



# FRANCIS LEWIS HIGH SCHOOL

Dr. David Marmor, Principal

Volume #8	Weekly Bulletin: April 12 <sup>th</sup> – April 16 <sup>th</sup>
April 12 <sup>th</sup> Monday	Regular School Day
April 13 <sup>th</sup> Tuesday	Citywide SAT Test Day (No In-Person Learning) • Please refer to your proctoring schedule for teacher time.
April 14 <sup>th</sup> Wednesday	Regular School Day
April 15 <sup>th</sup> Thursday	Regular School Day
April 16 <sup>th</sup> Friday	Regular School Day

\*Please Remember to Complete the Attendance Form Weekly: [FLHS Weekly Attendance Form](#)

## Message from Principal Marmor

Sports teams are practicing, and kids are happily back in the building. It was a joy to see the energy in the school building starting to come back. Now, along with the many amazing things happening on-line, there are many exciting things happening in-person. Based on our experiences over the first two weeks, we are encouraging more kids to come in for in-person support at least one day per week. The students who have come in have been giving us very positive feedback about the experience, and you can immediately see how important being around our staff in-person can be.

This past week we witnessed students in the same remote class meeting live for the first time, freshman stepping into the building for the first time and students meeting their teachers in-person for the first time. In each case the joy on the students faces was priceless.

Please remember that the SAT will be given in our building this Tuesday the 13<sup>th</sup> and therefore there will be no in-person classes. All classes will be remote for that day, following the regular schedule. In-person proctors please remind students if you must cancel a live class for that day.

Have a great week.

Stay safe and be well,  
David

# LOOKING AHEAD

APRIL		
13	Tuesday	Citywide SAT Test Day
MAY		
1	Saturday	College Decision Day
3	Monday	End of Second Marking Period
5	Wednesday	Virtual PTA Meeting, 7pm
6	Thursday	Title I - Guidance Counseling Workshop (5:00pm-8:00pm)
7	Friday	Grades Due
8	Saturday	SAT Test
10	Monday	Progress Report Distribution
11	Tuesday	Title I - College Preparation Workshop (6pm)
13	Thursday	Eid al Fitr - Schools Closed
31	Monday	Memorial Day - Schools Closed

All dates subject to change. Please check our website for the latest information: [francislewishs.org](http://francislewishs.org)

# Student Organization Announcements

**Events are open to all students and staff! We encourage you to share on your Google Classroom!**

The FLHS Student Organization is looking for new members!  
**Please encourage students to attend the S.O. General Interest meeting:  
Monday April 19th period 9 or Tuesday April 20th Period 11  
Zoom Code: 974 6419 4183**

## **Autism Acceptance Month at FLHS hosted by the Inspiring Inclusive Leaders Club:**

### **Weds 4/14 @ 3:45: Allison Vaccaro (Virtual Guest Speaker)**

**Zoom: 994 3804 319**

Allison is an Autistic adult, advocate, coach, and speech-language pathologist. She will be speaking about autism and her experiences as an autistic adult. There will be a Q+A session at the end.

### **Weds 4/21 @ 3:45: Autism in the Media: Watch Party and Discussion**

**Zoom: 916 7150 5026**

The school community will watch clips of different TV shows and movies with a discussion to follow about how autistic individuals are represented in the media and typically played by non-autistic actors.

### **Weds 4/28 @ 3:45: Luv Michael Virtual Guest Speakers**

**Zoom: 221 6750 721**

Speakers from the granola company, Luv Michael. The company is on a mission to not only make awesome granola, but to train, educate, and employ Autistic adults and give back to the community. There will be a Q+A session at the end.

## **Earth Month Celebration:**

### **Fri 4/23 Throughout School Day: Earth Month Celebration**

Join guest speakers, teachers, and groups from our school community in celebration of Earth month. Topics will include climate justice, careers in sustainability and more! Details to come.

**Ms. Wenk, Coordinator of Student Activities (COSA)**

**Ms. Whitney, Senior Advisor**

## Accessing Forms and Documents Virtually

Please be aware that most paper forms commonly found in APO's Office, have been digitally converted and can be found in the following OneDrive Folder: [Administrative Forms FLHS](#).

This Includes Forms Such As....

