

The Tartan Tribune

The Newsletter of McCullough Junior High

February 2018

McCullough.conroeisd.net

Twitter feed @McCulloughCISD

Volume 18 Issue 7

Online Course Request Window for 2018-2019

The online course request window for 2018-2019 will be open from **February 6th through February 23rd**. Parents/Guardians and students can request their courses for 2018-2019 at Parent Access Center or Student Access Center. Please note:

- There is no save or submit button — courses are saved automatically
- The full pc-version of Parent Access or Student Access is needed to select requests.

Location of All Documents Pertaining to 2018-2019

Please see our campus website at mccullough.conroeisd.net to view all important documents for 2018-2019. Specifically, the folder titled "2018-2019 Course Selection Information," has everything your family needs to make good academic, elective, fine art, and athletic choices for next year.

Required Immunizations for Incoming Seventh Graders

If you are a parent or guardian of an incoming seventh grader of 2018-2019, please be aware Texas state law requires all students to have paperwork indicating receipt of the following immunizations before they can begin the first day of school:

TDAP
MCV

Parent/Guardian One on One Course Request Help for 2018-2019 Help Session

Our campus will offer one on one course request help for parents and guardians on March 8th. This event will occur in the small gymnasium on the west end from 9:30 a.m. until 3:00 p.m. No appointment is necessary and parents/guardians who are seeking extra assistance should enter through the main brown patio doors.

Club Sports Information Soccer, Tennis, and Golf

Soccer, tennis and golf are offered by our campus as club sports. These are not official U.I.L. activities in Texas junior high school, but sports we offer as a club option. Each of these sports as a non-UIL activity does not meet during the school day as an athletic class and everyone has the option to tryout for these. Information will be coming on these sports in the coming weeks. These activities occur after track and field concludes. For updated information on tryouts please see the athletics page of our website.

Easy Ways to Earn Money for McCullough Students Through Our P.T.O.

Below are a few of the very easy ways parents/guardians can help earn money for our students and the McCullough P.T.O. These ways include:

- Amazon Smile— Start shopping each time by going to <https://smile.amazon.com>. Link your account to "McCullough Junior High School PTO" and 0.5% of your purchase will go to our campus.
- Kroger— Visit <https://www.kroger.com/account/enrollCommunityRewardsNow> and link your card EACH YEAR to McC Jr. High #81354
- Randalls— Visit <http://www.randall.com/ShopStores/GoodNeighbor.page> and link your Randall's card to McC Jr. High # 1476.
- Exxon— Exxon will donate \$500.00 to the school designated for every 20 volunteer hours worked by employees or their spouses.
- Box Tops for Education— Box Tops for Education can be turned in to the front office
- Join the McCJH P.T.O.— It is not too late to join our P.T.O. A basic membership is only \$20.00. The link to sign up is <https://mcculloughpto.weebly.com/joinvolunteer.html>.

C.I.S.D. Program of Studies and McCullough Campus Supplement

Please refer to the McCullough website for the posting of the Conroe I.S.D. Secondary Program of Studies as well as the McCullough supplement to the guide. These two documents will provide information to answer almost any question students, parents, or guardians have about course selection for the 2018-2019 school year.

2018-2019 Color Guard Tryouts Tentative Dates

The McCullough Color Guard audition informational meeting will be held on Wednesday, April 25, 2018 at 5:30 P.M. in the Commons LGI. Audition packets will be due Friday, April 27th by 5:00 P.M. in the McCullough front office. The audition clinic will be May 1st, 2nd, and 3rd, in the large gym, 4:30 P.M. until 6:00 P.M. The audition will be on Thursday, May 3rd at 4:30 P.M. Please contact Angela Danney at adanney@conroeisd.net if you have any questions. More information will be available on the McCullough Junior High Color Guard website very soon.

2018-2019 Cheerleader Tryouts Tentative Dates

The McCullough Cheer tryout informational meeting will be held on Thursday, February 8, 2018 at 6:00 p.m. in the Bock Auditorium. Tryout packets will be due Friday, February 16th by 4:00 p.m.. The tryout clinic will be March 5th-7th, in the large gym, at 4:30 p.m. Tryouts will be on Thursday, March 8th at 4:00 p.m. Please contact Shelly Newitt at snewitt@conroeisd.net or Ashley Thomson at athomson@conroeisd.net if you have any questions. More information will be coming from your intermediate campus clinic.

