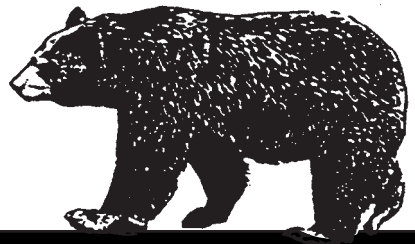


... **ITHACA HIGH SCHOOL**

IHS / PTSA
Guide



2010-2011

Principal: Donald F. Mills
Main Office: 274-2143
1401 N. Cayuga St., Ithaca, NY 14850
www.icsd.k12.ny.us/highschool/

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-Bone Grafting-

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PRIMARY RESOURCES

Welcome one and all to the Ithaca High School! This Guide is brought to you each year by the I.H.S. Parent-Teacher-Student Association (PTSA). I'm sure you will find that it's a great source of information. Thanks so much to our Editor, Brynne Sigg and Designer, Terry Marcus. Thanks also to Don Mills, Deb Casey, Linda Howell and Laurie Parnell for providing comments and information. Please support our sponsors who helped the PTSA provide this Guide to every family at no cost.

We invite you all to support and become involved with the PTSA. As part of the largest volunteer child advocacy association in the nation, the PTSA works to support the learning of all students at I.H.S. Our goals include: fostering communication between families and the High School, supporting the faculty and staff, and direct advocacy.

The PTSA sponsors two email list servs, one for announcements and one for open discussion. (Thanks to Donna Fleming and Jim Morris Knower for keeping these going.) To join the announcement list serv, email IHSPTSA-subscribe@yahoogroups.com.

To join the discussion list serv, email IHSPTSA-discuss-subscribe@yahoo-groups.com. We also post upcoming events and links to I.H.S. resources on our website at: http://ihsptsa.clarityconnect.com/IHS_PTSA/Welcome.html.

We organize a series of informational programs for families to learn more about how things work at I.H.S. The first, the Open House, will be on Sept. 30th. Other programs include: meeting the AP's and department chairs, what student services does, how response-to-intervention works at I.H.S., information on the budget and Alumni College Night. We also publish the WORD, a periodic newsletter with information from all the different Departments at I.H.S.

We continue to support the staff through monthly brunches, a breakfast following open house, and a spring appreciation lunch. This year we hope to expand our mini-grants program in support of academics at I.H.S. We provide achievement awards for undergraduates, and are looking for new ways to support the school in these difficult financial times.

Needless to say, all this takes time and energy. I encourage each of you to consider joining us in our work. Our children are our most important resource. Their success in high school should point them on the road to a happy and productive life. Join us as we work to help strengthen and enrich this incredible community. It's also a great way to stay informed about what's happening at I.H.S. and to make connections with a world of other parents and guardians.

For more information, please do not hesitate to contact me.

Sue Merkel
I.H.S PTSA President
smerkel@twcnv.rr.com

ITHACA HIGH SCHOOL TELEPHONE DIRECTORY

1401 N. Cayuga St.
Ithaca, NY 14850

Main Office Phone#: 607- 274-2143 Fax: 607-277-3061

High School Administration

Don Mills, Principal 274-2145
Dr. Claudette James, Assoc. Principal 274-2147
Ed Redmond, Assoc. Principal 274-2155
Jarett Powers, Assoc. Principal 274-2257
Samantha Little, Assoc. Principal 274-2153

Other IHS Offices/Services

Activities Director 274-2164
Athletics Director 274-2155
Attendance (A-L) 274-2151
Attendance (M-Z) 274-2283
Band/Chorus/Orchestra 274-2176 / 2259
Cafeteria 274-2185
College & Career Center 274-2218
Family Liaisons 274-6843
Homework Requests 274-2157
Library 274-2186
Main Office 274-2385
Medical Office 274-2172 / 2173
Registrar / Student Records 274-2144
School Counselors 274-2157
School Psychologist 274-2212 / 6841
Social Workers 274-2158 / 2240 / 2220
Student Assistance Counselor 274-6844
Tattler (School Newspaper) 274-2341
Yearbook (The Annual) 274-2301

High School Fax Numbers

Main Office Fax Number 277-3061
Medical Office Fax Number 277-2174
Special Ed. Fax Number 274-2297

IHS Departments

Career Education - Scott Briegle 274-2180
English - Shirley Kennedy 274-2187
Fine Arts - Carol Spence 274-2239
Math - Todd Noyes 274-2191
PE/Health - Mike Karlson 274-2178
Physical Education (boys) 274-2177 / 2312
Physical Education (girls) 274-2178
Science -Carlan Gray 274-2190
Social Studies - TBA 274-2188
Special Education - Kathy Rourke 274-2167
Student Services - TBA 274-2157
Support Services - Gwen Freeman 274-2266
World Language - Janet Abowd 274-2189

