



## 2022-2023 Sacramento Elementary Student & Family Handbook

For Spanish, Russian, or Vietnamese please click [HERE](#). Please contact the office for additional languages, and we are happy to provide a translated copy!

### **Handbook Overview and Purpose**

Welcome to the 22-23 school year! The purpose of this handbook is to briefly review schoolwide expectations and procedures that support a safe and caring learning environment. Please take time to briefly discuss pertinent aspects of the provided handbook with your child(ren). We appreciate our parent partnerships so much, and look forward to a wonderful year together! **The full Parkrose Elementary Parent/Student Handbook with all district policies can be found on [here](#).**

### **Sacramento's Vision**

*At Sacramento Elementary we thrive when we foster a safe and joyful learning environment that allows all people to be their authentic selves. Our success is gauged by students feeling a love of learning, empowerment, and ownership over their education. We embrace the courage to try new things and feel safe to make mistakes. We value growth, connection, and curiosity.*



## **Our Staff**

**Principal:** Sarah Lamb-Christensen

**Secretary:** Charlena Sirokman

**Family Liaison:** Lizbeth Alvarez

**Preschool:** Sarah MacPherson

**K:** Beau Iwersen and Caroline Weidlich

**1st Grade:** Jackie Blair and Stacy Dadfarma

**2nd Grade:** Penny Nuno and Melissa Todd

**3rd Grade:** Stephanie Alleman and Amy Zumwalt

**4th Grade:** Heidi Sandgren and Ruchi Shah

**5th Grade:** Armonda Clay and Jenny Kniss

**Educational Assistants:** Vanessa Albus-Inman, Tanja Braich, Sue Golleher, Diana Medina, Melisha Mercier, Karen Schmasow, Emily Moehn, Eh Da Da

**PE:** Zac Dowling

**Music:** Sarah Vraneza

**Media:** Michelle Eyres

**Building Sub:** Pam Brown

**ELL:** Nicole Koffler and Tracey Kravetz

**Special Ed:** Matthew Gross and Kate Franken

**Title I:** Rickie Woolley

**Speech:** Amber Wilson and Monique Mascarinas

**School Psych:** Kate Shaikh

**Elevate Mentor:** Jaelen Blake

**County Mental Health:** Jordyn Pasiak

**Counselor:** Lynn Cole

**Occupational Therapist:** Grey Perez

**Playworks Coach:** Mary Anna Adams

**SUN Coordinator:** Jerrica McCollum

**P-3 Coordinator:** Utica Abdullah

**Family Navigator:** Claudia Medina

**Kitchen:** Denise Cummings and Suzanne Caudle

**Head Custodian:** John McIntyre

**Night Custodian:** April Stiefel

**Nurse:** Amy Espinor

**Health Assistant:** Ginny Barksdale

## **Student Safety**

### **Student Entrance Into the Building**

All students will enter through the front of the building with two options depending on their need:

Students wanting to eat breakfast at school will enter through cafe doors. Breakfast starts right at 7:50, so if your child is eating it helps to be here right when doors open so they have the time they need and don't have to rush.

Students not wanting to eat breakfast at school will enter through the main door and head to their classrooms!

### Drop of and Pick Up One Way Parking Lot Entrance and Exit

Sacramento has a traffic pattern established that helps keep kids safe during arrival and dismissal. A map is attached. Below are a few things to help it run smoothly?

### How do we ensure student safety with our cars at arrival and dismissal?

- We proceed slowly with caution, and look for directions from staff in yellow vests.
- We enter the parking lot one car at a time using the entrance closest to 111th St.
- We exit the parking lot one car at a time, and turn RIGHT onto Sacramento St.
- We always travel east on Sacramento street. Please do not travel from 117th on Sacramento Street (and turn left into the lot).
- We travel towards 111th using San Rafael or Knott Street.

**Arrival & Dismissal**

Thank you for helping us keep our students safe. Below is our new circulation map. We appreciate you joining us in this effort.

