

High School of Hospitality Management

Yves Mompont, Principal



PARENT-STUDENT HANDBOOK

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PARENT-STUDENT HANDBOOK

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I. GRADUATION REQUIREMENTS

Regents Diploma		Advanced Regents Diploma
Examination Requirements		
Your child must achieve a score of 65 or higher on these five Regents exams: <ul style="list-style-type: none"> • English Language Arts (ELA) • Any mathematics exam (Algebra I, Geometry, <i>or</i> Algebra II/Trigonometry) • Any social studies exam (Global History and Geography <i>or</i> U.S. History and Government) • Any science exam (Living Environment, Chemistry, Earth Science, <i>or</i> Physics) • Any additional Regents exam or assessment approved by the State for this purpose 		Your child must achieve a score of 65 or higher on these nine exams: <ul style="list-style-type: none"> • English Language Arts (ELA) • Three mathematics exams (Algebra I, Geometry, <i>and</i> Algebra II/Trigonometry) • Any social studies exam (Global History and Geography <i>or</i> U.S. History and Government) • Two science exams (Living Environment <i>and</i> one of these: Chemistry, Earth Science, or Physics) • Any additional Regents exam or assessment approved by the State for this purpose • Any NYC Languages Other Than English (LOTE) exam
Minimum Credit Requirements		
Advance		
8	Core English	8
8	Social Studies: Global History (4), U.S. History (2), Participation in Government (1), Economics (1)	8
6	Mathematics: Including at least two credits of advanced math (e.g., Geometry or Algebra II)	6
6	Science: Life Science (2), Physical Science (2), Life Science or Physical Science (2)	6
2	Languages Other than English (LOTE)*	6
4	Physical Education (every year, distributed in specific ways)	4
1	Health	1
2	Visual Art, Music, Dance, and/or Theater	2
7	Electives	3
44	TOTAL CREDITS	44
*A student seeking an Advanced Regents diploma with an arts or CTE endorsement is only required to complete 2 credits of LOTE. Also, a student whose IEP specifies that the disability directly impacts his or her ability to learn a language may substitute other courses for the LOTE requirement and still earn an Advanced Regents diploma.		

II. ATTENDANCE POLICY

The New York State Department of Education has set a standard of 90% attendance for promotion to the next grade level. Parent(s)/guardians will be notified of absence from school via our automated calling system; therefore, it is important for student biographical information to be updated and correct. Our school attendance plan also provides for the effective implementation of attendance outreach, follow-up and support services if the 90% attendance standard is not being met.

Parent(s)/guardians are expected to submit a note or letter explaining their child's absence from school. Absence from school is excusable for personal illness, religious observance, attendance at special events authorized by the school, or a family emergency beyond the student's control, such as fire or death in the family. A note from a doctor or health-care professional should be provided in cases of extended or frequent absence due to illness. If students are absent from school for reasons other than those listed above, documentation of the reason for the absence must be presented to the school (e.g. court order, college visitation, etc.).

Students must present their absence notes to all their teachers. Subject area teachers will sign the absence note, document the excuse, and return the note to the student. Once all teachers have signed a student's note, the student must return the note to Ms. Lange, Social Worker (Room 403).

Parent(s)/guardians should also call Ms. Lange, Social Worker or Ms. Williams, Guidance Counselor in cases of extended absences due to illness or the death of an immediate family member. Ms. Lange or Ms. Williams will make the necessary notifications to subject area teachers and coordinate a plan for the make-up of missed schoolwork.

Family vacations should be planned to coincide with vacation days and weeks of the annual school calendar. Teachers are not obligated to make prior arrangements for assignments, projects, and other instructional activities involving work that has not yet been presented. Student absence for vacation will be treated as an unexcused absence. Teachers will not be expected to extend their normal workday to provide remediation or to administer tests for students who have been on vacation. Teachers will not be required to repeat lessons that were given during the vacation period.

III. Student Bell Schedule 2020-2021

Monday - Friday

Period 0	8:12 - 8:54	45 mins
Period 1	8:55 - 9:40	45 mins
Period 2	9:41 - 10:26	45 mins
Period 3	10:27 - 11:12	45 mins
Period 4	11:13 - 11:58	45 mins
Period 5	11:59 - 12:44	45 mins
Period 6	12:45 - 1:30	45 mins
Period 7	1:31 - 2:16	45 mins
Period 8	2:17 - 3:02	45 mins
Period 9	3:03 - 3:45	Teacher Collaboration Time

Lateness Policy

Lateness to class has a significant negative impact on the educational process.

