



**The Bay Academy for the Arts & Sciences  
Intermediate School 98**

**Maria Timo**  
Principal

**Weekly Intercom January 29, 2016**

1. **Thank You** – A huge thank you to all the staff members who battled the snow storm on Monday to get to work. I appreciate the effort you made and I understand it was no easy task. 98% of our Staff reported to work! Thank You.
2. **Dismissal**- My gratitude runs deep for those staff members who helped to ensure an orderly and safe dismissal of our students this past week. Not one volunteer complained or expected something in return when they remained outside past their contractual scheduled time. The students and parents are fortunate to have such dedicated and caring staff members. (I am too!) Thank you from the bottom of my heart.
3. **Teacher Responsibilities** – Although it is the duty and responsibility of all staff members to address student issues, you must remember your role is not a disciplinary one but an instructional one. That simply means if there are any behavioral issues arising during the school day, it is your duty and responsibility to report it to a Dean, Assistant Principal, or Main Office. It is NOT your duty or your responsibility to try to resolve the issue. There are strong systems in place that work effectively in this building. A teacher's responsibility is to instruct students. You are reminded to leave school wide disciplinary issues to the above mentioned staff members.
4. **Verbal Abuse**- This is a reminder that you must be aware of the way you speak to children. It is your duty and responsibility to remain professional at all times. Below is a reminder of the regulation **A421**:
  - A. Verbal abuse is defined as language (written or oral) about or directed toward students that:
    - belittles, embarrasses or subjects students to ridicule; or
    - has or would have the effect of unreasonably and substantially interfering with a student's educational performance or ability to participate in or benefit from an educational program, school-sponsored activity or any other aspect of a student's education; or
    - has or would have the effect of unreasonably and substantially interfering with a student's mental, emotional, or physical well-being; or
    - reasonably causes or would reasonably be expected to cause a student to fear for his/her physical safety; or
    - reasonably causes or would reasonably be expected to cause physical injury or emotional harm to a student.
5. **Corporal Punishment** – This is a reminder that any act of physical force upon a pupil for the purpose of punishing that pupil is considered corporal punishment.
6. **Edline/Easy Grade Pro**- Please ensure that you are updating this site with current grades, dates and information weekly. Part of your professional assignment is to maintain this site with current information.
7. **Professional Attire**- There are many ways we as professionals set ourselves apart from our students. Professional business attire is one of those ways. Please ensure that unless there is a casual/dress down day, you are maintaining a professional business attire. Jeans are NOT considered professional attire. Thank you.
8. **Toner**- With the installation of the floor copiers please note that teachers will only be allotted ONE more toner cartridge between now and June.
9. **Student Led Conferences**- We must use Tuesday afternoons to work closely with our families to assist us in forming cooperative partnerships. Please encourage your students (all levels) to set up an appointment to meet with you. The parent must be present as well. Appointment times should run between 2:00-2:40pm. **When the conference concludes, please send me an email with the date of the conference as well as the names of the student and his/her parent.**
10. **Secure Belongings**- As you are aware, there is much construction taking place in this building. Please ensure that you are securing all personal and professional items each and every day. It is also your duty and responsibility to **immediately** report any missing items.
11. **Respect for All**- The week of February 9-12, 2016 has been designated as **Respect for All**. Please join us in supporting the fight against bullying and tolerance for diversity. We will continue with our tradition of recognizing random acts of kindness with a 3 point coupon (10 per teacher). The coupons were placed in your letter box. Please be generous and use them to recognize **random acts of kindness**. Please EMAIL Mrs. D'Agosta the name of the recipient at [Ndagosta@schools.nyc.gov](mailto:Ndagosta@schools.nyc.gov) .



*Teachers create an enchanted learning  
climate within their rooms,  
An exciting environment where inspiration  
bursts  
And learning explodes like dazzling  
fireworks!*