



# Who Should I Call?

*The older our children get, the more complicated the organizations they are involved in become. For many families, the middle school years begin what can be a confusing and frustrating time of having a question or a specific concern but not knowing who to contact. At Jackson Middle School, our goal is to never be a part of that frustration. This help sheet is aimed at getting you to the right person in the shortest amount of time.*

## **Start with the Main Office**

**Phone: 503.916.5680**

**Email: [jacksonpps@pps.net](mailto:jacksonpps@pps.net) 8:30 am to 4:45 pm / Mon - Fri**

Our job is your student! Anytime you need help, we are one phone call away. We are happy to answer questions or help you find the right person who can. Call the main office, and we will connect you with the staff member who can help you the best (or their voicemail). All staff emails can also be found on the school website at [jacksonpps.net](http://jacksonpps.net).

## ***I'm worried about my student's academic progress.***

Contact the teacher for the content area that you are concerned most about. If you're worried about math, contact the math teacher. If you happen to be concerned about multiple content areas, any teacher can assist in scheduling a team meeting with you and multiple teachers. Counselors and principals are happy to, and often do, attend these meetings.

## ***I'm worried about my student's social and emotional well-being.***

Contact a counselor or check out [the counseling webpage](#) for resources.

Ms. De Leon, Mx. Bassi, Mx. Magee, and Ms. Georgilas are all here to help students socially and emotionally with their transition through middle school.

Ms. Georgilas: Last names starting with A-G

Ms. Knochel: last names starting with H-M

***My student tells me they or someone they know is being bullied.***

Bullying or any act that was physically or emotionally harmful needs to be reported as soon as possible. School adults, parents, and upstanding peers cannot help and react when they don't know what has happened. Jackson has three means for students to report:

1. To a counselor or trusted adult at Jackson
2. The Bully Button at [jacksonpps.net](http://jacksonpps.net) (can be reported anonymously)
3. Or, at [safeoregon.com](http://safeoregon.com) (can be reported anonymously)

***I would like to know more about a special program.***

Many of Jackson's special programs have a coordinator who can help you best.

Talented and Gifted (TAG) - Thom Johnson / [tjohnson@pps.net](mailto:tjohnson@pps.net)

AVID - Jen Jangula / [jjangula@pps.net](mailto:jjangula@pps.net)

Artful Learning - Kirsten Parrott / [kparrott@pps.net](mailto:kparrott@pps.net)

Special Education - Natalie Leslie / [nleslie@pps.net](mailto:nleslie@pps.net)

English Language Learners - Anne Reid / [areid@pps.net](mailto:areid@pps.net)

***I have called/mailed but have not received a callback.***

At Jackson, we believe that any email or phone call should be returned within two days, 48 hours. We also acknowledge there are weeks when things are busy and we fall short of that expectation. If you have emailed or phoned and have not received a reply within a reasonable period of time, we ask that you resend/call again to help bump your message to the top of the list. Should you continue to have problems getting in touch, please feel free to reach out to the main office and to Susan Kosmala, Principal ([skosmala@pps.net](mailto:skosmala@pps.net)), as needed.

***I have a concern about a student who is not my child.***

We encourage you to reach out to the other student's parent if it is appropriate. When that is not possible, we may be able to help, depending on the concern. Please remember that we take every student's right to privacy very seriously. FERPA laws prevent us from disclosing information about other students. We also believe it takes a village and are happy to hear your concern. Please contact a counselor, principal, or assistant principal to discuss as needed.

***I would like to discuss or file a formal concern/complaint.***

We encourage our parents and our students to openly discuss concerns and complaints directly with the party most responsible. At times, concerns can grow and a third party is needed. The principal is here to help students, parents, and staff. If you would like to further discuss an ongoing concern or even file a formal written complaint, please contact Susan Kosmala, Principal, in the main office or by email at [skosmala@pps.net](mailto:skosmala@pps.net).

# **We Are Here To Help! 503.916.5680**

**Administration:** Susan Kosmala, Principal; [skosmala@pps.net](mailto:skosmala@pps.net)  
Bethany Nelson, Assistant Principal; [bnelson1@pps.net](mailto:bnelson1@pps.net)  
Traniece Brown-Warrens, Assistant Principal; [tbrownwarrens@pps.net](mailto:tbrownwarrens@pps.net)

**Office Staff:** Jennifer Leveille, Robin Ferryman  
[slocey@pps.net](mailto:slocey@pps.net) [rferryman@pps.net](mailto:rferryman@pps.net)

**Counseling Staff:** Alex Bassi, Kate Knochel, Shoshana Oswald, Nikki Georgilas  
[yabassi@pps.net](mailto:yabassi@pps.net), [Kknochel@pps.net](mailto:Kknochel@pps.net) [soswald@pps.net](mailto:soswald@pps.net),  
[ngeorgilas@pps.net](mailto:ngeorgilas@pps.net)

**Climate/Restorative Justice Coach:** Mary Ventura  
[mventura@pps.net](mailto:mventura@pps.net)

**All Staff and Teachers:** Contact information online at  
<https://www.pps.net/schools/jackson>