

Who Do I Contact?

In an effort to put you in touch with the person who can really be of help to you, please use this list as a guide. All school email addresses are formatted as follows: firstname.lastname@marvelwood.org. We request that you not call our faculty or staff at home after 9:00pm

Advisor: The advisor should be the first faculty member called if you have questions or concerns about your son or daughter. Advisors are responsible for monitoring the academic and personal progress of each student. Because faculty spends much of their time in classrooms and on playing fields, and many do not have direct extensions, it may be simplest to email them. If you have not heard from your student's advisor please contact the Dean of Faculty, Marie Gold (x1008); marie.gold@marvelwood.org

Dean for Parents, Dean of Students: Heather Hastings (x1048) works directly with parents to enhance Marvelwood's ability to support its students. As the Dean of Students, Heather is responsible for questions or concerns about conduct and discipline, as well as weekend rules and travel. heather.hastings@marvelwood.org

Academic Dean: Heather Hunt (x1016) is responsible for course assignments, grades and academic schedules. Shannon Nelson (x1007) assists Heather and acts as Registrar; heather.hunt@marvelwood.org / shannon.nelson@marvelwood.org

Learning Support Department Chair: Sandy Singco (x1040) oversees the Learning Support Programs, as well as Individualized Education Plans, classroom accommodations and modifications, and alternative assessments; sandy.singco@marvelwood.org

Director of Residential Life: Misty Jordan (x1019) is responsible for student housing concerns, including room placement and roommate selection. She also coordinates advisor assignments; misty.jordan@marvelwood.org

Health Services Director: Jayne Janecek, LPN, P'06, '10, '13, '16 (x1021) is responsible for any medical concerns and for arranging visits with medical professionals, including the school doctor; nurses@marvelwood.org

Director of Counseling: Dr. John Kennedy P'14, '18, '22 (x1023) can address questions about counseling options and psychological testing; concerns or questions about a student's attitude/behavior should be directed to Dr. Kennedy; john.kennedy@marvelwood.org

Athletic Director: Zach Maizel '04 (x1009) is responsible for the athletic schedule, sports assignments, equipment and overall coordination of the program; zach.maizel@marvelwood.org



Community Service Director: John Russell (x1051) oversees placement and weekly coordination of the Wednesday morning Community Service program; communityservice@marvelwood.org

Business Office: Betty Haskell (x1024) is in charge of Student Billing. Richard Becker (x1026) is the Chief Financial Officer; bettyann.haskell@marvelwood.org / richard.becker@marvelwood.org

Travel: [Boardingware](#) should be used for submitting all travel plans for your student. Questions about travel can be directed to Dean for Parents Heather Hastings; heather.hastings@marvelwood.org

AOD: Administrator on Duty can be contacted on weekends, after hours, and/or in case of emergency. 203-788-4985