

MEMORIAL  
HIGH SCHOOL

2002 - 2003

TEACHER HANDBOOK

MUSTANG PRIDE:  
A COMMITMENT TO EXCELLENCE

DEFINITE COMMITMENT

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Fellow Educators,

As we begin this school year, let us be aware of the educational philosophy exemplified by the faculty of this fine high school-namely, education is the total of one's experiences both positive and negative. We must seize every opportunity to transform negative experiences into positive learning opportunities. This is the mark of a master teacher. The master teacher also makes his/her classroom attractively stimulating; therefore, creating an attractive place for teaching and learning.

The educational philosophy of Memorial High School is to require each student to realize his fullest potential and develop into a contributing member of society. This mission can only be accomplished when teachers provide the most effective instruction possible. This will provide students with the opportunities to:

- (1) master the academic curriculum, including higher thinking processes;
- (2) develop a sense of responsibility with positive attitudes toward school, self and others; and,
- (3) become a wholesome, social person with a mature mental alertness.

The philosophy has not changed. We must accept our responsibilities and provide meaningful educational experiences for our students.

The spirit of Memorial High School is a source of pride to every member of this school family. We must continually promote this spirit and pride in our students by maintaining discipline and cooperation in a caring environment. This will assure our students the finest educational opportunities we can provide.

Finally, as professional educators, we must accept our responsibilities in a professional manner. We must teach, guide, direct, supervise, stimulate, motivate, or do whatever is necessary to see that each student under our supervision attains success by the end of each grading period. We must make students realize that there are simply too many things of importance happening in the classroom to be preoccupied with disorderly conduct.

Let us work toward the attainment of our goals in an atmosphere of tranquillity, friendliness, harmony and dignity.

Jose Armando Saenz  
Principal

**McALLEN INDEPENDENT SCHOOL DISTRICT  
BOARD OF TRUSTEES  
2002-2003**

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## **McALLEN INDEPENDENT SCHOOL DISTRICT COMMENCEMENT GOALS AND INDICATORS**

### **Have mastery of Essential Academic Skill Including Technology Applications**

- Be proficient in basic skills
- Use resources for research
- Read critically and for enjoyment
- Analyze and interpret graphs, charts and tables
- Think critically and creatively
- Know about social, political, and economic issues

### **Be an Effective Communicator**

- Be proficient in English grammar and vocabulary
- Listen, speak, and write effectively
- Possess people skills
- Plan and present information effectively
- Use appropriate body language
- Be mindful of audience and purpose
- Know how to question and respond with purpose

### **Be a Team Player**

- Be open-minded and flexible
- Know how to reach agreement
- Work collaboratively
- Be a leader
- Be a producer

### **Be a Problem Solver**

- Analyze, synthesize, and interpret information
- Identify problems/plan solutions
- Think critically and creatively
- Be objective
- Be a responsible decision maker

### **Be a Life-Long Learner**

- Keep pace with new technology
- Possess a thirst for knowledge
- Seek continuous personal growth
- Be aware of the world geographically and politically
- Be involved in the community
- Have respect for diversity

### **Have Respect for Self, Others, and The Environment**

- Be aware of global issues
- Show compassion and acceptance of others
- Preserve, conserve, and recycle
- Possess self-worth and esteem
- Conduct oneself ethically

### **Demonstrate Honesty/Integrity**

- Demonstrate self-discipline
- Stand up for personal values
- Show respect for the property of others
- Be truthful and sincere
- Possess a work ethic and responsibility

### **Demonstrate Creative Expression in the Fine Arts**

- Have experienced a performance or production in the visual arts, music, theater arts, or dance
- Understand basic elements in the visual arts, music, theater arts, or dance (i.e., style, line, form)
- Recognize how the fine arts enrich life-long learning
- Have an awareness of genres and cultural/historical perspectives in the fine arts
- Appreciate artistic performance

### **Be Personally Responsible and Accountable**

- Have respect for rules and order
- Be goal and task oriented
- Use organizational skills to plan and produce results
- Show perseverance, self-discipline and commitment
- Possess self-motivation and initiative
- Accept logical consequences

### **Be Committed to Health and Wellness**

- Maintain a wholesome, active lifestyle
- Practice proper nutrition and personal hygiene
- Value self
- Know dangers of tobacco, alcohol and other drug use
- Know how to cope with stress
- Be emotionally sound and confident
- Know how to utilize community resources

### **Be Career Oriented**

- Know career options and have a career plan
- Understand relevance of education to careers
- Possess interviewing skills
- Be aware of technical, personal, and business resources
- Know how to access information and support

MEMORIAL HIGH SCHOOL  
2002-2003  
BELL SCHEDULE

1 <sup>ST</sup> PERIOD	8:15 – 9:05
2 <sup>ND</sup> PERIOD	9:11 – 10:01
ANNOUNCEMENTS	10:01 – 10:08
3 <sup>RD</sup> PERIOD	10:14 – 11:04
<b>4<sup>TH</sup> LUNCH</b> <b>11:49</b>	<b>11:04 –</b>
5 <sup>TH</sup> PERIOD 12:45	11:55 –
4 <sup>TH</sup> PERIOD	11:10 – 12:00
<b>5<sup>TH</sup> LUNCH</b> <b>12:45</b>	<b>12:00 –</b>
6 <sup>TH</sup> PERIOD	12:51 – 1:41
7 <sup>TH</sup> PERIOD	1:47 – 2:37
WHITTLE	2:37 – 2:49
8 <sup>TH</sup> PERIOD	2:55 – 3:45

Tutorials are offered at 7:45-8:05 a.m. and at 3:45-4:05 p.m. daily.

A 7minute period is added to 2<sup>nd</sup> period and a 12-minute period is added to 7<sup>th</sup> period for announcements and whittle, to transport students to other campuses.

Pep Rallies or other activities, which affect the regular teaching schedule, will be announced and printed in our weekly bulletin as they are scheduled.

McALLEN INDEPENDENT SCHOOL DISTRICT  
MEMORIAL HIGH SCHOOL  
PARENTAL INVOLVEMENT WRITTEN POLICY  
2002-2003

Memorial High School will establish a written policy with parents to ensure a supportive partnership that will improve student achievement. This policy will be revised and updated periodically.

WRITTEN POLICY PROCESS:

- Memorial High School, through the Parental Involvement Staff, will invite parents to an orientation meeting where parents will be invited to volunteer in an Ad-Hoc Committee which will review the Title I Program requirements.
- The Ad-Hoc Committee will develop a draft of the written policy input from parents, students and teachers.
- The final written policy, after approved by the majority of parents and/or the site-base committee, will be disseminated to parents.

MEMORIAL HIGH SCHOOL'S WRITTEN POLICY:

Memorial High School, through the Parental Involvement Staff, will convene an annual meeting in the fall for parents to provide them with information about the Title I program requirements. The program goals and budget for the year will be explained. Two parents and an alternate will be elected, selected or invited to volunteer as representatives of Memorial High School at the District Advisory Council Meeting.

MEMORIAL HIGH SCHOOL WILL PROVIDE THE FOLLOWING FOR PARENTS:

- Various orientation and informative meetings for parents throughout the year.
- Timely information about the program's budget, new programs and updates on instructional curriculum.
- Information about parents' rights and about the National Education Goals.
- Information regarding student performance standards, state and local assessments (Memorial TAAS Test results) and methods to monitor students' progress.
- School performance profiles.
- Brainstorming sessions for parent input and timely responses to parents' suggestions.

Memorial High School will provide opportunities for the parents through phone contacts, informative and/or training meetings, and a notice or handout to parents about school programs, events and activities.

MEMORIAL SCHOOL-PARENT COMPACT:

The Memorial High School Parent Compact has been developed jointly between parents and representatives of the school. The purpose of the Compact is to outline how parents, the school staff, and students will share the responsibilities for improved student achievement and to establish the means to build and develop a partnership between the school and parents to help students achieve the State's high standards. A copy of the school-parent compact is attached.

**MEMORIAL HIGH SCHOOL  
PARENTAL INVOLVEMENT PROGRAM  
STUDENT-PARENT-TEACHER COMPACT  
2002-2003**

Memorial High School is committed to the belief that each student can reach his/her highest potential for intellectual emotional and physical growth. To achieve this, a partnership is needed among the parents, students, teachers, and administrators. Together we will create a positive learning environment and agree on the following items:

\_\_\_\_\_  
Mr. Jose Armando Saenz, Principal

**AS A TEACHER, I WILL:**

1. Respect all students.
2. Modify or enhance my instruction in a way that will motivate and encourage my students.
3. Communicate with all students.
4. Contact parents as needed concerning absences, misbehavior, missing assignments, supplies and books.

\_\_\_\_\_  
Teacher's Signature

**AS A STUDENT, I WILL:**

1. Come to class on time prepared to work.
2. Complete all assignments on time.
3. Spend time at home completing assignments and studying regularly.
4. Obey the rules in the discipline handbook.
5. Respect the rights of others, in the Code of Conduct, to learn without disruption and distraction.

\_\_\_\_\_  
Student's Signature

**AS A PARENT, I WILL:**

1. Provide a caring environment including adequate food and rest.
2. Provide a time and place for quiet study.
3. Help my child to meet his/her scholastic responsibilities.

4. Become involved in my child's scholastic activities.
5. Attend my child's parent/teacher conferences.
6. Communicate with my child's teachers and school officials as needed.

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Parent's Signature

## MEMORIAL HIGH SCHOOL

This campus at 101 East Hackberry originally housed all freshman students in McAllen and was named Brown Junior High School in honor of Dorothea Brown, a retired McAllen educator. The school opened in November 1975. Mr. Ramiro Zapata was the first principal of Brown Junior High School and remained to become the first principal of Memorial High School.

Memorial High School opened its doors in August of 1980 with an enrollment of approximately 1,500 students in the 9th, 10th, and 11th grades. In 1981 the school operated with all four high school grades, graduating 435 students on May 23, 1982.

This campus also houses the Special Development Center, Language Development Center for recent immigrants, and the Regional School for the Deaf with deaf students self-contained in some classes and mainstreamed whenever possible.

The school's enrollment is currently about 2,000 students. Mr. Jose Armando Saenz is the principal and there are four assistant principals and one dean of instruction.

