

Second Floor Scoop

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STUDENTS



New Regents Testing Procedures

YOU CAN ONLY BRING THE FOLLOWING ITEMS INTO THE TESTING LOCATION: calculator, water (no food), watch, compass, eraser, ID card, pen (blue or black only), pencil and ruler. These items can be carried in a clear Ziploc-type plastic bag.

You CANNOT bring these items to the testing room: book bags or hand bags, electronics, outerwear, Study Guides, notes, etc. You must place all of these items in your locker BEFORE the test. If you bring any of these items to the testing room, you will not be allowed in for your exam.

Do not bring a phone to the exam. If your phone rings while the exam is in session, there will be disciplinary action and your phone will be confiscated.

Good luck.



Regents Invitations

Invitations to Regents were distributed by guidance counselors and guidance counselor interns.

If you are registered for a Regents you have already passed or if you met other college readiness criteria, such as subject SAT, please bring proof to your guidance counselor ASAP.

Otherwise, not showing up to take your scheduled Regents exam will result in an ABS on your transcript. This mark will not be removed and may affect college admission.



Sick Children Should Not Attend School.

The New York State Department of Health has declared a public health emergency because of the severity of this year's flu season. It recommends that the steps below be followed:

1. Parents should keep a sick child home from school until his or her fever has been gone for at least 24 hours without the assistance of fever-reducing medicine.
2. Get the flu vaccine. It is not too late.
3. Cover your mouth and nose with a tissue or the inside of your elbow when you cough or sneeze.
4. Wash your hands often.



Additional Midyear Exam Make-up Opportunities

Due to the large number of student absences resulting from the flu epidemic, students will have the opportunity to take missed midyear exams on two additional days.

The maximum number of final examinations that can be made up is four. Any student needing to make up five finals who cannot work out special arrangements with a teacher for a make-up opportunity should see Ms. van Keulen in room 261 as soon as possible.

Please review the make-up schedule below.

Day	Start Time	Room (Standard Time)	Room (Extra Time)
Wednesday, January 23	10:00 a.m.	Fifth-floor Cafeteria	323
Thursday, January 24	10:00 a.m.	Fifth-floor Cafeteria	323



No School on Monday, January 21

School will not be in session in observance of the holiday celebrating Dr. Martin Luther King, Jr.



No School for Students on Monday, January 28

Students will not attend school on January 28. This will be a staff development day.



No Classes During January Regents

If a student neither received a letter telling him or her to take the Regents nor talked to a guidance counselor to register for a Regents, that student should not come to school between Tuesday, January 22, and Friday, January 25. Only students who are registered for a Regents exam will come to school on those days.



Drama and Dance Exams

Performance-based Drama and Dance Comprehensive Exams will be offered to all twelfth grade students in the dance and drama studios. For the time and location of administration, please see your studio teachers.

Department chairpersons and studio teachers will share more information with students shortly.



AP Exam Registration and Payment

Please pay for AP exams by the day after you register. You may not pay later than Friday, February 22.

AP Exam Registration

a. Students will be registering for the AP exams with their AP teacher and class in the computer lab on Daedalus during the week of February 4. Be sure you have your Daedalus logon information with you. If you do not know your userid and password you should go to room 261.

b. Student should print a copy of their receipt which shows all the exams registered for and the associated fees.

c. Students taking multiple AP classes and exams should register for all their AP exams in Daedalus at the same time.

AP Exam Payment

a. Students should bring the printed receipt with payment (cash, check or money order) to room 229 or 237 during a free period. Checks and money orders should be made out to LaGuardia H.S.

b. Parents of students paying the full exam fee of \$87 per exam can instead opt to pay for the exams on-line with a credit card by going to LaProgram.org.

c. As per the DOE, for the first time, students who qualify for free or reduced lunch must pay \$15.00 per exam for up to 3 exams and then \$53 for each additional AP exam.

d. All payments must be received no later than Friday, February 22.

If you feel that you cannot afford to pay for any or all of your AP exam fees, there is a very limited amount of money available from the Parents Association to help defray the costs of these exam fees. Students should come to room 237 to make a request for financial assistance. Requests for assistance must include a copy of the most recent 1040 form indicating financial hardship.

