

Second Floor Scoop

LaProgram.org

STUDENTS



Final Examinations

Dates: Finals will be administered within an 80-minute bell schedule on Tuesday, January 17; Wednesday, January 18; and Thursday, January 19. Students with extended time will take finals in the library and follow a special schedule. Make-up final examinations will be offered after school on Friday, January 20.

Attendance: Attendance for the first two days of finals will be recorded through OP (official class). The school will make a vigilant effort to have all students report to OP.

OP: When entering the school, all students will be closely monitored: Each will swipe his or her ID card or sign in with a school aide. The lists of students who entered the school will be compared with attendance taken during OP classes. Students who enter the school but do not go to OP will be referred to the Deans' Office. Hall monitors and deans will make sure students are in their OP classroom when they are required to be there.

Lateness: If a student were to be late for school and miss OP, he or she would need to come to the Attendance Office (Room 201), sign the late book, and receive a late pass from the Attendance Office.

Make-up Location: The make-up exams will be administrated by the department chairpersons in the Fifth Floor Cafeteria.

Excuse Note: Any student may take a make-up final examination; however, a test will only be counted if the student had previously shown an excuse note to teachers. Each student returning from an absence is reminded to submit a note to Room 201 at the end of the day.

Acceptable Absence: Acceptable reasons for absences follow: sickness on the day of the exam as explained in a doctor's note, a court order, a funeral, and a note from a parent or guardian stating that the student was sick.

Unacceptable Absence: Neither a family vacation nor a regular check-up appointment with a doctor or dentist would be acceptable reasons for absence. Please make sure that your absence is considered acceptable according to the criteria mentioned above.

Extended Time: Students with extended time with acceptable reasons for missing a test will take the make-up final with all other students in the same place at the same time. They will still be **entitled** to extended time. These students might need an additional day to complete all the work. This will be decided by the department chairpersons in charge.



Spring 2012 Schedules

During O.P. on Tuesday, January 17, you will receive your tentative schedule for the spring 2012 semester.

We are an annualized school. **We do not make program changes mid-year.** This means that no teacher changes, no dropping lunch, and no change of track between honors or AP and a standard course will be permitted.

You may speak with your guidance counselor about your tentative schedule on the following day: Seniors - Wednesday, January 18; Juniors - Thursday, January 19; and Freshmen and Sophomores - Friday, January 20.

TEACHERS (CONTINUED)



Submitting EGG Files

The third marking period will end on Monday, January 23. Your EGG file will be delivered to your DOE e-mail inbox by **Friday, January 13.**

Grades are due at **9am on Thursday, January 26.**

Please e-mail your EGG file to the correct Program Office team member:

If your last name begins with the letter	Send your EGG file to
A-L	Alex Moore, amoore@schools.nyc.gov
M-Z	Marc Shale, mshale@schools.nyc.gov

Some helpful "Do"s and "Don't"s follow:

DO

- ...be aware that **9 is no longer an allowable grade.**
- ...give grades in increments of five unless you are giving a grade between 90 and 100 or an 88.
- ...submit your grades on time! Otherwise, you may not be able to make corrections before report cards are printed.

DON'T

- ...assign a grade of 9 or 60. Legal grades follow: 40, 55, 65, 70, 75, 80, 85, 88, 90, 91, 92, 93, 94, 95, 96, 97, 98, 99, 100, 1, and 7.
- ...forget to select "Save Target As" after right-clicking on the attachment in your e-mail.
- ... give any grade lower than a 40. The only exception to this rule is if you are giving a 1 or a 7.
- ... change the name of the original file in any way. The correct format is 2011_1_3_LASTNAME.



Submitting Grade Revisions When sending grade revisions, please compose a new e-mail instead of replying to an existing one.

This will reduce the chance of accidentally sending the revisions to yourself. If you were to reply to an e-mail found in your sent folder, you would send your grade revisions to yourself. Several teachers are making this mistake.

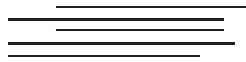
Correctly submitting accurate grades is particularly important in the third marking period. These marks will be added to student transcripts. Seniors' transcripts are sent to colleges. Promotion in doubt letters are also sent out based on the information you submit to the Program Office.

Any teacher submitting a revised EGG file must send it to Mr. Moore at amoore@schools.nyc.gov or Mr. Shale at mshale@schools.nyc.gov. Thank you.
iPad Lab



Any teacher may request to use the iPad lab. If you would like to do so, please see Ms. Wilson in Room 261, and indicate the day and period(s) you will need it.

If a teacher would like to have specific software installed on the iPads, please speak with Ms. van Keulen in Room 261 about this possibility.



Schedule for Monday, January 30

Please find below the schedule for our professional development day on Monday, January 30, which is a full day. Information about meeting and professional development locations will be made available in the next issue of the Yellow Sheet. Doughnuts and coffee will be made available at the plenary meeting in the Fifth-floor Cafeteria.

