

<FRONT COVER>



Ithaca High School

Guide &  
Staff Directory

A resource for parents  
created by the  
IHS PTA

2016-2017

Principal: Jason Trumble  
Main Office: 274-2143  
Address: 1401 N. Cayuga St., Ithaca, NY 14850

ICSD website: [ithacacityschools.org](http://ithacacityschools.org)  
ICSD web calendar: [ithacacity.tandemcal.com](http://ithacacity.tandemcal.com)  
IHS PTA: [ihspta.info](http://ihspta.info)



## **Welcome from the PTA President**

Dear Ithaca High School (IHS) Families,

Welcome to the 2016-17 school year!! This Guide is put together by the IHS Parent Teachers Association (PTA) to inform you about all things IHS, including attendance policies, courses, student services, activities, specialty programs, community support groups, and more. This year marks the first year that the IHS Administration is rolling out real time online Engagement Playbooks. The Playbooks are online resources for staff, students, families, caregivers and community organizations loaded with information and guidance for our entire learning community. This Guide will continue to serve as the parent/caregiver paper version of the Playbooks.

The IHS PTA is a volunteer group of parents and caregivers working to advocate for and support our students. Volunteering for PTA activities is a great way to find out what's going on at school and connect with school staff. There are many ways the PTA supports IHS such as assisting with events like Open House, communications, teaching-mini grants for teachers, picture day, and achievement awards. We also hold several meetings each year and sponsor informative programs that bring people together. Note that you don't have to join the PTA to help with volunteer activities.

One of the main goals of the PTA is to foster communication between school and home while also connecting students and families with community-wide opportunities. We maintain a website and listserv, produce a quarterly newsletter called the WORD that gets mailed home with your student's progress report cards, and send out a weekly e-newsletter with lots of information about programs and activities available to your family and children. Keep up with what's happening at IHS and in our community. Follow our website at [www.ihspata.info](http://www.ihspata.info) and join our listserv at [IHSPTA-subscribe@yahoo.com](mailto:IHSPTA-subscribe@yahoo.com).

Please feel free to contact the PTA volunteers listed in this Guide. We welcome your input, suggestions, concerns, questions and comments. You can also send a message to [ihspata.pres@gmail.com](mailto:ihspata.pres@gmail.com) anytime.

We invite you to join us and welcome your presence in the PTA. This is an excellent opportunity to get involved in your child's school experience, as much or as little as you like. To join you can

download the form at our website and send it to the address on the form with payment. The membership fee helps support all the activities that we provide throughout the year.

Thank you for considering joining the PTA. Your involvement matters!! Best of luck for a fabulous school year!!

**Vanessa Wagner** IHS PTA President (ihspta.pres@gmail.com)

## **Ithaca High School Guide & Directory — Table of Contents**

Ithaca High School Administration

Primary Resources

ICSD website

IHS Engagement Playbook

SchoolTool ParentPortal

IHS Student Handbook

IHS Daily Announcements

Secondary Student Conduct Manual

Daily Calendar

School hours

Daily Bell Schedule

Academic Calendar 2016-2017

Marking Period Schedule

Drop-off and Pick-up, Parking

Student Drop-off and Pick-up

Visitor Parking

Parking for Students

Buses / Transportation

School Cancellations

Emergency Procedures

Attendance

Attendance Policy

Late Arrival/Tardy

Illness During the School Day

Appointments & Early Dismissal

Planned Absences

Policy for Requesting Homework

Phone Messages & Forgotten Items

Cafeteria/Nutrition Services

Hours/Costs

Student accounts

PaySchools Online School Meal Program

Free and Reduced-price Meal Plans

Course requirements, Exams, Grades

Course requirements

Exams

Grade Reports

Returning Textbooks, Equipment, and Calculators

Health Services/Medical Office

Immunizations

Physical Exams

- Medications
- Physical Education Exemption
- Elevator
- Sports Participation Forms
- Student Services Department
  - School Counselors
  - Family Liaisons, Social Workers and School Psychologists
  - College & Career center
- Registrar
  - Changes in Address, Phone or Emergency Contacts
  - Withdrawing from IHS
  - Leaving Early in June
  - Media/Publication Permission
  - Military recruiter access
  - Visiting IHS
- Library
- Student Activities
  - Athletics and Wellness for ICSD
  - Fine & Performing Arts for ICSD
  - Specialty Programs and Services
    - AVID
    - Career and Tech Program
    - DASA
    - ENL
    - Learning Web
    - Link Crew
    - New Visions
    - Project Lead the Way
    - WISE
    - YES
- Parent/Guardian and Community Support Groups
  - FABG
  - IHS PTA
  - IPEI
  - SEPTA
  - Sports Boosters
  - IthacaSTEM Advocates
- Directories.....
- Ithaca City School District (ICSD)
- Ithaca High School (IHS) Departments, Offices and Services
- Contacts Outside Ithaca High School
- Parent-Teacher Association (PTA) Contacts
- Board of Education.....

Ithaca High School Staff (alphabetical)

## **Ithaca High School Administration**

Principal		Jason Trumble	J 15	274-2145
Acct. Clerk		Amy Ruta		
Assoc. Principal	A-L*	Keith Harrington	G 109A	274-2257
Senior Typist		Judy Fernandes		
Assoc. Principal	M-Z*	Martha Hardesty	G 104	274-2147
Senior Typist		Jay Barnes		
Assoc. Principal	Freshmen	Crystal Sessoms	G 211	274-2145

\* Case load is split alphabetically.

## **PRIMARY RESOURCES**

### **ICSD Website – [ithacacityschools.org](http://ithacacityschools.org)**

The Ithaca City School District (ICSD) unveiled its new and improved website in September 2013. This is a good place to start looking for any and all information. Check it out at: [www.ithacacityschools.org](http://www.ithacacityschools.org).

### **IHS Engagement Playbook**

Newly launched this year, the IHS Engagement Playbook (the “Playbook”) is an online guide for families, caregivers and community organizations with the important goal of facilitating their full engagement with the IHS learning community. The Playbook identifies pertinent resources found in the ICSD and other community websites, and streamlines the informational gathering process relevant to the specific audience. To ensure that all members of the greater community will be able to access the valuable information, IHS will host introductory sessions of the Playbook. To be held at various community locations throughout the year, the sessions will “walk - through” the resources detailed in the Playbook to those members of community lacking internet access or those who prefer a more personal introduction. Moreover, IHS will continue to support the work of the PTA in creating this annual Guide & Staff Directory so that our community will always have a paper format of the information referenced in the Playbook. Please go to [www.ithacacityschools.org/highschool](http://www.ithacacityschools.org/highschool) where you will find three separate links on the left for (i) Student Engagement Playbook, (ii) Staff Engagement Playbook and (iii) Family, Caregiver and Community Organization Playbook.

### **SchoolTool ParentPortal**

This software tracks student attendance and provides a method for parents/guardians to access school records regarding their children's attendance, grades, schedules, discipline, *etc.* Sign-up information is included in the information packet mailed to parents in August. To log into the

SchoolTool Parent Portal, parents may click on the SchoolTool icon on the top right hand corner of the ICSD website. Their user name will be their complete email address they provided for the school for contact purposes and the email they submitted when signing up for parent portal. If they do not have an account and wish to request one, they can visit the Resources and Links section under District, scroll down to the For Families section and submit a request electronically by clicking on the *SchoolTool Parent Portal Request Form*, making sure to include all the required information. If you have any questions, please email [smsadmin@icsd.k12.ny.us](mailto:smsadmin@icsd.k12.ny.us).

### **Ithaca High School Student Handbook 2016-2017**

The Student Handbook is provided to every IHS student at the beginning of the year. A copy may be obtained in IHS Student Services or IHS Main Office.

### **IHS Daily Announcements**

For up to date information on daily activities at the high school, you may read the IHS daily announcements at: [www.ihsannouncements.blogspot.com](http://www.ihsannouncements.blogspot.com).

### **The Ithaca City School District Secondary Student Conduct Manual**

The ICSD publishes this manual to guide students, educators and families on appropriate student behavior. A copy may be obtained from the ICSD website: ICSD>District, then click on the Student Code of Conduct under About Us.

### **Ithaca City School District Daily Calendar**

A listing of all daily activities throughout the school district is available at: <http://ithacacity.tandemcal.com>.

### **Ithaca City School District Academic Calendar 2016-2017**

A link to the ICSD calendar can be found at:  
[www.thacacitieschools.org/districtpage.cfm?pageid=40](http://www.thacacitieschools.org/districtpage.cfm?pageid=40)

## **SCHOOL HOURS**

School opens for most students at 8:30 a.m. Students arriving before first period may go to the Cafeteria. All students are expected to be in class by the beginning of first period except for students with Zero period classes that start by 8:05.