## MUSTANG FACTS

Built – 1975

Site - East Section of McAllen, on Hackberry Street between Rowe Blvd  
(Second Street) and McColl Road

Original Permanent Building Capacity - 2, 150

Present Enrollment, Grades 9th - 12th - approximately 2,000

Ethnic Breakdown of Students -	Black	-	1%
	Anglo	-	23%
	Hispanic	-	75%
	Asian	-	1%

Permanent Classrooms - 115

Temporary Classrooms - 03 Portables

Gymnasiums - 02

Cafeteria Capacity - 700

Auditorium Capacity - - 520

Parking, Faculty - 227

Parking, Students - 395

Buses - 20

Staff - 164 Home-Based Teachers

6 Itinerant Teachers

6 Academic Counselors

6 Specialty Counselors

4 Assistant Principals

1 Dean of Instruction

1 Special Ed Supervisor/Coordinator

1 Special Ed Diagnostician  
1 Athletic Coordinator  
1 Technology Specialist  
24 Clerical Staff  
27 Classroom Aides  
16 Custodians  
16 Food Service  
4 Police Officers  
2 Librarians  
2 Nurses

### **MISSION AND PHILOSOPHY OF McALLEN I.S.D.**

The Texas Legislature has mandated that “a primary purpose of public school curriculum in Texas shall be to prepare thoughtful, active citizens who understand the importance of patriotism and can function productively in a free enterprise society with appreciation for the basic democratic values of our state and national heritage.”

Staff, students, and parents will constantly strive for excellence in the instructional program and the conditions that support it, including:

- effective teaching that engages students’ interest
- a climate that fosters high expectations, professional pride, high morale, and involvement of teachers
- a high quality work life for students and teachers
- clean and appropriate physical facilities
- parents’ involvement and support of their children’s schoolwork.

## **CAMPUS MISSION**

Our mission at Memorial High School is to provide a safe and academically challenging environment that fits the individual needs of all students. With the cooperative support of the home, the students, the educators, and the community, Memorial High School will produce positive, successful citizens prepared for the 21st century.

## **OBJECTIVES**

The main objectives for the 2002-2003 school year were developed through the involvement of the campus improvement team, administrators, and parents. It is the goal of Memorial High School staff to work as a team to accomplish the following objectives:

1. Develop appropriate Staff Development in the area of curriculum revision, vertical alignment and the infusion of Tech Prep and technology including C.P.O.C. goals (mentor/content mastery).
2. The attendance rate will be maintained at or above 95%.
3. The success rate will be at or above 80%.
4. The total performance in mathematics, language arts, social studies and science will be at or above the state average on the TAAS.
5. The school will support active parent/school groups that involve many parents.
6. Teachers and administrators will communicate school-wide policies and enforce classroom rules consistently.

## **DESIRABLE PERSONAL QUALIFICATIONS FOR TEACHER**

The teacher is a team player.

The teacher strives for improvement through positive participation in continuous professional growth activities.

The teacher willingly assumes school responsibilities outside of the classroom.

The teacher effectively reports pupil progress to parents.

The teacher gives prompt, accurate attention to records, reports, and materials.

The teacher dresses in a professional manner, which is readily distinguishable from students.

The teacher shows respect for his/her pupils.

The teacher maintains a classroom learning environment that maximizes the educational progress of all students assigned to the class.

**PRINCIPAL'S ASSIGNMENTS**  
TEACHER SUPERVISOR & PRINCIPAL OF:

**MRS. JONES**

Student Management: **9<sup>th</sup> – 12<sup>th</sup>: Pf – Z**

Discipline Orientation Coordinator

Student I.D.'s

Lockers

Discipline Management System

Fire Drills

Graduation Preparations

Extracurricular Activities

Appraiser

Attendance Committee

LPAC

Approval of KMAC videos/Approval of P.A. Announcements

Bus Transportation Contact Person dealing with discipline

No Siesta Fiesta

\*Other assignments designated by principals

**MR. RODRIGUEZ**

Student Management: **9<sup>th</sup> – 12<sup>th</sup>: Go - Pe**

Appraiser

Extracurricular Activities

Substitutes/Faculty Absences

Discipline Management System

Approval of KMAC videos/Approval of P.A. Announcements

Attendance Committee

Textbooks

Crisis Intervention Coordinator

Not Clear Procedures

Police Officer Coordinator

LPAC

Safety Contact Person (Workman's Comp)

\*Other assignments designated by principal

**MR. SAENZ**

\*\*\*

**MR. STOUT**

Student Management: 9<sup>th</sup> – 12<sup>th</sup>: A - Gn

Discipline Management System

Field trips/Bus Requests

School Activities Calendar

A/C Requests

Fundraisers

Approve Posters/Banners

Title Nine Coordinator

Appraiser

Approval of KMAC videos/Approval of P.A. Announcements

LPAC

Duty Assignments for Morning/Lunch for Teachers/Extracurricular for Administrators

Custodians

Extracurricular Activities

Maintenance/Building/Keys

Attendance Committee

\*Other assignments designated by principal

**MRS. LARSON**

Tutorial Program

504 Coordinator

Title Nine Coordinator

Appraiser

Testing Coordinator

Time Equivalency

Concurrent Enrollment Coordinator

Staffing Committee Coordinator

LPAC Coordinator

Mentors

Instructional Program Coordinator

Inservice Coordinator

Campus Plan Coordinator

Department Heads Meeting Coordinator

Extracurricular Activities

U.I.L. Eligibility

\*Other assignments designated by principal

**MRS. VELA**

Computer Scheduling

End of Year Checkout

U.I.L. Eligibility

Open House Coordinator Fall/Spring

Exemption Policy

Registration/Preregistration

PEIMS Coordinator  
Room Assignments  
Grade Reporting/Progress Reports  
Appraiser  
Parental Days  
Attendance Coordinator  
Extracurricular Activities  
\*Other assignments designated by principal

**MRS. GILDA ALANIZ**  
Section 504 Coordinator  
Appraiser  
Extracurricular Activities  
Special Ed. Attendance Committee Coordinator  
\*Other assignments designated by principal

\*\*\*Mr. Saenz, Principal, oversees all above assignments and others herein not included.

#### **APPROVAL BY PRINCIPAL**

It is necessary for the principal to approve the following:  
Activities both in school and away from school  
Grade changes after grades have been recorded  
Any equipment moved from the building  
Professional school leaves  
Personal Leave Days

#### **APPROVAL BY ASSISTANT PRINCIPAL**

It is necessary for an assistant principal to approve the following:  
Announcements for P.A. System – any assistant principal

Visitors in building (**All visitors must receive written permission from the office to visit**) – Mr. Stout

Work permits granted to a student - Early Release – Mrs. Larson

Re-entry of a suspended student - all discipline assistants

Student leaving building – all discipline assistants

### DUTY ASSIGNMENTS

This section contains assignments for the morning and afternoon duty stations for both semesters. Teachers will be serving duty a maximum of four times all year for one week at a time.

Each duty station is listed by number, location and a brief statement of procedure at that station. Please locate your station on the campus map provided on the preceding page.

#### MORNING (7:35 - 8:05) AND AFTERNOON (3:45 - 4:15) DUTY STATIONS

1. Bus Zone  
East Side  
(a.m.) Supervise unloading of buses before school. No one enters building on this side **until 8:05 when the first bell rings.**
2. New Cafeteria Supervise cafeteria before school. Students may study in the new cafeteria, but they are not to take food into this area.
3. Cafeteria Supervise cafeteria during breakfast. Students are not to go through double doors beside counselors' office. A police officer will always be in the cafeteria area each morning.
4. Teachers' Entrance  
Northwest Open the northwest exit door for teachers. Students are not to enter this door until 8:05a.m.
5. Teachers' Entrance  
Northeast Open the northeast exit door for teachers. Students are not to enter this door until 8:05a.m.

6. New Wing Hallway Supervise the halls to deter vandalism/inappropriate behavior.
7. South Entrance (a.m.) Supervise students where parents are dropping them off before school.
8. Science Area Supervise students from front of room 7 to room 26 (inside hall). Students may not enter any of these **DOORS UNTIL BELL RINGS.**
- 9/10. Bus Zone East Side (p.m.) Supervise loading of buses in bus loading zone after school. A principal will be assisting you.

Please arrange your tutoring schedule around the weeks you have this duty. Any questions concerning duty may be directed to Mr. Stout.

## TELEPHONES

Several telephones have been placed, for teacher's personal use, in the teacher's lounge/work areas. **Please do not use the phones in the main office, unless it is an emergency.** Long distance calls should not be made from school phones. Long distance phone calls for school business must be reported to the principal's secretary, **Lupita Gomez**. Appropriate forms must be completed to facilitate record keeping.

## TEACHER NOTICES (ANNOUNCEMENTS)

Notices may be posted in the teacher's lounge, distributed in the forms of memos, and/or read over the intercom. Any assistant principal may approve daily intercom announcements no later than 8:25 a.m. Announcements are made at the end of second period. Check the bulletin board in the teacher's lounge first thing in the morning and before leaving in the afternoon. A bulletin providing the calendar for the following week will be made available to all personnel at the end of the day each Friday. From time to time, a notice will require your initials.

## VISITORS

Parents, visitors, solicitors or salesmen must clear through the office with **Mr. Stout**. Conferences with a parent in regard to a student should be held in private during your conference period or after school, never during class time. If the conference is apt to develop into difficulties, arrange to have a principal or counselor present.

## **TEACHER WORKDAY**

Although teachers do not sign in or out, it is expected that teachers will comply with the following work hours as determined by tutorials:

(7:45 a.m. - 3:45 p.m.) or (8:00 a.m. - 4:00 p.m.)

Teachers should be in the building by 7:55 a.m. and should be available after school until at least 3:55 p.m. Teachers that have morning duty must report to campus by 7:35 a.m.

## **CUSTODIAL STAFF**

All work requiring the use of the custodians is to be requested through the office with **Mr. Stout**. With a faculty of this size, it is necessary to schedule the workload with preference for the immediate need. The load becomes extremely heavy, especially during the opening and closing of the school year. Emergency situations will, of course, receive immediate attention. Work request forms are available in the custodian's mailbox. Please make all requests in writing.

## **END OF YEAR CHECK-OUT**

All staff members will receive a checkout form the last week of school from **Mrs. Larson**. This will provide specific instructions on returning materials to the office. You will need to return curriculum guides, grade books, and copies of exams with answer keys, and discipline management information as well as your room keys.

