

# Griffin Middle School



*"High Expectations - High Achievement"*

## STUDENT HANDBOOK 2025-2026

**Principal:** Kerri Anderson  
**Assistant Principal:** Brian Dobie  
**Assistant Principal:** Tiffany Ward  
**Assistant Principal:** Dr. Yvonne Jones  
**School Financial Accountant:** Shawntae Jones  
**Office Secretary:** Karen Dorsey  
**Guidance Counselors:** Dr. Kisha Jarrett & Laitima Wilson-Montgomery  
**Admissions Liaison:** Erica Brown  
**Parent Liaison:** Suszan May  
**Building Maintenance Supervisor:** Derex Hill  
**Clinic Nurse:** Sasha Wright

**School Mailing Address:** 800 Alabama Street Tallahassee, FL 32304

**Telephone:** (850) 617-5353 – **Fax:** (850) 617-5354

**SCHOOL WEBSITE:** <http://www.leonschools.net/griffin>

**DISTRICT WEBSITE:** [www.leonschools.net](http://www.leonschools.net)

***This student handbook belongs to:***

**NAME** \_\_\_\_\_

**ADDRESS** \_\_\_\_\_

**CITY** \_\_\_\_\_ **ZIP CODE** \_\_\_\_\_

**HOME PHONE #** \_\_\_\_\_ **PARENT/GUARDIAN CELL PHONE #** \_\_\_\_\_

**STUDENT NUMBER** \_\_\_\_\_ **1ST PERIOD TEACHER** \_\_\_\_\_

**MESSAGE FROM THE PRINCIPAL**

Dear Students:

It's great to welcome you to the 2025-2026 school year!

This handbook has been prepared to acquaint you and your family with the general policies and procedures that govern our school. Students, please take the time to read this handbook with your parents.

Griffin is rich in traditions of excellence, and I am excited to watch you add to this legacy. Your time at Griffin Middle School will be some of the best years of your life, and this will be an outstanding year!

We have an incredible faculty and staff ready to guide each of you through this school year. Griffin's administrative team, teachers, and support staff are here to help, so do not be afraid to ask. Work hard in your classes, meet new friends, get involved, and enjoy this school year! Griffin Middle School: High Expectations, High Achievement! Go Tigers!

## **MISSION**

Griffin Middle School empowers students through rigorous and relevant teaching and learning to develop the skills, knowledge, and character necessary to become successful, engaged and responsible global citizens."

## **ATTENDANCE POLICY**

**Attendance is taken for each period. Each student must be in his/her classroom at the time designated for the beginning of each class.**

Requests for pre-excused absences must be submitted for approval three days in advance of the absence and must be for an excusable reason. The request must be in writing and with the understanding that the student bears the responsibility for getting and completing assignments. The administration must approve pre-excused absences. Pre-excused absence forms may be picked up in the main office.

If a student is absent due to illness for more than one week, the parent may wish to pick up assignments. This can be done by emailing the teachers. If there is a particular concern, the teacher should be contacted by the parent.

A student who is absent due to illness for more than ten days during a semester may be required to furnish medical verification for the absences to be excused. Please contact the Guidance Office to see if your child qualifies for hospital homebound.

### **Parent Responsibility**

**Florida Statutes 1003.24 defines the responsibility of parents for the attendance of their child at school and requires parents to provide an explanation for any absence from school.**

If a student has unauthorized absences sufficient enough to jeopardize academic progress, and it is determined that the student's parent or legal guardian is at fault for the absence, in accordance with F.S. 1003.24, the procedures under Florida Statutes 1003.26 and 1003.27 shall be followed by the appropriate school personnel.

## **EXCUSED AND UNEXCUSED ABSENCES**

***It is the parent/guardian's responsibility to notify the school regarding the reason for a student's absence in a timely fashion. Please send excuses to [gms\\_attendance@leonschools.net](mailto:gms_attendance@leonschools.net)***

**Absence** is the nonattendance of a student at school or in an approved educational activity/field trip or program on days school is in session. A student who is not physically present at school or not participating in an approved school activity as defined under the compulsory school attendance law shall be counted absent and shall not be recorded as in attendance on that day.

The law allows absences for illness or medical care, death in the family, religious holidays, prearranged absences for educational purposes approved by an administrator, financial and certain other special circumstances, or insurmountable conditions. A student with an excused absence is not subject to any disciplinary or academic penalties but may be required to complete missing work.

An **unexcused absence** takes place any time a child is out of school for reasons not recognized in the law. In these cases, the child may be subject to academic penalties. Unexcused absenteeism sufficient enough to jeopardize academic progress at the elementary and middle school levels is defined as a student being absent without an acceptable reason five (5) times in a calendar month or ten (10) times in a 90-calendar day period.

### Criteria for Determining Excused Absences

Type of Absence	Excused	Unexcused	Prior	Other
Pupil illness	X			
Family illness	X			
Death in the family	X			
Work			X	
Religious Holiday			X	
Religious Service			X	
Religious Instruction				X
Shopping		X		
Medical	X			
Pre-approved trip with parents	X			
Non-School Activity		X		
Paying bills/Shopping for family		X		
Exhausted from school activities, overslept		X		
Beauty Parlor		X		
Extra-Curricular (art, music, dance, sports)	X			
Suspensions				X
Truant		X		
Missed bus		X		
Car Trouble		X		

**Absences and School-Sponsored Activities (Afternoon/Evening)** Students absent from school, if **excused**, are allowed to participate in school-sponsored activities on that particular afternoon/evening of the absence. Students with unexcused absences are **NOT** allowed to participate in such events.

