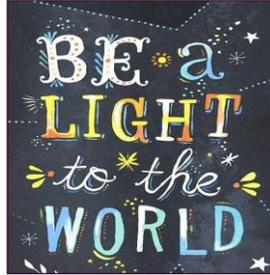


**Cypress-Fairbanks Independent School District  
Spillane Middle School  
Parent & Student Handbook  
2019-2020**



# **SPARTANS**

**13403 Woods Spillane Blvd.  
Cypress, Texas 77429  
281.213.1645**

## **THE SPILLANE MISSION**

Our purpose, as the Spillane Learning Community, is to:

- learn the curriculum
- solve problems
- think independently and critically
- display good citizenship
- respect others, and
- take pride in our work and actions

Evidence of growth toward our commitments includes on-going:

- assessments of student knowledge
- evaluation of student products
- dialogue and feedback
- observation of interactions

**Spartans...Learning Today...Leading Tomorrow**

## Staff Contacts

Principal \_\_\_\_\_ Jamie Brotemarkle  
Campus Secretary \_\_\_\_\_ Donna Graser  
Administrative Secretary (Finance) \_\_\_\_\_ Marla Johnson

Director of Instruction \_\_\_\_\_ Steve Miller  
Administrative Secretary (DI) \_\_\_\_\_ Tracy Spaulding

### Assistant Principals

6<sup>th</sup> Grade \_\_\_\_\_ Trey Watkins  
7<sup>th</sup> Grade \_\_\_\_\_ Mark Duncan  
8<sup>th</sup> Grade \_\_\_\_\_ Senisa Blume  
Administrative Secretary (AP) \_\_\_\_\_ Jennifer Orwin

### Counselors

6<sup>th</sup> Grade \_\_\_\_\_ Roxana Bryant  
7<sup>th</sup> Grade \_\_\_\_\_ Misti Vaughn  
8<sup>th</sup> Grade \_\_\_\_\_ Mary Olejnik  
Administrative Secretary (Counselor) \_\_\_\_\_ Pamela Vacek

### Campus Content Instructional Strategists (C.C.I.S.)

Language Arts/ESL/Reading \_\_\_\_\_ Tara Magallan  
Mathematics \_\_\_\_\_ Stacy Baumgart  
Science \_\_\_\_\_ Cheryl Flint  
Social Studies \_\_\_\_\_ Rebecca Vann

Academic Achievement Specialist \_\_\_\_\_ Karen Mazzola

### Special Education

Diagnostician \_\_\_\_\_ Aimee Tomlin  
Special Education Liaison \_\_\_\_\_ Tanya Bailey  
Special Education Clerical \_\_\_\_\_ Veronica Smith  
Deaf Education Diagnostician \_\_\_\_\_ Kelli Motsinger  
Deaf Education Liaison \_\_\_\_\_ Darien Ball

Attendance Secretary \_\_\_\_\_ Vicki Crabtree  
Librarian \_\_\_\_\_ Kelly Gully  
Nurse \_\_\_\_\_ Rebecca Cushen  
Registrar \_\_\_\_\_ Audrey Schneider

