

Routine Contact Information for Parents

Provided by Medford High School Guidance Department

Administration

Submaster (Grades 9 & 11):	Rosemary Trainor	rtrainor@medford.k12.ma.us	781-393-2282	(3 rd floor, C-Building)
Secretary (Grades 9 & 11):	Kathy Johnson	kajohnson@medford.k12.ma.us	781-393-2285	(3 rd floor, C-Building)
Submaster (Grades 10 & 12):	Daniel Ross	dross@medford.k12.ma.us	781-393-2251	(1st floor, C-Building)
Secretary (Grades 10 & 12):	Jane King	jking@medford.k12.ma.us	781-393-2245	(1st floor, C-Building)
Student Support Specialist:	David Blauch	dblauch@medford.k12.ma.us	781-393-2303	(2nd floor, C-Building)

Guidance Department Staff

Director of Guidance:	Frank Howard	fhoward@medford.k12.ma.us	781-393-2288	(1st floor, C-Building)
Guidance Secretary:	Judy Sousa	jsousa@medford.k12.ma.us	781-393-2319	(1st floor, C-Building)
Class of 2012 Counselor:	Barbara Davis	bdavis@medford.k12.ma.us	781-393-2321	(1st floor, C-Building)
Class of 2013 Counselor:	Victoria Glasser	vglasser@medford.k12.ma.us	781-393-2376	(1st floor, C-Building)
Class of 2014 Counselor:	Wendy Horne	whorne@medford.k12.ma.us	781-393-2385	(1st floor, C-Building)
Class of 2015 Counselor:	Amelia Westmark	awestmark@medford.k12.ma.us	781-393-2302	(1st floor, C-Building)

Teacher emails: First letter of first name + Entire last name @medford.k12.ma.us (See above emails as examples)

**Preferred method of contacting most teachers is via email, but parents can also call the main office and leave a message to be placed in the teacher's mailbox.*

Who to contact and when...

My child sees his/her **teacher(s)** when he/she...

- Doesn't understand a concept
- Needs to come for extra help
- Thinks the class is too easy or too hard
- Wants to discuss grading policies
- Is absent and needs to make up a test, quiz, or homework

Parents should contact **teacher(s)** when...

- Their child has already spoken to their teacher(s) directly, yet the issue persists
- After speaking with the teacher, if the issue persists, the next step would be to contact the Department Head (see www.medford.k12.ma.us for contact info)

My child sees his/her **Guidance Counselor** when he/she...

- Is in the midst of a crisis or is feeling overwhelmed
- Needs some help talking to his/her friends or teachers
- Has a question about his/her schedule
- Has specific questions about college, career readiness, community service or the military

Parents should contact the **Guidance Counselor** when their child is...

- Struggling socially or emotionally (in or out of school)
- Struggling academically in more than one class and they have already discussed their concerns with the involved teacher(s)

My child sees his/her **Submaster's Secretary** when he/she...

- Arrives late to school
- Is being dismissed from school
- Needs a locker
- Has a question about attendance

Parents should contact the **Submaster's Secretary** when their child...

- Is going to arrive late to school, needs to be dismissed early, or is absent
- Is absent from school for more than three days and needs to collect homework

My child sees his/her **Submaster** when he/she...

- Has an attendance issue
- Has a discipline issue (in or out of school)

Parents should contact the **Submaster** when they...

- Have concerns over their child's attendance and/or discipline record

My child sees his/her **Student Support Specialist** when he/she...

- Is the victim of bullying or harassment
- Witnesses bullying and needs to report it

Parents should contact the **Student Support Specialist**...

- When they believe their child is a victim of bullying or harassment
- Regarding specific questions about their child's Section 504 Accommodation Plan



Please check the [Medford website](http://www.medford.k12.ma.us) weekly for **important updates, current events, and other information** (such as the district calendar, important events calendar, reporting bullying online, department/teacher information, lunch menus, athletic schedule, community service forms, employment permits/forms, bus schedules, iParent, School Committee contact info, and Medford Family Network contact info). This is one of your best resources as a parent.

MHS Website: www.medford.k12.ma.us