2018-2019 Drill Team Tryouts Tentative Dates

The McCullough Highland Girls Drill Team tryout informational meeting for 2018-2019 will be held on Tuesday, March 27th, at 6:00 p.m. in the Bock Auditorium. Tryout packet forms will be due Friday, April 6th by 5:00 p.m. The tryout clinic will be April 11th through April 13th and April 16th through April 20th, in the large gym at 4:30 p.m. Tryouts will occur on Saturday, April 21st at 8:00 a.m. Please contact Ms. Gilmore at sgilmore@conroeisd.net or Ms. Nichols at lnichols@conroeisd.net if you have any questions.

2018-2019 Course Request Deadline - April 6, 2018

The course request deadline for 2018-2019 will occur on Friday, April 6, 2018. This will be the deadline for all elective, core, fine art, and organizational choices for the 2018-2019 school year.

Football Equipment Issue Day - August 11th

The annual football equipment issue day is scheduled for Saturday, August 11th. Athletes need to be present in order to receive equipment fitted specifically for them. The Quarterback Club will have items for sale. Specific times will be announced soon.

Assistant Principals:

Craig Harbin (7th A-K)
Lindsay Nichols (7th L-Z)
Steve Skidmore (8th A-K)
Beatriz English (8th L-Z)

Counselors:

Marti Meerscheidt (7th A-K)
Alex Schultz (7th L-Z)
Lindsay Hollomon (8th A-K)
Jana Shriver (8th L-Z)

Principal:

Chris McCord

Upcoming Events:

- 2/2 Science fair
- 2/6 Online course request window opens
- 2/8 Cheerleader tryout information meeting
- 2/19 Holiday
- 2/20 Online course request portal closes
- 3/8 Parent/Guardian course request help session
- 3/12 Spring break begins
- 3/27 Highland Girl tryout information meeting
- 3/30 Holiday
- 4/2 Incoming Freshmen Athletic Information Night
- 4/6 Deadline for all 2018-2019 requests
- 4/19 P.T.O. Meeting
- 5/28 Holiday
- 5/31 Early release day
- 7/31 Incoming eighth grade student orientation
- 8/2 Incoming seventh grade student orientation
- 8/11 Football equipment issue day
- 9/3 Holiday
- 10/8 Holiday
- 11/19 Thanksgiving holidays begin
- 1/10 Incoming eighth grade parent/guardian information meeting
- 1/15 Incoming seventh grade parent/guardian information morning (9:30)
- 1/16 Incoming Seventh Grade Parent/Guardian Information Night (6:00)
- 1/29 Elective Information Night

All dates are tentative

McCullough Phone Numbers

Transportation: (832) 592-8800
Main Line: (832) 592-5100
Metro Line: (832) 482-6215
Main Line: (936) 709-7215
Fax: (832) 592-5116
Attendance: (832) 592-5111
Kidchat Tipline: (888) KIDCHAT

Riding Home on an Alternate Bus in an Emergency

Students may be allowed to ride home on an alternate bus in the event of an *emergency*. However, there are a number of action items students/parents/guardians need to know in advance to ensure a student can and does secure the appropriate transportation home at the end of the day. These include:

- some buses are operating daily at maximum capacity and *cannot* take extra riders
- to ride home on an alternate bus with a friend, a note from a parent or guardian is required including the full name of your child, alternate bus your child needs to ride, parent/guardian phone number, and parent/guardian signature
- a contact number where you can be reached to potentially verify
- a request form with the parent signature and contact information must be submitted to the grade level office by noon for verification.

Bicycle Safety

If your child is riding a bike, our bicycle rack is on the west side by the football field. This area is under video surveillance and is close to the west doors in case of rain. Please remind your child to please make certain he/she does not ride through the parking lot. The setup is such that the rider can ride through the grass and bypass normal parking lot traffic. ***If you operate a vehicle in our parking lot, please be cognizant of all bicycle, car, and foot traffic.*** The first week of school we met with all students to discuss bike safety and expectations within that meeting.

Visit The McCullough Webstore at www.mccwebstore.com

Go to McCullough's online webstore direct link to purchase select athletic clothing, science fair supplies, pay for class activity fees, and purchase choir, band, and orchestra uniforms. Login instructions are on the website. Note class fees will be loaded to your child's account around August 23rd. Please visit www.mccwebstore.com.

