

**Cypress-Fairbanks Independent School District
Spillane Middle School
Student Handbook**



**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

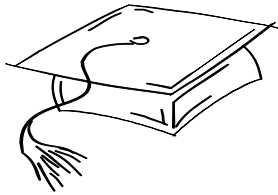
Spartans...Learning Today...Leading Tomorrow

Staff Contacts

Principal _____	Michael Maness
Campus Secretary _____	Donna Graser
Administrative Secretary (Finance) _____	Marla Johnson
Director of Instruction _____	Jamie Brotemarkle
Administrative Secretary (DI) _____	Tracy Spaulding
Assistant Principals	
6th Grade _____	Senisa Blume
7th Grade _____	Scott Villar
8th Grade _____	Steven Miller
Administrative Secretary (AP) _____	Jennifer Orwin
Attendance Secretary _____	Vicki Crabtree
Counselors	
6th Grade _____	Mary Olejnik
7th Grade _____	Roxana Bryant
8th Grade _____	Misti Vaughn
Administrative Secretary (Counselor) _____	Pamela Vacek
Registrar _____	Audrey Schneider
Campus Content Instructional Strategists (C.C.I.S.)	
Language Arts/ESL/Reading _____	Jennifer Witcher
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
Deaf Education Clerical _____	Karen Ortiz
Librarian _____	Kelly Gully
Nurse _____	Rebecca Cushen
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
A Achieve	Set and reach goals	<ul style="list-style-type: none"> Arrive on time Complete and turn in work on time Bring your materials 	<ul style="list-style-type: none"> Walk and talk Walk with a purpose (no running) Be on time to class 	<ul style="list-style-type: none"> Relieve and retreat 	<ul style="list-style-type: none"> Arrive on time Know your PIN number 	<ul style="list-style-type: none"> Pay attention Arrive on time Stay focused 	<ul style="list-style-type: none"> Go directly to your bus or car Exit the bus with all belongings
R Respect	Treat people and property positively	<ul style="list-style-type: none"> SLANT Use inside voice Handle school materials with care Raise your hand and wait to be called on 	<ul style="list-style-type: none"> Talk quietly Use clean language Quietly close lockers Respect personal space 	<ul style="list-style-type: none"> Use facilities for intended purpose Allow for others' privacy 	<ul style="list-style-type: none"> Say please and thank you Wait behind the line Avoid cutting Visit quietly 	<ul style="list-style-type: none"> Stay quiet Keep hands and feet to self Treat all equipment appropriately 	<ul style="list-style-type: none"> Keep hands, feet, and objects to yourself Talk quietly Use clean language
M Maintain Excellence	Always do your best	<ul style="list-style-type: none"> Stay engaged and on task Follow adult instructions Be committed This is It! 	<ul style="list-style-type: none"> Keep hallways clean Stay to the right Comply with hallway and stairwell closures 	<ul style="list-style-type: none"> Flush and wash Keep walls, stalls, floors, and sinks clean Report any problems 	<ul style="list-style-type: none"> Keep food and drinks in dining hall Report problems Remain seated with your food 	<ul style="list-style-type: none"> Show good sportsmanship Keep a positive attitude Participate 	<ul style="list-style-type: none"> Avoid horseplay Report any violations
O Ownership	Take responsibility for your actions and live above the line	<ul style="list-style-type: none"> Accept correction Seek help, if needed Be honest 	<ul style="list-style-type: none"> Keep hands and feet to yourself Accept correction from adults 	<ul style="list-style-type: none"> Use restroom at appropriate times Go directly back to class 	<ul style="list-style-type: none"> Enter and exit calmly Touch only your food Clean up after yourself Throw away unclaimed trash 	<ul style="list-style-type: none"> Accept correction from adults Clean up after yourself 	<ul style="list-style-type: none"> Know your bus number and location Follow adult directions
R Relationships	Have positive and appropriate interactions with peers and adults	<ul style="list-style-type: none"> Bully-free zone Speak with good purpose Listen to the ideas and opinions of others 	<ul style="list-style-type: none"> Bully-free zone Avoid PDA Greet others with a smile Respond when spoken to 	<ul style="list-style-type: none"> Bully-free zone Assist custodians by disposing of toilet paper/paper towels properly 	<ul style="list-style-type: none"> Bully-free zone Follow adult instructions Greet cafeteria staff with a smile & treat them kindly 	<ul style="list-style-type: none"> Bully-free zone Follow adult instructions Be a team player Speak kindly 	<ul style="list-style-type: none"> Bully-free zone Be kind to peers and adults Avoid PDA



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

A person required to attend school may be excused for temporary absence resulting from any cause acceptable to the principal and the school's attendance committee. 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.cfisd.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.

Quick Reference Guide for Parents

AFTER SCHOOL

Students who remain in the building after 3:30 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 4:30 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. 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
- Meeting and Conferences with Parents
- Standardized Test Administration and Interpretation
- Special Education Referrals/IEP Meetings
- Report Card and Honor Roll Preparations
- High School/College/Career Planning Information
- Teach Developmental Skills Through Classroom Groups
- Student Activities for Special Recognition
- Personal/Academic/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. 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 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 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. (NOTE: When the number of after-school activities decreases – this is usually in the spring – the late bus departure time may be adjusted to 4:45 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 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 6th grade students 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 (**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 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 each semester 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 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.

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.

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.

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 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 (including 1st period) 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 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 (7:30 a.m. – 8:05 a.m.) or after school (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
Primary Day	Science	Social Studies	Language Arts/ Reading	Math
Alternative Day	Language Arts/ Reading & Electives	Math & Special Education	Science & Electives	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.

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 be invited 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 7th 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 8th grade students. The following criteria is used for selection: cumulative average of 95 or above for 8th 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 8th 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 8th 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 8th 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 8th 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