check for assignments and due dates.

### HOME ACCESS CENTER (HAC)

Students' course grades, absences, and tardies may be viewed through the Home Access Center (HAC) by parents and students. Parents are encouraged to check on their child's academic progress through HAC. The completion of classroom and daily assignments has a direct effect on students' mastery of the curriculum, test scores, and their grades. Teachers will update grades in HAC every Monday. Griffin teachers all use Google Classroom to provide information about assignments, due dates, and testing dates.

### LATE WORK

Daily classroom or homework assignments (weighted 20% of the final grade) that are turned in one day late will receive a maximum grade of 85. 20% weighted assignments not turned in after that will receive a grade of zero. Students are still expected to complete the work.

Teachers in non-high school credit courses will drop the lowest daily grade for each grading period.

20% weighted assignments turned in on the due date =	Full credit of grade earned
20% weighted assignments turned in one day late =	Maximum grade of 85
20% weighted assignments more than one day late =	Zero Credit

For assignments and projects that are weighted 30% or 50% of the final grade, students will earn a maximum grade of 85 if the work is late. Students will be assigned teacher tutorials/detentions until the assignment or project weighted 30% or 50% is completed. If a student fails to attend the teacher assigned consequences for late work, it then becomes a disciplinary action and further consequences will be assigned until the work is completed.

Comment 12 on the report card indicates that tutorials are required for that course. If a student fails to attend, disciplinary consequences are assigned. Comment 11 on the report card indicates that tutorials are recommended.

It is the responsibility of students and parents to ensure tutorials are attended when needed or required. Students may attend a tutorial with another teacher, who teaches the same subject, if their teacher is unavailable during their weekly supervisory duty.

Tutorials are offered from 7:55-8:25 AM, Monday-Friday and 3:35-4:05 PM, Monday-Tuesday and Thursday-Friday. **There are no tutorials on Wednesday afternoons due to faculty meetings.**

## **MAKEUP OF REGULAR (ORIGINAL) TESTS DUE TO ABSENCES**

Students absent on a test day shall not be allowed to miss academic instruction by making up the test during class time. Makeup tests will be administered before or after school in the teacher's classroom.

## **MAKEUP WORK FOR ABSENCES**

Students will be allowed a time equal to the number of days absent to complete makeup work. For unexcused absences, the student will have a maximum of 3 days for makeup work. If the student is aware of an assignment/project/exam deadline before the absence occurs, the assignment or exam may be due upon the student's return to school.

## **RETEST PROCEDURES**

Students will be able to retest grades 84 and below on major exams for a maximum score of an 85. Students scoring an 85 or above on the original exam will not have the opportunity to retest for a higher grade. Students will have a window of five school days after the exam is returned to retest. (Remediation and retest must be completed by the end of the five day window.)

Students who plan to retest are highly encouraged to attend a tutorial with their teacher prior to the retest. The retest will be administered only once, at a specific time, within the 5 day window. Notice of the day and time of the retest will be announced to students as many days in advance as possible.

## **WEIGHTING OF GRADES**

Tests and Major Projects	50%
Quizzes and Minor Grades	30%
Classroom and Daily Assignments	20%

## **WRITING AND READING NORMS AT GRIFFIN ACROSS THE CURRICULUM**

Griffin Middle School expects the following norms to be followed for all students in all classrooms.

Students will write in complete sentences.

Students will capitalize the first letter of each sentence.

Students will end each sentence with an appropriate punctuation mark.

When reading, students will use the "CAMS" strategy to increase comprehension.

C -Circle unfamiliar words.

A -Add synonyms above unfamiliar words.

M -Mark the text with M&Ms (? ! \* \_\_\_\_).

S -Stop and Jot – In the margin, summarize the paragraph.

## **APPOINTMENTS AND STUDENT SIGN OUT**

We do not call students out of class to wait in the office before a parent arrives to sign them out of school. When picking up your child during the school day for medical appointments, please allow time to be scanned into the Hall Pass system. This is required if your ID has not been scanned during the present school year. Please also allow time for your child to leave class and report to the front office.