## **DAILY BELL SCHEDULE**

<b>Period</b>	<b>Begins</b>	<b>Ends</b>
<b>0</b>	8:05	8:50
<b>1</b>	8:55	9:40
<b>2</b>	9:45	10:32
<b>3</b>	10:37	11:22
<b>4</b>	11:27	12:12
<b>5</b>	12:17	1:02
<b>6</b>	1:07	1:52



7	1:57	2:42
8	2:47	3:32

## 2016-2017 ACADEMIC CALENDAR

<b>September</b>	9/7	First Day for 9th and new 10th-12th graders
	9/8	First Day for returning 10th-12th graders
<b>October</b>	10/3	Early Release (15 minutes) for Emergency Drill
	10/6	PTA Open House
	10/10	Columbus Day Recess
<b>November</b>	11/11	Veteran's Day Recess
	11/23-11/25	Thanksgiving Recess
<b>December</b>	12/26-1/2	Winter Recess
<b>January</b>	1/1	Happy New Year!
	1/16	Martin Luther King Jr. Recess
	1/24-1/27	Regents Exams (School only for students taking exams)
<b>February</b>	2/20-2/24	February Recess
<b>April</b>	4/17-4/21	April Recess
<b>May</b>	5/26	School Recess UNLESS district is making up a snow day
	5/29	Memorial Day Recess
<b>June</b>	6/14-6/22	Regents Exams (School only for students taking exams)
	6/22	Graduation Rehearsal and Commencement

## MARKING PERIOD SCHEDULE

Marking Period 1:	Thurs., 9/8 - Thurs., 11/10	(reports mailed 11/18/16)
Marking Period 2:	Mon., 11/14 - Fri., 1/27	(reports mailed 2/3/17)
Marking Period 3:	Mon., 1/30 - Fri., 4/7	(reports mailed 4/14/17)
Marking Period 4:	Mon., 4/10 - Thurs., 6/22	(reports mailed 6/30/17)

## DROP-OFF AND PICK-UP, PARKING

### Student drop-off and pick up

Student drop-off and pick-up should occur via the large parking lot (C lot) to the west of the Wellness Center and north of Kulp Auditorium. Parents/guardians should never use the bus lane in front of Kulp and the Wellness Center; it is a fire lane and buses for field trips may be there.

For student drop-off and pick-up, parents/guardians should never use the dangerous driveway leading to a STAFF-ONLY parking lot near the Cayuga Street Bridge.



Buses on the Lake Street bus loop need to load wheelchairs before and after school so NO students should be picked up or dropped off by parents/guardians at these times. Lake Street pick-ups for appointments are allowed between 9:30 a.m. and 2:30 p.m.

### Visitor Parking

Visitor parking is provided in the first 2 rows of C lot. Visitors are required to register their license plate number in the main office to avoid ticketing.

For evening concerts and sports events, parking is permitted in C-Lot and K-lot.

### Parking for Students

For students, parking permit application cards may be picked up in the main office or room E23, but completed paperwork may only be returned to room E23. Students fill out a registration card,

have it signed by their parent/guardian, then bring the card, \$5 for the parking fee, and a *copy* of both their driver's license and proof of insurance to Jay Barnes in room G104. Seniors are given priority although Juniors may also apply. Spaces are limited; apply early. Unpaid fines may limit participation in many school events, such as dances, checking out library books and end-of-the-year events. See "Parking Rules" in the Student Handbook.

## **BUSES/TRANSPORTATION**

274-2128

150 Bostwick Rd.

**James Ellis**

*Transportation Manager*

james.ellis@icsd.k12.ny.us

Bus schedules and pick-up/drop-off locations are mailed in late August. If your child is enrolled in a Zero period class, you must contact the Transportation Department at 274-2128 to arrange a different pick-up time and location.

Late buses (Success Express) leave the high school from the bus lane to the north of Kulp Auditorium at 4:45 p.m on Monday through Thursday. Your child must obtain a bus pass from the supervisor of an afterschool club or activity prior to getting on any late bus. Late buses do not follow the usual routes. Students can consult a list of Late Bus routes posted in the main office or ask a driver which bus to take.

## **SCHOOL CANCELLATIONS**

In the event of a school cancellation or emergency, PLEASE DO NOT PHONE THE SCHOOL, Transportation Department, media or staff. Families may be alerted by an automated telephone message, so please make sure the IHS registrar has your family's most up-to-date contact information on file. **When appropriate, a press release will also be distributed as soon as possible. Information regarding the cancellation of school is available on radio, TV, or the ICSD website.**

- o **Radio stations:** WHCU 870 AM, WYXL 97.3 FM, WVBR 93.5 FM, and WICB 92.1 FM, WQNY103.7 FM, WNYY1470 AM, WIII 99.9 FM, WSKG 89.3 FM.
- o **TV channels:** Syracuse Channels 3 (WSTM) and 9 (WSYR), Binghamton Channel 12 (WBNG), WSKG TV (46 Bing.), WENY-TV (36 Elmira) and others.

## **EMERGENCY PROCEDURES**

IHS staff and students follow the following procedures in the event of an emergency at the high school.

### **Lockdown**

- Remain calm and maintain supervision of students.
- Immediately lock classroom door. Gather students from hallways and areas near your room into your classroom or office.
- Leave lights and window blinds as they are.
- Direct students to inside wall, out of sight from doors and windows.

- Maintain silence. Everyone should silence all personal electronic devices.
- No one should be allowed to enter or leave classroom.
- Do not answer classroom telephone.
- If alarm goes off only evacuate building if you see smoke.
- Remain in lockdown until administrator, designee or law enforcement opens the door with a key.
- Disregard announcements made over the PA after lockdown is initiated.

### **Severe Storms (Shelter in Place)**

- Remain calm and maintain supervision of students.
- Keep students in assigned classroom or area.
- Pull shades, close blinds and shut the door.
- If it appears that high velocity winds are a possibility, route students to interior halls or shelter (windowless area) until danger passes. Route students to the ground floor & avoid rooms with high ceilings (gym, cafeteria, pool).
- If there is not enough time to go to shelter, sit on the floor next to an interior wall away from windows or get under desks or tables, head down, arms and hands over head and face down flat on the floor.
- Await further instructions and continue to supervise and reassure students.

### **Bomb Threat (Inside Facility)**

- Remain calm and maintain supervision of students.
- Check room for unusual items/suspicious packages.
- If you observe anything suspicious, escort students out of the classroom immediately and report your observations to the office from a safe distance away from the threat.
- Take attendance and report any missing students to runner when they come by your room with information.
- If you do not observe anything suspicious, stay in the room and wait for further instructions.
- If directed by building administrator, designee or law enforcement to evacuate the building, assist in movement of students.

### **Evacuation/Fire**

- Direct students to exit building immediately following posted evacuation route.
- Bring attendance list and class roster.
- Make sure doors and windows are locked.
- Direct students to crawl if you encounter heavy smoke.
- If fire is directly outside the room preventing your exit, put towel or garment under door (wet if possible). Do not open the door.
- Contact administrator by phone or PA.
- Direct students to stand by the window.
- Break or open window if necessary and evacuate quickly because oxygen will fuel the fire.
- Follow directions of the fire department regarding evacuation.

## ATTENDANCE

Activities Building, Building B

<b>Linda Howell</b>	<i>for last names A-L</i>	274-2283	lhowell@icsd.k12.ny.us
<b>Debbie Kane</b>	<i>for last names M-Z</i>	274-2151	dkane@icsd.k12.ny.us

### Attendance Policy

Parents/guardians are responsible for emailing or calling Attendance staff before 10 a.m. on each day their child is absent. Within three (3) days of any absence, parent/guardian must write a note or send an email stating the reason for the absence to Attendance staff.

Attendance staff must record whether an absence is excused or not. Excused absences include illness, school-sponsored activity, death in family, etc. The Attendance Office must receive an excuse in writing. Absences due to being tired or missing the bus (even if parent writes a nice note) are not excused. Please consult the Student Handbook for more examples. An unresolved absence (*i.e.* no note received) is considered unexcused. Students and families will be formally notified upon the third unexcused absence in a class. Students will be expected to meet with their counselor, Associate Principal, or Graduation Coach to make a plan for improving attendance.

### Late Arrival/Tardy

If a student arrives in class within 20 minutes after the bell has rung, student will be marked tardy. Any arrival later than 20 minutes is considered an absence.