Early Checkout Specifics to Help

If you are checking your child out early during the school day, it will be far quicker if the student brings a note to the front desk before school with your clear directions on what time he/she should be waiting for you in the front office. Please note, this is even more important if the child is in athletics or physical education as it can take much longer to locate them and have them in the front office if they are picked up without an advance note. A form is available on our website for use to help make the process faster. This document is located in our parent services area titled "early release request form." Additional forms are available as needed at the front desk. *Please note a parent or guardian must come into the building to check a student out.* For student safety, please note in advance a photo I.D. is required to check out your child.

TWHS Incoming Freshman Athletic Information Night

TWHS will have their annual incoming freshmen athletic info. night on Monday April 2, 2018 at 6:30 p.m. at the main senior campus gyms (Research Forest Drive).

Make a Difference Anti-Bullying, Understanding Differences, and Resiliency Activities

Several months throughout the year our school will conduct anti-bullying activities through extended third block classes. During these activities we will lead students through lessons on bullying and resiliency, random acts of kindness, internet/social media and bullying awareness, acknowledging differences, and other methods of preventing and reporting potential bullying. If your child perceives he/she is bullied in any setting they are encouraged to call 1-888-KIDCHAT. Current programmed activities include:

- 9/28– Bullying awareness, prevention, and resiliency
- Week of 11/6 – Understanding differences
- Week of 2/12– Random acts of kindness week
- 3/6– Internet dangers, social media, privacy, and courtesy

Athletic Information and Key Dates for 2018-2019

Please see the 2018-2019 folder located on our website for:

- Details of each sport
- Tryout dates if applicable
- Notes to help families understand the process

Course Requests Online

Course request for next year will once again occur online at Parent Access Center. Information on how to complete these requests online will be distributed via email as we approach the request window.

Summer Reading

Please see the 2018-2019 folder on the front page of our website for complete information on incoming student summer reading. Students are to read and annotate one book from the 2016 Lone Star Reading List. The link on our website includes complete details, including all available titles.

Vocabulary Workshop Book

All students seventh through 12th grade utilize the Vocabulary Workshop book. This text will be available for purchase at Student Orientation during August of 2018.

McCullough Online Presence at Twitter and Facebook

Parents, guardians, and students can follow McCullough online at Twitter and Facebook for complete and timely updates on school happenings and student success.

Through this portal, our campus will work to keep you updated on all events occurring at McCullough, TWHS, and with our alumni. The addresses are Twitter - @mcculloughcisid Facebook - @mcculloughcisid

Crossing Guards

We have crosswalk guards that can help students cross at the southwest crosswalk connecting the main parking lot and Creekwood Park. Also, we now have crossing guards at the Panther Creek and Glen Loch intersection if your child is walking and needs to cross at this location.

Last Day Early Release

Our campus will have early release on Thursday, May 31st. Release will be at 1:30 p.m. Please expect the possibility of higher traffic on this date. The front horseshoe will be closed for final dismissal between noon and 2:00 p.m.

State Student Success Initiative (SSI) Information**A Gentle Reminder that Eighth Grade Students Must Pass the State Reading and Math STAAR Exams in Order to Advance to Ninth Grade**

As a reminder, Texas students currently in eighth grade are required by the state Student Success Initiative (SSI) law to pass the eighth grade STAAR math and reading exams to advance to ninth grade.

Parent/Guardian Help Session for Incoming Students of 2018-2019

On March 8th from 9:30 a.m. until 3:00 p.m. counselors and department heads will be available to help or assist in any way needed parents and guardians who have incoming children for the 2018-2019 school year. This will occur in the small gymnasium and is very informal. No appointment is necessary. Please do not enter through the front office, but instead park in the west (football field) parking lot and enter through the main brown patio doors.

KIDCHAT Anonymous Tipline 1-888-KIDCHAT

Our campus and district have an anonymous tipline that can be accessed 24 hours a day by contacting 1-888-KIDCHAT. Information can be communicated at this site regarding activity that is illegal or inappropriate occurring both in the community or on a school campus. Students play a key role in helping keep the school and community safe. Reports are followed up upon by school administrators and/or police. In some cases, informants may qualify for a monetary reward for information leading to felony arrests.

