

## Whom Do I Contact?

Your student’s advisor is your primary liaison with Lick-Wilmerding High School. However, sometimes it makes more sense to contact individuals with more direct responsibility for your question. The names listed below are intended to be your first point of contact. A complete listing of Faculty/Staff email addresses and phone extensions can be found in the online school directory.

If you are having difficulty getting to the right person or are concerned you are not getting the help you need, contact **Alegria Barclay, Dean of Faculty**, Ext. 235, [abarclay@lwhs.org](mailto:abarclay@lwhs.org) for adult concerns **or Raquel Oliva-Gomez, Dean of Students**, Ext. 225 for student concerns. If you would like to speak with a parent liaison, contact the Parent Association VP of Equity & Inclusion **Roseanne Barry & Heba Williams**. Their information is located in the school directory.

<b>ATTENDANCE</b>	
<ul style="list-style-type: none"> <li>➤ Report illness, tardy, or early dismissal</li> </ul>	Parents/guardians (only) send an email to: <a href="mailto:attendance@lwhs.org">attendance@lwhs.org</a> or call (415) 333-4021
<ul style="list-style-type: none"> <li>➤ Anticipated absences</li> <li>➤ Unexcused absences (cuts)</li> <li>➤ Extended illness/absence</li> </ul>	<p><i>For 9th &amp; 10th graders</i>            Chris Yin, 9/10 Dean            Ext. 268 <a href="mailto:cyin@lwhs.org">cyin@lwhs.org</a></p> <p><i>For 11th &amp; 12th graders</i>            Kindra Briggs, 11/12 Dean            Ext. 232 <a href="mailto:kbriggs@lwhs.org">kbriggs@lwhs.org</a></p>
<b>COMMUNICATIONS</b>	
<ul style="list-style-type: none"> <li>➤ Submit content for the <i>eTiger</i></li> <li>➤ Submit a community announcement</li> <li>➤ Website updates/edits</li> <li>➤ Questions about website content</li> </ul>	Start with an email to: <a href="mailto:communications@lwhs.org">communications@lwhs.org</a>  eTiger Submission form: <a href="http://www.lwhs.org/etigerform">www.lwhs.org/etigerform</a>  Communications Team: Monica Alatorre Director of Strategic Communications Ext. 324 <a href="mailto:malatorre@lwhs.org">malatorre@lwhs.org</a>  Maya Santos Associate Director of Communications Ext. 362 <a href="mailto:msantos@lwhs.org">msantos@lwhs.org</a>

<b>FINANCIAL INFORMATION</b>	
<ul style="list-style-type: none"> <li>➤ Tuition &amp; Flex Tuition</li> <li>➤ BART Tickets</li> <li>➤ Café Accounts</li> </ul>	<p>Emily Fung, Financial Aid Officer Ext. 219 <a href="mailto:efung@lwhs.org">efung@lwhs.org</a></p>
<b>DIVERSITY, EQUITY and INCLUSION</b>	
<ul style="list-style-type: none"> <li>➤ Questions about student inclusion programming</li> <li>➤ Questions about adult equity work</li> <li>➤ Concerns specific to antidiscrimination and anti harassment norms and policies</li> </ul>	<p>Dee Johnson, Dean of Equity &amp; Inclusion Ext. 201 <a href="mailto:djohnson@lwhs.org">djohnson@lwhs.org</a></p> <p>Matthew Oakland, Director of Student Inclusion Ext. 237 <a href="mailto:moakland@lwhs.org">moakland@lwhs.org</a></p> <p>Christine Godinez Jackson Director of the Center for Civic Engagement Ext. 217 <a href="mailto:cgodinez@lwhs.org">cgodinez@lwhs.org</a></p>
<b>ACADEMICS</b>	
<p><b>Scheduling</b></p> <ul style="list-style-type: none"> <li>➤ Questions about course selection</li> <li>➤ Questions about schedules</li> <li>➤ Add/drop process</li> </ul>	<p>Erica Obando, Director of Academic Services Ext. 289 <a href="mailto:eobando@lwhs.org">eobando@lwhs.org</a></p> <p>Kate Wiley, Dean of Teaching and Learning Ext. 280 <a href="mailto:kwiley@lwhs.org">kwiley@lwhs.org</a></p>
<p><b>Student progress in a specific class</b></p> <ul style="list-style-type: none"> <li>➤ Class or homework assignments</li> <li>➤ Questions about grades</li> </ul>	<p>Please contact the teacher of the specific class or your student's grade-level dean.</p>
<p><b>Academic Program</b></p> <ul style="list-style-type: none"> <li>➤ Scope and sequence of the LWHS curriculum</li> <li>➤ Course offerings &amp; Graduation requirements</li> <li>➤ Teaching strategies &amp; methodologies</li> <li>➤ Questions about grades</li> </ul>	<p>Kate Wiley, Dean of Teaching and Learning Ext. 280 <a href="mailto:kwiley@lwhs.org">kwiley@lwhs.org</a></p> <p>and/or See <a href="#">Academic Guidebook</a></p>
<p><b>Student Progress</b></p> <ul style="list-style-type: none"> <li>➤ General school experience/transition questions</li> <li>➤ Concerns about student/teacher relations</li> </ul>	<p>Raquel Oliva-Gomez, Dean of Students Ext. 225 <a href="mailto:rolivagomez@lwhs.org">rolivagomez@lwhs.org</a></p> <p>Chris Yin, 9th/10th Dean</p>

