



# Second Floor Scoop

LaProgram.org

## CONFERENCES RESCHEDULED

 TEACHERS: Department and Faculty Conferences Have Been Rescheduled.  
Our April Department Conferences will now take place on **Mon., Apr. 12**. The Faculty Conference will be held on **Mon., Apr. 19**.

## CROWD CONTROL

 TEACHERS: Please Review the Guidelines Below Regarding Audience Etiquette.

At the March School Safety Meeting, one of the topics discussed was audience **etiquette**, specifically in terms of preview assemblies. Some rules follow regarding **decorum** at such assembly programs.

1. **Please do not bring your class to the assembly program unless you have officially applied in advance** and are given written confirmation from the studio that it is okay for you and your class to attend the assembly program at the indicated time. Once given permission, you should take attendance prior to bringing your class to the assembly program. You must then personally escort your class to the assembly en-masse using the stairwells.

2. **If you do not receive written confirmation at least a day in advance that it is okay to bring your class, contact the applicable studio head prior to the program.** If you still do not get an official response, it is best that you not bring your class in order to avoid a possible overcrowding situation. This is particularly applicable to preview assemblies held in the Little Flower Theater where space is limited.

3. Along with official written permission to attend the assembly program, **you should receive an official seating chart indicating where your class is to be seated.** You must strictly adhere to this seating chart. If someone is sitting in the area assigned to you, please request that the teacher follow the plan rather than sitting your class in someone else's assigned area. If you lose your seating chart, please ask a fellow teacher for a copy so you will know where to sit your class.

4. **If you are not seated in the correct area according to the chart and are asked by a colleague or a member of security to relocate, you and your class must do so.** If another group is in your assigned area, they will likewise be asked to move.

5. While at a preview assembly, **the teacher must be seated directly behind their class and must actively supervise and be responsible for their students behavior at all times during the assembly program.** Students who stand up, put their feet on chairs, or who are disruptive should be **admonished**. If this behavior continues, the student should be referred to the Dean's Office for further disciplinary action.

We are very lucky to have the opportunity to have different classes attend assembly programs; however, if certain students, classes, or teachers cannot follow decorum, they will not be afforded the opportunity to attend such programs in the future.

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.

## CLASS WEB PAGE WORKSHOP



TEACHERS: Create a Class Web Page in One Hour!

Ms. Ballard will offer teachers a workshop in the creation of Web sites using Classjump.com. In order to accommodate teachers and ensure that the most educators can take advantage of this opportunity, the workshop has been rescheduled to **Thu., Apr. 22**. Register today at **LaProgram.org** or in **Room 261**. You may also still register for our Daedalus workshop on **Tue., Apr. 27**.

## WIRELESS LAB SWEEPSTAKES



TEACHERS: Win a New Computer Lab for Our School!

Learn more about grants and contests pertaining to education funding at **LaProgram.org!**

Enter the 9th annual Win a Wireless Lab Sweepstakes for your chance to win one of three grand prize wireless computer labs for your school, including 20 notebook or tablet computers, interactive whiteboard, mobile cart, projector, printer, wireless access points, portable document camera, digital camcorder, and a \$5,000 digital media grant from Discovery Education.

You can also win 25 additional technology prizes! Discovery Education is giving away 20 additional prizes, including projectors, notebook computers, and digital camcorders! Each month one lucky winner will receive a projector from NEC. Enter once per day until **Mon., May 3** at **discoveryeducation.com/cdwg**. Share with your friends and colleagues on Twitter and triple your entry each day.

No purchase is necessary. The sweepstakes runs through **Mon., May 3**.

## NATIONAL BOARD CERTIFICATION



TEACHERS: Earn National Board Certification!

The UFT Teacher Center is offering a Shanker Grant to cover the \$2500 cost of applying for National Board Certification. Ms. Healy will run an information session in **Room 661** at the end of the month about the National Board process and how to apply for this grant. Look for more information soon. Register at **LaProgram.org** or in **Room 261**.

## COMMAND OF LANGUAGE

etiquette	n.	the practices and forms prescribed by social conventions or by authority
decorum	n.	appropriateness of behavior or conduct
admonish	v.	to warn, caution, or remind of an obligation
applicable	adj.	appropriate or relevant
colleague	n.	a fellow member of a profession; associate

*The American Heritage Dictionary* 2001 ed.

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[LaProgram.org](http://LaProgram.org)

## STUDENT SURVEYS

**Your School.** STUDENTS: You Will Be Asked to Complete a Student Survey on Fri., Apr. 16.

All LaGuardia students will be asked to complete the New York City Student Survey on Fri, Apr. 16, during third period. It is important that students complete the survey because the feedback they provide is used by the school leadership to improve our schools.

## ADMINISTERING STUDENT SURVEYS


**NYC 2010 School Survey** TEACHERS: Please Administer Student Surveys on Fri., Apr. 16, During Third Period.

You will find in your zip-lock bag a class roster, individual envelopes labeled with student names, and student surveys in foreign languages. **Survey administration should take about thirty minutes during class.**

Once the envelopes have been distributed, please do the following:

1. Ask students to remove the question sheet and answer sheet from the envelope.
2. Review the instructions listed on the survey and on the answer sheet aloud with your class.
3. Instruct student to mark answers only on the answer sheet.
4. You may explain the meaning of questions or read the questions aloud.
5. After completion, students should enclose **ONLY the completed answer sheet** in the envelope.
6. Ask students to remove and discard the envelope's peel-off label and seal the envelope.
7. Please collect the sealed envelopes in the zip-lock bag that has been provided, and return them to Room 261.

