

Andrews Middle School



PARENT/GUARDIAN FACT SHEET- WHO, WHAT, WHEN AND HOW?

Dear Parents and Guardians,

This fact sheet is to help you as a parent/guardian to find the answers you may need to ensure a smooth start to the school year and moving forward. The transitions that occur in middle school are an important part of adolescents. The information below will provide you with contacts, resources and procedures to follow to help support you and your student. This is the stage when we want to keep an eye on them, but also teach them self-reliance and advocacy.

Our website: [Andrews Middle School](https://andrews.mps02155.org) (link)

- <https://andrews.mps02155.org/about>

COVID:

Questions about **Covid protocols, absences, test results**, should be directed to the Nurse's office. Contact info: Ms. McCann: smccan@medford.k12.ma.us.
Phone: 781-393-7705.

School Brains:

Please make sure you have a login for School Brains and check it regularly for attendance and grades.

- [School Brains](https://andrews.mps02155.org) (link)
- <https://andrews.mps02155.org/student-life/school-brains>

Absent Protocols:

If your child is going to be **absent or dismissed please call 781-393-2228, then Press 3** and leave a message for the Administrative Assistant Ms. Johnson. You may also email Ms. Johnson kajohnson@medford.k12.ma.us with the same information.

Dismissal:

You are required to walk into the building, show and ID to the security officer, and sign your student out of school.

Transportation:

Before school starts look up your student(s) bus route and bus #, please make sure you tell them before school starts, whether they plan on taking the bus or not.

- [Bus Schedule](https://andrews.mps02155.org) (link)
- <https://andrews.mps02155.org/student-life/bus-schedules>

Teacher and Team Meetings:

If you want to schedule a meeting with a teacher or specialist please email the teacher/specialist directly. **Individual teacher emails are (first initial of the first name)(last name)@medford.k12.ma.us**, with the exceptions of Ms. Flynn (keflynn@medford.k12.ma.us).

- **Staff Directory** (link)
 - <https://andrews.mps02155.org/about/staff-directory>

If you would like to meet with a team of teachers please email/call their guidance counselor.

- **Students on side A** - Ms. Yvonne Santos: ysantos@medford.k12.ma.us
Phone: 781-393-2228 X 7727
- **Students on side B** - Mr. Tom Lynch: tlynch@medford.k12.ma.us
Phone: 781-393-2228 X 7114

General Meeting Times:

Please note not all teams or teachers are available at these times/days due to other commitments:

Grade 8: 8:05-8:50, 11:15-12:40

Grade 7: 9:35-10:20, 12:40-1:25, Wednesday- 10:20-11:10

Grade 6: 8:50-9:35, 1:25-2:15

504's:

If you have any questions about 504's please reach out to the students guidance counselor.

- **Students on side A** - Ms. Yvonne Santos: ysantos@medford.k12.ma.us
Phone: 781-393-2228 X 7727
- **Students on side B** - Mr. Tom Lynch: tlynch@medford.k12.ma.us
Phone: 781-393-2228 X 7114

IEP's:

If you have any questions about IEPs (forms, testing, and meetings) please reach out to the Evaluation Team Leader, Robin Reyer: rreyer@medford.k12.ma.us
Phone: 781-393-2228 X 7728.

Athletics:

If you have any questions regarding athletics please reach out to Athletic Director, Robert Maloney or Assistant Athletic Director, Rachel Perry.

- Robert Maloney: rmaloney@medford.k12.ma.us
phone 781-393-2380
- Rachel Perry: rperry@medford.k12.ma.us
phone 781-393- 2280

- [Athletic Website](#) (link)
 - <https://andrews.mps02155.org/athletics>

Late Buses:

Please check the website for late bus information. The late buses run Tuesday -Thursday and leave the school around 3:15 pm. In order to take the 3:15 bus a student must be staying after to participate in a club or to receive extra help from a teacher.

Progress Reports, Report Cards, & Testing:

Information on progress reports and report cards can be found on the website.

- [Events Calendar](#) (link). Includes testing dates (MAP and MCAS).
 - <https://andrews.mps02155.org/about/events-calendar>

Locks and Lockers:

The school will provide lockers and locks on the first day of school, please do not use a non-school lock.

Events and PTO Meetings:

All events are posted on our website and an email will be sent out as a reminder.

- Our website: [Andrews Middle School](#) (link)
 - <https://andrews.mps02155.org/about>
- [Events Calendar](#) (link)
 - <https://andrews.mps02155.org/about/events-calendar>
- [School Year Calendar 22/23](#) (link - printable)
 - <https://andrews.mps02155.org/about/printable-calender>

Please be involved in the PTO! The PTO has helped out over the years to fund necessary items and support to all the students at AMS.

- Email: ptoandrews@gmail.com
- More information or visit andrewspto.org

We hope this helps new and returning parents/guardians and students.

Sincerely,

The Andrews Team