### TARDIES

***Tardiness is any arrival at school after the tardy bell has sounded without an approved excuse.*** Likewise, students who leave school before the end of the school day have their learning interrupted. Unless the reason for leaving or late arrival is covered under Florida Statute, elementary and middle school students who are chronically tardy or leave early without an acceptable excuse more than five (5) times in a calendar month or ten (10) items in a 90-calendar day period will be subjected to action as dictated by 1003.27, F.S.

If a parent is the cause of the chronic tardiness or leaving early without an acceptable excuse, then 1003.27, F.S. shall be used to gain compliance. ***Tardiness and leaving early without an acceptable excuse are considered nonattendance, violating compulsory attendance statutes.***

### TRUANCY

A **truant** is one who is not in attendance, with or without the approval of the parent or other person having charge of the student, and whose absence has not been excused.

A **habitual truant** is a student who has fifteen (15) unexcused absences within ninety (90) calendar days with or without the knowledge or consent of the student's parent or legal guardian. A student's primary teacher shall report to the principal or his/her designee if the student is exhibiting a pattern of nonattendance and is a potential habitual truant because of at least five unexcused absences, or absences for which the reasons are unknown, within a calendar month or 10 unexcused absences, or absences for which the reason are unknown, within a 90-calendar-day period.

**If a child subject to compulsory school attendance will not comply with attempts to enforce school attendance, the parent, the guardian, the Superintendent, or his/her designee shall refer the case to the district staff and the Child**

**In Need of Services/Family In Need of Services (CINS/FINS) provider committee. If the child has had more than 15 unexcused absences on a 90 calendar-day period, the Superintendent or his/her designee may final a truancy petition pursuant to the procedures in F.S. 984.151.**

### **BEFORE-SCHOOL PROCEDURES**

All students are encouraged to have breakfast in the cafeteria. If the student chooses not to have breakfast, then the student should report directly to their assigned location.

### **AFTER-SCHOOL PROCEDURES**

All students, walking, bike riders, and parent pick-up students will report to their designated area for departure. All bus riders need to go to the bus ramp **immediately** after dismissal. Buses will depart on time between 4:00 p.m. – 4:20 p.m. Students who are repeatedly on campus after 4:20 p.m. and not involved in a supervised activity need to sign up for the 21<sup>st</sup> Century After-School program. Applications can be picked up in the front office.

### **SIGNING IN AND OUT**

Late students (those who report to school after 9:30 a.m.) must be signed in by a parent or guardian in the front office before receiving a pass to class.

No person may pick up or sign out a student other than the listed parent/guardian unless that person is listed as an emergency contact. **Please bring your ID when signing out a student. Students will not be dismissed to leave campus on the basis of a phone call. They must be picked up and signed out of the front office during school hours.**

### **Bell Schedule 25 – 26**

<b>Regular Bell Schedule 2025 - 2026</b>			
<b>PERIOD</b>	<b>START</b>	<b>END</b>	<b>LENGTH</b>
<b>1<sup>ST</sup> PERIOD</b>	<b>9:30</b>	<b>10:33</b>	<b>63 MINUTES</b>
<b>2<sup>ND</sup> PERIOD</b>	<b>10:37</b>	<b>11:30</b>	<b>53 MINUTES</b>
<b>3<sup>RD</sup> PERIOD</b>	<b>11:34</b>	<b>12:59</b>	<b>85 MINUTES (includes lunch)</b>
<b>4<sup>TH</sup> PERIOD</b>	<b>1:04</b>	<b>1:57</b>	<b>53 MINUTES</b>
<b>5<sup>TH</sup> PERIOD</b>	<b>2:01</b>	<b>2:54</b>	<b>53 MINUTES</b>
<b>6<sup>TH</sup> PERIOD</b>	<b>2:58</b>	<b>3:50</b>	<b>52 MINUTES</b>

<b>Homeroom Bell Schedule 2025 - 2026</b>			
<b>PERIOD</b>	<b>START</b>	<b>END</b>	<b>LENGTH</b>
<b>HOMEROOM</b>	<b>9:30</b>	<b>10:00</b>	<b>30 MINUTES</b>
<b>1<sup>ST</sup> PERIOD</b>	<b>10:04</b>	<b>10:52</b>	<b>48 MINUTES</b>
<b>2<sup>ND</sup> PERIOD</b>	<b>10:56</b>	<b>11:44</b>	<b>48 MINUTES</b>
<b>3<sup>RD</sup> PERIOD</b>	<b>11:48</b>	<b>1:13</b>	<b>85 MINUTES (includes lunch)</b>
<b>4<sup>TH</sup> PERIOD</b>	<b>1:17</b>	<b>2:05</b>	<b>48 MINUTES</b>
<b>5<sup>TH</sup> PERIOD</b>	<b>2:09</b>	<b>2:57</b>	<b>48 MINUTES</b>
<b>6<sup>TH</sup> PERIOD</b>	<b>3:01</b>	<b>3:50</b>	<b>49 MINUTES</b>

### **BOOK BAGS / BACKPACKS**

Students should bring a book bag to carry their materials around campus. Students will not have access to lockers in the hallways. Students should limit the items they bring with them to campus and only bring items that are necessary.