### Athletic Coordinators

Boys \_\_\_\_\_ Darell Maddox  
Girls \_\_\_\_\_ Wendy Loria

# Spillane Coat of ARMOR

|                                 | Definition   | Classroom  | Hallways  | Restrooms  | Dining Hall  | Gym / Large Group Events   | Bus / Loading Zone  |
|---------------------------------|--|--|---|--|--|--|---|
| <b>A</b><br>Achieve             | Set and reach goals  | <ul style="list-style-type: none"> <li>• Arrive on time</li> <li>• Complete and turn in work on time</li> <li>• Bring your materials</li> </ul>  | <ul style="list-style-type: none"> <li>• Walk and talk</li> <li>• Walk with a purpose (no running)</li> <li>• Be on time to class</li> </ul>                      | <ul style="list-style-type: none"> <li>• Relieve and retreat</li> </ul>  | <ul style="list-style-type: none"> <li>• Arrive on time</li> <li>• Know your PIN number</li> </ul>   | <ul style="list-style-type: none"> <li>• Pay attention</li> <li>• Arrive on time</li> <li>• Stay focused</li> </ul>  | <ul style="list-style-type: none"> <li>• Go directly to your bus or car</li> <li>• Exit the bus with all belongings</li> </ul>                          |
| <b>R</b><br>Respect             | Treat people and property positively                             | <ul style="list-style-type: none"> <li>• SLANT</li> <li>• Use inside voice</li> <li>• Handle school materials with care</li> <li>• Raise your hand and wait to be called on</li> </ul> | <ul style="list-style-type: none"> <li>• Talk quietly</li> <li>• Use clean language</li> <li>• Quietly close lockers</li> <li>• Respect personal space</li> </ul> | <ul style="list-style-type: none"> <li>• Use facilities for intended purpose</li> <li>• Allow for others' privacy</li> </ul>                             | <ul style="list-style-type: none"> <li>• Say please and thank you</li> <li>• Wait behind the line</li> <li>• Avoid cutting</li> <li>• Visit quietly</li> </ul>                     | <ul style="list-style-type: none"> <li>• Stay quiet</li> <li>• Keep hands and feet to self</li> <li>• Treat all equipment appropriately</li> </ul>           | <ul style="list-style-type: none"> <li>• Keep hands, feet, and objects to yourself</li> <li>• Talk quietly</li> <li>• Use clean language</li> </ul>     |
| <b>M</b><br>Maintain Excellence | Always do your best  | <ul style="list-style-type: none"> <li>• Stay engaged and on task</li> <li>• Follow adult instructions</li> <li>• Be committed</li> <li>• This is It!</li> </ul>                       | <ul style="list-style-type: none"> <li>• Keep hallways clean</li> <li>• Stay to the right</li> <li>• Comply with hallway and stairwell closures</li> </ul>        | <ul style="list-style-type: none"> <li>• Flush and wash</li> <li>• Keep walls, stalls, floors, and sinks clean</li> <li>• Report any problems</li> </ul> | <ul style="list-style-type: none"> <li>• Keep food and drinks in dining hall</li> <li>• Report problems</li> <li>• Remain seated with your food</li> </ul>                         | <ul style="list-style-type: none"> <li>• Show good sportsmanship</li> <li>• Keep a positive attitude</li> <li>• Participate</li> </ul>                       | <ul style="list-style-type: none"> <li>• Avoid horseplay</li> <li>• Report any violations</li> </ul>  |
| <b>O</b><br>Ownership           | Take responsibility for your actions and live above the line     | <ul style="list-style-type: none"> <li>• Accept correction</li> <li>• Seek help, if needed</li> <li>• Be honest</li> </ul>   | <ul style="list-style-type: none"> <li>• Keep hands and feet to yourself</li> <li>• Accept correction from adults</li> </ul>                                      | <ul style="list-style-type: none"> <li>• Use restroom at appropriate times</li> <li>• Go directly back to class</li> </ul>                               | <ul style="list-style-type: none"> <li>• Enter and exit calmly</li> <li>• Touch only your food</li> <li>• Clean up after yourself</li> <li>• Throw away unclaimed trash</li> </ul> | <ul style="list-style-type: none"> <li>• Accept correction from adults</li> <li>• Clean up after yourself</li> </ul>   | <ul style="list-style-type: none"> <li>• Know your bus number and location</li> <li>• Follow adult directions</li> <li>• Look at the bus map</li> </ul> |
| <b>R</b><br>Relationships       | Have positive and appropriate interactions with peers and adults | <ul style="list-style-type: none"> <li>• Bully-free zone</li> <li>• Speak with good purpose</li> <li>• Listen to the ideas and opinions of others</li> </ul>                           | <ul style="list-style-type: none"> <li>• Bully-free zone</li> <li>• Avoid PDA</li> <li>• Greet others with a smile</li> <li>• Respond when spoken to</li> </ul>   | <ul style="list-style-type: none"> <li>• Bully-free zone</li> <li>• Assist custodians by disposing of toilet paper properly</li> </ul>                   | <ul style="list-style-type: none"> <li>• Bully-free zone</li> <li>• Follow adult instructions</li> <li>• Greet cafeteria staff with a smile &amp; treat them kindly</li> </ul>     | <ul style="list-style-type: none"> <li>• Bully-free zone</li> <li>• Follow adult instructions</li> <li>• Be a team player</li> <li>• Speak kindly</li> </ul> | <ul style="list-style-type: none"> <li>• Bully-free zone</li> <li>• Be kind to peers and adults</li> <li>• Avoid PDA</li> </ul>                         |

