

# Second Floor Scoop

LaProgram.org

## STUDENTS



### Prepare for the PSAT!

You received 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. Students are encouraged to take the practice test *before* Wednesday, October 17.

Only tenth and eleventh grade students take the PSAT. Ninth grade students do not take the test.

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 received 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.



### The Library Is Open!

The library is still open. For next semester, when the library will be closed, we made arrangements to have the former college office become the new testing center for students with a 504.



### 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.



### Tutoring in the Library

LaGuardia makes available to students expert tutors at no cost: our own teachers! Take advantage of the chance to get valuable one-on-one instruction from a LaGuardia educator.

Meet with tutors in the library during any lunch period. No appointment is necessary.

## TEACHERS (CONTINUED)



### 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 will have a hard copy of the manual for easy access. Each teacher must be familiar with the information provided in the Handbook and must sign off with his or her department chairperson during department conferences on **Monday, October 1**.



### 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.



### Create a Jupiter Grades Account

Teachers are encouraged to discover why parents, students, and faculty members are enthusiastic about Jupiter Grades, an online grade book interface. Signing up is easy:

1. Go to [www.jupitergrades.com](http://www.jupitergrades.com)
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 e-mail address.
6. You will receive a confirmation e-mail at this e-mail address.
7. Click the confirmation.

Speak with your department Jupiter representative if you would like assistance.

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## TEACHERS (CONTINUED)



### BE SURE TO REMEMBER THE 4S's OF FIRE DRILLS:

**SPEED**  
**SAFETY**  
**SILENCE**  
**SERIOUSNESS**

- a) We will be following the same fire drill route as last year. Those classes exiting by 65th street including those leaving through the back lobby will first walk up to Amsterdam Ave, cross 65th St. and circle around MLK until reaching West End Avenue. Those exiting the building on 64th St. will walk up to Amsterdam Ave and then cross 64th street and move downtown towards 62nd St.
- b) It is imperative that ALL STAFF MEMBERS PARTICIPATE actively IN the EVACUATION OF the BUILDING and fully understands their role during an emergency situation.
- c) In addition, it is important that teachers REVIEW the following EMERGENCY PROCEDURES WITH ALL of their STUDENTS, especially our freshmen who may not be familiar with the expectations and physical layout of the school and the surrounding area.
- d) The PRINTED FIRE DRILL DIAGRAM placed IN EACH ROOM indicates the route to be followed. You should FAMILIARIZE YOURSELF AND YOUR STUDENTS WITH the floor EXITS and the EXIT ROUTES, which you are to take in case of an emergency.
- e) The official FIRE DRILL SIGNAL is A SERIES OF (3) GONGS sounded FOUR TIMES (3-3-3-3). Disregard incomplete sequences.
- f) In the case of a FALSE ALARM, an ANNOUNCEMENT will be MADE TO "DISREGARD THE BELLS." If a FIRE or SMOKE condition persists, The PA ANNOUNCEMENT will direct you TO EVACUATE the BUILDING.
- g) As soon as the GONGS begin to RING STUDENTS ARE to be instructed to remain SILENT. PRIOR TO LEAVING THE CLASSROOM, THE TEACHER SHOULD STRESS THE SERIOUSNESS OF A FIRE DRILL AND THE PROCEDURES TO BE FOLLOWED AND TAKE THEIR ROLLBOOK WITH THEM.
- h) Following the bell signal, instruct STUDENTS to TAKE their PERSONAL BELONGINGS, LINE UP in twos IN the HALLWAY outside of room, REMAIN SILENT, and FOLLOW the TEACHER OUT of the BUILDING, THROUGH DESIGNATED EXIT.
- i) The teacher should appoint a dependable student to make sure to close the door when everyone has vacated the room.
- j) The TEACHER should LEAD the CLASS to the specified exit and down the stairwell to the street level doors. THE TEACHER MUST remain with the class and MAINTAIN ORDER.

## TEACHERS (CONTINUED)

- k) NO STUDENTS or STAFF should REMAIN IN the CLASSROOM OR in the BUILDING for any reason when the building is being evacuated. Staff without a class should assist in holding open the exterior doors to allow classes to exit the building more rapidly. Once the students have exited those without an assignment should congregate on the steps across the street at MLK, not at the corner.
- l) All personnel not assigned to classes are to assist in evacuating the building. NO SUPPORT PERSONNEL are to REMAIN IN their OFFICES. This includes cafeteria and custodial staff.
- m) When reentering the building, students with classes on or below the 4th floor are asked to use the stairwells. This will keep the escalators available for those with classes on the upper floors.



### Cutting Down on Paper Usage

One way to save paper is to utilize PDF files whenever possible, especially for packets of student work. If you have a handout for your students, you can submit it to the Copy Center which will then forward it to room 317 to be scanned as a PDF file for your students to reference online or print and bring to school with them. Another way to save paper is to use an overhead projector in class.

## 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.