### **BULLYING and HARASSMENT**

1. It is the policy of Leon County Schools (LCS) that all of its students and school employees have an educational setting that is safe, secure, and free from harassment and bullying of any kind. LCS will not tolerate bullying and harassment of any type. Conduct that constitutes bullying and harassment, as defined herein, is prohibited.

## **2. Definitions**

**a. Bullying** means systematically and chronically inflicting physical hurt or psychological distress on one or more students or employees. It is further defined as unwanted and repeated written, verbal, or physical behavior, including any threatening, insulting, or dehumanizing gesture, by an adult or student, that is severe or pervasive enough to create an intimidating, hostile, or offensive educational environment; cause discomfort or humiliation; or unreasonably interfere with the individual's school performance or participation, and may involve but is not limited to:

- i) Teasing
- ii) Social Exclusion
- iii) Threat
- iv) Intimidation
- v) Stalking
- vi) Physical violence
- vii) Theft
- viii) Sexual, religious, or racial harassment
- ix) Public humiliation
- x) Destruction of property

**b. Harassment** means any threatening, insulting, or dehumanizing gesture, use of data, telecommunications facilities (e.g., wireless phone, text messages), or computer software or technology (e.g., email, social networking sites, blogs, web pages), or written, verbal or physical conduct directed against a student or school employee that:

- i) Places a student or school employee in reasonable fear of harm to his or her person or damage to his or her property;
- ii) Has the effect of substantially interfering with a student's educational performance, opportunities, or benefits; or
- iii) Has the effect of substantially disrupting the orderly operation of a school.

**c. Bullying and harassment also encompass:**

- i) Retaliation against a student or school employee by another student or school employee for asserting or alleging an act of bullying or harassment. Reporting an act of bullying or harassment that is not made in good faith is considered retaliation.
- ii) Perpetuation of conduct listed in the definition of bullying or harassment by an individual or group with the intent to demean, dehumanize, embarrass, or cause emotional or physical harm to a student or school employee by:
  - (1) Incitement or coercion;
  - (2) Accessing or knowingly and willingly causing or providing access to data or computer software through a computer, computer system, or computer network within the scope of the district school system; or
  - (3) Acting in a manner that has an effect substantially similar to the effect of bullying or harassment.

**d. Cyber-stalking** as defined in s. 784.048 (1)(d), F.S., means to engage in a course of conduct to communicate, or to cause to be communicated, words, images, or language by or through the use of electronic mail or electronic communication, directed at a specific person, causing substantial emotional distress to that person and serving no legitimate purpose.

**"Bullying," "Cyber-Stalking," and "Harassment,"** (hereinafter referred to as bullying, as defined in Section (2). a., for the purpose of this Policy) also encompass, but are not limited to, unwanted harm towards a student or employee in regard to their real or perceived: sex, race, color, religion, national origin, age, disability (physical, mental, or educational), marital status, socio-economic background, ancestry, ethnicity, gender, gender identity or expression, linguistic preference, political beliefs, sexual orientation, or social/family background or being viewed as different in its education programs or

admissions to education programs and therefore prohibits bullying of any student or employee by any Board member, District employee, consultant, contractor, agent, visitor, volunteer, student, or other person in the school or outside the school at school-sponsored events, on school buses, and at training facilities or training programs sponsored by the district.

**“Hazing” (5516- The School Board of Leon County Bylaws & Policies)** activities of any type as a condition for membership and/or participation in a District club or activity or a non-district sponsored club or activity, or for acceptance by any group of students, are inconsistent with and disruptive to the educational process, and prohibited at any time in school facilities, on school property, and/or off school property if the misconduct is connected to activities or incidents that have occurred on school property. No administrator, faculty member, or other School Board employee shall encourage, permit, authorize, condone, or tolerate any hazing activities. No student shall plan, encourage, or engage in any hazing. No volunteer of the School District shall plan, direct, encourage, aid, condone, or engage in hazing . . . A person who engages in an act that violates school policy or law in order to be initiated into or affiliated with a student organization shall be subject to discipline for that act.

### **CAFETERIA / LUNCHROOM**

Breakfast is served in the cafeteria from **8:45 a.m. – 9:20 a.m.**

When lunchroom rules are not followed and the noise level is excessive and safety is an issue, the administration will impose appropriate consequences such as but not limited to, students not being able to talk during their lunch period (silent lunch), change of seating, or lunch detentions as deemed necessary.

### **GENERAL LUNCHROOM RULES**

1. Students are expected to sit in the designated area at all times.
2. Students are expected to use appropriate manners in the lunchroom.
3. Students may not take any food, drinks, straws, utensils, cans, bottles, etc., from the lunchroom.
4. No food may be consumed as students are waiting for the start of the class in the morning or walking through the school walkways or hallways.

### **CHANGE OF ADDRESS**

Whenever a family moves, parents must provide the registrar with documentation of the new address. Frequently, a change of address also means a change of bus or bus stop and might even mean a change of schools. Having the correct address and phone number is essential, especially if a student becomes ill or is injured

### **PASSES**

Students without passes will be considered **skipping**.