**Starting on March 16th, you will notice:**

1. Cones on NE Sacramento in front of our driveway during school hours so drivers cannot make left turns into our parking lot.
2. An A-frame asking drivers to not turn west onto NE Sacramento during arrival or dismissal times. This does not make it illegal, just easing traffic congestion around the school during these times.
3. "No parking during school hours" signs located between our parking lot driveways.

If you have any questions or concerns, please contact Sacramento School, 503-408-2800

### **Staff Support Escorting Kids To and From Cars at Arrival and Dismissal**

- Masks are recommended but not required during drop off and pick up
- Staff are in the lot to escort students from cars between 7:50-8:00am at arrival.
- Staff are in the lot to escort students to cars between 2:00-2:10 at dismissal.
- Please wait for staff to open the car door and escort your child to the sidewalk.

### **Preschool Drop Off and Pick Up**

- To ensure the safety of our youngest learners, we ask that families with preschoolers walk their children to our preschool gate, located on the west side of the building right by our preschool classroom's entrance. You will be met by preschool staff who will then sign your student in. At the end of the day, we ask families to do the same, and walk up to pick up their students and sign them out.

### **Campus Security**

All doors are locked on campus at all times. Our campus play areas are entirely fenced, and every gate is locked at all times that students are on campus. To visit our campus, please ring the doorbell, and our office staff will let you in.

## **Arrival Hours and Procedures**

### **Arrival Time**

**Please ensure your children do not arrive at school prior to 7:50am.**

This includes older students walking or biking to school alone. We want all kids to be safe, and we are not able to supervise student arrival before 7:50. Any student arriving early needs to be with a supervising caregiver. Breakfast is served in our cafeteria until 8am.

### **Late Arrival**

Students are marked tardy if they arrive after 8:00 and will need to check in at the office in order to walk to class. We love having kids at school! Our days start with community building in our classrooms, which is so important as kids build connection to each other and to their learning. We don't want anyone to miss this important time. In order to get students off to a great start, please help your children by arriving at school during the soft start of 7:50-8:00.

### **Locked Front Doors**

Our doors are locked from 8:00-2:00 for staff and student safety.

If arriving late, caregivers are asked to watch for other cars and support safe exit from the car and sidewalk. Your child is asked to ring the school doorbell to alert the office staff of their arrival. Your child will be welcomed into the building and supported in getting to class.

## **Ways to Travel To and From School**

**Caregivers and Staff working together in a team to model pedestrian safety for our kids!**

### **Traffic Congestion**

To ease congestion, we encourage families to walk or bike to school if at all possible. Please connect with neighbors and consider forming a “walking school bus” with students walking together in groups.

### **Bike and Scooter Safety**

We are excited to see students riding bikes and scooters to school! This is a great way to build independence and enjoy exercise. Please provide your child with a helmet and lock if they are riding a bike or scooter to school, and ensure they are using it properly every time they ride. Scooter and bikes need to be walked on campus. Scooters and skateboards are not allowed in the building. Please make sure to stick to the sidewalk and be aware of folks walking. We ask that any motorized vehicles stick to the street.

### **Students Walking Home**

We know that some families choose to have their children walk home on their own. In order to ensure who know who is allowed to walk independently, please make sure to complete a permission to walk home slip. These can be obtained from your classroom teacher or the office.

### **Sidewalks In Front of the Building**

We ask all caregivers to model and encourage sidewalk and crosswalk safety for students. Please use the parking lot process versus asking your child(ren) to dart across the street. We ask that caregivers use the cross walks at Knott Street or 117th St. instead of crossing the street in front of the building. All of these steps help maintain staff focus on supporting safe exits from the cars and parking lot.

- **Please walk bikes, scooters and skateboards on the sidewalks in front of the school.**
- Please do not use the sidewalk in front of the driveways in the parking lot.
- Instead we ask families to **“walk the square”** towards the front door, under the office windows, past the kindergarten wing, and finally towards the sidewalk near the entrance to the parking lot.