## **INSTRUCTION LESSON PLANS**

Effective lesson planning requires consideration of goals and objectives, appropriate selection of subject matter, and teaching techniques, planning of activities, and the preparation of tests. Plans must be in sufficient detail to enable a substitute to carry on your work. Give page numbers, lesson topics, materials needed, and a brief description for each lesson. A syllabus will be prepared by each teacher and filed in the assistant principals secretary's office. When activities gained from staff development sessions are used in a lesson, they should be noted in your lesson plans.

Lesson plans are kept in the special lesson plan book and, (if a teacher is new to Memorial High School), are due to the department head every Thursday by 4:15 p.m. All other teachers will turn in lesson plan books to their department chairperson at the end of the **first 3 weeks of each six weeks grading period**. Teacher supervisors will receive your lesson plans at the end of each 6 weeks period. The success of your substitute during your absence will depend on your lesson plans. Plans will be part of our substitute folder mentioned later.

## **GRADEBOOK**

The teacher's gradebook is the ultimate determination of attendance and grades. It is important that accurate records be maintained at all times. We expect teachers to include ID #'s by their student's names, and to include an explanation of the formula or system used for calculating grades. This becomes particularly important when parents and students question a grade during the summer months.

Throughout the year, administrators will be requesting to see your gradebooks during walk-throughs and formal observations.

**Remember student attendance must be kept in the grade book.**

**\*NOTE: ALL TEACHERS WILL USE MAKING THE GRADE (COMPUTER GRADE BOOK)**

## **PROGRESS REPORTS**

Teachers must notify parents via progress reports of student academic progress at the end of the first three weeks of each six weeks grading period. It is imperative that parents be made aware of substandard work midway throughout each six weeks in order to provide them opportunity to encourage a greater effort on the part of their children. Subsequent phone and/or in-person communication by the teacher allows for reinforcement of student behavior as well as offers a forum to help bring about identified, desired changes in student behavior. **Teachers should keep information data sheets on all students especially work numbers where parents can be reached.**

## **ELIGIBILITY**

### **Can a student's grade be changed for eligibility?**

After a failing grade has been recorded, the situations in which a student's grade may be changed to passing and eligibility restored are only as follows: (a) a mechanical error occurred in averaging or recording the original grade; or (b) the teacher's grading procedure violated either local policy, state law, or SBOE rule and the student would have received a passing grade if the correct procedure had been followed.

Extra credit work or work (including re-test) turned in after the grading period or evaluation has ended may not be considered when determining a student's eligibility for extracurricular activities except in the case of an "Incomplete" grade discussed above.

According to Section 21 (e), the superintendent of a member school district shall provide the district executive committee with full disclosure when a student's grade, given by a teacher, is modified by an administrator in such a manner that affects UIL eligibility.

### **Under what conditions may a student receive an incomplete grade and how does it affect eligibility?**

A student with an "Incomplete" grade is ineligible at the end of the seven-day grace period unless the "Incomplete" was replaced with a passing grade prior to the end of the seven-day

grace period. Students with an “Incomplete” grade either within or beyond the end of the seven-day grace period may regain eligibility if the work is made up in accordance with district policy in regard to time allowed for make-up work and the conditions under which make-up work are allowed.

### **STUDENT PROGRESS REQUESTS**

It is extremely important that requests for reports of individual student progress originating in either the principals’ offices or counselors’ offices be turned in as soon as possible. Information obtained from these reports is necessary in order to meet deadlines or for processing students and your cooperation in the prompt completion of these reports is greatly appreciated. The parents may obtain any information provided.

### **GRADE AVERAGE SYSTEM**

Numerical grade range and corresponding letter grades:

90 - 100	A
80 - 89	B
75 - 79	C
70 - 74	D
BELOW 70	F



## **CLASSROOM OBSERVATIONS**

Members of the administrative staff throughout the year will make classroom observations. Teachers should be concerned with addressing the essential elements of instruction and the delivery of effective instruction to all students. It will not be necessary to interrupt class sessions for introductions. Teachers will discuss this visit with the administrative staff member. Suggestions or recommendations considered important will be made in a conference with the administrator.

## **FACULTY ABSENCES**

When it is necessary for a faculty member to be absent for any reason, the call-in system must be notified not later than 6:30 a.m. on the day of the absence but preferably as early as possible. It is imperative that teachers notify the system before 6:30 a.m. To request a substitute call, dial 632-8480 and follow the verbal directions and make sure that a job number is enumerated at the end of the call.

**Mr. Rodriguez**

**782-9755**

## LESSON PLANS FOR SUBSTITUTES

Good lesson plans written by the regular teacher are essential. If you know the sub's name ahead of time, a telephone conversation with him/her in addition to leaving explicit written plans is desirable. A teacher must be conscientious about helping substitutes since the subs are at a disadvantage at best. Public relations are improved by good teaching whether it be by the regular teacher or by a substitute.

Under no circumstances should a substitute be expected to teach a class without detailed lesson plans. It is the regular teacher's responsibility to provide such plans.

All the teachers for the purpose of communicating information for both the sub and the teacher will prepare substitute folders. Generic lesson plans are part of the folder for those emergency days when a teacher needs to be absent at the last minute. Feedback information for both the sub and teacher is available through the use of appropriate forms. A copy of these forms is included in this folder.

If a teacher is not ready to return to work on the day following an absence, the teacher must notify both the attendance system and the secretary in charge of substitutes no later than 2:30 p.m. Absent teachers should keep the principal informed as to the expected length of leave or absence. For information specific for substitutes, contact:

Mrs. Isela Chamberlain  
Assistant Principal's Secretary

632-5207

McALLEN MEMORIAL HIGH SCHOOL  
SUBSTITUTE TEACHER FEEDBACK

Substitute \_\_\_\_\_

The substitute folder package is prepared for you with the basic purpose of giving you information about conducting class in the absence of the contracted teacher. The lesson plans and key may or may not be included in this packet.

In addition, we would like some feedback from you.

We hope that you and the students will have a profitable learning experience that will contribute to a continued learning program in each class. Sometimes student control rears itself as a problem. Setting up immediate guidelines will generally resolve most student control problems. Problems that cannot be handled by the substitute should be referred to the administration, or assistance should be immediately requested.

Upon referral of a student, a discipline referral form should be written stating the facts of the incident leading to the referral. This referral form should be sent either with the student or shortly thereafter.

Please complete the rest of this form and return it and the substitute teacher folder, keys, etc., when checking out with the secretary at the end of the teaching day.

1. Were lesson plans provided? Yes \_\_\_\_\_ No \_\_\_\_\_
2. Circle the item which most nearly describes the lesson plans:  
Specific                      General                      None
3. Circle the item which most clearly describes the lesson plans:  
Adequate              Less than adequate              Poor              None
4. Circle the item which most clearly describes the organization of the room and the availability of Needed items such as grade book, text, seating chart and attendance forms, etc.:  
Adequate              Less than adequate              Poor              None
5. Circle the item which most clearly describes the classes today:  
Excellent Very good              Good              Fair              Disastrous
6. Circle the item which most clearly describes the lesson plan for the day:  
Completed fully              Partially completed              Not followed
7. Positive comments about various classes or students:(use back of page for additional comments)

8. Negative comments about various classes or students:(use back of page for additional comments)

9. Suggestions or additional comments: (use back of page for additional comments)

\_\_\_\_\_  
Substitute Teacher

\_\_\_\_\_  
Date

\_\_\_\_\_  
Contracted Teacher

McALLEN MEMORIAL HIGH SCHOOL  
CONTRACTED TEACHER FEEDBACK ON SUBSTITUTES

\_\_\_\_\_  
CONTRACTED TEACHER

Whenever a substitute teacher takes your class, we are hoping that in your absence there will be a continuation of the learning program in each class. In order to improve the situation, we ask that you complete the form at the conclusion of the day of your return and leave it with Mrs. Margaret De Leon who is located in the assistant principals office. **THIS FORM, HOWEVER, SHOULD BE COMPLETED ONLY WHEN YOU FEEL IT IS NECESSARY TO DO SO.**

Please circle the appropriate:

1. My lesson plans were:

Specific                      General                      None

2. The organization of my room and the availability of items for necessary administrative duties, such as grade book, lesson plans, text, seating chart, attendance forms, etc., are:

Adequate                      Less than adequate                      Poor                      None

3. In my absence, the classes were:

Excellent                      Very good                      Fair                      Poor

4. Lesson plans were:

Completed fully                      Partially completed                      Not followed

5. I recommend the following for my substitute:

Return                      Not return

6. Positive comments about various classes or students (use back of page for additional comments):
  
7. Negative comments about various classes or students (use back of page for additional comments)
  
8. Suggestions or additional comments (use back of page for additional comments):

---

Contracted Teacher

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Date

---

Substitute Teacher

WORKERS' COMPENSATION GUIDELINES  
 EMPLOYEE BENEFITS OFFICE  
 McALLEN I.S.D. – ADMINISTRATION OFFICE  
 2000 N. 23<sup>RD</sup> STREET  
 McALLEN, TEXAS 78501  
 (956) 618-6007

**IN THE EVENT OF A WORK RELATED ACCIDENT, INJURY, OR ILLNESS**

1. **EMPLOYEE**
  - A. Report to school nurse to obtain necessary first aid and evaluation for need of further medical attention
  - B. Report incident to Safety Contact Person (**Mr. Rodriguez**) or Principal within 24 hours
  - C. Complete Employee's Report of Accident and turn in to Safety Contact Person
  - D. Go by Employee Benefits Office at the Administration Building to be provided with Medical Authorization Form if going to the doctor
  
2. **SAFETY CONTACT PERSON (MR. RODRIGUEZ)**
  - A. Complete TWCC First Report of Injury (E-1) and send to Employee Benefits Office within 24 hours of the injury/accident
  - B. Complete Report of Accident or Incident and turn in to Employee Benefits Office with TWCC First Report of Injury
  - C. If the employee is seriously hurt or hospitalized, call the Employee Benefits Office immediately at 618-6007
  
3. **EMPLOYEE**
  - A. In the event of a time loss accident/injury, the employee should inform the

Employee Benefits Office when he/she returns to work

1. **Employees may not return to work unless they have a Signed release from the attending physician that states The employee can return to work without any restrictions.**
  - B. Provide Employee Benefits Office with physician's statement and/or medical bills within 72 hours following treatment
4. **EMPLOYEE BENEFITS OFFICE**
- A. Report to TWCC Austin, Texas in the event employee is absent more than one day or has filed a medical claim
  - B. Report to insurance carrier
  - C. Mail copy of accident report to employee
  - D. Distribution of additional medical and/or therapy treatment forms to insurance carrier
  - E. Follow up with employee during recuperative period

## **TEXTBOOKS 2002-2003**

The teacher will distribute most textbooks to the students in class. Teachers are required to maintain the "Textbook Distribution Form" as a precautionary measure during the textbook distribution/collection process.

