

LS "Go To" List

Welcome to Lower School!

We are excited that you'll be joining us this year. Communication with families is one of our top priorities. We have lots of helpful "go to" people here at OES. ☺

1. Information/calendar/absences/After School plans/forms/logistics?

- Please check our website, the Wednesday Express, and the classroom newsletters.
- Please call the LS Secretary, Jenny Strode (503-768-3143)
- Please call the LS Admin Assistant, Lyn Zenisek (503-768-3178)

2. Classroom issues/assignments/due dates/assessments?

- Please check the classroom newsletter.
- Please call the classroom teacher.

More concerns or questions?

- Please call the LS Assistant Head, Chris O'Toole (503-416-9206)

More concerns or questions?

- Please call Academic Dean/LS Interim Head, Tom Wheelock (503-768-3141)

3. Overarching concerns about the program?

- Please call LS Assistant Head, Chris O'Toole (503-416-9206)

More concerns or questions?

- Please call Academic Dean/LS Interim Head, Tom Wheelock (503-768-3141)

4. Overarching or general concerns about your child?

- Please call your child's teacher.

Concerns about the emotional well being of your child?

- Please call LS Counselor, Patti Beyer (503-416-9248)

Concerns about academic well being?

- Please call LS Assistant Head, Chris O'Toole (503-416-9206)

5. Questions about Art/Music/Science/Spanish/P.E.?

- Please call the appropriate Specialist teacher.

6. Questions about recess?

- Please call your child's classroom teacher.

7. Questions about lunch or dietary concerns?

- o Please contact our Director of Food Services, Bon Appétit: Kelly Cowing at cowingk@oes.edu

8. Questions or concerns about Extended Care or After School programs?

- o Please call our Coordinator of Extended Care, Seth Baker (503-416-9249)
- o Please call our Director of After School Classes, Joan Lowe (503-768-3145)

9. Referrals and coordination of services in the outside community?

- o Please contact LS Counselor, Patti Beyer (503-416-9248)

10. Health concerns?

- o Please call the teacher
- o Jenny Strode in the LS Office (503-768-3143)
- o Bigger concerns, call the school nurse, Elaine Elliott (503-416-9300 or 503-757-7040)

11. Spiritual concerns?

- o Please contact our Head Chaplain, Phillip Craig (503-768-3138)
- o our LS Chaplain, Jenny Cleveland (503-416-9279)

12. Traffic or parking questions?

- o Please contact our director of Facilities Management, Jon von Behren (503-768-3161)

13. School bus operations or routes questions?

- o Please contact our Administrative Assistant of Transportation, Buildings and Grounds, Robbi Garvin (503-768-3162)

11. Just need a smile?

That's what we're here for! You're welcome in the LS office anytime!

One Last Note:

Our students and families are very important to us. Please know that you can call any one of us, and we will put you in touch with the appropriate person to help.

May 24, 2010