

# Second Floor Scoop

LaProgram.org

## STUDENTS



### Review Your Transcript and Final Schedule.

On Thursday, September 20, we will distribute new transcripts and final schedules during OP. Please carefully review these two documents.

- If there are any incorrect grades, please see your guidance counselor during a lunch period or Study Hall.
- If you believe credits are missing, please discuss any omissions with your guidance counselor.
- Please review the number of credits you have earned, and ensure that you are on track to graduate. If you have to make up credits, see your guidance counselor to be programmed for PM classes.
- If you missed/failed a Regents exam, please talk to your counselor to discuss possible tutoring/preparatory classes you might need and registration procedures for the exam.



### Bus Safety

Students in New York use the yellow bus in few instances, which include school trips and cases of injury or disability.

If you find yourself riding a yellow bus during the coming school year, please be aware of the following expectations for bus comportment:

1. Wear a seat belt.
2. Behave appropriately at all times, and listen to the instructions of the bus driver or teacher.
3. In case of emergency, follow exactly the instructions given by the bus driver.
4. Exit the bus in a timely and orderly fashion.

### SAFE BUS BEHAVIOR

Know the following:

1. how to use and operate the emergency door
2. how to locate and use the fire extinguishers
3. how to find the first-aid equipment
4. how to use the windows as a means of escape in the case of fire or accident
5. how to safely enter and exit the bus
6. how to advance at least ten feet in front of the bus before crossing the highway after disembarking
7. how to advance to the corner of New York City streets so that you have sufficient distance to make eye contact with the driver before attempting to cautiously cross the street at the intersection

### UNSAFE BUS BEHAVIOR

1. pushing and shoving
2. getting too close to the curb when the bus is coming
3. dropping trash on the floor
4. eating on the bus
5. yelling while the bus driver is trying to maneuver in traffic
6. throwing things in the bus
7. hitting each other
8. fighting
9. name calling

Your maturity and awareness help to ensure that bus rides are safe and enjoyable for all. Thank you.

## STUDENTS (CONTINUED)



### Prepare for the PSAT!

You will receive a PSAT guide and practice test on Thursday, September 27, during your English class. The full-length practice test includes answers and can be used to prepare for the assessment.

All tenth and eleventh grade students in the NYC public school system will sit for the PSAT on Wednesday, October 17. The DOE pays for the test.

No make-ups will be offered.

The booklet you receive in your English class contains information about the test as well as a practice exam. It is imperative that you study and prepare for the PSAT. Understanding how the PSATs are graded and the style of questions that are asked could make a significant difference in your score. While your score will not be a determining factor when you are applying for college, there are schools that will start sending you information based on your success. This can be a great way to start familiarizing yourself with universities. There are also several scholarship opportunities available to you if you do well on the PSAT. Preparing for the exam could make getting one of these scholarships more likely. In addition, studying for the PSAT could help strengthen the foundation of your school work. Spending extra time refreshing your skills in math, reading comprehension and sentence structure can only reinforce your success in school. It is always best to be prepared. Good luck and good studying.



### Carefully Review Attendance Policy.

**After an absence, a student must do the following:**

1. Bring a note from a parent/guardian, doctor, or court stating the reason for the absence.
2. Complete a Student Absence Form, which is available in Room 201.
3. Ask each subject teacher to sign this form.
4. Return the completed form with the absence note attached to Room 201.

Students who are absent from class will not be excused from any missed class work, homework, or tests.

**The following happens if a student is late:**

1. The student signs the teacher's lateness book.
2. A teacher contacts the parent if the problem persists.
3. The Attendance Office mails letters home. Cutting class is considered a serious infraction of the school rules.

**The following consequences result from cutting:**

1. The Attendance Office will contact parents.
2. A referral to the counselor or dean will be made.
3. Parents may be asked to come to school.