## SPILLANE VISION STATEMENT

As Spartans, we are prepared, organized, and energized to learn something new each and every day.

We believe that each individual has personal worth, therefore, all students have equal standing in our academic community.



# PORTRAIT of a Cypress-Fairbanks I.S.D. GRADUATE

Cypress-Fairbanks I.S.D. is committed to providing the environment and learning opportunities for all students so that, as graduates, they will possess the characteristics which will enable them to live meaningful and successfully in society and in the workplace.



**Effective Communicator** who successfully uses the levels of communication skills demanded by the complex and ever-changing world—skills in listening, speaking, writing, reading, mathematics, and technological presentation.



**Competent Problem Solver** who can identify problems and the information needed to organize, analyze, interpret, evaluate, predict, and make appropriate decisions to resolve or to avoid the problems that so frequently accompany a rapidly-changing world.



**Self-Directed Learner** who continually seeks knowledge, creates options for learning that lead toward enhanced productivity; takes responsibility for setting appropriate priorities and achievable goals, and monitors and evaluates own progress in goal attainment.



**Responsible Citizen** who is honest, self-disciplined, respectful of others, and not only accepts, understands, and deals with diversity, but also is appreciative of differences; and, in a cooperative manner, contributes to the community's welfare and participates in the political process.



**Quality Producer** who is resourceful and creative, has high expectations for own work as an individual or as part of a team, can lead others when called upon, takes pride in own work, and is able to monitor and correct own performance.

# **SPILLANE MIDDLE SCHOOL ATTENDANCE INFORMATION**

## **COMPULSORY ATTENDANCE LAW**

A student between the ages of 6 and 18 **must** attend school unless the student is otherwise exempted or excused. Also, a student enrolled in a public school pre-K or kindergarten program must attend school. A student absent, without permission from school or from any class, will be considered truant and subject to disciplinary action, which may also include court action. Failure to comply with the compulsory attendance law is a class C misdemeanor and punishable by fine. The district employs attendance officers to support students in maintaining good attendance. Parents or students who have concerns about attendance should contact the grade level assistant principal or school attendance office for information and/or referral to an attendance officer.

## **PERFECT ATTENDANCE**

Spillane Middle School defines attendance as not being absent more than 10 minutes of any class period for any reason. For perfect attendance purposes, doctor's notes, notes from parents, etc. do not excuse an absence from a class period. Students who are on school sponsored field trips will not be marked absent, and their perfect attendance status will not be affected.

## **ABSENCES**

### **A. EXCUSED**

Students are required to provide a note from a parent or guardian for each absence within three (3) days from the date of the absence or consecutive absences. This note is to include student's name and grade, reason for absence, telephone number of parent or guardian, and signature of parent or guardian. If the student does not bring a note for being absent, the absence will be counted as unexcused.

### **B. CALLING**

In order to keep up-to-date attendance records, please call the Attendance Office at 281.213.1238 prior to 9:00 a.m. on the day of your student's absence. If you reach the voice mail, please leave your child's name, grade, and reason for illness.

