

SPILLANE MIDDLE SCHOOL FRONT OFFICE PROCEDURES

WHAT IF YOU NEED TO PICK UP YOUR CHILD EARLY:

OPTION 1: Send a Note to School with Your Child	OPTION 2: Fax a Note to the Attendance Office	OPTION 3: Sign Out with the Receptionist in the Front Office
<p>The easiest way to have your child waiting for you is to send a note with him/her to school. Upon arrival, your child should take the note to the attendance office. Please make sure the note contains the following information:</p> <ul style="list-style-type: none"> • Date • Name of Student/Grade • Pick-Up Time • Phone Number • Signature 	<p>If you are unable to send a note, you may also fax a note to the attendance office (please include all information listed in Option 1). In order to guarantee delivery, all faxes should be received by 2:45 p.m. The school's fax number is 281-213-1799.</p>	<p>If neither option 1 or 2 is available, parents may come to the front office and ask the receptionist to call for their child. The process is fairly simple but it will take some time, especially if the office is busy. During lunches, also plan on increased wait times while we locate students from the dining hall or outdoors. We cannot call for your child after 3:10 PM. Please note that we cannot accept phone calls as a way to have students in the office when you arrive.</p>
<p>In both Option 1 and Option 2, your child will receive an Attendance Dismissal Pass that is their "ticket" out of class. Students must present the pass to their teacher in order to exit the classroom.</p>		<p><u>Only parents/guardians or someone listed on the emergency card may sign out a child from school. Bring picture ID.</u></p>

When returning to school, please remember to send a note to the Attendance Office from the parent/guardian or doctor/dentist/orthodontist. If coming back to school on the same day, the student may come in by him/herself and go directly to the Attendance Office as long as he/she has a note. Without a note, the parent must accompany the student into the building, sign in at the Front Office, and then check him/her in at the Attendance Office.

WHAT TO DO IF YOUR CHILD FORGETS SOMETHING

If your child forgets something at home (homework, athletic gear, folder, etc.), we have a shelf in the front foyer for you to leave the items for your child to pick up. Unfortunately, we cannot deliver items or send a note to them. Make sure to put the student's name on the item. We will remind students via morning announcements and at lunch to check the shelf throughout the day (in between classes) if they are expecting a delivery from parents. We ask that you not leave anything valuable since the shelf is not monitored by a staff member. Instruments should be taken directly to the front desk.

WHAT TO DO IF YOU NEED TO BRING A LUNCH FOR YOUR STUDENT

We have three lunches at Spillane. Other than a few days (STAAR/district testing) our lunch schedule is the following:

	Monday/Wednesday/Friday	Tuesday/Thursday
8 th grade – A Lunch	11:00-11:30	11:10-11:40
7 th grade – B Lunch	11:55-12:25	12:05-12:35
6 th grade – C Lunch	12:50-1:20	12:55-1:25

Your student forgot their lunch? We have lunch carts for forgotten lunches. Label the lunch with your child's name/grade and place on the correct cart A, B, or C Lunch. Due to federal school lunch guidelines, you may only bring a meal for your child. **Food deliveries made by a restaurant or delivery service will not be accepted.**