

Second Floor Scoop

LaProgram.org



Tutoring Schedule - Fall 2011

LaGuardia makes available to students expert tutors at no cost: our own teachers! Take advantage of the chance to get valuable one-on-one instruction from a LaGuardia educator in English, math, science, social studies, or foreign language. Meet with tutors during any lunch period.

| Period | Subject | Room | Days | Faculty Member |
|--------|------------------------------|----------|-----------|--------------------------|
| 1 | Italian | Room 243 | M,T,W,R,F | Mansfield, Elizabeth, AP |
| 4 | Italian, Spanish | Room 243 | M,T,W,R,F | Costa, Mario |
| | French | Library | M,T,W,R,F | Hendriksen, Marie |
| | Mathematics | | M,T,W,R,F | Nguyendon, Khan |
| | Mathematics | | M,T,W,R,F | Schillaci, Michael |
| | Global Studies, U.S. History | | M,T,W,R,F | Gubitosa, Anealla |
| | Biology | | M,W,R | Galaydick, Heather |
| | U.S. History | Room 639 | M,T,W,R,F | Hale, Sandra |
| | English | Room 661 | M,T,W,R,F | Hoffner, Larry |
| 5 | Chemistry | Library | T,F | Horowitz, Reina |
| | Japanese, Spanish | | M,T,W,R,F | Hasegawa, Nobuko |
| | Global Studies | | M,T,W,R,F | Kingham Cronin, Michelle |
| | Mathematics | | M,T,W,R,F | Nix, Dainty |
| | Biology | | M,T,W,R,F | Bodha, Alex, AP |
| | Mathematics | Room 431 | M,T,W,R,F | Marino, Pat |
| | Italian | Library | H | Tonelli |
| 6 | English | Library | M,T,W,R,F | Rowes, Barbara |
| | Chemistry, Earth Science | | M,T,W | McGoey, Antonietta |
| | Mathematics | | M,T,W,R,F | Helfgott, Miriam, AP |
| | Japanese | Room 353 | M,T,W,R,F | Rochkind, Chiaki |
| | Italian | Library | M | Olivo |
| | Spanish | | T,W,R | Rowe |
| 7 | Chemistry, Physics | Library | M,T,W,R | Cheng, Carlos |
| | Chemistry, Liv. Env. | | M,T,W,R,F | Lonegan, Steven |
| | English | | M,T,W,R,F | Smoller, Joan |
| | Mathematics | | M,T,W,R,F | Law, Hansen |
| | Global Studies, U.S. History | | M,T,W,R,F | Benson, Michael |
| | Spanish | | T,W,R | Rowe |
| | Biology | Room 547 | M,T,W,R,F | Dizengoff, Betsy |
| | Global Studies, U.S. History | Room 625 | M,T,W,R,F | Falkove, Sara |
| 8 | Biology | Library | M,T,W | Wijesinghe, Vajira |
| | Global Studies | | M,T,W,R,F | Cacioppo, Kim |
| | Chemistry | | T,W | Lytle, Rachel |
| | English | | M,T,W,R,F | Bar Lev, Joshua |
| | Mathematics | | M,T,W,R,F | Kawasaki, Tomomi |
| | Mathematics | Room 429 | M,T,W,R,F | Lawton, Emily |
| | U.S. History | Room 631 | M,T,W,R,F | Gilston, Roberta |
| | French, Italian | Room 243 | M,T,W,R,F | Della Pena, Anthony |
| | Spanish | Room 353 | M,T,W,R,F | Valerio, Angelo |
| 9 | English | Library | M,T,W,R,F | Otte, Joyce |
| | Mathematics | Room 427 | M,T,W,R,F | Reich, Heidi |

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STUDENTS



Make-up Policy for Missed Graded Assessments

Each student should be given the opportunity to make up missed examinations and other graded assessments as soon as possible after returning to school. If a student's absence is **excused**, he or she is eligible for full credit. If the student's absence is **unexcused**, the teacher has the discretion to assess the work for less than full credit.

Daily attendance is extremely important. Students entitled to make up an examination should bring the required absence note upon returning to school. After this note is acknowledged and signed by the teachers, students should bring the note to the Attendance Office in Room 201 to be recorded in the official attendance system. We encourage

parents and students to make appointments for routine medical and dental check-ups for part of the day, not the full day.

Acceptable reasons for absences follow:

- Documented illness
- A court order
- A funeral
- A college visit
- A family emergency
- Studio black-out

Appropriate documentation is required for all absences. For college visits, please have a college official fill out our official excuse form. You may download this form and all other attendance forms from LaProgram.org. Thank you.

TEACHERS



Recycling News

Teachers interested in encouraging more recycling in their classrooms may send a few student volunteers to the Custodial Office in Room 129 to pick up a new recycling bin for classroom use.

Pratt Industries recently donated new paper recycling bins to City schools. These bins are made of 100% recycled paper and feature a slotted lid to limit contamination.

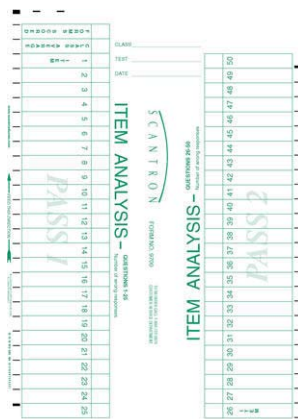
According to a press release, the bins are part of GrowNYC's Recycling Champions program, which to-date has helped 17 schools establish lasting, school-wide recycling programs. The bins also tell a story, being made from waste paper collected from schools in those three boroughs and recycled locally at the Pratt Industries mill in Staten Island.

SOS Save Our Scantrons (S.O.S.), but Use Item Analyses!

Your efforts to reuse Scantron forms in these difficult fiscal times is greatly appreciated; however, the school still does provide Scantrons **and** Item Analysis Forms.

To save Scantron forms, try to use the following strategies:

- Please use Scantrons only when you give an extended examination that includes nearly fifty questions.
- Limiting the test to no more than fifty questions allows the teacher to use both sides of the Scantron.
- After reviewing the exam results with students, consider not returning the used Scantron to students. Instead, each student can enter responses to the questions on the next examination on the back of an old Scantron.
- We encourage teachers to use **Item Analysis Forms** immediately after marking Scantrons with the grading machine. Item Analysis Forms will give you information about the percentage of students who answered each question correctly. This is a great way to use Scantrons to inform teaching decisions based on your students' test results.
- Any teacher who would like a brief instructional session on the use of the Item Analysis form can call x2261.



Scantron Item Analysis Form

Question: How can I obtain Item Analysis Forms?

Answer: Speak with Ms. Wilson in Room 261.

Question: How do I use an Item Analysis Form?

Answer: Use the machine as you normally would to grade all of your standard Scantron forms. Do not turn off the machine. Run the Item Analysis through the machine just as you would a normal Scantron. Be sure to turn the paper the correct way so that the numbers correspond to the ones on your assessment. If your assessment is more than twenty-five questions, pass the Item Analysis Form through the machine multiple times.

Question: What can I learn from the Item Analysis Form?

Answer: The Item Analysis will give you information about the percentage of students that answered each question correctly.

Question: How can the Item Analysis Form help me to use my test as a formative assessment?

Answer: Greater awareness of students' understanding can give the teacher ideas about what to review; what to include on future, cumulative assessments; and how to alter teaching in future years.