Teacher Time: 8:40 - 3:30

Schedule for Mon, Jan. 30	
9 a.m. - 10 a.m.	Plenary
10 a.m. - 12 a.m.	Common Core Meetings
12 p.m. - 1 p.m.	Lunch
1:15 p.m. - 3:30 p.m.	Department Meetings

SMART Board Professional Development for Monday, January 30

On the same day, we will offer a two-session PD in using the SMART Board for fifteen teachers. Please note that participants will still attend the plenary and the Common Core meeting. Review the schedule below:

Two-Session SMART Board PD	
12 p.m. - 2 p.m.	SMART Board PD Basic Session
2 p.m. - 4 p.m.*	SMART Board PD Intermediate Session
*Please note that the second session will run longer than regular working hours. Participants are welcome to leave after 3:30 if they wish.	



"SMART Board Interactive Whiteboard System." [Smart Interactive Solutions for Education, Business, and Government](http://smarttech.com). 2012. 11 Jan. 2012. <<http://smarttech.com>>.

Professional Development Offerings for Monday, January 30

SMART Board PD - Basic Session (Usability 101): (Hands-on, 2-hour session) Learn the basic operations of the SMART Board for immediate classroom implementation. You will have the opportunity to physically setup all necessary equipment, navigate the web, and employ applications, such as Microsoft Word, PowerPoint, and Excel, along with implementing SMART tools in real life scenarios. After this professional development course, you will have the confidence and foundation needed to start using your SMART Board on a daily basis.

SMART Board PD - Intermediate Session (Usability 102a): (Hands-on, 2-hour session) Explore in more depth SMART Notebook software's interactive capabilities to make learning come alive. Learn how to create engaging activities with a variety of interactive lessons, templates and Gallery items using Drawing Tools, Gallery content, and adding links within a SMART Notebook lesson. After this professional development course, you can create interactive SMART Notebook activities that increase student engagement and support your students' diverse learning styles.

SMART Board Two-Session PD Registration Form

Teacher Name: _____

Please return this form to Ms. van Keulen in Room 261.

Teachers will be accepted on a first-come, first-served basis. Thank you.

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Finals Bell Schedule

Tuesday, January 17		Wednesday, January 18		Thursday, January 19	
Period	Time	Period	Time	Period	Time
4	8:30-9:50	2	8:30-9:50	1	8:30-9:50
OP	9:55-10:05	OP	9:55-10:05	BREAK	9:55-10:05
5	10:10-11:30	8	10:10-11:30	3	10:10-11:30
BREAK	11:35-11:45	BREAK	11:35-11:45	BREAK	11:35-11:45
6	11:50-1:10	9	11:50-1:10	10	11:50-1:10
BREAK	1:15-1:25 Grab-n-go lunch available in 5th floor cafeteria for students with period 8 lunch	Lunch: Optional 9 & 10 Grades: 5th floor cafeteria 11 & 12 Grades: 7th floor cafeteria	1:15-1:25	Lunch: Optional 9 & 10 Grades: 5th floor cafeteria 11 & 12 Grades: 7th floor cafeteria	1:15-1:25
7	1:30-2:50				

The make-up will be offered *after school* on Friday, January 20.

Extended Time Finals Bell Schedule:

Students eligible for extended time were notified about the **Extended Time Finals Schedule**. If you have any questions, please see Ms. van Keulen in Room 261, or review the schedule at LaProgram.org.

January 2012 Regents Schedule

JANUARY 24 TUESDAY 9:15 a.m.	JANUARY 25 WEDNESDAY 9:15 a.m.	JANUARY 26 THURSDAY 9:15 a.m.	JANUARY 27 FRIDAY 9:15 a.m.
Integrated Algebra RCT in Global Studies*	Living Environment RCT in U.S. History & Gov't.*	RE in U.S. History & Government Geometry RCT in Science*	RE in Global History & Geography RCT in Writing
1:15 p.m.	1:15 p.m.	1:15 p.m.	1:15 p.m.
Comprehensive English Physical Setting/Physics*	Algebra 2/Trigonometry RCT in Mathematics*	Physical Setting/Earth Science Physical Setting/Chemistry RCT in Reading	Drama and Dance Performance-based Comprehensive Exam

Student Biographical Corrections

Notify Us If You Change Your Address

The school stresses the importance of communication with parents via mail; therefore, it is important that your correct address be on file. If you change your address, please bring the Student Biographical Corrections form and proper identification to Ms. LaMonica in The Program Office (Room 201).

STUDENT NAME (as it presently appears): _____
 Last First
 9 Digit OSIS# _____ D.O.B. _____ Official Class _____
 Please fill in the information below for only those items being corrected and/or changed.
 Corrected Name: _____
 Last First
 Gender: M F (circle one)
 Date of Birth: ____/____/____
 Parent(s)/Guardian(s): _____
 Home Phone: _____
 Emergency/Business Phone: _____ Cell Phone#: _____
 Address: _____
 Number Street Apt.# Borough Zip Code
 E-mail(s): _____
 Authorized Signature: _____ Date: _____

If you have any questions regarding information on this page, please call Ms. van Keulen, AP of Data and Technology, at (212) 496-0700 X 2261.