

Quick Reference Guide

AFTER SCHOOL

Students who remain in the building after 3:35 p.m. must be in a supervised setting with a classroom teacher, coach, or d-hall teacher. Unsupervised students will be escorted to the office to contact a parent. If a parent wishes to pick up a student during this time, he/she must come to the reception area and request to pick up the student.

IMPORTANT: On game days, students must be supervised in the building between 3:20 p.m. – 4:30 p.m. Students are **not** permitted to wait inside the building unsupervised until the game starts.

AFTER SCHOOL DETENTION

After school detention is held on Tuesday and Thursday from 3:25 p.m. – 4:30 p.m. Students are to report to the assigned location before the 3:25 p.m. bell. At 4:30 p.m. students will be escorted to the front entrance of the school for parent pick up or to the dining hall for late buses. All students are to be picked up promptly by parents at 4:30 p.m. Any student not picked up by 4:35 p.m. will be escorted to the late bus.

BIRTHDAYS

Parents may choose to deliver lunch on a child's birthday **for their child only**. Large quantities of food (e.g. nugget trays, sandwich trays, large pizzas, cakes, cupcakes, cookie cakes etc. for "mini-parties") will not be accepted or delivered to the dining hall. In addition, deliveries of balloons/flowers will not be accepted or delivered to students.

BUS TRANSPORTATION

Per the Student Handbook, students are only allowed to ride their assigned bus to and from their assigned bus stop. Requests related to after-school activities, such as sports and scouts or after school daycare for 7th and 8th graders, cannot be approved. Phone calls will not be accepted for transportation changes. Please refer to the Student Code of Conduct Book for district policy on bus conduct and procedures.

** Refer to Late Bus Transportation for information.

CAR RIDER

Car riders should be picked up in the front of the building beginning at 3:20 p.m. Students should not be picked up later than 3:35 p.m. Parents who are unable to pick up by this time should have their children ride the bus home. Students on a transfer who are unable to be picked up by 3:35 p.m. may have their transfer revoked. High school students will not be permitted to come to Spillane to wait to be picked up with a sibling. Each student must be picked up at his/her designated home campus. NOTE: Club Rewind is available as an after-school care option for individuals who are unable to be picked up on time.

CELL PHONES

Please refer to the District Student Code of Student Conduct book under "Prohibition of Electronic Communication Devices". Cell phones are permitted but must not be visible and must be turned off during the instructional day. From the time students enter the building in the morning until the time they exit in the afternoon, students are prohibited from using all personal telecommunication devices unless directed to do so by the teacher/adult. **Placing the cell phone into silent/vibrate mode and text messaging is not considered "turned off" and is prohibited (see the CFISD Student Code of Conduct).** Students assume sole responsibility for loss of a cell phone. However, if administrators are able to determine that another

student's cell phone has been taken, appropriate consequences will be assigned to the individual responsible for taking the cell phone. Cell phones that are confiscated from a student will be returned to a parent after the payment of a \$15.00 storage/security fee.

CHANGE OF ADDRESS

Students who change their name, residence, mailing address, or telephone number after enrollment should immediately report the change to the registrar so that all records may be corrected. After a Change of Address form, along with an updated proof of residency (i.e., electric bill, water bill, etc.), has been completed and returned, students will be given a Change of Transportation form, allowing them to ride their new bus.

CLASSROOM RULES/CONSEQUENCES

A school-wide discipline plan is used by all classroom teachers. It is our belief that an orderly school atmosphere is most conducive to learning. To this end we have developed a discipline policy that deals with inappropriate behavior in a progressive fashion. Misbehavior is best handled by the classroom teacher, however students who persist in violating classroom rules are referred to the grade level assistant principal.

CLINIC

The clinic is for the purpose of receiving first aid treatment for injuries or sudden illness or to talk with the nurse about an individual health problem. When it is necessary for a student to go to the clinic, he/she must get a signed pass from his/her teacher. Students must sign in upon arrival. A student will not be allowed in the clinic between classes without a pass, unless it is an emergency. All medications **must** be in their original container with the student's name and dosage on the container. A parent must bring the medication to school (students may not transport medication) and must complete a permission form. All medications will be kept locked in the clinic unless specified by the student's physician. All over the counter medications such as cough drops, Tylenol, Advil, etc. are also to be kept in the clinic. No medication containing Aspirin will be dispensed. Students should not have any medication in their possession. A nurse's pass as well as an elevator pass will be given to students on crutches, in wheelchairs, or in a cast. Any student wishing to call home for parent pick-up due to illness must place their call from the clinic phone. Cell phones are not to be used.

