

Second Floor Scoop

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STUDENTS



Student Arrival Time for Regents

Students should come to the appropriate testing location at 8:30 a.m. for morning exams and 12:30 p.m. for afternoon exams. The location was mentioned on the Regents invitation. If you did not receive an invitation, you are not expected to come to school.



Staying Home if Not Taking a Regents

Any student with no Regents examination should not be in the building.



Receiving Important Materials in OP

Each student will receive a report card, schedule, and Metro Card during OP on Tuesday, January 31. Qualifying students will also be given notification of addition to the honor roll.



First Semester Honor Roll

Any LaGuardia student with a third marking period weighted cumulative average of 90% or above and an attendance rate of 98% or above will receive a letter of recognition. This distinction is reserved for those remarkable individuals who meet the criteria described above.



Make-up Finals

Make-up final exams are on Friday, after period 9, in the 5th floor cafeteria. Each student can also try to make up exams on an individual basis with his or her teacher.



Juries

All jury exams in both vocal and instrumental take place on Tuesday, January 24; Wednesday, January 25; Thursday, January 26; and Friday, January 27. Schedules are posted in the basement and on the fourth floor.



Keeping Your Schedule With You

Please carry your schedule with you at all times. We recognize excellent student attendance and want to discourage cutting. To make this easier this semester, we will provide each student with a schedule printed on a label to be placed on the back of the ID card.



Preparing for Tests

The Regents and Studio Comprehensive Exams begin next week. Testing can be demanding, and it is important to keep a sound mind and body for this strenuous task.

Be sure to do the following:

- Get a good night's sleep.
- Eat a healthy breakfast.
- Study in small bursts, not long cram sessions.
- Bring supplies: sharpened pencils, pens, and a calculator with new batteries.
- Bring a snack—high protein, low sugar snacks keep you going throughout the day.
- Wear a watch to keep track of time.
- Read and follow the directions on the exam.

TEACHERS



Reminders for Proctors

- All proctors (including hall proctors and reserves) must come to the Principal's Conference Room to check in at the beginning of the session regardless of when they will be proctoring.
- Please make sure to follow general and departmental instructions as they are provided in your envelope.
- If you have a problem as a proctor, ask the hall proctor to assist you. If you are missing materials, you can also call the appropriate department AP, the Program Office (x3201), or Ms. van Keulen (at x3261).



Submitting EGG Files

Grades are due at **9am on Thursday, January 26**. Revised EGG files must be submitted by noon on Monday, January 30, for the updated grades to appear on printed report cards.



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 (A-L) at amoore@schools.nyc.gov or Mr. Shale (M-Z) at mshale@schools.nyc.gov. Thank you.



A New Semester

Monday, January 23 is the last day of the third marking period. The Spring term begins on Tuesday, January 31.



Teacher Time on Conference Days

This is just a reminder that on faculty and department conference days, which are usually held twice a month on a Monday, staff, including those who are on a 3-10 schedule, are due in no later than 8:40 a.m. Those reporting at 8:40 a.m. are expected to stay until 4:15 p.m. on such days. Those on a 1-8 schedule are due in at 7:55 and are expected to stay until 3:30 p.m.

Please be sure to check the term calendar and the Yellow Sheet each week and make note of which Mondays we are on a conference schedule, especially those individuals who are on a 3-10 schedule. You should also try to avoid afternoon appointments on these conference days since everyone leaves work 45 minutes later than usual.

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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:

Integrating Technology
10010010 Into Teaching 



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. 17 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.