



Long Island City High School

Student Handbook 2022-2023



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<http://longislandcityhs.schoolwires.net>

Ms. Vivian Selenikas, Principal

For updated information from the NYC Department of Education regarding Health and Wellness, please visit <https://www.schools.nyc.gov/school-life/health-and-wellness> regularly.

5 Steps to **STOP** the Spread

- 1 Stay home if you are sick
- 2 Observe social distancing guidelines
- 3 Wear a face covering
- 4 Wash your hands
- 5 Get vaccinated



If you are struggling with coping with stress or anxiety, please contact your Guidance Counselor or Social Worker using the included Contact Information.

Long Island City High School Student Handbook Table of Contents

Section	Page(s)
Who are we?	4
LICHS Core Values	5
SLC (Small Learning Community) Mission and Vision Statements	6
Guidelines for Student Success	7
Top 10 ways to have a successful experience at LICHS	8 - 9
Important to know	10 - 11
How LICHS Families get involved / Next Generation Standards	12
Bell Schedule	13
School Year Calendar	14-15
School Staff Directory	16 - 18
Small Learning Community (SLC) Directory	19
DOE COVID-19 Guidance	19
Promotion Policy & Graduation Requirements	20 - 21
Long Island City High School Student Culture	22 - 23
Cell Phone Policy / Thank You For...	24
Frequently Asked Questions (FAQ)	25
LICHS PSAL Teams	26
LICHS Floor Plan	27
Your DOE GAFE (Google Account for Education)	28
How to Join a Google Classroom	29
Google Classroom Troubleshooting / Google Apps for Education	30 - 32
LICHS Student Internet Usage Guide	33 - 37
Do's and Don'ts of Email Etiquette	38 - 43

Who are We?

Welcome to Long Island City High School (otherwise known as LICHS), one of the most diverse schools in Queens. The school serves grades 9 through 12 and has award-winning courses in the Arts, Culinary Arts, Global Languages and Sports Medicine. Expect to learn the skills and strategies to effectively read, write, speak, and listen in every one of your classes.

You can also expect that your learning will be applied throughout every facet of your development as an LICHS student. Instruction is largely student-directed, hands-on, discovery-based, and collaborative. At LICHS, you will regularly:

- Communicate through writing and other forms of media
- Research and problem solve
- Evaluate yourself and your peers based on standard criteria
- Self manage and set goals

At LICHS you are part of a smaller learning community of readers, writers, historians, scientists, mathematicians, artists, and athletes.

Always remember that your success starts with you!

Our Vision

Long Island City High School is committed to the development of a safe and productive learning community that fosters a meaningful and respectful collaboration among students, staff, parents/guardians, and the community in order to achieve common goals. With a strong focus on promoting literacy and communication skills across the curriculum, instruction will be delivered through smaller learning communities. Our curriculum is shaped by the consistent collection and analysis of data, rituals and routines, active engagement, and opportunities to apply new knowledge supporting a culture of responsibility, citizenship, and self-directed instruction.

LICHS Core Values

The infographic features a dark blue background with a winding road graphic on the left side. It is decorated with several paw prints in various colors: orange, purple, white, teal, and green. Each paw print contains a core value and its definition. The text is arranged in a clean, modern font.

**LONG ISLAND CITY
HIGH SCHOOL**
Vivian Selenikas, Principal

**LIC CORE
VALUES**

**THE ROAD TO
SUCCESS**

DIVERSITY
We celebrate and value the diversity in our community and promote a safe environment with respect for all.

OWNERSHIP
We create our own opportunities and our own futures.

ACHIEVEMENT
We dedicate ourselves to academic achievement through persistence, hard work, and collaboration.

RESPONSIBILITY
We hold ourselves to high standards of thoughtfulness, decision making, leadership, and accountability.

LICHS Small Learning Community (SLC) Mission Statements



Academy of Humanities and Urban Culture (HUC)

The Academy of Humanities and Urban Culture helps students turn passions into careers. By making connections across the disciplines through humanities, culture, and the arts, our students become well-rounded individuals who have the skills to serve their community today and in the future. A partnership among educators, students, and their families, HUC allows students to discover who they are and who they hope to become as they prepare for college, careers, and a lifetime of learning.

Academy of Wellness Education (AWE)

We are the future health professionals and athletes of Long Island City High School. As members of The Academy of Wellness and Education, we strive to positively contribute to the Long Island City High School community through propriety, ethical decency and diligence. We understand the importance of personal responsibility and hard work in accomplishing our goals for the future. We cannot

change the actions of others, but always do our best to promote academic achievement by demonstrating the behavior and work ethic necessary to ensure a fulfilling future. If we set an example for our peers as independent thinkers who are committed to our own health, and are consistent with our ambitions and persistent in our goals we will attain academic and personal success.



CULinary Arts and Restaurant Hospitality Management Academy (CUL)

The students in the Culinary Arts and RHM small learning community will learn technical skills that they will be able to apply in their careers and in everyday situations. The 21st Century skills learned in our subject areas promote and foster college and career readiness. In our small learning communities we promote respect. In our courses, we apply all of the core subjects. Our technical courses enhance individual strengths in all subjects that will embrace lifelong learning.

Global LANGUages Academy (LANG)

Our goal is to equip students with the skills they need to be successful learners and to be ready for the challenges of today's globalized society. The Global Languages Academy believes that language is the door to opportunity and that proficiency in languages and technological skills will open a world of possibilities to our students. We will prepare students to compete in a global economy by focusing on languages, technology, And communication skills that will ensure their success in post-secondary education and careers. The Global Languages Academy provides supports and opportunities for students interested in international business, travel and in careers in tourism and hospitality.



Guidelines for Student Success

Preparedness

- Come to school early and be ready to learn! Be sure to pay careful attention to your class schedule and make it to every class, every day.
- Please bring materials to school materials that will ensure your success. This means bring your own pens, paper, calculator and most importantly technology to complete your work. If you do not have the proper technology please let a staff member know.

Being on Time

- Give yourself extra time when arriving at school in the morning to have breakfast in our cafeteria BEFORE your first class. Grab and Go Breakfast is available starting at 7:00 AM for students with a zero period. Hot breakfast will be served in the cafeteria starting at 7:30 AM. **The cafeteria on the 6th floor is the only place in the building that students can wait before their first class of the day.**
- Students should proactively plan for transportation delays (*especially* in bad weather) that may impact their trip to school
- Students should be ready with their ID card to swipe in as they enter the school building, and take steps to ensure they have their ID card. See the [FAQ Section](#) for more information.

Wearing A Mask

Face masks are strongly recommended to be worn when indoors. We encourage you to bring your own mask, however, we will also provide masks and sanitizer each day.

Students and staff, regardless of vaccination status, are required to wear a mask when:

- Returning to school on the sixth day after testing positive for COVID-19, through day 10 after symptom onset or date of positive test, whichever is earlier, including when traveling on a school bus.
- Entering the school medical room, nurse's office, or school-based health center.
- Exhibiting symptoms of COVID-19 at school.

See the [DOE COVID-19 Guidance Section](#) for more information.

Cleanliness

When in the classroom, we are asking that you keep the classroom a clean and organized space. We will practice social distancing in the classroom, yet we will make our classrooms an engaging and communal place. When in the hallways, please distribute unwanted items in the appropriate trash bin. When in the cafeteria, please assist in keeping the space clean for everyone by disposing of your trash in the appropriate receptacles.

Online Learning

There are instances when classes continue, but students may not be able to attend in-person. This could be due to students being quarantined, or school closures due to inclement weather. In these instances, instruction will still take place via Google Classroom. Teachers will send you invitations, and regularly post essential assignments so that you do not miss out on instruction.



Top 10 Ways to Have a Successful Experience at LICHS

1. *Come to school each day*

Remember, if you are absent for any reason, it is your responsibility to give your teachers an absence note and to make up any missing classwork and homework. Unless they report your absence to the school, parents or guardians will be contacted each time you are absent.

2. *Follow the LICHS Core Values*

Students who follow the [LICHS Core Values](#), which include dedication to academic achievement, being responsible and making good choices, being part of a safe environment with respect for all and recognizing your future is what **you** are creating will lend to your successful experience at LICHS.

3. *Always be on time*

It is extremely important that you are on time to school, whether in-person or remote, each and every day. When coming to school in person, think about how long it takes to get to your first period class on time and plan accordingly! Do not forget to include riding the bus or subway, walking from public transit, allowing extra time for bad weather and ID scanning upon entry, getting up to the floor of your first class of the day, and walking to the appropriate classroom. Breakfast is in the cafeteria on the 6th floor: Grab and Go breakfast begins promptly at 7:00 A.M, with hot breakfast starting at 7:30 AM. **Getting to school early enough to have breakfast is a great way to start the day and avoid being late.**

When attending school remotely, please make sure to log in on time to your courses and join any online meetings. Students who would like to receive school breakfast or lunch on their remote learning days may pick up a meal from LICHS or a convenient DOE meal hub near their home. Please see more information at <https://www.schools.nyc.gov/school-life/food/free-meals>.

4. *Be respectful*

A little kindness goes a long way. Your attitude towards the people around you leaves a strong impression. Watch your language, be sensitive to people's differences, offer assistance, and don't forget to say "good morning," "please," and "thank you." Remember, it is up to us to make our school a place where everyone feels safe, happy, and supported.

5. *Be prepared and organized*

It is very important that you are prepared to learn each day, whether that is in the school building in person or remotely. Come prepared with the materials necessary for class, including technology, pens and pencils, books, and homework. Please refrain from sharing materials with your classmates to help keep everyone safe. If you are having technology issues, please be sure to contact your [SLC support crew](#) and we will work with you to resolve these issues. In order to be organized you should keep an organizer or notepad and write down all assignments. Remember that your notebook for each class will be an integral part of your learning and of your grade. Keep it updated and organized and review your past entries.

