

Second Floor Scoop

LaProgram.org

REPORT CARDS



STUDENTS: Report Cards

Thank you in advance for attending OP in a timely fashion on **Fri., Oct. 22**. You will receive your report card and other important information.

Parents will have an opportunity to meet with teachers for Parent-teacher Conferences on **Thu., Oct. 28**, and **Fri., Oct. 29**.

ARRIVING AFTER 7 AM



TEACHERS: No Early Access

Some of you are early birds and wish to have access to the school building before 7am. This is laudable; unfortunately, however, a custodial fee is charged to open the building before students are allowed in for the breakfast program at 7am. This extra fee is similar to the fee to be in the building after 6pm or on weekends or holidays.

As such, please do not ring the bell before 7am as the custodian will not be able to grant you access to the building at that time. We advise instead that you hit the snooze button and get some additional well deserved rest.

APPRECIATING PSAT PROCTORS



TEACHERS: Thank You for Administering the PSAT Examination!

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

AN INCONVENIENT INFIRMITY



TEACHERS: Calling in Sick

If you are dialing the **SICK (7425)** line to report an absence after 6:30 am on a regular school day, please do not leave a message. Such messages are not retrieved after 6:30 am. You should instead hang up, call back, and request **extension 2230** to speak with a live operator. Whenever possible, teachers should call prior to 6:30 am on school days as it is difficult to obtain the services of a substitute teacher after that time.

COMING TO CLASS ON TIME



TEACHERS: Enforcing Lateness Policies

A letter explaining LaGuardia's attendance policies was distributed earlier, but we are reprinting part of it below for your convenience.

- Every student who arrives late has to sign the lateness book in that classroom.
- A teacher will contact the parent if a student is late to a class repeatedly.
- The Attendance Office will mail letters home alerting parents whose children were late to school two or more times during a single week.
- Teachers may take advantage of online attendance referrals at **LaProgram.org**.

SUBMITTING GRADES



TEACHERS: The EGG Memo

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

The first marking period ended on **Thu., Oct. 14**. Your EGG file was delivered to your DOE e-mail inbox on **Fri., Oct. 15**.

Grades are due at **9am on Wed., Oct. 20**. 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 2010_1_1_LASTNAME.

Thanks for your work with EGG files.

BANDWIDTH UPGRADE



TEACHERS and STUDENTS: Faster Internet

LaGuardia's computer network benefited recently from a bandwidth upgrade. Our school is now running on ATM 10 Mbps. Teachers should notice an improvement. Speeds may soon increase even further.

Mr. Law would be happy to work with teachers who have any questions about the computers in the school. His extension is **1425**.

DONORS CHOOSE



TEACHERS: DonorsChoose.org

Mr. Blom is the latest LaGuardia educator to apply for and receive resources from Donors Choose. He will be given an Epson EX51 Digital LCD Multimedia Projector, which is valued at \$649.99, and a Luxor Adjustable-height Steel Cart, which is valued at \$129.99.

Interested faculty members can learn more by speaking with Ms. Pace or Ms. Healy.