Procedure to follow during the first week of school:

1. **Record** the student's assigned textbook number on the "Textbook Distribution Form." This report is completed each fall and spring semester. Information recorded must be legible and correct.
2. **Discuss** the proper care of bar-coded textbooks with your students. The bar code is located on the inside front cover of each textbook. Students are required to protect and maintain the readability of the bar-codes. Removal or damage to the

bar codes will result in the assessment of a monetary fine to the student. Upon changing a class the textbook must be picked up by the teacher, the same applies to withdrawals from school.

3. **Assure the following information is accurately recorded on the Textbook Rosters. All data must be legible.**

<b>Issued To</b>	Student's complete name and ID#
<b>Year Used</b>	2002-2003
<b>**Condition</b>	Indicate the condition of the book (if book is in really poor condition, do not issue the book)
<b>Teacher</b>	Include <b>Teacher's initials</b> next to the condition of every textbook.

**Note: This information is necessary for the prompt and accurate return of lost textbooks.**

4. **Students are encouraged to keep all textbooks covered.**  
Additional book covers are located in the textbook room. Students are also encouraged to write their name in the book in the designated area.
5. Send a completed copy of the "Textbook Distribution Form" to Mrs. Sonia Tobola, assistant principal's clerk, by the **end of the second week of each semester.** The original copy of this form is part of the end of the year final check-out. **Keep up-to-date records** by recording changes (i.e. schedule changes, withdrawals from school) immediately on the original "Textbook Distribution Form" during the school year and submit those changes to Mrs. Sonia Tobola. Any extra textbooks must be returned to the textbook room, see Mrs. Tobola.

## **TEXTBOOK MANUALS & ANCILLARY MATERIALS**

Teacher editions and ancillary materials will be part of the classroom inventory. These materials are considered state property and not a teacher's personal property. Teachers may keep them in their classroom or return them to the department heads.

### **STUDENT LOCKERS**

Students are encouraged to use a strong combination or key lock on their assigned locker only. Lockers should be kept locked at all times. Please discourage students from placing valuables in their locker since break-ins do occur. Students are to keep their lockers clean and free from items other than schoolbooks and articles used in connection with the school program. **Students are not to share lockers with friends and must use the locker assigned.**

All lost items should be reported to the office. Items found on campus should be returned to the lost and found center in the main office area.

The principals reserve the right to break a lock and open a locker at anytime to inspect the contents when a reasonable cause exists.

### **HALL SUPERVISION**

It is an important part of each teacher's responsibilities to help control the activities of students in the halls of the school as well as in the classrooms. In an effort to determine that each teacher does his/her part in hall traffic control, the following regulations are to be followed:

**Teachers are expected to be in the hall near their classroom door during the "passing" time between each of your consecutive class periods and prior to and following conference periods.**

If a “floating” teacher uses a classroom, the teacher using the room the previous period is expected to be in the hall near the room until the next teacher reports.

First period class teachers are expected to be in the hall near their classrooms when the bell rings to permit students to enter the building.

After school (end of 8th period), teachers should supervise the hall until the corridor near the classroom is cleared of all students. If one needs to confer with a student, a parent, or a fellow teacher, or if an individual wants to have a discussion, that person should wait with the teacher until hall supervision is completed.

Hall duty teachers shall not permit students to remain in a room without a teacher present. Students shall not roam the hallways during the morning, at noon, or after school. Teachers will serve hall and grounds duty at regular intervals and will be assigned specific locations and times. In every instance, teachers must be consistent in enforcing the rules.

### **FIELD TRIP PROCEDURES**

Sponsors of field trips or other away-from-school activities should follow these procedures:

1. The activity must have advance approval by Mr. Stout and his signature must appear on the printed list of participating students. You can pick up field trip request and district transportation forms from Ms. Isela Chamberlain.
2. A list of students who will miss class must be typewritten and alphabetized, and include the student number and grade level beside each student’s name.

3. The list must include the date(s) and the periods that students will miss as well as a brief explanation of the activity requiring the student to miss class.
4. All students must be in compliance with eligibility requirements in order to participate in any extra curricular activities.
5. The list must be placed in the faculty mailboxes at least one day prior to the date that students are to miss class. Two copies of the list **MUST BE GIVEN TO THE**

**ATTENDANCE OFFICE.**

6. Sponsors of athletic teams or performing groups which will be out of class on numerous occasions may publish a one-time per semester list for distribution. However, sponsors of these groups are obligated to provide each teacher with a reminder notice each time that the group is to miss class. These reminders should be provided according to instructions included above. Sponsors are responsible for ensuring that all students listed are eligible to participate.
7. Teachers sponsoring field trips or other events should check roll carefully to see that all participants are present and accounted for. A student's classroom teacher should be notified as soon as possible by the sponsoring teacher if a student does not appear for the field trip or activity. In this case, the student should be counted absent. The attendance office must also be notified by the event sponsor of students who were absent.
8. All students must be in compliance with eligibility requirements (stated p. 18) in order to participate in any extra curricular activities.
9. Students who have cut classes, been truant from school, been assigned to the On-Campus Supervision Center, or been suspended from school are not eligible to attend any away-from-school activities on the day of the infraction or supervision.

10. Should a school-related absence cause a student to miss an examination or classroom activity that has to be made up, the test or make-up work must be done at a time scheduled by the teacher but within five (5) school days following the school-related absence. Students must not expect to make up work during class time. If a student has a problem getting to school early or staying after school to make up work missed, he/she should avoid missing classroom activities that need to be made up before or after school hours.
  
11. Each classroom teacher has an obligation to see that students do not miss class so many times that student progress is seriously impeded. If a teacher feels that this is the case, he/she should notify the sponsoring teacher that the student will be asked to remain in class rather than participate in another scheduled activity. Close communication and cooperation among teachers is strongly encouraged in these cases.
  
12. The 10-day rule for extracurricular and curricular activities must be adhered to by all teachers and sponsors of teams or groups.

Dear Parents:

A school-sponsored trip is being planned, and the details are indicated below. We are requesting consent for your child to participate. We are also requesting that you authorize the advisor(s) of the activity to secure emergency medical attention, on your behalf, for your child if it is thought to be necessary and to release the school district and those in charge from responsibility for accidents.

Date(s): \_\_\_\_\_

Departing Date & Time: \_\_\_\_\_ at \_\_\_\_\_ From \_\_\_\_\_

Returning Date & Time: \_\_\_\_\_ at \_\_\_\_\_ From \_\_\_\_\_

Destination: \_\_\_\_\_

Purpose: \_\_\_\_\_

Transportation: \_\_\_\_\_

Advisor: \_\_\_\_\_

Comments: \_\_\_\_\_

\_\_\_\_\_  
Principal's and/or Advisor's Signature

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**CONSENT**

My son/daughter, \_\_\_\_\_, has my permission to participate in the above activity. We further authorize the advisor(s) to obtain emergency medical attention on our behalf, for our child, if it is deemed necessary. It is further agreed that McAllen Independent School District, its trustees, employees and agents are hereby released from any liability for any damages that our child might sustain resulting from the above activity.

\_\_\_\_\_  
Student signature

\_\_\_\_\_  
Parent/Guardian signature

\_\_\_\_\_  
Emergency Telephone Number

\_\_\_\_\_  
Insurance company & policy number

**FIELD TRIP REQUEST**

DATE(S) OF TRIP \_\_\_\_\_

DEPARTING DATE \_\_\_\_\_ AT \_\_\_\_\_ FROM \_\_\_\_\_

RETURNING DATE \_\_\_\_\_ AT \_\_\_\_\_ FROM \_\_\_\_\_

RELEVANCY TO SUBJECT MATTER \_\_\_\_\_

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\_\_\_\_\_ BUDGETARY CONCERN (DEPT. CHAIRPERSON'S INITIALS)

\_\_\_\_\_ DISTRICT TRANSPORTATION (CIRCLE ONE: YES NO)  
(IF NEEDED MISS CHAMBERLAIN WILL ISSUE A BUS  
REQUEST FORM).

\_\_\_\_\_ SCHOOL ENTRANCE KEY (CIRCLE ONE: YES NO)  
(IF NEEDED, SEE MR. GARY STOUT)

\_\_\_\_\_ POLICE OFFICER (CIRCLE ONE: YES NO)  
(IF NEEDED, SEE MR. RODRIGUEZ)

APPROVED \_\_\_\_\_ DEPARTMENT CHAIRPERSON'S SIGNATURE

APPROVED \_\_\_\_\_ GARY STOUT

**\*\*PLEASE NOTE THAT BEFORE THE EVENT IS SCHEDULED ON MR.  
STOUT'S CALENDAR, THE COMPLETED FORM MUST BE RETURNED TO  
MS. ISELA CHAMBERLAIN.**

## CONFERENCE PERIOD

Each teacher has two scheduled conference periods each day. This is a time for lesson planning, paper grading, and materials' preparation as well as a time when teachers will be available for conferences with parents, counselors, principals, etc. **IF YOU NEED TO LEAVE THE SCHOOL DURING YOUR CONFERENCE OR LUNCH PERIOD, YOU MUST SIGN OUT IN THE FRONT OFFICE WITH MS. YOLI IBARRA.**

## TOBACCO USE POLICY

McAllen I.S.D. School Board policy **prohibits** the use of tobacco on campus. Subsequently, no areas have been designated for that purpose.

## WHITTLE SYSTEM

In order to enhance education and keep students informed of and involved in the daily challenges that they face, goals for the future, and the tools needed to meet those goals, Memorial High School will be airing Channel One daily. Social Studies teachers may also utilize Channel One at the beginning of each class period in order to supplement and enhance the current events segment of their lesson. Channel One is the core element of the Whittle Educational Network. It will offer a 12-minute daily news-and-information program (two minutes of which contain commercial advertising) carefully designed to make news relevant to the concerns and studies of teenagers. It offers students a regular opportunity to digest the events of the day and to connect the significance of those events to their own lives.