## **ATTENDANCE**

When a child is absent, a written note must be provided to the data/attendance clerk to have the absence excused. This may be accomplished by emailing the data clerk with the reason for the absence at [Kaiserm@friscoisd.org](mailto:Kaiserm@friscoisd.org), or using the attendance button on the website, or delivering the note to the front office within 3 days of returning to school. Parent notes will be accepted for 8 days of absence during the school year. Doctor's notes are always accepted if delivered within 3 days of the return to school and may be delivered by FAX directly to the attendance clerk at **469-633-4950**.

Parent notes are not accepted after 8 days of absence. Students are placed on an attendance contract after 8 days of absence with parent notes. When a student is on an attendance contract, a doctor's note, or an excuse from the school nurse, is required to excuse the absence. Computer generated attendance letters are sent when a student accumulates unexcused absences or misses more than 10% of school days or misses 10% of any one class period. In middle school, each period is counted for attendance purposes.

## **BACKPACKS**

Students may not carry backpacks, string bags, athletic bags, or other large bags during the school day. These bags must stay in the student's locker. Rolling backpacks do not fit in the lockers.

## **BEVERAGES AND FOOD**

**The only beverage allowed in the classroom is plain water, with no color, in a clear bottle.** Water bottles that are purchased to be refilled must be completely clear with no color. Any other water bottles are not allowed at Griffin. Only clear liquids with no color are allowed in the classrooms. Bottled water sold at school in the vending machine, or in the cafeteria, is acceptable in the classrooms. Food is not allowed in the classrooms. Only students with medical conditions diagnosed by a physician may have certain food items in the classroom.

## **CAR POOL PICK-UP LANES**

Please do not park or stop on the street or in the parking lot to pick up your child after-school. It is not a safe practice to have your child walk through traffic to get to your car in the parking lot or on the street. It is much safer for your child to wait to be picked up at the curbside by the school. Parking or stopping on the street for pick-up impedes traffic around the school and slows the car pool line down for everyone.

**For the safety of your child and all students, please drive slowly (10 mph or less) around the school.**

## GRADE 6 CAR POOL PICK-UPS

The car pool pick up area for 6th grade students is at the end of the 6th grade hallways along Eldorado. Cars may enter from Eldorado near the fire station and turn left onto the school driveway. Cars will be exiting here as well, so be aware of your lane. Please do not stop in the far left lane as it must remain open for cars to exit.

At the bike rack, a third lane opens up next to the sidewalk, which is also used for student pick-up. Please pull into that lane if there is an opening. Students may be picked up from the inside two lanes once your car is past the bike rack. Students will be asked to stay on that side of the bike rack for pick up. Because students may cross the curbside lane to get to the second pick-up lane, great care must be taken to watch for children. **Please keep moving forward** up until the orange cones and fill in both inside lanes past the bike rack.

Grade 6 cars will exit on Eldorado after picking up the student. All cars exit right onto Eldorado due to the median. The car pool line can get backed up onto Eldorado early in the pick-up process. If your child is one that does not exit the building until 3:45 PM, it is advisable to not attempt to get in the car pool line prior to that time. **Only after all busses have exited the front of the school, may cars drive past the orange cones to pick up students and exit at Lenox.**

## GRADE 7 CAR POOL PICK-UPS

Grade 7 students are picked up at the school curbside in the large parking lot off Lenox. The traffic circle for the grade 7 car pool line moves along the sidewalk near the school. Cars turn left to make a counter-clockwise circle to exit from the same driveway off Lenox where they entered. Grade 7 students exit the building from the cafeteria doors. Cars picking up students in grade 7 should enter the parking lot from the far right entry lane and proceed counterclockwise. The grade 7 pick-up lane splits into two lanes near the school. Students may be picked up from the inside two lanes. Because students may cross the curbside lane to get to the second pick-up lane, great care must be taken to watch for children. When exiting the Grade 7 car pool lanes, please do not cut through parked cars. Proceed past the parking area before turning left by the tennis courts, to exit back onto Lenox. Please note there are 2 crosswalks in the parking lot itself in addition to the crosswalk at the entrance/exit to the parking lot on Lenox. Students will be crossing at the 3 crosswalks during the entire car pool pick-up process. It is imperative that you drive slowly, watch for the children, and stop at the crosswalk markings. Remember to check behind you and to your left for cars in the outside lanes that may be driving straight ahead.

