

# Second Floor Scoop

LaProgram.org

## STUDENTS



### Prepare for the PSAT!

You will receive a PSAT guide and practice test on Thursday, September 26, 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 16. 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.



### Yearbook Opportunity

If you are interested in working on the Yearbook, please be aware that we are collecting names for an 11th period Yearbook class (five days a week, 45 minutes). Computer skills are helpful. High English Language grades are required. Please sign up in room 261 (Ms. van Keulen).



### Final Schedules Distributed

During OP on Tuesday, September 24, you will receive your final schedule. You will also receive the attendance policy letter.

## TEACHERS



### Posting Teaching Documents Online

We strongly encourage you to continue putting documents online for students to review instead of printing them whenever possible.

Making copies is not environmentally friendly, it is costly and excessive copying causes machines to break down. There are also copyright issues to consider. If you use one source a lot, it may be more efficient to purchase the item from the publisher. You can also consider the use of an overhead projector.

If you must provide a handout to your classes it would be helpful if you did not have the students write on them and then collect the handout at the end of class to re-distribute to your other classes. In this way you would only have to print one class set for each preparation.

In general, try to restrict your copying largely to creating exams.

## TEACHERS (CONTINUED)



### New Copy Center Policy

In an effort to curtail the inordinate amount of copy paper we have been using, as well as the deleterious effect large volume copying has on the functioning of the machines in the Copy Center, effective immediately, the following policy will be put in place:

There will be 3 different colored slips used to request copies: one for exams or quizzes (up to 6 class sets), one for non-exam copies of 250 or less, and one for non-exam copies of 250 or more. For non-exam requests over 250, you will be asked to indicate a reason as to why such a large number of hard copies are necessary and why the following paper saving strategies cannot be utilized.

1. Have the documents read online by students, or scan the documents and place them online for students to read.
2. Show the documents on an overhead projector or similar device.
3. In lieu of copying multiple class sets, copy a single class set, do not permit the students to write on them, and then collect and redistribute the copies to your other classes.
4. For commercial documents used year after year, instead have the school or department purchase the documents for annual distribution and collection.
5. Bring the documents to Staples and have them put together a packet for sale in the School Store (assuming that there is no copyright infringement) or pay for them by using your Teacher's Choice funds.
6. For a few originals being used by many sections of the same subject, such as a math or science reference tables or labs, have the students download these documents and print them at home over the course of the term and then bring them to school with them.

As usual, there is a 48 hour turnaround on all copy requests. If you need assistance with scanning documents and placing them online via Daedalus, please see Mr. Law in room 317.



### Thanks

We would like to thank Ms. DiCicco and the rest of the Social Studies department for taking time out to help the school collect lunch forms and for delivering the relevant information to our students regarding the Discipline Code.



### 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.

## 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.