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## STUDENTS (CONTINUED)



### What to Do During Your Gym Period When You Don't Have P.E.

Students enrolled in gym report to class on Mondays, Wednesdays, and Fridays OR Tuesdays and Thursdays. Students should do the following during that gym period on days they do not have physical education:

- If your gym period is at the beginning or end of your school day, you should not be in the building.
- If your gym period is during one of the lunch periods (4, 5, 6, 7, and 8), go to the Library. The exception to this is if your schedule indicates that you are assisting a department AP, teacher, or counselor
- If your gym period is during period 2, 3 or 9, go to the 5th Floor Cafeteria.

## TEACHERS



### Take Advantage of Daedalus!

Daedalus makes available to teachers valuable information and communication tools. For example, a teacher can access a class list on Daedalus by following the steps below:

1. Go to LaProgram.org, and click on "Daedalus for Teachers."
2. Enter your username and password. (You may speak with Ms. Wilson in Room 261 if you need these.)
3. Click on the "My Classes" tab.
4. Click on the "Text Classlists" link.
5. Click on the "Printable Classlists" radio button, and click "Submit."
6. Click "Open."
7. Click "Print."

Any teacher who would like assistance is encouraged to speak with Mr. Law.

The school will offer professional development Daedalus training later in the year.



### Test Administration

Please read the Test Administration Handbook by visiting LaProgram.org or going to the link below: <http://intranet.nycboe.net/NR/rdonlyres/BEC259B5-AFB3-4450-B906-B3CCC97A8E1E/0/TestAdministrationHighSchoolHandbook2011.pdf>

Each department chairperson has a hard copy of the manual for easy access. Each teachers must be familiar with the information provided in the Handbook and must sign off with his or her department chairperson.



### Fill Out Your Free Lunch Form

All students must fill out the Free Lunch Form and return it as soon as possible.

Please be aware that those qualifying for free lunch will not have to pay a fee to take an AP examination.

This cost is normally at least \$86 per test.

## TEACHERS (CONTINUED)



### Calling in Sick

If you are dialing the SICK (7425) line to report an absence after 6:30 am on a regular school day, please do not leave a message. Such messages are not retrieved after 6:30 am. You should instead hang up, call back, and request extension 2230 to speak with a live operator. Whenever possible, teachers should call prior to 6:30 am on school days as it is difficult to obtain the services of a substitute teacher after that time.



### Returning Absence Notes to Students

We would like to thank teachers for signing and returning absence notes on the day students give them to you. Students need to know that we record their absences as excused, and your attention to this matter ensures that students' permissible absences will not appear as cuts. Thank you.



### Bubbling "Attendance Taken"

In order for our machines to process attendance sheets, teachers must fill in the bubble for "attendance taken" every single day.

The Attendance Office would like to provide all teachers with a tip from a very experienced school staff member: Fill in these "attendance taken" bubbles at the top of attendance sheets for the whole week on Monday. This will decrease the likelihood that "attendance taken" bubbles will be left blank.

Thank you.

## PARENTS



### Parents May Submit Paperwork for Extended Testing Time (504s).

Extended time forms must be handed in to the school every year. Any parent who has submitted paperwork for extended testing time (504) paperwork should receive a response by mail. If a parent would like to apply but has not yet done so, he or she must submit the completed application as soon as possible. Contact Ms. van Keulen at 212-496-0700 x2261 for more information.

The College Board and the ACT are private companies with their own review boards. The application form for The College Board and the ACT are different from the one for LaGuardia Arts High School. If your child intends to request extended time for either test, you must apply to them individually, please contact Ms. Arezzi for more information at (212) 496-0700 x2321.

Please be aware that The College Board and the ACT application for extended time ask the school if the student uses all of the accommodations approved by LaGuardia in his or her 504; therefore, the school is monitoring the extent to which students use the accommodations, with particular attention paid to extended time.

If it has been determined that you are entitled to extra time, we encourage you to take advantage of this provision on all classroom tests, standardized tests, midterm examinations, and final examinations. If you do not, you may not be granted extended time by The College Board and The ACT.