Students who are late because of their bus's arrival time should report to Attendance before continuing on to their class.

### Illness During the School Day

If a student becomes sick during the school day and must leave, he/she must go to the Medical Office. The student can leave the school only after a person officially listed as the student's parent, guardian, or emergency contact goes to Attendance to sign the student out. If the student does not return to school the following day, the parent/guardian or doctor must submit a note or email to Attendance within three days of the student's return to explain the absence.

### Appointments & Early Dismissal

Students who need to leave early or for a chunk of time in the middle of the day, need to submit a note from their parent/guardian at the BEGINNING of the day. The note should state the time the student is expected to be away and include who is picking up student, or if the student has permission to walk/drive to the appointment. The Attendance Staff will provide the student with an early dismissal slip that must be shown to the classroom teacher and hall monitors. A student without a note must report to the Attendance Office and staff will contact parent/guardian to confirm appointment. If a parent/guardian has made an appointment, of which the student is not

aware, the parent/guardian should notify Attendance, who will contact student and try its best to have the student ready at the appropriate time.

### **Planned Absences**

For planned absences of one or two days, students should inform teachers verbally, and parents/guardians should alert Attendance via email or note. Students are responsible for making arrangements with teachers to make up missed work.

For planned absences of 3 days or more, students fill out a “Planned Absence Form,” available from Attendance staff or Associate Principals. See the Student Handbook for more information.

### **Policy for Requesting Homework**

Students will have as many days as they were absent, plus one (1) to make up work. Not all work, especially work that is participatory and contributive in nature, can be made up. At the discretion of the teacher, alternative work may be provided as make up work. Previously assigned work, due the day of absence is due the day student returns. Note: A teacher may designate a specific day/time to make up labs, quizzes, and tests. Students may need to arrive early, stay late, or give up a free period to make up work.

1 or 2 days of absence: The student or parent/guardian should contact the teacher when the student returns to school. He or she may also confer with classmates and check in with teachers via email while home sick.

3 or more days of absence: Contact the Student Services Office (274-2157) to request assignments. Staff will contact the student's teachers and a folder will be provided in the Student Services office for parents/guardians to pick up. Please allow at least one day for teacher notification and assignment collection. The folder can be picked up until 3:45 PM in room J18.

Over 5 consecutive days of absence: The student’s doctor must contact the Medical Office by letter or fax (607-274-2174), verifying that the student will miss five or more consecutive days of school and explaining why. Student may qualify for tutoring: parents/guardians should contact Student Services to make arrangements for making up missed work.

### **Phone Messages and Forgotten Items**

Urgent messages from parents/guardians and clearly-labeled items may be left with the Main Office secretary, Judy Cameron (274-2385). Students can pick up items or get messages only between classes. Consult the bell schedule.

### **CAFETERIA/NUTRITION SERVICES**

<b>Denise Agati</b>	<i>Director of Child Nutrition Program</i>	274-2302	dagati@icsd.k12.ny.us
<b>David Cornell</b>	<i>IHS Cafeteria Manager</i>	274-2185	dcornell@icsd.k12.ny.us

### **Hours/Costs**

Breakfast is served in the Cafeteria from 8:30–8:50 a.m. for \$2.00. Lunch is served from 10:37 a.m. to 1:35 p.m. in the Cafeteria for \$3.05.

### **Student Accounts**

Students can pay with cash or charge meals against a prepaid individual account using personalized student identification numbers. Parents can deposit money for school meals via PaySchools online (see description below) or prepayment can be made in the cafeteria or Main Office with cash or a personal check made out to the ICSD Child Nutrition Program.

### **PaySchools Online School Meal Account Program**

To set up the PaySchools system, you need your child's 9-digit student ID number. To get your child's ID # or account history, please contact [icsdfsp@icsd.k12.ny.us](mailto:icsdfsp@icsd.k12.ny.us) or call Terri at 274-2302. First time users: Start by following setup and deposit instructions. Once you've registered, in future visits all you'll need is your email address and password.

Registered users: Login with the email address and password you set up when you registered. Note: All deposits will be posted to your school account on the next school day. It will take up to 2 school days for the transaction to appear on your PaySchools account. There is a \$2.00 convenience fee attached to all PaySchools transactions. Visa and MasterCard are accepted.

### **Free and Reduced-Price Meal Plans**

The ICSD offers free and reduced-price meal plans. The reduced-price meal application was mailed to all families in late August, but you may also find one on the ICSD website by following: ICSD > Departments> Child Nutrition> Free & Reduced Lunches or by calling Denise Agati at 274-2302.

## **COURSE REQUIREMENTS, EXAMS, GRADES**

### **Course Requirements**

All requirements and deadlines for classes, exams and graduation are described in the *IHS Program of Studies*, which is available through your student's school counselor and can also be downloaded on the ICSD website via Ithaca High School>Student Services>Program of Studies.

### **Exams**

During mid-term and final exams, students attend Ithaca High School only if they have exams scheduled for that day or if they attend the Career & Tech Center (BOCES). All students will be mailed a schedule that lists NY State Board of Regents exams, as well as bus and cafeteria policies that may differ during the exam period. Bus schedules will also be posted at the Main Office and outside the gym. Students need to ask their teachers if non-Regents exams for their classes will also be held during Regents week.

Students who miss a non-Regents exam must see their teacher to schedule a make-up exam. Students who miss a Regents Exam must arrange to take it when it is next scheduled. Regents exams are usually held in June, August, and January.

## **Grade Reports**

Progress Reports are mailed home and posted to the SchoolTool/ParentPortal after the 5th week of each marking period. Student Report Cards are mailed home every 10 weeks. The Progress Reports may list up to three comments per course, but may not necessarily specify grades. Parents/guardians seeking more information may contact a specific teacher or call Student Services to request a teacher conference.

## **Returning Textbooks, Equipment, and Calculators**

All textbooks and borrowed equipment must be returned when students are no longer taking a class. Students who change classes during the school year are responsible for returning the textbooks of the classes they dropped. Parents will be billed for the cost of textbooks that are not returned. Seniors with debts cannot participate in many senior activities. Graduation can be jeopardized if materials are not returned.

## **HEALTH SERVICES/MEDICAL OFFICE**

274-2172 Room

J4

Hours: 8:00 a.m. to 4:00 p.m. Monday through Friday

Medical Office Fax: 274-2174

## **Immunizations**

NYS Law requires physician, public health or school record verification of dates for immunizations (on the ICSD website, see: ICSD >District>Registration>Wellness & Health and Immunizations Requirements). Students from NY State will be excluded from school if proof of immunization has not been received within 2 weeks. Students from out of state or other countries have 4 weeks to obtain proof of immunization. Exchange students are included under this law. Students can obtain a copy of their immunization records from the Medical Office for about 6 years after a student graduates.

## **Physical Exams**

Physical exams are required for all students new to the school district, all tenth graders, and students who want to participate in a sport or obtain a working permit. A student's physician can fax a copy of a physical exam to the Medical Office or parents/guardians or students may bring a copy to the Medical Office.

## **Medications**

The school district supplies no medication for students. In order for students to self-administer medication during the school day or at sporting events, a parent/guardian and physician must fill out and sign an ICSD *Medication Order* form. The form must be renewed annually and faxed or brought to the IHS Medical Office.

If parents/guardians want the Medical Office to give medication to a student, parents/guardians and a physician must fill out and sign the *Medication Order* form (or an order with equivalent



information). The medication must be brought to school by the parent/guardian in the original container from the pharmacy. Medications and forms must be renewed annually.

### **Physical Education Exemption**

All accidents and school-related injuries should be reported to the Medical Office as soon as possible. If a medical condition or injury prevents full participation in physical education classes (PE), a note from a physician must be faxed or brought to the Medical Office. The note must state the duration of time out of PE and the level of activity permitted.

### **Elevator**

Elevator keys are available in the Medical Office for students who need to use the elevator for medical reasons. Students must pay for lost keys.

### **Sports Participation Forms**

Students participating in district athletics must complete an *Eligibility & Consent Form* and accompanying *Interval Health History* form for every sport he or she plays during the school year. For example, a student who plays soccer, hockey, and lacrosse must complete the forms three times. Forms are typically due in the medical office no earlier than one month before the start of each season (Your student will hear the due dates over the announcements and you should receive a robo call from the district.) The two-page form can be picked up outside the medical office or found on the district website: ICSD>Departments> Sports Sign Up Forms. Both the student and parent/guardian must sign both sides of the form. A proof of current physical exam is also required, and if needed, medication orders.

