

Second Floor Scoop

LaProgram.org

STUDENTS

Testing Schedule

Examinations are administered on the following days:

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



Prepare for the PSAT!

You received 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 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.

TEACHERS

Teacher's Choice



Eligible staff will have the opportunity to purchase instructional materials for use in their classrooms through the Teacher's Choice Program. Unless your eligible staff members opt out using this opt-out form by October 25, they will automatically receive Teacher's Choice funds in the paycheck they receive on November 29, and they will be required to spend these funds on qualifying educational materials by February 28.

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.



Distributing Class Readings through Daedalus

There are several reasons why you might want each of your students to access a digital copy of a lengthy class document. Using this option saves paper and allows students to search for key words or phrases in the reading. Uploading documents also gives absent students the opportunity to access the reading from home.

To upload a digital copy of a class document and make it available for student download, you can follow the steps below:

1. Go to LaGuardiaHS.org. Click on "Faculty Resources" and then Faculty Daedalus.
2. Enter your user name and password.
3. Click on the "Odd Jobs" tab.
4. Click on "Upload (and delete) files to link to in emails."
5. Click on "Browse," find your file, and then click on "Submit."
6. Click on the "Odd Jobs" tab.
7. Under "Insert a File's URL," select your document.
8. Click on "Select one or more classes." If you would like to make your file available to multiple classes, hold the CTRL key while you click on classes.
9. Click on "Send."

Each student in your class with a Daedalus e-mail will receive an e-mail with a link to your document. As you are aware, uploading a copyrighted text is not permitted. If you would like assistance, please see Mr. Moore in Room 201.

PARENTS



IEP and 504 Accommodation

Students' IEPs (Individualized Education Programs) 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.

Yearbook Opportunity

We are collecting names of students who are interested in working on the LaGuardia Yearbook during eleventh period. Computer skills are helpful. High English Language grades are required. Please fill out this form and bring it to Ms. van Keulen in room 261.

Name: _____ Days when you are often available after school: _____

If you have any questions regarding information on this page, please call Ms. van Keulen, AP of Data and Technology, at (212) 496-0700 X 2261.