## GRADE 8 CAR POOL PICK-UPS

Grade 8 students are picked up at the school curbside between the gymnasium entrance area and the stop sign. Grade 8 students exit the building from the doors in the 8<sup>th</sup> grade wing near room 519. Cars picking up students in grade 8 should enter the parking lot from the middle entry lane and proceed between the fire lanes past the tennis courts. Please note that there is a crosswalk at the entrance to the parking lot on Lenox and students will be crossing there throughout the car pool pick-up process.

The grade 8 pick-up lane is a single lane. Please do not stop in the left lane as it must remain open for cars to exit. Please note there is a crosswalk at the stop sign. Students will be crossing at the crosswalk/stop sign during the entire car pool pick-up process. It is imperative that you drive slowly, watch for the children, and **make a full stop at the stop sign** at the crosswalk marking. Remember to check behind you and to your left for cars in the left lane that may be driving straight ahead. Grade 8 cars will exit onto Eldorado. Please be aware that grade 6 cars will be entering at the same place.

## **DELIVERIES TO STUDENTS**

Griffin Middle School maximizes learning time by minimizing classroom disruptions. The office staff will only accept deliveries for students in certain circumstances from individuals listed as guardians or emergency contacts. All items left for students in the front office need to be clearly labeled with the student's name and grade marked on the actual item with a Sharpie. Smaller items such as eye glasses, cell phones, or house keys must be placed in zip lock bag with the name and grade label inside the bag or marked on the bag with a Sharpie.

### **ACCEPTABLE ITEMS FOR DELIVERIES**

These include student lunches, eye glasses, cell phones, house keys, or notes regarding changes in after school transportation. Lunches should have the child's name and grade written directly on the lunch bag. These items will be delivered to students at their lunch period. Although deliveries cannot be guaranteed at any other time, the office staff will attempt to distribute acceptable items for delivery after the lunch period.

### **UNACCEPTABLE ITEMS FOR DELIVERIES**

Unacceptable items include homework/classwork (regardless of due date), projects, classroom supplies, instruments, PE clothes, uniforms, etc. These items may be placed on the grade level cart in the office and will be distributed to students at their lunch period only.

### **ITEMS NOT ACCEPTED IN THE FRONT OFFICE OR CAFETERIA**

Flowers, balloons, or other gifts, even on special occasions, such as birthdays, may not be brought or delivered to school. You are welcome to have lunch with your child at a guest table in the cafeteria at any time. Please remember that you may only bring food for your own child and only your child may join you at the guest table. We strongly discourage parents from signing their child out of school for a delivery, as this is a disruption to the learning environment for your child and his or her classmates, and would result in an unexcused absence. Learning to problem solve when an item has been forgotten at home is an important lesson for students.

## **CELL PHONES AND OTHER ELECTRONIC DEVICES**

**It is not mandatory for students to have a cell phone or other device. Students bring electronic devices to school at their own risk.** The District is not responsible if a cell phone or other item is lost, stolen, or misplaced, including those that have been confiscated due to a violation of the electronic device rules. Students may only use the Frisco ISD filtered wireless network. Students may utilize electronic devices in the classroom for educational purposes when the teacher has given permission for the students to do so. Use of technology devices is always prohibited during passing periods and lunch. If a student uses such a device, leaves the device activated, or displays the device during a time which is not allowed, it will result in confiscation of the device. **Electronic devices that have been confiscated are only returned to a parent.** If a student has an electronic device confiscated for a second, third, or fourth time, the device will be returned to a parent after a \$15 fine is paid on-line through the student's MyPaymentsPlus account. The consequences for violation of the electronic device policy are outlined in the Frisco ISD Middle School Handbook.

## **COMMUNICATIONS**

In addition to academic communication through Google Classroom and the Home Access Center, the Griffin website, marquee, School Messenger, email, and the Griffin Newsletter are additional communication tools used to provide information to parents. The Griffin front office phone number is 469-633-4900. If you have a concern about one of your child's classes, please always contact the teacher first.