## **STUDENT SERVICES DEPARTMENT**

274-2157 Room J18

**Marilyn Sgrecci**      *Secretary*

[mgsrecci@icsd.k12.ny.us](mailto:mgsrecci@icsd.k12.ny.us)

The School Counselors, Registrar, Family Liaisons, and Social Workers can be accessed through the IHS Student Services Department.

On the ICSD website, go to Ithaca High School> Student Services

### **School Counselors**

Kas Bilyk	for last names A-Di	<a href="mailto:kbilyk@icsd.k12.ny.us">kbilyk@icsd.k12.ny.us</a>
Maria Torres	for last names Dj-J	<a href="mailto:mtorres@icsd.k12.ny.us">mtorres@icsd.k12.ny.us</a>
Danielle Murphy	for last names K-O & SIFE	<a href="mailto:dmurphy1@icsd.k12.ny.us">dmurphy1@icsd.k12.ny.us</a>
Sharon Gublo	P-Se & AVID	<a href="mailto:sgublo@icsd.k12.ny.us">sgublo@icsd.k12.ny.us</a>
Eva Heffner	for last names Sf-Z	<a href="mailto:eva.heffner@icsd.k12.ny.us">eva.heffner@icsd.k12.ny.us</a>

Students and parents/guardians are encouraged to contact the appropriate school counselor regarding student progress, referrals to community services, or help with academic or personal issues. To make an appointment or speak with any counselor, students and parents/ guardians should call Marilyn Sgrecci (274-2157 or email [mgsrecci@icsd.k12.ny.us](mailto:mgsrecci@icsd.k12.ny.us)). Except in

emergencies, make appointments Monday through Friday between 9:00 a.m. and 3:00 p.m. during the student's study hall, study period or lunch period.

### **Family Liaisons, Social Workers, and School Psychologist**

Family liaisons, social workers and psychologists are available at IHS to help students and families with personal, family or school-related problems. The Transportation Liaison works with Red School Rides volunteers to help parents find (or offer) rides to school meetings and events (redschoolorides@gmail.com).

Barbara Bergman	<i>Family Liaison</i>	274-6843/257-1750 (home)
Lyn Reitenbach	<i>Social Worker</i>	274-2154
Katina Scavuzzo	<i>Social Worker</i>	274-2251
Shawn Goodman	<i>School Psychologist</i>	274-2212

### **College & Career Center**

<b>Brenda Sullivan</b>	<i>Senior Typist</i>	274-2218	bsulliva@icsd.k12.ny.us
------------------------	----------------------	----------	-------------------------

The College and Career Center has information available to students and their families, such as scholarship opportunities, college catalogs and career information. Brenda Sullivan schedules student meetings with college representatives, electronically transmits college applications, coordinates PSAT and PLAN exams, and updates scholarship information for students.

**REGISTRAR** 274-2144 room J36

<b>Deborah Casey</b>	<i>IHS Registrar</i>	dcasey@icsd.k12.ny.us
----------------------	----------------------	-----------------------

### **Changes in Address, Phone or Emergency Contacts**

Changes in Emergency Contacts? Changes in Parent/Guardian phone numbers?

Please CONTACT the IHS Registrar, Deborah Casey, by phone (607-274-2144) or by email (dcasey@icsd.k12.ny.us)

Proof of a new address (for example, a utility bill, phone bill, or lease) must be provided along with the completed ICSD *Change of Address Form* found on the ICSD website Registration page at [www.ithacacityschools.org](http://www.ithacacityschools.org) under "Other Forms".

### **Withdrawing from Ithaca High School**

If you are leaving the high school or the school district, please contact IHS registrar, by phone 607-274-2144 or email [dcasey@icsd.k12.ny.us](mailto:dcasey@icsd.k12.ny.us).

If a student leaves IHS before graduating, a form called *Ithaca High School Withdrawal Report Form*, obtained from the IHS Registrar's Office, must be filled out and signed by all the student's teachers. Teachers record the student's grades up to the last date of attendance and indicate if the student has returned all textbooks, Chromebook and charger, calculators, library books, cameras, etc. The student returns the completed SIGNED form to the IHS Registrar room J36. A student's records WILL NOT be released until all textbooks, Chromebook and charger,

calculators, library books, cameras, *etc.* have been returned.

If a student leaves the school district during the summer, parents/guardians must fill out a form called *Ithaca City School District Withdrawal Notice* and return it to either (i) IHS Registrar room J36 or (ii) the ICSD District Registrar, 400 Lake Street. If the student still has his/her assigned Chromebook and charger, this needs to be returned along with the completed signed withdrawal form. Again, no records will be released until the Chromebook and charger are returned.

### **Leaving Early in June**

Students who will be leaving the high school in early June may be able to earn credit for their school year. In early May, they should obtain and follow the instructions on the Request to Leave Early form, which is available from their Associate Principal.

### **Media/Publication Permission**

By September 30 of each year, parents/guardians must sign the form called "Consent and Authorization for Media Purposes" that was in the August school mailing and return it to the Registrar or the Main Office if the parents/guardians will permit ICSD to use any audio, video, and digital footage of their child for media releases.

### **Military Recruiter Access**

By September 30 of each year, parents/guardians who do NOT wish the school to release directory information to military recruiters must send the Registrar a completed "Notice of Release of Directory Information to Military Recruiters" that was in the August school mailing. Otherwise, schools are required, if asked, to provide military recruiters with the name, address, and telephone listing for Juniors and Seniors.

### **Visiting Ithaca High School**

A minimum of two (2) weeks in advance of a visit, the IHS student who is hosting the visitor picks up a *Request for Student Visitors* form from the IHS Main Office or from Student Services. All the teachers and the parent of the IHS student sign the form. Emergency contact information for the visiting student is required. A week before the visit, the completed form is submitted to Principal Trumble for approval. Only one, one-day visit by one high-school aged visitor is allowed per IHS host student. Homeschoolers in the 8th grade who wish to visit must join groups of 8th graders from either Boynton or DeWitt Middle schools. The visiting student must be of current high school age.

### **LIBRARY**

274-2186 Room F10

8:30 a.m.–4:30 p.m. Monday through Thursday

8:30 a.m.–3:33 p.m. Friday

The Ithaca High School Library provides access to print and non-print resources that support the curriculum, a quiet environment in which to use those resources, and instruction in their effective management and use. Students may borrow books from the library using their Ithaca High

School Photo ID Cards. Books are also available from other schools, colleges, and universities through the Inter-Library Loan system.

When entering the library, all students need to show their class schedule or an Ithaca High School Photo ID. Freshmen and sophomores must get a pass to the library from either their study hall teacher or the staff monitoring the cafeteria. Parents/guardians are welcome.

## STUDENT ACTIVITIES

274-2164 Building B

<b>Karl Mellander</b>	<i>Director</i>	274-2164	kmelland@icsd.k12.ny.us
<b>Alice Linton</b>	<i>Senior Account Clerk</i>	274-2287	alinton@icsd.k12.ny.us

IHS wants to increase the sense of belonging of all of our students. Extra-curricular activities are a great way to make new friends, develop new skills, and feel involved in our community. There are many existing clubs, and new ones are created all the time. Please encourage your student to find a club or activity to join, or start one of his/her own! For up-to-date information about 2016-2017 clubs and activities, go to ICSD > Schools > Ithaca High School > Student Club & Activities.

## ATHLETICS AND WELLNESS FOR ICSD

274-2155 Room B5

<b>David Hanna</b>	<i>Athletic Director</i>	274-2155	david.hanna@icsd.k12.ny.us
<b>Deb Tudi</b>	<i>Senior Typist</i>	274-2155	<u><a href="mailto:dtudi@icsd.k12.ny.us">dtudi@icsd.k12.ny.us</a></u>
<b>Kim Bailey</b>	<i>IHS Athletic Trainer</i>	280-6416	kbailey@icsd.k12.ny.us

### Athletic Eligibility Policy

Students involved in athletics and extracurricular activities must attend all classes and maintain a passing average in order to be eligible to participate. Student athletes must participate in physical education the day of any practice or contest. More details can be found in the *Ithaca High School Student Handbook*.

### Wellness Center

The Wellness Center offers opportunities for students to improve their health and well-being, and includes a rock wall and weight-lifting equipment. It is open to all students and staff in the Ithaca City School District after school. Contact [info.wellness@icsd.k12.ny.us](mailto:info.wellness@icsd.k12.ny.us) for information or to find out current hours of operation.