### **CLINIC**

The clinic is available for students who are too ill to remain in class or for emergency purposes. Before any medication may be left at the school for administration, parent permission and instructions must be provided. The parent or legal guardian shall file (with a school administrator) a dated, signed permission form (available in the main office) authorizing the school to supervise the student in self-administration of medication. All prescription and non-prescription medication must be kept in the clinic.

### **COMMUNICATION**

The administration, faculty, and staff are looking forward to working with you throughout the year. If there is a particular concern, the teacher should be contacted by the parent.

Follow us on Facebook and Instagram.

### **CONFERENCES (Parent/Teacher/Student)**

1. Anyone wishing a conference (parent, teacher, student, or administrator) should contact your student’s teacher at **(850) 617-5353** to schedule a conference.

2. **Parents:** If you are unable to attend, please contact your student's teacher and/or call the Front Office to cancel the conference.

### **DRESS CODE**

All students are expected to dress in a manner that respects the rights of all and demonstrates appropriate Griffin campus attire. Parents will be called to bring appropriate attire or remove students from school should offenses occur. In the event that a parent cannot bring clothing, students will wear clothing from the school supply of appropriate clothes or will spend the day in In-school detention (ISD). Any class time missed because of improper dress is unexcused. When the appropriateness of clothing is in question, the principal or designee shall make the final decision. All dress code violations will be documented, and repeated violations will result in disciplinary action.

#### **Shirts or dresses**

- ☐ No strapless tops, tube tops, halter tops, or spaghetti straps permitted, even underneath a sweater or jacket.
- ☐ No cleavage may be shown.
- ☐ The midsection must be covered when one hand is raised.

#### **Pants, shorts, skirts, and dresses**

- ☐ Must be worn at the waistline – no sagging; clothes must be worn in a way such that genitals, buttocks, chest, and stomach, including mid-drift, are fully covered. No holes in pants that are above the knee.

#### **Shoes**

- ☐ Must be worn at all times and must be safe for any school activity in which the student will take part
- ☐ Open-toed and backless shoes are acceptable at school, but not in out-of-school activities like field trips.

#### **Items NOT permitted to be worn during school hours**

- ☐ Hats (not in class), head coverings (religious head ware acceptable), hoods over the head, bandanas, or sunglasses in the classroom or other instructional spaces. Any item taken from a student will require that a parent or guardian retrieve it from the office. Hats not retrieved by the end of the month will be discarded.
- ☐ Bedroom clothing, slippers, see-through clothing.

#### **Attire, jewelry, and other personal possessions must NOT**

- ☐ Be sexually suggestive
- ☐ Depict drugs, tobacco, alcoholic beverages, or vaping paraphernalia
- ☐ Feature crude/vulgar commercial lettering, printing, or drawings
- ☐ Be indicative of gang membership
- ☐ Violent language or images which create a hostile or intimidating or disruptive environment
- ☐ Hate speech, profanity, pornography

***Undergarments, including but not limited to boxer shorts, bras, camisoles, etc. must not be exposed at any time.***

### **ELECTRONIC DEVICES / CELL PHONES**

Electronic devices such as, but not limited to, pagers, cell phones, Smartwatches (if used for anything other than telling time), headphones, AirPods, video games, PDAs, cameras, etc., are NOT permitted to be visible, used, or audible.

Devices must be in backpacks. ***All the above-named electronic devices are NOT permitted to be visible, used, or audible while the student is inside the school gates. If these items are on display or in use, the item(s) MAY BE confiscated and may ONLY be returned to a parent/guardian. Confiscated items, once in the front office, will be locked up until a parent/guardian can pick up the items during school hours.***

### **GRADING / CITIZENSHIP POLICY / SCALE**

<b><u>Academic</u></b>		<b><u>Scholastic Citizenship</u></b>	
A	90-100	4	Outstanding Conduct
B	80-89	3	Satisfactory Conduct
C	70-79	2	Conduct Needs Improvement

**Citizenship Expectations and Grading Policy:** Griffin Middle School believes that citizenship is a vital part of the educational experience. We have outlined below the specific behaviors we are expecting of our students when we assign citizenship grades. Should you ever have a question about your child's citizenship grade, you are encouraged to contact your child's teacher.

A student who earns a 4 (**Outstanding**) as a citizenship grade consistently exhibits all or most of the following behaviors in and out of class:

- Sets an example for peers by coming to class prepared to work with a good attitude and the necessary materials
- Works to foster a sense of community by respecting all viewpoints
- Volunteers to assist teachers and classmates

A student who earns a 3 (**Satisfactory**) as a citizenship grade exhibits all or most of the following behaviors in and out of class:

- Demonstrates responsibility by coming to class prepared with class materials
- Maintains a good attitude and helps classmates when asked by the teacher
- Respect and cooperates with others during small-group activities.

