

**Cypress-Fairbanks Independent School District  
Spillane Middle School  
Parent & Student Handbook  
2023-2024**

**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

## Spillane Administrative Contacts

Principal \_\_\_\_\_ Jamie Brotemarkle  
Campus Secretary \_\_\_\_\_ Lindsay Womack  
Administrative Secretary (Finance) \_\_\_\_\_ Lisa O'Brien

Director of Instruction \_\_\_\_\_ Steve Miller  
Administrative Secretary (DI) \_\_\_\_\_ Tracy Spaulding  
Director of Instruction Helping Teacher \_\_\_\_\_ Tara Magallan

### Assistant Principals

6<sup>th</sup> Grade \_\_\_\_\_ Senisa Blume  
7<sup>th</sup> Grade \_\_\_\_\_ Darius Bryant  
8<sup>th</sup> Grade \_\_\_\_\_ Mark Duncan  
Administrative Secretary (AP) \_\_\_\_\_ Rachel Alcorta

### Counselors

6<sup>th</sup> Grade \_\_\_\_\_ Roxy Bryant  
7<sup>th</sup> Grade \_\_\_\_\_ Misti Vaughn  
8<sup>th</sup> Grade \_\_\_\_\_ Lori Hilsher  
Administrative Secretary (Counselor) \_\_\_\_\_ Meagan Miller

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

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

Academic Achievement Specialist \_\_\_\_\_ Jennifer Dove

Testing Coordinator \_\_\_\_\_ Julie Tally

### Special Education

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

Attendance Secretary \_\_\_\_\_ Dolores Vaughan

Librarian \_\_\_\_\_ Kelly Gully

Nurse \_\_\_\_\_ Rebecca Cushen

Registrar \_\_\_\_\_ Wendy Ginther

### Athletic Coordinators

Boys \_\_\_\_\_ Darell Maddox

Girls \_\_\_\_\_ Molly Kalinec

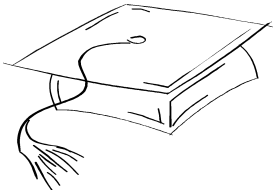
# Spillane Coat of ARMOR

	Definition	Classroom	Hallways	Restrooms	Dining Hall	Gym / Large Group Events	Bus / Loading Zone
<b>A</b> <b>Achieve</b>	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> <b>Respect</b>	Treat people and property positively	<ul style="list-style-type: none"> <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> <b>Maintain Excellence</b>	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> <b>Ownership</b>	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> <b>Relationships</b>	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**

Page 7 for Compulsory Attendance Law and Failure to Comply with Compulsory Attendance.

[https://www.cfishd.net/download\\_file/5178/1526](https://www.cfishd.net/download_file/5178/1526)

## **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 the 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 voicemail, 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 extracurricular 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](http://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. Please keep in mind that teachers are not required to provide make up assignments ahead of expected absences.

# Parent & Student Handbook

## ACADEMIC DISHONESTY

In accordance with CFISD's Code of Conduct, any student at Spillane found to be cheating (sharing or receiving information or help on an assessment/assignment) will receive a grade penalty of 0 for the assignment. **A zero received for cheating is not eligible for the Redo/Retest option.**

## AFTER SCHOOL

The time from 3:10 p.m. to 4:20 p.m. is an extension of the school day and should be used for specific academic, extra-curricular, or club-sponsored pursuits. Therefore, students who remain in the building after 3:10 p.m. must be in a **supervised setting** with a classroom teacher, coach, or d-hall teacher. Unsupervised students will be escorted to the AP office to contact a parent. When a parent arrives to pick up a student during this time, parents should text the student to meet them in the car rider line or parent can come to the reception area and request to pick up the student.

**IMPORTANT AFTER SCHOOL ON GAME/EVENT DAYS:** On game days, students must be supervised in tutorials in classrooms while in the building between 3:10 p.m. – 4:20 p.m. Students **are not** permitted to wait inside the building or on school grounds unsupervised until the game starts. Students may not walk off campus and return back for the game. Students who are unsupervised on school grounds will be escorted to the AP office and **will not** be permitted to attend after school events on that same day. Students with unpaid balances for fees and fines (badges, books, lost school property, etc.) may not be permitted to attend games, dances, recess events, or other events as determined by administrators. Payment of badge fees and fines can be made online through School Cash.

## AFTER SCHOOL DETENTION

After school detention is held from 3:10 p.m. – 4:15 p.m. Students are to report to the assigned location at the dismissal bell. Students can be picked up at the end of detention at 4:15 p.m. in the car rider line or students will be escorted to the dining hall to wait for the late bus.

## AFTER SCHOOL EVENTS

Spillane students will be expected to wear ID badges in order to attend any after school event including games. Students must be picked up within 15 minutes of an event ending. If students are not picked up promptly, students will not be allowed to attend future after school events or games.