## FINE & PERFORMING ARTS FOR ICSD

274-2262 Room A103

Fine and Performing Arts includes programs in Art, Music, Theatre and Dance for the whole school district. Visit the Fine Arts Booster Group's website at [www.fabgithaca.org](http://www.fabgithaca.org).

## SPECIALTY PROGRAMS & SERVICES

*AVID (Advancement Via Individual Determination)* is a program to provide necessary tools for all students, but especially those in the academic middle, to realize their goals of enrollment to and graduation from four-year colleges. Students in the program commit themselves to improvement and preparation for college. AVID offers a rigorous program of instruction in college-level “survival skills.” The AVID program teaches students how to study, read for content, take notes, and manage their time effectively. Students participate in collaborative study groups led by tutors who use skillful questioning to bring students to a higher level of understanding. Interview and application to the program is a prerequisite for participation in AVID. Please consult the *IHS Program of Studies* for more information.

*The Career & Tech Program of TST-BOCES* provides opportunities for high school students to learn specific vocational skills to help prepare them for meaningful employment or for advanced education at a college or technical school. All Career & Tech programs courses are open to everyone. For more information, consult: [www.tsbooces.org/career-and-technical-education](http://www.tsbooces.org/career-and-technical-education).

*The DASA (Dignity for All Students Act)* states that all students in public schools should have an environment free of discrimination and harassment. More information on DASA, including reporting forms, is available by contacting IHS Coordinator for DASA, J. Powers at 274-2257. The Parent’s Bill of Rights, DASA Brochure, and *DASA Reporting Form* can also be downloaded from the ICSD website at: ICSD >District > About Us > Calendar > DASA.

*The English as a New Language (ENL)* program works with students who have a language other than English as their first language. The Ithaca City School District provides instruction in English while retaining a respectful and appreciative attitude toward the child’s first culture and language. Instructional strategies, which incorporate collaboration and consultation with subject area teachers, include: pre-teaching, review, and content area support in vocabulary and conceptual development. *IHS Program of Studies* can be consulted for ENL classes offered or contact Ms. Liddy Coyle, Chief Academic Officer at 351-6259 for more information.

*The Learning Web* is a program that provides apprenticeship opportunities to Tompkins County youth through guided career and community exploration activities, paid employment, and small business management training. Students are matched with a mentor from the community. For more information, call 275-0122 or by consulting [www.learning-web.org/programs-and-services](http://www.learning-web.org/programs-and-services).

*Link Crew* is under the leadership of Meggie New. Sophomores, Juniors and Seniors can serve as Link Leaders who welcome the incoming Freshmen at orientation and support them throughout the school year. Please email Meggie for more information ([mnew@icsd.k12.ny.us](mailto:mnew@icsd.k12.ny.us)).

*New Visions* offers seniors exposure to careers in health science or in agribusiness and life/environmental/veterinary sciences. The Health Science program is based at Cayuga Medical Center, while the Life Sciences program is based at Cornell’s College of Agriculture and Life Sciences. For each of the programs, instructors from Tompkins-Seneca-Tioga-BOCES organize rotations through different laboratories as well as English, Government, and Economics classes focused on either health or life sciences. To apply, students contact their school counselor.

*Project Lead The Way (PLTW)* is a pre-collegiate program for students considering engineering as a college major or career. PLTW's goal is to expose students to the world of engineering through a fast-paced, hands-on, technology rich sequence of courses. Students can enter the program at any point in their high school career. Students who complete the courses at the Honors level will earn college credit in addition to credit toward graduation at IHS. The contact for PLTW is Scott Breigle, [sbreigle@icsd.k12.ny.us](mailto:sbreigle@icsd.k12.ny.us).

*WISE (Wise Individualized Senior Experience)* is a year-long English 12 course offered at IHS. Alternative in its design, the WISE class appeals to anyone creative, self-directed, and/or looking for a change. The first semester of WISE is very much like a traditional English class. During the second semester, students in WISE work on individual projects of their choosing 8-10 hours per week and meet for class once-a-week. Students keep journals and meet with mentors as they research and explore the larger community to learn as much as they can about their fields of interest. In June, students make public presentations demonstrating what they have learned: through the WISE project process, in their fields, and of themselves. For more information, students can contact Alexis Lord, WISE Program Facilitator at [ihswise@gmail.com](mailto:ihswise@gmail.com).

*Youth Employment Service (YES)*, a division of the Ithaca Youth Bureau, helps students ages 14-19 to find jobs. A YES representative is at the high school twice a week, usually in the cafeteria during lunch. Check out [www.ithacayouthbureau.org](http://www.ithacayouthbureau.org) or call 273-8364.

### **PARENT/GUARDIAN AND COMMUNITY SUPPORT GROUPS**

*The Fine Arts Booster Group* works in partnership with the Ithaca City School District to support programs and staff, and advocate for increased student access, participation and equity in arts programs which are a central part of every child's public school education. FABG supports teachers, students and families through grants, partnerships, recycling used instruments, and printing programs for performances. Join us by emailing [president@fabgithaca.org](mailto:president@fabgithaca.org). For information on grants and activities, visit our website: [www.fabgithaca.org](http://www.fabgithaca.org).

*The Parent Teacher Association of Ithaca High School (IHS PTA)* is dedicated to advancing the learning of students at IHS. Our efforts focus on communication, teacher/staff support and advocacy. Our children are our most treasured legacy. Help us help them by joining the PTA and by volunteering your time and energy. We welcome student members. Visit our website at: [www.ihspta.info](http://www.ihspta.info) or contact President at [ihspta.pres@gmail.com](mailto:ihspta.pres@gmail.com).

*The Ithaca Public Education Initiative (IPEI)* facilitates connections between the community and its schools. IPEI supports students and teachers through grants (Teacher Grants, Red & Gold Grants, and Community Collaboration Grants), collaborations (such as the Kids Discover the Trail! program), community engagement (including the annual Adult Spelling Bee), initiatives, affiliates (Fine Arts Booster Group, IthacaSTEM, and Code Red Robotics Team), and giving opportunities (Senior Class Awards are one example). Visit [www.ipei.org](http://www.ipei.org), or call 256-IPEI (4734).

*The Special Education Parent Teacher Association (SEPTA)* of the Ithaca City School District supports all children with special needs and their families by providing education, advocacy and

sharing. We welcome educators, parents, guardians and concerned community members. Please visit at: [ithacasepta.org](http://ithacasepta.org). Join our listserv by emailing [ithacasepta@yahoogroups.com](mailto:ithacasepta@yahoogroups.com).

*Sports Boosters*—The Ithaca Little Red Boosters support our student-athletes and coaches with funding and advocacy. Visit their website at: [ithacasportsboosters.org](http://ithacasportsboosters.org). Join our listserv for information on upcoming activities: [sports.dir.groups.yahoo.com/group/IthacaSportsBoosters](http://sports.dir.groups.yahoo.com/group/IthacaSportsBoosters). Please email Booster President Amy Cronin at [SportsBoosterPrez@yahoo.com](mailto:SportsBoosterPrez@yahoo.com) for more information.

*IthacaSTEM Advocates*, a new affiliate of the Ithaca Public Education Initiative (IPEI), was formed to spread the word about opportunities in science, technology, engineering, and math (STEM). To learn about STEM-related clubs, activities, and events; share information about STEM classes and other opportunities; and help support STEM-based education for all our children, please join our emailing list by sending an email to: [ithaca-stem-advocates+subscribe@googlegroups.com](mailto:ithaca-stem-advocates+subscribe@googlegroups.com). Follow us on Twitter at [@IthacaSTEM](https://twitter.com/IthacaSTEM).