A student who earns a 2 (**Needs Improvement**) as a citizenship grade exhibits all or most of the following behaviors in and out of class:

- Comes to class unprepared on occasion
- Shows little motivation completing assignments
- Shows disrespect to teacher and classmates at times throughout the grading period
- Disrupts class occasionally and interrupts the learning of others

A student who earns a 1 (**Unsatisfactory**) as a citizenship grade exhibits all or most of the following behaviors in and out of class:

- Comes to class unprepared frequently
- Shows disrespect to teacher and classmates
- Demonstrates dishonesty by submitting plagiarized assignments
- Disrupts class regularly and interrupts the learning of others

## **25-26 LCS GRADING WINDOWS**

<b>2025 - 2026</b>	<b>Q1</b>	<b>Q2</b>	<b>Q3</b>	<b>Q4</b>
<b>Start of Quarter</b>	8/11/2025	10/14/2025	01/07/2026	03/24/2026
<b>Interim Report (Wed)</b>	9/10/2025	11/12/2025	02/11/2026	04/22/2026
<b>End of Quarter</b>	10/10/2025	12/19/2025	03/13/2026	05/15/2026
<b>Report Card Date (Wed)</b>	10/22/2025	01/14/2026	04/01/2026	TBA EOC

### **INTERNET USAGE**

The use of the Internet is a privilege, not a right, **AND INAPPROPRIATE USE WILL RESULT IN A CANCELLATION OF THOSE PRIVILEGES.** Each individual who receives an electronic account must have a signed Internet Permission/Agreement form on file.

### **LOCKERS**

Students will not be assigned lockers this year. They are expected to carry their items with them.

**NOTE:** All lockers remain the property of the school and are subject to search by school officials

### **MEDIA CENTER**

**Overdue Books** – There are no overdue book fines; however, the Griffin Middle School Media Center requires that books be turned in at the end of the year.

**Missing Books** – At the end of the year, all books must be returned to the Media Center.

### **OUT OF ZONE STUDENTS**

Students who display inappropriate behavior, are consistently tardy, are in nonattendance, or remain on campus after supervision has ended will be sent back to their home zone school **AND WILL HAVE THEIR REASSIGNMENT REVOKED.**

### **PROMOTION REQUIREMENTS**

Specific promotion requirements for each grade level can be found at the following site:

[www.leonschools.net/site/Default.aspx?PageID=39059](http://www.leonschools.net/site/Default.aspx?PageID=39059) or go to the LCS webpage; click departments; click School Improvement, Accountability and Testing; click Grades 6-8 Promotion

Additionally, School Board Policy 4.15, Regular Student Progression Plan, and 4.15, Special Pupil Progression, clearly define student progression requirements. The documents below can be found by visiting the Leon County Schools website:

**Regular Student Progression Plan**

**Promotion Brochure**

**Special Pupil Progression Plan**

### **SCHOOL HOURS and SUPERVISION (SAFETY)**

Students enter the building at 8:45 a.m. and exit at 3:50 p.m. unless under the supervision of a teacher or staff member. All parents/visitors must sign in at the front office. We need ALL parents to assist us with our after-school safety plan. Please note the current rules that are in place for reasons for child safety:

- General supervision is from 8:45 a.m. to 4:20 p.m.
- School dismisses at 3:50 p.m.
- All students must go to an authorized area, bus stop, parent pick-up, or a supervised after-school activity by 4:00 p.m.
- Supervision is provided at the bus stop until the last bus leaves (approximately 4:20 p.m.).
- Supervision is provided at parent pick-up until 4:20 p.m. (see posted signs)
- No school child is authorized to be in an unsupervised area after 4:20 p.m.
- ALL after-school activity students must be picked up by 6:00 p.m. as a condition of continued participation unless other arrangements are made with the activity sponsor. ***Parents, please work with us to ensure that all of our students are always supervised and safe.***

### **SEARCH and SEIZURE**

Lockers, individuals, and their belongings are subject to being searched without a warrant when the principal or his/her designee has reasonable suspicion to believe that there is a threat to the safety, health, or welfare of any person or the educational process. The use of metal detectors shall be permitted.

### **SPORTS**

Any student interested in trying out for a sport must have an updated physical covering the current year. Students who **do not** have a current physical on file **will not** be allowed to try out for the sport. Students must also have a current Activity Participation Form on file.

### **TEXTBOOKS**

Students are issued textbooks in courses where appropriate. The student is responsible for maintaining textbooks in good condition. If a book is lost, payment must be made before a replacement will be issued. Damage fees will be assessed when necessary.

### **TRANSPORTATION and BUS CHANGES**

**Bicycles:** A bike rack is available. Bicycles must be secured with a bike rack lock upon school arrival.

**Drop Off / Pick Up:** Parents/Guardians or others who bring students to school and/or pick them up from school in a privately-owned vehicle are asked to use the parent drop off/pick up area.

**Busses:** Transportation will be provided for students who live more than *two miles away* from the school. Bus routes may be obtained from the ***Transportation and Buses*** section on the LCS website or by calling ***LCS Transportation (488-2636)***. Busses load and unload at the bus ramp. Students who qualify to ride a school bus must ride the bus to which they are assigned. Students wishing to ride a different bus or get off at a different bus stop must bring a signed note from a parent/guardian to the front office in the morning and include phone numbers for verification.

**Transportation Changes:** Any transportation changes need to be made **prior to 3:30 p.m.** to ensure the student receives the message before dismissal.

## VISITORS

All visitors, including parents, volunteers, and mentors, must sign in at the front office and obtain a visitor pass indicating the reason for being on school grounds.

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## DISCIPLINE PLAN/STUDENT CODE OF CONDUCT

The goal of Griffin Middle School is to provide a safe and caring environment where all students can learn. This discipline plan may be revised at any time during the school year. The disciplinary action take by the administration may deviate from this plan when appropriate. This discipline plan will be followed for all school-sponsored events.