### **C. SCHOOL-RELATED ACTIVITIES**

Board Policy (FM) states that the district shall not schedule, nor permit students to participate in any school-related extra-curricular or sanctioned activities on or off campus that would require, permit, or allow a student to be absent from class in any course more than ten (10) times during the school year (full course year). All University Interscholastic League (U.I.L.) sponsored activities are sanctioned as school-related activities, and, therefore, come under the provisions of Board Policy (FM). Other organizations may be recognized as sanctioned activities if they have been approved by the Board of Trustees. If the activity is not approved by the Board of Trustees, any absence incurred by a student in order to participate in that organization's activities will be counted as an absence and not one of the ten (10) allowable days.

## **D. HEALTH CARE APPOINTMENT**

A student shall be excused for a temporary absence resulting from a visit to a health care professional if the student begins classes or returns to school on the same day of the appointment. If the student satisfactorily completes the school work, the day of absence shall be counted as a day of compulsory attendance. The student **must** provide a note from the health care professional to the attendance office upon his/her return.

## **E. EXCESSIVE ABSENCES**

Contact your grade level assistant principal to discuss your excessive absences (EA's). Your assistant principal will help determine the number of hours needed to maintain credit.

Additional information on student absences may be obtained from the Cypress-Fairbanks I.S.D. Student Handbook, located on the district website at [www.cfid.net](http://www.cfid.net).

## **F. ACADEMIC MAKE-UP PROCEDURES**

Students shall be given the opportunity to complete make-up work for all absences. It is the student's responsibility to ask each teacher for all make-up assignments. They shall have a number of days equal to the number of days absent to complete and hand in such work. In the event of extenuating circumstances, additional time may be granted. Failure to turn in work or make-up work within this time **may** result in the student receiving partial credit or no credit for work missed. Please keep in mind that teachers are not required to provide make up assignments ahead of expected absences.

# Parent & Student Handbook

## AFTER SCHOOL

Students who remain in the building after 3:20 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. At 4:15 p.m. each tutorial teacher will escort late bus riders to the dining hall and car rider students to the front entrance. All car riders are to be picked up promptly by parents at the end of tutorials at 4:15 p.m. Any student not picked up by 4:30 p.m. will be escorted to the dining hall to wait for the late bus.

**IMPORTANT AFTER SCHOOL ON GAME/EVENT DAYS:** On game days, students must be supervised in tutorials in classrooms while in the building between 3:20 p.m. – 4:30 p.m. Students are **not** permitted to wait inside the building or on school grounds unsupervised until the game starts. Students who are found unsupervised **will not** be permitted to attend after school events on that same day.

## AFTER SCHOOL DETENTION

After school detention is held on Tuesday, Wednesday, and Thursday from 3:20 p.m. – 4:15 p.m. Students are to report to the assigned location at the dismissal bell. All students are to be picked up promptly by parents at the end of tutorials at 4:15 pm. Any student not picked up by 4:30 p.m. will be escorted to the dining hall to wait for the late bus.

## BIRTHDAYS/CELEBRATIONS

Parents may choose to bring 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. **In addition, food delivered by a restaurant or delivery service will not be accepted.**

## BUS TRANSPORTATION

Per the Student Handbook, students are only allowed to ride their assigned bus to and from their assigned bus stop. Please refer to CFISD Student Code of Conduct 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 inside Spillane to wait to be picked up with a sibling. Students should be picked up at his/her designated home campus.

## 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. Misbehavior is best handled by the classroom teacher. However, students who persist in violating classroom rules are referred to the grade level assistant principal. The Spillane administration has developed discipline guidelines that address inappropriate behavior in a progressive fashion.

## **CLEAR BACKPACK POLICY**

CFISD requires all middle school students to use clear backpacks. Students participating in an extracurricular activity are permitted to carry non-transparent bags to store items pertaining to their particular activity (i.e. band, athletics, etc.). Upon entry into the school, all extracurricular activity bags that are not clear **must be** stored in designated areas (i.e. band hall, orchestra, athletics locker, etc.) All bags are subject to search. Additionally, the maximum size for non-transparent bags for students in grades 6-12 will be permitted to carry during the school day, such as lunch kits, pencil bags and purses, will be 6" x 9".

