

Second Floor Scoop

LaProgram.org

ATTENDANCE



TEACHERS: Thank You For Following Attendance Policies.

Accurate Attendance: Please take attendance when students are in front of you. The attendance sheet is a legal document that can be subpoenaed in court. Students should never be allowed to take attendance.

Class Coverages and Attendance: When you cover another teacher's class, please take that teacher's attendance sheet. Ask for the attendance roster for that class from whoever assigned the coverage; *i.e.*, the General Office or Department AP. You can always request a reprinted roster from the Attendance Office. As a last resort, pass around a piece of paper for students to sign. Part of your coverage responsibility is taking attendance properly.

Outreach to Parents: We urge all teachers to call home when students are absent frequently or if those absences are unexcused. ALWAYS ask for an excuse note when a student returns from an absence.

The Attendance Office devotes considerable time to keeping a record of students' excused absences. Every absence note (more than 200 per week) is recorded in ATS with the corresponding code. Our ability to record attendance accurately is contingent upon teachers' help and cooperation.

Teachers can also fill out Excessive Lateness/Absence Referral Forms. These are available in **Room 261**.

RAPID DISMISSAL FIRE DRILLS



STUDENTS: Review LaGuardia's Preliminary Fire Drill Schedule.

The school is required to hold a minimum of eight full/rapid dismissal fire drills before **Dec. 1**. Since Mondays are non-testing days, we will be holding the majority of these drills on Mondays, with full fire drills on most non-conference and rapid dismissals on most conference Mondays (except for period 11 drills). We will also hold rapid dismissals on Fridays prior to a Monday holiday as well as before other school holidays.

Rapid dismissals will take place two minutes prior to the end of tenth period. In the event that a full fire drill is scheduled and subsequently must be cancelled due to inclement weather, etc., the planned fire drill will instead become a rapid dismissal period ten that same day. Below is the preliminary schedule for these mandated drills.

| Preliminary Drill Schedule | |
|----------------------------|-----------------------------|
| 9/27 | Full Fire Drill (period 2) |
| 10/4 | Rapid Dismissal |
| 10/8 | Rapid Dismissal |
| 10/18 | Full Fire Drill (period 3) |
| 10/25 | Full Fire Drill (period 9) |
| 10/29 | Rapid Dismissal |
| 11/9 | Full Fire Drill (period 11) |
| 11/15 | Rapid Dismissal |
| 11/24 | Rapid Dismissal |

PSAT EXAMINATION



STUDENTS: Prepare for the PSAT!

You will receive a PSAT guide and practice test in your English class on **Tue., Oct. 5**. The full-length practice test includes answers and can be used to prepare for the assessment.

All tenth and eleventh grade students in the NYC public school system will sit for the PSAT on **Wed., Oct. 13**.

PSATs are being administered from **8:15-11:30am**. At the conclusion of the test, student will report to their third period class.

All other students are to report at **9am** as follows:

9th graders:

9-11:30 Freshman HIV/AIDS Prevention Instruction:

All 9th graders report to the Concert Hall.

11:35 Report to the third period class.

12th graders:

9-11:30 Senior Class Trip to Central Park

(Yearbook Photo)

11:35 - Report to the third period class.

Special Bell Schedule

| | |
|---------|-------------|
| 3rd pd. | 11:35-12:13 |
| 4th pd. | 12:17-12:52 |
| 5th pd. | 12:56-1:31 |
| 6th pd. | 1:35-2:10 |
| 7th pd. | 2:14-2:49 |

COPY CENTER



TEACHERS: Please Be Aware of the Nearby FedEx Office Print and Ship Center.

LaGuardia's Copy Center has a 24-48 hour turnaround time; therefore, if you have more than a handful of copies and need them run off right away, consider using the FedEx Office Print & Ship Center at **221 W 72nd St** or the Staples Copy and Print Shop at **56th and Broadway**. You can keep your receipt and use your Teacher's Choice allocation to be reimbursed for the purchase.

PROTECTION FROM MALWARE



STUDENTS, TEACHERS, and PARENTS: Protect Your Computer from Security Threats!

Applying the following computer security best practices will help protect your machine:

- Don't click on pop-up ads that advertise anti-virus or anti-spyware programs.
- Don't download software from unknown sources.
- Use and regularly update firewall, anti-virus, and anti-spyware programs.
- Keep your computer and programs up-to-date with the latest available software patches.
- Scan your computer with your anti-virus and anti-spyware programs regularly; *e.g.*, weekly.
- Back up your critical files.