*Please Note: Griffin adheres to a Progressive Discipline plan in which the consequences escalate as the behavior or frequency of the behavior escalates. The offenses listed are not all-inclusive, and a student committing an act of misconduct not listed will, nevertheless, be subject to the discretionary authority of the administration.*

<p><b>Students assigned OSS may NOT enter ANY Leon County School property during the suspension period.</b></p>
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## Classroom Discipline Procedures and Steps

Class I Offences	Class I Offenses Discipline
WIRELESS/ TECHNOLOGY VIOLATION	<ul style="list-style-type: none"> <li>• Teacher managed with classroom behavior plan/rules</li> <li>• 1-2 days ISS</li> <li>• 2-3 days ISS</li> <li>• 3-5 days ISS</li> <li>• 1-3 days OSS</li> <li>• 3-5 Days OSS</li> </ul>
CHEATING (CHEAT/LYING)	
DISRUPTION CLASSROOM	
DRESS CODE VIOLATION	
EXCESSIVE TARDIES	
INAPPR. BEHAVIOR/ LANGUAGE	<b>Other Administrative Actions:</b> <ul style="list-style-type: none"> <li>• <b>Parent/Guardian contacted (Mandatory)</b></li> <li>• Referral to Mental Health Services</li> <li>• Conference with student</li> <li>• Parent conference</li> <li>• Guidance Referral</li> <li>• Detention</li> <li>• Behavior Contract</li> <li>• Peer Mediation</li> <li>• Restorative Practices</li> <li>• Mentoring</li> <li>• Referral to MTSS or follow up as appropriate</li> </ul>
Class II Offences	Class II Offenses Discipline
DEFIANCE/ INSUBORDINATION /NONCOMPLIANCE	Student conference, parent contact <ul style="list-style-type: none"> <li>• 1-3days ISS</li> <li>• 2-4 days ISS</li> <li>• 3-5 days ISS</li> <li>• 1-3 days OSS</li> <li>• 3-5 days OSS</li> <li>• 5-10 days OSS</li> <li>• 10 days OSS, possible recommendation for expulsion</li> </ul>
DISRESPECT	
DISRUPTION TO THE ORDERLY EDUCATIONAL PROCESS	
HORSEPLAY or PHYSICAL AGGRESSIVE ACTS	
PROFANITY DIRECTED TOWARDS STAFF	
PROVIDING FALSE INFORMATION	<b>Other Administrative Actions:</b> <ul style="list-style-type: none"> <li>• <b>Parent/Guardian contacted (Mandatory)</b></li> <li>• Referral to Mental Health Services</li> <li>• Conference with student</li> <li>• Parent conference</li> <li>• Guidance Referral</li> <li>• Detention</li> <li>• Behavior Contract</li> <li>• Peer Mediation</li> <li>• Restorative Practices</li> <li>• Mentoring</li> <li>• Referral to MTSS or follow up as appropriate</li> </ul>
RESTROOM AND CHANGING FACILITIES	
SKIPPING – OFF/ON CAMPUS	
THEFT (PETTY)	
USE/ POSSESSION OF COMBUSTIBLES	
VIOLATION OF DETENTION/ WORK DETAIL	
WEAPONS POSSESSION	
Class III Offences	Class III Offenses Discipline
ALCOHOL	<ul style="list-style-type: none"> <li>• 1-5 days OSS</li> <li>• 3-10 days OSS,</li> <li>• 5-10 days OSS and with possible recommendation for expulsion.</li> </ul>
BULLYING	
BURGLARY	
DISRUPTION ON CAMPUS	<b>Other Administrative Actions:</b> <ul style="list-style-type: none"> <li>• Parent/Guardian contacted (Mandatory)</li> <li>• Referral to Mental Health Services</li> <li>• Conference with student</li> <li>• Parent conference</li> <li>• Guidance Referral</li> <li>• Detention</li> <li>• Behavior Contract</li> <li>• Peer Mediation</li> <li>• Restorative Practices</li> <li>• Mentoring</li> <li>• Referral to MTSS or follow up as appropriate</li> </ul>
DRUG USE/ POSSESSION (EXCLUDING ALCOHOL)	
FELONY CHARGES OFF SCHOOL PROPERTY	
FIGHTING	
HARASSMENT	
HAZING	
LARCENY/ THEFT/ CRIMINAL MISCHIEF	
OTHER MAJOR	
SEXUAL HARASSMENT	
SEXUAL OFFENSES (OTHER)	
SIMPLE BATTERY (PHYSICAL ATTACK)	
THREAT/ INTIMIDATION	
TOBACCO/ VAPE	

TRESPASSING	
VANDALISM	
<b>Class IV Offences</b>	<b>Class IV Offenses Discipline</b>
AGGRAVATED BATTERY	Zero Tolerance-Consult w/ SRD, OSS, Expulsion 10-day Suspension Report to Safety & Security
ARSON	
BATTERY ON SCHOOL BOARD EMPLOYEE OR LAW ENFORCEMENT OFFICER	
DRUG SALE/ DISTRIBUTION (EXCLUDING ALCOHOL)	
HOMICIDE	
KIDNAPPING	
ROBBERY	
SEXUAL ASSAULT	
SEXUAL BATTERY	
THREAT/FALSE REPORT	
WEAPONS POSSESSION	

