

# READING MEMORIAL HIGH SCHOOL - PROTOCOLS FOR COMMUNICATION

## High School Administration

(781) 944-8200

Ms. Kathleen Boynton, Principal X19809

Ms. Jessica Theriault, Assistant Principal Grades 10 & 12 X19803

Mr. Craig Murray Assistant Principal Grades 9 & 11 X19802

Mr. Thomas Zaya, Assistant Principal for Clubs/Activities and Athletic Director X19820

Principal's Office	Athletic Office
Mrs. Stacey Scouten, Administrative Assistant to the Principal X19809  Mrs. Kathy McConnell, Secretary to the Assistant Principals and for Attendance X19819	Mrs. Kathleen Drummey, Secretary for Activities and Athletics X19821
Nurse's Office	Guidance Office
Mrs. Mary Giuliana, Nurse Director X19867 Mrs. Megan Quinlan, RMHS Nurse X19867	Mrs. Hannah French, Guidance Secretary X19813
Mrs. Renee Limauro, Team Chair Grades 9 & 11 X19809	Mr. Adam Blaustein, Team Chair Grades 10 & 12 X19809

### Procedures for Communication: Who to Call When:

<p><b>Contact a teacher when:</b></p> <ul style="list-style-type: none"> <li>● you have a question about a grade</li> <li>● you have a question about class expectations or assignments</li> <li>● you have a question about placement or level</li> <li>● you have a question about something that took place in class</li> </ul>	<p><b>Contact an Assistant Principal when:</b></p> <ul style="list-style-type: none"> <li>● you have a question or concern about a disciplinary situation</li> <li>● you have questions about about a class and you have already contacted the teacher and Department Head</li> <li>● you have questions about an attendance matter</li> <li>● you have a question about school policy</li> </ul>
<p><b>Contact a Department Head when:</b></p> <ul style="list-style-type: none"> <li>● you have questions about about a class and you have already contacted the teacher</li> <li>● you have curriculum questions</li> <li>● you have a question about course level and placement and have already spoken to the teacher</li> </ul>	<p><b>Contact a guidance counselor when:</b></p> <ul style="list-style-type: none"> <li>● you have a question about college planning or graduation requirements</li> <li>● you have a question about scheduling</li> <li>● you have an academic or social emotional question or concern</li> <li>● You have questions regarding student support</li> </ul>

*A full list of contact information for RMHS High School faculty and staff can be found on the website.*

<p><b>Contact the Guidance Office when:</b></p> <ul style="list-style-type: none"> <li>• you are moving and need information about withdrawing from or registering at Reading Memorial High School</li> <li>• you have a question about AP, SAT, PSAT or Scholarships</li> <li>• you want to inquire about credits received from another school</li> </ul>	<p><b>Contact the Special Education Office when:</b></p> <ul style="list-style-type: none"> <li>• you have a question about the services available under Chapter 28</li> <li>• you have a question regarding an Individual Educational Plan (IEP)</li> </ul>
<p><b>Contact the Principal when:</b></p> <ul style="list-style-type: none"> <li>• you have not received an adequate or helpful response from the appropriate staff</li> <li>• you have a suggestion that may improve the school</li> <li>• you have a question or concern about school policy or practice</li> </ul>	<p><b>Contact the Athletic Director when:</b></p> <ul style="list-style-type: none"> <li>• you want to contact a coach directly</li> <li>• you have a question about interscholastic athletic events</li> <li>• you have a question about MIAA policies</li> <li>• you have a question about a club or activity</li> </ul>
<p><b>Contact the Main Office when:</b></p> <ul style="list-style-type: none"> <li>• you need to report attendance for your child</li> <li>• you have a question about an absence</li> <li>• you have a general question related to RMHS</li> <li>• you have a question about financial obligations</li> <li>• you don't know whom else to call</li> </ul>	<p><b>Contact the School Nurse when:</b></p> <ul style="list-style-type: none"> <li>• you have a question about health records</li> <li>• there is a medical condition that requires an adjustment in school procedure</li> <li>• you need to report that your child has a medical condition/situation the school should be informed about (concussion/flu, etc.)</li> </ul>

### RMHS Department Heads

Mrs. Lynna Williams	Guidance
Ms. Allyson Williams	Math & Business
Mr. Mike McSweeney	English
Mr. Tim Osgood	Social Studies
Ms. Mary Anne Lynn	Science
Mrs. Danja Mahoney	Foreign Language
Ms. Anna Wentlet	Fine and Performing Arts
Mrs. Katie Fiorello	Health/Wellness/PE

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