It results in:

- a loss of meaningful instruction for the offending students
- a break in the continuity of instruction for teachers delivering their lessons
- a distraction for students engaged in meaningful instruction due to the entry of latecomers to their classrooms
- a breach in the security of the hallways during the instructional period.

Lateness to subject class may also result in a lower class average due to the loss of instructional time in activities such as: do now completions, classroom participation opportunities, examinations (quizzes/full period exams), dialogues, speeches, group work, lab work, etc. Parents/guardians will receive notification of student lateness. Repetitive lateness may result in detentions, monitoring of conduct sheets, or additional school assignments. Keep in mind that students must go through metal-detectors/scanning machines to come into the building. Please allow yourself enough time to go through scanning and still make it on time to class.

Excuse Lateness to School

Students who report to school late because of early morning appointments must present a Doctor's note or some other form of official documentation to the School Social Worker, Ms. Lange (Room 457) or to the Guidance Counselor, Ms. Williams (Room 357). Students will be issued an excused late pass and their official school attendance record will be corrected. Students must present their excused late passes to the teachers of the classes they missed.

Students will not be excused for lateness due to transportation problems, unless the problem is confirmed by the MTA. The High School of Hospitality Management Principal will make the determination of excused lateness through direct communication with the MTA and will issue excused late passes if warranted. Our school building opens at 8:00 a.m., and students are permitted to report to the cafeteria when they arrive early to school. It is strongly suggested that students board early buses or trains, so the potential for lateness due to transportation problems can be minimized.

Early Excuse Policy

High School of Hospitality Management Early Excuse Policy and procedures have been created to ensure the safety of our students and to minimize any breaks in the continuity of instruction.

Procedures:

1. Arrangements for the early excuse of students from school will only be granted when students/guardians provide verification of appointment by providing a Dr.'s note indicating a scheduled appointment. Parents can contact the Main Office at 212-586-0963 Ext. 361 and speak with a staff member regarding the time and reason for the early excuse.
2. Alternate Arrangements: In order for any student to have early release without a Dr.'s note will be by being picked up at the school a guardian or another authorized individual listed on the child's records. However, a contact number for our staff to verify the request must be included, or arrangements will not be made until a parent arrives to the building.
3. Whenever possible, the time of the early excuse should correspond with the changing of the periods (see Bell Schedule), and students should know in advance that they are expected to report to the Main Office (Room 361) at that time. This eliminates the need for our staff to locate and remove students from their classes during instructional time. It is important to note that all requests for Early Excuse must be verified by our staff members through oral communication with a student's legal guardian.
4. Parents/guardians must inform the Main Office staff if someone else has been designated to take their child out of school. Students will not be released to anyone other than a legal guardian if prior notification was not made and verified. Students will not be released to other minors.
5. Parents, guardians, or other authorized family members or neighbors picking up children for early excuse from school must report to the main lobby, produce proper I.D. to the School Safety Agent or designee at the main desk, and sign in the Visitors' Log.

STUDENTS WILL NOT BE RELEASED TO ANYONE WHO HAS NOT BEEN GIVEN AUTHORIZATION BY A PARENT OR LEGAL GUARDIAN. STUDENTS WILL NOT BE RELEASED TO ANYONE WHO CANNOT PRODUCE VALID IDENTIFICATION.

6. Students will receive a white Early Excuse Pass from the Attendance Office staff. This pass must be shown to the teachers of the subject classes that were missed. Teachers will make a notation of this excused absence in their records, and students will not be penalized. Parents should keep these passes for their records once they have been shown to the teachers in case a question of attendance arises.
7. Early Excuse from school results in a loss of valuable instructional time. Whenever possible, appointments for doctors or other important matters should be made after your child's school day is over.

IV. GUIDANCE PROGRAM

Our guidance program has many components:

- Crisis Counseling and Personal Referrals
- Personal Counseling
- Academic Advising
- Referrals to the Community Resources
- Consultation with Parents and Teachers
- Resources for Academic Support/Enrichment Opportunities
- College Advisement/Placement
- Educational Alternatives Information

Academic Advisement: Guidance Counselors are available to students and parents to provide support throughout their experience in high school consistent with the student's personal abilities and goals.

