

# Second Floor Scoop

[LaGuardiaArtsProgramOffice.org](http://LaGuardiaArtsProgramOffice.org)

## FINAL EXAMINATIONS



**STUDENTS:** Review the Finals Schedule

**Dates:** Finals will be administered within an 80-minute bell schedule on Tuesday, January 19; Wednesday, January 20; and Thursday, January 21. Students with extended time will take finals in the library and follow a special schedule. Students may take a make-up final examination after school on Friday, January 22, starting 9th period at 2:30.

**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.

## Fall 2009 Schedule for FINALS

Tue., January 19		Wed., January 20		Thu., January 21	
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	9:50-10:05
5	10:10-11:30	8	10:20-11:40	3	10:05-11:25
BREAK	11:30-11:45	BREAK	11:40-11:55	BREAK	11:25-11:40
6	11:45-1:05	9	11:55-1:15	10	11:40-1:00
BREAK	1:05-1:20	Optional Lunch**	1:15-2:00	Optional Lunch**	1:00-1:45
7	1:20-2:40				

The make-up will be offered after school on Fri., Jan. 22.  
 \*Grab-n-go lunch: Fifth Floor Cafeteria for students with 8th period lunch  
 \*\*Optional Lunch: 9&10 Grades: Fifth Floor Cafeteria  
 11&12 Grades: Seventh Floor Cafeteria

## A REMINDER FROM MR. SOMMERS



**TEACHERS:** You Need a Signed Slip To Be Paid for a Coverage.

Before covering a class for which you expect credit and/or **compensation**, you must get an official signed coverage slip in writing *before doing the coverage*. This slip will indicate the date, period, teacher covered, subject and room. You should save a copy of the slip as proof that you in fact performed the coverage. Be aware that any coverages performed without a corresponding official coverage slip will not be officially recorded, and there will be no credit or pay granted in such cases.

Remember that the first official coverage of each term is unpaid. Any **subsequent** coverages that term given to a teacher with a full teaching load will be paid at the **contractual** rate. Paid coverages will have the word PAID printed on them, signifying that the initial coverage was already satisfied.

## REGENTS INVITATIONS



**STUDENTS:** Speak With Your Guidance Counselor if You Do Not Receive a Regents Invitation or Are Unable to Take an Exam.

Many students will receive Regents Examination invitations during OP on Wednesday, January 20. Please note that any student who is expecting a Regents invitation and does not receive one should see his or her guidance counselor. A student should also see the counselor if that individual is unable to take a Regents Examination.

## COMMAND OF LANGUAGE

<b>entitle</b>	v.	to furnish with a right to something
<b>compensation</b>	n.	payment or reimbursement
<b>subsequent</b>	adj.	following in time or order
<b>contractual</b>	adj.	of an enforceable agreement
<b>uptick</b>	n.	an increase, especially a small one

*The American Heritage Dictionary 2001 ed.*