**DEPARTMENT HEADS  
2002-2003**

BUSINESS

MRS. ANA TORRES

CAREER & TECHNOLOGY/  
HOME EC DEPARTMENTS

BARRY HEYL

COUNSELING

MRS. PATRICIA COWLEY

FINE ARTS        /MUSIC

MS. KELSEY MARTIN

FOREIGN LANGUAGE

MRS. FLOR SALINAS

LANGUAGE ARTS

MS. CAROL ANNE CALAHAN

MATHEMATICS

MS. CYNTHIA MILLS

MUSIC

MR. ERIC DONALSON

PHYSICAL EDUCATION

MS. ROXANNE BALDUCCI

SCIENCE

MR. TIM BAUS

SOCIAL STUDIES

MR. MANUEL GOMEZ

## **DEPARTMENT HEADS' RESPONSIBILITIES**

The role of our department heads is crucial to the effectiveness of their individual departments and of our school. Department heads forge a consensus of needs and goals that oversee the implementation and evaluation of these at the most important level – the classroom. It is necessary, therefore, to outline these and other responsibilities, which together go hand in hand in accomplishing the best we can offer at Memorial High School.

### **A DEPARTMENT HEAD WILL:**

15. Conduct demonstration lessons for teachers of the department and review their lesson plan.
15. Develop and implement inservice training programs for members of the department.
15. Make available current research literature.
15. Supervise media campaign to promote departmental activities and accomplishments.
15. Provide leadership in the selection of textbooks and other instructional materials.
15. Call attention to new ideas and developments within the field.
15. Exercise leadership in the development of departmental course objectives, syllabi, and subject matter as well as in the development of total school curriculum.
15. Preside at departmental meetings.
15. Orient new teachers into the system.
15. Evaluate the achievement and activities of the department.
15. Attend conferences, convention, seminars, etc.
15. Work with teachers in improving their procedures for student evaluation upon request.
15. Submit budget for the department including supplies and equipment.
15. Work cooperatively with administration and faculty.
15. Supervise the implementation of directives given to department members.

## **DEPARTMENTAL MEETINGS**

Meetings will be scheduled throughout the school year to consider departmental needs, objectives and goals and to disseminate information of interest to your department. Department heads will be responsible for arranging periodic meetings of their departments as necessary and appropriate.

## DEPARTMENTAL MEETING REPORT

SCHOOL \_\_\_\_\_ DATE \_\_\_\_\_

DEPARTMENT \_\_\_\_\_ SIX WEEKS \_\_\_\_\_

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1. ITEMS:

2. RECOMMENDATIONS:

3. SPECIAL ACTIVITIES:

4. MISCELLANEOUS:

5. PRESENT:

ABSENT:

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**CHAIRPERSON**

**COUNSELORS**

There are twelve guidance counselors. Students are invited to see their counselor before and after school, or during their lunch period. Students wishing to see a counselor during these times should get a corridor pass from the guidance office and show it to security personnel when asked. No student is to be sent to the counselor's office unless a pass has been sent for the student or the teacher determines that student need warrants immediate attention.

The school personnel in working collect information in the counseling offices for use with students. The office houses student folders containing the permanent records, progress reports, and results of standardized tests. Staff may review the contents of the folders with the counselors.

The following services are available in the guidance office:

- Post secondary information (colleges and universities, technical schools, etc.)
- SAT, ACT, and TASP registration materials
- Financial aid and scholarship information
- Vocational/Career information
- Personal guidance
- Academic guidance
- Interpretation of test results

**ASSIGNMENT**

<b>COUNSELOR</b>	<b>9 - 12</b>	<b>ASSISTANT PRINCIPAL</b>	
Susan Jones	A - CI	Gary Stout	A - Gn
Primitivo Gonzalez	Co-Ga		
Suzanne Solis	Ge-Gn		
Suzanne Solis	Gn-Li	Juan Rodriguez Go - Pe	

Letty Elizondo	Lo-O		
Graciela Valdez	P -Pe		
Gracie Valdez	Pf-Sal	Diana Vela	Pf - Z
Debbie Pace	Sam-Z		

Head Counselor – Trisha Cowley

Oversees all programs

Awards Assembly

Scholarship Applications

Parent/Teacher Conferences

Rosie Espinoza

Linda Prieto

Monica Williams

Irene Neve

Aida Lopez

Betty Arredondo

Clara Cardenas

M.A.S.T. Counselor

Migrant Counselor (Part-time only) (Non-academic issues only)

Gear Up Counselor

Special Education Counselor

Special Development Center Counselor

Career & Technology Counselor

RSD Counselor

### COUNSELOR CONFERENCE PASS

The Counselor Conference Pass will be utilized as a corridor pass, which will be distributed by the counseling department when a student needs to be sent to the counselor’s office. If students need to see their counselor, they should come by the guidance office before or after school and fill out a “**Note to Counselor**” form. Their counselor will contact them as soon as possible.

## LIBRARY

Mrs. Carolyn Ennis and Ms. Kerry Zavaleta are the administrators of the library. They will act as resource persons to students and teachers needing information from the library and will maintain a collection of books and audio-visual materials suitable for students and faculty at Memorial High School. Lesson sheets for hands-on use of the library and classroom book sets are housed in the library for check out. Five computers are available for teacher and student use.

The library is open from 7:45 a.m. until 4:15 p.m. every school day with passes required from students during class times and lunch periods. No pass is needed before school or after school. Food, drinks, and chewing gum are not allowed in the library. A list of library rules and procedures for students is available upon request.

Teachers may arrange times for classes to use the library by signing the schedule book in the library. If more than half of the class is in the library, it is considered to be the whole class, and the teacher should be present. **IT IS NOT APPROPRIATE TO HAVE SUBSTITUTES BRING CLASSES TO THE LIBRARY** (control of the class is very difficult in a larger area with other classes present, and the substitute does not know the students). Three classes can be accommodated at one time. Library orientation and requested presentations may be scheduled at the request of the teacher.

## **AUDIO-VISUAL MATERIALS AND EQUIPMENT**

Audio-visual materials and District Media catalogs are available for check out in the library. All audio-visual equipment will be distributed from the library on a yearly basis. Every effort will be made to assist with equipment problems. Please report any needed repairs as soon as possible.

The following guidelines have been established for film and videotape usage:

1. If you plan to show a film or video in your classroom, the film or video should relate to the subject matter being taught in your lesson plans for the week. **All videos should be rated “G”, a parent permission form must be on file if any other video with a “PG” rating are shown.**
2. **It is not appropriate to have substitute teachers show videos.** Please do not expect the AV clerk to let you borrow a film of “whatever is available.” Prior and significant lesson planning is the key to significant

student learning.

Approval from Mr. Saenz is required to show regular TV channels on the Whittle TV's and to bring your own personal equipment into the building.

Remember the copyright law and plan to show only films and videos that meet the district's copyright guidelines.

Do you have a problem with COPYRIGHT INFRINGEMENT at your school?

You could be held legally responsible for those infringements.

McAllen I.S.D. Board Policy, EFE, states that employees of the district shall comply with the provisions of the U.S. copyright law.

\*Be knowledgeable of the la.

\*Set a good example of compliance and insist that others do likewise.

\*Provide staff development on current copyright

### Fair Use Guidelines

The owner of a copyright has exclusive rights to reproduce, distribute, perform, or display the copyrighted work.

An exception to these exclusive rights is the doctrine of fair use. In determining whether the use of a work in any particular case is fair use, all four of the following factors must be considered—

1) The purpose and character of the use, including whether such use is of a commercial nature or is for non-profit, educational purposes;

**COPYRIGHT**

**COPYRIGHT**

**COPYRIGHT**

**COPYRIGHT**

**COPYRIGHT**

**&**

**YOU**

issues.

\*Maintain a reference system for school copyrighted materials.

\*Encourage others to obtain permission for use of copyrighted materials.

\*Purchase materials in sufficient quantities to preclude the temptation of illegal copies.

2) The nature of the copyrighted work;

3) The amount and importance of the portion used in relation to the copyrighted work as a whole;

4) The effect of the use upon the potential market for or value of the copyrighted work.

McAllen  
Independent School  
District

October 1995

In order to adhere to copyright laws, it is essential that McAllen ISD employees abide by the following regulations:

**Television/Video Programs**

1. A television program may not be recorded at home from either a broadcast or cable transmission and used at school. Home taping must be for home only.

2. Off-air recordings within the schools are permissible when an individual teacher sends a written request to the library/media center to have a program recorded for classroom instructional purposes.

3. Under *Fair Use Guidelines*, the above recording may be shown to students no more than two times within 10 days of the broadcast date,

**PRINT/GRAPHICS**

1. The reproduction of copyrighted, consumable materials such as workbooks, activity sheets, etc., is specifically prohibited by copyright law. If you are unsure about a certain workbook, check the copyright information on the back of the title page.

2. A single copy of a newspaper or magazine article, a chapter from a book, a short story, an essay, a poem, or a drawing may be made for research or for teaching purposes.

3. Teachers or students may make multiple copies of a short article from a book or a periodical if it meets all of the guidelines stated in board policy and includes a notice of copyright.

4. Loading of computer software on more than one computer is prohibited unless written permission or site licenses have been obtained.

5. Use of single-user versions of computer software on a networked computer system is prohibited unless written permission or site licenses have been obtained.

6. All software purchased by the school district is for classroom/office use only.

**Music**

1. Music recordings may not be reproduced from album or CD to cassette.

2. Music for use as background music of a slide or computer presentation is permitted only if the presentation is for instructional purposes, not for

and the second showing may only be for instructional reinforcement. Recordings may be retained a total of 45 days for preview purposes. After this allowable time, the tape must be erased.

4. Broader copyright guidelines for specific television programs may be found in the publication *Cable in the Classroom*. Contact your librarian for more information.

5. A purchased or rented videotape that is marked "FOR HOME USE ONLY" may be used in the classroom **ONLY** for face-to-face instruction by an individual teacher. It may **NOT** be used for entertainment or as a reward unless a public performance license has been obtained.

4. Any copyrighted, syndicated comic strip or cartoon characters may not be reproduced or altered for bulletin boards, hallways, or cafeteria walls. (Educators might want to try to contact the publisher to obtain written permission.)

**Computer Software**

1. McAllen ISD equipment may not be used for making or running illegal copies of software.

2. The use of illegally copied software in computers in schools or offices is prohibited. The original diskettes must be on file for all software that is on a computer's hard drive.

3. Software licensing agreements of copyright holders must be observed.

entertainment.

3. Sheet music may not be copied unless the music is on order and has not yet been received. A purchase order must have been received. A purchase order must have been issued. Any copies must be destroyed once the purchased materials are received.

