

Griffin Middle School



“Under Construction - Building on our Potential”

STUDENT HANDBOOK 2024-2025

Principal: Zelena O’Banner

Assistant Principal: Patrick Wright

Assistant Principal: Tiffany Ward

Assistant Principal: Brian Dobie

School Financial Accountant: Shawntae Jones

Office Secretary: Karen Dorsey

School Mailing Address: 800 Alabama Street Tallahassee, FL 32304

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

Guidance Counselors: Tarran Jefferson & Dr. Kisha Jarrett

Admissions Liaison: Erica Watson

Clinic Nurse: Sasha Wright

Building Maintenance Supervisor: Derex Hill

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

LISTSERV: <http://listserv.leon.k12.fl.us>

DISTRICT WEBSITE: www.leonschools.net

MESSAGE FROM THE PRINCIPAL

Dear Students:

It's great to welcome you to the 2024-2025 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 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! Go Tigers!

MISSION

The mission of Griffin Middle School is to facilitate learning opportunities on a dual technology platform and teach rigorous and relevant skills that will equip students to compete in a global society.

ATTENDANCE POLICY

Attendance is taken 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. Pre-excused absences must be approved by all teachers and the principal. 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 for 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 excusals to mms_attendance@leonschools.net

Absence is a 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.

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 family	X			
Work			X	
Religious Holiday			X	
Religious Service			X	
Religious Instruction				X
Shopping		X		
Medical	X			
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 the homeroom.

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. Busses 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 21st Century After-School program. Applications can be picked up in the front office.

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.

PASSES

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

BELL SCHEDULE

Regular Bell Schedule 2024 - 2025			
PERIOD	START	END	LENGTH
HOMEROOM	9:30	9:50	20 MINUTES
1ST PERIOD	9:50	10:40	50 MINUTES
2ND PERIOD	10:44	11:34	50 MINUTES
3RD PERIOD	11:38	1:08	90 MINUTES (includes lunch)
4TH PERIOD	1:12	2:02	50 MINUTES
5TH PERIOD	2:06	2:56	50 MINUTES
6TH PERIOD	3:00	3:50	50 MINUTES

Activity Bell Schedule 2024 - 2025			
PERIOD	START	END	LENGTH
HOMEROOM	9:30	9:35	10 MINUTES
1ST PERIOD	9:35	10:21	46 MINUTES
2ND PERIOD	10:25	11:11	46 MINUTES
3RD PERIOD	11:15	12:41	86 MINUTES (includes lunch)
4TH PERIOD	12:45	1:31	46 MINUTES
5TH PERIOD	1:35	2:21	46 MINUTES
6TH PERIOD	2:25	3:11	46 MINUTES
ACTIVITY	3:15	3:50	35 MINUTES

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.**

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.

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.***

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.

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.

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.

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.

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.

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.

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.

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.

Be sure to sign-up for listserv communication: <http://listserv.leon.k12.fl.us> and an active parent portal as the school communicates through both.

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.

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.

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.

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.

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.

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 on 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, or skin-tight 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), iPods, CD/DVD players, 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.

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.**

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.

24-25 LCS GRADING WINDOWS

2024 - 2025	Q1	Q2	Q3	Q4
Start of Quarter	8/12/2024	10/22/2024	01/08/2025	03/18/2025
Interim Report (Wed)	9/11/2024	11/13/2024	02/12/2024	04/16/2025
End of Quarter	10/18/2024	12/20/2024	03/07/2025	05/23/2025
Report Card Date (Wed)	10/30/2024	01/15/2025	03/26/2025	TBA EOC
Grading Window Opens	10/09/2024	12/11/2024	02/26/2025	05/14/2025
Grading Window Closes	10/23/2024	01/08/2025	03/19/2025	05/28/2025
	Q1 – 48 days	Q2 – 38 days	Q3 – 41 days	Q4 – 48 days
		S1 – 86 days		S2 – 84 days

GRADING / CITIZENSHIP POLICY / SCALE

Academic

- A 90-100
- B 80-89
- C 70-79
- D 60-69
- F 0-59

Scholastic Citizenship

- Outstanding Conduct 4
- Satisfactory Conduct 3
- Conduct Needs Improvement 2
- Unsatisfactory Conduct 1

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

PROMOTION REQUIREMENTS

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

In School Suspension (ISS)

For minor disciplinary problems, the administration or designee may assign a student to ISS full all day or part of a day. It is the student's responsibility to complete all assignments and return them to the appropriate teachers when he/she completes all assignments and return them to the appropriate teachers when he/she completes their assignments in ISS. Parent notification will be attempted prior to the students being placed in ISS. The consequence for not cooperating or completing assignments in ISS is OSS (Out of School Suspension)

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 Chromebooks 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.

Please Note: Griffin adheres to a policy of Progressive Discipline 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.

Students assigned OSS may NOT enter ANY Leon County School property during the period of suspension.

Classroom Discipline Procedures and Steps

<u><i>Class I Offenses</i></u>	<u><i>Class I Offenses Discipline</i></u>
<ul style="list-style-type: none"> 1.0 Gum, candy, food, drink 1.1 Dress Code Violation (Out of Compliance) 1.2 Use of a wireless communication device during instructional time without approval (smartphones, tablets, computers, and/or other web-enabled devices of any type) 1.2 Cellphone 1.4 Class, lunchroom, hallway, or assembly disruption 1.5 False Information 1.6 Inappropriate Language 1.6 Gambling 1.7 Unsponsored club or organization 1.8 Tardiness 1.9 Inappropriate display of affection 1.10 Entering the building without permission/before supervision times 1.11 Inappropriate Behavior/Horseplay 1.12 Cheating and/or Plagiarism 1.13 Leaving class without permission 1.14 Theft (Less than \$300 value) 1.15 Violation of school bus rules of conduct 	<ul style="list-style-type: none"> • Teacher managed with classroom behavior plan/rules. • 1-2 days ISS • 2-3 days ISS • 3-5 days ISS, referral to MTSS follow up in Focus (open a new note, document in MTSS meeting notes) • 1-3 days OSS, MTSS follow up in Focus (new note) • 3-5 Days OSS, MTSS follow up in Focus (new note) <p>Other Administrative Disciplinary Actions: Parent/Guardian contacted (Mandatory)</p> <p>Referral to Mental Health Services</p> <ul style="list-style-type: none"> • Conference with student • Parent Conference • Guidance Referral • Detention • Behavior Contract • Peer Mediation • Restorative Practices • Mentoring