## PARENT SURVEYS

 PARENTS: We Ask You to Complete an Submit Your Parent Survey by April 23.

The feedback provided by parents of LaGuardia students will help the Department of Education to improve schools. Thank you.

## TEACHER SURVEYS

**Take Survey** TEACHERS: You May Complete Your Survey on Library Laptops.

Information regarding log-in was placed in your mailbox before vacation. To facilitate in-school opportunities to complete the survey, we will place four laptop computers in the Library on April 21-23.

Mark Law will be available to help. If you need assistance, please call him before completing the survey online at extension 1425.

April 23 is the last day to complete the survey. Thank you.

## PROGRAMMING CALENDAR



STUDENTS, TEACHERS, and PARENTS: Review the Updated Spring Programming Calendar at [LaProgram.org](http://LaProgram.org)!

### Spring 2010 Programming Calendar

<b>April 20</b>	Teacher requests for classes distributed
<b>April 21</b>	AP Fair
<b>April 22</b>	Open Daedalus for students to request classes
<b>May 18</b>	Close Daedalus. Last day to request AP, honors, and electives!

## INFORMATION SECURITY AWARENESS



STUDENTS, TEACHERS, and PARENTS: Use Caution When Accessing Facebook and Other Social Networking Sites.

Please review the recommendations below from *The Information Security Awareness Newsletter*:

- Use strong and unique passwords.
- Do not choose a screen name that gives away too much information.
- Only post information you are comfortable sharing with a complete stranger.
- Configure privacy settings to allow only those you trust to access the information you post.
- Be cautious when clicking a link to another page or running an online application.

## SPRING RESOURCE FAIR



STUDENTS, TEACHERS, and PARENTS: Attend the Spring Resource Fair!

Jaime Cloud and Matthew Modine will keynote The Green Schools NYC 2010 Spring Resource Fair. We recommend that you register online at **LaProgram.org** to avoid long lines on the day of the event. We look forward to seeing you there!

## DONORS CHOOSE BENEFICIARIES



STUDENTS, TEACHERS, and PARENTS: Educators Deserve Commendation for Securing Classroom Resources

Through DonorsChoose.org!

English teacher Dr. Linnehan, math teacher Ms. Fischer, and math teacher Ms. Nix recently received funds to pay for classroom supplies through the Web site DonorsChoose.org.

- Ms. Fischer secured an HP ProBook laptop valued at over \$750.
- Dr. Linnehan was given materials for "Let Sweet Music Pour into Our Ears."
- Ms. Nix received seven Texas Instruments TI-84 Plus Graphing Calculators, which are valued at \$107.99 each.

Teachers with questions about Donors Choose should speak with Ms. Pace or Ms. Healy.

AP FAIR

Discover LaGuardia's Advanced Placement Program!

Students are invited to LaGuardia's second annual AP Fair. This celebration of our rich AP offerings will take place during the five lunch periods on **Wed., April 21**. Our goal is to heighten student awareness of the opportunities and challenges that AP courses present.

Attending the AP Fair will help students to make informed decisions about the classes for which they choose to register.

An informational booklet regarding our vibrant AP offerings will be distributed at this celebration of our students, teachers, and class offerings. The Advanced Placement Course Offerings booklet contains course descriptions and further information from those involved with our AP Program.

AP teachers are asked to e-mail names of student volunteers to [Ivankeu@schools.nyc.gov](mailto:Ivankeu@schools.nyc.gov). Teachers who are able to participate should contact Ms. van Keulen, LaGuardia Arts AP Program Coordinator.

We look forward to seeing you at the AP Fair!



Photograph by Kas Wilson

2010 Exam Calendar - Week 1		
	Morning - 8 a.m.	Afternoon - 12 p.m.
<b>Monday, May 3</b>	United States Government and Politics	Comparative Government and Politics French Language
<b>Tuesday, May 4</b>	Computer Science A Spanish Language	Statistics
<b>Wednesday, May 5</b>	Calculus AB Calculus BC	Chinese Language and Culture
<b>Thursday, May 6</b>	English Literature and Composition English Literature and Composition	Japanese Language and Culture
<b>Friday, May 7</b>	United States History	European History Studio Art (portfolios due)

LaGuardia offers the following AP classes:

- **English:** AP Language and Composition and AP Literature and Composition
- **Mathematics:** AP Calculus AB, AP Calculus BC, and AP Statistics
- **Science:** AP Biology, AP Chemistry, and AP Environmental Science
- **Social Studies:** AP U.S. History
- **Foreign Language:** AP French, AP Japanese, and AP Spanish
- **Studios:** AP Art History and AP Music Theory

You can find the AP Course Offerings Informational Booklet, course sequencing tables, and more at [LaProgram.org](http://LaProgram.org).



Photograph by Kas Wilson

2010 Exam Calendar - Week 2			
	Morning - 8 a.m.	Afternoon - 12 p.m.	Afternoon - 2 p.m.
<b>Monday, May 10</b>	Biology Music Theory	Physics B Physics C: Mechanics	Physics C: Electricity and Magnetism
<b>Tuesday, May 11</b>	Chemistry Environmental Science	Psychology	
<b>Wednesday, May 12</b>	English Language and Composition	Art History	
<b>Thursday, May 13</b>	Macroeconomics World History	Microeconomics	
<b>Friday, May 14</b>	Human Geography Spanish Literature	Latin: Vergil	

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