

Second Floor Scoop

LaProgram.org

SCHEDULE, TRANSCRIPT, AND DAEDALUS INFO.



STUDENTS: Review Your Schedule, Transcript, and Daedalus Account.

1. **Final Schedule:** Carefully read over the *final schedule* that you received on Wednesday. Make sure you follow the schedule you receive.

2. **Blocks:** Note that the replacement of *dance, drama, and technical theater blocks* with individual studio classes will be completed by the end of next week. In the meantime, continue to go to the studio classes that you had previously been instructed to attend.

3. **Transcript:** Review the *transcript* you received on Wednesday.

- If there are any incorrect grades, please see your guidance counselor by **Fri., Sep. 24**.

- 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. PM classes start on **Tue., Sep. 28**.

- 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.

4. **Daedalus:** Each student received a password for *Daedalus*. Access the system at <https://students-laguardiahs.theschoolsystem.net>. You can give us information about programming on the site. You will also be able to retrieve your report card, transcript, schedule, attendance record, and more.

PSAT EXAMINATION



STUDENTS: Prepare for the PSAT!

You will receive a PSAT guide and practice test on **Tue., Oct. 5**, 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 **Wed., Oct. 13**.

6PM CLOSING TIME



TEACHERS: The Building Will Be Cleared Daily at 6pm.

The building will be cleared each day at **6pm** unless there is an official paid permit on file with the custodian's office. Whenever possible, all activities must be scheduled to take place on school days and conclude no later than **6pm**.

The rule applies to practices, rehearsals, meetings, and performances, as well as any and all after school activities in any part of the building involving either our own students and staff or outside groups.

This policy was discussed with the UFT Chapter Leader and our Custodian at the first School Safety Meeting. Under a new DOE system, the school is required to pay a permit fee whenever there are adults and/or students in the building before 7am or after 6pm as well as anytime on weekends or holidays.

PM SCHOOL



STUDENTS: PM School Will Start on Tuesday, Sept. 28.

Please speak with your guidance counselor by **Fri., Sep. 24**, to ascertain that you do not need to make up any classes.

ATTENDANCE POLICY



STUDENTS: Carefully Review School 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 will contact the parent if the problem persists.
3. The Attendance Office will mail 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.
- For more information, visit LaProgram.org.

RECEIVING E-MAIL



TEACHERS: Thank You For Clearing Out Your DOE Inbox in a Timely Manner.

Mr. Law would be happy to help any teacher who does not know how to empty the deleted folder.

EXTENDED TIME



STUDENTS: You May Apply for Extended Time if You Are Eligible.

Students with a 504 Educational Plan approved by LaGuardia or an Individualized Education Plan (IEP) are entitled to extended time on exams according to the Americans with Disabilities Act. The College Board has its own review board, however, and students with existing accommodations must apply directly to the College Board to be entitled to extra time on the PSAT, SAT, and AP Exams.

Students receiving such accommodations at LaGuardia are encouraged to use their extra time on all class exams, midterms, finals, and Regents Examinations. If you do not show that you in fact need the extra time, the College Board may not grant you similar accommodations.