## **DISCIPLINE OF STUDENTS**

### **TEACHER DETENTION OR REQUIRED TUTORIAL**

Respectful and responsible behavior is expected at Griffin Middle School. Teachers may assign required tutorials or teacher detentions. These take place in the teacher's classroom after school from 3:35 PM-4:05 PM.

### **C-HALL (CORRECTIVE HALL AFTER SCHOOL DETENTION)**

Teachers and administrators may assign after school detentions called C-Halls for misbehavior. C-Halls will take place after school on Tuesday afternoons from 3:45-4:45 PM. If needed, additional C-Hall days may be added. Students assigned to a C-Hall will be released in the front of the school building at 4:45 PM and should leave campus promptly at that time.

### **OFFICE REFERRALS**

Serious misbehavior will be brought to the immediate attention of an administrator who will assign appropriate disciplinary consequences. The administrator will contact the parent. If a pattern of persistent misbehavior develops, a Student Support Team (SST) meeting may be scheduled with the student, parents, teachers, and assistant principal in attendance. SST meetings take place during the house team period.

### **PEER MISTREATMENT AND BULLYING**

All forms of peer mistreatment are taken seriously at Griffin Middle School and will not be tolerated. Students should seek out a teacher, counselor, or administrator and report any form of peer mistreatment or bullying so it can be stopped. Students will receive instruction in the prevention of peer mistreatment through the Olweus bullying prevention program.

### **DRESS CODE VIOLATION**

The Frisco ISD student dress code is outlined in the Fisd Middle School Handbook. Students who violate the dress code are required to change into school issued clothing and may not call home for alternate clothes. A dress code infraction notice is sent home that must be signed and returned by the parent the following day. If the form is not returned the following day, a C-Hall is assigned. A second dress code violation will result in a C-Hall being assigned. Subsequent dress code violations will result in more serious consequences.

## **IN-SCHOOL SUSPENSION (ISS) / OUT OF SCHOOL SUSPENSION (OSS)**

Students assigned to ISS report to the front office before school and wait there until they are escorted to ISS. If an ISS student is absent for any part of the time assigned to ISS, he or she will make up the ISS time upon return to school. Parents may not bring in fast food for lunch for ISS students. All students in ISS will eat lunch from 12:00-12:30 pm. This is the only time students may have food or a beverage other than water at their desk. Students may not attend assemblies or special programs when they are in ISS, unless the assistant principal gives permission to do so. **Students assigned to ISS or OSS may not attend extracurricular activities during the days of the assignment.**

## **EXTRACURRICULAR EVENTS**

Students attending extracurricular events without their parents must be picked up on time following all events. Students who are not picked up within 20 minutes following an extracurricular event may lose their privilege of attending extracurricular events without their parents. This is “the 20-minute rule.” For athletic events in the gym, parents, students, and all visitors must sit on the spectator side of the gym. Food and beverages may not be brought into the gym.

## **LEARNING LAB**

Griffin Middle School provides a Learning Lab (Learning Center) to support students who need additional academic assistance to be successful in the classroom. Teachers are able to send students from their classroom to receive extra assistance in the Learning Center.

## **MIDDLE SCHOOL HOURS**

### **ARRIVING AT SCHOOL**

The Fisd Middle School instructional day is 8:25 AM – 3:35 PM. The front doors open at 7:45 AM. The cafeteria doors open at 7:30 AM. Students should arrive no earlier than this time. Students should arrive no later than 8:15 AM. Students will wait in the cafeteria between 7:45 and 7:55 AM. At 7:55 all students who are attending tutorials are dismissed to attend a tutorial. Parking in the fire lane in front of the school is prohibited. **Please do not leave your car unattended in the fire lane.**

### **TUTORIALS**

Students who wish to attend morning tutorials should arrive no later than 7:50 AM. Morning **Tutorials begin at 7:55 AM.** Students are not permitted back in the hallways, for any reason, between 8:05 and 8:20 AM to avoid disrupting the tutorial learning environment. (The only exception to this is students who arrive by bus, when the bus is late).

Students who are unable to be present in the classroom on time for a morning tutorial, are welcome to attend a tutorial right after school from 3:35-4:05 PM every afternoon, except, Wednesday afternoon. Teachers have various faculty meetings on Wednesday afternoons.