Miscellaneous Contacts

ACS 274-2183
TC3 Extension Center 272-3025
TST BOCES (Warren Rd.) 257-1551
TST BOCES (downtown) 273-9015
Transportation 274-2128

Ithaca City School District

Dr. Judith Pastel, Superintendent
400 Lake Street, P. O. Box 549
Ithaca, NY 14851-0549
(607) 274-2101

District Website

<http://www.icsd.k12.ny.us/highschool/>

District Offices

Board of Education 274-2102
District Registrar 274-2201
Early Childhood 274-3060
Human Resources/Labor 274-2138
School Taxes 274-2217
Assistant to the Superintendent 274-2134
Assistant to the Superintendent 274-2251
Special Education 274-2264

Student Announcements: You can read the announcements students hear every morning by going to the I.H.S Web site and clicking on “WIHS Announcements” at: <http://www.icsd.k12.ny.us/highschool>

The Program of Studies describes course and program offerings. You can download a PDF of it by going to the I.H.S Web site and clicking on the “Program of Study” icon at the above Web site.

The IHS Student Handbook contains a wealth of information about IHS programs and policies, disciplinary rules and procedures, student rights and responsibilities, athletics, requirements for graduation, class rank and GPA, jobs, clubs, community agencies ... and more! Every student gets one—ask your student to show it to you.

IHS News from the PTSA: The IHS PTSA disseminates news and information to parents in several ways:

■ **The IHS PTSA Yahoo! Announcement Only List:** Posts to the IHS PTSA list are moderated and restricted to announcements of general interest to PTSA members and the IHS community. If you would like to be added to this list, please send an e mail to: IHSPTSA-subscribe@yahoogroups.com.

■ **IHS PTSA News** is a weekly e-newsletter that is sent every Monday to those signed up for the Yahoo Announcement List Serve. It includes announcements and news of interest to high school parents, as well as PTSA news. Please send news or an announcement for the weekly E-News to Donna Fleming at: df39@cornell.edu.

■ **Discussion List:** To join a listserv open for discussion about high school and PTSA issues, send an e mail message to: IHSPTSA-discuss-subscribe@yahoogroups.com.

■ **PTSA website:** For information about the IHS PTSA, including announcements, meetings and how to become more involved, visit: http://ihsptsa.clarityconnect.com/IHS_PTSA/Welcome.html. The PTSA welcomes and encourages your involvement!

■ **IHS Word** is Ithaca High’s PTSA-produced printed school newsletter, published periodically for the Ithaca High community. Please submit news by email to: ihs_news@yahoo.com or place it in the PTSA mailbox in the school main office. For more information, contact editor Jennifer Groff at: jengroff40@yahoo.com.

The IHS Student/Staff Directory, published annually by the IHS PTSA, includes each student’s year, local address(es) and phone number(s). Parent/guardians who do NOT want this information published must fill out a form and send it to the Registrar, IHS Main Office 1401 N. Cayuga St Ithaca NY 14850 by mid September each year. Denial of permission must be renewed each year. The Directory also includes phone numbers and email addresses of teachers and staff. Address information is taken directly from I.H.S. student records—please notify I.H.S. of any changes from or mistakes in last year’s directory.

Mailing List: If you have moved, want your school mail to be sent to another address, or want two copies for your family, then bring proof of address to the Main Office to update listing information in order to keep ALL school mailings coming to you. For more information, contact Deb Casey at 274-2167.

Meal Accounts: Parents may fund their child’s Meal Account online at: <https://www.payschools.com/user-login.asp?src=custom>. More information on ICSD food services can be found by going to the ICSD website (www.icsd.k12.ny.us/) and clicking on “Child Nutrition Program.”

Audrey Edelman
RealtyUSA.com

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SCHOOL INFORMATION

SCHOOL CALENDAR 2010 / 2011

SEPTEMBER	9/7	First Day for Staff and First Day for Grades K-6 & 9
	9/8	Full Day K-12
	9/30	I.H.S open House
.....		
OCTOBER	10/7	Early Release
	10/8	Superintendent's Conf. Day
	10/11	Columbus Day Recess
.....		
NOVEMBER	11/11	Veterans Day Recess
	11/12	Parent Teacher Conf. Day
	11/24-26	Thanksgiving Recess
.....		
DECEMBER	12/24-31	Winter Recess
.....		
JANUARY '11	1/17	Martin Luther King Recess
	1/24	Superintendent's Conf. Day
	1/25-28	Regents Exams
.....		
FEBRUARY	2/21-25	School Recess
.....		
MARCH	3/3-3/4	Parent/Teacher Conf. Day (half days for elementary students)
	3/25	Superintendent's Conf. Day
.....		
APRIL	4/15-22	School Recess**
.....		
MAY	5/10	ELA Scoring (Grades 3-8 out only does not include LACS)
	5/27	School Recess**
	5/30	Memorial Day Recess
.....		
JUNE	6/15-23	Regents Exams
	6/23	Last Day for Students
	6/24	Last Day for Staff

**snow day make-ups

SCHOOL HOURS / School opens at 8:30 am. (Those students enrolled in a 0 period class may enter the building early.) Students arriving before first period may go to the Cafeteria. All students are expected to arrive and be seated in their classes on time. Students arriving late must report directly to Attendance. The last class of the day ends at 3:32 pm.