COUNSELING

Counselors at Spillane provide guidance and counseling services as well as administer state and district mandated standardized achievement tests. A student may request to see a counselor by completing a "Request to See a Counselor" form. To serve parents more efficiently, the counselors request that an appointment be arranged unless the concern is an emergency.

The counseling office provides many important services to students, teachers, parents and the community. Some of these services include:

- New student orientation
- Summer school registration
- Scheduling of students
- Group counseling
- Classroom guidance
- Referrals to community agencies
- Meetings and conferences with parents
- Standardized test administration and interpretation
- Special education referrals and ARD meetings
- Report card and honor roll preparations
- High school, college, and career planning information
- Teach development skills through classroom groups
- Student activities for special recognition
- Personal, academic, and crisis counseling

DINING HALL

Breakfast and lunch are available in the school dining hall. Lunches may be purchased from the *à la carte* line, regular tray line, or students may bring lunch from home. Students are given 30 minutes for lunch. Students are expected to conduct themselves properly in the dining hall and should observe the following rules:

- Clean up after yourself
- Throw away all trash
- Wait your turn and do not cut in line
- Do not take food or drinks out of dining hall area
- Restrooms are located inside the dining hall
- No running or horseplay
- Remain seated unless throwing away trash or going to the restroom
- Buy food only for yourself – Do not share your pin number
- All students must remain in the dining hall unless given a hallway pass by an administrator
- Wait to be dismissed
- Roaming from table to table or throughout the dining hall is not permitted.

Students may bring cash or check (made payable to Spillane Middle School) to the dining hall to deposit in their lunch account. Deposits are to be given to the cashier. Students with negative balances will not be able to continue to purchase from the cafeteria. An alternative (e.g. cheese crackers/water) will be provided.

DISCIPLINE MANAGEMENT CLASS (DMC)

DMC is an on-campus class where students are expected to do the class work in a restricted setting. This disciplinary consequence allows a student to remain at school and complete classwork. For a student who is assigned DMC for ten (10) or more days, a student, parent, and administrator conference may take place. Students are expected to follow all rules established in DMC. For infractions in DMC, students may be suspended from school. Upon return, a student may complete his/her DMC assignment.

DRESS CODE

Spillane Middle School students will adhere to all guidelines set forth by the Cypress-Fairbanks ISD School Board.

General Guidelines: Appropriate student dress and grooming are important factors in the safe and orderly operation of the schools. Each student's appearance should reflect a positive image of the school and contribute to a distraction-free learning environment. Keep in mind that dress and grooming:

- shall not lead school officials to reasonably believe that such dress or grooming will disrupt, interfere with, disturb, or detract from school activities; and
- shall not create a health problem or safety hazard for the student or others.

Specific Guidelines: Students should wear garments, shoes, jewelry, accessories and hairstyles that:

- are appropriate and modest in length and coverage,
- reflect a positive image of the school and contribute to a distraction-free learning environment, and
- lead teachers and/or staff to reasonably believe that the issue does not interfere with, disturb, or distract from the classroom and/or learning environment.

Students are not to wear clothing that is tight, loose, revealing, sagging, cut, torn, baggy, revealing, spaghetti-strap, backless, low cut or short.

- **Pants** must be worn at the waist or upper hip and must not reveal underclothing (including boxer shorts); pants with holes/rips/tears above mid-thigh are not permitted.
- **Leggings** may be worn with shirts of an appropriate length.
- **Shorts and skirts** must be fitted at the waist or upper hip, must not reveal underclothing, and must be mid-thigh in length or longer (remember, students must walk upstairs to go to class).
- **Tops, shirts, blouses, sheer tops** must not reveal underclothing (including spaghetti straps), midsection, torso, back, chest, breasts or cleavage.
- **Dresses** must not reveal underclothing, midsection, torso, back, chest, breasts, or cleavage and must be mid-thigh in length or longer (remember, students must walk upstairs to go to class).
- **Shoes** must not detract from or interfere with the learning environment or present a safety or health hazard. Tennis shoes or closed-toe shoes are preferred. House shoes/house slippers of any kind are not allowed. Flip-flops are not allowed at Spillane Middle School.
- **Head coverings** may not be worn with the exception of (1) a cap or hat that is part of a uniform worn at a school activity or (2) for religious or medical purposes.
- **Underclothing** must wear appropriate underclothing.
- **Pajamas/Loungewear/Yoga Pants** of any kind are prohibited.
- **Jewelry/Piercings** that are noisy, distracting and/or excessive jewelry or accessories are prohibited (including wallet chains). Jewelry/piercings must not detract from or interfere with the learning environment or present a safety or health hazard.
- **Tattoos** (permanent or temporary) must be covered at all times.
- **Hair/Makeup** must be presented in a manner that is well groomed, neat and clean at all times. Hair style/color and makeup must not detract from or interfere with the learning and school environment.
- **Backpacks** must not detract from or interfere with the learning environment or present a safety or health hazard.