## ITHACA HIGH SCHOOL

1401 North Cayuga St., Ithaca, NY 14850

Main Office Phone Number (automated) 274-2143  
Medical Office Fax Number 277-2174

### Principal

Jason Trumble 274-2145

### Associate Principals

Keith Harrington for A-L\* 274-2257

Martha Hardesty for M-Z\* 274-2147

Crystal Sessoms Freshmen 274-2145

### Graduation Coaches

Jim Scarpula for A-L\* 882-9881

Micheryl Blake for M-Z\* 274-2166

Richard Bernstein athletes 351-6547

### IHS Departments

#### Dept. Head

#### Department phone

Career Ed(Tech/Business)	Scott Breigle	274-2180
English	Jean Amodeo	274-2187
Fine Arts	Carol Spence	274-2239
Library	Armin Heurich	274-2186
Math	Helen Perl	274-2191
	Karen Seifert	274-2191
Physical Education & Health	Josh Chase	274-2152
Science	Carlan Gray	882-9853
Social Studies	Phil Jordan	274-2188
Special Education	Margie Shaw	274-2167
World Languages	Lana Craig	274-2189

### IHS Offices and Services

#### Attendance

Linda Howell for A-L lhowell@icsd.k12.ny.us 274-2283

Debra Kane for M-Z\* dkane@icsd.k12.ny.us 274-2151

Band	Nicki Zowel	277-0673
Buses	Jim Ellis	274-2128
Cafeteria	Dave Cornell	274-2185
Choir	Kristin Zaryski	274-2176
College & Career Center	Brenda Sullivan	274-2218

Custodians	Jeff Holcomb	274-2181
Family Liaison	Barbara Bergman	274-6843

Health (see either Medical Office or Physical Education)

The HUB—Ithaca High School's Problem Solving and Planning Center

	Lyn Reitenbach	274-2154
In School Suspension	Fe Nunn	274-2257
Medical Office	Kamela Willett	274-2172
District Nurse	Cathy Sinnott	274-2127/-2172
Nurse	Sharon Ordway	882-9852
Nurse	Sandy Studin	274-2173
Orchestra	Bill Makin	274-2259
Registrar for IHS / Student Records	Deborah Casey	274-2144
Secondary Transition Program	Karen Kiechle	274-2253
Secondary Transition Program	Nicholas Pemberton	274-2253
School Counselors—Student Services		
Kas Bilyk	for A-Di*	274-2157
Maria Torres	for Dj-J*	274-2157
Danielle Murphy	for K-O* & SIFE	274-2157
Sharon Gublo	P-Se* & AVID	274-2157
Eva Heffner	for Sf-Z*	274-2157
School Psychologist	Shawn Goodman	274-2212
Social Workers		274-2157
Katina Scavuzzo	for A-L	274-2251
Lyn Reitenbach	for M-Z	274-2154
Special Education	Margie Shaw, Dept. Chair	274-2167
Student Activities	Karl Mellander, Director	274-2164
The Annual (yearbook)	Lyn Reitenbach, Advisor	274-2154
Theater	Lorraine Tino	274-2239
The Tattler (school newspaper)	Deb Lynn, Advisor	274-2341
Transition Program	Margie Shaw	274-2167
Transportation Liaison	Barbara Bergman	274-6843
WISE	Alexis Lord	274-2187
Yearbook (see The Annual)		

All phone numbers in this Guide have the area code (607) unless otherwise indicated.

\* The first letter of students' surnames is used to assign students to an Associate Principal, a school counselor, a graduation coach, a social worker, and an Attendance clerk.

### **Contacts outside Ithaca High School**

LACS (Lehman Alternative Community School)	274-2183
--	----------

TC3 (Tompkins Cortland Community College) Extension Center 272-3025  
 Tompkins Seneca Tioga Area Board of Cooperative Educational Services:  
 ~ TST BOCES at Warren Road 257-1551  
 ~ TST BOCES at 214 Elmira Road 273-9015  
 Transportation Office (school buses) 274-2128  
 Transportation to meetings/activities (redschooldrides@gmail.com) 659-5003

## **Parent-Teacher-Student Association Contacts**

Website: [www.ihspta.info](http://www.ihspta.info)

President	Vanessa Wagner	wagner@twcny.rr.com
Treasurer	Jacque Lopez	jml19@cornell.edu
Secretary	Carolyn Theodore	carolyn.theodore@yahoo.com
VP-Programs	Beth Breuhaus	breuhausarchitect@yahoo.com
VP-Membership	Ally Rooks	ahrooks@gmail.com
PTA Council Liaisons	Susan Barnett	susanbarnett@cornell.edu
	Patricia Fox	paf3@cornell.edu
Awards/Mini-grants Coord.	Liz Wood	lizwood@twcny.rr.com
Munch Brunch	Jaclene Weston	jaclenew@yahoo.com
	Linda Galanthay	galanthay@me.com
	Laurie Morse	laurie@celebrationsbanquetfacility.com
Staff Appreciation Lunch	Laura Andolina	andolina@aol.com
	Mia Slotnick	miajs123@yahoo.com
Yahoo! List Manager	Oliver Habicht	ohabicht@gmail.com
Webmaster	Oliver Habicht	ohabicht@gmail.com
Guide/Directory Data	Juri Hwang	juri.hwanggeddes@gmail.com
Guide/Directory Layout	Megan Pugh	megan@thinktopography.com
Guide/Directory Ads	Myra Hubbell	mhubbell@hotmail.com
E-News editor	Erin Oates	erinoates4@hotmail.com
Volunteer Coordinator	OPEN	
WORD Editor	Gail Brisson	gail.brisson@gmail.com
Communications	Esther Racoosin	elr605@verizon.net

Email IHSPTA-discuss-subscribe@yahoogroups.com to join the discussion listserv.

Email IHSPTA-subscribe@yahoogroups.com to join the announcement listserv.

## **Board of Education**

Rob Ainslie, President	273-2558	robert.ainslie@icsd.k12.ny.us
Sean Bradwell, PhD, Vice President	229-7900	sean.bradwell@icsd.k12.ny.us
Brad Grainger	257-3268	brad.grainger@icsd.k12.ny.us
Eldred V. Harris JD		eldred.harris@icsd.k12.ny.us
Nicole LaFave	255-0094	nicole.lafave@icsd.k12.ny.us
Moira Lang	379-6394	moira.lang@icsd.k12.ny.us
Christopher Malcolm	342-3249	christopher.malcolm@icsd.k12.ny.us
Patricia Wasyliw, PhD	277-2708	patricia.wasyliw@icsd.k12.ny.us
Ann Reichlin	274-2102	ann.reichlin@icsd.k12.ny.us

For information on Board of Education activities, including minutes and public documents, meeting schedules, live and archived meetings, and details on how to get on a board meeting agenda, go to:  
<http://www.ithacacityschools.org/index.cfm/page/icsd/Menu/board-of-education.htm>.

## Alphabetical Staff Listings

Note: all email addresses are @icsd.k12.ny.us unless otherwise noted

Staff Name	Department/Office	Phone	e-mail@icsd.k12.ny.us
Ajdinovic-Skenderija, Zekida	World Languages	274-2189	zajdinov@, zelkida@hotmail.com
Amodeo, Jean	English	274-2187	jamodeo@
Asklar, William	English	274-2187	wasklar@
Augustine, Ludi	Social Studies	274-2188	laugusti@
Bailey, Kim	Physical Ed.	274-2155	kbailey@cayugamed.org
Barnes, A.J.	Hall Assistant	274-2266	andrew.barnes@
Barnes, Jay	Assoc. Principal Sr. Typist	274-2147	jbarnes@
Barr, Michele	Library Clerk	274-2186	mbarr@
Benenati, Nicole	Science	274-2190	nbenenat@
Benjamin, Brad	Social Studies	274-2188	bradley.benjamin@
Bergman, Barbara	Family Liaison, ENL	274-6843	bbergman@
Bernstein, Richard	Graduation Coach-athletes	351-6547	rbernste@
Bilyk, Kas	School Counselor A-Di	274-2157	kbilyk@
Blake, Amanda	Mathematics	274-2191	amanda.frayne@
Blake, Micheryl	Graduation Coach M-Z	274-2166	mblake@
Bouchard, Sara	ENL	274-2167	sara.bouchard@
Bowman, Janet	World Languages	274-2189	jbowman@
Breigle, Scott	Technology/Engineering	274-2180	sbreigle@
Briggs, Correen	Science	274-2190	correen.briggs@
Brindisi, Carrie	Science	274-2190	carrie.brindisi@
Brookhouse, Stephen	Kulp Building Manager	274-2266	stephen.brookhouse@
Bryant, Jane	Physical Ed.	274-2178	jbryant@
Cacioppo, Gina	Fine Arts: Visual Art	274-2239	gina.cacioppo@
Cameron, Judy	Main Office, Sr. Typist	274-2385	judithann.cameron@
Cameron, Seth	Hall Assistant	274-2266	seth.cameron@
Campbell, Elizabeth	English	274-2187	elizabeth.campbell@
Carcich, Josephine	ENL	274-2167	josephine.carcich@
Carrick, Katie	Mathematics	274-2191	katie.carrick@
Carver, Chris	Social Studies	274-2188	christopher.carver@
Casey, Deborah	IHS Registrar	274-2144	dcasey@
Caveney, Susan	English, ENL.	274-2187	susan.caveney@
Cedarstrom, Aeriana	World Languages	274-2189	aeriana.cedarstrom@
Chase, Joshua	Physical Education & Health	274-2177	jchase@
Cochran, Lisa	Mathematics	274-2191	lcochran@
Cole, Ray	Mathematics	274-2191	rcole@
Colon, Crucito	Special Education, ENL	274-2167	crucitio.colon@
Conlon, Linda	Special Education	274-2167	lconlon@
Cooper, Bridgid	Special Education	274-2167	bcooper@
Cornell, Dave	Cafeteria Manager	274-2185	dcornell@
Craig, Lana	World Languages	274-2189	lcraig@
Csonka, Michelle	World Languages	274-2189	michelle.csonka@
DeCicco, Kristina	Social Studies	274-2188	kdecicco@
Deppe, Fred	Mathematics	274-2191	fdeppe@
Dew, Cindy	Science Typist	274-2190	cdew@
	World Lang. Typist	274-2189	
	Technology Typist	274-2180	
	PE/Health Dept Typist	274-2152	