Ongoing Bullying Prevention

The first week of school administrators meet with students through language arts classes to discuss school procedures, expectations, and where to go for help with any need. A wide range of topics are covered including the student handbook. One aspect of this is bullying prevention. If your child is bullied or perceives he/she is bullied at school, please have your student contact his/her administrator in the grade level offices. Email addresses for our assistant principal are available on our website. We want to help. Letting the appropriate assistant principal know, so that he/she can investigate, is key.

Parking Lot Safety and Speed Limit

The posted speed limit in our lots is 5 mph. For the safety of all, please abide by the posting.

Test Retake Policy - An Opportunity To Improve Learning and Grades

Note students have the opportunity in many cases to retake exams in order to improve their understanding of specific topics and improve their overall grades.

Tests can be retaken in social studies, science, math, and electives. The maximum grade that can be made on a retest is a 75. Retaking an exam can have *dramatic, positive impact* on the grade achieved by a student at any level. Exams count for 60 percent of the overall marking period grade. Please note:

- teachers may choose to require tutorials or review prior to the retake
- due to the nature of some assignments and lab practicals, teachers can limit which tests can be offered for retakes
- tests cannot be retaken if the student was cheating on the first administration
- teachers may offer a new test or assignment on the retest
- there are no retakes on semester or final exams
- it is up to the teacher as to when retakes will be offered
- retakes normally occur before the school day at 8:00 a.m.
- students may retake one exam per semester for a PreAP class or one each nine weeks for a regular class

Electronics and Phones - Expectations, Pros, Cons, Rules, and Considerations for Parents/Guardians to Know

Students are allowed to bring electronics to school as long as they are off between 8:50 a.m. and 3:55 p.m. Use of phones during each child's 30 minute lunch is permitted. Your assistance in helping your child understand that vibrate is not equivalent to off is appreciated. For student safety and privacy, electronics are never allowed to be out or on while in the locker room or bathroom. School and felony legal consequences will potentially occur for phone/camera use in areas of which there is a legal expectation of privacy. These items, including phones, are immensely popular among young people. However, due to the fact that these are high theft items on all campuses, it is highly recommended parents/guardians consider whether their child is mature enough to keep up with these very expensive devices. The amount of smartphones left by users on tables, benches, and in the hallways is *staggering*. These items are brought at the student's own risk. Note in advance that if a student's use of electronics, including phones, violates policy, the device will be taken up and consequences for the inappropriate use will be assigned. The phone may need to be picked up by a parent or guardian depending on the infraction and overall number of violations and may not be returned to the student on the same day. Please do not ask your child to have his/her phone on so that you can text or call them, potentially disrupting instruction of children. If you need to get information to your child, please call 832-592-5100 as we deliver messages directly to students throughout the school day. Experience also shows that your child having a phone is incredibly valuable when trying to locate them after the end of the school day.

Bus Safety and Student Transportation Behavior Expectations

School bus safety is a top priority. Our students, and by default your children, are the most important thing and the reason as a school we exist. Many of you count on bus transportation to successfully transport your child to and from campus each day. The drivers do a great job and are some of the most patient and caring people among us. As a campus we are serious and committed to making the ride to and from school a great one for each child. Our campus is not in charge of transportation. However, we do work collaboratively with transportation, students, drivers, and parents/guardians to make the trip the best it can be. Being on the bus is a different environment for students and one most handle wonderfully. However, for some, this is more of a challenge. We communicate with each student, in person, what is expected on the buses the first week of school. The safety and civility of all in this higher risk area is a top priority. Because we want all to enjoy an uneventful and happy ride home, please take a moment to stress the following with your child:

*Any unsafe behavior can be reported at any time to an administrator. Please encourage your child to not wait to report a concern or assume another student will report it.

*Concerns about actions on a bus can always be submitted anonymously to 1-888-KIDCHAT.

*Students can board or depart buses only at their designated bus stop.

*Drivers may assign seats on the school bus. In this case students are required to sit in these designated areas.

*Departing through the back bus door is only permissible during an emergency.

*For additional student safety, most buses have one or more video cameras operating.

*The bus stop is considered school property. Any inappropriate action occurring at a school bus stop is the same as if it occurs on campus.

*Consequences will be assigned for failure to follow bus guidelines and meet safety expectations. These consequences include normal campus discipline, temporary removal from the bus, and permanent loss of transportation privileges.