## **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**

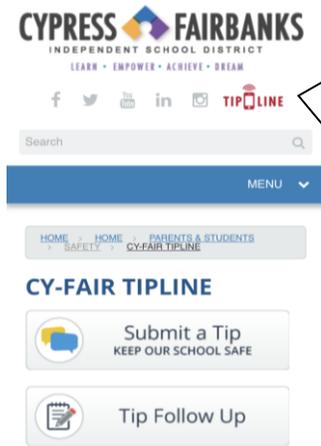
Counselors at Spillane provide guidance and counseling services as well as administer state and district mandated standardized achievement tests. A student may request to see a counselor by completing a "Request to See a Counselor" form. To serve parents more efficiently, the counselors request that 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
- Classroom Guidance
- Referrals to Community Agencies
- Meeting and Conferences with Parents
- Standardized Test Administration and Interpretation
- Special Education Referrals/IEP Meetings
- Report Card and Honor Roll Preparations
- High School Endorsements
- College/Career Information
- Personal/Academic/Crisis Counseling

## CY-FAIR TIPLINE

The Cy-Fair Tipline is an anonymous reporting system that allows students and parents to communicate school concerns or threats to their campus administration through the internet or via text messaging. Students and parents are able to submit reports/tips via text or email anonymously 24 hours a day, 7 days a week. The tipline can be accessed at [www.cfisd.net](http://www.cfisd.net). Click on the red TIP LINE phone to submit a tip. Please keep in mind: all tips are taken seriously and investigated. Cypress Fairbanks Police Department may be involved.



Click on the red TIP LINE phone to submit a tip for the Spillane administrative team.

## DINING HALL

Breakfast and lunch are available in the school dining hall. Lunches may be purchased from the snack bar line, pizza line or hot lunch 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 by observing 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.

## DISCIPLINE MANAGEMENT CLASS (DMC)/In-School Suspension

DMC is an alternative to out-of school suspension. It is a 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. 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 adheres to guidelines set forth in the CFISD Code of Conduct.

**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:**

- **Backpacks** must be clear and follow the CFISD policy
- **Bandanas** are not allowed.
- **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).
- **Hair/Makeup** must not detract from or interfere with the learning and school environment.
- **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.
- **Hooded shirts** are allowed, but the hood must remain down at **all** times inside the building.
- **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.
- **Leggings** may be worn with shirts of at least mid-thigh length. Short tops are **not** allowed with leggings.
- **Pajamas/Loungewear/Yoga Pants** of any kind are prohibited.
- **Pants** must be worn at the waist or upper hip and must not reveal underclothing (including boxer shorts or basketball shorts); pants with holes/rips/tears above mid-thigh are not permitted.
- **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/slippers/slides/flip-flops are not allowed at Spillane Middle School.
- **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.
- **Trenchcoats/dusters/long coats** are not permitted.

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.

### **ELECTRONIC DEVICES**

Please refer to the CFISD Student Code of Conduct under “Prohibition of Electronic Communication Devices”. Cell phones, tablets, laptops, AirPods, earbuds, wireless speakers, smart watches, and other electronic items are permitted in the building but must be turned off and stored during the

instructional day. If smart watches are used as a communication device, they will be subject to the same rules as cell phones. At the **7:55 a.m.** dismissal bell to first period, students must have all electronic devices turned off and stored away. Devices are **not permitted** for use in the hallway between classes. **Placing the device into silent/vibrate mode and text messaging is not considered turned off.** If a Spillane staff member requests a phone be put away or be confiscated, students must follow adult directions. Cell phones that are confiscated from a student will be returned to a parent/guardian after the payment of a \$15.00 storage/security fee. Students are solely responsible if a phone is lost. If administrators are able to determine that a student's cell phone has been taken, appropriate consequences will be assigned to the individual responsible for the theft.

