

JHS

Staff Information Go To Guide

Revised 6/7/16

ITEM	WHO
Athletic Events/Tickets	Main Office- C. Prazer
AP	Student Services- J. Prato
Bank Deposits	Main Office- S. Prosisie
Career and Tech Programs	R. Dinko
Discipline/Attendance Concerns (Students: A-Gra)	K. Carter
Discipline/Attendance Concerns (Students: Grb-Par)	R. Dinko
Discipline/Attendance Concerns (Students: Pas-Z)	J. Morgan
EMIS/Grades	M. Palleschi
Facilities Requests	T. Peterson
Fund Raisers (Clubs and Activities Accounts)	K. Hallworth, J. Kracker
Gradebook	Central Office- G. Woods
Homeroom Lists	R. Dinko
IB	D. Jeffers, J. Prato
Ill or Injured Students	Attendance Office- Clinic
JAGS	K. Stone
JSA	S. Gardner
Keys (Doors)	K. Carter
Keys (Fobs for Gradebook/Computer Access)	R. Dinko
Keys (Building Access Fobs & ID Badges)	Central Office- B. Kolberg
Monitors/Study Halls (Duty Assignments)	K. Carter
Parking Tags (Staff)	Central Office- K. Devine
RTI, IAT, 504s	Student Services- Counselors
Staff Handbook (on Staff Intranet)	R. Dinko
State Testing/Assessments	Administration
Student Discipline Forms (Conduct Forms, Cut Slips, etc.)	Attendance Office- S. Kramarich
Student Handbook (on School Website)	J. Morgan
Student Services (College Preparation, Testing, Schedules, Scholarships, small group counseling, RTI/IAT, 504, etc.)	J. Hawkins, Guidance Counselors
Substitute Teacher Request	J. Kracker
Teacher Forms	Main Office- K. Hallworth
Technology Requests	http://intra.polarbear.net
Voice Mail/Homework Hotline (setup/maintenance)	Tech Department
Web Page	L. Sutherland