

GRIFFIN MIDDLE SCHOOL

Student Handbook Addendum



Administrative Team

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Welcome to Griffin Middle School

The Griffin Middle School (GMS) Handbook Addendum is designed to explain procedures that are unique to GMS. Procedures found in the Frisco ISD Student Handbook are not included in the Griffin Middle School Handbook Addendum. Frisco ISD School Board Policy has the ultimate authority over school policies.

Mission Statement

Growing a Community of Excellence

Core Values

Respect
Integrity
Service
Excellence

Motto

Gators Have Grit

SCHOOL HOURS

The school day is from 8:25 A.M. to 3:50 P.M. Students may arrive on campus no earlier than 7:45 A.M. and may enter the building beginning at 7:45 A.M. Students will report to their designated location until they are dismissed to their first period.

For both student safety and building security, all students should be off campus by 4:10 PM, unless staying for tutorials or a planned practice that is supervised by school personnel. Students may not wait on campus following dismissal in order to attend an evening school event.

Griffin Office hours are from 7:45 AM to 4:15 PM.

STUDENT ARRIVALS & DISMISSAL

Parking or stopping on the street or in the parking lot for student pick-up is unsafe and impedes traffic flow around the school. **Students should NEVER be dropped off or picked up on Eldorado or Lenox. Students should only be dropped off or picked up from vehicles that have completely entered our campus.**

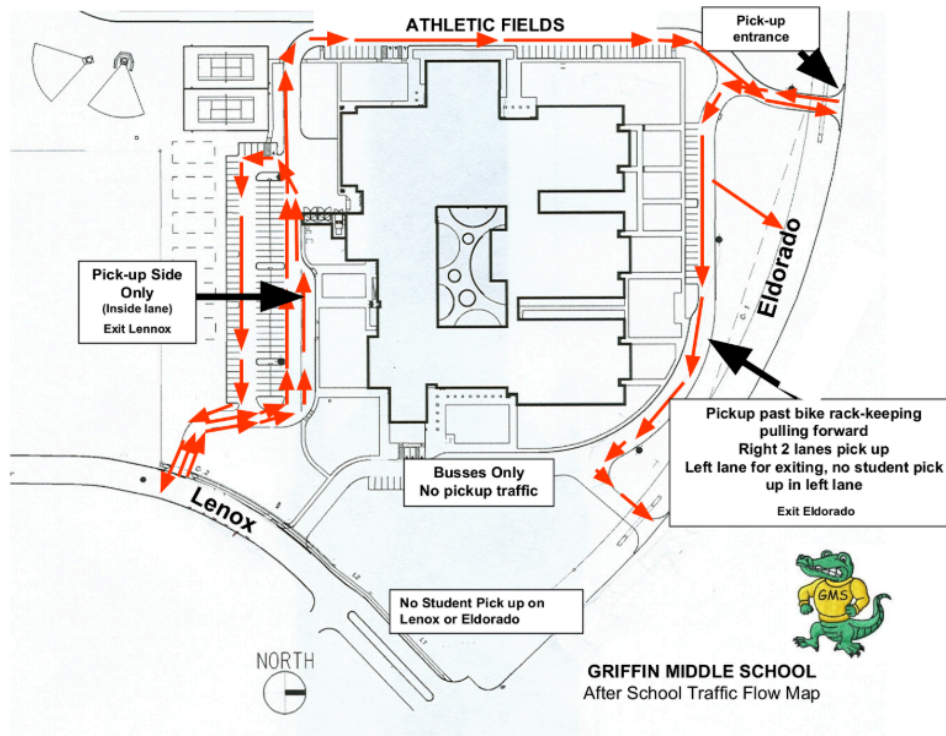
State law prohibits the use of handheld technology while operating a motor vehicle in an active school zone. Please remain aware of your surroundings. **For the safety of your child and all students, please drive slowly (10 mph or less) on and around campus.**

CARPOOL & STUDENT PICK-UPS

Students may be picked up outside the cafeteria doors off Lenox. Vehicles may use the two right lanes for student pick-up. Please be mindful that students may need to cross the curbside lane to reach the second pick-up lane. Vehicles may either circle back toward Lenox or continue around to Eldorado. **Please do not cut through parked vehicles or make a left turn through the parking lot to exit.**

Students may also be picked up on the north side of the campus along Eldorado. Vehicles should enter from Eldorado by turning left onto the school driveway. Please do not stop in the far-left lane, as it must remain open for exiting traffic. Vehicles may use the two right lanes for student pick-up. Please be mindful that students may need to cross the curbside lane to reach the second pick-up lane. After picking up students, vehicles will exit onto Eldorado. **The front drive is reserved for bus transportation and may not be used for student pick-up.**

All student walkers are expected to leave campus immediately after dismissal unless they are attending tutorials or participating in a school-sponsored club activities.