6. *Set goals for yourself*

The ability to set your own goals is a skill that will benefit you for a lifetime. Make sure that the goals for each of your classes are clear. Create a specific plan for how you will achieve these goals. Monitor your progress by carefully observing what is working for you and what is still holding you back. Write and reflect often. Develop new plans if necessary and never forget to celebrate your successes.



7. Get help when you need it

It is your responsibility to monitor your own progress and to ask for help if any issues arise that might impede your success at LICHS. Our staff prides itself on its willingness to help all of our students. Be on the lookout for tutoring opportunities, and you can likely work out extra help by emailing your teacher through PupilPath. Our guidance counselors and social workers will help support your social and emotional needs, or answer questions about your program, work opportunities, or your future plans. Take advantage of the resources LICHS has to offer. Small issues become large ones when they are not addressed. COVID-19 has presented us with new and unexpected obstacles. However, our teachers, guidance counselors, social workers and nurses are here to support you. Please do not hesitate to email or call if you need to talk or you feel you need social emotional support, if you are feeling sick, or if you are having trouble with your technology. There are numerous staff members who are here to assist you.

8. Help keep the building clean

We as a school community must pitch in and keep the hallways and classrooms free of trash. Discard unwanted items in the trash cans located around the building. In the cafeteria, throw away your garbage after you eat and clean up any litter or spills. Students may only eat in the cafeteria. If you bring *Grab and Go* breakfast to class, you will be asked to discard the trash appropriately. Keep the desks clean and always make sure your materials are neatly put away in the appropriate location before leaving your classroom. Due to Covid-19, we will be taking extra precautions when it comes to your health. We will need your help to pitch in and keep the hallways and classrooms free of trash. Discard unwanted items in the trash cans located around the building. Both breakfast and lunch will be served as a grab and go. When you arrive early for class in the morning, you will be allowed to wait in the cafeteria where you can eat your breakfast. Please keep your desks clean and always make sure your materials are neatly put away in the appropriate location before leaving your classroom.

9. Get involved in your school community

Students who get involved in extracurricular activities have a much richer and enjoyable high school experience. Plan to join an after-school club or team. Volunteer for our fundraisers that support the school and local charities. If you are not sure how you can get involved, any member of the staff will be happy to assist you. Look out for opportunities to participate in clubs, tutoring support, and extracurricular activities.



10. Follow the discipline policy

Our school policy was developed collaboratively by school administrators, teachers, staff, families and students to help ensure the safety, comfort, well-being, and success of every member of our school community. These policies support the rules, regulations, and consequences set forth by the N.Y.C. Department of Education Discipline Code. All students will be held accountable for knowing our policies and accepting responsibility for their actions.

In addition, please follow all safety guidelines to ensure the health and safety of our entire school community. Please see the [DOE COVID-19 Guidance Section](#) for more information.

Important to Know

Community Service

In addition to the course and exam requirements needed to graduate, we strongly recommend that LICHS students volunteer a minimum of 30 community service hours as part of their educational development. Through volunteering, students will have the chance to develop character, responsibility, and maturity, as well as build relationships and skills. Additionally, in today's competitive climate, community service is critical for students applying for college admission and scholarships. We encourage students to begin seeking volunteer opportunities in their communities and/or at school as early as freshman year. While we do not recommend that you interact with others closely during the pandemic, you can start researching opportunities that interest you.



LICHS Dress Code

Students must abide by DOE policies regarding the use of a face mask while within the school building. Please see the [DOE COVID-19 Guidance](#) Section for more information.

All students must be appropriately dressed for the academic business of going to school on a daily basis. Please see **Dress Code** under the [Long Island City High School student Culture](#) Section for more information.

We encourage all students to show their SLC spirit by wearing clothing with the LICHS name and logo. LICHS attire is available for purchase at the school throughout the year.

Breakfast and Lunch Procedures

Students who would like to get breakfast are expected to come early to school so as not to miss any of their classes.

Any students who comes to school before their class will be directed to the cafeteria where they will wait for their first class to begin and be able to work or eat breakfast. Grab-and-Go breakfasts will be available in the cafeteria starting at 7:00 AM. Hot breakfast will be available starting at 7:30 AM and will stop being served at 9:00 AM for period 2.

Students are not permitted to wait for their classes before their day in any area other than the cafeteria.

Students will be programmed for a lunch within their day and are only permitted in the designated eating areas during their assigned time.

Lockers and Locker Room

For the time being, students will not be expected to change for physical education classes, as locker rooms will not allow for appropriate social distancing. *The only exception for this will be for those students who are signed up for swim classes.* For those students enrolled in swim classes, they will be expected to observe appropriate social distancing and face mask protocols while in the locker room.

Getting to School

Please note that we do NOT have the capacity to store student transportation devices inside the school. Students must NOT bring transportation devices into school for any reason. Any transportation devices will need to be properly secured outside of the school. Please note, that students are not allowed to lock their devices to the scaffolding on the outside of the building. **In addition, the tennis court is for staff parking only during the school day. No student should be parking in the lot or in front of the school building during regular school hours for any reason.**

Report Cards and Marking Periods

Students will receive six report cards per year. Only the June report card grades will appear on the student's official high school transcripts in all courses except for semester courses which appear in February and June (Physical Education classes, for instance). This means that your final grade in most courses is based on the cumulative grades of the marking periods of work.

Review your class contracts you receive from your teachers and make sure you understand the expectations of your classes to ensure academic success!

AP Courses



LICHS offers the following Advanced Placement courses: AP Statistics, AP Calculus AB, AP Biology, AP Environmental Science, AP Chemistry, AP Physics, AP World History, AP US History, AP US Government & Politics, AP Psychology, AP English Language & Composition, AP English Literature & Composition, AP World Language & Culture in Spanish, Italian and French, AP Spanish Literature, AP Art Drawing, and AP Art 2D. These classes offer students a more rigorous academic experience and are weighted more.

Technology Program

During their time at LICHS, students will have the opportunity to experience various aspects of technology, including computer graphics, commercial art, video production, introduction to Python programming, graphic communications, automotive and carpentry. These courses are designed to teach students how to use technology for learning, research, and presentation.

Useful Websites

School Website: [lichs.org](https://www.lichs.org)

You can find school news, calendar of events and special dates, staff directory that includes email addresses, resources, photos, and a wealth of other information!



DOE Health & Wellness:

<https://www.schools.nyc.gov/school-life/health-and-wellness>

Regents Practice: <http://RegentsPrep.org>

College Programs

11th and 12th grade students in good academic standing will have the opportunity to take College Now classes at LICHS. Through our partnerships with LaGuardia Community College, students will take college level courses in order to earn college credit and to get a taste of the rewards and challenges of college life.

Extracurricular Activities and Clubs

Students will be given many opportunities to meet other students who share common interests at LICHS during Bulldog Fridays. Our clubs include: Leadership, Robotics, Student Government, SING!, GSA, School Newspaper, Art, Drama, Yearbook, Senior Activities Committee, Dance, Technology, and Peer Tutoring. We encourage you to speak to your teachers or administrators if there is a club that you are interested in starting. While some club activities will meet in person, others will be virtual.

Please note that the following extracurricular activities will require COVID-19 vaccinations for students to participate: band, orchestra, chorus, musical theatre, dance/dance team, marching band, cheerleading, step teams, and flag teams.



PSAL Sports

The 31 PSAL teams in our sports program bring together our students and coaches under the leadership of our athletic director, Mr. Engel (see the [LICHS PSAL Teams](#) Section for a list of PSAL teams available at LICHS). **Please note that football, volleyball, basketball, wrestling, and lacrosse require COVID-19 vaccinations for students to participate.** In order to participate in any PSAL sports, students must have a medical form and parental consent form on file. The student must maintain satisfactory grades and attendance.

National Honor Society

Students may apply for membership in the prestigious National Honor Society during their sophomore and junior year. Membership is based on the following criteria:

- **Scholarship** (a minimum cumulative average of 90%)
- **Exemplary Character**
- **Leadership**
- **Service** (make sure to submit your community service hours)

Members of the National Honor Society are a vital and esteemed part of our school community and are recognized each year at graduation.



How LICHS Families can Get Involved

LICHS is a Community School and we ask that every student encourage their parents or guardians to play a larger role in the community by attending the many workshops, meetings, and events that are held regularly. For the time being, these activities will be held virtually. These include:

- **Workshops:** We provide a variety of informative workshops each month during the evening hours on many topics, including academic requirements, applying for college, financial aid, bullying, substance abuse, etc.
- **Celebrations:** We hold many celebrations throughout year that bring together families, students, and staff. These celebrations include: Awards Nights, Most Improved ceremonies and other celebrations.
- **Parent Association:** The PA meets on the same night each month and provides parents with the opportunity to learn about what is happening in the school, share ideas, and work together to support the students of LICHS through workshops and other service to the school.
- **School Leadership Team:** The School Leadership Team (SLT) is a committee of parents, school staff, and students who meet monthly to develop the school's education plan and budget. Parents are elected through the PA to serve on the SLT. The Principal, PA President, and UFT Chapter Leader are automatically members of the SLT.

New York State Next Generation English Language Arts and Mathematics Learning Standards



The revised New York State Standards aim to reimagine the educational framework for English language arts and mathematics, with the goal of better supporting educators in their instructional practice and to provide additional guidance on achieving a vision of 21st century literacy. While the Standards were designed to apply to the teaching and learning of all students in our state's schools and are the result of collaborative and deliberate efforts between a diverse range of instructional experts, school leaders and parents, the supporting documents that are linked with the Standards provide additional guidance on implementation of the Standards with English Language Learners (ELLs), Multilingual Learners (MLLs), and Students with Disabilities (SWDs).

