

# Second Floor Scoop

LaGuardiaArtsProgramOffice.org

## COMING TO CLASS ON TIME



TEACHERS: Thank you for enforcing LaGuardia's lateness policies.

Our teachers agree that punctuality is a prerequisite for academic success. A letter explaining LaGuardia's attendance policies was distributed on the first day of school, but we are reprinting part of it below for your convenience.

The following procedures are followed when a student is late:

- 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.
- If a student is excessively late, the following steps may be taken:
  - A letter will be sent to the student's home.
  - The student will be referred to the counselor and possibly have to sign in with the counselor every day.
  - The student will be referred to the Dean's Office for detention.
  - The parent or guardian will be asked to come to school for a conference.
  - The counselor, the parents, the assistant principal in charge of attendance, and the student will work together to shorten the student's program to allow for a later starting time.
  - Excessive lateness may result in denial of the right to participate in extracurricular activities and honor societies.

The entirety of LaGuardia's attendance policy is available at [laguardiaartsprogramoffice.org](http://laguardiaartsprogramoffice.org). You can find all absence forms on the same Web site.

## COMMAND OF LANGUAGE

<b>proctor</b>	n.	an examination supervisor in a school
<b>accommodation</b>	n.	something that meets a need
<b>eligibility</b>	n.	worthiness of being chosen
<b>verify</b>	n.	to prove the truth of; <b>substantiate</b>
<b>substantiate</b>	v	to support with proof or evidence

**mneumonic devices:** Ancient Greek genealogist Hesiod explains in *Theogony* that Mnemosyne (Memory) was the mother of the nine mythological Muses. We will soon feature in this section strategies called mneumonic devices that students have used to remember vocabulary words.  
*The American Heritage Dictionary* 2001 ed.

## CROSS-CURRICULAR CONJUNCTION



TEACHERS: Physical Education Teachers Use Music to Energize Exercisers.

Ms. Makresia is one of several members of the Physical Education Department to make extensive use of music in her teaching. She explains that this prompts many of her students to "dance as they run" and "sing songs" as they stretch.

Physical education teachers who play music, whether at basketball practices or in the weight room, notice that student attitudes and motivation change for the better as soon as they hear familiar contemporary songs. Fast-paced pop and hip hop energizes students. Makresia speculates that although music helps many athletes, it may be particularly effective at LaGuardia because of our students' love of the arts.

## SENDING EGG FILES



TEACHERS: Thank you for sending EGG files.

LaGuardia teachers carefully completed grade forms and sent them to the Program Office before the due date. Students and parents appreciate your dedication.

In order to continue to support all teachers at LaG, the staff of the Program Office is designing a professional development session to assist those who are still working toward the goal of entering grades independently. Please go to [laguardiaartsprogramoffice.org](http://laguardiaartsprogramoffice.org) to let us know about the type of assistance you feel you still need, or stop by Room 201. We are working toward the goal of empowering all staff to send grades independently. Thank you.

## UPDATE ADDRESS AND PHONE NUMBER



PARENTS: Please Update Information.

Please visit [arisnyc.org](http://arisnyc.org) to confirm your contact information. If you need log-in information for ARIS, please e-mail our Parent Coordinator Pat Delio at [pdelio@schools.nyc.gov](mailto:pdelio@schools.nyc.gov).

## ATTENDING CONFERENCES



TEACHERS: Meeting with the Teachers of Your Own Child

If you would like to attend your own child's parent-teacher conferences, please notify Ms. Yager and your department chairperson by Tuesday, October 27. We ask that you visit your child's teachers during half of the Friday school day.

# Innovations in Instruction

LaGuardiaArtsProgramOffice.org

## THIS WEEK'S FOCUS: TESTING ACCOMMODATIONS

In this final article in our series about testing, we will focus on accommodations for students with the 504 and extended time designations.

### Students Entitled to Extended Time

Students with a 504 Educational Plan approved by LaGuardia or an Individualized Education Plan (IEP) are entitled to extended time on exams according to the Americans with Disabilities Act. The College Board, however, has its own review board, and students with existing accommodations must apply directly to the College Board to be entitled to extra time on the PSAT, SAT, and AP Exams.

Students receiving such accommodations at LaGuardia are encouraged to use their extra time on all class exams, midterms, finals, and Regents Examinations. If you do not show that you in fact need the extra time, the College Board may not grant you similar **accommodations**.

Students who are English Language Learners (ELL) or have passed the NYSESLAT within the past two years are entitled to extra time for all class exams, midterms, finals, and Regents Examinations at LaGuardia. The College Board does not currently allow extended time accommodations for ELL students.

### Is there general information about the process that I should know before completing the Student Eligibility Form?

**Step 1:** You must complete Section I of the *Student Eligibility Form* and forward it to your school. For the form, go to <http://www.collegeboard.com/ssd/student/index.html>

**Step 2:** School officials complete Sections II and III and send all three sections to the College Board. (Detailed guidance for all sections is provided in the *Instructions*.)

**Step 3:** Because the College Board process includes a thorough review of information on the *Form*, it takes five weeks from the point that the *Form* information is complete (and, when the College Board needs to review the disability documentation, seven weeks from the point that the disability information is complete). Deadlines are established prior to the first test you wish to take (test dates and **eligibility** deadlines are on the last page of the *Instructions*).

**Step 4:** You and your school officials will receive copies of an Eligibility Letter that either identifies approved accommodations and provides a SSD Identification Number (SSD Eligibility Code), or explains why the accommodations you requested are not approved for College Board tests.

**Step 5:** When you register/indicate that you wish to take a College Board test with your approved

accommodations, you must provide your SSD Eligibility Code. Your testing site (usually your home school for AP Exams, the PSAT/NMSQT, and some administrations of the SAT; or a national test site for most SAT administrations) will make the appropriate testing arrangements (e.g., setting; **proctor**; materials).

**Step 6:** You go to the testing site identified for your tests (either your home school or a site identified on your SAT admission ticket) and test with the accommodations.

**Note:** When submitting your *Student Eligibility Form*, make sure that

- all the information on the *Form* is written in No. 2 pencil
- the original *Form* is sent to the College Board, and
- every required field on the *Form* contains an answer. The College Board cannot process your request for accommodations until the *Form* is complete and all the disability documentation is submitted.

### What are some of the first things I need to know if I wish to take College Board tests with accommodations?

You may receive accommodations at school, and you may think that you automatically will be eligible for the same accommodations on College Board test. This may not be the case. Please review the "Eligibility" and "Guidelines for documentation" sections on page 1 of the *Instructions*. If your school's services for students with disabilities align with the College Board's *Guidelines*, and your school **verifies** this on your form, then you are eligible for accommodations on College Board tests.

When you consider seeking accommodations on College Board tests, you may find the "Dear Parent Letter" helpful. This letter is available in English and Spanish on the College Board Web Site. It is written to help parents understand the College Board's eligibility process for testing accommodations based on disability.

Please go to the following Web site for a calendar of important SSD dates and other relevant information: <http://www.collegeboard.com/ssd/student/time.html>

**Note:** LaGuardia students who received the school's approval for extended time are invited to take those uniform exams offered over a block of eighty minutes time and Regents exams in the library. If a student were eligible for 504 accommodations but did not receive an invitation, the parent should call x2203. For the other tests and assessments, teachers should work together with respective students and department chairs to accommodate them.