### **Bus Transportation**

Bus transportation is available for families that live **one mile or more** from our campus. A new bus registration form must be filled out to be eligible to ride during 2021-2022. Use the link below to register for bus transportation services. Specific route information will be sent as the start of the year gets closer. [BUS REGISTRATION FORM](#)

### **Kinder Students Riding the Bus**

Kindergarten students who ride the bus cannot be dropped off at their stop if an adult is not waiting at the stop. If there is no parent or guardian present at the bus stop the kindergarten student will be returned to school and parents will be notified for immediate pickup.

### **Yellow Curb Stripe = Sacramento Elementary Bus Zone**

**Please do not park (or stop and idle) in the yellow marked bus zone.**

- AM Morning Arrival Bus Zone is the yellow stripe in front of the bike shelter.
- PM Dismissal Bus Zone is in front of the open gate at the intermediate playground.

### **Neighbor Driveway Courtesy**

Please do not block or complete 3 point turns in our neighbor's driveways on Sacramento Street. These adult choices impact student safety, and frustrate our neighboring community.

## **Dismissal Hours and Procedures**

### **Pick Up Procedure**

Our dismissal procedure is a cooperative process in which we ensure that all students arrive safely home. Please help ease your child's anxiety by communicating with your child before school how they will be getting home at the end of the day.

### **Changes in the Pick Up Plan Mid Day**

If there are changes in this plan, please email your student's teacher, or call our office at (503)408-2800 to communicate these changes no later than 1:30pm. When students don't know how they are getting home, this creates stress and reduces learning.

## Pick Up Times

We must ensure that all students are picked up between 2:00 and 2:10pm daily. Caregivers are responsible to arrange for childcare and pickup routines in advance. Thank you in advance for honoring this caregiver responsibility. Staff are not available to support students picked up late.

Mode of Pickup	Meet Up Zone/Location	Description of process
Car Pickup	Parking lot	Students are brought to the cafeteria to wait for their names to be called by a teacher. They will be escorted to your car by staff from the sidewalk.
Bus Riders	Intermediate Playground	Teachers will escort these students to the intermediate playground where students will enter the bus.
Parent/Caregiver Pickup (walkers)	Intermediate Playground	The gate will be opened at 1:55. Caregivers are welcome to walk to the class pickup zone. <b>If you are riding bikes, please walk them through the area and stay on the paths as it is a busy pick up time with lots of traffic!</b> We do ask that families not go behind the building during drop off. <b>Please do not block the yellow bus zone adjacent to the gate, block neighbor driveways, or park illegally.</b>
Champions (after school childcare)	Intermediate Playground	Students will be transported to the district Champions program site. Students will be monitored the entire time.
SUN (afterschool enrichment program)	MPR	When SUN programming is in session students will walk to the multipurpose room (MPR) for afternoon check-in. Kindergarten students can begin in January.

## Student Success Matters!

Working together to support students success!

### Attendance

Regular attendance plays a huge role in the academic success of your children. **One potentially surprising truth is that if a student misses just 10% of the time (18 or more days in a school year), they are automatically at risk for being a grade level behind their peers who have regular attendance and it can even effect graduation rates!** We know that things happen from time to time, but aiming for regular attendance is a great goal! If you need

support or strategies for helping you child arrive on time, please reach reach out. We are here to help!

### **Homework/ Planners / Reading Logs**

Kindergarten and 3rd grade students will have a **communication folder** that will come home with a reading log to be signed by parents for homework. Students in 4th-5th grade will have a **planner**. All students will be expected to read nightly for their homework Sunday- Thursday outside of school. Independent reading at home is a school wide practice with the following time recommendations per grade.

