



HIGH SCHOOL OF AMERICAN STUDIES
AT LEHMAN COLLEGE
2925 Goulden Avenue
Bronx, New York 10468

Alessandro Weiss
Principal

Tel.: (718) 329-2144
Fax: (718) 329-0792

CONTACTING THE SCHOOL

In order to make it easier for you to obtain information from our school, here are some suggestions:

Calling the main office:

Please call the main office if you wish to report that your child will be absent or late. Simply call the school's phone number, (718) 329 – 2144, between the hours of 8:00 AM and 2:45 PM.

Calling a teacher:

You should call one of your child's teachers if you have a question about his/her performance in a specific class. To contact a teacher, call the school number between 8:00 AM and 2:45 PM and leave a message. Your message will be placed in the teacher's mailbox. Teachers will do their best to respond within 48 hours.

Calling a guidance counselor:

You should call your child's guidance counselor if you have a question about your child's performance across all of his/her classes, if you have a concern about your child's emotional well-being or adjustment to school, if you have a question about your child's program or test schedule, or if you would like to discuss college admissions. The counselors can also obtain work for your child if he/she is sick and will be absent for more than three days. To contact a guidance counselor, call the school number. Ms. Harris's extension is 1221; Ms. Wise's extension is 1222. Counselors will do their best to respond within 48 hours.

Calling the athletic director:

You should call Mr. Schulman, our athletic director, if you have a question or concern about a PSAL sport or game. Mr. Schulman's extension is 1223. He will do his best to respond within 48 hours.

Calling the dean:

In addition to teaching, Mr. Blitz and Ms. Walsh serve as deans. If you wish to report or discuss a disciplinary incident, their extension is 1223. As per city regulations, one of the deans will respond within 24 hours.

Calling the parent coordinator:

You should call Ms. Fiore, our parent coordinator, if you have a question or concern about up-coming events or meetings, if you would like to know more about school policies and procedures, or if you have a question and you do not know to whom it should be addressed. You should also call Ms. Fiore if, despite having left a message, you have not heard back from a teacher or guidance counselor within 48 hours. Ms. Fiore's extension is 1224. She will do her best to obtain the information you require within 48 hours.

Calling the assistant principal:

Mr. Olivieri directly supervises the mathematics, science, physical education, foreign language, guidance, art, and music departments. Mr. Olivieri is also in charge of school discipline and safety. Please call him if you have a concern relating to any of the above areas of responsibility. To reach Mr. Olivieri, call the main office. He will do his best to respond within 48 hours.

Calling the principal:

If, after having spoken to one of the above staff members the issue about which you called has still not been resolved, please feel free to contact Mr. Weiss by phoning the main office. He will do his best to respond within 48 hours.

HIGH SCHOOL OF AMERICAN STUDIES AT LEHMAN COLLEGE
QUICK REFERENCE GUIDE

Main office phone number: (718) 329 – 2144

<i>Issue, concern, or question</i>	<i>Person to contact</i>	<i>Number or Extension</i>
Assistant Principal	Mr. Olivieri	1008
Athletic teams or events	Mr. Schulman	1223
College admissions	Ms. Harris or Ms. Wise	1221 or 1222
Counseling services	Ms. Harris or Ms. Wise	1221 or 1222
Deans' Office	Mr. Blitz or Ms. Walsh	1223
Discharges	Ms. Harris or Ms. Wise	1221 or 1222
Disciplinary incidents	Mr. Blitz or Ms. Walsh	1223
Emergency	Office Staff	Main office
Financial aid and scholarships	Ms. Harris or Ms. Wise	1221 or 1222
504 Accommodations	Ms. Harris	1221
Guidance Office	Ms. Harris or Ms. Wise	1221 or 1222
IEP's	Ms. Wise	1222
Immunization records	Ms. Flintall	1005
Internships	Mr. Holmes or Ms. Peterson	Main office
Lehman College courses or registration	Mr. Olivieri	1008
Lunch forms	Ms. Garcia	1002
Lunch tickets	Ms. Garcia	1002
Medical concerns or issues	Ms. Ayisi	1004
Metrocards	Ms. Garcia	1002
Parent Coordinator	Ms. Fiore	1224
Principal	Mr. Weiss	1006
PTA events	Ms. Fiore	1224
Programming and scheduling	Ms. Harris or Ms. Wise	1221 or 1222
Progress in a <i>particular</i> class	Subject class teacher	Main office
Progress in <i>all</i> classes	Ms. Harris or Ms. Wise	1221 or 1222
Regents Exams	Ms. Harris or Ms. Wise	1221 or 1222
Safety concerns or issues	Mr. Olivieri	1008
School Nurse	Ms. Ayisi	1004
School policies or procedures	Ms. Fiore	1224
School Leadership Team	Mr. Weiss	1006
Sports forms and physicals	Mr. Schulman	1223
Student absence	Main office	Main office
Student government	Mr. Iurato	Main office
Student lateness	Main office	Main office
Teachers	Main office	Main office
Transportation passes	Ms. Garcia	1002
Textbook returns	Ms. Camilo	1003
Trips	Mr. Olivieri	1008
Tutorial classes	Mr. Olivieri	1008
Up-coming events or meetings	Ms. Fiore	1224
Website	Mr. Thoman	Main office

*If you are unsure to whom you should direct a question or concern,
please call the main office or Ms. Fiore (extension 1224).*

Other helpful hints:

Most staff members arrive to school at 8:00 AM and depart at 2:50 PM.

When you leave a message, please let us know the phone number that you wish us to call in return. Please do your best to leave a detailed message so that we may obtain all of the information you require prior to phoning.

Please refrain from leaving a message marked “urgent” or “emergency” unless someone’s health or safety is at stake. Also, please refrain from calling the school in order to deliver a message to your child, unless that message is of critical importance.

Please remember that, occasionally, teachers and administrators may be away at meetings or conferences. This may delay our response to your question.