It is the intention of the Board of Regents that these standards serve the intended function in our schools: preparing our students to become lifelong learners and thinkers, as well as active participants in civil, community and professional endeavors. Additional introductory information about the new standards is available here:

<http://www.nysed.gov/common/nysed/files/ela-and-mathematics-standards-preface.pdf>

LONG ISLAND CITY HIGH SCHOOL
2022 – 2023 BELL SCHEDULE

MON - TUE - THU - FRI				
Per	Start	End	Length	Notes
0	7:20 AM	8:06 AM	46 min	<i>CN; Internships</i>
1	8:10 AM	8:56 AM	46 min	<i>CN; Internships</i>
2	9:00 AM	9:46 AM	46 min	
3	9:50 AM	10:39 AM	49 min	<i>Attendance Period; Announcements</i>
4	10:43 AM	11:29 AM	46 min	<i>Lunch (HUC)</i>
5	11:33 AM	12:19 PM	46 min	<i>Lunch (CUL)</i>
6	12:23 PM	1:09 PM	46 min	<i>Lunch (LANG)</i>
7	1:13 PM	1:59 PM	46 min	<i>Lunch (AWE)</i>
8	2:03 PM	2:49 PM	46 min	<i>Lunch</i>
9	2:53 PM	3:39 PM	46 min	<i>CN; Restorative Beautification</i>
10	3:43 PM	4:29 PM	46 min	<i>CN; Restorative Beautification</i>

** WEDNESDAY ONLY **				
Per	Start	End	Length	Notes
0	7:20 AM	8:06 AM	46 min	<i>CN; Internships</i>
1	8:10 AM	8:56 AM	46 min	<i>CN; Internships</i>
2	9:00 AM	9:40 AM	40 min	
3	9:43 AM	10:26 AM	43 min	<i>Attendance Period; Announcements</i>
4	10:29 AM	11:09 AM	40 min	<i>Lunch / HUC</i>
5	11:12 AM	11:52 AM	40 min	<i>Lunch / CUL</i>
6	11:55 AM	12:35 PM	40 min	<i>Lunch / LANG</i>
7	12:38 PM	1:18 PM	40 min	<i>Lunch / AWE</i>
8	1:21 PM	2:01 PM	40 min	<i>Lunch</i>
9	2:04 PM	2:50 PM	46 min	<i>PD Session A; CN; Restorative Beautification</i>
10	2:53 PM	3:39 PM	46 min	<i>PD Session B; CN; Restorative Beautification</i>

2022 - 2023 School Year Calendar 2022

September 8	<i>Thursday</i>	School begins for all students
September 26 - 27	<i>Monday - Tuesday</i>	Rosh Hashanah (Schools Closed)
October 5	<i>Wednesday</i>	Yom Kippur (Schools Closed)
October 10	<i>Monday</i>	Italian Heritage Day/Indigenous Peoples' Day (Schools Closed)
October 21	<i>Friday</i>	End of 1st Marking Period
November 8	<i>Tuesday</i>	Election Day; students do not attend
November 11	<i>Friday</i>	Veteran's Day (Schools Closed)
November 17	<i>Thursday</i>	Evening Parent Teacher Conferences (PTC) for high schools, K–12, and 6–12 schools
November 18	<i>Friday</i>	Afternoon Parent Teacher Conferences (PTC) for high schools, K–12, and 6–12 schools; students in these schools dismissed three hours early
November 24 - 25	<i>Thursday - Friday</i>	Thanksgiving Recess (Schools Closed)
December 2	<i>Friday</i>	End of 2nd Marking Period
December 26 - 30	<i>Monday - Friday</i>	Winter Recess (Schools Closed) <i>Students return to school on Tuesday, January 3</i>

2022 - 2023 School Year Calendar *(continued)*

2023

January 2	Monday	New Year's Day - Observed (Schools Closed)
January 23	Monday	End of 3rd Marking Period
January 16	Monday	Dr. Martin Luther King, Jr. Day (Schools Closed)
January 24 - 27	Tuesday - Friday	Regents Administration
January 30	Monday	Professional Development Day for 9–12 and 6–12 schools in Districts 1–32 only; students in these schools do not attend
February 20 - 24	Monday - Friday	Midwinter Recess (Schools Closed)
March 16	Thursday	End of 4th Marking Period
March 23	Thursday	Evening Parent Teacher Conferences (PTC) for high schools, K–12, and 6–12 schools
March 24	Friday	Afternoon Parent Teacher Conferences (PTC) for high schools, K–12, and 6–12 schools; students in these schools dismissed three hours early
April 6 - 14	Thursday - Friday	Spring Recess (Schools Closed)
April 21	Friday	Eid al-Fitr (Schools Closed)
April 28	Friday	End of 5th Marking Period
May 29	Monday	Memorial Day (Schools Closed)
June 1	Thursday	Regents Administration: US History & Government (Framework)
June 8	Thursday	Anniversary Day, Chancellor's Conference Day for Staff Development; Students will not be in attendance
June 14 - 23	Wednesday - Friday	Regents Administration
June 13	Tuesday	End of 6th Marking Period
June 19	Monday	Juneteenth (Schools Closed)
June 27	Tuesday	Last day of school for all students.

School Staff Directory

Title	Name	Phone extension	Email address
Principal	Vivian Selenikas	1130	vseleni@schools.nyc.gov

Assistant Principals

Title	Name	Phone extension	Email address
Administration - Pupil Personnel Services	Maria Argyris	1100	margyri@schools.nyc.gov
Supervision – Social Studies	Daniel Bacharach	4501	dbacharach@schools.nyc.gov
Supervision – Mathematics Director of HUC SLC	Julie Bingay–Lopez	5501	jbingay@schools.nyc.gov
Assistant Principal of English	Tanya Bloomfield	Room 350	tbloomfield@schools.nyc.gov
Administration of Security & Supervision – Arts, Music, Theater	Natalya Duncan	4401	nduncan3@schools.nyc.gov
Supervision – Phys. Ed, Health & JROTC Director of AWE SLC	Jeff Engel	2801	jengel3@schools.nyc.gov
Administration & Supervision – ISS	Efua Hagan	3221	ehagan@schools.nyc.gov
Supervision - Technology & Culinary Director of CUL SLC	Matthew Malench	5851	mmalenc@schools.nyc.gov
Administration - Organization, Data	Jason Mudd	6121	jmudd@schools.nyc.gov
Supervision – Science & Assessment	Jocelyn Oviedo	6401	joviedo2@schools.nyc.gov
Administration – B-PBIS, Attendance	Allison Sherman	Room 210	asherman6@schools.nyc.gov
Supervision – ENL, HLA & LOTE Director of LANG SLC	Leonore Smith-Serra	5401	lsmith30@schools.nyc.gov

Parent Coordinators

Name	Phone Extension/Number	Email address
Maria Cangialosi	1855	mcancemi2@schools.nyc.gov
Awatef Ibrahim	1854	aibrahim3@schools.nyc.gov

Guidance, SLC & Student Services Staff

Title	Name	Phone extension	Email address
AWE Behavioral Support Teacher	Derek Errigo	2091	derrigo@schools.nyc.gov
AWE Guidance Counselor	Astrid Lenis	2122	alenis2@schools.nyc.gov
AWE Guidance Counselor-	Maria Vergidis	2121	mvergidis2@schools.nyc.gov
AWE Social Worker	Cindy Farias	2093	cfarias@schools.nyc.gov
College and Career Advisor	Popi Christodoulou	3851	pchristodoulou@schools.nyc.gov
College and Career Advisor	Sun Jeoung	3852	sjeoung@schools.nyc.gov
Child Center of NY Wellness Center Counselor		5221, 5222, 5223	
Coordinator of Student Activities (COSA)	Windy DeStefano	Room 321	wdestefano@schools.nyc.gov
CUL Behavioral Support Teacher	Alexis Jimenez	5856	ajimenez34@schools.nyc.gov
CUL Guidance Counselor	Hale Berk	5855	hberk2@schools.nyc.gov
CUL Guidance Counselor	Norma Feriz-Gordon	5852	nferizgordon@schools.nyc.gov
CUL Social Worker	Keith Linton	5854	klinton@schools.nyc.gov
HUC Behavioral Support Teacher	Andrew Simon	1253	asimon12@schools.nyc.gov
HUC Guidance Counselor	Lila Figueroa	1271	lacosta7@schools.nyc.gov
HUC Guidance Counselor	Gwen Fosterman	1273	gfosterman@schools.nyc.gov
HUC Social Worker	Raveenga Perera	1271	rperera@schools.nyc.gov
ISS Guidance Counselor	Sandra Badillo	3468	sbadillo2@schools.nyc.gov
ISS Social Worker	Marcia Herrera	3469	mherrera15@schools.nyc.gov
LANG Behavioral Support Teacher	Donna DeLuca	LANG HUB	ddeluca2@schools.nyc.gov
LANG Guidance Counselor	Yesenia Fermin	5481	yfermin@schools.nyc.gov
LANG Guidance Counselor	Cindy Orbegoso-Gomez	5483	corbegoso@schools.nyc.gov
LANG Social Worker	Jose Manzano	5482	jmanzano8@schools.nyc.gov
Social Worker - Senior Advisor	Allen Smart	Room 549	asmart@schools.nyc.gov
Social Worker - LYFE Center	Naomi Dechoudens	1600	ndechoudens@schools.nyc.gov
UFT Teacher Center	Shawn Fisch	Room 401	sfisch5@schools.nyc.gov
Yearbook Advisor	Windy DeStefano	Room 321	wdestefano@schools.nyc.gov

Zone 126 staff

Title	Name	Phone extension	Email address
Zone 126 Director	Michelle Makabali	6501	mmakabali@zone126.org
Drama PAWS Therapist	Carrie Watt	Room 486	cwatt@zone126.org

LICHS Small Learning Community (SLC) Directory

*Students must make an appointment to enter their SLC's hub space.
Please use the following contact information.*

