

# Second Floor Scoop

LaProgram.org

## STUDENTS



### Final Examinations

**Dates:** Finals will be administered within an 80-minute bell schedule on Tuesday, January 18; Wednesday, January 19; and Thursday, January 20. 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 21.

**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.

## STUDENTS (CONTINUED)



### Spring Programs and Metro Cards

New spring programs will be distributed on Mon., Jan. 24., during a thirty minute OP.

Metro Cards for next semester will be also be distributed during this OP.

The deadline for program change requests has passed. With the exception of the Health change, no program changes will be made at this point.



### Reminder: Junior Art & Music Majors

If in your senior year you intend to take a double-period AP science class (Biology or Chemistry AP) or a full academic load (five academic classes, Lunch, Gym, and three studio classes), you need to register for Health for the Spring 2011 term.

See Ms. van Keulen in Room 261 to request Health.

## TEACHERS



### Third Marking Period EGG Files

The third marking period will end on **Fri., Jan. 21**. Your EGG file will be delivered to your DOE e-mail shortly.

Grades are due at **9am on Thu., Jan.**

**27.**

Please remember to e-mail your EGG file to the correct Program Office team member. Refer to the chart below:

- A-I Ms. Lawton - elawton@schools.nyc.gov
- J-M Mr. Moore - amoore@schools.nyc.gov
- N-Z Mr. Shale - mshale@schools.nyc.gov

### DO

- ...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.
- ...select "Save Target As" after right-clicking on the attachment in your e-mail.

### DON'T

- ... give any grade lower than a 40. The only exception to this rule is if you teach physical education, drama, or dance and are giving a 9 to a medically excused student.
- ... change the name of the original file in any way. The correct format is 2010\_1\_3\_LASTNAME.

## PARENTS



### Absence Excuse Notes

We ask that each parent be as specific as possible when listing a student's symptoms on an absence excuse note.

The Department of Education requires the school to code absences in our computer system, and your efforts to explicitly describe an absent student's illness on each note will help us to identify absences as excusable.

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### Finals Schedule - Fall 2010

Tuesday January 18		Wednesday January 19		Thursday January 20	
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	9:50-10:10
5	10:10-11:30	8	10:10-11:30	3	10:10-11:30
Break	11:30-11:45	Break	11:30-11:45	Break	11:30-11:45
6	11:45-1:05	9	11:45-1:05	10	11:45-1:05
Break	1:05-1:20 Grab-N-Go Lunch *	Optional Lunch**	1:15-2:00	Optional Lunch**	1:05-1:45
7	1:20-2:40				

Make-ups will be offered after school on Friday, January 21.  
Students receiving extended time use an alternate schedule.

\*Grab-N-Go Lunch: 5th Floor Cafeteria for students with 8th period lunch  
\*\*Optional Lunch: 5th Floor Cafeteria

If you are entitled to **extended time** on tests, please follow the appropriate schedule below on the days of the finals.

Please make sure you arrive promptly at your testing location. If there is a day on which you do not have two tests, please come to school late or leave school early according to the schedule. If you have any questions, please come to Room 201.

Be prepared to take your final examinations on the days described in the appropriate table below even if your classmates are taking the test other days. If you need to take a studio final that conflicts with the schedule below, please come to Room 261 prior to Jan. 18.

### Finals Schedule - Fall 2010: Extended Time X 1.5

	Tuesday January 18	Wednesday January 19	Thursday January 20
<b>Time</b>	<b>January 18</b>	<b>January 19</b>	<b>January 20</b>
9:15 am	Report to Room 608 (Library)	Report to Room 608 (Library)	Report to Room 608 (Library)
9:30-11:30 am <b>Session 1</b>	Science	Social Studies	English
11:35 am -12:35 pm	Lunch	Lunch	Lunch
12:40-2:40 pm <b>Session 2</b>	Math	Exam (Foreign Language)	Exam (One Studio)

### Finals Schedule - Fall 2010: Extended Time X 2.0

	Tuesday January 18	Wednesday January 19	Thursday January 20
<b>Time</b>	<b>January 18</b>	<b>January 19</b>	<b>January 20</b>
8:45 am	Report to Room 608 (Library)	Report to Room 608 (Library)	Report to Room 608 (Library)
9:00-11:40 am <b>Session 1</b>	Science	Social Studies	English
11:45 am -12:45 pm	Lunch	Lunch	Lunch
12:45 - 3:25 pm <b>Session 2</b>	Math	Exam (Foreign Language)	Exam (One Studio)