DAILY BELL SCHEDULE		
Period	Begins	Ends
0	8:05	8:50
1	8:55	9:40
2	9:45	10:32
3	10:37	11:22
4	11:27	12:12
5	12:17	1:02
6	1:07	1:52
7	1:57	2:42
8	2:47	3:32

ATTENDANCE / Attendance is a primary concern for all members of the ICSD. Every student is expected to be in school and in class, on time, unless there is a legitimate excuse. Students who arrive late to school must report directly to the Attendance Office which is located in the Main Office. Please call Attendance by 10:00 am if your student will be absent or late for any reason.

A-L 274-2151
M-Z 274-2283

Absence Procedures:

If a student is absent from school, it is the responsibility of the parent/guardian to contact the school before 10am on each day of absence. An excuse with the reason for the absence should be turned into the attendance office within three days of being back to school. Any unresolved attendance will automatically be turned into an unexcused absence if not submitted within 3 days.

Appointments away from school during the school day

Students should submit a note to the Attendance office from their parent/guardian prior to the start of school on the day of the appointment. The note should indicate if someone other than the parent/guardian is designated to pick student up or if the student has been given permission to drive or walk to the appointment. Students will receive an early dismissal slip which must be shown to the classroom teacher of whose class you are missing.

If student does not have a note, report to the Attendance Office and staff will contact parent/guardian to confirm appointment. If a parent/guardian has made an appointment that student is not aware of, the parent should notify the Attendance Office immediately. This will give staff time to locate the student and have him/her ready for pick up at the appropriate time.

SchoolTool PARENT PORTAL / At the start of the 2009-2010 school year, the Ithaca City School District Implemented a new student management system called SchoolTool. One of the features of this new software is that it provides a method for parents to access their child's attendance, discipline, and the student schedule, if applicable.

The SchoolTool Parent Portal will become available for the 2010-2011 School Year, September 15, 2010 for all users. Your current email address is necessary to access the ParentPortal feature in SchoolTool. New parents should have a parent portal access sheet as part of the new enrollee packet. This will include your portal id # for registration. Returning parents who no longer have their parent portal id should sign up through the main office where the student attends. ID #s will not be given out over the phone.

SCHOOL CANCELLATIONS / School may close due to bad weather, utility failure, fire, etc. For more information, please listen to local radio stations:

WHCU 870 AM; WYXL 97.3 FM ; WVBR 93.5 FM; WICB 92.1 FM
Or local television stations: Binghamton 6 and 12; Syracuse 3 and 9

In addition, the district Web site will be updated with a flashing message: <http://www.icsd.k12.ny.us>.

PLEASE DO NOT phone the school, media, Transportation Dept. or school staff. Please discuss with your students where they should go in the event of an unscheduled early dismissal or other emergency, as students may NOT use the school phone to call you.

BUS SCHEDULES / Call the Transportation Dept. at 274-2128 for information about regular bus schedules. Please inform Attendance before 10:00 am if your student has missed the bus, or will be late to school for any reason.

LATE BUS / If you are staying after school for clubs, sports, rehearsals, etc. and need to ride the late bus, a pass MUST be obtained from the Attendance Office prior to getting on the bus. The Attendance office is opened until 4:00 pm and passes can be requested any time during the day. Late busses are available Monday through Thursday.

VISITING THE SCHOOL / All visitors must sign in with the receptionist in the Main Office. A visitor's pass will be issued in order to travel throughout the school.

PHONE MESSAGES / Please remind your students before school about their daily appointments. Urgent phone messages or forgotten items may be left with the receptionist. Only messages from parents or legal guardians will be taken.

THE LOST & FOUND / In the event of loss or theft, check with the receptionist in the main office and fill out a form for documentation. The school is not responsible for stolen property. Unclaimed items will be donated to the Salvation Army periodically.

STOLEN ITEMS / If something is stolen, students should immediately fill out a theft form, available in the Main Office. Items are often retrieved, especially those with the student's name on them in permanent ink. Students need to keep close watch on their personal items, especially in the Quad, Cafeteria, Activities Building and Gym. (Buy a lock to use on the gym locker and remove after class). Large sums of money, electronics and other valuables should NOT be brought to school.