- OP201 Form
- Personal Business Request (P.B.) Form
- Per Session Application Form
- Per Session Time Sheet Form
- Shortage Area/6<sup>th</sup> Class Application Form
- Pro Rata Application Form

Most forms will need to be filled out using Adobe Reader or Adobe Acrobat. For instructions on how to fill and sign an Adobe PDF, please utilize the following link: [How to Fill and Sign an Adobe PDF](#)

Please send all completed forms to APO's Secretary, Kristen Waldron at [kwaldron5@flhs.us](mailto:kwaldron5@flhs.us) or [kwaldron5@schools.nyc.gov](mailto:kwaldron5@schools.nyc.gov).

### Sign In/Sign Out Link

Before completing the Sign In/Sign Out Form, please be sure to notify your immediate supervisor and APO.

Link: [FLHS Sign In/Sign Out Form](#)



## New Procedure for Language Line:

We are happy to share the new phone number to dial when accessing the over-the-phone interpretation service:

**1-800-889-5921**

Starting **July 1, 2019**, the above phone number will be activated and the service will be provided by our new vendor, *Linguistica International*.

Please also share this email with all of your school staff that interact with parents or students that speak a language other than English.

When you place a call, be ready to provide:

- ☐ School district borough number (ex. 27Q336, 05M036)
- ☐ Language needed (or country if you are not sure of their language)
- ☐ Whether or not the call will be for an IEP meeting
- ☐ If you will need the interpreter to call the parent or someone on your behalf

New Features:

- ☐ 350+ Languages (see attached list)
- ☐ Ability to schedule an over-the-phone interpreter in advance
- ☐ Dialects may be requested based on region (e.g. Moroccan Arabic, Egyptian Arabic, Yemeni Arabic, etc.)
- ☐ Interpreter can call-back if the call is disconnected
- ☐ Live coordinator can help determine a parent's language

If you have any questions or issues, please reach out to your schools' Field Language Access Coordinator or email [interpretations@schools.nyc.gov](mailto:interpretations@schools.nyc.gov).



**Per-Session Postings for 2020-2021 School Year  
(Subject to Budget Availability)**

<b>Posting</b>	<b>Position</b>	<b>Title</b>	<b># of Positions</b>	<b>Hrs Ea</b>	<b>Posted</b>	<b>Closes</b>
117	Guidance Counselor-End of Year	GC	16	30	3/19/21	4/23/21
118	Secretary-End of Year	Sec.	12	10	3/19/21	4/23/21
119	Regents Review Tutor (Pending NYS and DOE Approval for June Regents Administration) - 2 ELA, 2 LE, 2 Earth Science, 2 Algebra I	TR	8	TBA	3/19/21	4/23/21
120	Social Worker-End of Year	SW	3	30	4/9/21	4/30/21
121	Bilingual Restorative Circle Coordinator	TR	2	50	4/6/21	4/16/21

**The latest Per Session Postings can be found at the following link: [Per Session Postings 20-21](#)**

**Per Session and Pro Rata Applications can be found in the [Administrative Forms OneDrive](#).**

## Message from the FLHS IT Department

Grace and Peace FLHS Family,

The FLHS IT Department has been hard at work prepping for a productive new year. We are utilizing an Interactive Helpdesk which will now respond with status updates and notifications as to when the tickets are pending, complete, and closed. Please email [850122@support.schoolassetmanager.com](mailto:850122@support.schoolassetmanager.com) with your support needs.

To send a support request, copy and paste the support email address into the "To:" field within your email message. Place your support subject needs in the "Subject:" field of the email. (Ex: phone not working, keyboard needs replacing) Type your issue explanation in the body of the email and send. It's that easy! Once the email is sent a ticket will be opened. The IT Department will then work to resolve your issues as timely as possible.

\*\*If you are a new member of the FLHS family and need a NYCDOE email account please call (718) 935-5100 which is the DOE Helpdesk. You will need your File #/Employee ID for the security check.

### **REMINDER TO ALL**

Technology and building requests **MUST** be made two weeks in advance. It is difficult to accommodate requests made at the last minute.

# Attending a Meeting, Conference or Convention? Reimbursement for Admissions, Meals, Transportation?

## Reimbursement/Expenditures Procedures:

Reimbursement/expenditures are subject to budget availability. You must obtain prior approval from the Assistant Principal, Organization at least two weeks prior to the event.

### Instructions:

Copy & paste this web address into your browser →

<http://dfofoms.nycenet.edu/TRAC/>

Fill in your DOE email address (i.e. JJones@schools.nyc.gov)

Check the box that reads you are the actual traveler. Then Sign In.