Kindergarten: 5 minutes	2nd grade: 15 minutes	4th grade: 25 minutes
1st grade: 10 minutes	3rd grade: 20 minutes	5th grade: 30 minutes

### **Emergency Change of Clothes**

All kinder and 1st grade students are asked to keep a change of clothes at school in case of an accident. Teachers will store these changes of clothes in the classroom. When accidents happen students will bring home the soiled clothes in a sealed plastic bag. Please remember to send a new change of clothes with your child the next day. Thanks for the support in advance!

### **Outdoor Recess and PE**

Students will spend most recess time outside unless the weather is too cold or wet. Please ensure your child attends school with a coat and shoes that will support outdoor time and PE instruction during inclement weather. Please label coats and sweatshirts with your child's name, we want to avoid the lost and found as much as possible.

### **Dress on Campus**

We want everyone to express who they are, and clothing are one way that we all do this! AND, we also want to ensure that everyone is still able to continue learning and feel comfortable. The district full dress code can be found in the [Parkrose District Elementary Handbook](#). Here are a few important things:

- For students, please ensure all make-up (lipstick, lip gloss, mascara, etc) is left at home.
- We ask that Heely shoes are not worn.
- Students should wear clothing appropriate for moving at recess and PE.
- Clothing on campus should cover all private areas and not be see through.
- Hats, hoodies, and headwear are absolutely welcomed. We just ask that they allow the face to be visible and not interfere with the line of sight of any student or staff.
- Clothing may not depict or advocate for the use of alcohol, tobacco, marijuana or other controlled substances or any act deemed inappropriate for children.
- Clothing may not use or depict hate speech targeting groups based on race, ethnicity, gender, sexual orientation, gender identity, religious affiliation or any other protected groups.



As a district and school, we strive to be responsive to the many needs of our students and families. We believe these standards can be subjective and we will work with students and families to ensure a positive learning environment and address issues when they arise, but will treat each occurrence as a time to learn more about each student and how they are included and supported in our school community.

### **Holidays and Birthdays**

We are an inclusive campus that welcomes diversity and promotes an understanding, awareness of, and respect for differing beliefs and customs. In Parkrose School District, we do not celebrate holidays with costumes or classroom parties, however, teachers and staff coordinate a variety of learning opportunities throughout the year to celebrate our many cultures, and recognize student successes at school. Throughout the year we host community engagement nights and assemblies that highlight what students are learning, and expand our collective understanding for the diverse lived experiences in our school community. Additionally, our district wellness policy requires only approved foods and beverages are served on the school campus to ensure that we are inclusive of all students. To align with this, we ask that students not pass out food or trinkets for birthdays. Additionally we ask that balloons and flowers not be brought to school. Your child's teacher will provide a birthday pencil and sticker to acknowledge their birthday on the morning of their special day. Please communicate with your child's teacher if your family does not celebrate birthdays.

### **Student Cell Phones on Campus**

In general cell phones are not to be used in the classroom. Our goal is to lessen the disruptions during our school day. We understand that some parents choose to allow their students to carry cell phones for emergency use. Student cell phones are permitted on campus, however, all students are required to store their silenced cell phone in a class phone box upon arrival to class to ensure that it remains safe. Teachers will store the classroom cell phone box for the day in a locked technology cabinet, and return phones before dismissal at the end of the day. Students are asked to wait to use the cell phone until off campus. This includes the hallways, sidewalks and cafe at dismissal.

Backpacks are not a viable storage for cell phones due to risk of theft. Student cell phones are NOT permitted to be carried in pockets or used during the school day because of the distraction to the learning environment.

Our school has phone service in every classroom and area. If a student has a need that cannot be met by school staff, our office can easily get in touch with you. This also applies if a family needs to reach their student during the day.

### **Caregivers Messages to Students During School Hours**

Caregivers are asked to avoid sending students texts during the day. Children will not be able to receive these texts. We ask caregivers to call the office, use the your classroom Remind app, or email your child's teacher if you need to get a message to your child during school hours.