BUS

To ensure maximum bus safety at all times, students are to follow all rules issued by the FISD Transportation Department when riding buses. Failure to observe these rules could result in the loss of bus riding privileges and/or other disciplinary action

WALKING

Students should observe all safety precautions when walking to school. **When crossing Eldorado and Lenox, students should do so only at designated crossing locations.**

BICYCLES/ E-BICYCLES

Students who would like to ride bicycles to school are welcome to do so. Bicycles are to be parked and locked in the designated areas. Students must provide their own locks for bike racks. **Students should walk their bicycles onto and off of school property and across all intersections.** Students are urged to use caution when riding bicycles after leaving the area around the school. These areas are often congested with many moving vehicles at all times.

E-SCOOTERS

E-scooters are not permitted on campus grounds at any time. Students shall not possess or use motorized scooters on campus property. For the safety of all students, staff, and visitors, e-scooters should not be brought onto campus or used before, during, or after school hours. This includes all sidewalks, walkways, and parking areas on campus.

ACADEMICS

GRADING POLICIES

The goal of Frisco ISD's assessment and grading system is to help ensure **student mastery of the curriculum**. Frisco ISD uses **Standards-Based Grading practices** to communicate student progress toward mastery of content standards and provide meaningful feedback to students and parents. The system exists to communicate student performance to all stakeholders.

1. **Assessment:** The purpose of assessment is to provide **timely and continuous feedback** to students and parents in order to track progress and make informed instructional decisions regarding interventions and extension response.
2. **Grading:** Grades are one way to provide feedback to students on what they know and are able to do at a specific point in time. Grades should reflect the student's **level of mastery of content, knowledge, and skills** based on the most recent evidence. Reported grades are a necessity for certain processes (eligibility, GPA, rank); however, grades are just one way to monitor a student's journey to mastery.

Learning is the ultimate goal behind all assessment and grading measures in Frisco ISD. Students should be graded based solely on their individual mastery of content standards.

TUTORIALS

Tutorials may be assigned by a teacher for students who need additional support, need to complete missing work, or need assistance with academic success. **Students with a grade average of 70 or below at the time of a progress report or report card will be assigned to mandatory tutorials.** Students assigned to tutorials must attend for a minimum of three weeks (until the next reporting period), even if their grade improves to a 70 or above during that time.

Morning Tutorials: 7:55 A.M. – 8:20 A.M.

Afternoon Tutorials: 3:50 P.M. – 4:05 P.M.

Teachers conduct tutorials every morning from 7:55 - 8:20 A.M., except on days when the teacher is assigned a campus supervision duty. **Students are not permitted back in the hallways, for any reason, between 8:05 and 8:20 A.M.** to avoid disrupting the tutorial learning environment. The only exception is students who arrive by bus when the bus is late.

Teachers conduct after-school tutorials from 3:50 - 4:05 P.M., except on afternoons when the teacher is assigned a campus supervision duty.

Mandatory tutorials may be assigned by teachers to students to ensure academic success. These mandatory tutorials will take place during regular tutorial hours. If a student is not passing a class on the three-week progress report or report card, mandatory tutorials will be assigned. **Failure to attend mandatory tutorials will result in a teacher detention or C-Hall.**

PRIORITY DAY SCHEDULE

If a student is assigned tutorials in more than one subject, the tutorial schedule for that student will be as follows:

<i>Mondays</i>	Electives/WC
<i>Tuesday</i>	Science
<i>Wednesday</i>	Math
<i>Thursday</i>	Social Studies (History)
<i>Friday</i>	ILA

ADVISORY - GREATER GATOR TIME

All students at Griffin Middle School will participate in a Greater Gator Time period each school day. **Greater Gator Time is a full-length period designed to provide targeted instruction, intervention, enrichment, and additional academic support.**

Students may be scheduled by teachers for mandatory academic sessions, including intervention, reteach, extension activities, or completion of missing work. On designated days, teachers may hold closed sessions to provide small-group instruction. When students are not assigned to a specific session, they may choose their Greater Gator Time location.

Student Scheduling

Students are expected to check their Greater Gator Time schedule daily and attend the session to which they are assigned. Students who are not scheduled for a specific Greater Gator Time session by a teacher will attend their assigned Greater Gator Time teacher.