SLC	Director(s) of SLC/Teacher Team (DIR) Peer Collaborative Teacher (PCT) Behavioral Support Teacher (BST) Guidance Counselors (GC) Social Worker (SW)	
AWE 212 <i>Official Class D</i>	Mr. Engel (DIR) Mr. Neubauer (Master Teacher) Mr. Errigo (BST) Ms. Lenis (GC) Ms. Vergidis (GC) Ms. Farias (SW)	jengel3@schools.nyc.gov dneubauer2@schools.nyc.gov derrigo@schools.nyc.gov alenis2@schools.nyc.gov mvergidis2@schools.nyc.gov cfarias@schools.nyc.gov
CUL 585 <i>Official Classes E & K</i>	Mr. Malench (DIR) Ms. E. Gomez (PCT) Ms. A. Jimenez (BST) Ms. Berk (GC) Ms. Feriz-Gordon (GC) Mr. Linton (SW)	mmalenc@schools.nyc.gov egomez28@schools.nyc.gov ajimenez34@schools.nyc.gov hberk2@schools.nyc.gov nferizgordon@schools.nyc.gov klinton@schools.nyc.gov
HUC 127 <i>Official Classes B & C</i>	Ms. Bingay-Lopez (DIR) Ms. Oh (PCT) Mr. Simon (BST) Ms. Figueroa (GC) Ms. Fosterman (GC) Ms. Perrera (SW)	jbingay@schools.nyc.gov goh2790@schools.nyc.gov asimon12@schools.nyc.gov lacosta7@schools.nyc.gov gfosterman@schools.nyc.gov rperera@schools.nyc.gov
LANG 548 <i>Official Classes A & H</i>	Ms. Smith (DIR) Ms. DeLuca (BST) Ms. Fermin (GC) Ms. Orbegoso-Gomez (GC) Mr. Manzano (SW)	lsmith30@schools.nyc.gov ddeluca2@schools.nyc.gov yfermin@schools.nyc.gov corbegoso@schools.nyc.gov jmanzano8@schools.nyc.gov

DOE COVID-19 Guidance

We ask that students and families regularly check the [DOE Health and Wellness Webpage](#) at the following address:

<https://www.schools.nyc.gov/school-life/health-and-wellness>

For additional information, please also regularly check the School Website by typing [lichs.org](https://www.schools.nyc.gov) in your browser.

Vaccination Requirements:

- Vaccination is still required for all visitors entering school buildings
- Vaccination is still required for all DOE employees
- Vaccination is still required for other individuals who work in DOE buildings
- **Vaccinations is still required to participate in high-risk extracurricular activities (band, orchestra, chorus, musical theatre, dance/dance team, marching band, cheerleading, step teams, flag teams) including high-risk PSAL sports (football, volleyball, basketball, wrestling, lacrosse, stunt, and rugby).**

Daily Health Screener: No longer required to enter school buildings.

Stay home if sick: Students and staff should stay home if they show any symptoms of COVID-19 or other illnesses and get tested for COVID-19.

Isolate if COVID-19 positive: Students and staff who test positive for COVID-19 must isolate for 5 days and can return to school on day 6 if they have no symptoms or symptoms are improving. **They must wear mask until day 10 after symptom onset or date of positive test, whichever is earlier.** *These cases should be reported to school so they can be reported to the situation room for exposure notifications.*

Get tested if exposed to COVID-19: Students and staff who are exposed to COVID-19 should get tested. These individuals should receive home tests from their school and take two tests, at least 24 hours apart on day 4 and day 5 of their exposure. All exposed individuals should monitor for fever and other COVID-19 symptoms for 10 days after their exposure. If symptoms begin, they should not attend school and should isolate and get tested for COVID-19 again right away.

Testing:

- Starting the first day of school, schools will offer home test kits to those with a potential in-school exposure and those with symptoms
- In addition, each staff and student will receive 4 tests per month to take home. These tests can be used by school families for testing due to symptoms, exposures, high-risk activity (such as travel and large gatherings), and can give staff and students immediate results.
- **In-school PCR surveillance testing will not be a part of the 2022-23 school year.**

Masking:

Face coverings are strongly recommended to be worn when indoors. Masks will be made available at the school for all those who need/want them. Students and staff, regardless of vaccination status, *are required* to wear a mask when:

- Returning to school on the sixth day after testing positive for COVID-19, through day 10 after symptom onset or date of positive test, whichever is earlier, including when traveling on a school bus.
- Entering the school medical room, nurse's office, or school-based health center.
- Exhibiting symptoms of COVID-19 at school.

Students and staff, regardless of vaccination status, *are strongly recommended* to wear a mask:

- When they were exposed to someone with COVID-19, whether the exposure occurred in school or outside of school. The person should wear a mask for 10 days after their last day of exposure and get tested at least 24 hours apart on day 4 and day 5 of their exposure.
- When they are moderately-to-severely immunocompromised, and masking is recommended by their healthcare provider.
- In crowded indoor settings

Promotion Policy on Grade Level and Credits

I am a freshman if...

I have graduated from junior high school

I have **fewer than 8 credits**

I am a sophomore if...

I have **at least 8 credits** with a minimum of:

2 English credits, 2 Social Studies credits,
1 Math credit, 1 Science credit, and 2 Physical Education classes

I am a junior if...

I have **at least 20 credits** with a minimum of:

4 English credits, 4 Social Studies credits,
3 Math credits, 3 Science credits, 4 Physical Education courses and 2 LOTE
credits (Language Other Than English)

I am a senior if...

I have **at least 30 credits** with a minimum of:

6 English credits, 6 Social Studies credits,
4 Math credits, 4 Science credits, 6 Physical Education courses, 2 LOTE credits,
1 Art credit and 2 Elective credits

If you have questions regarding your status, please see your Guidance Counselor.

Graduation Requirements

In New York State, there are three types of diploma: a local diploma, a Regents diploma, and an Advanced Regents diploma. All students can earn a Regents or Advanced Regents diploma; however only students who meet specific criteria are eligible to graduate with a local diploma, which allows students to graduate with lower exam scores. The type of diploma your child earns depends on his or her course credits and scores on specific Regents exams, as shown in the table below. An Advanced Regents diploma lets students demonstrate additional skills in math, science, and languages other than English. If you think your child is not earning the credits she or he needs to graduate, please speak to your school’s guidance counselor immediately. Keep in mind that a student may always exceed these requirements; these represent the minimum.

Regents Diploma	Advanced Regents Diploma	
Examination Requirements		
Your child must achieve a score of 65 or higher on these five Regents exams: <ul style="list-style-type: none"> • English Language Arts (ELA) • Any mathematics exam (Algebra I, Geometry, or Algebra II/Trigonometry) • Any social studies exam (Global History and Geography or U.S. History and Government) • Any science exam (Living Environment, Chemistry, Earth Science, or Physics) • Any additional Regents exam or assessment approved by the State for this purpose 	Your child must achieve a score of 65 or higher on these nine exams: <ul style="list-style-type: none"> • English Language Arts (ELA) • Three mathematics exams (Algebra I, Geometry, and Algebra II/Trigonometry) • Any social studies exam (Global History and Geography or U.S. History and Government) • Two science exams (Living Environment and one of these: Chemistry, Earth Science, or Physics) • Any additional Regents exam or assessment approved by the State for this purpose • Any NYC Languages Other Than English (LOTE) exam 	
Minimum Credit Requirements		
8	Core English	8
8	Social Studies: Global History (4), U.S. History (2), Participation in Government (1), Economics (1)	8
6	Mathematics: Including at least two credits of advanced math (e.g., Geometry or Algebra II)	6
6	Science: Life Science (2), Physical Science (2), Life Science or Physical Science (2)	6
2	Languages Other than English (LOTE)*	6
4	Physical Education (every year, distributed in specific ways)	4
1	Health	1
2	Visual Art, Music, Dance, and/or Theater	2
7	Electives	3
44	TOTAL CREDITS	44
<small>*A student seeking an Advanced Regents diploma with an arts or CTE endorsement is only required to complete 2 credits of LOTE. Also, a student whose IEP specifies that the disability directly impacts his or her ability to learn a language may substitute other courses for the LOTE requirement and still earn an Advanced Regents diploma.</small>		

Source (Aug 31, 2017): <http://schools.nyc.gov/RulesPolicies/GraduationRequirements/default.htm>
If you have questions regarding these requirements, please see your Guidance Counselor.



Long Island City High School Student Culture

Every student has the right to learn in a safe, well-ordered, and supportive environment. In order to maintain this type of environment at Long Island City High School, all students must adhere to the following discipline policies:

School Identification, Program Cards

- Students must bring their school I.D. and program card each day.
- Students must swipe their I.D. card upon entering and exiting the building **through only the approved exit/entrances. Emergency exits are not to be used as entrances or exits except in the case of a schoolwide emergency or fire drill. All students are to exit through the main.**
- If an I.D. card is lost, it is the student's responsibility to have it replaced ([see FAQ for more info](#)).

Lateness to Class

- Students must arrive to class on time.
- Any student who walks into class after the late bell must sign the Late Log.
- Two latenesses to class within a week will result in a phone call home.
- Students who continue to be late after phone calls will be referred to their appropriate BST and may be assigned detention.

Dress Code

- Students must abide by DOE policies regarding the use of a face mask while within the school building.
- In order to maintain a positive learning environment, it is expected that students dress in a professional manner. We expect students to be dressed appropriately to ensure safety and to keep the focus on teaching and learning. **We would like all parents and guardians to remind students of proper dress protocols on campus.**
- Prohibited forms of dress at Long Island City High School include, but are not limited to:
 - Hats or caps (with the exception of headwear worn for religious observance).
 - Clothing that contains references to drugs, alcohol, sex, violence, racism, or gang-affiliation.
 - Clothing that does not provide coverage of torso, undergarments, and private body parts, including see-through garments of any kind.
 - Flip-flops.
 - Sunglasses while indoors.

If a student comes to school wearing clothing prohibited by the Dress Code, then the student's parents will be notified. The student may be subject to the interventions and disciplinary responses set forth in the Discipline Code, and the student will be expected to make appropriate adjustments to his/her clothing to conform with the Dress Code (e.g., turning shirt inside out, borrowing temporary clothing, etc.).

Hall Passes

- Students must request a hall pass from their teacher in order to leave the classroom.
- **Restrooms are not available during the first or last 10 minutes of the period.**
- There is a 5 minute maximum time limit on all passes.

