

**INTER-OFFICE CORRESPONDENCE**  
**Gage Middle School**

**TO:** B Track Teachers  
C Track Teachers

**DATE:** January 4, 2010

**FROM:** Aya Motoyasu  
APSCS

**SUBJECT: OPENING DAY PROCEDURES FOR SPRING 2010 (Mester 4)**

**I. SCHEDULE**

Passing	7:20 am	
Homeroom	7:26 – 7:51 am	(25 minutes)
1 <sup>st</sup> Period	7:57 – 8:51 am	(54 minutes)
2 <sup>nd</sup> Period	8:57 – 9:51 am	(54 minutes)
Nutrition	9:51 – 10:09 am	(18 minutes)
3 <sup>rd</sup> Period	10:15 – 11:09 am	(54 minutes)
4 <sup>th</sup> Period	11:15 am – 12:09 pm	(54 minutes)
Advisory (Track C)	12:15 – 12:41 pm	(26 minutes)
Lunch (Track B)	12:09– 12:41 pm	(32 minutes)
Lunch (Track C)	12:41 – 1:13 pm	(32 minutes)
Advisory (Track B)	12:47 – 1:13 pm	(26 minutes)
5 <sup>th</sup> Period	1:19 – 2:13 pm	(54 minutes)
6 <sup>th</sup> Period	2:19 – 3:13 pm	(54 minutes)

**II. TEACHERS WITHOUT A HOMEROOM**

Teachers without a homeroom or other responsibilities are asked to report to Sandra Torres in the Main Office for classroom coverage.

**III. FIRST DAY OF THE SEMESTER**

- A. Students are to report to their homeroom by 7:26 a.m. to receive their class schedules.
- B. A grand alpha list of the B and C Track students and their homerooms will be posted around the Physical Education building. (If it is raining, the list will be posted under the covered eating area.)

- C. Students who lose their copy of the Schedule of Classes during the day are to report to the Counseling Office for a duplicate copy.
- D. All continuing students have been programmed. If a program is not included for a student who is on the homeroom roster, send the student to the Counseling Office with a written hall pass.
- E. Teachers are to inform students of the following information:
  - 1. Students **MUST** sign in to all classes.
  - 2. Students must remain in all classes. Teachers are **NOT** to issue passes to the Counseling Office.

#### IV. **HOMEROOM TEACHERS**

- A. Materials in packet:
  - 1. Green/white class rosters
  - 2. Computer-printed schedule of classes
  - 3. 5-column rosters (ISIS)
- B. **By 7:40am**, please send any unclaimed program cards to Mónica Hernández in the **Attendance Office**. Late students will be reporting to the **Attendance Office** to pick up their program cards from Mónica Hernández or Ana García. Students arriving after 1<sup>st</sup> period should report to the Computer Room to see Monica.
- C. Homeroom teacher responsibilities:
  - 1. Sign/Initial the buff schedule of classes for those students who are present.
  - 2. Distribute the signed buff schedule of classes to each student who is present. The students will circulate the buff copy; the stub portion is for his/her own record.
  - 3. Remind students to turn in the signed buff schedules of classes to their Period 6 teachers.
  - 4. Period 6 teachers will turn in the set of alphabetized and signed schedule of classes to the Counseling Office before leaving campus on Monday, January 4, 2010.

5. Review the day's bell schedule with the students.

V. **CLASSROOM TEACHERS**

- A. Sign/initial each student's schedule of classes. Return cards to the students.
- B. Enrollment procedures – Regular Classes – Periods 1 – 6
  - 1. If a student arrives without a buff schedule of classes or a white Change of Program form, and his/her name is not on the roster, send the student to the Counseling Office.
  - 2. If a student arrives with a white Change of Program form, add his/her name and birth date to your roster.
  - 3. Take attendance on **ISIS**.

VI. **ENROLLMENT** – After Day #1

- A. Students who show up after January 4 are to report to the **Attendance Office** for a PRC and program card.
- B. New students: A student new to Gage Middle School will carry a white Change of Program form or a pink program card, handwritten and signed by a counselor. The name of the student with the white Change of Program form or the pink program card will **NOT** appear on the computerized list or on ISIS. Please sign the form. Your signature will officially enroll the student in your class. Add the name and birthday, and indicate the date of entry on the class roster.
  - 1. Program changes: If a change must occur, the student will circulate a white Change of Program form or computer-generated change of program form. Please sign the add or drop section ("**add**" **teacher needs to sign first**) and indicate the change on the class roster.
  - 2. Reminder: Students who enter your class after the first day must have either a buff schedule of classes or a white Change of Program form. **DO NOT** accept the student if he/she does not have one of these.

**VI. PROGRAM CHANGE PROCEDURE**

A. **CHANGE OF PROGRAM WILL BE MADE FOR OBVIOUS ERRORS.** NO OTHER changes will be made.  
NOTE: Balancing of classes may necessitate class changes.

B. Circulation:

1. The teacher of the new class – enter the changes on the computer roll sheet, including name, birth date, and date of entry. Sign the Change of Program form.
2. The teacher of the class being dropped – indicate change on the roll sheet, including date and destination. DO NOT SIGN the Change of Program form if the teacher(s) of the class(es) being added has/have not yet signed the form. **This is to assure that the student has a full schedule.**
3. The teacher of the new class is to return the signed Change of Program form to the Counseling Office.