



MICHAEL L. GRIFFIN ELEMENTARY

7800 S. Fry Road, Katy, TX 77494
281-237-8700/281-644-1850 FAX



Mascot:

Grizzly Bear

School Colors:

Teal and Orange

Grizzly Pledge:

At MGE we are blazing new trails. We are ready with supplies, great attitudes, strong effort, and open minds. Together we discover new ideas, solve problems, and assist others. We are the Griffin Grizzlies! Rrrrrroar!

The Power Behind the Paw: Character Strong Traits

September – Respect

October – Cooperation

November – Gratitude

December – Empathy

January – Responsibility

February – Kindness

March – Courage

April – Perseverance

May - Honesty

Vision Statement:

Destination - learning for all!

Path - paved in a positive, safe, nurturing environment. Compass - checked frequently and responded to appropriately.

Mission Statement:

At Michael L. Griffin Elementary, we ignite a passion for learning by providing dynamic, targeted instruction through goal-oriented teaching. It is our desire to provide every child with the values, knowledge and skills needed to achieve maximum potential. We challenge all students to become capable, confident, life-long learners, critical thinkers, effective communicators and ethical contributors to society. We celebrate the uniqueness of each individual learner and strive to enable all students and staff to achieve their goals in a positive, safe and nurturing environment of mutual respect where school, home and community support one another.

Elementary “A” Bell Schedule: 7:55am – 3:05pm

Griffin Elementary is on the Elementary A bell schedule. The times are 7:55am-3:05pm.

Beary Glad to Meet You:

Join representatives from the staff and PTA to learn about volunteer opportunities, ask questions, voice concerns, enjoy a few refreshments and meet fellow parents from across the globe.

Birthday Treats:

At MGE, we welcome

- Small store bought treats (no toys or favors) to celebrate a student’s big day.
- Keep in mind the age of the child.
- Cookies, brownie bites or plain donuts are popular choices.
- Deliver to the front office by 10am if your child isn’t bringing them to school on their own.



- Please include napkins!
- Treats that require cutting are NOT allowed.
- Notify your student's teacher in advance to coordinate a day that works best for the class and to verify the number of treats needed.

Canvas:

A platform that allows students to access courses and groups using an electronic device. It may provide calendars, push out notifications, updates or messages. It can also serve as a platform for viewing lessons, resources and videos.

Celebrations of Learning/Classroom Events:

At the end of each year kindergarten through 4th grade homerooms host a celebration of learning in their classroom to toast the end of the school year. Due to the limitation on space and to focus on the accomplishments of each child, siblings are not permitted. However, open events that are held in the gym or outdoors are not limited in capacity and are open to **non-school aged children**.

Cheers and Tears:

This is an opportunity afforded to parents, following student drop-off on the first day of school. Gather in the cafeteria with administrators and PTA representatives to learn about life at Griffin. Take an opportunity to meet and greet, share some refreshments and cheer for joy or shed a few tears.

Deliveries to Classrooms:

Limited to emergency items delivered by 10am such as eyeglasses.



Dismissal Numbers:

Each family has been assigned a dismissal number to assist with tracking students, locating students during dismissal or collecting or returning materials in an emergency. They may be used to assist with contacting families or dispersing information quickly.

Extended Learning Time:

We have an opportunity for extended learning time for children who fail to use their time wisely or make good choices. Repeat offenders or those earning a consequence for poor choices may be assigned an ELT prior to school from 7:00-8:00am. Make-up work, think sheets or teacher assistance may be provided to those serving an ELT.

ELT may also be assigned during recess by a building administrator in accordance with the SCC.

Field Trips:

At least one field trip is planned for each grade level. During a field trip precautions for children's safety are in place. All volunteers (chaperones) must be Raptured prior to attending. No additional visitors are permitted. Chaperones may not bring siblings. The chaperone's primary duty is to care for the individual(s) assigned to them. Due to food allergies, parent preferences, and fairness to all students, no food or souvenirs may be purchased for any or all children. Chaperones must ride the school bus to and from the event.