RELEASE OF INFORMATION / Release of student information to military recruiters is legal. Parent/guardians who do NOT wish the school to release this information to military recruiters should file a form stating their wish with the Registrar's Office by September 30. This notice must be filed each year. Questions should be directed to Student Services at 274-2157.

PARKING AND DROP OFF / Students may be dropped off and picked up ONLY at the large parking lot by Kulp.

It is illegal to park in the bus lanes or fire lanes at any time. The Circle Parking Lot near the Main Office is a signed Fire Lane and may NOT be used for student pickup and drop off. Access to this lot is limited to designated staff and emergency vehicles with limited visitor parking as indicated by signage.

The Staff Parking Lot off Cayuga Street, next to the bridge, may be entered and used ONLY by staff cars that display a staff permit. Cars parked illegally in this lot, as well as cars parked in the fire lanes, may be ticketed and towed by the ICSD and Ithaca Fire Department.

The first three rows of the Large Parking Lot between the high school and Boynton, have marked spaces reserved for visitors, handicapped parking and staff. Only vehicles displaying an official NY State handicapped parking permit may park in the Handicapped spaces. Students with parking permits may park in the remaining rows on a first-come, first-served basis. Students may NOT park in the first three rows. The bus drop off will remain the same, which is the loop north of the high school to the stadium.

Visitors may park in the designated visitor spaces and should register in the Main Office and record their vehicle make and license plate.

Students may apply for a parking permit in the AP's Office. To obtain a parking permit, students must fill out a registration card and have it signed by a parent/guardian. They will be required to show proof of insurance and their driver's license. There is a \$25 fee for parking. Parking permits are not transferable. Lost or stolen tags will not be replaced. Student permits are valid in the designated portion of the main lot only. Permits will be allocated to Seniors first, extras to Juniors. The Student Handbook has complete details.

Tickets will be issued for illegally parked cars and vehicles may be towed. The school is not responsible for vehicles or contents thereof. Vehicles are subject to search if there is a reasonable suspicion that contraband is present. Unpaid fines may affect attendance at the end-of-the-year events.

STUDENT SERVICES DEPARTMENT / 274-2157

Hours: 7:30 am - 4:15 pm Monday through Thursday; Friday until 4:00 pm

The services of the Student Services Department (School Counselors, Social Workers) focus on the individual student. Our mission is to assist in making sound decisions consistent with the student's capabilities, interests and aspirations. Each student who attends IHS is assigned a school counselor who assists in designing a schedule each year. School counselors meet with students, at least once a year, to review academic progress, educational or career plans and to assist in developing a plan to fulfill all graduation requirements. The staff is available throughout the school day, and students are welcome to seek them out with concerns. Parents/guardians are also encouraged to contact counselors regarding student progress or future plans. School counselors are also important resources for helping with personal problems, conflicts with other students, teachers, or academic problems, or assist in providing a referral to services and/or agencies.

School Counselors

A-Ci	Kas Bilyk
Cj-Gra	Maria Torres
Grb-La	Sharon Gublo
Lb-Mc	Leann Donnelly
Md-N	TBA
O-Sl	Danielly Murphy
Sm-Z	Michelle Snipes

Appointments & Phone Calls

Students are asked to make appointments with their counselors through the secretary in the Student Services Office. All appointments should be scheduled during a student's study hall or lunch period. Only in emergency situations should appointments be made during class time. Parents/guardians may call 274 2157 to make an appointment or to speak with a counselor.

Homework Requests

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.

1 or 2 days absent: The student or parent/guardian should contact the teacher when the student returns to school.

Over 2 days: 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 all assignments. Plan on at least one day for teacher notification and homework collection. Assignments can be picked up until 3:45 p.m. Please indicate if illness will be long-term.

Over 5 consecutive days: A tutor may be requested. Students must have a doctor's verification to qualify for tutoring.

Grade Reports

The Student Handbook and the IHS Program of Studies, which are distributed to all students, have information about our grading system, course requirements, NYS examination requirements, course descriptions, enrollment add/drop deadlines, standards and requirements for graduation. Report Cards are mailed home every ten weeks, and interim grade reports are mailed home after the fifth week of each marking period. The mid-marking period progress reports may list up to three comments per course, but may not necessarily specify grades. Parents/guardians seeking information may contact a specific teacher or call Student Services to request a teacher conference.

Exams

During mid-term and final exams, students attend I.H.S. only if scheduled for exams that day or if they attend the Career & Tech Center (BOCES). All students will receive a schedule that lists all exams, plus 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 who miss a school 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 by the NYS Board of Regents. Regents exams are generally offered in June, August, and January.