- Complete information and print a copy for your file
- Submit confirmation to Room 107
- Provide Documentation
- “Request for Coverage” form.

Please note: If use of your personal car is approved, gas is not reimbursable.

**First Trip approval:** Assistant Principal, Organization [RAli9@schools.nyc.gov](mailto:RAli9@schools.nyc.gov)

**Second approval:** Principal [DMarmor@schools.nyc.gov](mailto:DMarmor@schools.nyc.gov)

**Please remember, if you attend a conference/meeting/training/PD within NYC you MUST FILL OUT [Click here for an OP 201 FORM](#) and submit it along with supporting documentation in Room 107.**

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## Teacher Log-on

Teachers use:

- 1<sup>st</sup> two letters of their First Name & last 4 letters of their Last Name
- The default password for teachers is Welcome1 (case sensitive)  
Examples: If your name is: Jane Smith...  
Username: jasmit Password: Welcome1

Teachers will be prompted to change their password at first logon attempt



# STUDENT LOG-IN INFORMATION

*\*In order to access your account, you must first log on to a networked school computer.\**

## Username

In the following order, in capital letters, without spaces in between:

- *First* initial of your *first* name
- Then the *first* three initials of your *last* name
  - \*If your last name has only two letters, just use those first two initials.
- Then the *last* four digits of your OSIS #

### Examples:

If your name is:

Jane Smith

And your OSIS # is:

123456789

Username: jsmi6789

## Password

For freshmen & new admits: Welcome1

- If you have logged in correctly, you will then be prompted to personalize your password. DO NOT FORGET THIS PASSWORD!

For returning students: Last year's password should still work

## Logging Out

You must remember to log out when you are finished with the computer; this will prevent others from working under your account.

## Trouble Logging In?

If you continue having difficulty logging in, your teacher must email Tech Support to have your password reset.

# ACCESSING YOUR GOOGLE CLASSROOM/FLHS ACCOUNT

\* SIGN IN AT [HTTPS://CLASSROOM.GOOGLE.COM/](https://classroom.google.com/) \*

## Username & Password

Your username is the same as what you use to log onto a school computer + @flhs.us = username@flhs.us

□ Your default password: Welcome1

### Examples:

If your name is Jane Smith      ...and your OSIS # is: 123456789

School Username:  
jsmi6789

Google Classroom Username:  
jsmi6789@flhs.us

## Joining a Class

1. Sign in at <https://classroom.google.com/>
2. Click the "+" icon in the upper right-hand corner of the screen.
3. Input the class code provided by your teacher.

**METRO CARDS:** Teachers, please do not send students to pick up a Metro card during class time. Metro cards are to be picked up during the student's lunch or other free period.

## Just a few notes . . .

- In an effort to make the school run more effectively, we are asking all teachers to please first inform your department supervisor of all concerns.
- Please do not send students to Room 116 for any reason
- **Pink and Blue fundraising forms MUST be completed before school activity.**
- **The advisor is accountable for all money collected.**
- Please consult with department supervisor on updating classroom and/or hall bulletin boards.
- Time cards must be clocked in and out.
- Replacement keys made will cost \$3.00 – Lock Box keys are \$8.00 lost or damaged.
- Replacement FLHS IDs will cost \$5.00
- No classroom or office window should be covered. This is a DOE violation. Please remove any covering.
- Please notify the medical office (Extension 8248) if you become aware of a student who may have chicken pox or any other infectious or communicable diseases.
- Do not send a student to pick up your photo copies.
- Copies will be made back to back to save paper.

Link to update your DOE Outlook Profile is [here](#)

Please take a moment to update your information in the DOE email directory:

- Make sure your name is spelled correctly
- Your school number (DBN#) is 26Q430
- Your job title is correct
- Your telephone number displays your direct line

### **Guidance on Resetting Your DOE Password**

If you or members of your staff are locked out of your DOE account and/or require assistance in resetting your DOE password, you can get help on the public-facing [InfoHub page](#), even if you do not know your current password. In addition, the self-service tool now offers two more ways to reset your password by verifying personal details or sending a reset link to a secondary email address. In order to use this functionality, please visit the [DOE Password & Profile Management self-service tool](#) and do the following:

- Make sure your personal details (like your date of birth) are accurate;
- Set up security questions, if you haven't done so already; and
- Add a secondary email address where a reset link can be sent.

For questions, email [ldmteam@schools.nyc.gov](mailto:ldmteam@schools.nyc.gov).