

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

Calendar: Jan. 14 - Jan. 18, 2019

To The Faculty:

(1) **“Reminder:”**

- Lock all classrooms, offices and telephone boxes at the end of each school day. Also, be sure to secure all equipment at the end of each school day.
- Maintain a full instructional program through Friday, Jan. 18th, the last day of classes for Semester 1.
- Please use your school issued bathroom pass when allowing students to leave the room. If you do not have a bathroom pass please email Ms. Fay, (mfay6@schools.nyc.gov), to have a new one issued.

(2) **A few reminders to follow during the exam season:**

1. Report to the Teachers’ Cafeteria before all proctoring assignments.
2. Morning exams begin at 8:45 A.M. Afternoon exams begin at 12:45 P.M.
3. Report for proctoring assignments on time.
4. Familiarize yourself with the exam instructions.
5. Be sure to have all the necessary materials for each exam.
6. Be sure that attendance lists and seating plans are filled out.
7. **Before collecting the papers, make sure the students have signed the Declaration in pencil.**
8. And most importantly - BE VIGILANT - you must actively supervise during your proctoring assignments.

- (3) Condolences to: Teresa D’Ambrosio (Paraprofessional) on the loss of her husband.
Treston Rudder (I.S.S. Department) on the loss of his grandmother.

Congratulations to James Welsh (Music Department) on the birth of his daughter.

(4) **Dates To Remember:**

Mon., Jan. 21st *Martin Luther King, Jr. Day – Schools Closed!*

Tues., Jan. 22nd - Fri., Jan. 25th Regents Testing

Wed., Jan. 23rd **GRADES MUST BE ENTERED INTO PADS BY 10:00 A.M.**

Mon., Jan. 28th Staff Development – Non-Student Attendance Day

Tues., Jan. 29th Semester II Begins

Thurs., Jan. 31st Club Fair

Remuneration Day

Fri., Feb. 1st & Sat., Feb. 2nd Sing! 2019 – 7:00 P.M. in the Joseph Anzalone Theater

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MONDAY

Jan. 14

Attendance - B - Band
G Band Does Not Meet

TUESDAY

Jan. 15

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

Remuneration Day

WEDNESDAY

Jan. 16

Attendance - B - Band
D Band Does Not Meet

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

Winter Concert – 7:00 P.M. in the Joseph Anzalone Theater

THURSDAY

Jan. 17

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

School Leadership Team Meeting – 5:30 P.M. in the Principal’s Conference Room, Room 112

Winter Concert – 7:00 P.M. in the Joseph Anzalone Theater

FRIDAY

Jan. 18

Attendance - B - Band
C Does Not Meet

End of Marking Period 3

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