Students participating in school-related activities, such as extracurricular or UIL activities or other special functions, may have a different dress or grooming code required by the sponsor, coach, or administration.

Dress Code Violations: Students who come to school in violation of the district and/or campus dress code will have the option of correcting the violation or being placed in the Discipline Management Class (DMC/in-school suspension) for the remainder of the day. School officials may use other appropriate consequences as designated in the Code of Conduct. Parents will be asked to bring appropriate attire to school to assist in correcting the violation. Students who have a question about the appropriateness of an item should discuss the specific issue with the administrative staff before wearing the item.

EVACUATION

When an alarm is sounded, all students must evacuate the building under the direction of their teacher and pass quickly and quietly along their designated route.

EXAMS (SEMESTER/END OF YEAR)

Each day is a day for teaching and learning at Spillane. Please consult the district calendar prior to making vacation plans. All semester exams are scheduled to take place prior to the end of the semester. All students are responsible to take their exams on the scheduled day. No exams will be given prior to the scheduled date. Exam make-up dates will be determined by the campus.

HONOR ROLL CRITERIA

Students will be placed on the Honor Roll upon meeting the academic requirements listed below and earning no less than an S in conduct for any reporting period.

Distinguished: Student must earn all A's.

Regular: Student must earn more A's than B's (e.g. 6 A's and 1 B, 5 A's and 2 B's, 4 A's and 3 B's).

INSURANCE

Insurance forms are normally provided for students at the beginning of the school year, and parents have the option to sign-up for this service. The school receives no proceeds for this service and is not responsible for claims. All claims should be sent directly to the insurance carrier.

LATE BUS TRANSPORTATION

Most weeks of the school year, late bus transportation will be provided **Monday – Thursday** leaving at 5:15 p.m. for students staying after school for **school-related activities**. Students must be issued a late bus pass by a teacher in order to board buses. Any discipline issue on late buses can result in immediate removal and loss of late bus privileges.

LATE WORK

Students are expected to turn in assignments on time. Late assignments may be turned in within three days of the due date. Teachers will deduct 10 points from the grade earned on the late assignment and denote that the assignment was late by adding a .2 in the gradebook.

Example: Student turns in a homework assignment two days late. The student earns an 88 on the assignment. The grade in the gradebook will be 78.2 [$88 - 10$ (late) = $78 + .2$ (denotes late) = 78.2]

Assignments not returned within the three day grace period will be denoted with a "Z" in the grade book (NOTE: "Z" will calculate as a zero (0) in the student's average.)

Projects: Projects that have been assigned two or more weeks prior to the due date will be assessed a 10 point per day penalty for up to three days if not turned in on time (one day late, -10; two days late, -20; three days late, -30). Teachers will denote that the project was late by adding .2 to the grade.

Example: A project is assigned three weeks prior to the due date. The student turns it in two days late. The student earns a 95 on the assignment. The grade in the gradebook will be 75.2 [$95 - 20$ (late) = $75 + .2$ (denotes late) = 75.2]

Projects not returned within three days will be denoted with a "Z" in the gradebook (NOTE: "Z" will calculate as a zero (0) in the student's average.)

"Z" Relief: Students will have one opportunity per grading period to redo a "Z." The maximum grade a student can earn on a "Z" assignment is a 70. Teachers will denote that a "Z" assignment was received by adding a .3 to the student's grade.

Example: A student notices he/she has a "Z" in the gradebook. The student speaks with the teacher, and the teacher gives him a similar assignment to redo. The student turns in the assignments, and the teacher grades it. The student earns a 75 on the assignment. The grade in the gradebook will be 70.3.

