

# Second Floor Scoop

LaProgram.org

## STUDENTS



### 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 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 remains with the class and MAINTAIN ORDER.



### Acuity Tests in English and Math

Math and English Acuity exams will be administered soon.

Each student in ninth, tenth, or eleventh grade who is not taking AP Language will take the English Acuity Interim Term Assessment during English class on Thursday, March 14.

Every student who is currently enrolled in an Integrated Algebra class will also take the math Acuity Interim Term Assessment in class. Anyone with a question should speak with the math teacher for more information.

### Perfect Attendance



Seven hundred forty-two LaGuardia students had perfect attendance during the fall term. You can find their names listed next to the Attendance Office. We congratulate all of these students. Perfect attendance letters will be distributed during the next OP along with the spring term first marking period report card.

### Academic Excellence



Honor roll letters were sent home. Call Ms. van Keulen at x2261 if you believe you should have qualified for one but did not receive a letter.

### Documenting Absences



The Attendance Office aims to code every absence in the ATS system with the correct explanation; however, we can only do this if absent students provide correct documentation.

**Student Absence Form:** Students should use this form to account for absence. Upon returning to school, a student should attach his or her absence excuses to this form and fill in all pertinent information.

The student should ask teachers to sign this Student Absence Form, and then the student should drop it off in Room 201.

**Marked Absent in Error Form:** Students should use this form if they have been marked absent erroneously.

If you have received a phone call or letter about an absence that needs to be changed, fill out the top part of this form, and get your teachers to sign the bottom half. The Marked Absent in Error Form should then be returned to the Attendance Office in Room 201.

**Cut Correction Form:** This form is on the reverse side of the Marked Absent in Error Form. It is for students who were marked absent in error in a class. Once again, fill in the information, and have your teacher print and sign his or her name. The form should only be returned by the teacher to the Attendance Office in Room 201.

**Verification of School Audition/Visit Form:** If you visit a school or audition at a particular institution, ask an official there to sign this form.

**Verification of Participation in a Competition Form:** Be sure to ask the appropriate individual to sign this form.

If you notice that you were marked absent in error, you should fill out the Marked Absent in Error Form. It is the student's responsibility to verify that all attendance records are accurate and to bring questions or concerns to the attention of the Attendance Office in Room 201.

Students can obtain forms in Room 201 or on LaGuardiaHS.org.



### College Visits and Competitions

If you miss classes to audition at a particular institution or visit a school, ask an official there to sign the Verification of School Audition/Visit Form. If you miss school to participate in a competition, ask an official there to sign the Verification of Competition form. Both of these forms can be obtained in room 201 or at laguardiahs.org. You can also find the forms on the following pages.



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## STUDENTS (CONTINUED)



### Studio Comprehensive Tests

New York City comprehensive examinations for studios will take place on Tuesday, June 11, from 1:15 p.m. until 4:15 p.m.



### LaGuardia's AP Fair

All interested ninth, tenth, and eleventh grade students are invited to LaGuardia's AP Fair on Tuesday, April 9, in the seventh-floor cafeteria. Students will have the chance to learn about the opportunities and challenges presented by our school's AP courses, speak with current AP students and teachers, review course offerings, and ask questions.

## TEACHERS

### Level 1 Infractions and Academic Dishonesty



#### Dealing with Level 1 Student Infractions

When a student commits a Level 1 infraction as specified by the DOE Discipline Code (cutting, late to class, disruptive, rude, etc.), the following are the steps to be followed, with one or more steps taken in increasing order following each Level I occurrence with that particular student.

1. Teacher has a discussion with the student regarding the behavior and issues a verbal reprimand.
2. Teacher has a discussion with the parent.
3. A Cutting / Lateness Referral is submitted to Ms. van Keulen in room 261.
4. Teacher writes-up and refers student to the department supervisor.
5. Department supervisor has a discussion with the student and issues a verbal reprimand.
6. Department supervisor has a discussion with the parent.
7. Department supervisor writes-up and refers student to the guidance counselor.
8. Guidance counselor has a discussion with the student, the parent and the studio supervisor and provides feedback to the referring department supervisor.

