

Second Floor Scoop

LaProgram.org

STUDENTS



Spring 2012 Schedules

On Tuesday, January 17, you will receive your tentative schedule for the spring 2012 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 about your tentative schedule on the following day:

Grade	Meeting Day
seniors	Wednesday
juniors	Thursday
freshmen and sophomores	Friday

Thank you.

TEACHERS



Submitting EGG Files

A memo will be placed in your mailbox regarding important procedural changes regarding grades.

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 staff 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 student a 1 or a 7.
- ... change the name of the original file in any way. The correct format is 2011_1_3_LASTNAME.

Thanks for your work with EGG files.

TEACHERS (CONTINUED)



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.

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

On Thursday, December 8, twenty-two teachers participated in our iPad professional development session, which was led by Apple staff developers.

They learned how iPads can be valuable classroom teaching tools.

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 periods 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.



Donors Choose Beneficiary

Ms. Bodha is the latest LaGuardia educator to benefit students with new classroom resources from Donors Choose.

Ms. Bodha earned support for her "SOS! Save Our Science Supplies!" project. Students will benefit from in-class use of a four-color periodic table and twelve U-Magnets. These items are valued at \$419.09.

Speak with Ms. Pace of the Science Department or Ms. Healy of the English Department to learn more about how you could be the next teacher to receive classroom materials from **donorschoose.org.**



Accessing Acuity

You may access the Acuity site by visiting LaProgram.org and clicking on "Acuity" in the Links section. If you prefer, use the following URL: <https://nyc-acuity.mcgraw-hill.com/index.jsp>

In order to log in, enter your DOE user name, and use your file number as a password.

To review your students' performance on Acuity tests, do the following:

- 1) Click on the Reports link in the left menu.
- 2) Click on Assessment Reports.
- 3) Click on Class Assessment Reports.
- 4) In the Subject drop-down menu, select either Language Arts or Mathematics.
- 5) Select the correct assessment type (Diagnostic or Predictive).
- 6) Choose a Class and an Assessment.

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Finals Schedule Fall 2011 for the ANNUAL MIDTERMS

Tue, January 17		Wed, January 18		Thu, 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	9:50-10:05
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 FINAL	9	11:55– 1:15	10	11:40-1:00
BREAK	1:05-1:20 Grab-n-go lunch available in 5 th floor cafeteria for students with period 8 lunch	Lunch: Optional 9&10 Grades: 5 th floor cafeteria 11&12 Grades: 7 th floor cafeteria	1:15-2:00	Lunch: Optional 9&10 Grades: 5 th floor cafeteria 11&12 Grades: 7 th floor cafeteria	1:00-1:45
7	1:20 – 2:40				

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

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.