Personal Counseling: Limited personal/individual counseling is available to all students through the Youth Development Team. Guidance Counselors make themselves available to students to help them work through personal or home problems, peer issues or any age-related concern. Serious issues may be referred to outside mental health professionals. Counselors will keep confidential information entrusted to them so long as no one's life, health or safety is at stake. Parents will be notified of any such concerns.

Appointments: Counselors are available to students and parents at any time. Students may obtain an appointment request in the guidance office between classes. Parents are encouraged to call their child's counselor for an appointment.

V. DISCIPLINE POLICY

The *Discipline Code* also includes a *Student Bill of Rights and Responsibilities* that promotes responsible behavior and an atmosphere of dignity and respect by establishing guidelines for appropriate and acceptable conduct, dress, and language. The complete *Discipline Code* is also available for viewing and downloading by logging on to the New York City Department of Education website: <http://schools.nyc.gov/>.

Students should be aware that rules which govern their behavior come in a variety of formats. These include:

The High School of Hospitality Management Code of Conduct
The New York City Department of Education Discipline Code
Subject Class Contracts
Student Athlete Contracts
Extra Curricular Activity Contracts

Code of Conduct

1. Students are responsible to abide by all the rules and regulations of the High School of Hospitality Management found in this handbook and the New York City Department of Education Discipline Code. Students are also responsible to abide by the individual classroom rules established by subject area teachers and listed in subject class contracts. Students must comply with the standards of behavior described in these documents and not engage in any unacceptable behavior that is disruptive to the educational process. This includes, but is not limited to: scholastic dishonesty, harassment, vandalism, fighting, theft, bullying, gambling, insubordination, and drug, alcohol or weapon possession.
2. Students must be on time for all classes. Students should be in their seats when the second bell rings. Students entering the building late lateness will be documented.
3. Students may not wear hats, headbands, bandanas or any other head coverings in any area inside High School of Hospitality Management. These items are subject to confiscation by school personnel and will be returned only to parents.
4. Students may not leave the school grounds during their instructional day as indicated by their program card. Students caught off school grounds may be subject to a referral from the NYPD or the Division of School Safety and/or brought to the TRACK center.
5. Students must carry their program card and High School of Hospitality Management photo I.D. card at all times. Students must show their I.D. card when entering the building. Students must also show these items upon the request of any school staff member. Failure to identify oneself upon request is considered insubordination, and parents will be notified.
6. Students should limit the use of the classroom bathroom pass. Time out of class results in a loss of valuable instructional time. Parents will be informed if requests for the bathroom pass are excessive.
7. Smoking is prohibited on school grounds at all times. Students found to be in violation of Chancellor's Regulation B12, which is a Level 2 infraction, will be subject to appropriate disciplinary measures.
8. Students are invited to visit the School Social Worker, Ms. Lange-Roberson (Room 457), or Ms. Williams (Room 357) should they be experiencing any personal problems or conflicts. Students should utilize their lunch periods for this purpose unless it is an emergency. Students are also invited to utilize their lunch or free periods see teachers for extra help or attend tutoring. Students should report to these activities at the beginning of the period.

Student Rights and Responsibilities

I know that I have a right to:

- be in a safe and supportive learning environment, free from discrimination, harassment and bigotry;
- know what is appropriate behavior and what behaviors may result in disciplinary actions;
- be counseled by members of the professional staff in matters related to my behavior as it affects my education and welfare within the school;
- due-process of law in instances of disciplinary action for alleged violations of school regulations for which I may be suspended or removed from class.

