

Administrative and Instructional News LaProgram.org

STUDENTS

January Regents Examinations



If you failed a Regents examination or would like to take an exam for a higher grade, you should **take that Regents exam in January**. Please talk with your guidance counselor as soon as possible to register for the exam.

TEACHERS



BE SURE TO REMEMBER THE 4S'S OF FIRE DRILLS: SPEED, SAFETY, SILENCE, and SERIOUSNESS

- a) We will be following the same fire drill route as last year. Those classes exiting by 65th street including those leaving through the back lobby will first walk up to Amsterdam Ave, cross 65th St. and circle around MLK until reaching West End Avenue. Those exiting the building on 64th St. will walk up to Amsterdam Ave and then cross 64th street and move downtown towards 62nd St.
- b) It is imperative that ALL STAFF MEMBERS PARTICIPATE actively IN the EVACUATION OF the BUILDING and fully understands their role during an emergency situation.
- c) In addition, it is important that teachers REVIEW the following EMERGENCY PROCEDURES WITH ALL of their STUDENTS, especially our freshmen who may not be familiar with the expectations and physical layout of the school and the surrounding area.
- d) The PRINTED FIRE DRILL DIAGRAM placed IN EACH ROOM indicates the route to be followed. You should FAMILIARIZE YOURSELF AND YOUR STUDENTS WITH the floor EXITS and the EXIT ROUTES, which you are to take in case of an emergency.
- e) The official FIRE DRILL SIGNAL is A SERIES OF (3) GONGS sounded FOUR TIMES (3-3-3-3). Disregard incomplete sequences.
- f) In the case of a FALSE ALARM, an ANNOUNCEMENT will be MADE TO "DISREGARD THE BELLS." If a FIRE or SMOKE condition persists, The PA ANNOUNCEMENT will direct you TO EVACUATE the BUILDING.
- g) As soon as the GONGS begin to RING STUDENTS ARE to be instructed to remain SILENT. PRIOR TO LEAVING THE CLASSROOM, THE TEACHER SHOULD STRESS THE SERIOUSNESS OF A FIRE DRILL AND THE PROCEDURES TO BE FOLLOWED AND TAKE THEIR ROLLBOOK WITH THEM.
- h) Following the bell signal, instruct STUDENTS to TAKE their PERSONAL BELONGINGS, LINE UP in twos IN the HALLWAY outside of room, REMAIN SILENT, and FOLLOW the TEACHER OUT of the BUILDING, THROUGH DESIGNATED EXIT.
- i) The teacher should appoint a dependable student to make sure to close the door when everyone has vacated the room.
- j) The TEACHER should LEAD the CLASS to the specified exit and down the stairwell to the street level doors. THE TEACHER MUST remain with the class and MAINTAIN ORDER.



Thank You for Submitting Interim Reports

LaGuardia educators have found that Interim Progress Reports can send a strong message about student performance. Parents appreciate your efforts.



Return of the Mouse Squad

LaGuardia will soon restart the LaG MOUSE Squad. This is a program designed to empower students to take a leadership role in tech support. LaGuardia will join the New York City MOUSE Squad Program that provides our students with a comprehensive, standards-based, online curriculum that facilitates the training of student-technicians in computer troubleshooting, help desk operations, and customer service skills. The New York City MOUSE Squad Program also provides curricula covering technology topics that go beyond tech support, providing exciting hands-on projects for students ready to take their tech skills to the next level. The first two Specialist Certifications are Garage Robotics and Serious Games.

As a first step towards starting this program, we would like to identify a co-coordinator for the LaG MOUSE Squad. The co-coordinator is an educator who facilitates the curriculum with students, and supports them as they work on tech support projects and other technology and digital media portfolio entries. It will involve about 4 hours of after-school work per week. If you are interested please talk to Ms. Nathalie Regnier, social studies teacher, or Ms. Van Keulen, AP Administration, by **Monday, December 2**. Thank you and we hope to hear from you soon.



Teachers Must Sign To Indicate Review of New Test Booklet

The release of the new 2013-14 Testing Administration Handbook was just announced in *Principals' Weekly*.

Each LaGuardia teacher must sign off with his or her department chairperson to indicate that the teacher has read the document by **Tuesday, November 19**. Every department chairperson has a hard copy of the Test Administration Handbook, and you can also find a link to it on the main page of LaProgram.org.



Returning Blue Attendance Sheets by 12:00

Blue attendance sheets must be returned by noon each day. It is imperative that they be scanned before 12:30. Most teachers do this regularly, and these efforts do not go unnoticed. Thank you.

PARENTS



Student Biographical Corrections

The school stresses the importance of communication with parents via mail; therefore, it is important that your correct address be on file. If you change your address, please bring the Student Biographical Corrections form and proper identification to Ms. LaMonica in The Program Office (Room 201). The form is at LaProgram.org and in the other page of this issue. Be sure to bring your child's birth certificate and proper documentation.