4. Recordings of music may not be transferred from a radio broadcast to tape.

\*\*\*\*\*

**See McAllen Board Policy EFE or your school librarian for more information about copyright.**

\*\*\*\*\*

19\_\_19\_\_McAllen Memorial High School\_\_\_\_\_

approved by principal  
(only if for off-campus use)

**AV EQUIPMENT TO BE CHECKED OUT OVERNIGHT/WEEK-END**

- 1. \_\_\_\_\_ DATE \_\_\_\_\_
- 2. \_\_\_\_\_ DATE \_\_\_\_\_
- 3. \_\_\_\_\_ DATE \_\_\_\_\_
- 4. \_\_\_\_\_ DATE \_\_\_\_\_

WHERE EQUIPMENT WILL BE USED: \_\_\_\_\_

WHERE IT WILL BE LOCKED UP: \_\_\_\_\_

TIME: \_\_\_\_\_

FROM TO

PERSON REQUESTING EQUIPMENT \_\_\_\_\_

PLEASE SIGN

The person requesting the equipment will be responsible for it from the time it leaves the AV room until it is returned to the AV room by 8:20 a.m. the next day.

Pick up the equipment by 3:30 p.m. or before. Please have the principal approve this form and return it to the AV room.

### McALLEN ISD MEDIA LIBRARY REQUEST FORM

Teacher  
Name \_\_\_\_\_ School \_\_\_\_\_

Social Security Number \_\_\_\_\_

OFFICE USE ONLY

CATALOG NUMBER	TITLE	DATE REQUESTED	DATE DUE	CONFIRMED

Please fill out this booking slip and give it to your school librarian.

Approval for Personal Pickup:

AV Aide or Librarian's Signature \_\_\_\_\_ Date \_\_\_\_\_



Total Income:

\$ \_\_\_\_\_

List Expenses:

Less Expenses: \_\_\_\_\_ ( \_\_\_\_\_ )

\_\_\_\_\_ ( \_\_\_\_\_ )

\*No Cash Transactions \_\_\_\_\_ ( \_\_\_\_\_ )

Should Be Made \_\_\_\_\_ ( \_\_\_\_\_ )

\_\_\_\_\_ ( \_\_\_\_\_ )

\_\_\_\_\_ ( \_\_\_\_\_ )

\_\_\_\_\_ ( \_\_\_\_\_ )

Net Profit: \$ \_\_\_\_\_

DEPOSIT SLIP:

NUMBER	DATE	AMOUNT	STUDENT/ADULT OFFICER SIGNATURE
_____	_____	\$ _____	_____
_____	_____	\$ _____	_____
_____	_____	\$ _____	_____
_____	_____	\$ _____	_____
_____	_____	\$ _____	_____
_____	_____	\$ _____	_____
TOTAL AMOUNT DEPOSITED:		\$ _____	

## **AFTER HOURS SCHOOL USE REGULATIONS**

School activities are open to Memorial students and their dates or escorts **as long as the guest is a high school student. I.D. cards will be required.** The school and/or the advisor of the organization reserve the right to refuse or give entry to anyone.

Two police officers must be provided, but it is the responsibility of the advisor to request the officers from **Mr. Rodriguez** at least **three weeks** before the dance. The rate per hour for each police officer can be obtained from the bookkeeper.

Activities will be held in the old gym or old cafeteria for security reasons, unless other arrangements have been made.

It is the responsibilities of the organization to perform at least minor clean up and organizing of debris before any custodial personnel will finish. If the organization wants custodial clean up, this must be requested through **Mr. Stout**. If an organization wishes to save money and clean up themselves, they may do so. All trash must be disposed of and floors swept and mopped (if necessary due to spillage). Tables and chairs must be returned to their prior location, and all decorations must be removed. The area should be left in the same clean condition as it was found. Cost of custodial services can be obtained from the bookkeeper. If the organization will be cleaning the next day, the advisor must request and pick up a key the Friday of the activity from **Mr. Stout**. The key must be returned on the following Monday to him.

**It is the responsibility of the organization's advisor and police officers to check all the doors after the dance to ensure that the building is secure.**

Refreshments may be sold, but must be set up in the hall area for activities in the gym.

Advisors must be present during all preparations before and during the activity, and at all activities after the dance. Also, adequate chaperoning must be arranged for and must be present during the dance.

Any organization contracting live music groups or music background must tell the group that the members of the group are the only ones that will be allowed at the dance. No guests are allowed. Hired personnel are also not to mingle with students.

**Students may not leave the activity and re-enter at a later time .**

Two suggestions: Sell tickets ahead of time, and use student/parent committees (tickets, decorations, clean up).

## **FIRE/DIASTER INFORMATION**

### **1. EXIT DRILL SIGNALS**

**FIRE SIRENS—EVACUATE.** Exit the building from all areas in an orderly manner as quickly and safely as possible.  
Proceed to designated safety zones and wait for roll check.  
Since state law requires monthly fire drills, any students reported by his/her teacher as absent from the area designated by that teacher will be subject to disciplinary action.

**2 Bells—RETURN.** Begin return to the building but remain alert for further signals or instructions.

**1 Bell—HALT.** **STOP!** Wait for further signals or instructions.

Take evacuation of the building seriously!! In the event of an actual emergency, there will be **no time** to lose.

### **2. OBSTRUCTED FIRE DRILLS**

- a. A sign which designates “**SMOKE**” may be passed by with caution.
- b. A sign which designates “**FIRE**” may not be passed and alternate routes must be taken.

### **3. SAFETY ZONES**

- a. **Northeast** Proceed through chute and gate to grassy area south and east of the football stands.
- b. **Northwest** Located west of the Career & Technology complex. Proceed to designated areas as far away from the building as possible
- c. **North Central** Proceed through west gate of sophomore parking lot and through north gate to grassy area south and west of the football field.
- d. **West** Located between the southwest parking lot and the tennis courts. Proceed to the designated area as far away from the building as

possible.

- e. **Southeast corners**      Proceed to designated safety areas. Stay clear of overhead power lines and dangerous traffic areas. Southeast area needs to provide clearance for fire hydrant usage.
4. Refer to your “Safety and Security Plan” procedures on safety codes, lock down and Evacuation. The plan should be shared with your students.

It is the responsibility of **ALL** teachers and students to familiarize themselves with both regular and alternate escape leading from all rooms to which they have been assigned.

## **JPCC AGENDA ITEMS**

You will find in this handbook a copy of the agenda item form used by professional staff members who wish to submit an item for consideration by the Joint Professional consultation Committee (JPCC). Please keep in mind that agenda items must be submitted to the chairperson on an approved form at least six days prior to a regularly scheduled meeting. A copy of the minutes of each meeting is provided to each principal for posting.

## **I.D.E.A. AGENDA REQUEST FORM**

All staff members should follow the following points regarding use and collection of the forms.

1. The completed form must be filed with the Chairperson or the Vice-Chairperson at least one day period to the IDEA Executive Team meeting in order for the item to be considered in the next meeting of the Leadership Council.
2. Although a signature is not required, the person submitting the item must identify the campus; otherwise, IDEA has no way

to provide feedback to the school or individual.

3. Forms are to be submitted through the IDEA campus representative.
4. Agenda items must relate to the purpose of IDEA in order to be considered.
5. The purpose of IDEA is “To advise the Board and to encourage Systematic involvement of the professional staff in establishing and reviewing the District’s educational goals, objectives, and major districtwide classroom instructional programs...”

## **NONDISCRIMINATION POLICY**

### **McALLEN INDEPENDENT SCHOOL DISTRICT**

#### **McALLEN, TEXAS**

On October 13, 1973, the Board of Trustees of the McAllen Independent School District adopted the following policy prohibiting sex discrimination in the public schools:

1. No person shall, on the basis of sex, be excluded from participating in, be denied the benefits of, or be subjected to discrimination under any Educational program or activity of McAllen Independent School District, as required by Title IX of the Educational Amendments of 1972 as implemented by the Regulations of the U.S. Department of Health, Education, and Welfare, and the above requirements extend to employment by the McAllen Independent School District and to admission thereto.
2. As required by part 86.8 of the above described Regulation, McAllen Independent School District designates the following named employee to Coordinate its efforts to comply with and carry out its responsibilities under The preceding Paragraph 1, including any investigation of any complaint Communicated to the McAllen Independent School District, its officials, or Employees, alleging its noncompliance or alleging any actions which would Be prohibited under Title IX of the Education Amendments of 1972 or the Implementing Regulation promulgated by the U.S. Department of Health, Education and Welfare. The employee's name, office, address and telephone Number herein appointed is:

Mrs. Peggy Fiveash  
2000 North 23<sup>rd</sup> Street  
McAllen, Texas 78501  
(956) 618-6095

Contact may also be made directly with the Office of Civil Rights:

John A. Bell, Title IX Coordinator  
Region VI, Office for Civil Rights

1200 Main Tower Building  
Dallas, Texas 76202

**MONTHLY PAYDATES FOR 2002-2003**

<b>AUGUST 23,2002</b>	<b>FRIDAY</b>
<b>SEPTEMBER 3, 2002</b>	<b>TUESDAY (NEW MONTHLY EMPLOYEES SALARY ADVANCES)</b>
<b>SEPTEMBER 25, 2002</b>	<b>WEDNESDAY</b>
<b>OCTOBER 25, 2002</b>	<b>FRIDAY</b>
<b>NOVEMBER 25, 2002</b>	<b>MONDAY</b>
<b>DECEMBER 19, 2002</b>	<b>THURSDAY</b>
<b>JANUARY 24, 2003</b>	<b>FRIDAY</b>
<b>FEBRUARY 25, 2003</b>	<b>TUESDAY</b>
<b>MARCH 25, 2003</b>	<b>TUESDAY</b>
<b>APRIL 25, 2003</b>	<b>FRIDAY</b>
<b>MAY 23, 2003</b>	<b>FRIDAY</b>
<b>JUNE 25, 2003</b>	<b>WEDNESDAY</b>

# **STUDENT SECTION**

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## **FORMING CLUBS**

Students desiring to form a new club should use the following procedure:

Contact a teacher who is willing to sponsor the club.

Have a minimum of ten (10) students sign a petition to belong to the club.

Submit the petition, the sponsor's name, a statement of aims, activities and major projects to Mr. Stout in the assistant principal's office.

New clubs will be authorized on the basis of educational worthiness and school service.

