

Second Floor Scoop

LaProgram.org

STUDENTS



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 mezzanine. 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.



Testing Schedule

Examinations are administered on the following days:

Monday	Tuesday	Wednesday	Thursday	Friday
make-up	Social Studies/Health	Math/English	Science/Studios	LOTE

TEACHERS



Getting Started with Jupiter Grades

Please note that you must have a DOE e-mail account to sign up for Jupiter Grades.

How to sign up for Jupiter grades

1. Go to <https://jupitergrades.com/login/>
2. Click "Sign Up."
3. Click "I am a teacher," "My school is paying for my account," and "I accept the Terms of Service." Click "OK."
4. Choose your username and password.
5. Enter your personal information. Be sure to use your @schools.nyc.gov email address.
6. You will receive a confirmation email at this email address.
7. Click the confirmation.
8. Enter classes for the periods you teach.

To set up students using EGG file or ARIS

1. Highlight and copy Last name, First name on EGG file/ARIS for your first class.
2. Click "Class Tab" on upper right hand corner.
3. Click "Set Up Students."
4. Paste students and click "Add."
5. Repeat this process for each class.

Organize grading options

1. Click the "Setup" tab.
2. Click "Grading Options."
3. Categories- Click "Weighted," and fill in categories with desired weight.
4. Fill in special marks based on your criteria.

Parent/Student viewing options

1. Click the "Setup" tab.
2. Go to "Online/Offline."
3. Choose your desired option (Online/Partial/Offline).

TEACHERS (CONTINUED)



Attendance Sheets

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

Some Reminders:

- Blue (period 3) and red (all periods) bubble sheets need to be handed in to room 201 each day.
 - o Blue sheets must be turned in after 3rd period from 10:30am to 11:30am. These sheets are then scanned so the school can have accurate information regarding which students are in school and which are absent. This information is vital because we must answer calls from parents and other concerned officials like the police or the Department of Education. Every Floor has a drop off location:

- 2nd and 3rd floor....Room 201
- 4th Floor.....Room 401 (Box Top Inside)
- 5th Floor.....Room 527 (Envelope Outside)
- 6th Floor Social Studies....647 (Tray Inside)
- 6th Floor English.....Room 657 (Tray Inside)
- 7th Floor.....Room 761 (Box Top Inside)
- 8th Floor.....Room 837 (Box Top Inside)
- Basement.....Room G30 (Box Outside Door)

- Red sheets must be turned in after your last period and before 4:30pm. Please keep these sheets inside your orange or pink envelope and bring them to room 201.
- If you have after school activities that continue after 4:30 pm (i.e. PM school), please call 2261 to discuss alternative arrangements.
- Bubbles must be completely filled with a #2 pencil. Bubbles must also be dark. The machine is very sensitive.

Correct



Incorrect



Incorrect



- You must bubble the "Attendance taken" area or it will not scan.

Why it is so important?

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

What happens if I forget?

We recognize that you are busy and that papers can be forgotten or 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 in this matter.

PARENTS



Chapter 408 and 504 Accommodation

Students' IEPs were provided to each department chairperson, and a list of students with IEPs and 504s was placed in every teacher's mailbox. Please review the IEPs for the students in your class. If you have questions, ask Ms. van Keulen, Ms. Arezzi, or Mr. O'Neill.