## WEEK OF NOVEMBER 11 - NOVEMBER 15, 2019

**Teachers and Paras:** Please notify sub-central of absence via phone or internet.

**All Other Staff:** Please use 212-312-4800 x4959 to report absences. Call before 6 a.m.

**Teachers:** Subject class attendance sheets are due EVERYDAY IMMEDIATELY after your last class.

### MONDAY, NOVEMBER 11

**ALL PROFESSIONAL STAFF**
Veterans Day – No School

### TUESDAY, NOVEMBER 12

*Regular Bell Schedule* – “A2” for Phys. Ed/Science Lab

**TEST DAY:** All Science Classes

**ALL PROFESSIONAL STAFF**

### WEDNESDAY, NOVEMBER 13


**TEST DAY:** Language, Health & English

**ALL PROFESSIONAL STAFF**

- **PD** – Sexual Harassment Training
  - [https://mspwwv-dcschtvp.csc.nycnet/LDCBT/training/CDEEO/SexualHarassment](https://mspwwv-dcschtvp.csc.nycnet/LDCBT/training/CDEEO/SexualHarassment)

### THURSDAY, NOVEMBER 14


**TEST DAY:** Math & Music/Art/Tech

**ALL PROFESSIONAL STAFF**

### FRIDAY, NOVEMBER 15

*Regular Bell Schedule* – “B1” for Phys. Ed/Science Lab

**Computer Science & Social Studies**

**ALL PROFESSIONAL STAFF**

- **SHSAT Exam is Sunday.** Lock up all valuables. Please set up desks in rows at the end of the day.

### PLANNING AHEAD

**Tuesday, November 19**
- **PA General Meeting - Theatre**

**Wednesday, November 20**
- **PD Conference**

### REMINDERS:

- Check out our website at [http://stuy.enschool.org/](http://stuy.enschool.org/)
- All doctor notes and medical documentation for absences must be brought in or faxed (212-312-4827) into the Payroll Office on the day you return to work.
- Always keep your emergency contact numbers up-to-date. Any change during the year, please inform your AP and Grace in Payroll, Room 211A.