

PROTOCOLS FOR COMMUNICATION

A full list of phone numbers and email address for Bedford High School faculty and staff can be found on the website.

High School Administration

Mrs. Heather Galante, Principal 781-275-1700 x4401

Mr. Daniel Hudder (A-K), Assistant Principal 781-275-1700 x4402

Mr. Thomas Casey (L-Z), Assistant Principal 781-275-1700 x4403

Principal's Office	Student Office
Ms. Brenda Sweetland x4406 Ms. Nancy Powell, Registrar x4407	Ms. Sandra Turner x4404 Ms. Donna Higson x4405
Guidance Office	Student Support
Ms. Alicia Linsey, Director x4408 Ms. Kristin Ferrari x4409 Ms. Amanda Mulcahy x4410	Ms. Michelle DellaValle, Special Education x4424 Ms. Lisa Morrison, General Education Supports x4517 Ms. Deborah Barnes x4421

Procedures for Communication: Who to call when...

- **Contact a teacher when...**
 - you have questions about a grade
 - you have questions about an assignment
 - you have questions about placement or level
 - you have a question about a teacher assigned detention
 - you have a question about an incident that occurred in class
- **Contact a counselor when...**
 - you have a question about placement or level
 - you have an academic question or concern
 - you have questions regarding student support services
 - you have a concern about your student that you would like to discuss
- **Contact a Program Administrator (Department Head) when...**
 - you are concerned about the actions of a teacher and have found that direct contact was non-productive
 - you have curriculum questions
 - you wish to change a level in a subject area
 - you wish to volunteer as a resource person in the classroom
- **Contact an Assistant Principal when...**
 - you have a question about an assigned Office Detention or Suspension
 - you have a concern about the action of a teacher that has not been responded to satisfactorily by the Program Administrator
 - you have a concern about your student that you would like to discuss
 - you have questions about an attendance matter
 - you have school policy questions
- **Contact the Registrar when...**
 - you are moving and need information about withdrawing from Bedford High School
 - you have questions about credits earned at Bedford High School
 - you want to inquire about credits received from another school
 - you have a question about financial obligations
- **Contact the Principal when...**
 - you have not received an adequate or helpful response from the appropriate staff
 - you have a suggestion that may improve the school
 - you have a complaint or concern about school policy
- **Contact the Special Education Office when...**
 - you have questions about the services available under Chapter 28
 - you have questions regarding an Individual Educational Plan (IEP)
- **Contact the Athletic Director when...**
 - you want to contact a coach directly
 - you have a question about interscholastic athletic events
- **Contact the Student Office when...**
 - you have a question about an absence
 - you have a general question related to BHS
 - You do not know who to call to get questions answered
- **Contact the School Nurse when...**
 - you have a question about health records
 - there is a medical condition that requires an adjustment in school procedure