Off-Campus Privileges

ONLY SENIORS who have applied for and obtained off-campus privileges may leave school grounds during unassigned times during the school day. A senior must get a form from the Associate Principal, have it signed by his/her parent/guardian, teachers, Guidance Counselor and Attendance Officer, and return it to the same AP. Any other student leaving campus during the school day without permission will incur disciplinary action.

THE STUDENT ID CARD & YEARBOOK PHOTOS

Yearbook photos are taken at the beginning of the year. This photo is used for the current year's Student ID card. The Student ID card carries all information about a student's status of Extensions and Privileges and is renewed each year. Students must always carry this card and show it when school personnel check. Students are responsible for getting the proper ID stickers from their Associate Principal.

Seniors: Stegall's/Herff-Jones Photography is the official IHS yearbook photographer, and is responsible for photographs of seniors and groups. Stegall's/Herff-Jones Photography photographed most seniors this spring, and may be at Ithaca High School for an additional photo day this fall. If you have not yet had your senior portrait taken, call 1-800-836-9628.

Seniors who have their photos taken at another studio must submit a photo which meets the following guidelines:

All pictures must be submitted by October 29, 2010.

All pictures must be submitted on a CD as a digital image.

All pictures must be in RGB format.

All pictures must be saved by the student's last name and first initial – i.e. smithj.jpg.

All pictures must be saved in .jpg format.

All pictures must be submitted at a 300 dpi or greater resolution.

Head size of portrait: 1 1/8 inches from top of head to bottom of chin, centered in photo.

Dimensions for yearbook photos are 9x11 picas or @ 1.5 x 1.833 inches.

Photos should be submitted to: Ithaca High School,

Attn: Yearbook Advisor, 1401 N. Cayuga St., Ithaca, NY 14850 or should be left in the "Senior Photo" box in the Main Office.

If we do not receive a photo by the due date, the student's ID photo will be used. We reserve the right to reject photos deemed inappropriate or of poor photographic quality.

Underclass photos are provided directly to the yearbook on disk by LifeTouch Photography Studio following school photo day. Please do not submit special photos for underclassmen. We cannot guarantee we will use underclass photo re-takes for the yearbook; we often must use the originals that are provided to us by LifeTouch, whose contract is with the PTSA and not the yearbook.

Yearbook: The price of this year's Annual is projected at \$65, with an additional fee for name stamping. Herff-Jones Publishing Company will allow students to order their yearbook by mail, which means no sales tax is charged. This also allows for payment in one or two installments, by check or credit card. Information about ordering a yearbook will be mailed to your home beginning in October. You will receive three separate mailings and chances to order. Orders will not be taken after January. Please direct any questions to the yearbook adviser, Ms. Amodeo, at 274-2301.

Advertising helps us keep the yearbook affordable. Parents of seniors may purchase a special ad for their child. An order form will be sent directly home, and additional forms will be on hand at Open House. Parents may also advertise their business in the Annual.

Online: Information can be found at:

<http://www.icsd.k12.ny.us/legacy/highschool/english/yearbook.htm>

MEDICAL OFFICE / 274-2151

Hours: 7:55 am - 4:30 pm Monday through Thursday; Friday until 4:00 pm

Updating Emergency Phone Contacts

Please inform the Medical Office if there has been any change of parent/guardian phone numbers. We would also request that you update your emergency contacts. It is critical that we have someone to contact in the event we are unable to reach a parent. Emergency contacts are authorized to release your ill or injured student from school, and provide or arrange transportation and medical follow-ups as needed.

Signing Out a Student for Medical Reasons

Sick or injured students who are going home must have a parent, guardian, or authorized emergency contact come into the Medical Office to sign out the student. In accordance with district policy, parents, guardians or authorized persons must present identification and sign out the student at the Medical Office at the time of departure. Students who are 18 or older may sign out themselves, with parental permission. No student may leave campus without being properly signed out. Ill students are encouraged to stay home from school.

Physical Exams

Physical exams are required for all students new to the school district and all tenth graders. Students who want to participate in a sport or who want to obtain a working permit are required by New York State to have had a physical exam within the last 12 months. Student's physicals can be completed by their own physician/clinician. A health summary should be returned to the Medical Office. Students may also schedule a physical with the school clinician.

Medication in School

Medication orders are required for all medications, even over-the-counter medications. Any medication taken in school requires the completion of a Medication Order Form (available in the IHS Medical Office), including:

- a doctor's order in writing
- signed permission of parent/guardian
- original container from pharmacy (for inhalers, eye drops, aspirin, etc.)

This form includes a self-medication section. When completed and signed by a physician and parent, your child will be allowed to carry his/her own medication (esp. helpful for allergic/asthmatic students).

Students who have severe bee sting allergies and/or severe food allergies should have emergency medication available at all times. This includes their school day as well as after school activities and field trips. Please make sure to discuss these serious issues with your physician and inform the school nurses. The student's physician will need to complete the medication order. Please call us with any concerns that you have as soon as possible.