## **DISMISSAL FROM SCHOOL**

Arrangements must be made to transport students home when school dismisses at 3:35 PM. Students should not be on the school campus after 3:50 PM unless they are in tutoring, or a rehearsal, with a teacher. Students not in tutorials or rehearsals must exit the building by 3:45 PM. Afternoon tutorials are from 3:35-4:05 PM. Students attending tutorials should be picked up promptly at 4:05 PM.

Students, who ride home, wait for their rides in the designated outdoor area for their grade level. **Students may not wait for rides, siblings, or other students, anywhere inside the building, including the front office.** In inclement weather, if a student's ride is arriving late, he or she may wait in the front foyer area of the main entrance, which is outside of the security door.

## **NURSE REFERRAL**

Students must visit the school nurse if they are ill. The school nurse will call the parent if the student is too ill to remain at school and needs to go home for the day. **Students may not call parents directly from their cell phone to pick them up due to illness. Students who call directly from their cell phone for parents to pick them up will receive a cell phone violation and the absence will not be excused unless a doctor's note is provided.**

## **PARENT CONFERENCES**

Frisco ISD supports a team approach in middle schools to benefit students and parents. Parent conferences are held during the house teaming time. This facilitates the opportunity for parents to get a global picture of how their child is performing at middle school. The house team of teachers is able to discern, along with you, the parents, how best to serve your child.

## **PTA**

Please join the PTA. Your participation in PTA, and the nominal membership fee, demonstrates your support of your child's education.

## **SECURITY**

All visitors, including parents, must enter the building through the front, main doors of the school and sign in at the office. Please do not enter the school through the any other doors.

## **STUDENT SUPPORT TEAM (SST)**

The purpose of the SST process is for education professionals, parents, and students to work together to determine interventions that will help a student become academically and behaviorally successful. The SST process must be utilized prior to the referral of a student for 504 or evaluation for special education services. SST meetings will be coordinated and scheduled by the team leader during the grade level house team period so all concerned may attend.

## STAAR TESTING

Please do not plan out of town trips or schedule any doctor, dentist, orthodontist, or other appointments for your child on STAAR testing days. The data obtained from the STAAR testing assists teachers in serving your child academically. STAAR tests for 2018 are on the following dates:

April 3, 2018 - Tuesday	Grade 7 Writing and Grade 8 Math
April 4, 2018 - Wednesday	Grade 8 Reading
May 7, 2018 - Monday	Grades 6 and 7 Math
May 8, 2018 - Tuesday	Grades 6 and 7 Reading
May 9, 2018 - Wednesday	Grade 8 Science
May 10, 2018 - Thursday	Grade 8 Social Studies (History)

## TUTORING

It is the student's responsibility to attend before and after school tutorials when they need additional academic help. Teachers conduct tutorials in the mornings from 7:55 - 8:20 AM, except for a morning the teacher is assigned a campus supervision duty. Teachers conduct tutorials in the afternoons on Mondays, Tuesdays, Thursdays, and Fridays from 3:35 - 4:05 PM, except for an afternoon the teacher is assigned a campus supervision duty. **No afternoon tutorials, or parent meetings, are provided on Wednesday afternoons due to faculty meetings.**

## **ASSIGNED TUTORIALS**

Tutorials will be assigned by teachers for students with a grade average below 75 at the time of the progress report or report card. Students who are assigned to tutorials must attend for a minimum of three weeks (until the next reporting period), whether or not their grade rises above 75 during that time. If a student is assigned to attend tutorials in more than one subject, the schedule for that student will be as follows:

Mondays	Social Studies and History
Tuesday	ILA (Integrated Language Arts)
Wednesday	Electives
Thursday	Math
Friday	Science

## VISITORS

Parents having lunch with their child will sit at the designated guest tables. Only the parent's child may sit at the guest table with the parent. Parents may not visit other tables or bring food to other students. Please wait for your child at the guest tables. All visitors must be cleared through the office before visiting any classroom or staff member. Parents must have prior approval of the principal to monitor classroom activities. Siblings, friends, or relatives may not visit in the classroom during the school day. No one may tape or record classes without the approval of the teacher and the principal.