



# The Bay Academy for the Arts & Sciences

## Intermediate School 98

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**Maria Timo, Principal**

Mark Goldberg, Assistant Principal  
Janice Dalton, Assistant Principal  
Nicole D'Agosta, Assistant Principal  
Sean O'Neill, Assistant Principal

September, 2019  
RE: CAASS System

Dear Parents/Guardians,

This letter serves as a reminder to all students/parents that every student **MUST** wear their Identification Badge around their neck upon entering the building and throughout the school day until dismissal. This policy has been instituted to ensure the safety of all students and assist in providing them lunch in an orderly and timely fashion. In order to maintain an open line of communication with our parents, we have worked with the designers of CAASS so that parents will receive notifications regarding their child. Parents/Guardians will be able to be notified when their child has scanned into the building, as well as, their classroom attendance and bathroom usage. All 6<sup>th</sup> Grade Students will be issued their ID Cards at the beginning of the school year.

CAASS Scanning Stations will remain in the main lobby as students enter the building. Every student is required to scan their ID Badge upon entering the building to ensure for their safety and attendance. Scanning will also be present at the bathrooms located in the building and students will be required to scan their ID Badge upon entering and exiting the bathrooms.

In order to receive alerts from the CAASS notification system, parents must fill out the form using the link below. All Incoming 6<sup>th</sup> Grade Parents will need to upload a headshot photo of your child in order to have their ID ready and available at orientation. If you have any questions, please contact your grade Assistant Principal. Please remind your child of their responsibility to secure their ID Badge and wear it every day upon entering the school.

Grade 6 Assistant Principal Ext. 1161  
Grade 7 Assistant Principal Ext. 4241  
Grade 8 Assistant Principal Ext. 3260

Link for CASS Online Form: <https://forms.gle/szz2RssgXBDk86t39>

Our goal at The Bay Academy is to ensure the safety and welfare of every student and staff member. Please assist me in making that happen.

Thank you for your continued support and cooperation.

Maria Timo  
Principal

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I have read and understand the safety protocols for the CAASS ID Badge Scanning System.

Student Name \_\_\_\_\_ Class \_\_\_\_\_  
(Print)

Parent Name \_\_\_\_\_ Date \_\_\_\_\_  
(Print)

Parent/Guardian Signature \_\_\_\_\_