<b>Dorward, Jeanne</b>	<i>Special Education, ENL</i>	274-2167	jeanne.dorward@
<b>Drix, Severin</b>	<i>Mathematics</i>	274-2191	sdrix@, drix@htva.net
<b>Eckley, Benjamin</b>	<i>Teacher-Librarian</i>	274-2202	beckley@
<b>Erickson, Kyle</b>	<i>Social Studies</i>	274-2188	kyle.erickson@
<b>Ewing, Hilary</b>	<i>Mathematics</i>	274-2191	hilary.ewing@
<b>Farmer, Raissa</b>	<i>Science</i>	274-2190	raissa.farmer@
<b>Fellman, Matthew</b>	<i>Science</i>	274-2190	matthew.fellman@
<b>Fernandez, Judy</b>	<i>Senior Typist</i>	274-2257	jfernand@
<b>Freeman, Gwen</b>	<i>English</i>	274-2187	gfreeman@
<b>French, Cindy</b>	<i>Custodial</i>	274-2181	cindy.french@
<b>Gefell, Kate</b>	<i>Science</i>	274-2190	kgefell@
<b>Genova, Judy</b>	<i>English</i>	274-2187	jgenova@
		882-9854	
<b>Gergely, Rebecca</b>	<i>English</i>	274-2187	rgergely@
<b>Gilbin, Liz</b>	<i>Mathematics</i>	274-2191	elizabeth.gilbin@
<b>Gluck, Sofia</b>	<i>Social Studies</i>	274-2188	sgluck@
<b>Goodman, Shawn</b>	<i>School Psychologist</i>	274-2212	sgoodma1@
<b>Gray, Carlan</b>	<i>Science</i>	274-2190	cgray@
<b>Greer, Robert</b>	<i>Science</i>	274-2190	robert.greer@
<b>Grippin, Emily</b>	<i>Mathematics</i>	274-2191	emily.grippin@
<b>Gublo, Sharon</b>	<i>School Counselor P-Se and AVID</i>	274-2157	sgublo@
<b>Hanna, David</b>	<i>Athletic Director</i>	274-2155	david.hanna@
<b>Hardesty, Martha</b>	<i>Assoc. Principal M-Z</i>	274-2147	martha.hardesty@
<b>Harrington, Keith</b>	<i>Assoc Principal A-L</i>	274-2257	kharring@
<b>Harris, Jennifer</b>	<i>Secondary Transition Prog.</i>	274-2253	jennifer.harris@
<b>Hecht, Samantha</b>	<i>Fine Arts: Orchestra</i>	274-2259	samantha.hecht@
<b>Heffner, Eva</b>	<i>School Counselor Sf-Z</i>	274-2157	eva.heffner@
<b>Heiland, Paul</b>	<i>Social Studies</i>	274-2188	paul.heiland@
<b>Heise, Jennifer</b>	<i>English, ENL</i>	274-2187	jheise@
<b>Heurich, Armin</b>	<i>Teacher-Librarian</i>	274-2202	aheurich@
<b>Hilliker, Susan</b>	<i>ENL</i>	274-2167	susan.hilliker@
<b>Hilsdorf, Ursula</b>	<i>Fine Arts: Visual Art</i>	274-2239	ursula.hilsdorf@
<b>Hoffay, Kaitlyn</b>	<i>Phys. Ed., Health</i>	274-2178	kaitlyn.hoffay@
<b>Holcomb, Jeff</b>	<i>Head Custodian</i>	274-2181	jholcomb@
<b>Horan, Richard</b>	<i>English</i>	274-2187	richard.horan@
<b>Hovey, Patrick</b>	<i>Mathematics</i>	274-2191	patrick.hovey@
<b>Howell, Linda</b>	<i>Attendance, A-L</i>	274-2283	lhowell@
<b>Hunter, Gary</b>	<i>Hall Assistant</i>	274-2266	ghunter@
<b>Jewett, Arti</b>	<i>Science</i>	274-2190	arti.jewett@
<b>Johnson, Mark</b>	<i>Science</i>	274-2190	mjohnso1@
<b>Jordan, Karen</b>	<i>English/ENL</i>	274-2187	karen.jordan@
<b>Jordan, Phil</b>	<i>Social Studies</i>	274-2188	pjordan@
<b>Kane, Debra</b>	<i>Attendance, M-Z</i>	274-2151	dkane@
<b>Kautz, Jill</b>	<i>Social Studies</i>	274-2188	jill.kautz@
<b>Kelly, Peter</b>	<i>Social Studies</i>	274-2188	peter.kelly@
<b>Kennedy, Shirley</b>	<i>English</i>	274-2187	skennedy@
		589-4140	
<b>Kiechle, Karen</b>	<i>Secondary Trans. Prog.</i>	274-2253	karen.kiechle@
<b>Kinsinger, Alyse</b>	<i>Social Studies</i>	274-2188	alyse.kinsinger@
<b>Kirk, Benjamin</b>	<i>Mathematics</i>	274-2191	bkirk@, mrkirkmath@gmail.com, www.mrkirkmath.com

<b>Knight, Angela</b>	<i>Health Education</i>	274-2177	angela.knight@
<b>Kolhatkar, Gauri</b>	<i>Mathematics</i>	274-2191	gauri.kolhatkar@
<b>Krakow, Katherin</b>	<i>English/ENL</i>	274-2187	kkrakow@
<b>Krywe, Ian</b>	<i>Technology/Engineering</i>	274-2180	ikrywe@
<b>Lesser, Andrew</b>	<i>Science</i>	274-2190	alesser@
<b>Linton, Alice</b>	<i>Student Activities Acct. Clerk</i>	274-2287	alinton@
<b>Lira, Joaquin</b>	<i>Library Aide</i>	274-2186	jlira@
<b>Lopinto, Nittaya</b>	<i>Cafeteria</i>	274-2185	nittaya.lopinto@
<b>Lord, Alexis</b>	<i>English, WISE/AVID</i>	274-2187	alord@
<b>Luby, Janette</b>	<i>Special Education, ENL</i>	274-2167	janetteluby@gmail.com
<b>Lynn, Deborah</b>	<i>Science</i>	274-2190	dlynn@
	<i>Tattler (school newspaper)</i>	274-2341	
<b>Maddren, Jodi</b>	<i>Phys. Ed. &amp; Health</i>	274-2178	jmaddren@
<b>Makin, William</b>	<i>Fine Arts: Orchestra</i>	274-2259	bill.makin@
<b>McBean, Patricia</b>	<i>English and</i>	274-2187	pmcbean@
	<i>Fine Arts Typist</i>	274-2239	
<b>McCormick, Amalie</b>	<i>English, AVID</i>	274-2187	amalie.mccormick@
<b>McMahon, Joe</b>	<i>ENL</i>	274-2167	jmcmaho1@
<b>Mellander, Karl</b>	<i>Student Activities Director</i>	274-2164	kmelland@
	<i>Mathematics</i>	274-2191	
<b>Mellander, Lauren</b>	<i>English</i>	274-2187	lmckown@
<b>Miettunen, Claudia</b>	<i>World Languages</i>	274-2189	cmiettun@
<b>Millick, Rebecca</b>	<i>Special Education, ENL</i>	274-2167	rebecca.millick@
<b>Moore, Mary</b>	<i>English</i>	274-2187	mmoore@
<b>Morales, David</b>	<i>World Languages</i>	274-2189	dmorales@
<b>Morse, Michele</b>	<i>World Languages</i>	274-2189	mmorse@
<b>Murphy, Danielle</b>	<i>School Counselor K-O, SIFE</i>	274-2157	dmurphy1@
<b>Murphy, Melanie</b>	<i>English</i>	274-2187	mmurphy@
<b>Murray, Brittany</b>	<i>Spec. Ed. Sr. Typist</i>	274-2167	brittany.murray@
<b>Nadrowski, Sarah</b>	<i>Phys. Ed., Health</i>	274-2178	sarah.nadrowski@
<b>Nelson, Mark</b>	<i>Science</i>	274-2190	mnelson@
<b>Neumann, Christina</b>	<i>Special Education, ENL</i>	274-2167	cneumann@
<b>New, Meggie</b>	<i>AVID, LINK Coordinator,</i>	274-2167	mnew@
	<i>Special Education</i>		
<b>Nicholson, Laurie</b>	<i>Special Education</i>	274-2167	laurie.barnello@
<b>Noyes, Todd</b>	<i>Mathematics</i>	274-2191	tnoyes@
<b>Nunn, (Alan) Fe</b>	<i>Family/Community</i>	882-9531	anunn@
	<i>Engagement</i>		
<b>Nussbaum, Suzanne</b>	<i>World Languages</i>	274-2189	snussbau@
<b>Oakley, John</b>	<i>English</i>	274-2187	joakley@
<b>O'Dell, Sabine</b>	<i>World Languages</i>	274-2189	sodell@
<b>Ordway, Sharon</b>	<i>Medical Office, Nurse</i>	882-9852	sharon.ordway@
<b>Orlowski, Diane</b>	<i>Phys. Ed., Sr. Typist</i>	274-2155	diane.orldowski@
<b>Ostrom, Sarah</b>	<i>English</i>	274-2167	sostrom@
<b>Parker, Eric</b>	<i>Phys. Ed. &amp; Health</i>	274-2178	eparker@
<b>Pemberton, Nicholas</b>	<i>Secondary Transition Prog.</i>	274-2253	npembert@
<b>Pepe, David</b>	<i>Mathematics</i>	274-2191	dpepe@
<b>Perl, Helen</b>	<i>Mathematics</i>	274-2191	hperl@
<b>Prokosch, Matthew</b>	<i>Social Studies</i>	274-2188	matthew.prokosch@
<b>Purcell, Kelley</b>	<i>Science</i>	274-2190	kelly.purcell@
<b>Reiff, Michael</b>	<i>English</i>	274-2187	michael.reiff@
<b>Reitenbach, Lyn</b>	<i>Social Worker M-Z</i>	274-2154	mreitenb@
<b>Reynolds, Gary</b>	<i>Hall Assistant</i>	274-2266	greynold@

