

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

Calendar: March 12 - March 16, 2018

**To The Faculty:**

(1) **Dates To Remember:**

Wed., March 21<sup>st</sup> PSAT/SAT Day

Murrow Art Patrons – 7:00 P.M. in Room 416

Thurs., March 22<sup>nd</sup> Open School Evening – 5:00 P.M. – 8:00 P.M.

Fri., March 23<sup>rd</sup> Open School Afternoon - 12:30 P.M. – 2:50 P.M.

Tues., March 27<sup>th</sup> Players Circle Meeting – 7:00 P.M. in the  
Principal’s Conference Room, Room 112

Wed., March 28<sup>th</sup> Youth In The Millennium  
  
National Honor Society Induction –  
7:00 P.M. in the Joseph Anzalone Theater

Thurs., March 29<sup>th</sup> Remuneration Day

Fri., March 30<sup>th</sup> – Fri., April 6<sup>th</sup> *Spring Recess – Schools Closed!*

**MONDAY  
March 12**

**Attendance – SCS  
G Band Does Not Meet**

30 Minute SCS	
<b>A</b>	<b>8:05 – 8:55</b>
<b>B</b>	<b>8:55 – 9:40</b>
<b>SCS</b>	<b>9:40 – 10:10</b>
<b>C</b>	<b>10:10 – 10:55</b>
<b>D</b>	<b>10:55 – 11:40</b>
<b>E</b>	<b>11:40 – 12:25</b>
<b>F</b>	<b>12:25 – 1:10</b>
<b>H</b>	<b>1:10 – 1:55</b>
<b>Regular J-Band to Follow</b>	

**SCS Procedures:**

**It is very important that you follow these instructions for SCS completely**

- (1) Take Attendance - Return Attendance Folders to Room 127, immediately after SCS
- (2) Read aloud Course Request Procedures
- (3) **Collect Semester I Course Selection Sheets - Alphabetize and return the sheets to your respective Guidance Counselor, immediately after SCS.**
- (4) Distribute appointment slips to meet with Guidance Counselors

**TURN OVER FOR MORE INSTRUCTIONS**

**INSTRUCTIONS CONTINUED**

- (5) PSAT/SAT Schedule
- (6) PSAT/SAT Exam Notices to students that did not receive it in the previous SCS.
- (7) Distribute Student Transcripts

**INSTRUCTIONS FOR SURVEYS**

- (8) Distribute student surveys
  - A. Instruct students to remove both the survey and the answer sheet
  - B. Review the directions for doing the survey with the students
  - C. Explain to the students the importance of not only their participation but their parents as well
  - D. Collect your student surveys and place them back into the plastic bags they came in and into your brown SCS folder

**Place a rubber band around all absent student's surveys**

- (9) **After SCS:**  
**Return your Brown SCS Envelope with undistributed material to the General Office, Room 102, immediately after SCS**

(Sp. Ed. SCS Teachers - Return undistributed material to Room 128.)

**End of Marking Period 1**

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<b>TUESDAY</b> <b><u>March 13</u></b>	<b>Attendance - B - Band</b> <b>0, A, F, J &amp; K Do Not Meet</b>
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Parents' Association - 6:30 P.M. in the Teachers' Cafeteria

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<b>WEDNESDAY</b> <b><u>March 14</u></b>	<b>Attendance - B - Band</b> <b>D Band Does Not Meet</b>
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<b>THURSDAY</b> <b><u>March 15</u></b>	<b>Attendance - A - Band</b> <b>B, E &amp; H Bands Do Not Meet</b>
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Remuneration Day

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<b>FRIDAY</b> <b><u>March 16</u></b>	<b>Attendance - B - Band</b> <b>C Does Not Meet</b>
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**GRADES MUST BE ENTERED INTO PADS BY 10:00 A.M.**

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