### **Student Class Placement**

Staff put a lot of careful consideration into student placement in order to balance class numbers, academic needs, learning styles, behavior and social dynamics. Every staff member works hard to make school a positive experience for ALL students. Thank you for understanding that it can take a few weeks for a child to acclimate to a new grade, peer group and teacher.

### **Student Supplies**

School supply lists were sent home in the summer. If you need a copy, please contact your child's teacher or the office, and we can provide you the list. If this is a hardship on your family, please let us know! We want every child to have what they need to feel successful, and can support you!

## **Supporting a Safe, Inclusive and Caring Campus For All**

### **Social Emotional Learning**

Student mental health and social emotional learning matters, and teachers are monitoring this closely in the classroom. We provide daily classroom morning and closing circles as a daily check in with all students. Lessons involve understanding ourselves and our emotions, how to be in community with one another, resolve conflicts, and create caring and inclusive spaces.

### **Student Dysregulation**

If students are struggling in or out of the classroom, we encourage caregiver communication with our counselor and also the classroom teacher. We encourage open dialogue in support of student mental health, and if needed can also provide on campus therapeutic services with a mental health counselor provided through the County for our student support services. Teachers use strategies with children to support kids in recognizing their emotions, and being advocates for how they can handle big emotions when they arise.

### **“Handle With Care”**

Some days are a challenge to get out the door! We get it! If your child has had a “rocky” morning prior to arriving at the school building, we want to know. You can send a note with our child, or call the school front office for us to let the teacher know. Please mention “handle with care” if you know your child might need a little extra support/care upon arrival at school.

### **Behavior and The Caring Classroom**

We approach all behavior as communication from children, and strive to hear and meet their needs to the best of our ability. We do this by building relationships and social & emotional skills between students, and between the student and teacher. We utilize positive behavior strategies, and lessons focused on developing strong relationships and bonds in the classroom and school environment. We want all children to “feel the warmth of the village”. We strive to ensure every classroom is a community “village” where all students belong and are celebrated.

### **Mistakes Happen**

At times students make mistakes and cause harm in the learning environment. We want students to know and understand that mistakes are part of growing and learning. Nobody is perfect, staff included. We are a culture that strives to build “safety nets” for students to repair and learn from a negative choice. We use a growth mindset to help students understand that we can learn and repair from mistakes. We are not defined or labeled by our mistakes, and we work through repairing harm caused to school and/or peers when conflict does arise.

We work to find creative ways to redirect and teach positive student behavior. Caregivers are included in the discussion when these learning moments are initiated. The principal and counselor work together to support opportunities for student’s to repair harm and reconnect with peers or staff during the school hours.

### **Restorative Practices**

We implement restorative practices and seek to bring harmed parties together in a spirit of conflict resolution and learning. When students make negative choices, or have caused harm, we use a process of restoration to solve the problem. Our staff approach all situations from a restorative nature rather than punishment. We know that punishment produces angry, frustrated people and that is not an effective tool for helping our students learn from mistakes. We offer students a logical and natural consequence to repair harm with affected people(s) who have been harmed. When students need to repair harm we assign logical consequences to help them repair the harm. We also bring harmed parties together to discuss a resolution for solving the problem in a peaceful way that allows growth and learning to happen. Families are contacted in order to support students’ redirection and growth mindset.

## **Nutrition Services on Campus**

Kids need healthy food and water to learn!

### **Breakfast and the Start of the School Day**

Breakfast is free for all students. It is eaten in the classroom.

**IMPORTANT:** Students planning to eat breakfast are asked to arrive between 7:50-8:00am.

\*\*\*\*\*Our instructional day begins at 8:00am\*\*\*\*\*

### **Lunch from Home**

Student lunch can be brought from home. Please include healthy food that will sustain student energy and support learning. Students are not permitted to share food with other students at lunch. Please label your child's lunch box with names. It is also helpful for children to have independence opening and storing the items brought from home for lunch. We are not able to heat food, or store lunches from home in a refrigerator on campus.