G.O. Time:

We invite all children in grades K-5 to attend Griffin Outdoor Time on the playground from 7:20-7:50am.

Griffin Greeters:

A PTA program that matches and supports parents from across the globe with mentoring by parents who come from similar cultures, countries and/or who speak the same language.

Griffin Guides:

Griffin Guides are chosen by the counselor to assist with welcoming and transitioning new students to Griffin Elementary. They are expected to give new students a tour of the building, introduce them to key personnel and welcome them to our Grizzly family. Students must be friendly, well-behaved and filled with school spirit.

House System:

Each child and faculty member at MGE is assigned to one of four houses this school year. This system will allow for vertical mentorships, promote a sense of belonging and friendly competition between the houses. It is our hope to foster an even bigger school spirit and camaraderie between and among all members while at school. Names of Houses are: Altruismo, Amistad, Isibindi and Reveur. Watch for events/dates in Paw Prints to celebrate the houses, promote service, academic competitions or show spirit. House celebrations will occur within the school calendar in November for Altruismo, January for Reveur, February for Amistad and March for Isibindi. Check out Paw Prints and our school calendar for these and other house parties and pep rallies.



Lost and Found:

Please mark all items of clothing and supplies with the child's first/last name so that these items can be returned to the child. Other student property will be placed in the school lost and found which is located in the hallway outside the cafeteria. Students and parents are welcome to look through the lost and found for lost articles. Jewelry, money, and glasses are placed in the office. At the end of each semester the items remaining in "Lost and Found" will be donated to a local charity.

Lunch Bunch:

The counselor schedules periodic lunches, Lunch Bunch, with new to Griffin students. They are scheduled during each student's lunch time and held in the LGA. Students have an opportunity to meet with the counselor, learn about Griffin Elementary and complete some get-to-know you activities.

Lunchroom Expectations:

Allergy Seating - We have adopted a seating arrangement at Griffin Elementary to promote the safety of all while in the cafeteria. Students with known allergies are seated toward the center of the cafeteria, working outward; students who purchase school lunches are seated next, followed by students who bring lunch from home *or* who have lunch brought to them from outside vendors. This arrangement keeps products that may contain allergens away from those with diagnosed allergies while providing proximity to cafeteria monitors.

Lunchroom Manners - Students are expected to exhibit manners and courtesy in the classroom, cafeteria, and all areas of the school. Lunchroom manners should be consistent with appropriate restaurant behavior. Requests for assistance with supplies need to be accompanied by a "please".

Lunchroom Rules -

- Keep all food to self
- Sit with feet on floor, bottom on bench and facing table
- Allow anyone to sit next to you
- Use a quiet voice
- Use hand signals for help
- Raise hand and wait to be excused
- Gather all utensils, milk, etc. when first going through the line



When warranted by a child's behavior, the cafeteria monitor will send a note to the homeroom teacher. The homeroom teacher will sign the discipline card for the parent/guardian's review. Your support in helping us maintain a safe, pleasant lunchroom environment is appreciated. Classrooms can obtain a "High 5" by: being responsible in line, displaying good manners, leaving a clean table, using inside voices, and completing a quick and quiet line up.

Lunchroom Visitors:

After the first 2 weeks of school, parents/guardians may join their student for lunch on a limited basis. Visitors are limited to 3 per student (parents, grandparents and non-school aged children only). Students should not have lunch visitors more than ONCE per week. Parents are encouraged to limit their visits in the cafeteria in order to promote student independence and peer relationships. Only the student being visited may sit at the visitor table, friends from class may not join. All visitors must bring photo ID with them to check in at the front office. Remember you may only provide food for your own child. ***No lunch visitors will be permitted on early dismissal days, testing days, days reserved for Kindergarten and Pre-K registration and the last 2 weeks of the school year.* Other days where lunchroom visitations are restricted are Teacher Appreciation Luncheon, Field Days, Fall and Spring party days.**

MGE - PTA Membership:

We would like to encourage you to become an active member of the PTA. There are numerous volunteer opportunities throughout the school year, and we are sure that you can find something that fits your time and talent. Please contact the membership chair, Kendra Nguyen, mgeptamembership@gmail.com, for Griffin PTA. She will be thrilled to hear from you and get you enrolled. For volunteer opportunities, contact your homeroom mom or the VIPS liaison, Jennifer Cantano, mgeptavips@gmail.com, They will help you to match your interests and talents with a service group.

