



ITHACA CITY SCHOOL DISTRICT

400 Lake Street, P.O. Box 549, Ithaca, New York 14851-0549

Communication Protocol for Parents and Caregivers with the ICSD:

The Ithaca City School District is committed to building healthy partnerships between schools, families, and communities to better support the well-being of students academically, socially, and emotionally. Creating environments that foster mutually respectful and engaging communication is a priority for Ithaca City Schools.

We believe that sharing information and working through issues are best handled when both sides work together to dialogue and find solutions as close to the origin as possible. It is an important goal of the ICSD to work together with school personnel and families to ensure the best results for your child's education. Below are appropriate steps in communication with school district personnel. *If you have an issue directly related to your child's safety or an emergency situation, please call the school directly and the office staff will connect you with an administrator or lead teacher to help.*

To ensure quick and effective problem solving, please direct concerns or questions involving instruction, discipline, intervention services, or learning materials to:

1. The **classroom teacher or instructional support teacher** by phone or email. For Dignity for All Students (DASA) cases, please contact the DASA Coordinator, **Amanda Verba** at (607) 274-2121 or amanda.verba@icsd.k12.ny.us.
2. If you have not received a response from the teacher or DASA Coordinator within three (3) business days or if you are unsatisfied with the resolution or communication exchange, please contact the **building principal** by phone or email.
3. If you have not received a response from the building principal within three (3) business days or if you are unsatisfied with the resolution or communication exchange, please contact the **Deputy Superintendent, Lily Talcott** at (607) 274-2134 or lily.talcott@icsd.k12.ny.us.
4. If you have not received a response from the Deputy Superintendent within three (3) business days or if you are unsatisfied with the resolution or communication exchange, please contact the **Superintendent, Dr. Luvelle Brown** at luvelle.brown@icsd.k12.ny.us or (607) 274-6845.
5. If you have not received a response from the Superintendent within three (3) business days or if you are unsatisfied with the resolution or communication exchange, please contact members of **the Board of Education**.

Contact information for board members can be found on the following website:

<http://www.ithacacityschools.org/districtpage.cfm?pageid=213>

The following includes contact information for schools and building principals. In each school, there are many support staff members, such as social workers, school counselors, family liaisons, and special education chairs that are available to also assist parents/caregivers.

For families that would prefer an outside advocate to assist in communication with school and district leaders, there are several local organizations in Ithaca to provide support to caregivers. You may contact Lily Talcott if you would like help in finding a local organization for support.

ICSD Elementary Schools

<p><u>Belle Sherman Elementary School:</u> (607) 274-2206 Principal: Daniel Breiman</p>	<p><u>Enfield Elementary School:</u> (607) 274-2221 Principal: Keith Harrington</p>
<p><u>Beverly J. Martin Elementary School:</u> (607) 274-2209 Principal: Dr. Susan Eschbach</p>	<p><u>Fall Creek Elementary School:</u> (607) 274-2214 Principal: Caitlin Bram</p>
<p><u>Caroline Elementary School:</u> (607) 539-7155 Principal: Karen Rachetta</p>	<p><u>Northeast Elementary School:</u> (607) 257-2121 Principal: Liddy Coyle</p>
<p><u>Cayuga Heights Elementary School:</u> (607) 257-8557 Principal: Brad Pollack</p>	<p><u>South Hill Elementary School:</u> (607) 274-2129 Principal: Perry Gorgen</p>

ICSD Secondary Schools

<p><u>Boynton Middle School:</u> (607) 274-2241 Principal: Jeffrey Tomasik</p>	<p><u>Dewitt Middle School:</u> (607) 257-3222 Principal: Mac Knight</p>
<p><u>Lehman Alt Community School:</u> (607) 274-2183 Principal: Deborah Ptak</p>	<p><u>Ithaca High School:</u> (607) 274-2143 Principal: Jason Trumble</p>

District Cafeteria Manager: Beth Krause (607) 274-2302

District Bus Transportation Manager: Elizabeth Berner (607) 274-2128