### **School Lunch**

Lunch is free for all students in the Parkrose School District in 22/23 school year. If your children experience any food allergies, please let our staff know. We provide a "nut free" table in the cafeteria for students if needed. We recognize that every family has different dietary needs. Menus with ingredients listed are available on our website so that you can determine if and when your child eats school lunch, and talk with your child about how to approach lunchtime choices so they know how to advocate for their needs!

### **Student Water Bottles in the Classroom**

We encourage students to bring a water bottle from home to allow for water breaks in the classroom. Kids and adults learn and function best when fully hydrated. Students can fill water bottles in the classroom sinks. Our water quality is approved by the City of Portland, and is safe for student drinking. Teachers will remind students to bring water bottles home for routine cleaning. Water bottles will not be cleaned in the classrooms.

## **Caregiver Support in the Building**

**We  our campus volunteers!**

### **Visiting the Campus**

To maintain a safe campus, all visitors must sign in and out through the office and wear a name badge at all times while they are on campus.

COVID has complicated so many things in the last two years, we know! In order to keep everyone safe and comply with all state and county COVID guidelines, outlined below are different visitor scenarios and the needs around them so that we can all figure out how to navigate our time together during the continued pandemic conditions.

**Visitor on campus for less than 15 minutes**

Need to drop something off? Check in with the office quick? All visitors must sign in and out of our building. Masks are required in our office area due to the location of our health room.

**Meeting In Person with Staff**

We are able to offer Caregivers virtual meetings with staff. However, if a Caregiver prefers to meet with our staff in person, this can be arranged. Please work with our office staff to arrange an in-person meeting or visit. Masks are recommended but not required.

**Visit a Classroom**

In order to prevent disruption in the classroom, Caregivers are asked to pre-arrange a visit with the office staff at least 2 days in advance. When visiting a classroom, the visit will be limited to 15 minutes, and the principal will attend the visit with the Caregiver. The Caregiver and Principal will sit in the back of the classroom and observe without interaction with the students or teacher during the visit. Masks are recommended but not required.

**Volunteers or Extended Visitors on Campus**

Want to volunteer in our school? There are many ways that volunteers can be involved! Volunteers must create a routine schedule for supporting our school/staff in order to volunteer. All volunteers must have a completed background check on file with the district office. Masks are recommended but not required.

If you would like to establish a volunteer schedule to support our school, please call our front office staff at (503) 408-2800 to discuss next steps.

**PTO and Bridging Communities Parent Groups**

We are fortunate to be a school that has a lot of family support! Our Parent and Teacher Organization (PTO) works to fundraise for field trips and other school needs. Our Bridging Communities group supports our school in hosting events, and building community among our underrepresented cultural and ethnic groups present on campus. If you are interested in joining either of these parent organizations please reach out to the following contacts.

<b>PTO Contact:</b> President Mardi Palan	sacpto@parkrose.k12.or.us 503-408-2843 <a href="https://sites.google.com/parkrose.k12.or.us/sacramento-pto/">https://sites.google.com/parkrose.k12.or.us/sacramento-pto/</a>
<b>Bridging Communities Contact:</b> Utica Abdullah	utica_abdullah@parkrose.k12.or.us

### **Meeting with Your Child's Teacher**

We offer Back to School Night and parent teacher conferences in the fall and spring and hope families will commit to attending these meetings. Caregivers are also encouraged to meet with teachers in between these meetings. We have the option of meeting in person, or virtually. We also request at least 48 hours to schedule these meetings, staff always work to prioritize support, but must accommodate meetings around other before and school obligations.

### **Daily Communication with Teachers**

Frequent communication between teachers and caregivers is crucial for student success! Teachers work to honor the caregiver's preferred choice for communication. At the beginning of the year teachers will request caregiver preference for communication during the school year. We offer virtual space via REMIND and Google Meets for these meetings, in addition to email. Teachers are also available via phone at the district provided phone numbers.