Newsday:

Parent Contact Folders - Parent contact folders are sent home each **Tuesday** with all students. **Please sign and return the folder the following day.** In order to keep you informed about academic and behavioral progress, student work and important messages are sent home via this folder. Please review the folder contents each week. Please access our weekly newsletter and school to home flyers, brochures and announcements online @ www.katyisd.org. Click on elementary.....click on Michael L. Griffin.....

Paw Prints - Paw Prints is our weekly newsletter for parents and students. You can access Paw Prints on MGE's website at <http://kisdwebs.katyisd.org/campuses/mge/Pages/Default.aspx>. The newsletter should be available by 4:00 on Tuesdays. *Please note that the newsletter often contains several attachments. To access attachments simply click or scroll.

Parties:

There are two school parties a year. Room mothers are in charge of organizing the parties. One is in the fall on the day before Thanksgiving break, and the second party is in the Spring. Due to the limitation on space, siblings are not permitted.

Remind:

Remind is an application that allows parents to join to receive quick notifications from the campus. It may be used by classroom teachers to "remind" you of upcoming deadlines, activities or other needs of the class or student.

RTI (Response to Intervention):

Children who exhibit concerns in academic, behavioral or emotional areas are monitored and/or assisted through RTI. A team of teachers and administrators meet regularly to discuss and monitor current progress, intervention and programming. For example, a child who scores a Tier III on ISIP is automatically followed through RTI.

Early Bird Lab – Our computer labs open at 7:20am to extend students in RTI an opportunity to meet their required minutes on I-Station for intervention before school. This frees them up for station completion, free choice and extension activities during the school day.



Safety Patrol:

The safety patrol is a trained group of 4th/5th grade boys and girls organized to promote safety in and around the school. These youngsters are to be recognized as leaders of Griffin. All students should be instructed to obey the patrol persons in matters of safety. A designated staff member will organize, instruct, and maintain the safety patrolmen. Students on the safety patrol must maintain a "C" average. A student receiving a D or F in academics, or a N or U under conduct will be placed on probation for three weeks. A second consecutive D, F, N, or U will result in suspension from safety patrol.

Duties may include hallway watch, carpool assistance (AM and PM), bike rack duty or flag raising and lowering. Students who serve on the arrival/dismissal patrols may need parents to transport during their 9 week assignment.

S.A.I.L or S.M.I.L.E.:

These are two programs of support for children measured and/or recommended for additional assistance in reading or mathematics.

Selling of Goods at School:

It is requested that children do not sell any cookies, candy, etc. at school for service organizations, groups, or clubs.

Snacks and Water Bottles:

A snack time is designated for each classroom based upon their lunch time. Please send a healthy snack that can be eaten in a short amount of time and requires no preparation or clean up. Please choose snacks that are in accordance with our peanut restrictive practices.

All students may carry a water bottle for use at school. Students are asked to fill bottles upon arrival and empty them prior to using bus transportation.



Specialty Classes:

Children K-5 will have P.E. every other day for a period of 50 minutes. A schedule of your child's specials (Art, P.E. and Music) rotation can be found on the MGE web-site. This can be helpful in remembering what days your child attends P.E. at Griffin. We believe that safety is most important! For this reason, totally enclosed, athletic, tied shoes with rubber soles and full support around the heel are required. Children will be allowed to change shoes, if necessary. Flip flops, boots, open toed sandals, dress shoes, cleats, "heelies" and shoes without a strap across the back are hazardous; and therefore, they are not permissible. Girls must wear shorts under their dresses for various activities. Long dresses and long skirts are not recommended for P.E. days, as they could hinder movement. Your child's safety is our first priority. Please help them make wise decisions regarding dressing on P.E. days.

