

College of Staten Island High School for International Studies

Student/Family Contact and Question Index

Who Do I Contact If I Have A. . . .

QUESTION ABOUT:	CONTACT PERSON:	CONTACT INFO/LOCATION
		(718) 370-6900 PHONE EXT. / ROOM:
504 (medical)	School Nurse	Ext. 1441 / Rm 144
504 (non-medical)	E. Coffey	Ext 1323/ Library
Advanced Placement Courses	Teacher of course or E. O'Grady	Utilize email (see handbook directory) If no response after 48hrs contact Parent Coordinator
Advanced Placement Exams	C. Dunn	Ext. 2404 / Suite - 240
Athletics/PSAL	K Mangiero/J Fontanez	Utilize email (see handbook directory) If no response after 48hrs contact Parent Coordinator
Attendance Information		Ext. 2443 / Gen. Office - 244
Blood Drives	K. Lombardi	Utilize email (see handbook directory) If no response after 48hrs contact Parent Coordinator
Blue Cards (revision)	B. Carullo	Ext. 2440 / Gen. Office - 244
Bus Transportation/Metro-cards		Ext. 2443 / Gen. Office - 244
College Classes /College Now	C. Dunn	Ext. 2404 / Suite - 240
College & University Information/Planning	C. Dunn	Ext. 2404 / Suite - 240
College & University Financial Aid	C. Dunn	Ext. 2404 / Suite - 240
Community Based Mental Health Resources	E. O'Grady, C Dunn, M. Pastena or E. Coffey (Social Worker)	Ext 2407/2404/2402- Suite 240 Ext 1323/ Lib
Community Service	Student Advisor/Parent Coordinator	Utilize email (see handbook directory) If no response after 48hrs contact Parent Coordinator
Contraceptives/Condom Distribution	C. Dunn or R. Nunnari	Ext. 2404 / Suite 240 or Gym
Dress Code	M. Kumar	Ext. 2448 /Office 244

Early Departure from School	Adult on blue card pick up only	Ext. 2440 / Gen. Office - 244
Elevator Pass	B. Carullo with a Doctor's Note	Ext. 2440 / Gen. Office - 244
Extracurricular Activity/Athletics Eligibility	Principal/Athletic Director	Ext. 2440 / Gen. Office - 244
Final Exam Make Up (emergencies only)	L. Torres	Ext. 2405 / Suite - 240
Final Exam Schedule	E. O'Grady	Ext. 2407 / Suite - 240
Graduation/Diploma Requirements	E. O'Grady	Ext. 2407 / Suite - 240
Graduation Fees	COSA Mr. Miano	Ext 2401/Suite 240
Immunizations	School Nurse or B Carullo	Ext. 1441 / Rm 144 or 2440/244
Lateness		Ext. 2443 or 2446 / Gen. Office - 244
Letters certifying child enrollment in school	B. Carullo	Ext. 2440 / Gen. Office - 244
Locker Assignment	B. Carullo	Ext. 2440 / Gen. Office – 244
Lost Program Card	E. O'Grady	Ext. 2407 / Suite – 240
Lunch Applications	M. Gagliardo	Ext. 2443 or 2447 / Gen. Office - 244
Lunch Forms-Pin number		Ext. 2443 / Gen. Office - 244
Mediation/Conflict Resolution	E. O'Grady/ C. Dunn/ M. Pastena	Ext 2407/2404- Suite 240
Medical Concerns/Not Feeling Well/Prescriptions & Special Medication Dispensing	School Nurse	Ext. 1441 / Rm 144
Metrocards		Ext. 2443 / Gen. Office - 244
National Honor Society		
Non-Physical/Interpersonal Student Conflict	E. O'Grady, C. Dunn, M. Pastena or E. Coffey (social worker)	Ext 2407/2404/2402- Suite 240 Ext 1323/ Library
Parent Teacher Association (meetings once a month see calendar in handbook)	M. Kumar	Ext. 2448 /Office 244
Parent Weekly Electronic Newsletter	M. Kumar	Ext. 2448 /Office 244
Physical Abuse	E. O'Grady	Ext. 2407 / Suite 240
Physical Altercation/Threatening Behavior	J. Canale/L.Torres	Ext. 2440 / Suite - 244
Physical Education Uniform	C. Pepe or R. Nunnari	Ext. 1521 / Office 150
Program Changes	E O'Grady	Ext. 2407 / Suite – 240