Cutting Class

- Students must attend every class each day, including their first and last period classes.
- Teachers will contact parents or guardians if a student cuts class.
- Cutting class (which includes missing your first or last classes of the day) will result in disciplinary actions based on repeat offenses which includes, but is not limited to, phone calls home, parent meetings, and detention.
- Any student who leaves the building without permission will automatically receive a phone call home and detention.

Long Island City High School Student Culture *(continued)*

Late to Class and Hall Sweeps

- Students caught in a hall sweep will be brought to designated rooms.
- Parents or guardians will be contacted and letters will be sent home.
- Any student caught in a hall sweep three times will be assigned detention.
- Students will return to class with a hall sweep pass.

Long Island City High School is not responsible for lost, stolen or damaged cell phones, computing devices, portable music, entertainment systems and/or other electronic devices.

Prohibited Items

- The following items are not permitted in school according to Chancellor's Regulations and will be confiscated if seen:
 - Electronics (*including, but not limited to I-Pods, headphones, cell phones, etc. that are being used without adult authorization*)
 - Headwear (*unless for religious or medical purposes*)
 - Gang related paraphernalia
 - E-cigarettes / Vaping paraphernalia, lighters, matches, tobacco products / paraphernalia
 - Alcohol or drugs (*including, but not limited to, any infused products*)
 - Glass bottles / containers
 - Weapons (*including, but not limited to, kubatons, chains, tasers, utility knives, etc.*)
- Confiscated items that students are legally allowed to possess will be returned to the student at the end of the school day for the first offense from room 175. **Second offense:** a parent will be required to pick up the relevant item. **Third offense:** parent conference will take place at which point the item will be returned. Further disciplinary action may be imposed on the student.
- **A student caught in possession of a weapon will be subject to a Superintendent's Suspension and/or arrest.**
- **PLEASE NOTE Prescribed medication must have an associated MAF on file with the nurses and this medication must be stored and administered in the nurse's office as applicable.**

Trespassing

It is considered trespassing for anyone to permit an unauthorized person to enter the school building. **Violators are subject to criminal prosecution. Any student opening an emergency exit door for someone else will be considered an accessory to trespassing and will be subject to appropriate disciplinary actions, including criminal prosecution.**

School Property

- Students must respect school property by keeping it clean.
- Any student who engages in graffiti or any type of vandalism will be subjected to a Principal Suspension and/or arrest.
- Any student who is tampering with a fire safety device will be subject to penalties that can include arrest and fines.

Detention Policy

- Any student who fails to report for an assigned detention will have an additional day added.
- *Failure to report to detention more than three times will result in further disciplinary action.*

LICHS Cell Phone Policy

We anticipate increased use of student telephones for educational purposes. However, we acknowledge that there may be times when students use their telephones inappropriately. We support teachers and other instructional supports in the classroom who encourage their students to use their phones for educationally appropriate activities, but provide this section as guidance for when students use their phones or other devices without permission.

Recording devices, either auditory or visual in nature, can invade the privacy of other students and as such are prohibited from use in such non-instructional areas as the cafeteria or hallways without the express permission of adult supervisor of that area, and so long as no other student working in the area objects to being recorded.

Students are responsible for their personal possessions. Any lost, missing, damaged, or stolen electronic device(s) will be at the owner's expense.

Students seen using the electronic device in areas other than the lunch spaces (café, 182, etc.) or **without permission of the subject teacher**, will be asked to put the device away.

Any student who refuses to put his/her electronic devices away when asked will be subject to the ladder of interventions below:

- **1st & 2nd Offense:** Student's parent/guardian will be called by classroom teacher, a corresponding anecdote is of the event is recorded.
- **3rd Offense:** Classroom teacher writes another anecdotal record, flagging BST. BST has a parent/guardian conference with student present.
- **4th Offense:** Students will be subject to after-school / lunch period detention in the SAVE room (178).

All Hubs, Guidance Counselor, Social Worker, and Assistant Principal offices are spaces where students may step in to make an emergency phone call if necessary.

Thank you for...

- Always carrying your program card and photo ID card and providing them upon request of any member of the staff in the building.
- Conducting yourself in a respectful and honorable manner and observing all relevant social distancing and masking guidelines.
- Only using electronic devices in the hallways and classrooms with proper authorization.
- Being on time and in your designated area at all times.
- Only using the elevator if you have a pass and being prepared to show it when asked by any adult in the building.
- Attending all classes and only leaving the school at the end of your scheduled day through the main entrance.
- Being seated inside your classroom when the late bell rings as this assists you and your classmates towards success.
- Only wearing headgear for religious or medical reasons.
- Using reusable, non-breakable bottles / containers rather than glass in the school building.

Frequently Asked Questions (FAQ)



1. What do I do if I lost my school ID?

When you arrive to school, scan the **green QR code** (at entry, 142, cafe, and main office). Complete the form and your new ID will be ready up to 2 school days and can be picked in room 142 when you first come in (period 1 and period 2).

2. What do I do if I lost my MetroCard?

When you arrive to school, scan the **orange QR code** (at entry, 151, cafe, and main office). Complete the form. Please note it will take at least 2 days to receive a replacement MetroCard. While waiting for your replacement MetroCard, see the main office (121) for a letter to assist in getting home.

3. How do I get working papers?

Go to room 121.

4. What do I do if I need to see the guidance counselor or social worker?

Our guidance counselors are always here to help. Email your guidance counselor or social worker to schedule an in-person or virtual appointment. If it is an emergency situation, ask your teacher to call your counselor's phone extension.

5. What if I have a problem with my schedule?

Fill out the program change request forms, attached to the program card you will receive the first day. Email your SLC Guidance counselor to discuss possible changes.

6. What if I am having a problem with another student in the school (i.e.: teasing, bullying, etc.)

Email or call an adult in the building immediately, such as a Dean, BST, Social Worker or Guidance Counselor. If you are in class, please speak to your teacher to help contact someone who can help. Your safety and well being are extremely important, and we will treat any concerns seriously, no matter how small. Remember, we cannot help you to solve a problem if we are not aware of the problem.

7. What if I need to leave school early?

You must bring in a note from your parent or guardian to a Parent Coordinator in room 185 when you get to school indicating the reason and time you must leave. When it is time to leave, and your parent or guardian on file has arrived, return to the main office to sign out and get a copy of the note.

8. What if I have an injury or illness that prevents me from participating in physical education?

If the situation is minor and will resolve itself within two days, bring in a note from a parent or guardian explaining the situation and give it to your physical education teacher. If the situation is more serious and will keep you from participating in physical education for a longer period of time, you must provide a doctor's note in addition to a note from home. If you cannot participate in physical education, you will be given an alternate assignment to complete during class.

9. What if my parent/guardian would like to speak to a member of the staff or administration?

We welcome communication from parents and do our best to make communication as easy as possible. Call the school from 7:00AM—3:00 PM, or email the staff directly using the staff directory on our school website (go to lichs.org).

10. Can students use the school elevator?

Only students with an official elevator pass are permitted to use the elevator. Students must go to the health clinic, room 546, to request a long-term elevator pass. For short-term elevator passes, please see Ms. Montalbano in room 175. **All students must be prepared to show their elevator pass to any adult who asks.** Please note that elevator passes are for individual students and do NOT allow another student to accompany the pass holder.

LICHS PSAL TEAMS

Please note: Vaccinations is still required to participate in high-risk extracurricular activities (band, orchestra, chorus, musical theatre, dance/dance team, marching band, cheerleading, step teams, flag teams) including high-risk PSAL sports (football, volleyball, basketball, wrestling, lacrosse, stunt, and rugby).

Fall Season

Bowling (Girls)
Bowling (Boys)
Cross Country (Girls)
Cross Country (Boys)
Fencing (Boys)
Varsity Football
Golf (Girls)
Soccer (Girls)
Soccer (Boys)
Swimming (Girls)
Volleyball (Girl)
JV Volleyball (Girls)
Tennis (Girls)