Semester and Final Exams for Next Year - 2018-2019

Tentative dates for final exams for 2018-2019 are as follows:

- 12/13/18-12/19/18 Fall Semester Exams
- 5/24/18-5/30/19 Spring Final Exams

Please make attendance on these dates a top priority if your child is healthy. Final exams count for ten percent of the grade for junior high courses and fifteen percent for high school. Missed exams can be made up in January for any mid-term test missed and the week of June 3rd through the June 6th.

Automated External Defibrillators (AEDs)

Please note our campus now has four automated external defibrillators for use if ever needed. These reside by the clinic, in the fieldhouse, by the gym, and on the upstairs mezzanine.

Free Parent and Student Access Center

Parents and guardians have free access to Parent Access Center via www.conroeisd.net. This portal gives complete access to student grades, attendance, tardies, discipline, STAAR scores, and other information. This tool can also give parents/guardians the opportunity to set thresholds where you will be emailed scores of each assignment. Students also have the same access via **Student Access Center**.

Free Homework Help Available for Students

McCullough offers many different varieties of tutoring and homework assistance for students. Taking advantage of these programs provides invaluable and free help for students. Please note, programs include:

- Free teacher tutoring at 8:05 a.m. daily (note one or two days per week teachers have morning duty)
- SPARKS peer tutoring during Advisory with Ms. Donna Meyer and Mr. Jarrett Sutter.
- PAWS homework help Monday through Thursday from 4:00 p.m. until 4:45 p.m. in the downstairs library

Bus Accidents and Breakdowns**What to Know in Advance of a Delay**

Our buses do a great job each day of driving our students safely to and from home and school. With the miles driven comes the inevitability of minor bus wrecks or breakdowns. It is a rarity, but it does happen. Most students have phones now to keep you updated. Please note in advance we will attempt to send you email updates if we can based on the situations and if we have updated information. The preferred method of getting the child home after an incident is by the bus or a replacement bus. Please be aware if you do appear on the scene we cannot release students to parents or guardians until we get the go ahead from the police who are working the accident. Thanks for your understanding and cooperation.

10/10/17	PSAT 8/9 Benchmark: 7 th Reading
10/30/17-11/10/17	Benchmark: 8 th Reading Benchmark: 8 th Social Studies
10/30/17-11/17/17	Benchmark: 7 th Writing
11/6/17-11/17/17	Benchmark: 7 th /8 th Math
11/27/17-12/8/17	Benchmark: 8 th Writing
11/27/17-12/20/17	Benchmark: Algebra 1 and Geometry
12/4/17-12/15/17	Benchmark: 7 th Social Studies
12/11/17-12/15/17	Benchmark: 7 th Science
1/16/18-1/19/18 (optional)	Benchmark: 8 th Science
1/22/18-1/26/18	Benchmark: 7 th Reading Part I
2/5/18-2/23/18	Benchmark: 7 th Writing and 8 Reading
2/5/18-2/16/18	Benchmark: 7 th /8 th Math
2/26/18-4/6/18	TELPAS
2/26/18-3/8/18	Benchmark: 8 th Social Studies
4/4/18-4/6/18	Benchmark: 7 th Reading Part II
4/9/18-4/13/18	Benchmark: 8 th Science
4/10/18	STAAR: 7 th Writing
4/10/18	STAAR: 8 th Math
4/11/18	STAAR: 8 th Reading
5/9/18	Algebra 1 EOC
5/14/18	STAAR: 7 th grade Math/ 8 th Math Retest
5/15/18	STAAR: 7 th grade Reading/8 th Reading Retest
5/16/18	STAAR: 8 th Grade Science
5/17/18	STAAR: 8 th Grade Social Studies
5/18/18	STAAR – all makeups need to be completed by the end of this day
5/5/18-5/25/18	Benchmark: 7 th Science
5/7/18-5/18/18	Benchmark: 7 th Social Studies

- * ***Eighth grade students in Texas are required to pass STAAR Reading and STAAR Math in order to advance to ninth grade.***
- *Eighth grade students who do not pass the STAAR Reading or STAAR Math exam on the first attempt will undergo state-required remediation during the school day for approximately the two weeks before the second administration of the STAAR test(s).*
- Eighth grade non-passers after two attempts are required by the state to attend summer school remediation throughout June to prepare for their third attempt to pass. ***Before planning summer vacations, please take this into account.***
- * Students will be in their testing room until 1:45 p.m. on STAAR days.
- * Lunch will be eaten in the classroom from 1:10 p.m. until 1:40 p.m. * Each student should bring, if possible, a sack lunch and water bottle.