Tardy Students:

Carpool lines shut down promptly at 7:55am when the bell rings. Students reporting to school after the 7:55 a.m. bell will be considered tardy. They are to report directly to the office. Excessive tardiness will be referred to the MGE administration. **A student with excessive (10) tardies will be referred to the attendance clerk and will not be eligible to receive an "Exemplary Attendance" certificate at the end of the school year.** For each 10 tardies earned, a morning ELT will be assigned from 7:00am - 7:55am in grades 3-5. Carpool lines are monitored carefully by staff. Congestion due to inclement weather or unloading of Special Education buses will not result in a tardy. To ensure prompt arrival, drop students off as early as 7:35am, or students may attend G.O. Time (K-5) beginning at 7:20am.



Toys:

Toys are not to be brought to school. Besides being distracting to classroom instruction, toys are often lost or misplaced at school or cause disruption to the teaching/learning environment. Toys include: electronic games, skateboards, yo-yos, trading cards, or anything that disrupts the teaching/learning process. Toys may be taken up from the student.

- First offense: The parent may come to the office to retrieve the item the following day.
- Second offense: The parent may retrieve the item from the office at the end of the semester.

Teachers may give special written permission for rewards and special events in which certain items may be brought to school. Rubber balls, cups stacks and jump ropes may be brought to school for use on the playground during recess time.

Transportation To and From School:

For the safety and security of your child, we strongly encourage you to establish a transportation routine and adhere to it! Multiple changes cause confusion for both students and teachers, our **FIRST** priority is your student's safety.

How to Change Your Student's Transportation Home

If you need to change the way your student goes home, please send a written note to school with your child on that day. Include the student's full name, dismissal number, teacher and exactly how he will be going home. Changes **WILL NOT** be accepted over the phone or by email unless in cases of emergency (sudden illness, hospitalization, etc.). **AFTER SCHOOL ACTIVITIES DO NOT CONSTITUTE AN EMERGENCY.**

How to Pick Your Student Up Early

Occasionally you may need to pick up your student during the day for a doctor or orthodontist appointment. Please send a written note to the teacher on that day. Bring a photo ID for parent/guardian verification and allow enough time for the student to be called out of class. Students need to be checked out by 2:30pm, remember to ask for a school excuse note at the doctor/dentist appointment.

ANY CHANGES IN THE NORMAL TRANSPORTATION OF YOUR CHILD MUST BE SUBMITTED IN WRITING TO THE FRONT OFFICE BEFORE 2:00P.M. Please attempt to have all students for "early dismissals" picked up by 2:40pm to avoid delays due to congestion or safety concerns from regular dismissal. Include the Dismissal Number on ALL communication.



West Lot:

Bus Transportation - All children K-5 are permitted to ride the bus given they reside farther than ½ mile from their school. There is no charge for bus service. Maps of the bus routes are available in the school office or on the KISD website. Transportation information may be obtained by calling East Transportation at (281)396-2700 or West Transportation at (281)396-7560 or South Transportation at (281)396-2115 or using the online locator <http://www.katyisd.org/dept/transportation/Pages/default.aspx>. The bus will bring the children to school by 7:55 a.m.

Buses leave at dismissal time for a prompt return of the children to their homes. When students are boarding the buses in the afternoon, **no one is allowed to remove a child from the bus or bus lines.**

A student must ride only his/her designated bus unless a note signed by the parent/guardian is sent to the school for approval by the principal.