## BIRTHDAYS/CELEBRATIONS

**Flowers, balloons, and food delivery by a restaurant or delivery service will not be accepted.**

Parents can bring lunch for their student only and leave it on the lunch cart in the front foyer; food brought for other students will be confiscated. Please write the student's name, grade level, and lunch (A,B,C,D,6A,6B) on your student's lunch when dropping off. Staff are not held responsible for items left on the cart.

## BUS TRANSPORTATION

To ride CFISD bus transportation to and from school, students must scan their school issued badge upon entrance and exit from the bus.

Please refer to CFISD Student Code of Conduct for district policy on bus conduct and procedures.

\*\* Refer to Late Bus Transportation for additional information.

## **CAR RIDER**

Car riders should be picked up in the front of the building beginning at dismissal - 3:10 p.m. Students should not be picked up later than 3:35 p.m. High school students should be picked up at their home campus and will not be permitted inside Spillane to wait to be picked up with a sibling.

## **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 Student Demographic Update form, along with an updated proof of residency (i.e., Mortgage Statement or leasing statement, Light Bill and or 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, but these extracurricular activity bags **must be** dropped off immediately upon arrival to Spillane and stored in designated areas (i.e. band hall, orchestra, athletics locker, etc.). PE/Athletic clothes and shoes not in clear bags must be dropped off in the locker room before 1st period. All bags are subject to search. Additionally, the maximum size for non-transparent bags for students in grades 6-12 to carry during the school day, such as lunch kits, pencil bags and purses, will be 6" x 9".

## **CLINIC - Check with Cushen**

**It is extremely important that you do not send your child to school sick.**

If your child tests positive for Covid, please call the school nurse at 281-213-1242.

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 supplements or any medication containing aspirin will be dispensed. Students should not have any medication in their possession unless inhalers or Epi-pens have been approved by the nurse. A doctor's note is needed for students to be on crutches. Any student wishing to call home for parent pick-up due to illness must place their call from the clinic phone.



## COUNSELING

Counselors at Spillane provide guidance and counseling services. 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
- 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 <https://www.cfisd.net/Page/1958>



Please keep in mind: all tips are taken seriously and investigated. Cypress Fairbanks Police Department may be involved.

## DINING HALL

Breakfast and lunch are available in the school dining hall. Students are given 30 minutes for lunch. Students are expected to conduct themselves properly in the dining hall by observing the following expectations:

- 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
- All students must remain in the dining hall unless given permission by an administrator
- Roaming from table to table or throughout the dining hall is not permitted.

Parents should utilize School Cafe (online) to deposit funds into a student's lunch account. Any cash given to cashiers will be deposited into the student's account, and no change will be given.

## **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.

## **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 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 completely 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 or longer. Crop tops or short tops are **not** allowed with leggings.
- **Pajamas/Loungewear** 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 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.
- **Trench Coats/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 dress code will be directed to the AP office. Students will make parent contact to bring appropriate attire to correct the violation. Repeated dress code infractions will result in disciplinary consequences. Students who have a question about the appropriateness of an item should discuss the issue with the grade level AP 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 **7:30 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.** Devices being used without staff permission could be confiscated. Cell phones that are confiscated from a student **will only** be returned to a parent/guardian after the payment of a \$15.00 storage/security fee. Students are solely responsible if any electronic device is lost or stolen.

## **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: The student must earn all A's.

Regular: The 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 at 5:10 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.

## **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 gradebook (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 TWO total opportunities per grading period to redo a "Z." A "Z" relief assignment can indicate any work more than three days late. (NOTE: Administrators may require students to complete additional "Z" relief opportunities.) The maximum grade a student can earn on a "Z" assignment is a 70(.3). Teachers will denote that a "Z" assignment was received by adding a .3 to the student's grade. "Z" relief assignments may be taken in the "Check for Understanding" & "Relevant Applications" gradebook categories. Summative Assessments are not eligible for "Z" relief.

Example: A student notices he/she has a "Z" or "0" 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 an 83 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. The teacher may also require an alternate assignment if the assignment to be completed gives the child an unfair academic advantage. (Ex. A previously graded assignment where a student may already have answers).

It is the student's responsibility to consult with the teacher and complete/turn in the assignment at least seven school days prior to the end of the grading period. Students are not eligible for "Z" relief

if within the seven school days prior to the end of the grading period. (Note: Extenuating circumstances/teacher discretion may be considered on a case by case basis if within the seven-school day window prior to the end of the grading period.)

