

Second Floor Scoop

LaProgram.org (formerly LaGuardiaArtsProgramOffice.org)



LAGUARDIA'S 25TH ANNIVERSARY FESTIVAL

La STUDENTS, TEACHERS, and PARENTS: Get Ready For LaGuardia's Second 25th Anniversary Festival!

Our first 25th Anniversary Festival was so well received by students, faculty, and parents that we scheduled a series of encore performances!

The 25th Anniversary of LaGuardia Arts High School is a cause for celebration of our unique and successful way of educating young artists. Over the course of our *second* four-day Festival, students will share their passion for the arts with their peers and parents. **Indeed, we are extending an open invitation to all parents to visit LaGuardia on the day when their child's studio is showcased.** Parents are encouraged to learn more at LaProgram.org.

FROM KASHMIR TO TAIWAN



STUDENTS and TEACHERS: Experience Our Educational, Enlightening Global Conflict Awareness Fair on Tuesday, March 9.

USE OF STUDENT MONITORS



TEACHERS: Encourage Student Monitors to Help You, but Please Do Not Ask Too Much of Them.

Students who volunteer to assist staff provide an invaluable service to the school; however, there are certain tasks that student monitors should not be asked to perform. These include taking class attendance, grading class papers, lifting heavy items, moving furniture, and working with potentially hazardous or sharp materials or objects.

In general, staff should avoid assigning a student monitor any activity that is deemed dangerous or jeopardizes a student's safety. In addition, a staff member should not give a student access to other students' information, including grades, addresses or other biographical information, which could violate privacy laws.

Please also keep in mind that whenever working with groups of students, you should ensure that security staff and administration have an unobstructed view from outside the classroom. When working one-on-one or in a small group setting, whether in a classroom office or other space, all doors should always be kept ajar.

Finally, if a monitor is asked to run an errand for you, you should always provide that monitor with a hallway pass. Students should never be given access to school keys under any circumstances.

STAYING IN TOUCH



PARENTS: Please Update Your Contact Information.

Visit arisnyc.org. Contact Parent Coordinator Pat Delio with questions at **(212) 496-0700x2229**.

AP TEST REGISTRATION

STUDENTS: Register for AP Exams at LaProgram.org!

AP Registration

The deadline to register and pay for your AP exams is **Friday, March 19 at noon**. If you are paying by check or money order, bring your envelope to **Room 237**. If you wish to pay online, visit LaProgram.org!

PREZI, WEB SITES, YOUTUBE, AND ARIS!



TEACHERS: Register for a Technology Workshop at LaProgram.org!

All teachers are encouraged to register for our free technology workshops at LaProgram.org. These teacher-led classes are designed to help you achieve even greater success in the classroom.

Using Prezi as an Alternative to PowerPoint

Date: **Tuesday, March 16**

Time: after tenth period

Instructor: Ms. Healy

Playing YouTube Video Clips in LaGuardia

Date: **Tuesday, March 23**

Time: after tenth period

Instructor: Mr. Singh

Create Your Own Class Web Site

Date: **Wednesday, April 7**

Time: after tenth period

Instructor: Ms. Ballard

Using ARIS and Daedalus as Tools for Communication and Assessment

Date: **Thursday, April 8**

Time: after tenth period

Instructor: Mr. Sudduth and Ms. van Keulen

DONORSCHOOSE SUCCESS STORY



TEACHERS: Congratulations to Mr. Fransowie for Securing a \$179 Printer Through DonorsChoose.org!

Mr. Fransowie is the latest LaGuardia educator to benefit his students through the generosity of Donors Choose participants. Teachers are encouraged to visit DonorsChoose.org to request classroom supplies.

COMMAND OF LANGUAGE

conscientious	adj.	guided by one's conscience; principled
referral	n.	the instance of directing to a source for help or information
increment	n.	something added or gained, especially one of a series of regular, usually small additions
excessive	adj.	being more than what is required
interface	n.	the point of interaction or communication between a computer and another entity

The American Heritage Dictionary 2001 ed.

