

# Second Floor Scoop

LaProgram.org

## ATTENDANCE SHEETS



TEACHERS: Thank You for Your Professionalism.

For the first two weeks of school, LaGuardia was asked to print new weekly attendance sheets every day. Managing more than 850 red sheets daily proved to be a tremendous burden on the Attendance Office. Compliance with this requirement also inconvenienced teachers. We would like to thank you for your patience, professionalism, and attention to detail. Ms. LaMonica deserves special recognition for placing attendance sheets in teachers' boxes early in the morning each day.

## PROFESSIONAL DEVELOPMENT DAYS



TEACHERS: Please Do Not Ask Students To Stay in the Building on Professional Development Days.

Please do not schedule any after-school student-related activities on professional development days, such as practices, club meetings, rehearsals, make up exams, etc. Students will be asked to leave the building and they may not be allowed back in due to issues involving a lack of proper supervision.

## CLASS LISTS AT YOUR CONVENIENCE



TEACHERS: Access Class Lists from Any Computer!

Each LaGuardia teacher can access class lists on the Daedalus Web site. Follow the steps below:

1. Go to <https://admin-laguardiahs.theschoolsystem.net>
2. Enter your username and password. (You may speak with Ms. Wilson in **Room 261** if you need these.)
3. Click on the "My Classes" tab.
4. Click on the "Text Classlists" link.
5. Click on the "Printable Classlists" radio button, and click "Submit."
6. Click "Open."
7. Click "Print."

Any teacher who would like assistance is encouraged to speak with Mr. Law.

## DONORS CHOOSE



TEACHERS: Obtain Classroom Materials Through DonorsChoose.org!

Mrs. Helfgott is the latest LaGuardia educator to apply for and receive resources from Donors Choose. She will be given an HP 6730b Notebook computer valued at \$877.79. Interested faculty members can learn more by speaking with Ms. Pace or Ms. Healy.

## PSAT EXAMINATION



STUDENTS: Prepare for the PSAT!  
All tenth and eleventh grade students in the NYC public school system will sit for the PSAT on **Wed., Oct. 13.**

PSATs are being administered from **8:15-11:30am.** At the conclusion of the test, student will report to their third period class.

All other students are to report at **9am** as follows:

### 9th graders:

**9-11:30** Freshman HIV/AIDS Prevention Instruction:  
All 9th graders report to the Concert Hall.

**11:35** Report to the third period class.

### 12th graders:

**9-11:30** Senior Class Trip to Central Park (Yearbook Photo)

**11:35** - Report to the third period class.

## Special Bell Schedule

3rd pd.	11:35-12:13
4th pd.	12:17-12:52
5th pd.	12:56-1:31
6th pd.	1:35-2:10
7th pd.	2:14-2:49

## GREEN CLEANING PRODUCTS



TEACHERS: Thank You For Using Environmentally Sensitive Cleaning Products

In accordance with state law, only environmentally sensitive cleaning and maintenance products may be utilized in New York City public school buildings. Custodian engineers and building managers are aware of these requirements and have been buying and using environmentally sensitive products. Although they are not required to do so, teachers often purchase their own cleaning products for their classrooms. Please be sure your teachers are aware that state law requires them to use only Green Seal Certified or Eco Logo approved surface cleaners and hand cleaners.

For additional information, contact your department supervisor.

## A & F MINI-GRANTS



STUDENTS, PARENTS, and TEACHERS: Take Advantage of Online Resources!

A&F Mini-Grants are now available for teachers and other staff for up to \$500 per term. Applications were placed in mailboxes recently. In light of the cuts in school budgets and in Teacher's Choice allocations, we strongly advise all teachers and assistant principals to apply for these grants on behalf of their classes and departments.

Grants are a maximum of \$500 per term and the money must be expended by the end of the fall term. Not all requests will necessarily be fulfilled. If you have any questions, you can visit the A&F Office in **Room 853.**

**PSAT**

[LaProgram.org](http://LaProgram.org)

**PSAT**

The Department of Education requires every high school to administer the PSAT to 10th and 11th grade students. This year's PSAT will take place on **Wednesday, October 13th**. Please be aware of the following schedule information regarding that day:

PSATs are being administered from **8:15 – 11:30 a.m.** At the conclusion of the test, students will report to their third period class.

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

**9th graders:**

**9 – 11:30** Freshman HIV/AIDS Prevention Instruction:  
All 9th graders report to the Concert Hall

**11:35** – Report to third period class

**12th graders:**

**9:00 – 11:30** Senior Class Trip to Central Park (Yearbook Photo)

**11:35** – Report to third period class

**Special Bell Schedule:**

- 3rd period.....11:35 – 12:13
- 4th period.....12:17 – 12:52
- 5th period.....12:56 – 1:31
- 6th period..... 1:35 – 2:10
- 7th period..... 2:14 – 2:49

Information about teacher proctoring has been placed in faculty mailboxes.

**PSAT Locations**

Tenth and eleventh grade students will report to the following locations for the PSAT exam:

SOPHOMORES	
OP	Room
A31	625
A32	613
A33	641
A34	645
A35	607
A36	601
A37	609
A38	431
A39	659
D31	615
D32	409
I31	621
I32	639
I33	627
I34	529
R31	411
R32	539
R33	415
T31/T21	417
V31	421
V32	427
V33	429
V34	557
V35	617

JUNIORS	
OP	Room
A21	643
A22	559
A23	529
A24	501
A25	507
A26	629
A27	623
D21	441
D22	437
I21	611
I22	631
I23	413
R21	661
R22	541
T31/T21	417
V21	511
V22	361
V23	359
V24	357

**EXTENDED TIME STUDENTS**

A student student qualifies for extended time on the PSAT Examination if the College Board has confirmed his or her eligibility. Students who are entitled to extra time on the PSAT should have received a letter from LaGuardia Arts High School. Any tenth or eleventh grader who believes that he or she should get extra time who has not received this letter should speak with Ms. van Keulen in **Room 261**.

- Library - 1st Session 8:15 – 10:00
- Library - 2nd Session 9:45 – 1:30