



The Bay Academy for the Arts & Sciences Intermediate School 98

Maria Timo

Principal

Weekly Intercom January 30, 2015

1. **Professional Attire-** This is a gentle reminder that all staff members are expected to dress professionally and appropriately at all times unless there is a special occasion such as Senior days or Casual Fridays. You must set yourself apart from the students, not dress like them during business hours. It is important to set the tone for professionalism and help to raise the bar for proper decorum. If you have any reason that you cannot maintain this level and manner of professionalism or you are unclear what **casual business attire** means, please make an appointment to see me.
2. **Teacher Errands-** You MAY NOT send a student to the Teacher Resource room to buy a snack or drink under any circumstances. Students should not be in that room for any reason. All teachers should be afforded the luxury of speaking freely with their colleagues in that room without the fear of a student entering. If you have any type of emergency issue that requires food or drink contact the Main Office or AP.
3. **Student Detention-** You may not detain any student at the end of class for any reason. This practice causes the student/s to be late to their next period which shows a lack of respect for that teacher and the work they do.
4. **SAT Reports-** Please complete SAT reports thoroughly and within a week's time. The report should be an accurate snapshot of the student's performance.
5. **Professional Development-** There will be a half day of school for all students on Wednesday 2/4. Please take your lunch period from 11-12:00pm and report promptly to the auditorium at 12pm with your laptop for the afternoon workshop.
6. **Respect for All-** The week of February 9-13, 2015 has been designated as **Respect for All**. We will continue with our tradition of recognizing random acts of kindness with a 3 point coupon. The coupons (10per teacher) will be placed in your letter box next Friday. Please be generous and use them to recognize *random acts of kindness*. Also, this year there will be new initiatives aligned to this important cause. An introductory letter was placed in your letterbox.
7. **Student Bathroom Update-** In light of recent events regarding the misuse of student bathrooms and in consultation with the Deans, Safety Committee and Pupil Personnel Committee a decision to lock the 3rd and 4th floor student bathrooms has been made. Students will have access to the 1st floor bathroom all day and the 2nd floor bathrooms will be open for use periods 1, 2, 3, 7 and 8. Also, please be mindful of the students who are leaving your room regularly and report their names to the Dean.



Thought to Ponder...

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