Winter Season

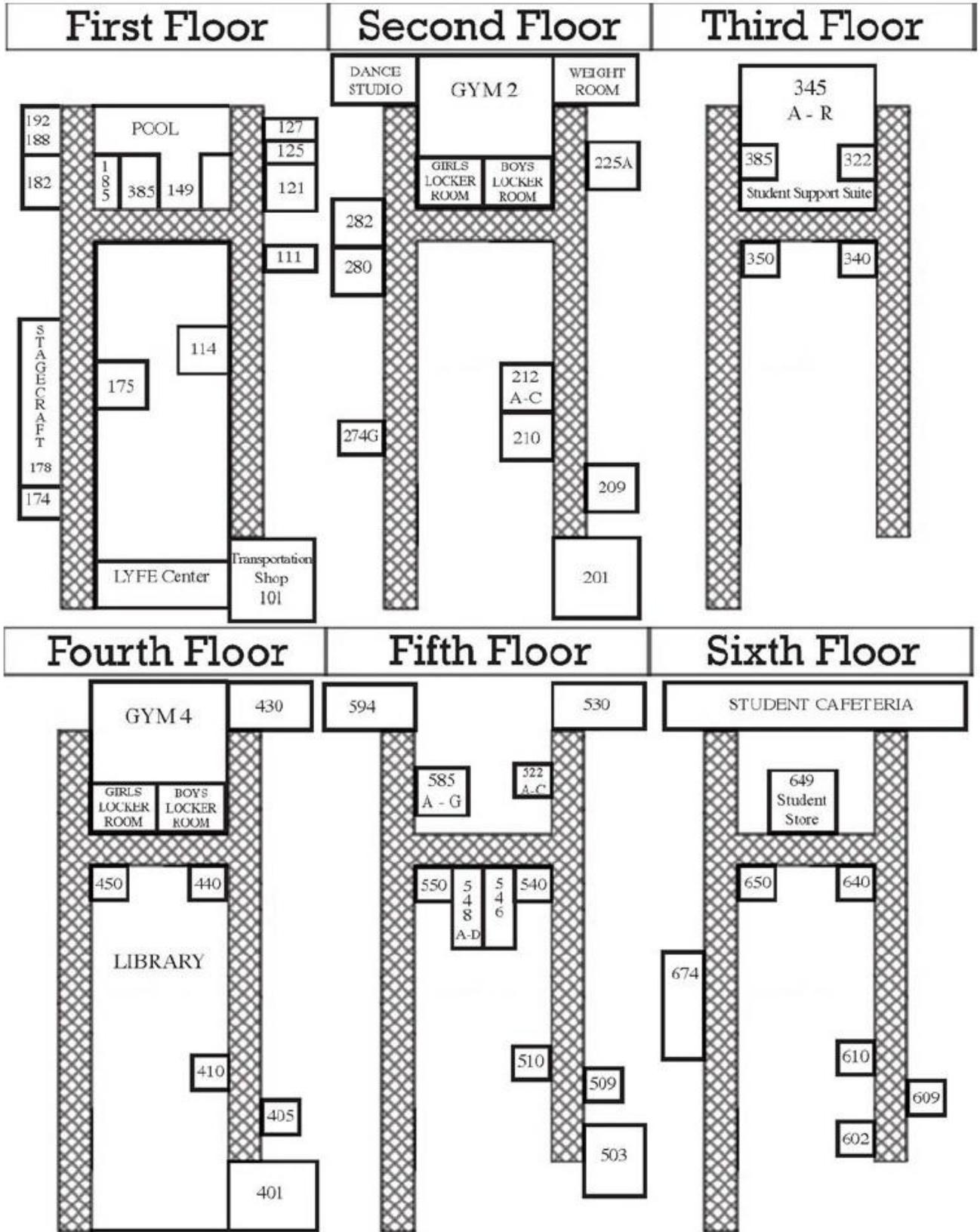
Basketball (Girls)
Basketball (Boys)
Gymnastics (Girls)
Gymnastics (Boys)
Swimming (Boys)
Wrestling

Spring Season

Basketball (Boys)
Cricket (CoEd)
Fencing (Girls)
Golf (CoEd)
Handball (Girls)
Handball (Boys)
Lacrosse (Girls)
Lacrosse (Boys)
Softball
Volleyball (Boys)
JV Baseball
Tennis (Boys)
Baseball



LICHS Floor Plan



Your DOE GAFE (Google Account for Education)

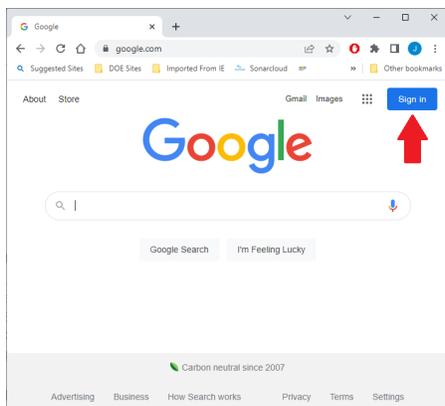
Every New York City public school student has a DOE account (**NYCstudents.net**). It is created automatically when you enroll in school. Your DOE account stays the same the entire time you are in school, and with it you can access all DOE technology platforms.

All students will receive information regarding their email account name during their period 3 class in the first days of school.

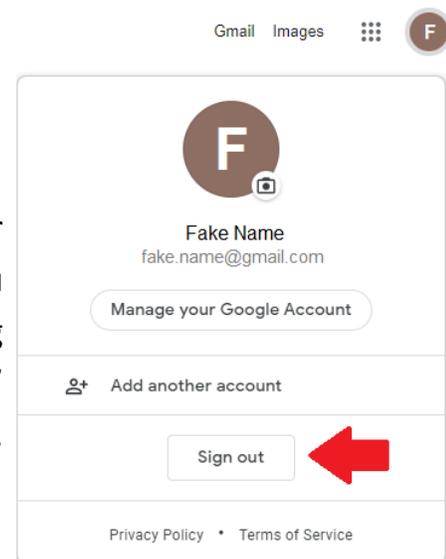
If you forget your password, your classroom teacher can reset it for you if you are engaging in an activity that requires you to login. Otherwise, you can see your SLC PCT in your SLC hub to reset your password. See the [SLC Directory](#) section for more info.

Your DOE account functions just like a Google account.

To use it browse to Google and click **Sign In**.



Please note that if another account is *already* logged in, you **WILL** need to sign out by clicking the circle next to the “waffle” and selecting **Sign Out**.



Click on the Waffle and select Gmail, if your NYCstudents.net account is not there, then select **Use another account**.

In the 1st sign-in box, type in your entire email address, INCLUDING “@NYCstudents.net”.

In the 2nd sign-in box, type in just your user name, the first part of your email address WITHOUT the “@NYCstudents.net”.

*For more information regarding your DOE account,
please visit the following website:*

<https://www.schools.nyc.gov/learning/digital-learning/doe-student-accounts>

How to Join a Google Classroom

You **MUST** use your NYC DOE email address (NYCstudents.net) to login to Google and access your Google Classrooms.

Students 5 Steps to Google Classroom

1

classroom.google.com

Go to the Classroom website and log in with your Google Apps email login.



2

Join a Class

In the upper right click on the plus button to join a class. Enter the class code.

Install the Google Classroom App

3

Stream

Find your assignment in the Stream.

JOIN YOUR FIRST CLASS!

Private Comments

For each assignment there is a private comment. Click on open and locate at the bottom of the assignment.

4

Open Templates

From the stream always click on "OPEN" in an assignment to view templates the teacher has attached.

DUE TOMORROW
are OPEN

Use this to ask a question or have a conversation with your teacher to further your learning.

5

Turn In

Click the blue Turn In or Mark As Done button.

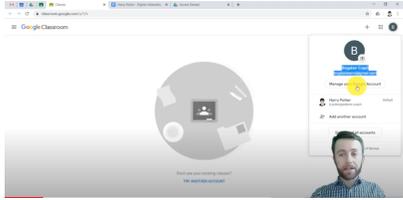
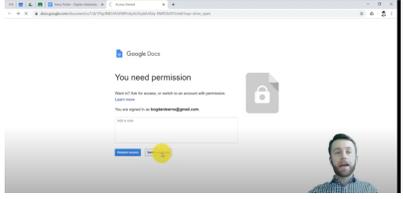
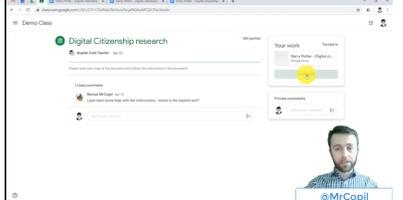
Created by Alice Keeler



For more detailed instructions, visit <https://www.wikihow.com/Join-a-Class-on-Google-Classroom>

Google Classroom Troubleshooting

Before frantically emailing your teacher for help with a problem, try one of these solutions. Likewise, you can always try to search up an answer to your question!

Problem	Solution
<p>Google doesn't recognize my password!</p>	<p>Make sure you're typing carefully.</p> <p>Usernames ARE NOT case-sensitive. Passwords ARE case-sensitive. Check to make sure the Caps Lock is off.</p> <p>If you really can't remember your password, please contact your SLC's PCT to reset it.</p>
<p>Google doesn't recognize my account!</p>	<p>Please review the Your DOE GAFE (Google Account for Education) Section of the Student Handbook.</p>
<p>I have the code for my class, but I can't join the class! Or, I went to Google Classroom, and none of my classes are there!</p>	<p>Make sure you are logged in as the correct user.</p> 
<p>I'm trying to access my file or the file my teacher posted for me, and Google says "You need permission."</p>	<p>Select "Switch account." Do not select "Request Access." Then, select your NYCstudents.net account.</p> 
<p>I can't make changes to my assignment! I have read-only access. Or, I submitted my assignment and then I realized I need to make a change/I submitted the wrong document.</p>	<p>In the assignment, select "Unsubmit." You can then make changes or select a different file.</p> 

If you are bothered by other Google user accounts on your device frequently, you may wish to create another Chrome profile under the "People" menu in Google Chrome.

Welcome to Google Apps for Education

About Google Apps for Education

Google Apps for Education (GAFE) is a cloud-based system offering online productivity tools for classroom collaboration. GAFE provides students and teachers with unlimited cloud storage in Google Drive, Docs, Sheets and Slides. GAFE also provides student email and other modern online communication tools.

Starting up

Open a web browser (Google Chrome, Safari, Firefox, Internet Explorer, etc.) and go to the Digital Backpack webpage:

Logging on

Teachers

Teachers should use their GAFE account to access all functions. Your email is your DOE username @lichs.org.

Students

Students who have returned their parent/carer consent form will use their SchoolsNET username (student number) and password. Click "Logon". When the Backpack page launches, click the Gmail icon.

Benefits

With Gmail, you can:

- Send and receive emails and notifications to stay up to date with tasks, assignments and school events.
- Access your school email from anywhere online, on any device with a modern browser.
- Categorise and sort your emails the way you want, so you can find things quickly and easily.
- Enjoy an inbox with unlimited storage.

TO NOTE: ALTHOUGH GMAIL HAS THE ABILITY TO CONNECT LIVE VOICE, VIDEO AND INSTANT MESSAGING, THESE FEATURES ARE DISABLED BY DEFAULT FOR STUDENTS.

Your Email Account

Your email address will be your firstnamefirstinitiallast4ofyourosis@lichs.org. You can see any adult in your SLC's hub for help accessing your account.



Barack OBAMA

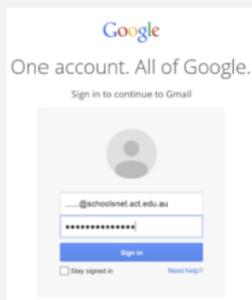
baracko1234@lichs.org

Google Apps for Education connects your email address to your first name and last name. Whenever you send someone an email, they will see your name and email address in their inbox.