## **EVACUATION**

When an alarm is sounded, all students are expected to evacuate the building under the direction of their teacher and pass quickly and silently 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 by 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 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**

Late buses will be provided on most weeks **Monday–Thursday** leaving between 5:00 – 5:15 p.m. for students staying after school for **school-related activities**. Discipline issues on late buses can result in removal/loss of late bus privileges. Please note the late bus drop off location is not the same as a student's regular bus stop. (NOTE: Usually in the spring – the late bus departure time may be adjusted to 4:45- 5:00 p.m.)

## **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 three opportunities 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 the 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**

Students are **not** allowed to walk off campus before, during, or after school without prior administrative approval and parent agreement.

## **LEAVING EARLY**

If a student needs to leave campus early 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.

## **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. Students may check out a chrome book and a Kajeet (a district hot spot) for one night beginning September 3<sup>rd</sup>. There is a parent permission form that must be signed before they can check either of the items out. 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.

## **LOST AND FOUND**

Most items (lunch boxes, water bottles, jackets, pencil bags, etc.) are kept in a large brown box in the dining hall near the pizza and hot lunch lines. House keys, glasses, and small jewelry items are kept at the front desk. Cell phones are locked up in the AP office. Any items not picked up will be

donated to charity. Please label items with the student's name in case they are lost; this helps items to be returned.

## **LUNCH**

Parents or guardians may choose to bring lunch for their child only. **Parents 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. **In addition, food delivered by a restaurant or delivery service will not be accepted.**

## **NUISANCE ITEMS**

Any item that causes a distraction or interrupts learning is considered a nuisance item. Examples of these items are AirPods, speakers, lasers, balloons, stuffed animals, water guns, hats, toys, etc. **The school administration is not responsible for pursuing lost or stolen nuisance items.** Any nuisance item causing a distraction may be confiscated by a staff member and can be picked up by students on Friday of that week at 3:20 p.m. All nuisance items not picked up prior to the end of each semester will be donated. Failure to comply with nuisance item rules could result in further consequences outlined in the CFISD Student Code of Conduct. Students are prohibited from having aerosols while on Spillane's campus (this includes perfumes and spray deodorants).

## **OFF CAMPUS P.E.**

Off campus P.E. students are not permitted to stay on campus during 7<sup>th</sup> period. Staying on campus is a violation of the off campus P.E. agreement and can impact a student's continued enrollment in the off campus course. Students may return to campus after 3:20 p.m. to attend after school activities.

## **PROGRESS REPORTS**

Progress Reports will be sent home with students throughout the grading period. Parents may always access student grades through the Home Access Center.

## **REDO/RETEST**

**Summative Assessment Grades:** Students may redo one failing (69 or below) 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 70.1

**Relevant Application Grades:** Students may redo one failing (69 or below) 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 70.1

**Check for Understanding Grades:** Students may redo one failing (69 or below) 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 70.1

## **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, Benchmarks and Final Exams 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 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 grading period. Students in school organizations such as Student Council, Builders' Club, or student 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 to assure maximum learning in each class period every day. Students tardy to class (including 1<sup>st</sup> period) could receive lunch detention, lunch DMC, D-Hall, DMC, suspension, and parent escort. Parents are encouraged to track attendance and tardies in Home Access Center (HAC).

Note Regarding 1<sup>st</sup> 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 and AP office. A student should have a pass issued by a teacher to use the phone. Students should ask permission before using their personal device while in the building. Students using their personal device without permission could cause the device to be confiscated.

