Cypress-Fairbanks Independent School District
Spillane Middle School
Parent & Student Handbook 2026-2027



SPILLANE SPARTANS

13403 Woods Spillane Blvd.
Cypress, Texas 77429
281-213-1645

SPILLANE MISSION STATEMENT:

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 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.

Spartans…Learning Today…Leading Tomorrow

Spillane Administrative Contacts

Principal Jamie Brotemarkle
- **Campus Secretary** Staci Dauphine
- **Administrative Secretary (Finance)** Lisa O'Brien

Director of Instruction Jennifer Dove
- **Administrative Secretary (DI)** Tracy Spaulding
- **Director of Instruction Helping Teacher** Tara Magallan

Assistant Principals
- **6th Grade** Senisa Blume
- **7th Grade** Blake Coleman
- **8th Grade** Mark Duncan
- **Administrative Secretary (AP)** Rachel Alcorta

Counselors
- **6th Grade** Lori Hilsher
- **7th Grade** Roxy Bryant
- **8th Grade** Misti Vaughn
- **Administrative Secretary (Counselor)** Carmen Cormack

Campus Content Instructional Strategists (C.C.I.S.)
- **Language Arts/ESL/Reading** Ashley Wallace
- **Mathematics** Stacy Baumgart
- **Science** Melanie Landrum
- **Social Studies** Rebecca Vann

Academic Achievement Specialist Amethyst Thorman

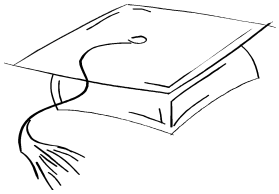
Testing Coordinator Karen Thurmond

Special Education
- **Diagnostician** Aimee Tomlin
- **Special Education Liaison** Tanya Bailey
- **Special Education Clerical** Evie Strunk
- **Deaf Education Diagnostician** Mae Sutton
- **Deaf Education Liaison** Maryellen Sarles

Attendance Secretary Jaime Smith
Librarian Jessica Taylor
Nurse Amy Strickhouser
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 / Car RIder
A **Achieve**	Set and reach goals.	• Arrive on time. • Complete and turn in work on time. • Bring your materials.	• Walk and talk. • Walk with a purpose (no running). • Be on time to class.	• Take care of business and move on. • Go directly back to class.	• Arrive on time. • Know your PIN number. • Quietly go straight to your seat.	• Pay attention. • Arrive on time. • Stay focused.	• Go directly to your bus or car. • Exit the bus with all belongings.
R **Respect**	Treat people and property positively.	• Use inside voices. • Handle school materials with care. • Raise your hand and wait to be called on.	• Talk quietly • Use clean language. • Respect personal space.	• Use facilities for the intended purpose. • Allow for others' privacy.	• Say please and thank you. • Wait your turn. • Visit quietly.	• Stay quiet. • Keep hands and feet to yourself. • Treat all equipment appropriately.	• Keep hands, feet, and objects to yourself. • Talk quietly. • Speak kindly to others.
M **Maintain Excellence**	Always do your best/ Consistently try to exceed expectations.	• Stay engaged and on task. • Follow adult directives. • Stay focused. • Do your Best!	• Keep hallways clean. • Stay to the right. • No running. • Go directly to class.	• Flush toilets. • Wash Hands. • Keep walls, stalls, floors, and sinks clean. • Report any problems	• Keep food and drinks in the dining hall. • Report problems. • Remain seated with your food.	• Show good sportsmanship. • Keep a positive attitude. • Participate.	• Respect others' space. • Report any violations. • Keep hands and feet to yourself. • Go directly to your bus.
O **Ownership**	Take responsibility for your actions.	• Accept correction. • Seek help, as needed. • Be honest.	• Keep hands and feet to yourself. • Accept re-teaching from adults.	• Use the restroom at appropriate times. • Go directly back to class.	• Enter and exit calmly. • Touch only your food. • Clean up after yourself. • Throw away trash.	• Accept corrections from adults. • Clean up after yourself.	• Know your bus number and location. • Follow adult directions. • Look at the bus map.
R **Relationships**	Have positive and appropriate interactions with peers and adults	• Bully-free zone. • Speak kindly to others. • Listen to the ideas of others.	• Bully-free zone. • Greet others with a smile. • Appropriate public touching. • Respond when spoken to.	• Bully-free zone. • Dispose of toilet paper properly.	• Bully-free zone. • Follow adult instructions. • Greet cafeteria staff with a smile & treat them kindly.	• Bully-free zone. • Follow adult instructions. • Be a team player. • Speak kindly to others.	• Bully-free zone. • Be kind to peers and adults. • Appropriate public touching.



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.

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 first and last name, ID number, grade level, 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. Parent written notes can also be emailed to spillaneattendance@cfisd.net Parent written notes that are emailed ***MUST*** also be accompanied by parent/guardian ID in lieu of signature.

B. 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 **the original** 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. 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 for the assignment. **Assignments in the Daily Grade category are not eligible for the Redo/Retest option due to academic dishonesty.**

AFTER SCHOOL
The time from 3:05 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 who remain in the building after 3:05 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 3:05 p.m. – 4:15 p.m. Students **are not** permitted to wait inside the building or on school grounds unsupervised until the game starts. 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 3:05 p.m. – 5:10 p.m. Students are to report to the assigned location at the dismissal bell. Students must be picked up at the end of detention at 5:10 p.m. in the car rider line.