## **ACTIVITIES CALENDAR**

All fund raising projects must be presented in writing to Mr. Stout for approval **BEFORE** being listed on the activities calendar. Remember these all include fund raising for community organizations. Students should not be used to do fund raising for parent organizations (such as athletic boosters, band boosters, or other support groups). Each community organization may be involved in a fund raising activity for community organization only **ONCE** a year.

### CLUBS AND ORGANIZATIONS

Academic Decathlon.....	David Moore/LeAnna Morse
Ad Design.....	Barry Heyl
Art.....	Jay Huber/Rina Roberts
Auto Body Repair.....	Juan Sanchez
Auto Technicians.....	Jesse Garcia
Band.....	Eric Donalson
Business Professional of America (OA Co-op).....	Martha Gonzales
Cheerleaders.....	Pete Ramirez
Choir.....	Gene Holkup/Norma Munoz
Constitution Team.....	LeAnna Morse
Crime Stoppers.....	LeAnna Morse
DECA (Distributive Ed. Clubs of America).....	Sandra Farias
FFA (Future Farmers of America).....	Andrew Prukop
FHA (Future Homemakers of America).....	Teresa Contreras
Folklorico.....	Elizabeth Canales
Freshman Class.....	
HOSA (Health Occupations).....	Rebecca Hut
Interact Rotary.....	Letty Elizondo
International Domestic Business.....	Renee Huddelston
Junior Class.....	Celia Zamora
Key Club.....	Martha Aguirre
Literary Magazine.....	John Wiesehan
Mariachis.....	Priscilla Sosa
Masterminds.....	Pat Taggart
Minority Advanced.....	Martha Gonzalez
Mock Trial.....	LeAnna Morse

Mu Alpha Theta.....	Mary E Garza/Dolores Garcia
NHS (National Honor Society).....	William Hetrick
Odyssey of the Mind.....	David Moore
Orchestra.....	Kristi Tollefson
PAL.....	Renee Huddleston
Photography.....	Jim Hicks
Prancers.....	Corina Garcia/Claudia Hinojosa
ROTC.....	Sgt. Major Walker/Gy. Sgt. Rodriguez
Senior Class.....	Ann Slusher/Laurie Mohel
Sophomore Class.....	Gloria Harris/Manuel Gomez
Spanish SHS.....	Yadira Gonzalez
Student Council.....	Carol Dearth
UIL Accounting.....	Amanda Galvan
UIL Calculator.....	C. Mills/K. Brashear
UIL Computer Application.....	Emma Garza
UIL Computer Science.....	Dolores Garcia
UIL Current Events.....	William Hetrick
UIL Drama.....	Debra Loya
UIL Journalism.....	Kelsey Martin
UIL Literary Criticism.....	William Hetrick
UIL Mathematics.....	C. Mills/K. Brashear
UIL Number Sense.....	C. Mills/K. Brashear
UIL Ready Writing.....	William Hetrick
UIL Science.....	
UIL Speech/Debate.....	Cynthia Baldwin/William Hetrick
UIL Spelling.....	William Hetrick
Yearbook/Newspaper.....	Kelsey Martin

## HEART LINE

Heart line is a campus program focusing on students' positive self-concepts and on suicide intervention strategies. The **HEART** committee is a group of teacher volunteers who have been trained in the area of crisis intervention. These teachers are identified through special designation on their mailboxes and by a heart above their classroom doors. Program guidelines are provided for all teachers throughout the year.

## INTERSCHOLASTIC LEAGUE

Interscholastic League activities provide opportunities for students to prepare and compete in many literary and athletic events under proper guidance and regulations. Aside from the recognition that the students receive for themselves and for the school, the major value that students gain is in developing qualities of leadership and performance that are not always achieved in the regular studies of the classroom. With this in mind, students are encouraged to take part in activities suited to their abilities and interests.

Secondary students may participate in more than one extracurricular activity provided that:

The total time required does not interfere with academic progress, and

The activities do not unreasonably interfere with each other.

Conflicts arising from multiple participation are to be managed according to the following general guidelines:

UIL activities take precedence over non-UIL activities. Performances or competitions take precedence over practices. Activities scheduled well in advance may take precedence over those scheduled "at the last minute". Sponsors are urged to publish and circulate activity calendars as early in the school year as possible.

The student's responsibility is to make appropriate sponsors aware of conflicts as they arise. The principal, whose decision is binding, will decide conflicts, which cannot be resolved by the two sponsors, on sponsors and students. Students who follow the above procedure will not be penalized beyond being obligated to accept the consequences of personal substitutions made necessary by their absence. Please note that this policy is not intended to address conflicts arising between school-sponsored and non-school sponsored activities.

## ILLEGAL ORGANIZATIONS

Fraternities, sororities and secret societies are not allowed in any McAllen public schools. Following is a quotation from McAllen Independent School District's Policy:

“Control of these secret societies has heretofore been attempted by the Administration through the limiting of the activities of these organizations on the school campus. Such attempts have proven to be inadequate and ineffectual, therefore, after due notice heretofore given, and after public hearings, heretofore, held, it is the considered opinion of this board that only those organizations approved by the Administration of the McAllen Public Schools shall be tolerated. Students belonging to an association with unapproved organizations while enrolled in school shall be ineligible to take part in the extra-curricular activities of the school and to enjoy the following honors:

- Holding class or club office.
- Taking part in inter- and intra-school contest, both athletic and literary.
- Representing the school, class or any organization in any capacity.
- Writing articles for the school paper.
- Taking part in plays.
- Graduating with honors.
- Participating in assembly programs.
- Service as office help, library assistant or hall patrol.
- Receiving medals and scholarships”.

## **MIGRANT GRADING GUIDELINES**

### **LATE ENTRY PROCEDURES**

Migrant students arriving after school has started will be awarded credit for their courses provided that the students demonstrate achievement by meeting the standard requirements of the course regardless of the time the students have been enrolled (Chapter 74, Section 74.26A Award of Credit, Grades 9-12). If a student needs to complete assignments to meet the standard requirements of the course, the teacher may assign the students the work missed. After said work is completed, the teacher will record the appropriate six weeks grade.

Every effort must be made by the students to complete all pertinent assignments missed to date: as much as a month's extension is allowable if the teacher feels that the students needs the additional time. Teachers should focus on mastery of objectives and not necessarily on completing all work missed.

### **EARLY WITHDRAWAL PROCEDURES FOR MIGRANT STUDENTS**

- A. If a student leaves school before May 1, he/she must enter another school as soon as possible to receive credit for work. The Migrant Counselor advises the students of his/her responsibilities encouraging him/her to immediately enroll in school at the migration site. Upon the student's return to McAllen ISD, he/she should bring a transcript or a report card of completed work.
  
- B. If a migrant student leaves school after May 1, the Migrant Counselor will send early withdrawal forms to the student's teachers and give them at least three school days notice of the student's forthcoming departure. Each teacher will administer an early final exam (equivalent exam/assignment) and the student will be given a final semester grade. (Students are advised to bring a written notice, at least two weeks in advance, to the migrant counselor).
  
- C. In the event a migrant student leaves without giving the teacher at least three days notice, the teacher has two options. They are:

**OPTION I** - The teacher can administer a final or equivalent exam assignment and give the student a final semester grade.

**OPTION II** – The teacher gives the student a withdrawal grade (4<sup>th</sup>, 5<sup>th</sup>, and 6<sup>th</sup> six weeks grades). The teacher must provide a copy of the final exam, an answer key, and review materials to the Migrant Counselor prior to the end of school. The Migrant Counselor/Tutor Teacher will administer the final exam upon the student’s return to McAllen ISD the following school year.

D. Whenever a non-migrant student migrates for the first time during the month of May, the student will be treated in the same manner as certified migrant students. However, this family must prove that it actually migrated. The family will be given a letter that must be taken to a school, police station, county courthouse, or an official. This letter will verify that they actually migrated. If a letter is not received within ten days, the student will not receive credit for his or her exams.

## STUDENT ABSENCES

Absenteeism, for whatever reason, deprives the student of the experience of participating in classroom activities. It should be understood by both parent and student that, in truth, a class period cannot be “made up”. Although assignments done in lieu of class attendance meet the legal requirements for makeup work, such assignments are only a poor substitute for the learning experience the student gains by attending class. There is no way to repeat a classroom experience.

**LEGISLATION REGARDING ABSENCES** states that a student may not be given credit for a class if the student has more than the number of absences (excused or unexcused) allowed by law. A student must now be in attendance for at least 90% of the days during a semester, “except under extenuating circumstances”. Students must clear all absence(s) to be **eligible**

for credit. A signed parent note to the attendance office must be made within two (2) school days of the absence. An attendance committee will hear a student's petitions for class credit for non-attendance due to extenuating circumstances. (Excused absences for the observance of a religious holy day is considered a day in attendance).

## LOSS OF CREDIT

Please do not tell your students that they have lost credit because of excessive absences or tardies. The Appeals Committees make decisions on attendance matters regarding credit or denial of credit, not individual classroom teachers. Students should not be told that credit will be denied by anyone other than the Attendance Committee.

Stress the following points when dealing with questions of attendance:

\*The grade attained in the class will be calculated in determining overall grade point average.

\*Students found not attending assigned classes will be subject to disciplinary action.

\*There can be no attendance appeal or ALA's assigned for excessive, on-going undocumented absences, whether or not the class(es) was passed or failed.

ALA's (Alternative Learning Activities) may be completed by students wishing to gain attendance credit. The following is a list of ALA's at Memorial High School for the 2002-2003 school year:

1. Research paper
2. Detention hall
3. Required tutorials
4. TAAS classes
5. School service

6. Peer tutoring
7. Community service
8. Attendance at Heart line seminars
9. Study skills seminars
10. Friday classes

Friday classes will be held each Friday or as the need arises for ALA purposes and/or disciplinary reasons. Classes will be held from 4:00 to 7:00 p.m. in the new cafeteria.

**DO NOT TELL STUDENTS THAT THEY HAVE LOST CREDIT DUE TO EXCESSIVE ABSENCES. DETERMINATION OF CREDIT STATUS IS NOT MADE UNTIL ATTENDANCE COMMITTEES MEET DURING EACH SEMESTER.**

### **DISTRICT WIDE GUIDELINES FOR RETESTING AT SECONDARY LEVEL**

A student enrolled in McAllen's secondary schools may request the opportunity for a retest on a summative test given in a course in which he/she is enrolled. The following guidelines for retesting are in effect.