<u><i>Class II Offenses</i></u>	<u><i>Class II Offenses Discipline</i></u>
<p>2.0 Skipping class, homeroom, or lunch</p> <p>2.1 Use of obscene manifestations towards another student</p> <p>2.2 Possession of fireworks, lighters, matches, etc.</p> <p>2.3 Aiding others (a person who assists in or supports the commission of an offense and who has knowledge before or after the fact)</p> <p>2.4 Detention violation</p> <p>2.5 Computer Violation – non-criminal</p> <p>2.6 Confrontation/Altercation</p>	<ul style="list-style-type: none"> • Student conference, parent contact and/or 1-3 days ISS • 2-4 days ISS • 3-5 days ISS • 1-3 days OSS • 3-5 days OSS and referral to MTSS (open a new note, document in MTSS meeting notes and move the student to Tier II behavior intervention) • 5-10 OSS, MTSS follow-up in Focus (new note) <p>Other Administrative Disciplinary Actions: Parent/Guardian contacted (Mandatory)</p> <p>Referral to Mental Health Services</p> <ul style="list-style-type: none"> • Conference with student • Parent Conference • Guidance Referral • Detention • Behavior Contract • Peer Mediation • Restorative Practices • Mentoring

<u><i>Class II Offenses Continued</i></u>	<u><i>Class II Offenses Discipline</i></u>
<p>2.7 Cyberbullying</p> <p>2.8 Disrespect or disobedience which results in removal from class</p> <p>2.9 Theft (More than \$300 value)</p> <p>2.10 Leaving school grounds without school authorization</p> <p>2.11 Group incidents which disrupt but do not result in destruction</p> <p>2.12 Misuse of the Internet</p> <p>2.13 Defiance</p> <p>2.14 Use/Possession of combustibles</p> <p>2.15 Restroom and Changing Facilities</p>	<ul style="list-style-type: none"> • Student conference, parent contact • 1-3 days ISS • 2-4 days ISS • 3-5 days ISS • 1-3 days OSS • 3-5 days OSS and referral to MTSS (open new note, document in MTSS meeting notes and move student to Tier II behavior intervention) • 5-10 OSS, MTSS follow-up in Focus (new note)

<p>2.16 Prohibiting the use of any audio/video recordings without consent of involved parties</p> <p>2.17 Profanity directed towards staff</p>	<p>Other Administrative Disciplinary Actions: Parent/Guardian contacted (Mandatory)</p> <p>Referral to Mental Health Services</p> <ul style="list-style-type: none"> • Conference with student • Parent Conference • Guidance Referral • Detention • Behavior Contract • Peer Mediation • Restorative Practices • Mentoring
<p style="text-align: center;"><i>Class III Offenses Group C</i></p> <hr style="border: 2px solid black;"/> <p>3.0 Disruption on campus</p> <p>3.1 Threats, harassment, or intimidation of a language toward a school employee</p> <p>3.2 Possession of tobacco, use of tobacco, igniting matches and/or matches etc.</p> <p>3.3 Tobacco/Vape (under 18 years of age)</p> <p>3.4 Simple assault on a school employee</p> <p>3.5 Defacement or destruction of school property</p> <p>3.6 Fighting</p> <p>3.7 Unprovoked attack/Battery without second-party retaliation (Starts at Step 2)</p> <p>3.7 Drug use possession (Excluding Alcohol)</p> <p>3.8 Bullying</p> <p>3.9 Harassment</p> <p>3.10 Weapons</p> <p>3.11 Trespassing</p> <p>3.12 Vandalism</p> <p>3.13 Sexual Offenses (Other)</p> <p>3.14 Larceny/Theft/Criminal Mischief</p> <p>3.15 Felony Charges off school campus</p> <p>3.16 Burglary</p>	<p><i>Class III Offenses Discipline</i></p> <ul style="list-style-type: none"> • 1-5 days OSS • 3-10 days OSS, Referral to MTSS to discuss need for possible interventions (open a new MTSS meeting and document interventions in meeting notes), • 5-10 days OSS and behavior contract with admin approval possible recommendation for expulsion, MTSS follow up in Focus, new note). <p>Other Administrative Disciplinary Actions: Parent/Guardian contacted (Mandatory)</p> <p>Referral to Mental Health Services</p> <ul style="list-style-type: none"> • Conference with student • Parent Conference • Guidance Referral • Detention • Behavior Contract • Peer Mediation • Restorative Practices • Mentoring

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

Equity Compliance Officer
Leon County School District
2757 West Pensacola Street
Tallahassee, Florida 32304
(850) 487-7193
mcallisterd@leonschools.net

Wallace Knight, Director

Title IX Compliance Officer
Leon County School District
2757 West Pensacola Street
Tallahassee, Florida 32304
(850) 487-7193
knightwa@leonschools.net

Tonja Fitzgerald, Director

Equity Compliance Officer (Students)
Leon County School District
2757 West Pensacola Street
Tallahassee, Florida 32304
(850) 487-7309
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