

# Second Floor Scoop

LaProgram.org

## STUDENTS

### Testing Schedule



Examinations will be administered on the following days:

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



### Review Your Transcript and Final Schedule.

On Friday, September 13, we will distribute new transcripts and updated schedules during OP. Please carefully review these two documents.

- 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.



### Carefully Review the 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.



### 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.

## STUDENTS (CONTINUED)



### 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 mezzanine. 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.



### Bus Safety

Students in New York use the yellow bus in few instances, which include school trips and cases of injury or disability.

If you find yourself riding a yellow bus during the coming school year, please be aware of the following expectations for bus comportment:

1. Wear a seat belt.
2. Behave appropriately at all times, and listen to the instructions of the bus driver or teacher.
3. In case of emergency, follow exactly the instructions given by the bus driver.
4. Exit the bus in a timely and orderly fashion.

### SAFE BUS BEHAVIOR

Know the following:

1. how to use and operate the emergency door
2. how to locate and use the fire extinguishers
3. how to find the first-aid equipment
4. how to use the windows as a means of escape in the case of fire or accident
5. how to safely enter and exit the bus
6. how to advance at least ten feet in front of the bus before crossing the highway after disembarking
7. how to advance to the corner of New York City streets so that you have sufficient distance to make eye contact with the driver before attempting to cautiously cross the street at the intersection

### UNSAFE BUS BEHAVIOR

1. pushing and shoving
2. getting too close to the curb when the bus is coming
3. dropping trash on the floor
4. eating on the bus
5. yelling while the bus driver is trying to maneuver in traffic
6. throwing things in the bus
7. hitting each other
8. fighting
9. name calling

Your maturity and awareness help to ensure that bus rides are safe and enjoyable for all. Thank you.

# Second Floor Scoop

LaProgram.org

## TEACHERS



### Make-up Policy for Missed Graded Assignments

Each student should be given the opportunity to make up missed examinations and other graded assessments as soon as possible after returning to school. If a student's absence is excused, he or she is eligible for full credit. If the student's absence is unexcused, the teacher has the discretion to assess the work for less than full credit.

Students entitled to make up an examination should bring the required absence note to Room 201 upon returning to school.

Acceptable reasons for absences follow: documented illness, a court order, a funeral, a college visit, a family emergency, and a studio blackout.

Appropriate documentation is required for all absences. For college visits, please have a college official fill out our official excuse form. You may download this form and all other attendance forms from LaProgram.org.

Thank you.



### Getting Started with Jupiter Grades

#### How to sign up for Jupiter grades

1. Go to <https://jupitergrades.com/login/>
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 email address
6. You will receive a confirmation email at this email address.
7. Click the confirmation.
8. Enter in Classes for the periods you teach

#### To set up students using EGG file or ARIS

1. Highlight and copy Last name, First name on EGG file/ARIS for your first class
2. Click class tab on upper right hand corner
3. Click set up students
4. Paste students and click add
5. Repeat for each class

#### Organize grading options

1. Click Setup tab
2. Click Grading Options
3. Categories- Click weighted, and fill in categories with desired weight
4. Fill in special marks based on your criteria

#### Parent/Student viewing options

1. Click Setup tab
2. Go to Online/Offline
3. Choose desired option (Online/Partial/Offline)



### 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.

## TEACHERS (CONTINUED)



### Attendance Sheets

Regular attendance is mandated by State law and is crucial to the success of a productive learning community. It is immensely important to handle your attendance sheets properly and in a timely fashion because they are legal documents.