Greater Gator Time self-scheduling will open each Saturday at 10:00 AM for the upcoming week. Students who are eligible to self-schedule may select available sessions based on their academic needs and teacher availability. Students can not sign up for their teacher more than once. Students may be assigned to any Greater Gator Time session, including electives, unless it conflicts with a required core content session.

Attendance & Consequences

Students who are failing one or more classes may lose the ability to self-schedule for Greater Gator Time and will be assigned mandatory academic support sessions for the failing class until they are passing.

Failure to attend an assigned Greater Gator Time session, whether for academic support, reteach, enrichment, or work completion, may result in disciplinary consequences. Consequences may include lunch detention, C-Hall, or loss of Greater Gator Time choice privileges.

Students who repeatedly miss assigned Greater Gator Time sessions may be referred for administrative intervention, and their ability to select sessions may be revoked.

CANVAS

Teachers post assignments, instructional materials, due dates for academic work, assessment plans, and other academic information for students on Canvas. Students can access their courses in Canvas through the Canvas tile located in the student portal.

HOME ACCESS CENTER (HAC)

Students' course grades, absences, and tardies may be viewed through the Home Access Center (HAC) by both parents and students. **Parents are encouraged to monitor their student's academic progress through HAC.** The completion of assignments has a direct effect on students' mastery of the curriculum, assessment scores, and grades.

REASSESSMENT

Recognizing that all learners do not progress at the same rate, reassessment is an important component of Standards-Based Grading to accurately document a student's level of mastery. Assessments are aligned to standards, and students have the opportunity to demonstrate mastery at a later time. Grades are adjusted to accurately reflect a student's current level of mastery.

Students who do not meet or exceed mastery of a standard may reassess within a predetermined time frame. The reassessment score may reflect a maximum grade of 80% (Mastery).

Students who wish to reassess:

- Are required to participate in a relearning and reassessment plan designed by their teacher.
- Will practice the skills needed to master the concept using additional teacher provided resources at home, during tutorials, in class, or in advisory.
- Must have completed all daily work, progress checks, and independent practice that came before the assessment
- Must initiate communication with their teacher that they would wish to reassess.

LATEWORK

Students are expected to submit assignments in a timely manner and meet deadlines established by the teacher. Students may have the opportunity to complete and submit late assignments during an academic lunch.

ACADEMIC DISHONESTY

Academic dishonesty, including copying the work of others, the use of AI, or providing answers to other students on homework or assessments, is a serious violation of the Student Code of Conduct. **Students who participate in academic dishonesty will be subject to disciplinary consequences.** These consequences may be assigned by the teacher or administrator, and parents will be notified. For more information, see the Frisco ISD Student Handbook section on Plagiarism and Cheating.

COMMUNICATIONS

In addition to academic communication through Canvas and the Home Access Center (HAC), Griffin Middle School communicates with parents through the campus website, marquee, Apptegy, email, and Gator Bites, the campus's weekly Apptegy newsletter. Griffin Middle School also shares important information through its official social media accounts on Facebook and Instagram (@griffinmsgators).

The Griffin Middle School front office can be reached at 469-633-4900. For questions or concerns regarding a specific class, parents should contact the classroom teacher first by e-mail.

CAMPUS VISITORS

At Griffin Middle School, student safety is always one of our top priorities. All visitors are required to check in at the front office. All visitors, including parents and staff family members, must present their driver's license at the front door camera. A staff member will provide instructions for entry into the building. All visitors are required to enter through the front entrance. Students are instructed not to open any doors for visitors.

APPOINTMENTS AND STUDENT SIGN OUT

GMS does not call students out of class to wait in the office before a parent/guardian arrives to sign them out of school. When picking up your child for a medical appointment, please allow enough time for you to show your ID through the doorbell camera and for your child to leave class and report to the front office.

If a student is leaving for a doctor or dental appointment, a parent/guardian must ring the doorbell and show identification before the student can be checked out.

ATTENDANCE

For a student's absence to be excused, a written note must be provided to the data clerk explaining the reason for the absence within three days of the student's return to school. This may be completed by one of the following methods: (1) emailing the note to the data clerk at gmsattendance@friscoisd.org (2) delivering the note to the data clerk in the front office, (3) sending the note by fax directly to the data clerk at 469-633-4950, or (4) submitting the note through the attendance button on the school website.

Parent notes may only be accepted for up to eight absences in any class period during the school year. Notes from a health care provider are always accepted if submitted within three days of the student's return to school. It is important to provide a note from a health care provider when that is the reason for the absence so the absence may be excused. When a student is placed on an attendance contract, a note from a health care provider or an excuse from the school nurse is required for the absence to be excused.