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.

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TEACHER'S CHOICE



TEACHERS: Teacher's Choice Forms Are Due by Monday, March 15.

All Teacher's Choice accountability forms are due in Ms. Berke's office in **Room 210** by **Monday, March 15.**



ONLINE ATTENDANCE REFERRALS



TEACHERS: Submit Attendance Referrals Online at LaProgram.org!

This new Web tool allows teachers to request that the Attendance Office call parents of students for whom lateness or cutting is a problem. You can also use this Internet application to request a referral to the dean or appropriate guidance counselor. The online **interface** is available at **LaProgram.org**; a teacher may log in using the Daedalus username and password.

If you prefer, you may opt to fill out a hard copy of the referral instead. Feel free to complete our paper form and submit it to **Room 261.**

You should submit an online or paper referral when a student is excessively late or absent. We encourage you to call a student's home prior to filling out a referral. Even if you do not have the chance to contact parents, however, please let us know when a student is frequently late or absent. C6 teachers will follow up on your referral.

The staff member who follows up on your referral will return the **Excessive** Lateness/ Absence **Referral** Form to you with information about the results of calls.

Your outreach efforts are making a difference. Review below the encouraging September attendance trends for the last four years.

Attendance Trends for September

2005-06:	96.7%
2006-07:	97.3%
2007-08:	97.4%
2008-09:	97.5%

SAVING ENERGY



TEACHERS: Your Efforts to Save Energy Are Appreciated.

LaGuardia's teachers are **conscientious** and do what they can to save power. Please review the list of power-saving strategies below:

- Open blinds, shades, and drapes during daylight hours.
- Shut the blinds or shades at the end of the day to retain the room's warmth at night.
- Keep books and other supplies or materials off radiators.
- Arrange desks, chairs, and work stations away from windows and outside walls to avoid drafts.
- Select a light monitor in your classroom who is responsible for turning off the lights at the end of the day and anytime the classroom is empty.

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.

MEASURES OF PROGRESS



TEACHERS: Grades Are Due on Monday, March 15 at 9am.

The first marking period ends on **Monday, March 8.** Your EGG file will be delivered to your DOE e-mail inbox. Thank you in advance for submitting your grades by **9AM on Monday, March 15.**

Some helpful "Do"s and "Don't"s follow:

DO

...give grades in **increments** of five unless you are giving a grade between 90 and 100 or an 88.

...submit your grades on time! Otherwise, you may not be able to make corrections before report cards are printed.

DON'T

...forget to select "Save Target As" after right-clicking on the attachment in your e-mail.

...give any grade lower than a 40. The only exception to this rule is if you teach physical education, drama, or dance and are giving a 9 to a medically excused student.

...change the name of the original file in any way. The correct format is **LASTNAME_2009_2_1.** Thank you for your work with EGG files!

HELP WITH EGG FILES



TEACHERS: Do You Still Struggle to Send Your EGG File Independently? Help is Available!

Any teacher who needs help submitting an EGG file is invited to come to the **Library** for assistance on **Friday, March 12, from 9am-3pm.**

MINI-GRANT APPLICATIONS



TEACHERS: Apply for a Mini-grant!

If you anticipate departmental or individual teacher classroom needs, such as projectors, bulbs, TVs, DVD players, or posters, consider applying for the A&F Mini-grant. The deadline is **Monday, April 12.**



SURVEY



TEACHERS: Learn to Complete the Online NYC School Survey!

Educators may go to a workshop in **Room 317** to be taught how to respond online to all questions in this survey. Look for more information soon.

RETURN TO SENDER



TEACHERS: Remind Those Who Send You Packages at LaGuardia to Indicate Your Name and Room Number.

When you have something delivered to our school, you **must** indicate to the sender that the package be put to your attention and your room number be indicated. We have run into problems in our large building when different staff members have received shipments from the same vendor. Thank you.