

Second Floor Scoop

LaProgram.org

STUDENTS, TEACHERS, AND PARENTS



Election Day

Students will not attend school on Election Day, **Tue., Nov. 2.**

Teachers will attend a faculty conference on Election Day.



Daedalus Update

Daedalus will be updated to reflect the last report cards and transcripts on **Mon., Nov. 1.**

Daedalus can be accessed through links on the Program Office Web site at **LaProgram.org.**



Computer Technology Unit Update

Our new Librarian, Ms. Tamarkin, deserves special thanks for making the request to have our bandwidth expanded. In a month or two, we'll be getting another upgrade from 10 Mbs to 20 Mbs.

If you have any problem or questions regarding the school computers, the Computer Technology Unit is located in **Room 317.** Contact the Technology Unit at the following extensions: 1313, 1317 and 1425.

STUDENTS



Documenting Absences

The Attendance Office aims to code every absence in the ATS system with the correct explanation; however, we can only do this if absent students provide correct documentation.

Student Absence Form: Students should use this form to account for absence. Upon returning to school, a student should attach his or her absence excuses to this form and fill in all pertinent information. The student should ask teachers to sign this Student Absence Form, and then the student should drop it off in **Room 201.**

Marked Absent in Error Form: Students should use this form if they have been marked absent erroneously. If you have received a phone call or letter about an absence that needs to be changed, fill out the top part of this form, and get your teachers to sign the bottom half. The Marked Absent in Error Form should then be returned to the Attendance Office in **Room 201.**

Cut Correction Form: This form is on the reverse side of the Marked Absent in Error Form. It is for students who were marked absent in error in a class. Once again, fill in the information, and have your teacher print and sign his or her name. The form should only be returned by the teacher to the Attendance Office in **Room 201.**

Verification of School Audition/Visit Form: If you visit a school or audition at a particular institution, ask an official there to sign this form.

Verification of Participation in a Competition Form: Be sure to ask the appropriate individual to sign this form.

If you notice that you were marked absent in error, you should fill out the **Marked Absent in Error Form.** It is the student's responsibility to verify that all attendance records are accurate and to bring questions or concerns to the attention of the Attendance Office in **Room 201.**

Students can obtain forms in Room 201, Room 203, or **LaGuardiaHS.org.**

TEACHERS



Attendance Sheets

Please be prompt when returning attendance sheets. Blue attendance sheets must be submitted after fifth period by **12:15pm**; they are immediately scanned. Pink sheets must be returned before **4:30 pm.** The later we get the sheets, the later someone has to stay in school to scan them and return them to your mailboxes.

If you have an after-school activity, please let us know how we can help you to submit this important information on time.



IEP Meetings

Any teacher who receives a notice about an IEP meeting must attend. LaGuardia's teachers are dedicated to meeting the needs of all students. When a teacher is asked to complete an application for College Board review or an application for extended time, students and parents appreciate that it be completed in a timely fashion. Thank you.



Sharing Assessment Information with the Resource Room Teacher

In order to meet IEP goals, it is important that the Resource Room teacher have as much information as possible from general education teachers. This includes homework assignments, projects due, and copies of tests and quizzes after they are administered and corrected.



Extended Time

This week you received an updated list of students who are eligible for extended time. Please make sure you give students an opportunity to complete work on assessments or alternative assessments.

Giving students these opportunities under 504 requirements is required by law.



Absence Due to Trips or Blackout

Any teacher who is planning to take students on a trip or who has blackout days must provide the names of these participants to the appropriate AP. Please provide the students' names and ID numbers **48 hours** in advance to ensure that their class absence is overturned.



Class Web Site Hosts

LaGuardia Arts High School encourages teachers to create and maintain class Web sites. These online pages can make course resources readily available and facilitate communication between parents and teachers. The school does not officially endorse any particular site, however, and can make no guarantees about the reliability of any Web host.

Teachers who would like to continue to use **classjump.com** as their Web host for a class site will be happy to know that the company has doubled its server size. This may lessen the likelihood that the site will go down in the future.

Those teachers looking to switch to a different Web host may be interested in such sites as **classrack.com**, **classnotes.com**, and **k12lessonplans.com.**