1. The teacher has full authority to extend or deny the opportunity for a student to take a retest on a summative test and to make the determination whether the student has "made a full and reasonable effort to complete the assigned tasks". The teacher should fully exercise this authority with the assurance that the principal and other campus administrators will support his/her decisions.
2. A student who is permitted to take a retest must complete it within a reasonable time following the original test as determined by the teacher. The teacher shall determine what additional re-teaching practice, and/or other assignments the student must complete before being permitted to take the retest. Whatever scores the student makes on the original test and on the

retest, the student may raise his/her score only to a maximum of 80 by taking the retest. The student will be given the higher grade earned on either the original test or the retest. A student may not be retested more than one time for any given original test, except with the specific authorization of the principal.

3. Each teacher is urged to exercise this option for testing conservatively, ensuring that a student does not develop the perception that he/she will be granted the privilege of taking a retest when he/she has not made a full and reasonable effort prior to the initial test. Students and their parents should be informed at the beginning of the year that these standards will be adhered to consistently and firmly, especially for students enrolled in gifted/talented and college preparatory courses.

4. Each teacher should carry out continuous monitoring (formative assessment), to determine whether or not various students are mastering the learning outcome(s) being taught; this monitoring should commence at the very beginning of instruction and continue throughout the entire teaching cycle. Such continuous monitoring should include frequent teacher observation of individual students; classwork and performance during class, reading student's "body language," and use of teacher-made tests. Reteaching should not be postponed until the end of the teaching cycle; instead, the teacher should provide early correctives as soon as there is evidence that student mastery is not proceeding correctly.

5. Continuous monitoring, with frequent feedback to the student, should signal small corrective (reteaching) activities that should be provided. The earlier and more effectively these correctives are administered, the less frequently should it occur that a student does not pass the summative test and a retest would be required.

**NOTE:** The following practice has been followed:

“Any student, who has a passing average for the semester prior to the final examination, and fails the course because of a low final exam grade is permitted to take a re-examination.”

New faculty members should check with their department heads for further information.

## **NOTEBOOKS**

Teachers should require students to turn in notebooks at the end of the year (or at the end of each semester). This will keep standardized tests and answers from being passed on, and it will greatly help the custodial staff on the paper clean-up. Teachers cannot subtract points from a student's grade if the student does not turn in a notebook (see the principal for possible exceptions). Points may be added for turning in the notebooks, however. We encourage teachers through their individual departments to develop positive, tangible, and reinforcers for desired behavior(s).

## **SCHEDULE CHANGE**

During the first two weeks of school a counselor's signature will validate a schedule change. For a schedule change to be valid, after the first two weeks of the new school year; it needs to be signed by the assistant principal in charge of scheduling. The computerized drop/add form will be delivered to the teacher's classroom by a counselor aide or placed in the teacher's box for distribution. A teacher should not initial an **ADD** to his/her class until the **DROP** for that same period has been initialed. The change should be processed as soon as possible as the student's attendance record will transfer to the new class. As a student drops/ads a course, his/her name will be deleted/added to your Vistanet computerized attendance rosters.

## HALL PASSES

Once a student enters the classroom he or she should remain in the room and should not be allowed to leave the room during the first 10 minutes of a class or the last 10 minutes of any class period even with hall passes. **Students should be sent to the office if called for by the administration or the counselors.** Students will not be allowed to leave their classroom without a hall permit. If a student needs to go to the office, library, locker, or if the student needs to use restroom facilities, the teacher must give the student the appropriate laminated hall pass. On other occasions, the teacher must utilize the official Memorial pass with the date, time leaving, room, destination, and teacher's signature and room number on the hall permit. (Objects such as erasers, scotch tape holders, etc., will not be accepted as passes). Exceptions are allowed for emergencies.

## STUDENT DRESS CODE

It is expected that all teachers will be familiar with the student dress code and that they will assist in the enforcement of the same. Areas that seem to be a concern each year are:

1. Tank tops, muscle shirts, and bare midriff/bare shoulder dresses or blouses are not permissible.

2. Patches, badges, or other types of messages with obscene or suggestive connotations or which promote use or which promote use or recognition of illegal substance shall not be permitted.
3. Shorts and skirts must be no shorter than five (5) inches above the knee.
4. Bandannas, hats, and caps are prohibited from being worn inside buildings.
5. No rings, studs or similar ornamentation (e.g. earrings) which are designed to be connected to the body by the use of clasps or through pierced openings in the body, shall be permitted to be worn on the body, except on the ears, unless covered by clothing such that such ornamentation is not visible.
6. No beards shall be permitted.

The complete dress code will be found in the Student Handbook.

## **STUDENT USE OF COMMUNICATION & BATTERY-OPERATED EQUIPMENT**

Students are **NOT** allowed to be in possession of cellular phones or beepers in school these items will be confiscated. No students are allowed to bring “Walkman-type” CD players, radios, or tape players.

## **TARDY POLICY**

A student is marked tardy if he/she is not in the appropriate classroom when the bell rings. Students must get to class on time. The following procedures will be used for tardies:

1. Tardies are to be marked as unexcused unless advised otherwise in writing by counselor, attendance office, or an administrator. Efforts should be made by all staff to minimize the incidence of excused tardiness.
2. If a student is more than 15 minutes late after the bell for class, an absence is recorded by the teacher. Teachers are encouraged, however to refer to an assistant principal any student(s) who arrives excessively late to class.
3. A warning chime will be sounded two minutes prior to the tardy chime.
4. The following consequences will result due to student tardiness to class per period per 6 weeks:
  - a. 1st tardy: verbal warning
  - b. 2nd tardy: 30 seconds after class
  - c. 3<sup>rd</sup> tardy 1 minute after class plus behavior essay
  - d. 4<sup>th</sup> tardy Parent/Guardian contact
  - e. 5th tardy on: Send to administrator with referral

### **DISCIPLINE REFERRALS**

Discipline referrals are completed by teachers and forwarded to the appropriate assistant principal for action. Referrals are completed when it is imperative to remove a student from class immediately or when teacher efforts to rectify an

undesirable/unacceptable condition have not met with success.

Information on referrals should be as complete as possible with all blanks filled in and appropriate prior actions checked off. **It is imperative that student ID# be placed on any discipline referral.** The narrative portion should be concise yet provide all appropriate information.

Once the assistant principal has seen the student and further action determined, the original white copy with disposition noted will be filed in the office. The pink copy is given to the student and the canary copy is given to the teacher, and the goldenrod copy is given to the counselor.

In most cases referrals are returned to teachers within one to two days. If an inordinate amount of time passes and the white copy has not been returned, please contact the appropriate administrator to inquire as to the referral's disposition.

#### **STUDENTS LEAVING CAMPUS**

Parental permission is required for any student who leaves and returns to our campus while on errands or assignments for faculty members and/or organizations. The parental permission is to be filed with the attendance office. Students are not to leave campus to run personal errands for teachers or to purchase food to be consumed in the classroom.

Enrollment in a career and technology program where a student leaves to work does not require this type of permission.

**THE VOCATIONAL REHABILITATION ACT OF 1973  
P.L. 93-112  
SECTION 504**

**WHAT IS IT?? AND HOW IT AFFECTS YOU**

Section 504 prohibits discrimination against otherwise qualified persons with disabilities in federally assisted programs and activities solely on the basis of such persons' disabilities. All public schools, which receive federal funds, must comply with Section 504 anti-discrimination rules by addressing the needs of children with disabilities as adequately as the needs of non-disabled children. Section 504, like 94-142, requires schools to provide children with disabilities a "free appropriate public education" consisting of regular or special education and related aids and services, all designed to meet the individual student's needs; and subject to evaluation, placement and procedural safeguards comparable to those prescribed under 94-142. Section 504 requires public schools to meet the needs of children with disabilities in regular education classes, through the use of supplementary aids and services, to the maximum extent possible before placement into special education, alternatives. Section 504 anticipates that the aids and services will be designed to meet the individual educational needs as adequately as the needs of non-disabled persons are met. Section 504 applies for eligibility purposes to any "physical and mental impairment which substantially limits one or more major life activities," (1) such as learning.

Section 504 protections for disabled children can extend somewhat further than those available under 94-142, since 504 does not require a need for special education resulting from the disability as an eligibility prerequisite. A school district may not deny disabled children special education services under 504 merely because a child fails to meet 94-142 services or needs criteria. A school district's failure to meet 504 obligations can result in a cut-off of federal funds. In addition, parents can obtain monetary damages, injunctive relief and attorney fees for 504 violations independent of whether they have a legal right of action in court under 94-142.

The following are examples of children and conditions which fall under Section 504 protection.

Communicable Diseases (AIDS, Tuberculosis, HIV)  
Temporary handicapping conditions (ie: short-term illness or injury)  
Behavior disorders  
Chronic asthma and severe allergies  
Physical handicaps  
Learning disabilities (ie; Attention Deficit Disorder, Dyslexia)

The complete referral and administrative procedures may be obtained from your campus 504 coordinator. But please be aware that when identifying an "educational need" you may not base it solely on academic performance, but you must also include behavior problems.

When a child is referred to the campus coordinator through the referral process, a 504 committee will meet to gather relevant information to be able to determine if a 504 plan will be developed. In this plan, if required, placement decisions will be based upon the information drawn from a variety of sources, including aptitude and achievement tests, teacher recommendations, and the child's physical condition, social or cultural background and adaptive behavior. (2) The child and their parents, will also have the

right to request a “due process” hearing with the opportunity to participate and be represented by legal counsel.

While 504 is a very complex set of regulations the most important thing to remember is to be sure and follow through if you have reason to suspect for any reason that you may be dealing with a child who may qualify under either 504 or 94-142. This will allow the 504 campus coordinator to set up the procedural steps needed to keep the district in compliance.

Gilda Alaniz  
Memorial Campus  
Section 504 Coordinator

Kelly Solis  
McAllen ISD  
Section 504 Coordinator

1. “Physical or Mental Impairment” 34 CFR 104.3 (2) (i) means (A) any physiological disorder or condition, cosmetic disfigurement, or anatomical loss affecting one or more of the following body systems: neurological; musculoskeletal; special sense organs; respiratory, including speech organs; cardiovascular; reproductive, digestive, genito-urinary; hemic and lymphatic; skin; and endocrine; or (B) any mental or psychological disorder, such as mental retardation, organic brain syndrome, emotional or mental illness, and specific learning disabilities.
2. “Adaptive Behavior” 34 CFR Part 104, Appendix A, #25 is the effectiveness with which a student meets the standards of personal independence and social responsibility expected of his or her age and culture group.