Progress Reports Mailed Home (6x a year)	Child's Teacher	Utilize teacher email (see handbook directory) If no response after 48hrs contact Parent Coordinator, Parent Coordinator
PSAL (Public School Athletic League)	J Fontanez	Utilize email (see handbook directory) If no response after 48hrs contact Parent Coordinator
PSAT/SAT/ACT	C. Dunn	Ext. 2404 / 2404 Suite - 240
Pupil Path	M. Kumar	Ext. 2448 /Office 244
Pupil Path Access	M. Kumar	Ext. 2448 /Office 244
Pupil Path (inaccuracies/ inquiries about content or individual classes)	Classroom Teacher For a classroom question refer to the teacher first	Utilize teacher email (see handbook directory) If no response after 48hrs contact Parent Coordinator, Parent Coordinator
Purchase a required School Lock (P.E./Hallway)	B. Carullo	Ext. 2440 / Gen. Office – 244
Regents Scheduling – Student Exam Registration	M. Pastena	Utilize email (see handbook directory) If no response after 48hrs contact Parent Coordinator
Regents waivers	M. Pastena	Utilize email (see handbook directory) If no response after 48hrs contact Parent Coordinator
Re-scoring or reviewing a regent request	L. Torres	Ext. 2405 / Suite - 240
Retrieving Confiscated Electronic Devices	B. Carullo	Ext. 2440 / Gen. Office - 244
Safety Concerns	J. Canale/L.Torres	Ext. 2440 / Suite - 244
School Food /Cafeteria Staff	Dietician	Ext. 1005 / School Cafe
School Student Photo Identification	C. Castiglia/Parent Coordinator	Ext. 2446 / Gen. Office - 244
Senior Activities	COSA Mr. Miano	Ext. 2401 /Suite – 240
Senior Dues	COSA Mr. Miano	Ext. 2401 /Suite – 240
Special Needs/Learning Disabilities	L. Torres	Ext. 2405 / Suite - 240
Stress / Anxiety Management	E. O'Grady/ C. Dunn E. Coffey (social worker)	Ext 2407/2404- Suite 240 Ext 1323/ Library
Student Academic Progress Over Time	E. O'Grady, M. Pastena or Advisor	Ext. 2407 / Suite - 240
Student Led Conferences	Student's Advisor	Utilize email (see handbook directory) If no response after 48hrs contact Parent Coordinator

Student Progress in Class	Classroom Teacher For a classroom question refer to the teacher first	Utilize teacher email (see handbook directory) If no response after 48hrs contact Parent Coordinator, Parent Coordinator
Student Trip Eligibility	Teacher/Trip Coordinator /Principal	Utilize email (see handbook directory) If no response after 48hrs contact Parent Coordinator
Substance Abuse	E. O'Grady, C Dunn or M. Pastena	Ext 2407/2404- Suite 240
Suicide Prevention	E. O'Grady E. Coffey (social worker)	Ext. 2407 / Suite 240 Ext 1323/ Lib
Summer School	E. O'Grady	Ext. 2407 / Suite 240
Transfer Discharge From School	B. Carullo	Ext. 2440 / Gen. Office - 244
Transfer to Alternate Setting /GED/Job Corps	E. O'Grady, M O'Grady. N Mocton	Ext. 2407 / Suite - 240
Transition	M. Pastena	Utilize email (see handbook directory) If no response after 48hrs contact L. Torres
Transportation/ Bussing	B. Carullo	Ext. 2440 / Gen. Office - 244
Tutoring Schedule	M. Kumar	Ext. 2448 /Office 244
Working Papers		Ext. 2443 / Gen. Office - 244