

Calendar: June 26 - June 30, 2017

To The Faculty:

(1) Be sure to see Fran Grasso, our Payroll Secretary, Room 202 between Monday, June 19th and Wednesday, June 28th to sign your C.A.R. for any absences you had this year.

(2) *Congratulations to Hayley Mercurio (Math Department) on the birth of her son.*

(3) **Dates To Remember:**

<u>Mon., Aug. 28th</u>	Supervisors Report to School
<u>Tues., Aug. 29th</u>	New Student Orientation Meetings
<u>Mon., Sept. 4th</u>	Labor Day - <i>Schools Closed!</i>
<u>Tues., Sept. 5th</u>	<u>All Staff report to school - report to school</u>
<u>Wed, Sept. 6th</u>	<u>Family Paraprofessionals - report to school</u>
<u>Thurs, Sept. 7th</u>	<u>Students, School Aides report to school</u>
<u>Thurs., Sept. 14th</u>	New Parents Orientation Meeting – 7:00 P.M.

MONDAY
June 26

Eid al-Fitr – Schools Closed!

TUESDAY
June 27

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

Regular Tuesday School Day Schedule

Graduation – 10:00 A.M. at Kings Theatre

End Term Party – Paradise Catering @5:00 P.M.

WEDNESDAY
June 28

*Last Day of School for Teachers, School Aides,
Paraprofessionals and Students*

Faculty Conference in the Joseph Anzalone Theater – 9:30 A.M. – 10:15 A.M.

10:30 – 11:00 A.M.

**** Note: SCS Teachers are to remain in their SCS Rooms until 11:00 A.M. to accommodate latecomers.****

Freshman, Sophomore and Junior SCS's:

SCS Procedures:

- (1) Take Attendance - Return Attendance Folders to Room 127, immediately after SCS.
- (2) Distribute Semester II Report Cards.

After SCS:

Return undistributed report cards/summer school programs in your Brown SCS Envelope to the General Office, Room 102, immediately after SCS.

(Spec. Ed. SCS Teachers - return materials to Rm. 128.)

Beginning at 2:00 P.M. be sure to pick up your checks in Room 202 – remember, it's Remuneration Day!

Senior SCS – 11:00 A.M. – 12:00 P.M. –

Senior SCS's:

SCS Procedures:

- (1) Distribute Diplomas - Students must present completed Certification Forms and they must turn in their Photo I.D. Card in order to obtain their diploma.

After SCS:

Return all undistributed diplomas to Ms. Blom in **Room 124D.**

Return Brown SCS folders to the **General Office, Room 102.**

Be sure to sign your Time Card at the end of the school day, today

HAVE A WONDERFUL SUMMER!

*****END TERM REMINDERS:*****

1. Key Return - Those staff members who are leaving Murrow (retirements, leaves, etc.) must return their keys to MJ Fay in Room 106.
2. Secure all equipment and materials before the end of the day today.
3. Put away any items you wish to save.
4. Be sure all Phone Boxes are **LOCKED**

THURSDAY
June 29

Administrative Day

FRIDAY
June 30

Administrative Day