

LaGuardia News

LaProgram.org

STUDENTS



Important PSAT Information

PSATs are being administered to **tenth and eleventh grade students** from **8:15 – 11:50 a.m. on Wednesday, October 16**. At the conclusion of the test, students will report to their **fourth period class**. Proctors are asked not to release any students earlier than 11:50 a.m.

All other students are to report at 9 a.m. as follows:

9th graders:

9:00 – 11:50 - Freshmen HIV/AIDS Prevention Instruction: All 9th graders report to the Concert Hall
12:00 - Report as below.

12th graders:

9:00 – 11:50 - Senior Class Trip to Central Park (Yearbook Photo)
12:00 - Report as below.

Special Bell Schedule:

4th period.....12:00-12:30
 5th period.....12:34-1:04
 6th period.....1:08-1:38
 7th period.....1:42-2:12
 3rd period.....2:16-2:46



PSAT Lateness Policy

10th and 11th graders should arrive to school for the PSAT no later than 8:00 a.m.

If a student comes after the test has begun but before 9:15 a.m., he/she must go to the mezzanine and take the test there. Students who arrive after 9:15 must report to the mezzanine but will not be permitted to take the exam.



Extended Time Students

A student qualifies for extended time on the PSAT Examination if the College Board has confirmed his or her eligibility. Letters will be mailed home for students who are approved by the Board.

The exam for these students will be given in room 323 from 8:15-1:30. At the conclusion of the exam, these students must go to their **seventh period class**.

TEACHERS



Posting Teaching Documents Online

We strongly encourage you to continue putting documents online for students to review instead of printing them whenever possible.

Making copies is not environmentally friendly, it is costly and excessive copying causes machines to break down. There are also copyright issues to consider. If you use one source a lot, it may be more efficient to purchase the item from the publisher. You can also consider the use of an overhead projector.

If you must provide a handout to your classes it would be helpful if you did not have the students write on them and then collect the handout at the end of class to re-distribute to your other classes. In this way you would only have to print one class set for each preparation.

In general, try to restrict your copying largely to creating exams.

Review the instructions for posting documents on Daedalus on the other page of LaGuardia News. Please see Mr. Moore in room 201 for more information.

TEACHERS (CONTINUED)



PSAT Proctoring

TEACHER TIME IS 8:00 – 2:50 for a 1st proctor or teacher involved in freshmen/senior activities.

TEACHER TIME IS 9:00–3:50 for a 2nd proctor.

Information about teacher proctoring has been placed in faculty mailboxes.



Submitting EGG Files

Grades are due by 9 a.m. on **Monday, October 21**. Revisions are due by 12 p.m. on **Tuesday, October 22**. Teachers needing assistance may speak with Mr. Law in room 317 on Thursday, October 17.

Class grades are calculated according to the departmental grading policies that were established in September.

The following numeric grades may be assigned:

Passing: 65-100 in increments of 1

Failing: 55, 60

No show: 45 (Please see Ms. van Keulen in Room 261.) A grade of 45 is given to a student who fails to attend a course and does not participate in any of the work from which a grade can be derived.

Medically excused/ no credit: 7 (Please see Ms. van Keulen in Room 261.)

New or recently arrived: NL Students who enroll in a course after it has started may have missed assignments or assessments needed to generate a complete course grade for a given marking period. These students may be given a grade of NL but must complete the remaining course requirements by the end of the semester following the termination of the course in order to receive a final grade and credit, as applicable.

Incomplete: NX (Please see Ms. van Keulen in Room 261.) Schools may award a grade of Incomplete if a student has a documented, extreme extenuating circumstance that prevents him/her from completing the course in its established time frame (e.g., surgery, death in the family). A student who receive an incomplete must successfully complete remaining course requirements by the end of the semester following the termination of the course in order to receive a final grade and credit, as applicable. NX does not have a pass/fail or numeric equivalent.

Please update any incorrect or missing grades by resubmitting them in your EGG file. Remember to attach your revised EGG file to a new e-mail addressed to the appropriate Program Office staff member. Thank you.

Last Name	Send your EGG file to
A-L	Alex Moore, amoore@schools.nyc.gov
M-Z	Marc Shale, mshale@schools.nyc.gov



Test Administration

Thank you for reading the Test Administration Handbook, which can be found at **LaProgram.org**. Every teacher must be familiar with the information provided in the Handbook and must sign off with his or her department chairperson.

TEACHERS (CONTINUED)

Uploading Class Documents to Daedalus



To upload a digital copy of a class document and make it available for student download, you can follow the steps below:

1. Go to LaGuardiaHS.org. Click on "Faculty Resources" and then Faculty Daedalus.
2. Enter your user name and password.
3. Click on the "Odd Jobs" tab.
4. Click on "Upload (and delete) files to link to in emails."
5. Click on "Browse," find your file, and then click on "Submit."
6. Click on the "Odd Jobs" tab.
7. Under "Insert a File's URL," select your document.
8. Click on "Select one or more classes." If you would like to make your file available to multiple classes, hold the CTRL key while you click on classes.
9. Click on "Send."

Regents Scores

Below are our Regents results from the 2009-2012 school years. Mastery rate is defined as a score of 85% or higher. This year, due to the new teacher evaluation and development system, 40% of a teacher's rating will be based on test scores. Please be cognizant of MOSL selections (measurements of student learning).

Year	Column1	2009-2010	2010-2011	2011-2012	2012-2013
English	passing	100	99	99	99
	mastery	72	77	56	61
US	passing	98	100	100	99
	mastery	75	79	65	86
Global	passing	98	99	96	99
	mastery	65	53	60	76
Algebra	passing	99	99	96	98
	mastery	25	34	33	39
Geometry	passing	99	99	97	94
	mastery	36	44	47	38
Algebra 2	passing	81	94	83	85
	mastery	34	38	32	45
LE	passing	100	100	100	100
	mastery	70	68	74	70
Chemistry	passing	84	100	89	83
	mastery	16	24	19	12
Physics	passing	92	96	81	85
	mastery	36	27	24	46
Earth Sc	passing	99	98	97	96
	mastery	53	34	52	46
Spanish	passing	100	98	98	97
	mastery	87	82	72	82
French	passing	100	98	97	97
	mastery	92	87	85	88
Italian	passing	100	97	100	96
	mastery	94	87	90	94
Japanese	passing	98	91	92	97
	mastery	38	74	60	87