

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



Skedula vs. EGG

Grades are due on **Tuesday, December 3**. For the second marking period, we will continue to use both Skedula and the EGG system to record grades in STARS (the official DOE system). We expect to migrate to the Skedula grade recording system for the third marking period.



Support Sessions for Teachers Not Currently Using Skedula

Any teacher who is not using Skedula at this time may work with Mr. Law in the fourth floor computer lab on **Monday, December 2**, during any lunch period to set up a Skedula account and record second marking period grades.



Submitting Grades

Grades are due at 9 a.m. on Tuesday, December 3. Revisions are due at 12 p.m. on Wednesday, December 4.

Teachers already using Skedula do not need to do anything to submit grades. As long as all marks have been recorded in Skedula, the program will calculate grades, and the Program Office staff will upload them.

Any teacher not currently using Skedula may take advantage of the support sessions led by Mr. Law on **Monday, December 2**, during any lunch period in the fourth floor computer lab.

Please be aware that all Skedula grades will be uploaded at **9 a.m. on Tuesday, December 3. Revisions are due by 12 p.m. on Wednesday, December 4.**

- **Passing:** 65-100 in increments of 1
- **Failing:** 55 or 60.
- **No Show:** 45 (Please see Ms. van Keulen.)
- **Medically Excused/No Credit:** 7 (Please see Ms. van Kuelen.)
- **New or Recently Arrived:** NL (Please see Ms. van Keulen.)
- **Incomplete:** NX



Teachers Must Sign To Indicate Review of New Test Booklet

Each teacher is reminded to read the updated 2013-14 Testing Administration Handbook that was issued on November 7 and sign the sign-off sheet with the appropriate department chairperson.

This handbook is posted on the Program Office site. Please follow this link to the document: <http://www.laprogram.org/docs/testAdministrationHandbook.pdf> You can also find a link to it at the top of the LaProgram.org site.



Testing Schedule

Monday	Tuesday	Wednesday	Thursday	Friday
Make-up Day	Social Studies	English Health/P.E.	Science* Studio	Mathematics World Languages

*Tests for any science class with Thursday labs will be administered on Mondays.

If you have any questions regarding information on this page, please call Ms. van Keulen, AP of Data and Technology, at (212) 496-0700 X 2261.

It's a Real Privilege



This is just a reminder that trips, just like prom and graduation, are all privileges, not rights. Students must earn that right. As such, if you have a student who, based on their behavior in school, you believe cannot be trusted to behave in a responsible manner during such an excursion, you should not hesitate to make arrangements with your AP to have that student to remain behind to complete an appropriate assignment instead.



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.



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.

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Implementing Testing Modifications

WHO IS ENTITLED TO TESTING MODIFICATIONS?

- 504 – Federal form requiring student accommodations for testing.
- IEP – Education plan by Special Ed. requiring student accommodations for testing.
- ELL – Non-English speaking students entitled to testing accommodations.

WHEN ARE UPDATES MADE?

- Updates are made all year round, and newly tested students can be added at any time.
- The most recent list of student names is handed out several times a month during the first semester and once per month after that.
- For students who apply and are approved for 504 accommodations, parents receive a letter outlining the accommodation plan. The letter also asked the parent and the student to get in contact with all their teachers and set up a procedure for accommodating the testing.

SAMPLE ELIGIBILITY LIST

- Alpha List With Any Extra Testing Modifications

No.	LastName	FirstName	StudentID	Off Class	X	Gd	Extra Test Modifications	IEP/504	TIME
2	1						Use calculator and computer	504	2X
3	2						Tourette's Syndrome	504	1.5X
4	3						Passed but Entitled to Extra Time and Dictionary	ELL*	1.5X
5	4						Calculator	EP	2X
6	5						Directions read & reread out loud Answer recorded in any manner	EP	1.5X
7	6						Plus preferential seating Directions read & reread out loud Visual/Auditory Amplification	EP	1.5X
8	7						Use of a computer	EP	2X
9	8						Use of a calculator	EP	1.5X
10	9						Written homework assignments, instructions, directions	504	1.5X
11	10						Use of a calculator	EP	2X
12	11						Passed but Entitled to Extra Time and Dictionary	ELL*	1.5X
13	12						Mask/markers to maintain place Answers recorded in any manner	EP	1.5X
14	13						Use of a calculator	EP	1.5X
15	14						Plus preferential seating	EP	2X
16	15						Laptop for written assignments	504	1.5X
17	16						Preferential seating Small hearing unit	504	1.5X

WHAT DO TEACHERS NEED TO DO?

- As soon as a new list of students with testing accommodations is distributed, teachers should contact each student and establish with the student a clear protocol for testing.
- If a student has Resource Room, you can contact Ms. Joanne Arezzi (ext. 2321) to see how she could help.
- If you cannot find a solution, check with your Department AP for assistance.
- Students have the right to be provided with their approved accommodations. If there is no time during the day for students to take exams, please contact Ms. van Keulen (ext. 2261).

If you have any questions regarding information on this page, please call Ms. van Keulen, AP of Data and Technology, at (212) 496-0700 X 2261.