*Please consult with the Director of Instructor for extenuating circumstances (i.e. medical situations, loss of family members, destruction of home, divorce/custody issues, hospitalizations, parent incarcerated, recent injuries, etc.)*

## **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 7:45 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 7:45 a.m. to 3:10 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. 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 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 will be permitted to drop off food for their student only, but may not stay and eat with their student(s) due to safety reasons. Food delivered by a restaurant/delivery service or for another student 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 turned into the AP's office. All nuisance items not picked up 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 8th 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 3:10 p.m. to attend after school activities.

## **PROGRESS REPORTS**

Progress Reports will be sent home with students throughout the grading period. Parents are encouraged to 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) will receive lunch detention. Subsequent tardies may result in: lunch DMC, after school D-Hall, DMC, suspension, or parent escort. Parents are encouraged to track attendance and tardies in the Home Access Center (HAC).

Note Regarding 1<sup>st</sup> Period: Students who are not **in class** by 7:45 AM will be counted tardy unless the student arrives with a note from a doctor/dentist. Any notes other than those from a doctor/dentist will not excuse tardies. To avoid a tardy due to the lengthy car rider line at 7:30 AM, Spillane's campus doors are open at 7:00 AM. Feel free to drop your student off early to avoid any unnecessary 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 are not permitted to use their personal device without adult permission. Staff members can confiscate any student electronic device being used without adult permission.

## 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. 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

Tutorials provide teacher-assisted, skill-focused instruction to enhance students' success in the classroom.

Tutorial sessions will be held Monday through Thursday (3:15 p.m. – 4:20 p.m.).

<b>TUTORING SCHEDULE</b>				
	<b>Monday</b>	<b>Tuesday</b>	<b>Wednesday</b>	<b>Thursday</b>
<b>Primary Day</b>	Science	Social Studies	Language Arts/ Reading	Math

<b>Alternative Day</b>	Language Arts/ Reading & Electives	Math & Special Education	Science & Electives	Social Studies & Special Education
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**TUTORIAL PERMISSION**

In order to ensure the teacher is available, has all materials and space for each student, students **must have** parent communication/permission in order to stay for afternoon tutorials (a Tutorial Permission Form is available on the Spillane website). At 4:20 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.



## BADGE INFORMATION

### ***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. Badges and the unique student number will be used for buses, library books, purchasing food from the cafeteria, and providing a way to identify that all students belong on the Spillane campus.

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

Students **ARE** required to wear the identification badge on a color specific lanyard around their neck at all times during the school day to easily identify them as a Spillane student.

### ***Are students required to wear a specific colored lanyard?***

At all times during the school day, students **MUST WEAR** solid color lanyards based on their grade level:

6<sup>th</sup> Grade = Gray

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

8<sup>th</sup> grade = Navy Blue

All students will be issued a grade level colored lanyard and ID card free of charge.

### ***What if the student ID badge is forgotten at home?***

In accordance with safety protocols for student identification, when a student enters the building, they will be required to obtain a temporary badge sticker from Badge Station Carts (in the dining hall and front entrance) or Badge Station (under main stairs) from 7:25 a.m. – 7:45 a.m. The cost of a temporary ID badge sticker is \$1.00.

### ***What do I need to know about temporary badge stickers?***

Fees for badges will be added to the Fees and Fines list. These temporary sticker badges cannot be used for more than 1 day.

### ***What if I need a temporary badge during the day?***

Students may come to the AP office during the day if they misplace their badge. Because students will not be able to board their bus in the afternoons without an ID badge, temporary badge stickers will also be available in the dining hall after the 3:10 p.m. bell. A temporary ID badge sticker will be issued and the cost posted to their Fines and Fees list.

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

If a student loses the ID, a temporary badge sticker will be issued and students will complete a Badge Replacement Form at the Badge Station Carts (in the dining hall and front entrance) or Badge Station (under main stairs) from 7:30 – 7:45 AM. Students will have the replacement cost(s) placed on the Fees and Fines list for later payment. Replacement costs are as follows:

- Plastic ID - \$3.00
- Lanyard - \$1.00

- Plastic Sleeve - \$1.00

***How do students pay for a replacement/temporary student ID badge?***

Badge fees for students are added to the Fees and Fines list. Parents will receive an email each week with badge fee amounts to be paid. Spillane Middle School is now a cashless campus. Badge fees may be paid for with SchoolCashOnline.

***What happens when a student gets placed on the Fees and Fines list?***

Students 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 SchoolCash Online.

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

All CFISD students are expected to be in compliance with the identification procedures each day. Students are required to wear their ID badge and lanyard throughout the day. Students who violate the ID badge policy will immediately be referred to the assistant principal’s office and a consequence will be issued.

***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.**

# 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 (all A's) for the first, second, and third grading period.
- **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 one of the highest averages 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.
- **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.
- **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

## **COVID Procedures**

The CFISD publication LEAD Safely 2022-2023 will be used for protocols related to Covid procedures.

<https://www.cfisd.net/LEADSafely>