

MARYMOUNT SCHOOL

NEW YORK

WHOM TO GO TO FOR WHAT UPPER SCHOOL, CLASSES VIII-XII

ADVISOR

- Daily concerns, general questions, and moral support
- Advice about a problem with a classmate or a teacher
- Advice about study habits/organization (also Learning Specialist)
- Lock combination (also Upper School Office)
- Academic planning and requests for schedule changes, dropping or adding a course (must be done the first two weeks of school, and approved by the Divisional Head)

TEACHER

- Unable to complete homework
- Need extra help in that subject
- Conflict with teacher (advice from advisor first, if needed)
- Eager to learn more about topics being discussed
- Text books

STUDENT GOVERNMENT CLASS REPRESENTATIVES

- An idea about improving something in the school
- Possible events outside of school hours

UPPER SCHOOL OFFICE (Room C-303)

Ms. Gina Sclafani and Ms. Angela Diaz

- Attendance: sign in for late arrival (clip board); sign out for early dismissal (blue binder) even if you have swiped your proximity card.
When a student is late or absent, a parent/guardian is asked to phone the Upper School attendance line, no later than 8:20 a.m. at: 212-744-4486, ext. 8170
- Lock combination (also Advisor)
- Lost and Found (also P.E. office and front desk and Dean of Students). If you have lost an item, fill out a *Lost Property Form* (available in Teahouse) and give it to the Dean of Students.
- Metro cards and proximity card replacement (\$10 fee for the latter)
- School Service (Ms. Diaz)
- Uniform forgotten? Uniform skirts are available for borrowing from Upper School Office.
- Working papers



DEAN OF STUDENTS (Room C-311) • Ms. Kara Kutner

- Assemblies: ideas and organization
- Attendance: school, clubs, school service
- CSC Initiative
- Detention
- Dismissal and attendance notes from parent or doctor-- bring before 8:20 a.m. (also Divisional Head)
- Exam schedule
- Extra-curricular activities
- Planner (replacement for lost planner)
- Proximity card issue
- School study tours, trips abroad, and service trips
- Summer programs: information and application completion
- Transfer applications



DIVISIONAL HEAD (Room C-312) • Ms. Carole France

- Academic issues or questions
- Curriculum for Upper School
- Need for intervention with a teacher or student (also School Psychologist)
- Schedule change approvals
- Questions about school program
- Any serious concern or problem



SCHOOL NURSE (Room A-512) • Ms. Barbara Bode, R.N.

- Annual student medical forms are submitted to the nurse's office
- Concern about health
- Concern about health of a friend
(see also School Psychologist)
- Prescription medication must be kept in nurse's office



SCHOOL PSYCHOLOGIST (Room B-512) • Dr. Kathy Behrend

- Concerns of personal nature, e.g. tension with parents or friends
- Concern for a friend's well-being (It is mandatory to report immediately anything that puts her in danger.) (Also see School Nurse)
- Difficulty sleeping or staying focused
- Handling stress or test anxiety
- PALs program, Middle School/Lower School Mentors Programs
- Health and Wellness incentives
- Referrals to therapists outside of Marymount.



LEARNING SPECIALIST (Room C-302) • Ms. Fran Magenheimer

- Accommodations recommended in a formal evaluation (including extended time on standardized tests)
- Advice about study habits
- Advice about organizational habits and strategies
- Final exam coordination (with Dean of Students)
- Standardized tests for students in Classes VIII and IX



COLLEGE COUNSELOR (Room C-321) • Ms. Pauline Brookfield

- XI's and XII's: everything related to the college application process
- XII's: spring internships
- X's: questions about PSAT's
- Standardized Tests: AP's, SAT's, SAT Subject Tests, ACT's, etc. for students in Classes X through XII



TECH SUPPORT

For technical support, please contact the following people by e-mail. If your email account does not work, ask your advisor for assistance.

- E-mail account information: Mr. Eric Walters
- Moodle and GoogleDocs account information: Mr. Eric Walters
- Server (Hera) account information: Dr. Peter Aronoff
- Malfunctioning hardware or software: Tech Help Desk (on browser bookmark bar)
- Website: Ms. Kimberly Field-Marvin

NAVIGATING THE FIFTH AVENUE BUILDINGS

