

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

**Calendar: Sept. 10 - Sept. 14, 2018**

**To The Faculty:**

**(1) Important Reminders:**

1. Move your time card upon arrival! You must check your time card each morning for coverage slips. Cards must be checked after 7:30 A.M. to insure that coverages are picked up. All coverage slips must be picked up by 8:00 A.M., even if you do not have an **A** and/or **B - Band** class.

**Remember, teacher and paraprofessional times are as follows :**

<b>0 – H Bands</b>	<b><u>7:05 A.M.</u></b>
<b>A – J Bands</b>	<b><u>8:00 A.M.</u></b>
<b>B – K Bands</b>	<b><u>8:50 A.M.</u></b>

2. Any staff member who must leave the building before the regular end of the school day, **must obtain approval from their Department Supervisor and from Christine Ingordo. You must also sign out in the Sign-Out book in Room 106.**

**PLEASE REVIEW CHANCELLOR'S REGULATION C-601 ON FRACTIONAL ABSENCE.**

**DEDUCTIONS! THIS WILL BE ENFORCED.**

3. Paid coverages are only allowed for teacher absences or emergency situations - ie., a teacher becomes ill during the school day. Other coverages, for any personal reasons, are not paid coverages. Such coverages must be arranged by the teacher with a member of his/her department on a voluntary basis. You must have the approval of your Department Supervisor and Christine Ingordo before such voluntary coverages can be arranged.

**If you are leaving for a doctor or dental appointment you must bring a doctor's note when you return to work. Also, when you return from an absence you must report to Donna Sullivan, Room 118 to sign your C.A.R.. Paraprofessional's should report to Elizabeth Vasta, Room 206 to sign your C.A.R.**

4. If you would like to volunteer to do paid coverages for absent teachers, please send a note to Christine Ingordo's Office with your name, department and the band(s) you are available.

(2) Anyone interested in purchasing staff gear should see Ms. Sinclair or Ms. Gianneo, Room 158.

(3) If you are in need of a voicemail box or you have forgotten your password to access your Voicemail, please see Ms. Ingordo, Room 104.

(4) Condolences to: John Jones (Communication Arts Department) on the loss of his mother.  
Fran Blay (School Aide) on the loss of her brother.

(5) *Congratulations to Diana Marra (Paraprofessional) on her engagement.*

**(6) For Your Calendar:**

<u>Sun., Sept. 16<sup>th</sup></u>	Parents Association Freshman Breakfast – in the Students' Cafeteria
<u>Mon., Sept. 17<sup>th</sup></u>	Music Sponsors Meeting – 7:00 P.M. in Room A4
<u>Wed., Sept. 19<sup>th</sup></u>	<b><i>Yom Kippur – Schools Closed!</i></b>
<u>Thurs., Sept. 20<sup>th</sup></u>	Pit Auditions 3:00 P.M.
<u>Tues., Sept. 25<sup>th</sup></u>	Parents' Association - 6:00 P.M. in the Students Cafeteria
<u>Thurs., Sept. 27<sup>th</sup></u>	College Parent Planning Workshop – 6:00 P.M. in the Joseph Anzalone Theater
<u>Fri., Sept. 28<sup>th</sup></u>	Remuneration Day

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**MONDAY**  
**Sept. 10**

***Rosh Hashanah – School Closed!***

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**TUESDAY**  
**Sept. 11**

***Rosh Hashanah – School Closed!***

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**WEDNESDAY**  
**Sept. 12**

Attendance – B - Band  
D Band Does Not Meet

**Pit Info Meeting – 3 P.M.**

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

**Auditions**

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**THURSDAY**  
**Sept. 13**

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

**Faculty Portraits**

**New Parent Orientation Meeting – 7:00 P.M. in the Joseph Anzalone Theater**

**Auditions**

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**FRIDAY**  
**Sept. 14**

Attendance - B - Band  
C Does Not Meet

**Faculty Portraits**

**Remuneration Day**

**Auditions**

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