<ul style="list-style-type: none"> <li>➤ Concerns about academic performance or academic support</li> </ul>	<p>Ext. 268 <a href="mailto:cyin@lwhs.org">cyin@lwhs.org</a></p> <p>Kindra Briggs, 11th/12th Dean Ext. 232 <a href="mailto:kbriggs@lwhs.org">kbriggs@lwhs.org</a></p>
<p><b>Learning Differences and Peer Tutoring</b></p> <ul style="list-style-type: none"> <li>➤ Assistance in arranging for a student to be tested for learning differences</li> <li>➤ Discuss an existing educational evaluation including accommodations.</li> <li>➤ Assistance to arrange peer tutoring</li> <li>➤ Support in meta-cognitive strategies, including test-taking, organization, study strategies, etc.</li> </ul>	<p>Winifred Montgomery, LSC Director Ext. 257 <a href="mailto:wmontgomery@lwhs.org">wmontgomery@lwhs.org</a></p> <p>Jaski Kohli LSC Coordinator, Peer Tutoring Coordinator Ext. 359 <a href="mailto:jkohli@lwhs.org">jkohli@lwhs.org</a></p>
<p><b>College Counseling:</b></p> <ul style="list-style-type: none"> <li>➤ Questions about the college counseling process.</li> <li>➤ Questions about standardized testing.</li> </ul>	<p>Marvin Coote, Dean of College Counseling Ext. 296 <a href="mailto:mcoote@lwhs.org">mcoote@lwhs.org</a></p> <p>Krista Klein, Co-Director of College Counseling Ext. 283 <a href="mailto:kklein@lwhs.org">kklein@lwhs.org</a></p> <p>Alayne Haggerty, Co-Director of College Counseling Ext. 228 <a href="mailto:ahaggerty@lwhs.org">ahaggerty@lwhs.org</a></p> <p>Gabriela Ruiz de Mejia, Co-Director of College Counseling Ext. 282 <a href="mailto:gmejia@lwhs.org">gmejia@lwhs.org</a></p>

## STUDENT LIFE

<p><b>Co-Curricular Programs:</b></p> <ul style="list-style-type: none"> <li>➤ Questions about student leadership, the “Center” or school dances.</li> <li>➤ Questions about the public purpose program</li> <li>➤ Questions about clubs or peer connect</li> <li>➤ Questions about the advising program or school wide assemblies</li> </ul>	<p>Christine Godinez Jackson, Director of the Center for Civic Engagement Ext. 217 <a href="mailto:cgodinez@lwhs.org">cgodinez@lwhs.org</a></p> <p>Ravi Lau, <a href="mailto:rlau@lwhs.org">rlau@lwhs.org</a> Director of Public Purpose Program Ext. 334</p> <p>The Center Team, <a href="mailto:center@lwhs.org">center@lwhs.org</a></p> <p>Raquel Oliva-Gomez, Dean of Students Ext. 225 <a href="mailto:rolivagomez@lwhs.org">rolivagomez@lwhs.org</a></p>
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<p><b>Counseling, Mental Health and Wellness:</b></p> <ul style="list-style-type: none"> <li>➤ Counseling for students dealing with personal, social, and/or family issues</li> <li>➤ Referrals for additional therapy.</li> </ul>	<p>Yuka Hachiuma, School Counselor Ext. 255 <a href="mailto:yhachiuma@lwhs.org">yhachiuma@lwhs.org</a></p> <p>Alba Castaneda, School Counselor Ext. 275 <a href="mailto:acastaneda@lwhs.org">acastaneda@lwhs.org</a></p> <p><a href="mailto:counseling@lwhs.org">counseling@lwhs.org</a></p>
<p><b><u>Student Handbook:</u></b></p> <ul style="list-style-type: none"> <li>➤ School rules and policies</li> </ul>	<p>Raquel Oliva-Gomez, Dean of Students Ext. 225 <a href="mailto:rolivagomez@lwhs.org">rolivagomez@lwhs.org</a></p>
<p><b>Athletics Program:</b></p>	<p>Eliot Smith, Athletics Director Ext. 259 <a href="mailto:esmith@lwhs.org">esmith@lwhs.org</a></p> <p>Spencer Yu, Assistant Athletics Director Ext. 332 <a href="mailto:syu@lwhs.org">syu@lwhs.org</a></p>
<p><b>Discipline and Accountability Processes:</b></p> <ul style="list-style-type: none"> <li>➤ Concerns about behavioral issues or incidents</li> <li>➤ Questions about disciplinary actions</li> <li>➤ Questions about school policies</li> </ul>	<p>Raquel Oliva-Gomez, Dean of Students Ext. 225 <a href="mailto:rolivagomez@lwhs.org">rolivagomez@lwhs.org</a></p>
<p><b>Registrar:</b></p> <ul style="list-style-type: none"> <li>➤ Update your address, phone number, or email</li> <li>➤ Request a copy of your transcript</li> </ul>	<p>Erica Obando, Director of Academic Services Ext. 289 <a href="mailto:eobando@lwhs.org">eobando@lwhs.org</a></p>
<p><b>Technology:</b></p> <ul style="list-style-type: none"> <li>➤ General technical support</li> <li>➤ Questions on acceptable use of technology</li> <li>➤ Network or general website issues</li> </ul>	<p><a href="mailto:helpdesk@lwhs.org">helpdesk@lwhs.org</a> Or Troy Yochelson, Network Administrator Ext. 248 <a href="mailto:tyochelson@lwhs.org">tyochelson@lwhs.org</a></p>

## IN CASE OF EMERGENCY....

LWHS will use the **Blackboard Connect** system for all emergency communications. Should we need to evacuate the school property for an extended period of time, faculty and staff will walk with the students to City College of San Francisco (Ocean Avenue and Howth Street) and assemble in advising groups on the south lawn OR football field.

Please visit the Resource Board, "Emergency," to review all Emergency Procedures.