## TEST SCHEDULE

|                  | <b>Primary Day</b>                 | <b>Alternate Day</b>               |
|------------------|------------------------------------|------------------------------------|
| <b>Tuesday</b>   | Science                            | Language Arts/Reading              |
| <b>Wednesday</b> | Physical Education, Social Studies | Math, Electives                    |
| <b>Thursday</b>  | Language Arts/Reading, Electives   | Science                            |
| <b>Friday</b>    | 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 in the classroom. Most textbooks are accessible online. A few campus textbook titles are available for check out, but a formal textbook request form must be completed through the AP office. 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 (7:30 a.m. – 8:05 a.m.) or after school (3:20 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                              |
| Primary Day       | Science                                  | Social Studies              | Language Arts/<br>Reading | Math                                  |
| Alternative Day   | Language Arts/<br>Reading &<br>Electives | Math & Special<br>Education | Science & Electives       | Social Studies &<br>Special Education |

Students **must have** parent communication/permission in order to stay for afternoon tutorials (a Tutorial Permission Form is available on the Spillane website). 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 after school 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 3:20 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.cfishd.net](http://www.cfishd.net). Students not enrolled at Spillane Middle School are not permitted to visit during the school day or during student dismissal.

**CFISD Student Identification Badges  
Spillane Middle School  
2019-2020**

## **Frequently Asked Questions**

### ***Why do students wear badges?***

CFISD's student handbook states that all secondary students in grades 6-12, will wear a student ID badge, visible, on school approved lanyards, during the instructional day. Most importantly, the badge and its unique student number will be used to account for students utilizing bus services, checking out library books/textbooks, purchasing food items from the cafeteria, providing a means for easy identification of students in common areas of the school and for other uses as determined by campus administration.

### ***Where should a student wear the student ID badge?***

Students **WILL** be required to wear their badges on a lanyard while at Spillane and using bus transportation.

### ***Are students required to wear the colored lanyard issued with the student ID badge?***

Students will be given a colored lanyard for their grade level:

6<sup>th</sup> Grade = royal blue

7<sup>th</sup> grade = red

8<sup>th</sup> grade = navy blue

*\*NEW\** -- The color **MUST** match the grade level of the student, but the lanyard **DOES NOT** have to be purchased through Spillane.

### ***How much does it cost to get an initial student ID badge?***

Since student ID badges are property of CFISD, students are not required to purchase their first issued badge and badge accessories.

### ***What if the first student ID badge is lost/damaged?***

A permanent badge replacement will be required for lost or damaged badges. New badges can be purchased at the ID Badge Station (underneath the stairs) from 7:45 – 8:00 AM, during the student's lunch time, or with a teacher's permission.

### ***What if a student forgets to bring the student ID badge?***

Because all students must wear a badge, temporary badges (stickers) will be available in teacher classrooms – the student's name will be given to the Badge Station staff to be added to the fees and fines list. Students can also pay for and obtain a temporary badge at the Badge Station (underneath the main stairs). These temporary sticker badges cannot be used for more than 1 day. Because students will not be able to board their bus in the afternoons without an ID badge, temporary badge stickers will also be available for purchase in the dining hall after the 3:20 PM bell.

### ***What is the cost for replacement or temporary student ID badges?***

Payments for the student ID badges can be paid at the Badge Station or AP office.

Permanent Badge --- \$3

Lanyard --- \$1

Protective Plastic Sleeve --- \$1

Temporary Badge --- \$1

***What if a student does not have money to pay for a replacement/temporary student ID badge?***

Students without cash will be added to the fees and fines list. Payment for fees and fines may be made at the Badge Station or AP office.

***What happens when a student gets placed on the fees and fines list?***

Every student with an unpaid balance on the fees and fines list will be added to the “Do Not Admit List” and will not be allowed to attend dances, recess events, or other events as determined by administrators. Payment of fees and fines can be made at the Badge Station.

***How can a parent receive alerts about student arrivals/departures on bus transportation from Zonar?***

Parents can register their child’s RFID number found on the back of the student ID badge at the Zonar website: [www.zpassplus.com](http://www.zpassplus.com). When students swipe their badge on/off the bus, an alert is sent notifying parents. **Please note: Each time a replacement badge is purchased, parents must re-register their child’s new RFID number.**

***What if a student consistently does not wear an ID badge?***

All CFISD students are expected to be in compliance with the identification procedures each day. Students may be referred to the assistant principal’s office to inquire and problem solve with a student and family.

