Second Floor Scoop

Election Day

TEACHERS, PARENTS, and a Few STUDENTS: Take Advantage of Your Opportunity to Vote!

Election Day is Tuesday, November 3. Although most of LaGuardia's student population is below legal voting age, our young people can still contribute to the democratic process. Students may consider volunteering to watch younger siblings so their parents can cast their ballots. In addition, speaking with adults and sharing your opinions can make a difference! Many students are also educating keeping up with the news in preparation for next year's election.

Absent Notes in Student Hands

TEACHERS: Thank You for Returning Absence Notes to Students After You Sign Them.

Thank you for signing and returning absence notes on the day students give them to you. Young people want to ensure 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.

Absent Notes Brought to Room 201

STUDENTS: Thank You for Bringing Absence Notes to Room 201.

The Program Office is eager to correctly record your excused absences. Please remember to bring your signed absence note to Room 203 after school.

Command of Language

faculty	n.	the teachers in a college, university, or school
unprecedented	adj.	having no previous example
interdisciplinary	adj.	of or involving one or more academic fields of study
collaborate	v.	to work together, especially in a joint intellectual effort
server	n.	a computer that processes requests, many of which may involve HTML

Mnemonic Device: Whether you tell your friend that she is amicable or you remind your nemesis that he is amoral, **using words in context** will help you to indelibly etch them in your mind.
The American Heritage Dictionary 2001 ed.

Cross-curricular Conjunction

TEACHERS: Teachers Use the Arts to Help Them Teach Content in Academic Subjects!

Educators in all disciplines recognize that successful teaching involves building on prior knowledge, and LaGuardia's students are passionate and knowledgeable about the arts! Teachers who tap into this will often find that the excitement of young people for studio work will spill over into the related academic discipline.

Some English teachers produce publications as part of their classes. These are often collections of fiction or non-fiction, but many of these magazines, pamphlets, and newspapers rely heavily on student drawings, paintings, and photographs. For example, Ms. Kay does this in her widely celebrated *Lively Arts* publication.

Professional Development

TEACHERS: Learn How to Send EGG Files!

All faculty members are invited to attend a professional development session led by Marc Shale in which he will teach educators to send EGG files independently! This workshop will cover the following topics:

- accessing your DOE e-mail account
- opening the EGG file
- entering grades into the EGG file
- sending the EGG files back to Mr. Shale

We encourage you to attend this hands-on workshop if any one of the tasks above is vexing you. The EGG Workshop will meet in Room 425 from 1pm-2pm.   You will receive one-on-one instruction and feel confident in your ability to send these grade files on your own.

Update Address and Phone Number

PARENTS: Please Update Information.

Please visit **arisnyc.org** to confirm your contact information. If you need log-in information for ARIS, please e-mail our Parent Coordinator Pat Delio at **pdelio@schools.nyc.gov**.

Look up Phone Numbers

TEACHERS: Find Parents' Phone Numbers on ARIS!

You discussed the progress of your students with their parents on Open School Night. In order to continue the conversation, why not use ARIS to look up phone numbers? Just visit www.arisnyc.org, and enter your DOE username and password.

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 2203 or Mr. Sommers, AP of Organization, at (212) 496-0700 X 2237.

LaGuardiaArtsProgramOffice.org

THIS WEEK'S FOCUS: USING TECHNOLOGY TO FURTHER INSTRUCTION

Technology has saved LaGuardia's teachers time and helped them become more effective educators. The benefits certainly extend to students: The use of Smart Board presentations, Web Quests, and class forums can bring a new group of students into the sphere of success. We are aware of the increasingly important role that technology plays in education; unfortunately, to some of us, new programs and machinery are more enervating than empowering. In order to support all teachers, LaGuardia named as a school-wide goal an increase in faculty use of technology: Teachers often use new instructional techniques in the classroom, and we are eager to provide educators the support they need to introduce some of those involving technology. Please read on to learn about LaGuardia's plans for the year ahead.

LaG Teachers Go Online!

More educational material is available online to students and teachers than ever before. Following our professional development sessions, over sixty LaGuardia teachers have created classjump.com course Web sites, and additional educators have pages on different **servers**. Many students and parents can now easily access class assignments, rubrics, and texts at their convenience. Some of our teachers have even created Web forums in which students can discuss course material with each other.

Program Office Web Site

LaGuardia's technological advances will give teachers **unprecedented** access to helpful information that will facilitate cross-curricular work. Our new laguardiaartsprogramoffice.org Web site should soon feature a Curricular Calendar that a teacher can access to see what educators in different departments are teaching. This will make **interdisciplinary** collaboration easier than ever. In addition, our Expertise Reference Grid will enable teachers to identify colleagues with interests in a particular area who may be willing to visit a class or **collaborate**.

Visitors to the Program Office Web site will have access to even more information. This includes the following: CFI Team resources, *The LaGuardia Scholastic Guide*, academic sequencing calendars, programming calendars, an online proctoring application, Yellow Sheet articles, memos, letters, forms, testing documents, and more.

Several LaGuardia teachers will likely soon participate in team research projects designed to help students improve performance. These Teacher Teams will upload the results of their inquiries via the Web-based system that we developed. We will publish the findings of these studies online. Other LaGuardia educators will likely share research results with our school community in this fashion in the future.

Making Technology Accessible

Technology is only helpful if people know how to make use of it, and that is why LaGuardia is offering several professional development training sessions. These have been well received in past

Over sixty LaGuardia teachers have created classjump.com course Web sites.

years, and we expect that **faculty** members will once again take advantage of these teacher-led workshops in order to further their students' learning. The school expects to train all teaching staff and guidance counselors to utilize Daedalus to track student achievement, for example. This will minimize paper use by allowing teachers to check information about students online and also communicate with students and parents online. Some of these professional development opportunities will be made available on a school-wide level; others, including a workshop involving Web site creation, will be offered after school.

Learning From Colleagues

Teacher-led professional development sessions will not be educators' only opportunity to learn from colleagues. One teacher in each department will act as technology **liaison**. In addition, educators will schedule inter-visitations to include the observation of lessons that utilize technology.

Support and Maintenance

The school hired an additional supervisory service technician. In addition, we just purchased three new servers to address the needs of an increasing number of computers working in the school. If you were to have difficulty with our improved network, help would be a mere phone call away.

If you have ideas about how we could better assist you in your use of technology in the classroom, please contact Ms. van Keulen at (212) 496-0700x2203.

If you have any questions regarding information on this page, please call Ms. van Keulen, AP of Data and Technology, at (212) 496-0700X2203 or Mr. Sommers, AP of Organization, at (212) 496-0700X2237.