### **School and Teacher/Caregiver Communication**

We want to be in close contact with all caregivers and parents!

- **Please ensure we have the most up to date phone number and address.**
- School will communicate via REMIND messages and school monthly newsletters.
- School updates are also announced on PSD Facebook (Sacramento Elementary)
- Teachers are available to text with caregivers whole class and individually via REMIND.
- Teachers publish a monthly newsletter sent to caregiver emails.

### **Telephone Numbers and Voicemail Inboxes**

Please ensure you maintain a working phone number in the main office and with your child's teacher. This is crucial for safety and health concerns. We also request that caregivers ensure the inbox on cell phones is able to receive a message. Staff must be able to alert caregivers via a message if needed. **This is VERY important for student safety.**

### **When Can I Talk or Meet with My Child's Teacher?**

Staff are available to meet with caregivers before school from 7:30-7:45 and after school from 2:15-3:30. Teachers are more than willing to arrange time to meet virtually (or in person if possible) to discuss concerns. However, all staff have meetings and work tasks to work around before and after the school hours, thus we ask when possible for 48 hours to arrange these meetings.

## **After School Programs and Childcare**

### **SUN Program**

After school enrichment programming is offered on campus. Kindergarten students can begin the program in winter term. Students typically attend two days a week, and the program dates are as follows:

Fall: October - December	Winter: January - March	Spring: April - May
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### **Champions Childcare**

Caregivers are able to purchase after school childcare for students. This is housed at a Prescott and Russell Elementary in the district, students are bussed to this location at dismissal. If you are interested in applying for this service, please visit the district website for enrollment.

## **Campus Health Services and Guidelines**

Please maintain a current contact phone number on file in case of emergency.

Please ensure a message can be left on voicemail if necessary.

### **When to Keep Your Child Home**

Students displaying cold-like symptoms (cough, sneezing, sore throat, nasal congestion) are asked to remain at home until symptoms have improved. Children who have a fever or are vomiting and/or have diarrhea must stay home from school until they are fever or diarrhea free (without the assistance of medication) for 24 hours.

### **What to Do When My Child Is Sick**

Please contact our office (**not your child's teacher**) if your child is sick and must be absent. As the pandemic is still with us, depending on the symptom, you may be contacted for further information by our district nurses and provide additional directions to support the return to school. Please call the office at (503)-408-2800 to report any absences.

### **Medications at School**

All medications that are required to be taken during the school day must be checked in and administered by the front office staff. This includes over the counter medication. If a student becomes injured during the school day, the child's teacher will send the child to the office. The office manager will provide student support, and contact. Any time a student is injured or sick and visits the office or health room a parent will be contacted. If a student is exhibiting illness at school, caregivers may be asked to pick the student up.

### **COVID Symptoms and Positive COVID Tests**

We follow all health CDC and OHA recommendations in relation to COVID. Caregivers are asked to provide **PROMPT** pickup when a child reports ill on campus. We will continue to have our nurse on campus (1) day a week to support students and families with navigating illness and our health assistant (2) days a week. **If your child tests positive for COVID, they will need to stay home for five days, and then can return to school but must be masked for five days.** As we know, guidance changes, so we will update families if and when it does.

### **COVID Testing, Health Services, and Vaccinations**

Parkrose provides free COVID testing through Campus Clinic for Parkrose students and families. Campus Clinic is located in a mobile unit on the Parkrose High School Campus during school hours and can provide both rapid and PCR testing. For student vaccinations, well child checks, mental health or medical needs, please visit our Parkrose Student Health Center, run in cooperation with Multnomah County, located at Parkrose High School.

Please DO NOT send students to school when ill. This includes the common cold.

### Masks on Campus

Masks are recommended but not required on campus. We honor every family's choice! We will follow the risk levels outlined by the county and the accompanying masking guidelines. If things change, we will update you!