I agree to:

- come to school on time;
- appear for each of my classes at the start time, ready to begin work;
- be prepared with appropriate materials and assignments for all classes;
- show respect to all members of the learning community;
- resolve conflicts peacefully, and avoid fighting inside or outside of the school or at program sites;
- behave respectfully, without arguing, and cooperate when a staff member gives direction or makes a request. I understand that I will be given an opportunity to voice my concerns at an appropriate time if I do not agree with the request;
- take responsibility for my personal belongings and respect other people's property;
- dress appropriately and do not wear any suggestive clothing (including skinny tank-tops, midriffs, short-shorts, or mini-skirts);
- refrain from wearing clothes which have any signs of gang affiliation (e.g., scarves, bandanas) and refrain from using gang signs, calls, chants, movements, handshakes;
- refrain from bringing weapons, illegal drugs, controlled substances and alcohol to school;
- refrain from bringing personal possessions that are disruptive (e.g., cell phone, electronic games, beeper) in school;
- share information with school officials that might affect the health, safety or welfare of the school community;
- keep my parents/guardians informed about school-related matters and make sure I give them any information sent home;
- follow all rules in the HSHM Code of Conduct and the Discipline Code;
- behave responsibly as described in the Bill Of Student Rights and Responsibilities.

VII. DRESS CODE POLICY

The following rules will be enforced September-June regarding the dress code policy:

_Students must enter the scanning area dressed appropriately until they exit the building.

_All hats, do-rags, hoodies, jackets and coats must be placed in lockers immediately upon entering the school.

_Students that wear ripped clothing or dress provocatively will be detained at the entrance of the building until their parents are contacted.

_Prohibited clothing (not allowed) includes leggings, tank-tops, halter-tops, tube-tops.

Any violation of the dress code policy or these rules will result in immediate disciplinary action.

Spring Time Wear: During the months of May & June, students will be allowed to wear shorts – NEAR KNEE OR LONGER

No Hat Policy

The New York City Department of Education has established a policy which prohibits students from wearing head coverings such as hats, sweatbands, doo-rags, and scarves in school buildings during the instructional day. The staff of High School of Hospitality Management actively enforces this policy and is authorized to confiscate these prohibited items.

VIII. INTERNET USAGE POLICY

The Internet Usage Policy of the Department of Education has been created to ensure that Internet resources are used appropriately and that our educational community may benefit from the exciting resources available on-line in a manner that will not jeopardize the safety and well-being of any individual, group, or entity.

The purpose of access to or use of the Internet through Department of Education connections or equipment is solely educational; therefore, students who utilize these connections must foster that purpose by using Internet resources only for educational purposes and in an appropriate and legal manner.

All students using the Internet through Department of Education connections or equipment are specifically prohibited from:

- Sending or receiving personal messages
- Using the internet for commercial purposes, advertising or similar objectives

- Utilizing copyrighted materials without permission
- Lobbying for political purposes or soliciting votes
- Accessing pornographic or obscene materials
- Sending or receiving messages that are racist, sexist, inflammatory, hateful or obscene
- Vandalizing data, software, or equipment
- Requesting or providing home phone numbers, addresses, photographs or other personal information without authorization

Students who violate this policy may be subject to disciplinary and/ or legal action.

IX. LOCKER POLICY

- Each student is responsible for providing their own lock.
- Students need to place their coats, jackets, headgear, scarves, hoodies and unnecessary belongings in their lockers in the beginning of the first period.
- Students have access to their lockers during the first period and at the end of the day. Teachers need to keep classrooms locked when they are not in the room.
- Students who enter the building after the first period should be sent to room 403. Coats will be held so that learning is not disrupted.
- Students are not permitted to share lockers.

X. GRADING POLICY

I. Philosophy:

Grades are used as indicators of student progress and accomplishment within a subject area. All grades are based on objective criteria which include but are not limited to:

- examinations
- homework
- class work
- class participation
- reports/projects
- laboratory reports (science)

Each department has a policy that indicates the relative weights of these criteria within the classes in their department. Students receive this policy in a form of a class contract during the first week

of classes. Students are required to show these contracts to their parents and return them signed to their teachers.

1. **Class Examinations** are given at appropriate intervals during the term. They are a measure of student growth and development and a reflection of the progress of instruction. Mid-term and Final examinations may be given by particular departments as part of this series of examinations. All examinations are used as a means of ascertaining student competency and for the teacher to make decisions on what, if any, material must be reviewed for more complete understanding.

2. **Standardized Examinations:**
Regents and Advanced Placement examinations are given at the conclusion of courses that offer such examinations.

3. **Alternative Means of Assessment:** Individual teachers and departments may utilize alternative means of assessment for students within their classes. These may include but are not limited to:
Skills assessment, laboratory reports, portfolio evaluation, oral presentations, internship evaluation, projects, research papers, and performance evaluation.

