



Weekly Intercom January 10, 2014

- Hot Beverages-** You may **NEVER** walk the halls or have in your classroom or any other area where students are present any hot beverage that is not properly covered. Also, you may **NEVER** allow a student to carry a hot beverage for you! Do not let your guard down and think that just because an accident has never happened doesn't mean that it can never happen. Be Smart. You will never forgive yourself if a tragedy occurs.
- Record Keeping-** It is essential to be diligent in your professional responsibility of record keeping. It is Standard Operating Procedure to keep accurate records. As teachers you are required to keep many different types of records and they all warrant the same careful attention. Please pause and remember to give your full attention to this task. If you are ever unsure then ask an AP or me.
- Guidelines for Outdoor Play in Cold Weather-** Children benefit from vigorous exercise and should be given the opportunity to play outside whenever possible. Unless it is snowing, there is ice on the playground, or the wind chill factor creates an effective temperature below zero degrees Fahrenheit (-18 degrees Celsius), temperature alone should not be a barrier to outdoor play. On very cold days, we need to take precautions to keep students warm and ensure that they are appropriately dressed. When outdoors, cover exposed skin, wear warm clothing, and use multiple layers to maintain warmth.
- W-2 Forms-** The NYCDOE will distribute W-2 wage and tax statements during the week of January 27, 2014.
- Edline/Easy Grade Pro Web Reminder-** must be updated weekly. Training and tips are always available; please see your AP for assistance.
- Happy Birthday-** to all those born in January. I wish you a special day:
Janice Dalton, Irina Johnson, Bridget Cuoco, Nicole Kasbar, Meredith Samuelson, Christopher Browne, Susan Golden
- Coat Drop-Off-** Thank you for your full cooperation with this procedure. Things have improved tremendously.
- Half-Day-** There will be a half-day of school for all students on Wednesday January 15, 2014. This time will be used for professional development of all staff. The agenda will be posted over the time clock.
- Progress Reports-** Progress Reports must be generated for all students and returned signed by January 24, 2014. These reports are to be placed in the student's portfolio.
- Student Updates-** Please adjust your records accordingly:

Discharges-

621 Michael Lilevman
652 Nabiha Ahmed
743 Tamara Raysor
751 Angela Chen
833 Chance Gdansk
852 Manahil Ahmed

Re-Admit

712 Philip Ruiz

Inter-Class 743 to 767

Athena Veltman



*The upcoming New Year is a perfect time to forget sorrows,
make positive changes and remember the good things in life.*

*Whatever your goals for the year 2014, move forward, stay positive &
work hard. It's time to welcome the New Year with a new sense of hope in
your heart and a smile on your face.*