If these Level 1 behaviors still continues the department supervisor should write a referral to the Dean's Office indicating that all the above steps were already undertaken as well as the who, what, where, when and why of what has taken place and a recommendation for discipline. The dean will then speak with the counselor, the student, the parent and issue an appropriate disciplinary response which will be logged into Daedalus.

The Deans Office will deal with all Level 2 – 5 infractions except for Academic Dishonesty (see below) which is initially dealt with by the teacher and the department supervisor.

#### Policy on Dealing with Academic Dishonesty

For the first occurrence in a particular subject area, there will be an investigation by the teacher and department supervisor. The parent will be contacted by the teacher, and the student will be given a zero with the opportunity to take an alternate assessment/assignment. The grade of zero will be removed from the student's record once the alternate assessment/

## TEACHERS (CONTINUED)

assignment has been satisfactorily completed. However, the highest grade on the alternate assessment cannot exceed a 65.

For the second occurrence in the same subject area, the same applies as for the first occurrence. In addition a statement must be written by the teacher or the supervisor to support the claim of academic dishonesty, and the student will receive 5 days detention.

For the third and future occurrences in the same subject area, the same applies as in the examples above. In addition, the student will be given a Principal's suspension. In order to support the suspension, the teacher and/or department supervisor must be present at the hearing to make the school's case and present the evidence, including the associated documents as well as data from a software program that is designed to search for plagiarism.

#### Submitting EGG Files



**Grades are due by 9 a.m. on Monday, March 11. Revisions are due by 12 p.m. on Tuesday, March 12.** Teachers needing assistance may speak with Mr. Law in room

317 on Thursday, March 7.

Class grades are calculated according to the departmental grading policies that were established in September.

The following numeric grades may be assigned:  
Passing: 65-100 in increments of 1  
Failing: 55, 60  
No show: 45 (Please see Ms. van Keulen in Room 261.) A grade of 45 is given to a student who fails to attend a course and does not participate in any of the work from which a grade can be derived.  
 Medically excused/ no credit: 7 (Please see Ms. van Keulen in Room 261.)  
New or recently arrived: NL Students who enroll in a course after it has started may have missed assignments or assessments needed to generate a complete course grade for a given marking period. These students may be given a grade of NL but must complete the remaining course requirements by the end of the semester following the termination of the course in order to receive a final grade and credit, as applicable.

Incomplete: NX (Please see Ms. van Keulen in Room 261.) Schools may award a grade of Incomplete if a student has a documented, extreme extenuating circumstance that prevents him/her from completing the course in its established time frame (e.g., surgery, death in the family). A student who receives an incomplete must successfully complete remaining course requirements by the end of the semester following the termination of the course in order to receive a final grade and credit, as applicable. NX does not have a pass/fail or numeric equivalent.

Please update any incorrect or missing grades by resubmitting them in your EGG file. Remember to attach your revised EGG file to a new e-mail addressed to the appropriate Program Office staff member. Thank you.

Last Name	Send your EGG file to
A-L	Alex Moore, amoore@schools.nyc.gov
M-Z	Marc Shale, mshale@schools.nyc.gov

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## TEACHERS(CONTINUED)



### 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.



### 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.



### Bubbling "Attendance Taken"

In order for our machines to process attendance sheets, teachers must fill in the bubble for "attendance taken" every single day.

The Attendance Office would like to provide all teachers with a tip from a very experienced school staff member: Fill in these "attendance taken" bubbles at the top of attendance sheets for the whole week on Monday. This will decrease the likelihood that "attendance taken" bubbles will be left blank.

Thank you.

### Tax Forms



If you haven't already done so, please see Ms. Nieves in Room 208 to pick up your W-2 form.

## PARENTS

### Educational Council



Please be aware of an exciting opportunity to take part in supporting the schools in your community. Parents interested in applying to serve on a Citywide or Community Education Council can apply online or submit a paper application. The application period for the 2013 Education Council Selection Process began February 13 and ends Wednesday, March 13, 2013.

Parents can apply online at [www.NYCParentLeaders.org](http://www.NYCParentLeaders.org) now until 11:59 p.m. on Wednesday, March 13.