XI. PROMOTION POLICY

The chart below shows levels of performance your child must attain in order to be promoted or to graduate.

Promotion Standards-Grades 9-12		
	Coursework/Exams	Minimum Credits
Grade 9	Successful completion of standards in academic subject areas	8
Grade 10	Successful completion of standards in academic subject areas	20 (including 4 in English/ESL and 4 in Social Studies)
Grade 11	Successful completion of standards in academic subject areas	30
Grade 12 Regents Diploma	Score 65 or above on 5 Required Regents exams (Required Regents exams include English, Math, Global History, U.S. History, and Science)	44 (including credits in physical education and other

		required subject areas)
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XII. METROCARD POLICY

Parents should review the train and/or bus schedule carefully and select the train and/or bus route and estimated pick up time that will best transport their children to school well before the start of their children’s school day.

Metrocard Eligibility Requirements

All students are eligible for Metrocards depending on the distance their home is from High School of Hospitality Management. The New York City Department of Education Office of Pupil Transportation determines this distance and the type of Metrocard each student receives.

Metrocards Eligibility Requirements:

- Students living less than ½ mile from High School of Hospitality Management are not eligible for Metrocards.
- Students living between ½ mile and 1 ½ miles from HSHM are eligible for half fare Metrocards.
- Students living more than 1½ miles from HSHM are eligible for free full fare Metrocards.

Any change of address should be brought to the attention of the Transportation Office. Official documentation (e.g., utility bill, mortgage statement) will be required for any changes to a student’s biographical information.

All students eligible for Metrocards will receive their Metrocard on the first day of classes for both the Fall and Spring term. Students will also be issued a bus stop map for dismissal and a list of rules addressing the proper use of their Metrocards. Proper behavior is expected of all students on the buses and trains. Buses may be taken out of service if students misbehave. Students who misbehave may face disciplinary action and/or legal action.

Metrocards Rules

1. A student Metrocard is only to be used by the student to whom it is issued, and whose name appears on the card. Students may not loan their card to another student. If someone else uses or borrows your Metrocard, Police Officers or Transit personnel can confiscate the Metrocard. If your Metrocard is altered, damaged on purpose, or used in any other way than intended, it may be confiscated, and students may be subject to arrest or a fine.

2. Metrocards are only to be used for transportation to and from school or for school related activities during the hours of 5:30 a.m. to 8:30 p.m. Students may not use their metrocards on weekends and holidays. Students who are members of teams may be entitled to additional *2-trip* Metrocards for transportation to practices and games. Team members must report to the Athletic Director's office for more information about these special Metrocards. Metrocards for other special programs are available to students participating in those programs. Report to the Transportation Office for more information regarding these special Metrocards.
3. A full fare Metrocard provides three trips on both train and surface bus lines. On most trips, students can use their Metrocard freely to transfer from bus to bus, train to bus, or bus to train. A half-fare Metrocard is only good for bus transportation and is also valid for three trips per day.
4. If a student loses or damages a Metrocard, this must be reported to the Main Office, *Room361* , during a student's lunch period. Lost Metrocards will be replaced after a one week penalty period. Students are responsible to provide for their own transportation to and from school during the penalty period. Damaged Metrocards will be exchanged for a new Metrocard immediately. The damaged Metrocard must be brought to the Main Office *Room361* for an even exchange to take place.
5. If a student's Metrocard is stolen, it must be reported to the Main Office immediately. A report must be filed in the Dean's office, Room 222 , and a copy must be submitted to the Main Office. Once all the information is verified, a replacement card will be issued in three school days.

XIII. VISITORS POLICY

The New York City Department of Education and the N.Y.C. Police Department has established a uniform visitor control standard with required procedures that all schools must implement and include in their School Safety Plans. The High School of Hospitality Management School has also established additional protocols to ensure the safety of our students and staff members and to facilitate visits by parents and other members of the community.

Procedures:

1. Visitors must enter the building using the student main entrance during school hours. Visitors are not permitted to utilize the staff parking lot during school hours. All minors must be accompanied by a parent/guardian. Unaccompanied minors will not be permitted to enter the building or remain on school grounds.
2. Visitors must report to the School Safety Agent assigned to the main lobby reception desk located in the student entrance lobby.