Attendance letters are sent when a student accumulates 3, 7, and 10 unexcused absences. Truancy may be filed after 10 unexcused absences. In middle school, each class period is counted for attendance purposes. State law requires students to be in attendance 90% of the time school is in session.

For more information, see the Frisco ISD Student Handbook.

MAKE UP WORK

It is the student's responsibility to complete make-up work following any absence. Students are responsible for collecting their make-up work on the first day they return to school. Students will be allowed time equal to the number of days absent to complete make-up work. For unexcused absences, the maximum extra time allowed to complete make-up work is three days.

After two or more consecutive days of absence, teachers will provide missed assignments, if requested by the student or parent, through Canvas

TARDIES

In the event a student arrives at school tardy (after 8:25 A.M.), the student must check in at the front office. Students with excessive first-period tardies may be subject to truancy charges. Students who accumulate excessive tardies throughout the day may receive consequences from the classroom teacher. **Tardy consequences are cumulative each nine weeks.**

Students who arrive late to first period must obtain a tardy slip from the attendance/data clerk before reporting to class.

Tardy Consequences:

1st Tardy – Teacher Warning

2nd Tardy – Teacher Contacts Parent/Guardian

3rd Tardy – Teacher Contacts Parent/Guardian, C-Hall

4th Tardy – Office Referral

DELIVERIES TO STUDENTS

Students are expected to bring all necessary items to school each day. A campus goal is to help students develop responsibility and problem-solving skills. **Except in emergencies, no deliveries or drop-offs of any kind, including food, will be accepted during the school day.**

BEVERAGES AND FOOD

Students are not allowed to have any food or drinks in the classroom, with the exception of water in a clear water bottle. Water filling stations are available throughout the school. **Food is not permitted in classrooms. Gum is not permitted.**

CELL PHONES AND ELECTRONIC DEVICES

Students are not permitted to use personal communication devices from the time they enter the building until they exit at the end of the school day. This includes instructional time, passing periods, Greater Gator Time, lunch, and restroom breaks.

If a student brings a personal communication device to school, it must remain turned off and stored out of sight in the student's backpack from the first bell until the dismissal bell.

Personal communication devices include, but are not limited to, cell phones, smartphones, flip phones, tablets, smartwatches, personal laptops, two-way radios, earbuds, Bluetooth headphones, Meta glasses, paging devices, and any other device capable of transmitting or receiving messages.

The only communication devices students are permitted to use during the school day are District-issued devices.

The use of any device to record the voice or image of another person in a manner that disrupts the educational environment, invades the privacy of others, or occurs without the prior consent of those being recorded is prohibited.

If a personal communication device is visible, used, heard, or vibrates during the school day, it will be confiscated and disciplinary consequences may be assigned in accordance with the Student Code of Conduct.

For specific information on the district's device policy, Texas House Bill 1481, and consequences, please refer to the [FISD website](#).

Instructional Use of Chromebooks

All students will be issued a Frisco ISD device through the Middle School 1:1 initiative. Access to a district-issued device may be revoked at any time due to abusive or inappropriate use. Students are financially responsible for any damage to or loss of the device issued to them.

Students who withdraw from Frisco ISD must return their district-issued device before the withdrawal process can be completed. **All students are required to comply with the [Frisco ISD Middle School 1:1 Handbook and the Student Responsible Use Policy](#) at all times.**

Information about Frisco ISD's 1:1 Accidental Damage Protection Plan can be found [HERE](#).

DRESS CODE:

The district's dress standards are established to prevent disruption and support the safety of all students, staff, and campus visitors.

The dress standards of Frisco ISD are intended to promote a positive, professional learning environment where the focus is on learning rather than clothing. Clothing, hairstyles, and accessories must meet reasonable, school-appropriate standards that support a safe school environment.

Students are expected to follow these general dress code expectations:

- **Clothing or appearance must not disrupt, interfere with, or detract from school activities.**
- **Clothing or appearance must not be drug-, alcohol-, or gang-related, offensive, or interfere with the learning environment.**
- **Clothing or appearance must not create a health or safety hazard for the student or others.**

Students should come to school clean, neat, and ready to learn. Clothing or accessories displaying pictures, emblems, or wording that are lewd, offensive, vulgar, immodest, or that promote or reference alcohol, drugs, or other prohibited substances are not permitted, as outlined in Frisco ISD Board Policy/Exhibit FNCF.