Bus Drive - The area by the teacher's parking lot is designated as a **bus area only**. Students will be dropped off and picked up by the buses from this area. Do not deliver or pick up your child from this area. **It is extremely dangerous for children and/or parents to maneuver around parked buses, delivery trucks and staff vehicles. The district limits access to the faculty parking lot. This provides additional safety by reducing traffic for children crossing the lot on foot or on bicycle who travel from west of MGE and avoids delays due to congestion in the area.**

Day Care - Please inform the day care to bring your child(ren) between 7:35-7:55 a.m. and to pick up your child(ren) promptly at dismissal time. (3:05 p.m.) Please be sure your child's teacher knows in writing what day care bus your child will be riding. **Any change in day care transportation must be submitted in writing in advance.** If your child is absent or goes home ill from school during the day, please **notify the day care** that your child will not be riding the bus in the afternoon.

East Drive:

The side door entrance on the east side of the school has a dual purpose. It is designated as the **special education** pick-up and drop-off AND **pre-k** pick-up and drop-off. Please note that carpool tags will help to distinguish between those who attend Pre-K (GREEN tags), EAST DRIVE, and those who are Kinder through 5th grade (ORANGE tags) students, FRONT DRIVE.

Special Education Bus - Pick-up and drop off.



Pre-K Arrival and Dismissal – We will service numerous KISD campuses for Pre-K, this year. Please allow for safe travel between our campus and campuses west of Griffin Elementary with careful planning and adherence to a schedule that is conducive for arrival and dismissal time posted. **PRE-K** arrival and dismissal times are: 7:35am – 7:55am for arrival and 3:05pm – 3:15pm for dismissal.

The following guidelines will assist with a smooth drop-off or pick-up of children.

Arrival – Pre-K AM, plan to drop off your Pre-K child no earlier than 7:35am at the East Drive. If you have siblings who attend MGE, you will need to keep your Pre-K child with you following the drop-off of your other children.

Dismissal – Pre-K AM students will be dismissed at 3:05pm.

Parent Pick-up - MGE will provide a paper sign with a dismissal number for parents to use in order for teachers to quickly identify students in the car rider lines. The carpool sign is color-coded and will prominently display your family's dismissal number for easy delivery of students to your car. Please place this sign on the **passenger side** of your front window each day when you come to pick up your child. Hang the card using a shirt hanger over the sun visor. This will assist us in expediting the process of our parent pick up system. If your student identification sign gets lost or worn, replacements are available in the front office.



Please remain in your vehicle and pull up to one of six designated stations. Several cars are loaded at once. Double parking in the drive is not allowed. **We ask that you remain in your car and not walk across the drive to pick up your child. This causes added congestion, delays the loading of cars, and poses a safety hazard.**

*Do **NOT** park on Lake Crossing and walk to any “walker” area for student pick-up as this presents several hazards for Griffin students and staff. A child designated as a “walker” should walk to his/her residence, not a vehicle parked on a side street. A child is placed at risk when a parent is detained by traffic or experiences car trouble and the child is left in a neighborhood that is not familiar to them.

Front Drive:

The driveway in front of the school is designated as the **K- 5th gr. carpool drive**. When delivering or picking up children at school, please drive and stop in a **single file line** in the parent drive next to the curb.

We do not allow drop-off of a child(ren) from any vehicles in the second lane. This places children at

HIGH risk of accident and injury at any time during arrival.

- MGE will provide a carpool tag with a dismissal number for parents to use in order for teachers to quickly identify students in the car rider lines. The Carpool sign is color-coded and will prominently display your family's carpool number for easy delivery of students to your car. Please place this sign on the **passenger side** of your front window each day when you come to pick up your child. This will assist us in expediting the process of our parent pick up system. If your student identification sign gets lost or worn, replacements are available in the office.



Please remain in your vehicle and pull up to one of 8-10 designated stations. Several cars are loaded at once. Double parking in the drive is not allowed. **We ask that you remain in your car and not walk across the drive to pick up your child. This causes added congestion, delays the loading of cars, and poses a safety hazard.**



**PLEASE DO NOT LEAVE CARS UNATTENDED IN
THE PARENT DRIVE!**

It is a fire lane and you may be ticketed for parking in the **No Parking Zone.**

Rainy Day Plan:

Severe Weather Conditions - Every year we seem to have severe weather during the school day and especially at dismissal time. Many children become quite concerned about how they are to get home. This occurs most often with children who ride bikes or walk to school.