# Spillane Middle School Awards

Spillane Middle School enjoys celebrating the success of our students. Please see the list below of the numerous opportunities we have for our Spartans to be recognized for their successes.

## Honor Roll Certificate Program

Students who earn Honor Roll will receive a certificate each time they qualify for this distinction.

- Distinguished Honor Roll: Student must earn all A's, as well as all E's or S's in conduct.
- Honor Roll: Student must earn a minimum of four A's and three B's, as well as all E's or S's in conduct.

## End-of-the-Year Awards Ceremony

Students will receive an invitation to attend the end-of-the-year awards celebration to be honored for their achievements in the following categories:

- ❖ **Distinguished Honor Roll for One Year (Grades 6/7/8):** Student earns Distinguished Honor Roll the first, second, and third grading period (see criteria above).
- ❖ **Honor Roll for One Year (Grades 6/7/8):** Student earns Honor Roll the first, second, and third grading period (see criteria above).
- ❖ **Perfect Attendance for One Year (Grades 6/7/8):** Student has been in attendance 100% of the time (no absences for any part of the school day – excused or unexcused).
- ❖ **Distinguished Achievement (Grades 6/7/8):** Each teacher will give this certificate for each content area and each academic level. Qualifications:
  - Student has earned the highest average in the course for the year
  - Student has emphasized high academic achievement in each content area
  - Student shows leadership ability and responsibility
  - Student has maintained a positive attitude toward learning
  - Student is self-motivated, determined, and constantly strives for success.
- ❖ **Spartan Pride Award (Grades 6/7/8):** Each teacher will give this certificate for each content area and each academic level. Qualifications:
  - Student has continuously and enthusiastically participated in class activities on a daily basis.
  - Student has shown that he/she is learning the material and has maintained a solid grade or shown a steady improvement in performance
  - Student has maintained a positive attitude toward learning
  - Student has demonstrated a sincere effort in all class work
  - Student has maintained a desire to achieve and a desire to continue to learn.
- ❖ **Duke University Talent Search (Grade 7):** This is awarded to 7<sup>th</sup> grade students who took the SAT or ACT and received State-Level Recognition or Grand-Level Recognition.
- ❖ **Perfect Attendance for Three Years (Grade 8):** Student has been in attendance 100% of the time (no absences for any part of the school day – excused or unexcused) for grades 6, 7 and 8.

- ❖ **Presidential Award for Academic Excellence (Grade 8):** This is a national program that honors 8<sup>th</sup> grade students. The following criteria is used for selection: cumulative average of 95 or above for 8<sup>th</sup> grade coursework; “Mastery” achieved on both Reading and Math STAAR.
- ❖ **Daughters of the American Revolution Award (Grade 8):** This is given each year to one clearly outstanding 8<sup>th</sup> grade student (male or female) who has been identified by the faculty as a student who has continuously displayed: honor, courage, respect, dedication, dependability, self-determination, outstanding citizenship, leadership, patriotism, and service to the school/community.
- ❖ **Distinguished Honor Roll for Three Years (Grade 8):** This is given to 8<sup>th</sup> grade students who have earned straight A’s for grades 6, 7, and 8.
- ❖ **Spartan Mark of Excellence Award (Grade 8):** This is given to a select few 8<sup>th</sup> grade students who have made a positive contribution to Spillane Middle School. All teachers will nominate these students. The administrative staff will review all records and data for each student nominated in order to make the final selection. These 8<sup>th</sup> grade students exhibit the following characteristics:
  - Have made Spillane a better place because of their actions
  - Demonstrated day-in and day-out the qualities of successful Spartans
  - Exhibited outstanding citizenship
  - Shown self-motivation
  - Served as positive role models
  - Maintained their drive and determination
  - Acted responsibly
  - Shown their concern regarding academic achievement
  - Maintained excellent behavior
  - Shown quality leadership
  - Have been well rounded students engaged in a variety of school-related activities and events
- ❖ **Be the Change Award (Grades 6/7/8):** This is given to one or more students who have positively impacted the Spillane campus, climate, or culture.