**General:**

|  |  |  |
| --- | --- | --- |
| Information Needed: | Person: | Ext: |
| Absence reporting | Office Clerks |  |
| Activities | Mrs. Spurgeon | 2017 |
| Athletic Coordinator | Mr. Medici | 2375 |
| Athletic Director | Mrs. Spurgeon | 2017 |
| AVID Coordinator | Dr. Isaac | 2335 |
| Bookkeeping | Mrs. Cranchez | 2006 |
| Buses | Office Clerks |  |
| Clinic |  | 2026 |
| Exceptional education | Mrs. Hagen | 2328 |
| Facility usage | Mrs. Yeazell | 2005 |
| Field trips | Mrs. Spurgeon | 2017 |
| Lockers | Mr. Biron  | 2325 |
| Lunch program | Mrs. Freytag | 2050 |
| Permits to leave | Office Clerks |  |
| FOCUS logins | Mrs. Simmons | 2008 |
| Schedule questions | Counselor |  |
| Student insurance | Mrs. Spurgeon | 2017 |
| Student records | Mrs. Simmons | 2008 |
| Teacher conferences | Counselor |  |
| Transcripts | Mrs. Simmons | 2008 |
| Tutors | Counselor |  |
| Volunteers | Mrs. McCraney | 2045 |

**Exceptional Student Education (ESE):**

|  |  |  |
| --- | --- | --- |
| Position: | Person: | Ext: |
| VE Specialist | Mrs. Hagen | 2328 |
| Behavior Specialist | Mr. Rafal | 2057 |

**Additional Student Support Services:**

|  |  |  |
| --- | --- | --- |
| Position: | Person: | Ext: |
| College & Careers | Mrs. Milavickas | 2030 |
| Psychologist | Mr. Iovino | 1354 |
| Social Worker | Mrs. Howard | 2319 |
| Teen Parenting | Mrs. Reynolds | 2070 |
| Student Advocate | Mrs. Turner  | 2378 |

**Administrative Services:**

|  |  |  |
| --- | --- | --- |
| Position: | Person: | Ext: |
| Principal’s Secretary | Mrs. Yeazell | 2005 |
| Principal | Ms. Gil | 2005 |

**Center for Wellness & Medical Professions (CWMP):**

|  |  |  |
| --- | --- | --- |
| Position: | Person: | Ext: |
| Office Clerk | Mr. Harper | 2327 |
| Counselor | Mrs. Surman | 2062 |
| Assistant Principal | Mrs. Spurgeon | 2017 |

**Fundamental Program:**

|  |  |  |
| --- | --- | --- |
| Position: | Person: | Ext: |
| Office Clerk | Mr. Biron | 2325 |
| Counselor | Mrs. Balkenbush | 2016 |
| Assistant Principal | Mr. Lane | 2060 |

**The Academy of Creators, Scholars & Leaders (grades 11 & 12):**

|  |  |  |
| --- | --- | --- |
| Position: | Person: | Ext: |
| Office Clerk | Mrs. Gibbons | 2324 |
| Counselor | Mrs. Banks | 2300 |
| Assistant Principal | Dr. Craun | 2015 |

**The Academy of Creators, Scholars & Leaders (grades 9 & 10):**

|  |  |  |
| --- | --- | --- |
| Position: | Person: | Ext: |
| Office Clerk | Mrs. Gibbons | 2324 |
| Counselor | Mrs. Reiss | 2301 |
| Assistant Principal | Mrs. Lewis | 2014 |

**Free After School Tutoring Services:**

Our school offers academic assistance in all core subject areas and credit recovery every Monday, Wednesday, and Thursday from 2pm to 3pm in the media center. Students must be present by 2:05 p.m. in order to be allowed entrance. Students arriving later than 2:05 p.m. must have a pass from a coach or staff members.