NOTE: Depending upon the amount of time that has lapsed between the due date and the student's intent to complete the missing "Z" assignment, the teacher may require that the student complete an alternate assignment and/or attend tutorials. It is student's responsibility to consult with the teacher and complete/turn in the assignment at least one week prior to the end of the grading period.

LEAVING CAMPUS

If a student needs to leave campus during the school day, he/she must bring a note from a parent or guardian with the reason and dismissal time to the attendance office before 8:05 a.m. Parents must come to the front desk to sign out and pick up their child. A picture I.D. must be shown in order to sign out a child. No student is allowed to walk off campus.

LIBRARY

The Spillane Middle School library is an extension of the classroom and serves as a resource center for students and faculty members. The library is open from 7:55 a.m. to 3:30 p.m. each day. Students may check out two books for a period of two weeks. If additional books are needed, students must make arrangements with the library staff. Reference books are for use in the library during the day but may be checked out after 3:20 p.m. for overnight use. Students are encouraged to be responsible by returning library books on or before the date due. Special library activities include guest speakers and authors, book fairs, and reading incentive programs.

LOCKERS

Lockers are assigned to each 6th grade student by number and combination for the storage of books, coats, and small personal belongings. 7th and 8th graders must request a locker during the first week of school. School lockers remain the property of the school, and the school authorities have the right to examine the contents of those lockers for reasons of health, safety, and security. The school will conduct locker clean outs periodically to help students keep their lockers neat and orderly. Students should never give their combination to others; otherwise, they cannot expect their property to remain secure. All locker problems should be referred to the assistant principals' office. Sharing lockers and trading locker assignments is not permitted.

LOST AND FOUND

Lost and found clothing and school items are located in the dining hall. Any items not picked up by the end of each semester will be donated to a local charity.

LUNCH

A lunch brought for a student must be delivered by a parent/guardian and should contain only enough food for the child for whom it is intended (**parent may not provide food for children other than their own**). Deliveries of large food orders (i.e. nugget trays, sandwich trays, large pizzas, cupcakes, cookie cakes, etc.) will not be accepted or delivered to the cafeteria. In addition, food delivered by a restaurant for a student will not be accepted.

NUISANCE ITEMS

The student must assume sole responsibility for loss or damage to any personal or school issued property. Students are prohibited from having any aerosols while on Spillane's campus (this includes perfumes and spray deodorants). Nuisance items such as iPods, MP3 players, radios, cameras, lasers, tape recorders, balloons, stuffed toy animals, squirt/water guns, hats etc. are not permitted on campus. The school administration is not responsible for pursuing lost or stolen nuisance items, including cell phones. Any

nuisance item brought to school will be taken up by a staff member and may be picked up on Friday of that week at 3:20 p.m. All nuisance items not picked up prior to the end of the school year will be thrown away. Failure to comply with nuisance item rules could result in disciplinary consequences outlined in the District Student Code of Conduct book

PROGRESS REPORTS

Progress Reports will be sent home with students during the 4th week of each grading period, unless the 4th week ends in the middle of a school week. Parents may always access student grades through the Home Access Center.

REDO/RETEST

Major/Assessment Grades: Students may redo one failing (69 or below) major OR assessment grade per marking period. Teachers may choose to require tutorial attendance. The teacher and/or CCIS will determine the format of the redo (same format, similar format or different format depending upon the situation). NOTE: The highest grade a student may earn on a redo/retest is 70.

Daily Grades: Students may redo one failing (69 or below) daily grade per marking period. Teachers may choose to require tutorial attendance. The teacher and/or CCIS will determine the format of the redo (same format, similar format or different format depending upon the situation). NOTE: The highest grade a student may earn on a redo/retest is 70.

General Information:

- Students or parents must request an opportunity to redo an assignment within one week of the child receiving notification of the grade on the assignment (i.e. the date the paper is returned to the student and/or grade is posted on in HAC).
- Redo/retest grades will be denoted in the gradebook with a .1 (example 70.1).
- Should a student earn a grade lower than the original grade, the original grade will remain and .1 will be added to denote that a redo/retest was attempted.
- DPM's and benchmarks are NOT included in the retest/redo opportunity.
- An assignment that was never turned in is subject to late work guidelines.
- Assignments that are failing because of the late work guidelines are not eligible for redo.
- Grading closes at the end of the grading period.