### **BUS CONDUCT (Leon County School Board Policy 7.19)**

The importance of proper conduct while waiting for, boarding, riding, or leaving from a Leon County School bus cannot be overemphasized. Any behavior that distracts the bus driver instantly endangers all persons on the bus and those near the bus should an accident occur. **In the interests of safety, all students should understand and parents are urged to impress upon their children the necessity for strict compliance with the following rules:**

1. Students are to remain off of the roadway while waiting for the bus.
2. Students should get on and off the bus in an orderly manner.
3. Students are to remain seated while the bus is in motion.
4. No part of the body should ever be extended outside the bus.
5. Aisles should be kept clear at all times.
6. Conversations should take place in normal tones of voice. A sudden scream or yell is especially dangerous. The following will NOT be tolerated:
  - a. Throwing any item in or from the bus
  - b. Smoking/vaping
  - c. Crowding, pushing, shoving, etc.
  - d. Eating or drinking
  - e. Fighting
  - f. Rude or discourteous behavior to the bus driver
7. Attitudes of helpfulness and cooperation will do much to insure safe and comfortable bus transportation for all.
8. Bus notes requesting to ride a bus or a different bus must be turned in to the office by 9:45 a.m. for approval.
9. Food or drink will not be allowed on the bus ramp.
10. Be on time and stand off the roadway while waiting for the bus.
11. The driver shall have the authority to assign pupils to certain seats, if necessary, to promote order on the bus.
12. District Policy 7.08 regarding infractions requiring formal consequences will apply in all cases.
13. The above offenses and consequences apply to all students riding Leon County transportation vehicles to and from school or school sponsored activities and incorporate existing policy and procedures as they pertain to students with disabilities.
14. Parents or guardians have the right to appeal any action taken by the bus driver or the school related to bus transportation.
  - a. Driver actions may be appealed to the school principal or Director of Transportation.
  - b. School decisions shall be made by the principal or his designee. A request for review of any school decision shall be made to the school principal.
  - c. Appeals of the school principal or Transportation Director's action may be made to the appropriate area leader.
  - d. The superintendent shall be the final step in the appeal process regarding bus driver or school action unless a violation of Board Policy or Florida Statute is involved. In those cases, further appeal may be made to the School Board.

15. Electronic devices are NOT PERMITTED TO BE USED while a student is riding on the bus except in case of an emergency or illness. Students who violate this rule will be subject to disciplinary action in accordance with the school's code of conduct.

**STUDENTS WHO VIOLATE BUS RULES WILL BE SUBJECT TO BOTH BUS AND SCHOOL-RELATED DISCIPLINARY ACTIONS IN ACCORDANCE WITH THE BUS AND SCHOOL'S CODE OF CONDUCT.**

<b>Violation Type</b>	<b>1<sup>st</sup> Written</b>	<b>2<sup>nd</sup> Written</b>	<b>3<sup>rd</sup> Written</b>	<b>4<sup>th</sup> Written</b>	<b>5<sup>th</sup> Written</b>
<b>Out of Seat</b>	Warning	Parent notification and/or A.M. detention	1 day off bus	3 days off bus	5 days off bus
<b>Shouting</b>	Warning	Parent notification and/or A.M. detention	1 day off bus	3 days off bus	Suspended off bus
<b>Throwing Objects/Littering</b>	1-3 days off bus; Admin. Final decision	1-3 days off bus; Admin. Final decision	1-5 days off bus	10 days off bus	Suspended off bus
<b>Eating/Drinking</b>	Warning	Parent conference and/or A.M. detention	1 day off bus	3 days off bus	Suspended off bus
<b>Foul Language</b>	Warning	1-3 days off bus	3-5 days off bus	10 or more days off bus	Suspended off bus
<b>Racial Slurs</b>	1-3 days off bus	3-5 days off bus	3-5 days off bus	10 or more days off bus	Suspended off bus
<b>Defacing Property</b>	3-5 days off bus	3-5 days off bus	5-10 days off bus	10 or more days off bus	Suspended off bus
<b>Fighting</b>	3-5 days off bus	5-10 days off bus	Off bus suspension		
<b>Threatening the Driver</b>	3-5 days off bus	5-10 days off bus	Off bus suspension		
<b>Weapons</b>	Off bus. Administration Final Decision	Administration Final Decision			
<b>Drugs/Alcohol</b>	Off bus. Administration Final Decision	Administration Final Decision			

**STUDENT CHROMEBOOK CARE GUIDE**

**GENERAL CARE**

- **Do not** have any food or drinks near the Chromebook. Chromebooks will not be allowed at lunch this year.
- Cords, cables, and removable storage devices must be inserted carefully into the Chromebook.
- **Do not** touch the screen. The screens are delicate and easily cracked.
- Please keep your Chromebook lid closed when not using it.
- **Do not** place your Chromebook on uneven surfaces where they might be subject to an accidental fall.
- Avoid placing or dropping heavy objects on the top of the Chromebook.
- Chromebooks **do not** like excessive heat or cold. **Do not** cover or leave your Chromebook in a car or truck.
- **Do not** block airflow when the device is on. While your Chromebook does not get overly hot as a traditional laptop might, it does need to breathe.
- Chromebooks have been labeled with the inventory tag. **Do not remove the tag.**
- Please report damage, loss, or theft to our tech Mr. Mann so it can be disabled.
- Chromebook Replacement Cost: \$275

- Charger Replacement Cost: \$15

### CARRYING CHROMEBOOKS

- Keep your Chromebook in the protective case provided.
- Keep your Chromebook lid closed when moving or changing classes.
- Transport Chromebooks with care. **Do not** overstuff your backpack.
- Chromebook lids should always be closed and tightly secured when moving. **Do not** carry your Chromebook while the screen is open.
- Unplug your Chromebook when it is not charging.
- **Never move a Chromebook by lifting it from the screen.** Always support a Chromebook from its bottom with the lid closed.
- If carrying your Chromebook in your backpack, avoid sharp objects in your backpack around your Chromebook, and avoid throwing your backpack or leaving it in places where it can be accidentally kicked.