Field Trip Medications

Please call the IHS Medical Office early if you think your student will require medication, monitoring or treatments during a field trip. Planning ahead is important, especially for students with allergies, asthma, migraines, anaphylactic reactions and diabetes. Self-medication forms (available in the IHS Medical Office) are necessary for field trips and should be completed by the student's physician, who should also document any special medical instructions.

Physical Injuries

All school-related injuries should be reported to the IHS Medical Office as soon as possible. We are required to complete an accident form and send a report to the school insurance company. Any Physical Education restrictions from your physician should be brought to the IHS Medical Office.

Elevator keys are available in the Medical Office for students who need to use the elevator for medical reasons. All keys must be returned as soon as possible. Any unreturned keys will be charged a \$10 fee payable to the Ithaca City School District.

Vision, Hearing and Scoliosis Screening

All ninth graders are screened for scoliosis. All tenth graders are screened for vision and hearing limitations. Students whose screening results are outside of normal limits are given a more complete test. Parents/guardians will be notified of results requiring further attention. Retesting occurs throughout the school year, as needed, or at the request of parent/guardians, doctor, teacher or student.

Sports Forms

Sports forms should be complete prior to the start of the season. Participation for all sports requires completion of the Athletic Participation Form and the Athletic Interim Health History each time a student participates in a sport. The state of New York requires that the sport form and health history be returned to the medical office no earlier than 30 days prior to the first day of try outs for the season. A student may not play unless the following are completed and on file in the Medical Office:

- parent/guardian's signature
- school doctor's signature
- proof of a current physical exam by the student's doctor or the school doctor
- completed Athletic Interim Health History
- medication orders, if needed

Working Papers

Applications for working papers are available in the IHS Medical Office. Applicants need to have had a physical exam completed within the last year. Social Security number must be on the form. Forms should be signed by a parent/guardian and returned to the IHS Medical Office.

Counseling And Family Support

Social workers and psychologists are here to help with school issues, personal or family problems in a confidential atmosphere. They can connect students with counseling services, including substance abuse counseling, or community agencies. They can facilitate communication with teachers, school counselors, and other school personnel. See your school counselor for contact information for the appropriate social worker or school counselor to help you. In order to contact a social worker or psychologist, please call the Student Services office at 274-2157.

Students having issues with drug or alcohol substance abuse (their own, or concerns about friends and/or family) can meet with our Student Assistance Counselor. Both students and parents can access the program. Individual counseling, small group sessions and other support services are provided. The Gay-Straight Alliance and other groups for young men and young women are also offered through this program. To schedule an appointment, please call 274-6844.

The Family Liaisons work with the Medical Office, Student Services and the Associate Principals to offer additional support to students and their families. They are available to answer your questions at 274-6843.

LIBRARY / 274-2186

Hours: 8:30 am - 5:00 pm Monday through Thursday; Friday until 3:45 pm

The IHS Library provides access to the 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. The library promotes literacy and life-long learning skills. In addition, it offers book talks, storytelling, guest speakers and Library Club. Poetry Slams are held twice a year in the library. Reading suggestions are always available.

Library Access Policy For Students Carrying IHS Photo ID Cards:

Seniors and Juniors: At any time, with a free period.

Freshmen and Sophomores: Coming from a study hall, with a pass from their study hall teacher.

All students: Who need to use the library during lunch period (but may not eat in the library). Students may obtain a pass in the Cafeteria.

MATH COMPUTER ROOM

Open 8:30–4:30 pm

Any student who needs to use a computer may get a pass and use this space unless a teacher has reserved it for class use.

ATHLETICS DEPARTMENT

The following is the I.H.S. Academic Eligibility Policy for participating in modified, junior varsity, or varsity athletics:

Eligibility Policy

Students involved in athletics and extra curricular activities must attend all classes and maintain a passing average in order to be eligible to participate. Ithaca High School does not allow participation in sports at the expense of academic achievement. The Athletic Director, coaches, parents and student athlete should monitor academic records closely.

Pre-Eligibility

The initial basis for determining whether or not a student is eligible to participate in athletics is the marking period immediately proceeding the particular season. In the case of fall sports, the fourth marking period of the previous school year is used.

Continuing Eligibility

Any student with two or more F's on a five-week progress report or a 10-week report card during a sport season will become ineligible for the remainder of that season. One F or two or more D's during the season will place a student on academic probation for the remainder of the season, as outlined above.

Athletes who raise an F to a D, or a D to a C at the next progress report or report card will no longer be on academic probation, in jeopardy of being declared ineligible. They will, however, be required to continue to submit an athletic daily report through the end of the sport season so as to continue the academic progress they have begun to make. Any athlete placed on academic probation by this policy must have a meeting with the coach and the Director of Athletics before the end of the first week of practice.