REPORT CARDS

Report cards for all students will be mailed following each six weeks' grading period. Students will receive numerical grades and conduct grades in each subject. Parents should receive report cards, via the U.S. Mail, 5 to 10 days after the end of each six weeks grading period. Students in Student Council, Builders' Club, or students who serve as office assistants will be placed on "probation" if they receive a conduct grade of "I" (Needs Improvement) or "U" (Unsatisfactory). Subsequent marks of "I" or "U" will result in removal from the program/club.

TARDY POLICY

Our expectation is that all students will arrive to class on time in order to assure maximum learning time in each class period every day and to heighten the awareness of each and every student to the importance of teaching-learning time. Students tardy to class will receive a lunch detention (after five tardies, D-Hall, DMC, suspension, and parent escort become options).

Note Regarding 1st Period: Students who are not in class by 8:05 a.m. will be counted tardy unless they have a note from a doctor/dentist stating the reason for arriving late to school. Any notes (other than those from a doctor/dentist) will not excuse tardies.

TELEPHONE

There is a phone available for student use during school hours at the attendance office. A student must have a pass issued by a teacher to use the phone.

TEST SCHEDULE

	PRIMARY TEST DAY	ALTERNATE DAY
TUESDAY	Science	Language Arts/Reading
WEDNESDAY	Physical Education, Social Studies	Math, Electives
THURSDAY	Language Arts/Reading, Electives	Science
FRIDAY	Math	Physical Education, Social Studies

On occasion, a content area may need to use an alternate testing day. This information will be communicated to students prior to the test.

TEXTBOOKS

Classroom sets of textbooks will be checked out to teachers to be used by students in the classroom. If a student is issued a book, state law requires the student to keep all books covered, to record his/her name in ink on the front label, and to return the book in good condition. Students who are issued books are responsible for replacing all books lost, stolen, or otherwise rendered useless, regardless of the reason for loss or damage. Payment for a lost book must be made to the financial secretary's office. Additional books cannot be issued until payment is made.

TUTORIALS

Tutorial sessions will be held Monday through Thursday either before school or from 3:25 p.m. – 4:15 p.m. (Teachers will determine and communicate tutoring times.) Tutorials provide teacher-assisted, skill-focused instruction to enhance students' success in the classroom. Tutorial attendance is strongly recommended for students with averages below 70.

TUTORING SCHEDULE			
Monday	Tuesday	Wednesday	Thursday
Science (Main Day) Language Arts/Reading Electives	Social Studies (Main Day) Math Special Education	Language Arts/Reading (Main Day) Science Electives	Math (Main Day) Social Studies Special Education

Students must have written permission from home in order to stay for afternoon tutorials (a Tutorial Permission Form is available on the Spillane website). Notes should be turned in to the tutorial teacher. Students must make their locker stops between 3:20 p.m. and 3:25 p.m. and pick up everything they need for tutorials and home.

At 4:15 p.m. each tutorial teacher will escort students to the front entrance if they are a car rider or to the dining hall if they are riding the late bus. All students staying for tutorials who are car riders must be picked up no later than 4:30 p.m. Failure to be picked up in a timely manner may result in the student's loss of after school privileges. Students not picked up will be escorted to the late bus.

The time from 3:25 p.m. to 4:15 p.m. is an extension of the school day and should be used for specific academic, extra-curricular, or club-sponsored pursuits. Therefore, students must be under the direct supervision of a teacher/coach at all times.

VISITORS

Visits to individual classrooms during instructional time are only permitted in accordance with district policy and with administrator and teacher approval. Such visits shall not be permitted if their duration or frequency interferes with the delivery of instruction or disrupts the normal school environment. Twenty-four (24) hour advance notice is requested. Please call 281.213.1645 to make an appointment to visit your child's classes. All visitors (including those going to the clinic to drop off medication or to pick up a student) must check in at the front office, show a picture I.D., and be listed on the student's emergency care card. A visitor's name tag must be visibly worn at all times while in the building. Parents wishing to speak to a teacher may call 281.213.1645 and leave a message for the teacher to call. All calls will be returned within 24 hours. All staff members may be accessed by email via the campus website at www.cfisd.net. Students not enrolled at Spillane Middle School are not permitted to visit during the school day or during student dismissal.