### SCREEN CARE

- The Chromebook screens can be easily damaged! The screens are particularly sensitive to damage from excessive pressure on the screen.
- **NEVER pick up your Chromebook by the screen.** Always use two hands on the base of your Chromebook. This is the most common way screens are damaged.
- **Do not** lean or put pressure on the top of the Chromebook when it is closed.
- **Do not** store the Chromebook with the screen in the open position.
- **Do not** poke the screen with anything that will mark or scratch the screen surface.
- **Do not** place anything on the keyboard before closing the lid (e.g. pens, pencils, or disks) another common way screens have been damaged.

### CHARGING YOUR CHROMEBOOK

- The Chromebooks hold a charge for between 6-8 hours.
- **Make sure to plug your Chromebook in each night so that it is fully charged for the morning.** There is limited power available at the school, and you may not be able to charge it during the day.

### A/C POWER ADAPTER

- The port on the power adapter is fragile – insert and remove it with care every time.
- **Do not** carry your Chromebook around with the power adapter plugged in.
- When not in use, wrap your Chromebook's power adapter up so the cords don't become tangled/knotted.
- **Do not** loan your Chromebook/charger to another student

### KEEPING YOUR CHROMEBOOK CLEAN

- Windex Electronic Wipes and microfiber towels are provided for cleaning.
- **Do not** use heavily wet wipes or towels.
- **Do not** spray liquid cleaner on your Chromebook.
- **Do not** use bleach or Clorox products.

### TROUBLESHOOTING

- **Power down** your Chromebook and let it rest for 60 seconds before turning it back on.
- **Extensions** – Chromebook extensions can cause problems. Turn off your Chrome extensions one at a time, checking each time if your Chromebook is working again.
- **Clear Cookies/Browsing Data**
  - o On your computer, open Chrome.
  - o At the top right, click More.
  - o Click More Tools then select **Clear browsing data**.
  - o At the top, choose “**All time**” for the time range.

- o Check all the Basic boxes.
- o Click 'Clear data'.
- **Hard Reset** Your Chromebook
  - o Turn off your Chromebook.
  - o Press and hold Refresh + tap Power .
  - o When your Chromebook starts up, release Refresh .
- **Factory Reset** Your Chromebook
  - o Sign out of your Chromebook.
  - o Press and hold Ctrl + Alt + Shift + r.
  - o Select Restart.
  - o In the box that appears, select Powerwash, and select Continue.
  - o Follow the steps that appear and sign in with your LCS Account.

## **Nondiscrimination Notification and Contact Information**

No person shall on the basis of sex (including transgender, gender nonconforming, and gender identity), marital status, sexual orientation, race, religion, ethnicity, national origin, age, color, pregnancy, disability, military status, or genetic information be denied employment, receipt of services, access to or participation in school activities or programs if qualified to receive such services, or otherwise be discriminated against or placed in a hostile environment in any educational program or activity including those receiving federal financial assistance, except as provided by law.” No person shall deny equal access or a fair opportunity to meet, or discriminate against, any the group officially affiliated with the Boy Scouts of America or any other youth group listed in Title 36 of the United States Code as a patriotic society.

*An employee, student, parent, or applicant alleging discrimination with respect to employment, or any educational program or activity may contact:*

**Deana McAllister, Assistant Superintendent**  
 Employee Relations and School Management  
 Leon County School District  
 2757 West Pensacola Street  
 Tallahassee, Florida 32304  
 (850) 487-7193  
[mcallisterd@leonschools.net](mailto:mcallisterd@leonschools.net)

**Dr. Benny Bolden Jr., Director**

Secondary Education, Student Activities & Athletics  
Leon County School District  
2757 West Pensacola Street  
Tallahassee, Florida 32304  
(850) 487-7370  
[boldenb@leonschools.net](mailto:boldenb@leonschools.net)

**Wallace Knight, Director**  
Labor, Policy, and Compliance  
Leon County School District  
2757 West Pensacola Street  
Tallahassee, Florida 32304  
(850) 487-7193  
[knightwa@leonschools.net](mailto:knightwa@leonschools.net)

**Tonja Fitzgerald, Director**  
Health, Wellness & Student Services  
Leon County School District  
2757 West Pensacola Street  
Tallahassee, Florida 32304  
(850) 487-7309  
[fitzgeraldt@leonschools.net](mailto:fitzgeraldt@leonschools.net)

*A student or parent alleging discrimination as it relates to Section 504 of the Rehabilitation Act may contact:*

**Jennifer Benton, 504 Specialist**  
504 Specialist  
(850) 487-7317  
[bentonj@leonschools.net](mailto:bentonj@leonschools.net)