3. Visitors must present a valid picture I.D. Parents may not pick up children early from school without presenting a valid picture I.D.
4. Visitors must register in the Visitors Log Book once their identification has been verified by a School Safety Officer.
5. Visitors must specify the exact nature of their visit and the name of the person/office to be visited. (Visitors who are unsure of the person they wish to speak with or the office they wish to visit will be assisted by staff members in the Main Office.)
6. Visitors will be issued a *Visitor's Pass* that must remain visible and be worn at all times.
7. Visitors will be directed to the Main Office (361) where they will remain until their appointment has been verified or other arrangements have been made. Parents may visit the Parent Coordinator located in the Parents' Center for additional assistance.
8. Visitors must report to the Reception Desk after their visit is completed, sign out and return their *Visitor's Pass*.
9. Visitors are prohibited from visiting any office other than the office indicated on the Visitors' Pass. If further assistance is needed, visitors must report back to the Reception Desk and wait in the Parents' Center until an appointment can be scheduled or other arrangements are made.
10. Visitors in violation of these procedures or whose conduct jeopardizes the safety of students and staff, interferes with programs in the school or endangers property are subject to immediate removal from the school by order of the Principal and possible arrest.

XIV. RESOURCES / COMMON INQUIRIES

Item	Location/Main Contact
Attendance	Main Office-Room 361
Lunch Forms	Main Office-Room 361
MetroCards	Mr. Mchale -Room 301
Program Change	Ms. Lange-Roberson/Ms. Williams
PSAL Physical Exams Forms	Coach
School Registration Verification Letter (Face-To-Face Letter)	Main Office-Room 361
Sports-Public Schools Athletic League (PSAL)	Ms. Roedl -Gym
Student ID	Mr. Mchale -Room 301
Student Support Services	Ms. Lange-Roberson/Ms. Williams
Summer Youth Employment Papers (SYEP)	Main Office-Room 361
Transcript Request	Ms. Lange-Roberson/Ms. Williams
Working Paper/ Physical Exam Form	Main Office-Room 361

XV. STAFF DIRECTOR- School General Number - (212) 586-0963

Office	Name	E-Mail Address
Assistant Principal	K. Drouillard	KDrouillard@hshm.info
Dean of Students	S. Mchale	Smchale@schools.nyc.gov
Guidance Counselor	D. Williams	DWilliams@hshm.info
Main Office	Y. Torres	Ytorres@hshm.info
Parent Coordinator	B. Nunez	Bnunez@hshm.info
Principal	Y. Mompont	YMompont@hshm.info
Social Worker	K. Lange-Roberson	KLange@hshm.info

Name	Subject	E-Mail Address
A. Charles	Math	ACharles@hshm.info
A. Funaro	English	AFunaro@ hshm.info
A. Roedl	Physical Education	ARoedl@ hshm.info
A. Benavides	Social Studies	ABenavides2@ hshm.info
B. Bordiuk	Art	BBordiuk@ hshm.info
C. Azriliant	Social Studies	CAzrili@ hshm.info
I. Maxwell	Mathematics	IMaxwell@ hshm.info
J. Corkill	English	JCorkill@ hshm.info
J. Kandel	Mathematics	JKandel@ hshm.info
J. Minutillo	Science	JMinutillo@ hshm.info
J. Perko	Social Studies	JPerko@hshm.info
J. Tzall	English	JTzall@ hshm.info
J. Ung	Mathematics	Jung@hshm.info
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K. Donahue	ESL	KDonahue@ hshm.info
K. Hassan	Mathematics	KHassan@hshm.info
K. Jones	Science	KJones@ hshm.info
M. Lehnert	Science	MLehnert@hshm.info

M. Grayson	Science/Special Education	MGrayson@hshm.info
M. Liebman	Foreign Language	Mliebman@ hshm.info
M. Ramecharran	Humanities/Special Education	MRamecharran@hshm.info
M. Valdes	Culinary Arts	Mvaldes@hshminfo
Ms. Shuman	Social Studies	JShuman@ hshm.info
R. Gervasi	Physical Education	RGervasi@ hshm.info
R. O'Donnell	Social Studies	ROdonnell2@ hshm.info
R. Rocchio	Mathematics	ARocchio@hshm.info
V. Swerski	Speech	VSwerski@hshm.info

