

**St. Petersburg High School**  
**International Baccalaureate Program Resource Map**  
**2018-19**

**PEOPLE TO KNOW**

Name	Title	Contact Info	Responsibilities
Darlene Lebo	Principal	<a href="mailto:lebod@pcsb.org">lebod@pcsb.org</a> 727-893-1842 ext. 2009	Oversees and supervises all aspects of SPHS.
Kieonna Lane	AP for IB	<a href="mailto:lanek@pcsb.org">lanek@pcsb.org</a> 727-893-1842 ext. 2011	Coordinates and supervises all aspects of the IB Program for students and teachers.
La'Tina Johnson	IB Guidance Counselor	<a href="mailto:johnsonlat@pcsb.org">johnsonlat@pcsb.org</a> 727-893-1842 ext. 2027	Handles course request/registration, transcripts, schedule corrections & college process for IB students.
Mary Lou Derrickson	IB Secretary	<a href="mailto:derricksonm@pcsb.org">derricksonm@pcsb.org</a> 727-893-1842 ext. 2012	Administrative assistant to Mrs. Lane. Contact to <u>Report absences</u> , request to leave early & general IB information.
Carolyn Turner	IB Guidance Clerk	<a href="mailto:turnercar@pcsb.org">turnercar@pcsb.org</a> 727-893-1842 ext. 2028	Assist Mrs. Johnson in the Guidance Office. Contact to schedule a parent conference.

**WHERE TO GO FOR HELP**

The IB Office – Room 157 is always open to you. Mrs. Derrickson is the IB Secretary and “mom” to all the IB students. When in doubt, go to, or call the IB Office!

- **Not feeling well?** Go to the IB Office and Mrs. Derrickson will contact your parents and arrange for you to drive home or be picked up.
- **Need to leave school early for an appointment?** All students MUST have a Pass to Leave. Please see instructions on the process for obtaining a PTL.
- **Other concerns** – Go to or contact the IB Office. Mrs. Lane is your assistant principal and is available to assist students and parents with any concerns.

The Guidance Office – Room 221

- **Need a schedule change?** – Contact the IB Guidance Counselor, Mrs. Johnson
- **Questions about transcripts, college, class rank, GPA or Virtual School?** – Mrs. Johnson, in guidance
- **Need to schedule a parent conference?** – Go to or contact Ms. Turner in the Guidance Office.

**COMMUNICATION IS KEY**

If you/your student has a problem in class please take the following steps to resolve the issue:

- **STEP ONE:** Talk to or email your teacher/Ask your student if they have talked to/emailed the teacher.
- **STEP TWO:** Parent emails the teacher and copies Mrs. Lane
- **STEP THREE:** Parent contacts Mrs. Lane - by phone or email.

**GET & STAY CONECTED**

**Parent Portal (FOCUS) Account** - View your child’s attendance, schedule, grades, discipline etc.

- Access portal at <https://focus.pcsb.org/focus/index.php>

**ManageBac** - View your child’s class page, assignments, IB calendar, deadlines etc.

- Access Mangebac at <https://www.mangebac.com>

**Twitter** - SPHS IB happenings, updates and reminders

- Follow us @StPeteIB