### Sacramento Phone Extensions

<b>Main Office: 503-408-2800 - Fax: 503-408-2840</b>			
<b>Principal</b>	Sarah Lamb-Christensen	Main Office	503-408-2802
<b>Counselor</b>	Lynn Cole	Main Office/Room 30	503-408-2819
<b>Secretary</b>	Charlena Sirokman	Main Office	503-408-2820
<b>Family Engagement - Spanish Speaking</b>	Lizbeth Alvarez	Main Office	503-408-2800
<b>PRE-K</b>	Sarah MacPherson	Room 17	503-408
<b>Grade KG</b>	Beau Iwersen	Room 16	503-408-2831
<b>Grade KG</b>	Caroline Weidlich	Room 18	503-408-2833
<b>Grade 1</b>	Stacy Dadfarma	Room 15	503-408-2825
<b>Grade 1</b>	Jackie Blair	Room 11	503-408-2811
<b>Grade 2</b>	Penny Nuno	Room 01	503-408-2815
<b>Grade 2</b>	Melissa Todd	Room 07	503-408-2830
<b>Grade 3</b>	Stephanie Alleman	Room 03	503-408-2816
<b>Grade 3</b>	Amy Zumwalt	Room 06	503-408-2832
<b>Grade 4</b>	Ruchi Shah	Room 05	503-408-2827
<b>Grade 4</b>	Heidi Sandgren	Room 10	503-408-2812
<b>Grade 5</b>	Jennifer Kniss	Room 08	503-408-2829
<b>Grade 5</b>	Armonda Clay	Room 09	503-408-2810



<b>Instructional Support Team</b>			
<b>SPED</b>	Kate Franken	Room 14	503-408-2823
<b>SPED / Building Coordinator</b>	Matthew Gross	Room 14	503-408-2809
<b>Title 1</b>	Rickie Woolley	Room 12	503-408-2826
<b>ELD - Spanish Speaking</b>	Tracey Kravetz	Room 31	503-408-2837
<b>ELD - Spanish Speaking</b>	Nicole Koffler	Room 31	503-408-2837
<b>Speech</b>	Amber Wilson	<b>Student Support Office #1</b>	503-408-2835
<b>Music Teacher</b>	Sarah Vraneza	Room 23	503-408-2839
<b>PE Teacher</b>	Zac Dowling	MPR	503-408-2838
<b>Library</b>	Michelle Eyres	Library	503-408-2818
<b>On Track Coordinator</b>	Katherine Rice	Room 2	503-408-2847
<b>ELEVATE OREGON</b>	Jaelen Blake	Room 2	503-408-2804
<b>District Nurse</b>	Amy Espinor Ginny Barksdale	Health Room	503-379-4062 or 971-235-7901
<b>School Psychologist</b>	Kate Shaikh	<b>Student Support Office #2</b>	503-408-2817
<b>Mult. Cty. Psyc</b>	Jordyn Pasiak	<b>Student Support Office #3 in Cougar Den Shares office with Occ. Therapy</b>	503-408-2843
<b>Occupational Therapist</b>	Grey Perez	<b>Friday's uses the: Cougar Den Shares office with Mult. Cty. Psyc</b>	503-408-2843
<b>P-3 Coordinator - Family Resources</b>	Utica Abdullah	Room 13	971-340-0935
<b>SUN Community School - Family Resources</b>	Jerrica McCollum	Room 13	503-408-2844 or 971-712-9427
<b>Custodian</b>	John McIntyre	<b>Personal:</b> 503-703-8553	<b>Work:</b> 503-572-3859

<b>Kitchen</b>	Denise Cummings	Kitchen	503-408-2807
<b>Equity &amp; Inclusion Coach</b>	Carrie Perez	Main Office	503-408-2805
<b>Conference Room</b>	Meeting Room	Main Office	503-408-2806

**Thanks for reviewing this handbook! It takes a village, as they say! Together we're a team helping our beautiful children succeed!**



**Caring Cougars are the BEST!**