

# Second Floor Scoop

LaProgram.org

## STUDENTS



### Review Your Transcript.

On Wednesday, September 21, we distributed new transcripts during OP. Please carefully review this transcript.

If there are any incorrect grades, please see your guidance counselor during a Lunch or Study Hall.

If you believe credits are missing, please discuss any omissions with your guidance counselor.

Review the number of credits you have earned, and ascertain 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.

It is imperative that all grade changes or other transcript-related issues be made known to your guidance counselor as soon as possible. We expect these issues to be addressed by Wednesday, September 28.



### 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!

Students in 10th and 11th Grade will take the PSATs on Wednesday, October 12, 2011. The DOE pays for the test.

No make-ups will be offered.

On September 27, you will receive in your English class your PSAT handbook. This 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.

## TEACHERS

### Recycling Bins



Every NYC DOE classroom at schools in Brooklyn, Manhattan and Staten Island will receive a recycling bin by the end of this month. Get information about who donated the bins, set-up, collection, and more resources on recycling at LaProgram.org or the following URL: <http://schools.nyc.gov/community/facilities/sustainability/News/recycling+bins.htm>

### Test Administration



Please read the Test Administration Handbook by going to the link below. (You can also find a link from the Program Office Web site at LaProgram.org.)  
<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.

### Mini-Apple Lab



One room in the Library is now equipped with new Apple computers. There are enough for a class to use them if two students share each computer. If you would like to reserve the Mini-Apple Lab, call x2261, or e-mail [kwilson@schools.nyc.gov](mailto:kwilson@schools.nyc.gov).



### New SMART Boards and Training

New SMART Boards were purchased last year, and we would like to continue to update our classrooms in this way.

SMART Board training will be offered during periods 4, 5, 7, and 8 on September 28. Call Ms. van Keulen at x2261 if you are interested, and indicate the periods when you will be available.

# Second Floor Scoop

LaProgram.org

## TEACHERS (CONTINUED)



### Mayor's Graduate Scholarship Program (MGSP)

Scholarship help is available for City government employees who want to pursue a graduate degree, but you must apply soon!

The Department of Citywide Administrative Services (DCAS) is accepting applications for the 2012-13 Mayor's Graduate Scholarship Program (MGSP). This is a competitive program - a limited number of scholarships are available.

City employees must apply through their Agency Personnel Office by Monday, November 21, 2011. (Some agencies may have an earlier submission date.)

To compete for a scholarship, you must:

- be a full-time City employee
- have a bachelor's degree by the start of the fall 2012 semester
- be willing to pursue a graduate degree on your own time
- meet other requirements, as explained at [www.nyc.gov/mgsp](http://www.nyc.gov/mgsp)

Full or partial scholarships will be offered for classes that begin in the fall of 2012. Last year, nearly 286 applications were received, and over 20 scholarships were awarded.

For more information about participating schools and eligible degree programs, visit the MGSP Web site at [www.nyc.gov/mgsp](http://www.nyc.gov/mgsp). For general information or assistance, email [MGSP@dcas.nyc.gov](mailto:MGSP@dcas.nyc.gov) or call (212) 669-4163.



### 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:

1. Go to [LaProgram.org](http://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 "My Classes."
4. Click on the "Text Classlists" link.
5. Click on the "Printable Classlists" radio button.
6. Click "Submit," "Open," and "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.



### Accurate Attendance

Thank you again for promptly turning in your blue attendance sheets. Remember that these sheets are picked up each day by floor after 4th period. Red attendance sheets are to be submitted **daily** at the end of the school day.

Please remember to take accurate attendance. There have been several cases of a student being marked present when he or she has never actually reported to school. It is imperative for our records to be precise. Please make an extra effort in these first weeks of new faces and names to ensure that your attendance is correct.

Thank you.

## TEACHERS (CONTINUED)

### IEP Meetings



Any teacher who receives a notice about an IEP meeting must attend. Our teachers are dedicated to meeting the needs of all students. When the school is asked to complete an application for College Board review or approve a student for extended time, parents and students appreciate that it be completed in a timely fashion.

## PARENTS

### Lunch Applications Due



Completed applications are returned to a student's social studies teacher. Parents who have not already done so are asked to complete the lunch application that was distributed on the first day of school regardless of whether or not you believe that your child qualifies for free and reduced price meals or whether or not your child eats school lunch. Keep in mind that these applications are also the basis for determining monetary benefits for students who take AP exams, the SAT exam, college applications and may also help qualify your child for other needs based scholarships and awards, both inside and outside school. If you are still not interested in applying, you can simply check off the top of the application indicating that you do not wish to apply, complete the student information in part 2, and sign and date the bottom of the form. There is also another reason to submit a lunch application. Our school may qualify for additional funding based on the return of these lunch forms, which is critical in these times of school budget cuts. Our school is also being held accountable by the DOE for collecting a lunch application from each and every student in our school. These applications must be completed annually and re-submitted as needed if your financial situation changes. Bear in mind that these applications are sent out by the school for central DOE processing, so you may be contacted even if you have already submitted an application or submitted one online. If you need to pick up a blank lunch application, please come to room 231. Paperless applications can also be filled out online at [www.nyc.gov/accessnyc](http://www.nyc.gov/accessnyc). If you do the application online, please print out a receipt for your child to bring to their social studies teacher so we can check them off our list.

### 504 Authorization



Notice of Eligibility Determination under the Section 504 were mailed home for any student for whom the school received appropriate documentation by September 16th, 2011. Under the guidelines for the Provision of Health Services and Section 504 a new authorization is required every year. This reauthorization is necessary to ensure that students are still in need of services in school. The School-Based 504 Accommodation Team meets each month to review new applications. If your child received accommodations or health services last year and the school does not have the appropriate paperwork we will contact you and ask you to send us the paperwork as soon as possible. If you would like to apply for the first time for these services, please send the paperwork as soon as you have it completed. A form to apply to be found at [LaProgram.org](http://LaProgram.org) in "Testing Documents." Please e-mail Ms. van Keulen, AP Administration, at [Ivankeu@schools.nyc.gov](mailto:Ivankeu@schools.nyc.gov) with questions.