



The Bay Academy for the Arts & Sciences Intermediate School 98

Maria Timo

Principal

Weekly Intercom September 16, 2016

- Office of Labor Relations-** Please note that teachers are required to be in their class ready to teach at the start of the school day-i.e. when the students arrive. The time it takes a teacher to get to his/her class is not part of the contractual day. All other employees must be at their work assignments at the beginning of their workday. Therefore, if you are entering the building when the first bell sounds, you are late. Please give yourself ample time to arrive at work on time and ready to teach. This also applies to your scheduled teaching periods. You must be at your classroom door, ready to teach when the students arrive.
- Absence Protocol-** You are required to call in your absence on or before 6:00am. You may leave a voice message (see opening day download for directions) as well. If there is an unforeseen emergency while traveling to work, you are expected to notify the school immediately. The continuity of instruction must be a priority for our students.
- Jupiter-** A special thank you to Dr. Cubbin and Mr. Soeur for their support as we transition to Jupiter grades. I have been monitoring the usage of all teachers and some of you have not entered any grades as of today. We are now six days into the schoolyear and there should be some record of your students' progress. Please correct this.
- Back to School Night-** Thank you for hosting this event for our parents. The feedback I received from our parents was positive. Most were thoroughly impressed and happy to be part of our community. Thank you to Ms. Aguiar and Mr. Caiati for hosting an informative HS process workshop.
- Middle School Fair-** The MS Fair will take place on Tuesday September 27th from 5:30-7:30pm at IS303. Volunteers are needed and much appreciated. We are always the most crowded table and there are many potential students who need to be enticed to attend our school. A sign-up sheet will be in the mailroom.
- Timecards-** Please move your timecard from **OUT** to **IN** and **IN** to **OUT** at the start of the day and the end of the day.
- Passing-** All staff members must be in the halls during passing to ensure the safety of the students.
- ID Badges-** All staff are reminded to wear their ID badges upon entering the building. Please **DO NOT** make any adjustments to wear the ID card in any other place besides where you were shown. It needs to remain easily visible. Please remind all your students they are required to wear their badges as well.
- Class Lists-** If you have incorrect class lists, please notify Mrs. Dalton. Please ensure that all students listed on your class lists are actually present in your room. If there is a student who is not on your list but is in your room, you **MUST** notify Mrs. Dalton.
- School yard-** Please sign up to assist with the morning parking. If you are using the designated area to park then it is your responsibility to help.
- Windows-** Windows may not be opened from the bottom on floors 2, 3 and 4. This poses a potential safety hazard.
- Air-Conditioning-** It pleases me to know how comfortable your classrooms are now that they are equipped with a/c's. With that in mind, please remember to keep your doors closed during passing **unless you have a class entering your room**. This will allow you to monitor the passage of students as well as your class. Also, please turn off your unit at the end of each day and secure the remote.
- Technology-** It is expected that you utilize the technology that has been provided to you in all of your classes. This includes the interactive Smart board and iPad. The Dojo app is a valuable resource to use on your iPad and I would like to see it incorporated in all classrooms. Thank you.
- Student Access to Drinking Water-** Students should have easy access to water and be encouraged to drink often. Please make sure that students are not denied any opportunity to drink from school fountains, water bottles or other water sources.
- Social Committee-**You may join the Social Committee by submitting \$60.00 cash to Marietta Falconieri.



**A good teacher can inspire hope,
ignite the imagination
and instill a love of learning**