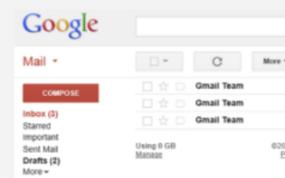
Access Google Apps using your Email

When you go to any Google Apps service in a web browser, such as <https://mail.google.com/> or <https://drive.google.com/> it will prompt for your Google username and password to log in.



When prompted by Google, enter in your email address (such as baracko1234@lichs.org) as your user name, then enter your password. Click "Sign In."

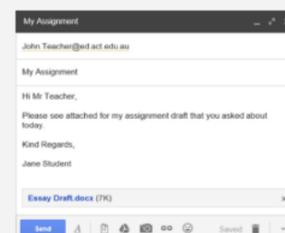
Compose and Send an Email



1. Click the Compose button on the left side of your Gmail Inbox.



2. Type your recipient's email address in the "To" field. The Cc and Bcc (copy and blind carbon copy) will let you include additional recipients whose responses are welcome but not required

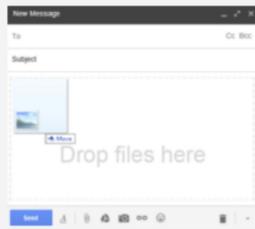


3. Enter a subject for your message in the "Subject" field.

4. Write your message! Just click in the large field below the subject line and type away.

5. When you're done composing, click the Send button at the bottom of your compose window.

Add Attachments



There are also icons that allow you to add attachments:

There are several ways you can add attachments to an email. The easiest is to drag and drop file attachments from your computer directly into the compose window

1. In the compose window, click any of the attachment icons to add files from your computer or Google Drive.

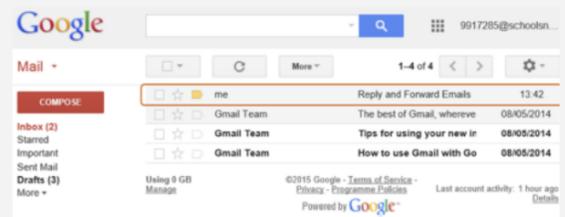


2. If you want to add an attachment from Google Drive, you will have the option to add as a link, or as an attachment. A Drive link will send the recipient to the Google Drive file in the web and the Attachment will take the file from Google Drive and attach it as a stand-alone file.

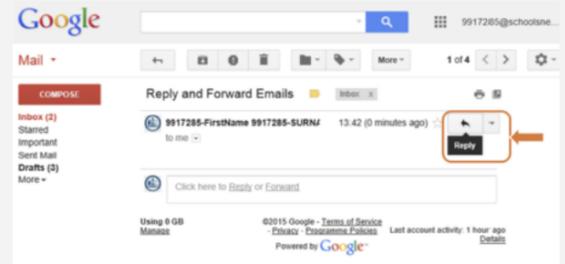
Attachment Limits: You can send messages up to 25 megabytes (MB) in size. If you'd like to send attachments that are larger than this, you can attach a Drive link to the larger file that is stored in your Google Drive.

As a security measure, Gmail doesn't allow you to send or receive executable files, such as files ending in .exe

Reply and Forward an Email

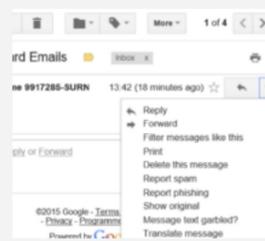


1. In your Inbox, select the email you wish to reply to or forward to another recipient.



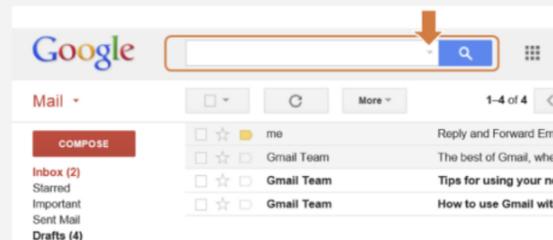
2. To reply, select the arrow icon to the right of the email.

3. To forward, select the dropdown icon to the right of the arrow icon and select forward

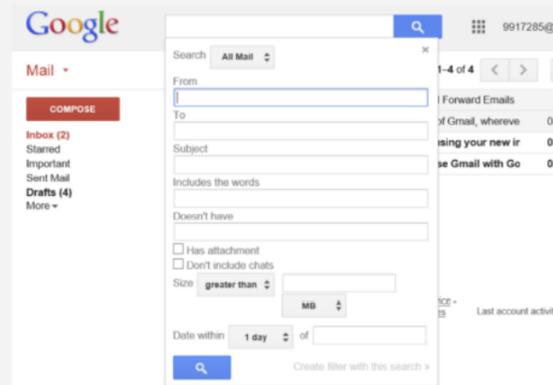


4. You will also see other options in this menu such as Filter, Print, Delete and Reply All if your email contains multiple recipients

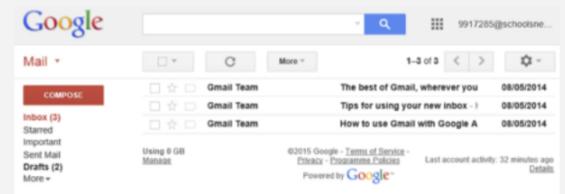
Search in Gmail



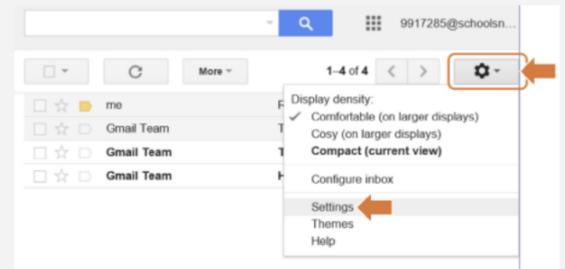
1. To search your inbox, click in the search box at the top of the screen and simply type the word you're looking for. For example, if you are looking for an email about a science assignment, type in the word "science".



2. To add more to your search, click the small dropdown arrow to the right of the search box. This provides more advanced options for your search



Change Email Settings



1. In your Gmail Inbox, Click the gear icon in the top right.

2. Select Settings.

3. The Settings menu will allow you to make changes to your Gmail environment that may better suit you than the current default settings.

LICHS Student Internet Usage Guide



Contents

Digital Citizenship responsibilities of Parents, Students, and Teachers.....	38
Internet Acceptable Use and Safety Policy (IAUSP).....	40
Internet Safety Tips for Children and Teens.....	41
Google Accounts for Education (GAFE) Guide.....	42
The Do's and Don't's of E-mail Etiquette.....	44



Digital Citizenship Responsibilities Parents, Students, & Teachers

Parents and teachers are in charge of helping students be good digital citizens. This means they support students in using the internet in ways that are safe, responsible, and appropriate. They also help students follow the rules and etiquette that lead to effective digital learning. Here are the responsibilities expected of parents, students, and teachers:

Parent responsibilities

- Make sure your children act responsibly. This includes knowing and understanding the [Discipline Code](#), [Internet Policy](#), and [Social Media Guidelines](#).
- Keep track of your children's use of the internet when they are outside of school.
- Share values with your children and discuss with them what is and is not acceptable on the internet.

Student responsibilities

- Follow school and classroom rules for using technology.
- Collaborate in ways that add to the learning environment.
- Act responsibly toward others you interact with face-to-face and/or online.
- Use technology to support an inclusive school community.
- Protect passwords and make sure devices do not automatically save passwords.
- Be careful when providing any personal information and always get a parent's permission before you do.
- Have permission from a parent before meeting anyone in person that you have met only online.
- Respect and care for school work and devices.
- Only download music, photographs, or video if you have permission from your teacher. Follow the owner's instructions for use. If you don't know whether you can use something you found online, request permission from the owner.
- Only use accounts that belong to you.
- Raise money for school activities only as directed by your teacher.
- Reach out to a trusted adult or Respect for All (RespectForAll@schools.nyc.gov or (212) 374-2350) if you see anything that is inappropriate, threatening, or unkind.

A student who does not act responsibly may face the consequences explained in the [Discipline Code](#) and [Chancellor's Regulations](#).

Teacher responsibilities

- Teach students appropriate behavior when interacting with other individuals online, as well as making sure they are aware of and familiar with ways to react appropriately to cyberbullying.
- Provide students with guidelines and support for safe and responsible use of the internet.
- Notify parents if student work involves using the internet to communicate with individuals outside the school community (i.e. other classes, experts, authors).
- Provide alternative learning activities if a student's use of technology is revoked.
- Protect student information as stated in the [Chancellor's Regulation A-820](#), which addresses the confidentiality and release of student records and the [Family Educational Rights and Privacy Act](#) ("FERPA"). In accordance with this Regulation and federal law, schools cannot share personal information from a student's education record without parental consent, except in a few limited exceptions. Refer to the [Privacy Policy](#) to learn how information is protected, collected, and used.
- In accordance with the law (the [Children's Internet Protection Act](#)), internet content is blocked if it is inappropriate for minors, lacks educational or work-related content, or poses a threat. Teachers can request that their principal complete the [website security change request form](#) to block a site or to unblock a site that is needed for learning purposes.
- Follow [Chancellor's Regulation A-610](#) to raise money for school activities.
- Reach out to a supervisor if you encounter inappropriate use or communications which violate DOE policies or regulations.

Internet Acceptable Use and Safety Policy (IAUSP)

From <http://schools.nyc.gov/RulesPolicies/InternetAcceptableUse/default.htm>

Students Using the Department's Internet Systems

- Students must not reveal personal information about themselves or other persons on social networking sites, in chat rooms, in emails or other direct electronic communications, or any other forum over the Internet. For example, students must not reveal their home address, or telephone or cell phone number. Students must not display photographs of themselves, or the images of others.
- Students should not meet in person anyone they have met only on the Internet.

Students must promptly disclose to their teacher or other school employee any message or other activity they receive that is inappropriate or makes them feel uncomfortable.

- Students should not allow Department computers to save their passwords.

