

# Second Floor Scoop

LaProgram.org

## STUDENTS



### Course and Exam Changes for 2013-14

We're pleased to announce that revisions to AP Chemistry and AP Spanish Language and Culture will launch in the 2013-14 academic year.

- AP Chemistry revisions promote a balanced instructional approach, focused not only on factual knowledge but also on the thinking and reasoning skills vital for in-depth study — and for success on the revised exam.
- AP Spanish Language and Culture revisions focus on the various modes of communication and encourage students to explore culture in engaging thematic contexts



### Honor Roll

Any LaGuardia student with a weighted cumulative average of 90% or above and an attendance rate of 98% or above will be added to the school's honor roll.

This distinction is reserved for those remarkable individuals who meet the criteria described above. Each honor roll student will receive a letter of recognition shortly.



### Documenting Absences

The Attendance Office aims to code every absence in the ATS system with the correct explanation; however, we can only do this if absent students provide correct documentation.

**Student Absence Form:** Students should use this form to account for absence. Upon returning to school, a student should attach his or her absence excuses to this form and fill in all pertinent information.

The student should ask teachers to sign this Student Absence Form, and then the student should drop it off in Room 201.

**Marked Absent in Error Form:** Students should use this form if they have been marked absent erroneously.

If you have received a phone call or letter about an absence that needs to be changed, fill out the top part of this form, and get your teachers to sign the bottom half. The Marked Absent in Error Form should then be returned to the Attendance Office in Room 201.

**Cut Correction Form:** This form is on the reverse side of the Marked Absent in Error Form. It is for students who were marked absent in error in a class. Once again, fill in the information, and have your teacher print and sign his or her name. The form should only be returned by the teacher to the Attendance Office in Room 201.

**Verification of School Audition/Visit Form:** If you visit a school or audition at a particular institution, ask an official there to sign this form.

**Verification of Participation in a Competition Form:** Be sure to ask the appropriate individual to sign this form.

If you notice that you were marked absent in error, you should fill out the Marked Absent in Error Form. It is the student's responsibility to verify that all attendance records are accurate and to bring questions or concerns to the attention of the Attendance Office in Room 201.

Students can obtain forms in Room 201 or on LaGuardiaHS.org.

## STUDENTS (CONTINUED)



### Election Day

Students will not attend school on Election Day, Tuesday, November 8.

Teachers will attend a faculty conference on Election Day.



### Tutoring in the Library

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, or social studies. Meet with tutors in the Library during any lunch period. No appointment is necessary.

## TEACHERS



### Teacher Survey

The results of the 2010-11 teacher surveys indicated that some teachers would like access to professional development sessions that more specifically address their needs. With this in mind, teachers will receive a survey shortly about our November 8 professional development meeting. The focus will be on using data to drive instruction, and your input will help us to design it to be as beneficial as possible.

Teachers are encouraged to take a moment to complete and submit the survey. Thank you.



### Interim Reports

LaGuardia educators have found that Interim Progress Reports can send a strong message about student performance. You may pick up forms from your department chairperson on Friday, November 4. They are due on Wednesday, November 9. We expect to send them out on Wednesday, November 16. Parents appreciate your efforts.



### Attendance

#### Why is attendance so important?

Attendance sheets are necessary to participate in Family Outreach for absent students. When they are not scanned properly, this process is delayed and can become more of a challenge.

Regular attendance is mandated by State law and is crucial to the success of a productive learning community. It is immensely important to submit your attendance sheets promptly and in a timely fashion because they are legal documents.

#### What happens if I forget?

We recognize that you are busy and that papers can be forgotten and misplaced. Reminders will be promptly placed in your mailbox if your attendance is not turned in on time.

Thank you very much for your help with this matter.

## PARENTS



### Testing Accommodations Letter

This week a letter will be sent home to the parents of students who receive testing accommodations. Parents are asked to review this document carefully.