Please instruct your child's teacher in writing on or before the 1st day as to what your child should do on days when it is raining or there is a severe weather condition. The teacher needs to have your child's "**Rainy Day Plan**" in writing before the first rainy day. This is most important as severe weather occurs in the Houston area often. Children's transportation cannot be changed by phone. **This is for their protection.**

If the weather is unsettled at 2:30 p.m., a decision is made as to whether it is safe or unsafe for the students. Children are told to follow their "Rainy Day Plan" if at 2:30 p.m. the following weather conditions exist:

1. Raining hard enough for your child to get soaked
2. Lightning or thunder in the area
3. Tornado alert
4. Sleet or icy conditions exist

We will notify you of "rainy day dismissals" or send alerts or updates to you regarding school closures or emergency updates via email using Blackboard.



Walkers or Bicycle Riders:

The help of every parent is needed to instruct their children on safety when walking or riding a bike to school. If you plan for your children to walk or ride a bike to school, **please walk their route with them several times before you permit them to walk or ride alone.** It is most important that students walk on the sidewalks and cross the street at school by walking in the crosswalk. When arriving at school, children need to walk bikes and skateboards across the street at the crosswalk and continue walking them to the bike racks. Bicycles and skateboards may not be ridden on school grounds. **All bicycles must be locked securely when parked at school.** MGE cannot be held responsible for lost or stolen bicycles or skateboards. **Students are not to share locks.** Student safety patrols will be in these areas to assist the children. Your assistance in encouraging safety with your children is appreciated. Safety helmets are expected to be worn while riding bicycles to or from school. MGE does not permit roller blades to be brought to school.

We have **three** separate walker/bike rider areas. **Area 1**; in front of the building to the right dismisses students who reside in Avalon. **Area 2**; in front of the building to the left serves students who reside to the west of MGE or in the townhomes. **Area 3**; serves the students who live in Grand Lakes. Students in PreK-2nd must be matched at the Dismissal Area. Please bring the original dismissal number or a photo copy to show to a faculty member to retrieve your child in Pre-K-2nd. In grades 3rd-5th, students may walk or ride home without parent supervision.



Tutorials:

Tutorials exist within the school day during Reading, Writing or Math Workshop. A 30-45 minute time is set aside daily to work with small groups or individuals experiencing difficulty in a specific area. Classroom teachers, grade level teachers or specialists work with students on identified areas of need as indicated by common assessments, Benchmarks, prior STAAR tests or readiness assessments. Particular students may receive support through our dyslexia intervention program or by our student support or ESOL department. Before or After School Academies may be recommended for specific students that are experiencing transition difficulties or trouble learning or for helping students reach to a next level of performance on STAAR through **G**rowing **G**reat **G**rizzlies.

Yearbooks:

Yearbooks are available through our PTA. Notice of our annual sale of yearbooks will be given in advance through Paw Prints. You may order online. Please be mindful that the **Privacy Code** you select on your enrollment card may limit your child's permission to be published in the yearbook. The PTA hosts a special yearbook signing night in the spring following the release of the yearbook. This night provides a wonderful opportunity to collect signatures from our faculty and friends.

YMCA Program:

The YMCA program is available for before and after school care for parents who must drop off their children earlier than 7:35 a.m., or cannot pick up their children after school by 3:05 p.m. The cost of the program is reasonable. For more information you may contact the YMCA at 281-392-5055.

VISITORS:

When you arrive in the vestibule you are on camera. Prior to admittance, you will be required to provide identification and a reason for arrival. Please push the button on the intercom to interact with school personnel and provide the information. As an additional safety measure, you're ID will be scanned through a Raptor system before allowing you access to the announcements, lunchroom or other areas of the building.