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.

BACKPACK
All CFISD middle school students are required to have a clear backpack on campus to carry school supplies throughout the day. If your student's backpack breaks at school, there are backpacks available to purchase through SchoolCash https://cypress-fairbanksisd.schoolcashonline.com/ . Once the backpack has been paid through

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

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 visit the district website to determine bus transportation eligibility.
Please refer to CFISD Student Code of Conduct for district policy on bus conduct and procedures.

CAR RIDER
Car riders should be picked up in the front of the building beginning at dismissal - 3:05 p.m.
Students should not be picked up later than 3:30 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 need to update their address, phone number, email address, or remove/add emergency contacts after enrollment should immediately contact the registrar for a Student Demographics Update form for completion. Student Demographic Update forms must be accompanied by a parent/guardian ID and signature. Changes to a student's address must also be accompanied by current proof of residency(Mortgage Statement/ complete lease/VAA), AND a current gas, water, or electricity bill/connection notice).

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. Spillane believes in quality first time instruction and, therefore, protects the first 10 minutes and last 10 minutes of instruction and limits movement during these times to emergencies only during all class periods.

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

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 in the student's backpack when they walk in the building until the dismissal bell or PA system releases students to cars. **Placing the device into silent/vibrate mode and text messaging is not considered turned off.** 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.

FOOD DELIVERIES
Food delivered by a restaurant/delivery service or for another student will not be accepted**.**

HOME ACCESS CENTER
Home Access Center allows parents and students to view student registration, scheduling, attendance, classwork assignments and grade information. For issues with passwords or login issues, please call the Customer Care Center at 281-897-4357

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
We are happy to report that we will have late buses available this school year Monday through Thursday.

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 be calculated 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 or during 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 their parent/legal guardian/supervisory adult specifying the reason for the early release, the student first first and last name, the release time, and the person picking up the student to the attendance office before 7:45 a.m. A person authorized to pick up must come to the front desk to sign out/pick up the student. A picture I.D. must be shown in order to sign out a child. Because of dismissal at 3:05 PM, students must be picked up before 2:45 p.m.

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 3:05 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 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,6A,6B) on your student's lunch when dropping off. Staff are not held responsible for items left on the cart. **Parents will be permitted to drop off food, 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 7th 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 3:05 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 1st 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 1st 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 a personal device without adult permission. Staff members will confiscate any student electronic device being used without adult permission.

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 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.

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

Tutorial sessions will be held Monday through Thursday (3:10 p.m. – 4:15 p.m.).

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 4:15 p.m. each tutorial teacher will escort students to the front entrance to be picked up by their parents. All students staying after school must be picked up no later than 4:25 p.m. Failure to be picked up in a timely manner may result in the student's loss of after school privileges.

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. All students will be issued **one** grade level colored lanyard, plastic sleeve, and ID card free of charge.

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:
6th Grade = Gray
7th grade = Yellow
8th grade = Navy Blue

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 one of the Badge Station Carts. There will be a badge cart located in the dining hall and another at the front entrance. These carts will be available every day from 7:25 to 7:45 AM. The cost of a temporary ID badge sticker is $1.00.

What do I need to know about temporary badge stickers?
The $1.00 fee will be added to the student's School Cash account every day the student receives a temporary badge. These temporary badge stickers 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. A temporary ID badge sticker will be issued, and the cost of the temporary badge will be added to the student's School Cash account. 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.

What if the student ID badge is lost/damaged?
If a student loses their ID or it is damaged, they will need to go to the Badge Station where a new Badge will be printed for them. The Badge Station is open every morning from 7:30 to 7:45 AM. After 7:45 AM, students will need to go to the AP Office and request that a new badge be made. Students will have the replacement cost added to their School Cash account. Please see Replacement Costs below.

What if the student's lanyard or plastic sleeve is lost/damaged?
If a student loses or damages their lanyard or plastic sleeve, they will need to go to the Badge Station where they will receive a replacement. The Badge Station is open every morning from 7:30 to 7:45 AM. After 7:45 AM students will need to go to the AP Office a receive a replacement there. Students will have the replacement cost added to their School Cash account. Please see Replacement Costs below.

Badge Replacement Costs:

- Plastic ID - $3.00
- Lanyard - $1.00
- Plastic Sleeve - $1.00

How do students pay for any replacement item or temporary student ID badge?
Badge fees for students are added to their School Cash account. Parents will receive an email each time a fee is added to their student's account. Spillane Middle School is now a **cashless campus**. SchoolCashOnline is the **only way** to pay for Badge Fees. SchoolCash can be accessed at: https://cypress-fairbanksisd.schoolcashonline.com/

What happens when a student has unpaid Badge Fees?
Students with an unpaid balance 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 are made on SchoolCash Online.

What if a student does not wear an ID badge?
All CFISD students are expected to comply 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 district bus transportation?
Please download the app: My Ride K-12. Parent accounts for last year's CFISD students are still active. However, you will need to relink your student(s) to your account in the app.

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 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