AP Schedule in Next Second Floor Scoop

Look for the 2013 AP Examination Schedule in the next installment of the Second Floor Scoop. Testing locations and the tutoring schedule will be made available in April (date TBA).

Second Floor Scoop

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STUDENTS (CONTINUED)



Extended Time on AP Examinations

Extended time AP tests will be administered in the Library. Please refer to the 2013 AP Exam Schedule in an upcoming installment of the Second Floor Scoop. Only students approved by the College Board are qualified for extended time on AP exams.



Spring 2013 Schedules

On **Tuesday, January 29**, you will receive your tentative schedule for the spring 2013 semester during O.P.

We are an annualized school. We do not make program changes mid-year. This means that the following rules apply:

- no teacher changes
- no dropping lunch
- no change of track between honors or AP and a standard course

You may speak with your guidance counselor if you feel that you are missing a required course or if you would like to take Health in eleventh grade.

Grade	Meeting Day
seniors	Wed., Jan. 30
juniors	Thu., Jan. 31
freshmen and sophomores	Fri., Feb. 1



LaGuardia's AP Fair

All interested ninth, tenth, and eleventh grade students are invited to LaGuardia's AP Fair in April (date TBA) in the seventh-floor cafeteria. Students will have the chance to learn about the opportunities and challenges presented by our school's AP courses, speak with current AP students and teachers, review course offerings, and ask questions.

TEACHERS



AP Teachers: Your AP Students Will Register for AP Exams in Class During the Week of February 4.

This year, we will continue to have AP students register to take AP exams by class. AP teachers are asked to bring their class on the day identified on the memo to the computer lab as a group to have the students register for all of their AP exams in Daedalus at the same time. This is being done to help ensure that students who plan to take an AP exam, as well as those who do not plan to take the respective AP exam, are identified earlier in the registration process.

AP teachers are asked to review the memo placed in mailboxes identifying the assigned days and rooms for registration. Please call Ms. van Keulen at x2261 if you have any questions.

Students taking more than one AP exam should register for all of their AP exams at the same time when they initially visit the computer lab. All AP students must print out a copy of their receipt after registering. Students will need to submit this receipt and their payment to Pam Fogel (Room 235) during the week following registration. (The due date is Friday, February 22.) Students who are absent on the day their AP class is scheduled to register will be responsible for registering on their own. Please help students to understand this important information.

TEACHERS (CONTINUED)



Technical Help During AP Registration

If any student or teacher experiences technical difficulties while students are registering for AP exams in the computer labs next week, the teacher should call **X6317**.



Grading Policies

Class grades are calculated according to the departmental grading policies that were established in September.

Grades are due by 9 a.m. on Thursday, January 24. Revisions are due by 12 p.m. on Friday, January 25. Teachers needing assistance may speak with Mr. Law in room 317 on Tuesday, January 22.

The following numeric grades may be assigned in the third marking period: **passing: 65-100 in increments of 1, failing: 55 and medically excused/no credit: 7. Please do not give a grade of 60 to any student.**

The following interim grades may be entered but must eventually be changed to a numeric grade on the student's transcript in order for the student to be awarded class credit:

New or recently arrived students: Students who enroll in a course after it has started may have missed assignments or assessments needed to generate a complete course grade for a given marking period. These students may be given a grade of **1** but must complete the remaining course requirements by the end of the semester following the termination of the course in order to receive a final grade and credit, as applicable.

No show: A grade of **45** is given to a student who fails to attend a course and does not participate in any of the work from which a grade can be derived.

Please be aware that all final grades will be reviewed. Teachers will be asked to update any incorrect grades. Thank you.

EGG files were sent on Thursday, January 17. The marking period ends today, Friday, January 18.

Last Name	Send your EGG file to
A-L	Alex Moore, amoore@schools.nyc.gov
M-Z	Marc Shale, mshale@schools.nyc.gov

PARENTS



Extended Time for AP Exams

Parents who intended to submit accommodations requests for students with disabilities for AP exams should have done so by now. Any parent who would like to submit an accommodations request must contact the College Board as soon as possible.



Parents: Please Refrain from Calling During an AP Test.

Parents are asked not to call students while they are taking the AP test. **Any given AP exam may take more than five hours to complete** due to the fact that the test requires more than one hour of paperwork. This is unavoidable. Thank you.