SPECIALTY PROGRAMS & SERVICES

Academic Support Services - Content Area Lab

Reading teachers work with students in grade specific labs to develop reading, writing, and study skills through their content area assignments. Students work individually with the teacher to improve their skill deficits. Students are identified for the services through AIS (Academic Intervention Services), state tests or by teacher/parent referral.

AVID (Advancement Via Individual Determination)

AVID is a program designed to help students in the academic middle who have the desire to go to college and the willingness to work hard. Typically, they will be the first in their families to attend college, and many are from low-income or minority families. Students in the program commit themselves to improvement and preparation for college. AVID offers a rigorous program of instruction in academic "survival skills" and college level entry skills. The AVID program teaches the student how to study, read for content, take notes, and manage time. Students participate in collaborative study groups or tutorials led by tutors who use skillful questioning to bring students to a higher level of understanding. AVID classes are scheduled for both 9th and 10th grades. Ask your guidance counselor for more information.

Career & Tech Center at T-S-T BOCES

The educational programs at the Career & Tech Center provide opportunities for high school students to learn specific vocational skills to help them prepare for advanced education at a college or technical school or for meaningful employment. Consult the IHS Program of Studies for a complete listing of the course offerings at the Career & Tech Center.

Learning Web

Through guided career and community exploration activities, paid employment, and small business management training the Learning Web explores skills such as carpentry, weaving, veterinary science, dentistry, auto mechanics, dance and more. Students are matched with a mentor from the community. In many cases the student can make arrangements for credit through the Student Services Department. Students should contact the Learning Web at IHS or at 515 West Seneca St. Ithaca, NY or call 275 0122.

New Visions

The New Visions Program offers students the opportunity to explore career options in health care at the Cayuga Medical Center, or in environmental science and agriculture at the Department of Horticulture at Cornell's College of Agriculture. Each is a full year, four-credit course. See your School Counselor or the IHS Program of Studies for more information.

WISE (Individual Senior Experience)

Second semester seniors can earn academic credit while exploring career options, academic interests and vocational directions. Students design

individual projects, guided by mentors they have chosen from IHS staff, and spend 8-10 hours/week during their last semester working with local schools, businesses, agencies, craftspeople and arts organizations. Students keep daily journals, meet weekly with mentors, and make public presentations at the end of the semester to demonstrate what they have learned. WISE students have explored areas such as theatre, graphic design, instrumental music, elementary education, criminal justice, outdoor education, computer animation, boat and bicycle building, journalism, dance, veterinary science, photography, telecommunications and more. For more information, see your School Counselor or contact the WISE coordinator at 274-2187.

The LINK Crew

Link Crew enters its 5th year with the class of 2014. Under the leadership of Judy Cogan and Kelly Metzler, nearly 100 upperclassmen have been trained to serve in leadership positions and as mentors to the entire incoming freshman class. Link Crew facilitates the freshman orientation and promises your 9th graders the best first day of school ever, complete with engaging activities, fun tours of the high school and a chance to start building relationships with older students. Link Leaders will be available for the rest of the year to their small groups of freshmen for all kinds of help and support as well as to plan great monthly social activities. Link Crew also offers many opportunities throughout the school year for students to help out in the larger Ithaca community through food drives, Salvation Army bell ringing and other means. Contact Judy Cogan with any questions at jcogan@icsd.k12.ny.us.

Youth Employment Service (Y.E.S.)

A division of the Ithaca Youth Bureau, helping students ages 14-19 find jobs. A YES representative is at IHS twice a week, usually in the cafeteria during lunch. Check out www.ithacayouthbureau.org or call: 273-8364.

Minority Student Affairs

Eliminating race and class as predictors of student performance has been a goal of the ICSD Board of Education for several years. The principal is the contact for the concerns of the minority and students of color communities.

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STUDENT ACTIVITIES

The Student Handbook lists clubs and activities, each supervised by at least one faculty or staff member. One of Ithaca High School's values is increasing the sense of belonging of all of our students. Extra-curricular activities are a great way to get involved and feel included in our community, as well as make new friends and develop new skills. There are over 60 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!

The Student Activities Director oversees finances & organization for student clubs, student government and elections, school activities (dances, lectures, craft fair, talent show, etc), and assists with service projects. The current can be reached at: 274-2164.

Late Bus: Most clubs, activities and groups meet after school until 4:30 pm, so that students can catch the late bus that leaves IHS at 4:45 pm, Monday through Thursday. Note that these bus runs do not necessarily follow the usual routes. Attendance administrators can assist students in finding the right bus to take. In order to ride the late bus, students MUST obtain a late bus pass from the Attendance Office before 4:00 pm.