Parents:

- Although students generally will be supervised when using the Department's Internet System on school property, it is not practicable for the Department to monitor and enforce a wide range of social values in student use of the Internet. Parents are primarily responsible for transmitting their particular set of family values to their children, and discussing with their children what material is and is not acceptable for their children to access through the Department's Internet Systems.
- Parents are exclusively responsible for monitoring their children's use of the Internet when the Department's Internet Systems are accessed from home or a non-school location. The Department may or may not employ its filtering systems to screen home access to the Department's Internet Systems. Parents should inquire with the school or Department.

Violations of this Policy

The Department, including central offices and schools, reserves the right to terminate any user's access to Department Internet Systems - including access to Department e-mail - at any time.

If a student violates this policy, appropriate disciplinary action will be taken consistent with the Discipline Code and applicable Chancellor's Regulations. If a student's access to the Department's Internet System is revoked, the student may not be penalized academically, and the Department will ensure that the student continues to have a meaningful opportunity to participate in the educational program.

Employee violations of this policy will be handled by appropriate discipline.

All users must promptly disclose to their teacher, supervisor, principal or manager any information they receive that is inappropriate or makes them feel uncomfortable.

Internet Safety Tips for Children and Teens

From <https://www.nypl.org/help/about-nypl/legal-notice/internet-safety-tips>

- **Personal Information.** Don't give out personal information without your parents' permission. This means you should not share your last name, home address, school name, or telephone number. Remember, just because someone asks for information about you does not mean you have to tell them anything about yourself!
- **Screen Name.** When creating your screen name, do not include personal information like your last name or date of birth.
- **Passwords.** Don't share your password with anyone but your parents. When you use a public computer make sure you log out of the accounts you've accessed before leaving the terminal.
- **Photos.** Don't post photos or videos online without getting your parents' permission.
- **Online Friends.** Don't agree to meet an online friend unless you have your parents' permission. Unfortunately, sometimes people pretend to be people they aren't. Remember that not everything you read online is true.
- **Online Ads.** Don't buy anything online without talking to your parents first. Some ads may try to trick you by offering free things or telling you that you have won something as a way of collecting your personal information.
- **Downloading.** Talk to your parents before you open an email attachment or download software. Attachments sometimes contain viruses. Never open an attachment from someone you don't know.
- **Bullying.** Don't send or respond to mean or insulting messages. Tell your parents if you receive one. If something happens online that makes you feel uncomfortable, talk to your parents or to a teacher at school.
- **Social Networking.** Many social networking websites (e.g., Facebook, Twitter, Second Life and MySpace) and blog hosting websites have minimum age requirements to signup. These requirements are there to protect you!
- **Research.** Talk to your librarian, teacher or parent about safe and accurate websites for research. The public library offers lots of resources. If you use online information in a school project make sure you explain where you got the information.

The Do's and Don'ts of Email Etiquette

Adapted from <http://www.teensharp.org/2016/09/26/the-dos-and-donts-of-email-etiquette/>

1. Write a meaningful subject line. Do not be vague and general, but don't be too lengthy either. Vague subject lines will easily get lost, but a specific and clear subject line will grab your reader's attention and will help you receive the desired response faster.

BAD SUBJECT LINE	GOOD SUBJECT LINE
Homework	Homework Due Saturday 9/10
Essay	Dupont Challenge Essay Due 1/1/17
Question	Question about Dickinson Admissions

2. Keep the message focused. Know exactly why you are sending an email. A strong subject line will help you stay focused. If you have a vague subject, like "Question" you may end up with a vague email.

BAD MESSAGE

To: teacher.learning@edu

Subject: Question

Mr. Teacher. I don't get the Dickinson Essay requirements.

GOOD MESSAGE

To: teacher.learning@edu

Subject: Question About Dickinson Essay

Dear Mr. Teacher,

I'm working on the admission essay to Dickinson College, and the directions are unclear about the length. How do you suggest I proceed?

Thanks for your help,

Melissa

3. Include salutation and closing. It’s important that you learn how to address others professionally via email; including a salutation and closing is a part of the professional email etiquette. Furthermore, a salutation and closing show that you care about the person you are addressing (there’s hardly anything more important to our identity as our name).

BAD MESSAGE

To: teacher.learning@edu

Subject: Help

I don’t get the homework questions.

GOOD MESSAGE

To: teacher.learning@edu

Subject: **Request for Help with 9/10 Homework**

Good Afternoon Mrs. Teacher,

I hope you’re well. I read the article that we’re supposed to refer to for the homework questions, but I still can’t quite understand questions 2 and 4. Could you please kindly explain what you mean by “underlying connotation”?

Thanks for your help,

Melissa

4. Use a standard font, including size and color. Avoid emojis and images (unless the images are relevant to your message). Fonts such as Arial, Times New Roman, and Calibri, in black and size 11 or 12 point, are examples of standard fonts that are expected in professional settings. Large or colorful fonts come off as unprofessional or immature; small fonts are hard to read. Avoid using all capital letters, which can be interpreted as “yelling.”

BAD MESSAGE

To: speaker.connecting@edu

Subject: **Our lunch meeting**

Hello! 😄 I’M SO EXCITED TO SEE YOU FOR LUNCH!
Thanks for agreeing to meet with me.

GOOD MESSAGE

To: speaker.connecting@edu

Subject: **Our lunch meeting**

Good Afternoon Mr. Speaker,

Thank you so much for agreeing to meet me for lunch tomorrow at Sac's. I am very excited to meet with you and hear more about your career experience.

Sincerely,

Melissa

5. Identify yourself clearly. This is particularly important when e-mailing someone you've recently met or someone you have never met before.

Example 1 — if you have met the person you are emailing

To: speaker.connecting@edu

Subject: **Can we meet for lunch?**

Good Afternoon Mr. Speaker,

I hope you're well. **My name is Melissa, and you spoke to my TeenSHARP class about the importance of grit on Saturday, September 2nd.** I am interested in learning more about your story, as my life is a lot like how you described yours when you were in high school. If you have some time to meet for lunch over Spring Break, I would really like to meet with you.

Thanks,

Melissa

Example 2 — If you've never met the person you are emailing

To: speaker.connecting@edu

Subject: **Can we meet for lunch?**

Good Afternoon Mr. Speaker,

I hope you're well. **My name is Melissa, and I am a College Access Ambassador in Delaware's TeenSHARP program. TeenSHARP is a rigorous, multi-year enrichment program that prepares talented youth of color for and places them into selective colleges and Universities ready to thrive.** I am interested in learning more about your story, as my life is a lot like how you described yours when you were in high school. If you have some time to meet for lunch over Spring Break, I would really like to meet with you.

Thanks,

Melissa

6. Be polite, never write while irritated. If you receive an email that upsets you, first re-read it to make sure that you have interpreted the information correctly. If you are still upset, wait at least 12 hours to respond. Do not type a response until you have calmed yourself. I highly recommend that you ask a mentor, parent, or teacher to read the email with you so that you can figure out the most appropriate response. It would also be appropriate to have your mentor, parent or teacher read your response. Remember, it is easy to burn bridges but it is hard to build them!

From: teacher.school@edu

Subject: **Your 2nd Marking Period Exam Grade**

Dear Melissa,

You have received a 66% on your 2nd Marking Period Exam Grade. I requested that you turn in all parts of the exam on time, and you did not. Also, your answers were rushed, and you left class early on the day of the exam. I am disappointed. Please see me at the end of class.

Regards,

Mr. Teacher

BAD RESPONSE

To teacher.school@edu

Subject: **2nd Marking Period Exam Grade**

Mr. Teacher,

You can't do that. You can't just take off points for stupid reasons. You can't take points off because I left class early. Cameron did less than me and you gave him an 87%. You can't play favorites. I'm taking this to the principal.

GOOD RESPONSE

To: teacher.school@edu

Subject: **2nd Marking Period Exam Grade**

Mr. Teacher,

I too am disappointed to find that I scored so low on the exam. I owe you an explanation, although it is a belated one, and I sincerely hope that we may be able to discuss this further tomorrow after class. At the time of the exam, I was undergoing an arm surgery, which required that I remained under the close supervision of my doctor during the recovery. That is why I had to leave the exam early; my doctor could accommodate me only at that time. I really hope that you may consider making an exception and allow me to recover the late points in light of this circumstance. I look forward to speaking with you tomorrow.

Best,

Melissa

7. Don't use text message language. Please be formal. Writing formal and professional emails shows off your writing abilities to teachers, mentors, and eventually, college admission officers.

BAD LANGUAGE

To teacher.school@edu

Subject: **English Homework Due 9/12**

GM

Idk how to do pt 1 of the hw. Was it in the txt? Thanx ttyl. Melissa

GOOD LANGUAGE

To teacher.school@edu

Subject: **English Homework Due 9/12**

Good Morning Mr. Teacher,

Is there an example of part 1 of the homework in the textbook? I don't quite remember how to do it.

Thanks,

Melissa

8. Respond Promptly. Ideally, you want to reply to your emails within 24 hours. Missed emails equal missed opportunities.

9. Proofread: Easy errors are noticeable at best, and annoying at worst. Be sure to read your emails to make sure they are free of errors

BAD LANGUAGE – MANY ERRORS

To: speaker.connecting@edu

Subject: Can we meet for lunch?

Good **Afternoon** Mr. Speaker,

I hope **your** well. My name is Melissa, and I am a College Access Ambassador in Delaware’s TeenSHARP program. TeenSHARP is a rigorous, multi-year **enrichmnt** program that prepares talented youth of color for and places them into selective colleges and universities ready to thrive. I am interested in **learning** more about your **story**, as my life is a lot like how you described yours when you were in high school. If you have some time to meet for lunch over Spring Break, I would really like to meet with **u**.

Thanks,

Melissa

10. Show respect and restraint: This shows that you are emotionally mature and capable of self-control. Even after receiving an unsettling email. Look at number 5 for an example.

If you keep these 10 steps in mind, you will be capable of making a mature and professional impression.