

Second Floor Scoop

LaProgram.org

STUDENTS



Report Cards

Thank you in advance for attending OP in a timely fashion on **Friday, October 21**. You will receive your report card and other important information.

Parents will have an opportunity to meet with teachers for Parent-teacher Conferences on **Thursday, October 27**, and **Friday, October 28**.

TEACHERS

The EGG Memo



Please review the memo in your mailbox regarding important procedural changes regarding grades.

The first marking period ended on **Thursday, October 13**. Your EGG file was delivered to your DOE e-mail inbox on **Friday, October 7**.

Grades are due at **9am on Tuesday, October 18**.

Please e-mail your EGG file to the correct Program Office team 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

- ...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

- ...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 teach physical education, drama, or dance and are giving a 9 to a medically excused student.
- ... change the name of the original file in any way. The correct format is 2011_1_1_LASTNAME.

Thanks for your work with EGG files.



Thank You for Administering the PSAT Examination!

Thank you for your help with the PSAT. We would especially like to thank second proctors who also had a third period for their effort to make this day successful and help the process go as smoothly as possible.

This examination is an important one: It helps our students prepare for the SAT and aids them in their pursuit of the College Board's National Merit Scholarship.

Thank you.

TEACHERS (CONTINUED)

Accurate Attendance



It is imperative that teachers take precise attendance. We recognize that you are busy, but these documents are extremely important. There have been several instances where students have been marked present when they are actually absent. These mistakes affect the school's percentages. Forgetting to bubble a student as absent limits our efforts to identify and track students with attendance problems. Remember that you must fully bubble "attendance taken" as well as the students who are absent that day. The scanner will not read the Scantron unless this action is complete.



DonorsChoose Opportunities

Here is a summary of the current grants available on DonorsChoose.org:

Matching grant for teachers who are members of NEA (max \$500, supplies).

Music projects by a teacher who has never been funded before, max \$400 (funded by BING).

Health and Sports - There are two different grants available for gym projects right now; for one of them, you must select "gym and fitness" for the project subject. Examples include sports equipment or something to do with health, such as a vacuum cleaner to clean a rug, or a supply of hand sanitizer.

Healthy eating - These can be materials for a lesson on healthy eating, or a refrigerator to store snacks. FEED USA must appear in the project description.

Prevention of Bullying - These include books and supplies dealing with bullying. Include some copies of the Townsend Press book *Bullying in Schools*, and they will cover all but \$100 of your project (Townsend Press).

Field trips - Only a teacher who has used DonorsChoose before and has at least 6 points accumulated can apply for this. Perhaps departments that have a field trip planned can coordinate posting a project with a teacher who has enough points. The instructions for applying for a field trip can be found at LaProgram.org. The trip needs to be planned in advance. The date of the field trip needs to be at least 2 months after the date you are filing the application.

Here is a list of the teachers who have done the most projects on DonorsChoose and therefore are most likely to have enough points for a special request: Ms Healy , Ms Washburn, Ms. Pace McGoey, Mrs. Lytle, Mr Hoffner, Mrs Bodha, Mr. Fransowie, Ms Fischer , and Mr. Bar-Lev.



New O.P. Directory

A new O.P. Directory will be distributed on Tuesday. There are revisions to both O.P. teacher assignments and rooms. Please be sure to check your mailbox and review these changes. Thank you.

Second Floor Scoop

LaProgram.org

PARENTS



New IEP Form and Information Sessions

The State developed a new electronic form to help IEP teams focus on services that are most important for your child and to reduce variation of IEP forms across the state. The expectation is that IEPs will be more individualized to each student while at the same time held to the same standards across New York State.

Information sessions on the new IEP are being offered this month. You may visit the following Web page or **LaProgram.org** to learn more about the new IEP form.

Some differences between the previous form and the new one follow:

- The IEP is now electronic (created using a secure Web-based case management system), and the pages will flow, leaving as much room as needed to fill out each section.
- The new IEP should flow more logically beginning with levels of student performance, then the identification of goals, followed by recommendations on how to assist the student in achieving these goals, and finally the identification of the least restrictive environment where the student will achieve success.

IEP Information Sessions

Date	Time	Location
Tuesday, October 18, 2011	6 - 8 p.m.	715 Ocean Terrace, Building A, Room A-118 Staten Island, NY 10301
Wednesday, October 19, 2011	9:30 - 11:30 a.m.	715 Ocean Terrace, Building A, Room A-118 Staten Island, NY 10301
Tuesday, October 25, 2011	6 - 8 p.m.	28-11 Queens Plaza North, Room 510 Queens, NY 11101
Thursday, October 27, 2011	9:30 - 11:30 a.m.	28-11 Queens Plaza North, Room 510 Queens, NY 11101



ACT

More and more students are interested in ACT. Please see the Program Office Web site at **LaProgram.org** for more information.

Please be aware that parents of students with disabilities may be able to request extended time on national testing or special testing. In order to qualify, a student must have a professionally diagnosed condition, have appropriate documentation on file at school, and receive extended time for test in school due to disability.

Any interested parent should review the ACT Test Accommodations for Students with Disabilities document. View this document at **LaProgram.org**; it explains the forms and documents that must be submitted; the test dates, deadlines, and retest restriction; the test location and supervisor qualifications; and ways of contacting ACT through phone, mail, Web site, and e-mail.

You will also find information at **LaProgram.org** about the College Board.



Extended Testing Time for Students

Students with medical disabilities may request extended time for testing.

Extended time forms must be handed in to the school every year. Any parent who has submitted paperwork for extended testing time (504) should receive a response from the school by mail. To apply, a parent must submit the 504 application as soon as possible. The form can be found online at **LaProgram.org**. Contact Ms. van Keulen at 212-496-0700 x2261 for more information.

The College Board and the ACT are private companies with their own review boards. The application form for The College Board and the ACT are different from the one for LaGuardia Arts High School. If your child intends to request extended time for either test, you must apply to them individually. Please contact Ms. Arezzi for more information at (212) 496-0700 x4235.

Please be aware that The College Board and the ACT application for extended time ask the school if the student uses all of the accommodations approved by LaGuardia in his or her 504. As a result of this inquiry, starting in September, the school will monitor the extent to which students use the accommodations, with particular attention paid to extended time.

For the 2011-12 school year, therefore, if it has been determined that you are entitled to extra time, we encourage you to take advantage of this provision on all classroom tests, standardized tests, midterm examinations, and final examinations. If you do not, you may not be granted extended time by The College Board and The ACT.