Some Reminders:

- Blue (period 3) and red (all periods) bubble sheets need to be handed in to room 201 each day.
  - o Blue sheets must be turned in after 3rd period from 10:30am to 11:30am. These sheets are then scanned so the school can have accurate information regarding which students are in school and which are absent. This information is vital because we must answer calls from parents and other concerned officials like the police or the Department of Education. Every Floor has a drop off location:

- 2nd and 3rd floor...Room 201
- 4th Floor.....Room 401 (Box Top Inside)
- 5th Floor.....Room 527 (Envelope Outside)
- 6th Floor.....Room 657 (Tray Inside)
- 7th Floor.....Room 761 (Box Top Inside)
- 8th Floor.....Room 837 (Box Top Inside)

- Red sheets must be turned in after your last period and before 4:30pm. Please keep these sheets inside your orange or pink envelope and bring them to room 201.
- If you have after school activities that continue after 4:30 pm (i.e. PM school), please call 2261 to discuss alternative arrangements.
- Bubbles must be completely filled with a #2 pencil. Bubbles must also be dark. The machine is very sensitive.

Correct



Incorrect



Incorrect



- You must bubble the "Attendance taken" area or it will not scan.

Why it is so important?

Attendance sheets are necessary to participate in Family Outreach for absent students. When they are not scanned properly this processed is delayed and can become more of a challenge.

What happens if I forget?

We recognize that you are busy and that papers can be forgotten or misplaced. Reminders will be promptly placed in your mailbox if your attendance is not turned in on time.

Thank you very much for your help in this matter.



### 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.

# Second Floor Scoop

LaProgram.org

## TEACHERS (CONTINUED)



**BE SURE TO REMEMBER THE 4S's OF FIRE DRILLS: SPEED, SAFETY, SILENCE, and 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 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.
- 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.

## 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, 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.



### Attendance Sheets

#### Returning Blue Attendance Sheets by 12:00

Blue attendance sheets must be returned by noon each day. It is imperative that they be scanned before 12:30. Most teachers do this regularly, and these efforts do not go unnoticed. In order to ensure that we receive all attendance sheets by 12:00, however, we may begin to keep records of compliance with this requirement. Thank you.

#### Returning Pink Attendance Sheets

Right After a Teacher's Final Period Pink attendance sheets must be returned promptly after the end of a teacher's final period of the day. Be considerate! No one enjoys working late. Thank you.

## 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.



# Second Floor Scoop

LaProgram.org

## STUDENTS

# Fall 2013 Programming Letter

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 help you understand your schedule. If your schedule contains code ZQALT (Altered Request File), see your guidance counselor today.

If you detect an error or conflict, complete the Program Change Request Form, have it signed by a parent, and return it tomorrow, Tuesday, September 10, 2013. Collection boxes will be placed in the school lobby, and your guidance counselor will be on hand. You may request a program change **ONLY** if one or more of the following conditions applies to you:

**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 2013. 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 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 Team Sports.

**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. Please fill in the appropriate reason number when you complete the form on the back of this letter. All appeals will be reviewed carefully. Please understand that every effort has already been made to accommodate your requests. Some classes may not fit into your program. If your program change is granted, you will receive your updated program during your third period class.

Please follow your existing program until you receive a new one.

Have a great 2013-2014 school year.

Sincerely,  
Laura van Keulen, AP Data & Technology

---

### UNDERSTANDING YOUR SCHEDULE

1. Your schedule lists the classes you will attend, the teacher you have for each course, the room where each class is taught, and the days it meets.
2. Come to school in time for your first class.
3. Please leave school after your last class, unless you are involved in an after-school activity.
4. If there is a gap in your schedule, you may ask for a program change (Use REASON 9.); however, if your schedule cannot be accommodated otherwise, you will be programmed for Study Hall in either the Cafeteria (for periods 2 and 9) or in the mezzanine (during lunch periods). Please go to one of these locations starting on the first day of school.
5. If you do not receive the program change you requested, see your guidance counselor to work out a solution. Your guidance counselor will meet with you on the following days **ONLY** during your lunch or a free period:

**12th graders - Monday, September 16th**  
**11th graders - Tuesday, September 17th**  
**10th graders - Wednesday, September 18th**  
**9th graders - Thursday, September 19th**

The last day of program changes will be Friday, September 20th.

Program changes requests will not be honored for any of the following reasons:

1. Change of teacher
2. Change of lunch period
3. Doubling up academic classes

Follow your current schedule until you receive a new schedule from the Program Office.