

...because at Edward R. Murrow High School, we **CARE** about our students

Calendar: Dec. 4 - Dec. 8, 2017

To The Faculty:

(1) **A Few Reminders:**

- ✓ Staff members are reminded that you are **not** permitted to bring your children to school with you.
- ✓ If you are going to be absent from school, please call the switchboard, **(718) 258-9283**, **no later than 6:30 A.M.** and report the absence to Christine Ingordo or Lirie Kaziu. The voice-mailbox will also be available to receive absence calls between 3:00 P.M. and 6:00 A.M. weekdays and all hours on the weekends and holidays. The number is **(718) 258-4057**.

(2) *Congratulations to Christian Fattorusso (Paraprofessional) on the birth of his son.*

(3) Condolences to Gerald Drayer (Social Studies Department) on the loss of his mother-in-law.

(4) **Dates To Remember:**

<u>Mon., Dec. 11th</u>	Music Sponsors Meeting - 7:00 P.M. in Room A4
<u>Tues., Dec. 12th</u>	Parents' Association - 6:30 P.M. in Room 387/Greenhouse
<u>Thurs., Dec. 14th — Sat., Dec. 16th</u>	Winter Production of "The Sound of Music" Dec. 14 th 4:00 P.M. Dec. 15 th 7:00 P.M. Dec. 16 th 2:00 P.M. & 8:00 P.M.
<u>Fri., Dec. 15th</u>	Remuneration Day
<u>Thurs., Dec. 21st</u>	Holiday Concert — 7:00 P.M. in the Joseph Anzalone Theater
<u>Fri., Dec. 22nd</u>	Remuneration Day
<u>Mon., Dec. 25th — Mon., Jan. 1st</u>	Winter Recess — Schools Closed!
<u>Tues., Jan. 2nd</u>	Return to School
<u>Thurs., Jan. 4th</u>	Ensemble Concert — 7:00 P.M. in the Joseph Anzalone Theater

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MONDAY

Dec. 4

Attendance - B - Band
G Band Does Not Meet

GRADES MUST BE ENTERED INTO PADS BY 10:00 A.M.

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TUESDAY

Dec. 5

Attendance - B - Band
0, A, F, J & K Do Not Meet

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WEDNESDAY

Dec. 6

Attendance – B - Band
D Band Does Not Meet

Art Patrons Meeting – 6:30 P.M. in Room 438

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THURSDAY

Dec. 7

Attendance – A-Band
B, E & H Bands Do Not Meet

School Leadership Team Meeting – 6:00 P.M. in the Principal’s Conference Room, Room 112

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FRIDAY

Dec. 8

Attendance – SCS
O & C Bands Do Not Meet

20 Minute Special Schedule	
A:	8:05 – 8:55
B:	8:55 – 9:40
SCS:	9:40 – 10:00
D:	10:00 – 10:45
E:	10:45 – 11:30
F:	11:30 – 12:15
Regular Friday Bands To Follow	

SCS Procedures:

- 1. Take Attendance - Return Attendance Folders to Room 127, immediately after SCS.**
- 2. Distribute Marking Period 2 Report Cards**
- 3. Distribute 2nd Regents Exam Notices to applicable students.**

After SCS:

- 4. Return all undistributed material to the General Office, Room 102.**

Spec. Ed. SCS Teachers - Return undistributed material to Room 128

Return Subject Class Attendance Scan Sheets to the boxes near the Principal's Office, Room 108 after J-Band