

**WHO SHOULD I
SEE FOR SUPPORT?**

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Front Office
Front office Ext. 0 or 3580

<p>Receptionist</p> <p>Ext. 3580</p> <ul style="list-style-type: none"> • General questions • Need janitor support • Sign-in and Sign-out for staff and visitors • Lost and found • Parent phone or email change • Guest and visitor check-in 	<p>Health Room <u>Vanessa Moncivais</u> Ext. 3640</p> <ul style="list-style-type: none"> • Student accident • Medication administered • Student feeling ill • Parent phone or email change 	<p>Attendance <u>Ana SolanoPineda</u> Ext. 1906</p> <ul style="list-style-type: none"> • Student attendance • Tardies • Student check-in and check-out • Parent phone or email change 	<p>Office Manager <u>Selene Zacarias</u> Ext. 3501</p> <ul style="list-style-type: none"> • Substitutes • Staff absences • Keys • General questions for staff • Appointments for Ruf • Building support/ room changes/ facilities • Budget/purchase 	<p>Principal <u>Claudia Ruf</u> Ext. 3501 Call/Text: (971)231-4606</p> <ul style="list-style-type: none"> • General student support • Behavior support • Parent Outreach • Building support/ room changes/ facilities • Budgets and purchasing
<p>Bookkeeper <u>Suzanne Peacock</u> Ext. 3600</p> <ul style="list-style-type: none"> • Fees and fines • Yearbook fees • ASB fees and stickers 	<p>Family Liaison <u>Denneri Gutierrez</u> Ext. 3552 Call/Text: (971)231-5035 Latinx family PAC</p> <ul style="list-style-type: none"> • ELL Spanish family outreach • Family outreach • Parent phone or email change 	<p>Tech Facilitator <u>Rommel Dizon</u> 503-886-8956 Ext. 0 ask to radio</p> <ul style="list-style-type: none"> • Computer or projector issues • Chromebook support • Staff log-in support • Student log-in support (all staff can do this here) 	<p>Custodial Lead <u>Rolando Radilla</u> Ext. 0 ask to radio</p> <ul style="list-style-type: none"> • Cleanup support • Facilities issues 	<p>Campus Monitors Dan Staul, Jesse Mago Amber Doty Ext. 0 ask to radio</p> <ul style="list-style-type: none"> • Student escort • Classroom coverage • Student locker issues • Hallway monitoring during classtime

AP Office
Ext. 3516

<p>Secretary <u>Giselle Aguilar</u> Call/Text: (971)231-4164 Ext. 3516</p> <ul style="list-style-type: none"> • Need student escort • Arrange meeting with AP or Dean • ID card replacement • Parking permits • Stolen/Missing property reports • Parent phone or email change 	<p>Assistant Principal <u>Janette Johns</u> Call/Text: (971)231-7404 Ext. 3511 11th Grade Admin</p> <ul style="list-style-type: none"> • Master Schedule • Curriculum questions • Field trips • Film/guest speaker • State Testing 	<p>Assistant Principal <u>Joe Painter</u> Call/Text: (971)231-4289 Ext. 3510 12th Grade Admin</p> <ul style="list-style-type: none"> • Glencoe website • Curriculum questions • Field trips • Film/guest speaker • AVID 	<p>Dean of Students <u>Melissa Hebert</u> Call/Text (971)231-9165 Ext. 3660 10th Grade Admin</p> <ul style="list-style-type: none"> • Safety • Family/Community Events • AP Testing 	<p>Dean of Students <u>Marty Policar</u> Call/Text (971)220-8869 Ext. 3508 9th Grade Admin</p> <ul style="list-style-type: none"> • Safety drills • Family/Community Events • PSAT
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Athletics Ext. 3698 Athletics Website		Activities
Athletics Secretary Marissa Muhly Ext. 3698	Athletics Director Lauren McFarland Call/Text: (971)213-2082 Ext. 3505	Activities Director Tom Stephens Call/Text: (971)220-8537 Ext. 3619

Grad Coaches Office Any Grad Coach Ext. 3597			
9th Grade Gisel Avalos Call/Text: (971)245-3957 Attendance and off-track student support for all grade levels. <ul style="list-style-type: none"> • Attendance checks • Grade checks • On-track work • Student tutoring 	10th Grade Kori Messmer Call/Text: (971)231-5284 10th grade support for attendance and academic <ul style="list-style-type: none"> • Attendance checks • Grade checks • On-track work • Student tutoring 	11th Grade Sami James Call/Text: (971)245-3465 11th grade support for attendance and academics <ul style="list-style-type: none"> • Attendance checks • Grade checks • On-track work • Student tutoring 	9th/12th Grade Karen PerezDePavon Call/Text: (971)231-5533 Attendance and off-track student support for all grade levels. <ul style="list-style-type: none"> • Attendance checks • Grade checks • On-track work • Student tutoring