The Activities Lounge is open during unassigned periods and lunch times for use by juniors and seniors who have earned this privilege.

School Dances are open to all I.H.S. students. Tickets are by advance sale only. Guests must be signed in with the Student Activities Coordinator before each dance. For all school dances except Senior Prom, guests must be 14 - 21 years old and enrolled in a high school or GED program. Student photo ID cards are required.

Class Events: Each class has at least one faculty advisor, 4 student officers and many supportive parents who assist in event planning and organizing. Please contact any of these people to volunteer to help or get involved.

Office Hours By Appointment
All Ages Welcome

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PARENT & COMMUNITY SUPPORT GROUPS

IHS PTSA / The Parent Teacher Student Association of Ithaca High School is dedicated to advancing the learning of students at Ithaca High School. Our efforts focus on communication, teacher/staff support and advocacy. Our children are our most treasured legacy. Help us help them by joining the PTSA and by volunteering your time and energy. Our Web site is: http://ihsptsa.clarityconnect.com/IHS_PTSA/Welcome.html. Or contact President Sue Merkel, at: smerkel@twcny.rr.com.

IPEI / The Ithaca Public Education Initiative grew out of a challenge set forth in the Ithaca City School District Strategic Plan of 1996 calling for increased connections between the community and the schools. IPEI believes the education of every student in the Ithaca City School District is enhanced through community connections and support. Its mission is to facilitate community connections and support for students and teachers through engagement, collaboration, gifts, and grants.

IPEI offers 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 and Code Red Robotics), and Giving Opportunities (Senior Class Awards are one example). You can become involved with IPEI in a variety of ways. Check out your options at: www.ipei.org, or call 256-IPEI.

FABG / The Ithaca Community Fine Arts Booster Group strives to foster appreciation for the arts, advocate for the arts, improve learning opportunities for all, and increase equitable access for all children. The group engages in fundraising, communication, partnerships, grant-giving, and recycling instruments. FABG is an affiliate of IPEI. Look for FABG at district arts events and consider joining us by becoming a member. Join the listserv by sending an email to: FineArtsBoosters-subscribe@yahoogroups.com to receive school related arts notices and updates about booster activities and issues. For more information, see the FABG website by going to: www.fabgithaca.org. Questions? Email: president@fabgithaca.org. or call 277-4631 Fine Arts Booster Group, 101 East State St. Box 182, Ithaca NY 14850

SPORTS BOOSTERS / The Ithaca Sports Booster Club encourages involvement and is looking for more members and volunteers. Please contact Booster President Steve Thayer for more information at 277-7359 or by email: SportsBoosterPrez@yahoo.com. Check out the Ithaca Sports Booster Club's yahoo listserv and join for more information on upcoming activities: <http://sports.dir.groups.yahoo.com/group/IthacaSportsBoosters>

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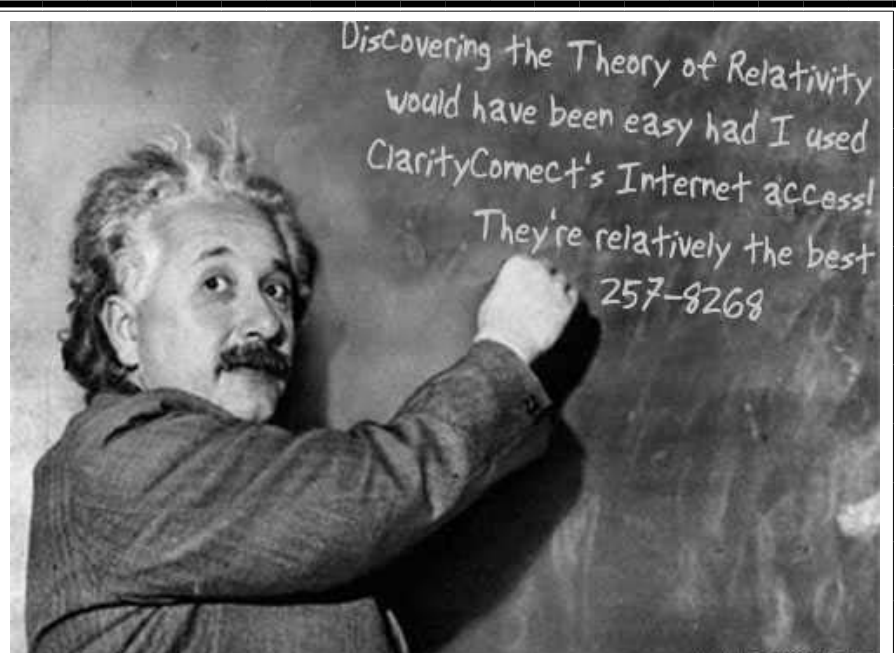
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