Students may not wear clothing that could reasonably be expected to disrupt the school environment. This includes clothing or accessories depicting or promoting violence, guns, weapons, death, dismemberment, disfigurement, gang activity or affiliation, or other offensive images or wording. Tactical-style vests or other tactical attire that may reasonably cause a substantial disruption to the school day are also prohibited.

To support proper hygiene and maintain an environment conducive to learning, blankets and pillows, whether carried or worn, are not permitted on campus unless approved by school staff.

Students who are out of dress code will be referred to the office. Students must change into school-issued clothing, if available, and may not call home to have alternate clothing brought to school.

Dress Code Consequences:

1st Violation – Warning; student changes into school-issued clothing.

2nd Violation – C-Hall assigned by an assistant principal; student changes into school-issued clothing, and a parent/guardian is contacted.

3rd Violation – Two C-Halls assigned by an assistant principal; student changes into school-issued clothing, and a parent/guardian is contacted.

4th Violation – One day of ISS assigned by an assistant principal.

DISCIPLINE OF STUDENTS

BULLYING OR PEER MISTREATMENT

All forms of peer mistreatment are taken seriously at Griffin Middle School and will not be tolerated. Students who experience or witness any form of peer mistreatment should report it to a teacher, counselor, or administrator so it can be addressed promptly. Students may also report bullying anonymously using the STOPit app.

TEACHER DETENTION

Teachers may assign detention before or after school for violations of the Student Code of Conduct. Detention provides an opportunity for the teacher and student to restore their relationship, review expectations, and address the behavior that resulted in the consequence. Detention will be supervised by the teacher and will last up to 30 minutes. Parents/guardians will be notified by phone or email of the date and time of the assigned detention.

LUNCH DETENTION

Administrators may assign lunch detentions for violations of the Student Code of Conduct. Students assigned to lunch detention will report to the designated location and will remain separated from other students during their lunch period. Students are expected to follow all detention expectations and use the time appropriately.

C-HALL (CORRECTIVE HALL AFTER SCHOOL DETENTION)

Teachers and administrators may assign after-school detentions, referred to as C-Halls, for violations of the Student Code of Conduct. C-Halls will be held on Tuesday and Thursday afternoons from 3:50–4:50 P.M. Additional C-Hall days may be added as needed.

Students assigned to C-Hall will report to the designated location after school and are expected to follow all expectations during the assigned time. Students will be released from the front of the school building at 4:50 P.M. and should leave campus promptly.

IN-SCHOOL SUSPENSION (ISS)

Students assigned to ISS will report to the front office before school to be escorted to the ISS location. Students assigned to ISS must bring a sack lunch or purchase a lunch through the school cafeteria. Students assigned to ISS may not participate in assemblies, special programs, or extracurricular activities on the day of their assignment.

Vape/E-cigarettes

Frisco ISD is committed to maintaining a safe, healthy, and drug-free learning environment for all students. The possession, use, sale, giving, or delivery of vaping devices and/or substances is prohibited on school property and at school-related activities. Consequences for violations are assigned in accordance with the Student Code of Conduct and may increase based on the number of offenses and the substance involved.

Possession & Use

1st Offense - 10 days ISS

2nd Offense - 10 day DAEP

3rd Offense - 45 days DAEP

SELLING, Giving, Delivering

1st Offense - 10 days DAEP

2nd Offense - 45 days DAEP

3rd Offense - 60 days DAEP

Consequences are elevated for each offense if vape contains THC.

EXTRACURRICULAR EVENTS

Students attending extracurricular events without a parent/guardian must be picked up within 20 minutes of the conclusion of the event. Failure to be picked up on time may result in the loss of the privilege to attend future events.

For athletic events held in the gym, parents, students, and all visitors must sit on the designated spectator side of the gym. Food and beverages are not permitted in the gym.

NURSE REFERRAL

Students who are feeling ill must visit the school nurse. The school nurse will contact a parent/guardian if the student needs to be sent home. **Students may not use personal cell phones or devices to contact parents or request to be picked up due to illness.**

A nurse will be available on campus five days a week. Students will not be sent home for illness without first being evaluated by the school nurse. **If a student is not feeling well, they should notify their teacher and request to visit the school nurse. Parents/guardians will be contacted by the nurse if further action is needed.**

PARENT CONFERENCES

Parent conferences are held during academic teaming with core subject teachers. To schedule a team conference, please contact any of your student's core teachers to begin the scheduling process.

PTA

Please consider joining the PTA. Your participation and the nominal membership fee demonstrate your support for your child's education and the Griffin Middle School community.

For more information, visit: <https://griffinpta.membershiptoolkit.com/>