Paper applications are available to download at the Division of Family and Community Engagement's website and at [www.NYCParentLeaders.org](http://www.NYCParentLeaders.org) through Wednesday, March 13.

Paper applications are available at the Division of Family and Community Engagement's office located at the following address:

49 Chambers St., Room 503  
New York, NY 10007

Paper applications must be postmarked by 11:59 p.m. on Wednesday, March 13.

Questions? There is a Frequently Asked Questions section online that will answer many of your questions or you can also call the Division of Family and Community Engagement at 212-374-4118.

## PARENTS (CONTINUED)



### Open School Night Approaches!

Teachers will meet with parents to discuss student performance on Thursday, March 14, from 5:30 p.m. - 8:00 p.m. and on Friday, March 15, from 1:00 p.m. - 3:00 p.m. On Friday, March 15, classes will be held periods 1,2,3, 9, and 10.



### Required Student Documentation of February Vacation Plans

Any student who went on a trip during February vacation and missed school must bring documentation to Room 201 so that those absences will be considered excused.

You will recall that the Chancellor changed the dates of February break so that students miss school *only* on Monday, February 18, and Tuesday, February 19. Students attended school from Wednesday, February 20 - Friday, February 22. According to the Chancellor, students will be allowed to make up all work that they missed due to these excused absences.



### College Visits and Competitions

If your child misses classes to audition at a particular institution or visit a school, ask an official there to sign the Verification of School Audition/Visit Form. If your child misses school to participate in a competition, ask an official there to sign the Verification of Competition form. Both of these forms can be obtained in room 201 or at [laguardiahs.org](http://laguardiahs.org). You can also find the forms on the following pages.



## 2013 AP Exam Schedule

Week 1	Morning 8 a.m.	Afternoon 12 noon
Monday, May 6	Chemistry Environmental Science	
Tuesday, May 7	Spanish Language	Art History
Wednesday, May 8	Calculus AB Calculus BC	Chinese Language and Culture
Thursday, May 9	English Literature and Composition	Japanese Language and Culture
Friday, May 10	English Language and Composition	Statistics
Week 2	Morning 8 a.m.	Afternoon 12 noon
Monday, May 13	Biology Music Theory	
Tuesday, May 14		French Language and Culture
Wednesday, May 15	U.S. History	
Thursday, May 16	World History	Italian Language and Culture

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.



Kim M. Bruno, Principal  
Laura van Keulen, Assistant Principal Data & Technology

VERIFICATION  
OF  
SCHOOL AUDITION OR SCHOOL VISIT & TOUR

Date: \_\_\_\_\_

To: \_\_\_\_\_

Please verify that the student listed below attended your school for the purpose of either an audition or school tour/visit:

Name of Student: \_\_\_\_\_

Attend Date/s: \_\_\_\_\_

Signature of School Representative:

\_\_\_\_\_

Title of Representative: \_\_\_\_\_

Please return signed letter to the student or:

FAX signed letter to:           212-724-5748  
  LaGuardia High School  
  Attendance Office

Thank you for your help. Please feel free to call if you have any questions or need more information at 212-496-0700 ext 3261.

Laura van Keulen  
Assistant Principal of Administration

You may duplicate this form as necessary. Please go to <http://LaProgram.org> to read LaGuardia's Attendance Policy and to download other available Attendance Forms including the "Student Absence" form.



Kim M. Bruno, Principal  
Laura van Keulen, Assistant Principal Data & Technology

VERIFICATION  
OF  
COMPETITION OR OTHER SPECIAL EVENT

Date: \_\_\_\_\_

To: \_\_\_\_\_

Please verify that the student listed below attended your school for the purpose  
of: \_\_\_\_\_

Name of Student: \_\_\_\_\_

Attend Date/s: \_\_\_\_\_

Signature of School Representative:

\_\_\_\_\_

Title of Representative: \_\_\_\_\_

Please return signed letter to the student or:

FAX signed letter to:           212-724-5748  
  LaGuardia High School  
  Attendance Office

Thank you for your help. Please feel free to call if you have any questions or  
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