

# Second Floor Scoop

LaProgram.org

## STUDENTS

### Programming Letter

The Programming Letter was distributed on Thursday, September 8. Carefully review this document.

Students who wanted program changes were required to submit request forms in the lobby no later than Friday, September 9.

Each student must follow the given schedule until a new one is issued.

### Reasons for Requesting a Program Change

**REASON 1:** You are scheduled for a class that you previously passed.

**REASON 2:** You are missing one of the academic subjects you need to graduate.

**REASON 3:** You are missing a studio class. (If you want additional studio classes, see Reason 7.)

**REASON 4:** You are not scheduled for an honors/AP class that was on the Request Inform Report you received in June 2011. If this is the case, the class is not on your program because it conflicts with another specific class that you are taking. Your counselor may try to transfer you into the class you desire, but this may not be possible.

**REASON 5:** You would like to change an elective or a class. Your program was designed in a manner to best satisfy your educational needs at our double-mission school; however, we had to work within the constraints imposed by budgetary limitations, staffing availability, and space restrictions. In some instances, therefore, we needed to substitute a certain course for an equivalent course that fits into your schedule. If you would like, your counselor can try to find a way to give you the class you originally requested with the Program Change Request Form; although, such a change may not be possible.

**REASON 6:** You participate in a fall school team sport and are not in PTO.

**REASON 7:** You would like to add a studio elective. If there is space in the class and if it fits into your schedule, you may be programmed for the class. Please ask the appropriate department chairperson for approval if your desired class requires this.

**REASON 8:** You would like to make schedule changes due to a gap in your schedule.

Daedalus is being updated multiple times per week during the month of September to give students online access to programming information. Please review your schedule by accessing Daedalus, which can be accessed through the link at LaProgram.org.

The last day for program changes is Monday, September 19.

If you would like to request a program change, complete the form and meet with your guidance counselor on the day below:

Grade	Date
9th	Friday, September 16
10th	Friday, September 16
11th	Thursday, September 15
12th	Wednesday, September 14

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.

## STUDENTS (CONTINUED)

### Carefully Review 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 contacts the parent if the problem persists.
3. The Attendance Office mails 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.

### Review Your Transcript.

On Monday, September 19, we will distribute new transcripts during OP. Please carefully review this transcript.

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



### Prepare for the PSAT!

You will receive a PSAT guide and practice test on Tuesday, September 27, 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 12. The DOE pays for the test.

No make-ups will be offered.

### Carefully Read the Fall 2011 Programming Letter

You received this document in OP on Thursday. It can also be found at LaProgram.org.

FIORELLO H. LAGUARDIA HIGH SCHOOL OF MUSIC & ART AND PERFORMING ARTS



Kim M. Bruno, Principal

Laura van Keulen, AP Data and Technology

### FALL 2011 PROGRAMMING LETTER

Thursday, September 8, 2011

Dear Student,

Welcome back to school. Please review your course assignments and room placements, which can be found on your new program. Read the information on the back of this letter to better understand your

# Second Floor Scoop

[LaProgram.org](http://LaProgram.org)

## STUDENTS



### "East" and "West" on Program Cards

Please be aware that "EAST" and "WEST" on student programs refer to Room 308, which is the gymnasium.



### 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.



### Fill Out Your Free Lunch Form

All students must fill out the Free Lunch Form and return it as soon as possible.

Please be aware that those qualifying for free lunch will not have to pay a fee to take an AP examination.

This cost is normally at least \$86 per test.



### Make Use of Your Daedalus Account.

Daedalus: Each student received a password for Daedalus. Access the system by clicking on "Daedalus for Students" at [LaProgram.org](http://LaProgram.org). 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.

## TEACHERS



### New SMART Boards

We are excited that several teachers will be making use of new SMART Boards this year. The school may offer a professional development SMART Board training session on Wednesday, September 21. Look for more information in the next installment of the Second Floor Scoop.



### 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.



### Obtain Classroom Materials Through DonorsChoose.org!

Interested faculty members can learn more by speaking with Ms. Pace or Ms. Healy.

## TEACHERS (CONTINUED)



### 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](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 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.

### Calling in Sick

If you are dialing the SICK (7425) line to report an absence after 6:30 am on a regular school day, please do not leave a message. Such messages are not retrieved after 6:30 am. You should instead hang up, call back, and request extension 2230 to speak with a live operator. Whenever possible, teachers should call prior to 6:30 am on school days as it is difficult to obtain the services of a substitute teacher after that time.

## 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 x4235.

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. As a result of this inquiry, starting in September, the school will monitor the extent to which students use the accommodations, with particular attention paid to extended time.

For the 2011-12 school year, therefore, 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.