

Second Floor Scoop

LaProgram.org

STUDENTS



PM School Requirement

Any student enrolled in an Aventa PM School credit recovery course is required to report to the appropriate computer lab at 4:15 on all **Tuesdays, Wednesdays, and Thursdays**. Any student not making adequate progress may be dropped from Aventa. If a student still needs to register for PM school, he or she should see Ms. van Keulen in Room 261 as soon as possible.



Extra Time on Regents Examinations

Any student who receives extra time on Regents examinations and is scheduled to take two Regents on a single day may ask Ms. van Keulen about postponing one Regents examination until August. Interested students must come to Room 261 as soon as possible.



Physics, Chemistry, and Pre-calculus Honors for Seniors

Seniors whose requests for science or math classes have not been satisfied will need to wait a little longer. Please visit **LaProgram.org** during the second week of June for information regarding this hope.

TEACHERS



Submitting Grade Changes

A teacher may make grade changes for the current semester by resubmitting the updated version of his or her **most recent** EGG file to the appropriate Program Office staff member. This can likely be found in the sent folder in the DOE e-mail account. **Program changes will not be accepted in any other way.** Please visit Room 201 if you have any questions.



Teacher Due Date for Extended Time Finals

Teachers should give extended time final examinations to APs by **June 2 at 9:00 a.m.**

TEACHERS (CONTINUED)



Third Marking Period EGG Files

The third marking period will end on **Friday, June 10**.

Grades are due at **9am on Wednesday, June 15* (See the note below.)**. Your EGG file will be delivered to your DOE e-mail shortly.

Please remember to e-mail your EGG file to the correct Program Office team member. Refer to the chart below:

A-I: Ms. Lawton - elawton@schools.nyc.gov

J-M: Mr. Moore - amoore@schools.nyc.gov

N-Z: Mr. Shale - mshale@schools.nyc.gov

***NOTE: For teachers who have at least one class terminating in a Regents, a separate memo with specific due dates will be made available soon.**

DO

...read the forthcoming memo about grading for Regents-terminating courses.

...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 that a final grade of 60 is not allowed. ... 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 2010_2_3_LASTNAME.



Arrival of SMART Boards

SMART Boards will soon be installed in the following classrooms:

361, 429, 617, 625, 627, 641, 729, 737

Each teacher is encouraged to meet with the appropriate AP or Mr. Law to learn how to take advantage of this exciting technological teaching tool.

Finals Schedule - Spring 2010-11

Monday		Tuesday		Wednesday	
June 6		June 7		June 8	
Period	Time	Period	Time	Period	Time
4	8:30-9:50	2	8:30-9:50	1	8:30-9:50
OP	9:55-10:05	OP	9:55-10:05	Break	9:50-10:10
5	10:10-11:30	8	10:10-11:30	3	10:10-11:30
Break	11:30-11:45	Break	11:30-11:45	Break	11:30-11:45
6	11:45-1:05	9	11:45-1:05	10	11:45-1:05
Break	1:05-1:20 Grab-N-Go Lunch *	Optional Lunch**	1:05-2:00	Optional Lunch**	1:05-1:45
7	1:20-2:40				

Make-ups will be offered after school on Friday, June 10.
Students receiving extended time use an alternate schedule.

*Grab-N-Go Lunch: 5th Floor Cafeteria for students with 8th period lunch

**Optional Lunch: 5th Floor Cafeteria