Off Campus Physical Education Guidelines and Information for Parents/Guardians/Students Choosing the Course in 2018-2019

Information for students, parents, and guardians interested in Off-Campus Physical Education for 2018-2019 is below. Please note the important bulleted details *before* considering Off Campus Physical Education.

- The *Texas Education Agency* allows Off Campus Physical Education for *participation in individual Olympic sports only. Team sports are not eligible for this program.*
- Students are only allowed to participate at CISD approved facilities. *Please note all organizations must renew each year. The vendor deadline to turn in their application is March 8th at 4:00 p.m.*
- Off Campus Physical Education is a year-long commitment. *One-semester versions* of this program are not available. Students participating in Off Campus Physical Education are committed to **both** the fall **and** spring semesters **consecutively**. A student's *class schedule* is developed accordingly as students who are in off campus physical education do NOT have classes fourth block (red or green) for either semester.
- The *Texas Education Agency* does not allow students in this year-long program to participate in school *UIL* athletic programs (which have their own athletic class *during* the school day). Participants may and are encouraged to try-out for school club programs, such as track, golf, tennis, and soccer that meet before or after the school day. Off-campus physical education students who choose to participate in club sports after school would need to depart campus with their special dismissal time and then return to participate in the special activity after school.
- For students enrolled in the year-long Off Campus Physical Education program, a can only be changed at mid-term. Choose your facility and instructor *wisely* from the outset. ***Make certain you are comfortable remaining with the instructor and facility throughout the entire school year.***
- Any student choosing *Category 1*- Off Campus Physical Education must be picked up daily on both red and green days by a parent or guardian at 2:55 p.m. at the northwest corner, main student entrance. **Make sure you have year-long afternoon pick up arrangements (parent or guardian) in place prior to choosing Off Campus Physical Education.**
- Students are not allowed to leave campus and walk home unsupervised.
- Grades and attendance for a student in Off Campus Physical Education are submitted every three weeks by the approved facility. The grades are reflected on the student's report card and do count toward *UIL* eligibility.
- Vendors who do not submit their Grade Reports on the designated due dates will be dropped from the program. As a result, the student will be reassigned to a campus physical education class.
- The *Texas Education Agency* allows Category I (15+ hours per week) participants to leave campus one hour early prior to the end of the school day. From 2:26 p.m. until 2:55 p.m., students will be supervised by a McCullough instructor in a silent study hall. Students who cannot successfully function in study hall without disturbing others may be dropped from off –campus physical education.
- Selecting Off Campus Physical Education (Category 1) requires a commitment to leave early on both red and green days.
- Students in ***Category 2***-Off Campus Physical Education do not leave school early and do not have a physical education class on campus. However, students do receive two extra academic classes. As a result, a student choosing and qualifying for Category 2-Off Campus Physical Education must be enrolled in band, choir, or orchestra.
- Students who fail to meet state guidelines for completion of hours or are not picked up at the proper time daily will be dropped from Off Campus Physical Education and placed in a regular campus physical education class. Please ensure the entire family understands the 2:55 p.m. pick up time, and can successfully obtain their child at 2:55 p.m. for all 178 days, before making the commitment to this year-long program.
- Off Campus Physical Education student registration begins March 19th and closes on April 6th at midnight.
Selections to choose Off Campus P.E. close at McCullough on April 6th. Those who sign up for Off Campus Physical Education and have met the April 6th McCullough deadline have until May 1st to complete the online district enrollment process.
- For student safety at all times, parents/guardians are required to come to the crosswalk to obtain their child from the Off-Campus Physical Education class teachers.
- Registration for Off Campus Physical Education is done electronically via the CISD web site. Instructions for enrolling will be announced at a later time. Choosing Off Campus PE on your Course Selection form DOES NOT officially enroll your student in the Off Campus PE program. You must enroll your student via the CISD web site.

All Off Campus Physical Education Information, including dates, are subject to change. This is a tentative set of information designed to assist.