<b>Richardson, Jackie</b>	<i>Fine Arts: Visual Art</i>	274-2239	jrichardson@
<b>Robert, Mikayla</b>	<i>Special Education, ENL</i>	274-2167	mikayla.robert@
<b>Rojas, Juan</b>	<i>Special Education, ENL</i>	274-2167	juan.rojas@
<b>Rojas, Renee Alex</b>	<i>ENL</i>	274-2167	reneealex.rojas@
<b>Ruston, Karen</b>	<i>Special Education</i>	274-2167	kruston@
<b>Ruta, Amy</b>	<i>Acct. Clerk;Principal Office</i>	274-2145	amy.ruta@
<b>Rylott, Chad</b>	<i>Hall Assistants</i>	274-2266	chad.rylott@
<b>Sadusky, Marie</b>	<i>Health Education</i>	274-2152	msadusky@
<b>Sauve, William</b>	<i>Technology/Engineering</i>	274-2180	wsauve@
<b>Scarpulla, Jim</b>	<i>Grad Coach A-L</i>	882-9881	jscarpul@
<b>Scavuzzo, Katina</b>	<i>Social Worker A-L</i>	274-2251	katina.scavuzzo@
<b>Schneider, Julie</b>	<i>Mathematics</i>	274-2191	julie.schneider@
<b>Scholl, Kimberly</b>	<i>English</i>	274-2187	kscholl@
<b>Seifert, Karen</b>	<i>Mathematics</i>	274-2191	kseifert@, KarenSeifert.wordpress.com
<b>Sessoms, Crystal</b>	<i>Asst Principal- Freshmen</i>	274-2145	crystal.sessoms@
<b>Sevilla, Roger</b>	<i>Technology/Engineering</i>	274-2180	rsevilla@
<b>Sgrecci, Marilyn</b>	<i>Student Services Sr. Typist</i>	274-2157	msgrecci@
<b>Shaw, Margaret</b>	<i>Special Education, Leader and CSE/504 Chair</i>	274-2167	margaret.shaw@
<b>Shenk, Sara</b>	<i>Social Studies</i>	274-2188	sshenk@
<b>Sheridan, Keri</b>	<i>Mathematics</i>	274-2191	keri.sheridan@
<b>Shyne, Jonathan</b>	<i>Technology/Engineering</i>	274-2180	jonathan.shyne@
<b>Sinnott, Cathy</b>	<i>District Nurse</i>	274-2127	cathy.sinnott@
<b>Skeele, Chris</b>	<i>Special Education</i>	274-2167	cskeele@
<b>Slattery, James</b>	<i>Science</i>	274-2190	james.slattery@
<b>Smith, Jenny</b>	<i>World Languages</i>	274-2189	jsmith@
<b>Snowman, Hallie</b>	<i>Science</i>	274-2190	hsnowman@
<b>Soucy, Matt</b>	<i>English</i>	274-2187	matthew.soucy@
<b>Sparling, Loren</b>	<i>ENL</i>	274-2167	loren.sparling@
<b>Spence, Carol</b>	<i>Fine Arts</i>	274-2239	cspence@
<b>Spinelli, Amy</b>	<i>Social Studies</i>	274-2188	amy.spinelli@
<b>Starr, Nora</b>	<i>AESOP</i>	257-1555, ext.444	
<b>Statema, Kim</b>	<i>Mathematics, Typist</i>	274-2191	kimberly.statema@
	<i>Social Studies, Typist</i>	274-2188	
<b>Stone, Brian</b>	<i>Phys. Ed. &amp; Health</i>	274-2177	bstone@
<b>Studin, Sandy</b>	<i>Medical Office, Nurse</i>	274-2173	sandra.studin@
<b>Sullivan, Brenda</b>	<i>Student Services Sr. Typist</i>	274-2218	bsulliva@
<b>Swartz, Kimberly</b>	<i>English</i>	274-2187	kswartz@
<b>Tessell, Robin</b>	<i>English</i>	274-2187	robin.tessell@
<b>Thompson, Keith</b>	<i>Social Studies</i>	274-2188	kthomps@
<b>Tino, Lorraine</b>	<i>English, Fine and Performing Arts (Theatre)</i>	274-2187 274-2239 274-2175	ltino@
<b>Torres, Maria</b>	<i>School Counselor Dj-J</i>	274-2157	mtorres@
<b>Trichon, Lauren</b>	<i>English</i>	274-2187	ltrichon@
<b>Tuori, Robert</b>	<i>Science</i>	274-2190	rtuori@
<b>Turner, David</b>	<i>Science</i>	274-2190	david.turner@
<b>Wright, Lauren</b>	<i>Social Studies</i>	274-2188	lauren.wright@
<b>Valentine, Ian</b>	<i>Hall Assistant</i>	274-2266	ian.valentine@
<b>Valletta, Stephanie</b>	<i>Special Education</i>	274-2167	stephanie.valletta@
<b>VanDeMark, Suzanne</b>	<i>Special Education</i>	274-2167	suzanne.vandemark@



<b>Wallisch, Amy</b>	<i>Social Studies</i>	274-2188	amy.wallisch@
<b>Weissburg, Steve</b>	<i>Mathematics</i>	274-2191	sweissbu@
<b>Willett, Kamela</b>	<i>Medical Office, Sr. Typist</i>	274-2172	kamela.willett@
<b>Williams, Rae</b>	<i>Special Education, ENL</i>	274-2167	rwillia1@
<b>Wszolek, Kasey</b>	<i>Hall Assistant</i>	274-2266	kasey.wszolek@
<b>Zaryski, Kristin</b>	<i>Fine Arts: Choir, AP Music Theory</i>	274-2176	kristin.zaryski@
<b>Zawel, Nicki</b>	<i>Fine Arts: Band</i>	277-0673	nzawel@
<b>Zimmermann, Amy</b>	<i>Special Education</i>	274-2167	amy.zimmermann@
<b>Zolnik, Leslie</b>	<i>Science</i>	274-2190	leslie.zolnik@

This Guide and Directory is for the students, families and staff of IHS, and may not be used for any commercial purposes. We have tried to make it as complete and accurate as possible and apologize for any oversights or errors.

We thank our advertisers for their support, which allows us provide this *gratis* to families.