Counseling / Career and College Center Graciela Hernandez Ext. 3504 Social/Emotional Supports / Counseling website / Career and College website			
Counseling Secretary Graciela Hernandez Ext. 3504 <ul style="list-style-type: none"> • Student schedule questions • Counselor appointments • Parent phone or email change 	Guidance Counselor 10th and 12th grades L-Z. Jason Dortch Call/Text: (971)220-8577 Ext. 3643 <ul style="list-style-type: none"> • Crisis counseling • 504 Plans • On-track work • Forecasting and schedule changes • Family outreach 	Guidance Counselor 10th and 12th grades A-K David McKean Call/Text: (971)770-2531 Ext. 3644 <ul style="list-style-type: none"> • Crisis counseling • 504 Plans • On-track work • Forecasting and schedule changes • Family outreach 	Wellness Counselor Fernando Colondres Call/Text: (971)231-5312 Ext. 3678 <ul style="list-style-type: none"> • Boys group • Mental health counseling • Crisis counseling • Student social / emotional wellness and support teaching
Guidance Counselor 9th and 11th grades A-K Laura Perez-Yepiz Call/Text: (971)231-7261 Ext/ 3641 <ul style="list-style-type: none"> • Crisis counseling • 504 Plans • On-track work • Forecasting and schedule changes • Family outreach 	Guidance Counselor 9th and 11th grades L-Z Matt Steele Call/Text: (971)220-8049 Ext. 3645 <ul style="list-style-type: none"> • Crisis counseling • 504 Plans • On-track work • Forecasting and schedule changes • Family outreach 	Guidance Counselor AVID grades 9-11 Rebecca Wagner Call/Text: (971)236-2419 Ext. 3683 <ul style="list-style-type: none"> • Crisis counseling • 504 Plans • On-track work • Forecasting and schedule changes • Family outreach • CCP at EMS 	Youth Contact Counselor Susan Shimokaji Ext. 3648 <ul style="list-style-type: none"> • Girls group • Referrals to Youth Contact Counseling Services • Drug/Alcohol screens • Mental health counseling • Crisis counseling • Student social / emotional wellness and support teaching
Career Center Secretary Carolyn Lanthrum Ext. 3518 <ul style="list-style-type: none"> • Student transcripts • CCP tracking • Work-experience tracking 	CareerCollege Counselor Whitney Sahlfeld Call/Text: (971)220-8258 Ext. 3555 <ul style="list-style-type: none"> • CCP questions • Career related opportunities and info • College info • Financial aid info 	Registrar Leivid Gonzalez Ext. 3507 <ul style="list-style-type: none"> • Student address changes • Student grade changes • 10-day drops and student withdrawals 	Family Liaison Yessie Gonzalez Ext. 3552 Call/Text: (971)231-5170 <ul style="list-style-type: none"> • Latinx family PAC • Family outreach • Parent phone or email change

Media Center/Library	Learning Resource Center LRC	EL Office
Librarian Paula Dunn Ext. 3677 <ul style="list-style-type: none"> Library fines Book and textbook check-in/out Research support 	Student Services Secretary Ext. 3571 <ul style="list-style-type: none"> Questions for Case Managers IEP meeting scheduling LRC supervision EA schedule support SpEd family connections 	EL Case Managers Naomi Sunagawa / Kevin Brown / Ext. 3655 <ul style="list-style-type: none"> BA schedule support EL support and outreach EL family connections

Educational Assistants			
LRC Ext. 3571 <ul style="list-style-type: none"> 	SLC Ext. 3631 <ul style="list-style-type: none"> 	Life Skills Ext. 3608 <ul style="list-style-type: none"> 	Bilingual (ELs) ESL office ext. 3655 <ul style="list-style-type: none">

Custodial Staff Ext. O - ask to radio for custodial assistance Enter a facilities work order into IncidentIQ		Kitchen Staff Ext. 3566
Day Shift (6-2) <ul style="list-style-type: none"> Rolando Radilla - Lead 	Evening Shift (12-8) <ul style="list-style-type: none"> 	<ul style="list-style-type: none"> Susan Bettancourt - Lead