

PARENT HANDBOOK 2022-2023



Shannon Deems, Principal
Natalie Wolf, Assistant Principal
Julie Keim, Secretary
Michelle Cook, Records Secretary

David Douglas School District
Gilbert Heights Elementary
12839 SE Holgate Blvd
Portland, OR 97216
503-256-6502
Office Hours: 8:00a.m. to 4:00p.m.

Ken Richardson
Superintendent
David Douglas School District # 40

Dear Families,

Welcome to Gilbert Heights Elementary School, where together we will empower our students to be a force for positive change in our global society.

At Gilbert Heights we provide meaningful, equitable, and highly effective instruction so that each student will grow and thrive socially, emotionally, and academically. We ensure this occurs in a safe, respectful, and culturally-responsive environment where all students, families and staff feel welcomed and supported.

We are looking forward to an outstanding year with you and your student. Our teachers and staff have prepared to meet the educational needs of our students with robust and rigorous instruction while centering wellness and community care in our school culture.

Communication between the school and home is critical to a student's development. We intend to keep you informed about your students' progress. Please contact us with any information which would help us fit your student's needs. Together, we can make a difference in your students' growth. This is more evident than ever in current times as we ensure your child's health and safety is our focus.

Elementary students are growing in many ways -- emotionally, physically, socially and academically. At Gilbert Heights, students have opportunities to grow in classrooms, school programs, and after school activities.

Parents can get involved in the following ways at Gilbert Heights:

- + Join our facebook page facebook.com/gilbertheightselementary
- + Regularly review our website for the latest information and updates
- + Read our monthly newsletter: The Mustang Mailbag
- + Join the Mustang Parent's Group (more information to come!)
- + Serve as a classroom volunteer (must fill out district background check application)
- + Call your students' teachers to discuss your students' academic, social, and emotional progress.
- + Attend parent-teacher conferences in November and March.

We provide this handbook to give you essential details of our school. Your questions can be answered by contacting us at 503-256-6502.

With Warm Regards,

A handwritten signature in black ink that reads "Shannon Deems". The signature is written in a cursive, flowing style.

Shannon Deems (she/her)
Principal, Gilbert Heights Elementary School
shannon_deems@ddsd40.org

The School Day

Monday, Tuesday, Thursday, Friday

8:55 AM Doors Open
9:15 AM Tardy Bell
3:30 PM Dismissal Time

Wednesday

9:55 AM Doors Open
10:15 AM Tardy Bell
3:30 PM Dismissal Time

*Every Wednesday we will have a one hour late start.
Buses will be one hour later than normal scheduled time.*

NOTE: Students should not arrive at school before 8:55 a.m. (9:55 a.m. Wednesday). Due to safety concerns we do not want students on campus unsupervised. Students are not allowed to play unsupervised on equipment before school. Please plan to keep your child with you until 8:55 a.m. when doors open.

Bus Stop Information

Detailed instructions are on the Transportation website on how to access bus routing information. Please visit this website:

<https://www.ddouglas.k12.or.us/departments/transportation-information/bus-route-information/>

If you have any questions about the routes please call the Bus Garage at (503) 256-6526.

Before and After School Day Care

Champions is offering before school care and after school care at Gilbert Heights. For more information visit their website at <http://www.discoverchampions.com> or call 503-761-8011. The program is available for kindergarten through 5th grade students from 6:30 a.m and ends at 6:00 p.m.

Cafeteria Meals

David Douglas School District is pleased to offer breakfast and lunch at no charge to all students. We will offer breakfast from 8:55-9:15 each morning. If your child does not want breakfast they will go to their classroom and start their day there instead.

School Supplies

Families will not need to purchase school supplies. Instead, our district is purchasing supplies for all students. Please have your child bring a backpack and water bottle to school to use throughout the day.

Kindergarten Snack Fee

There is a \$15 snack fee to support Gilbert Heights kindergarten students. Families can pay this fee by credit card, check or cash to the front office. Please do not send this money with your child.

Important Planning Dates

November 21 - 23 Parent Teacher Conferences

December 19 – January 2 Winter Break

March 22 – 24 Conferences

March 27- 31 - Spring Break

June 16 - Last Day of School (11:30 early release)

Please review the attached calendar for other important dates.

General School Procedures

Arrival to School

Bus riders will enter the building from the back bus loop. Morning drop off for students will be located in the front of the school. Please pull up as far as possible towards Holgate to maximize spacing and avoid a traffic jam on Holgate. Staff will be directing traffic. It is essential for the safety of all that parents remain in their vehicles and students exit on the exterior door closest to the sidewalk. Students can enter the building at 8:55am, students must stay with you prior to 8:55am.

Dismissal from School

- + Bus Riders - Arrive and dismiss from the gym in the BACK of school. Cars are not allowed in the back "loop" during arrival/dismissal or anytime buses are present. Please obey the signs.
- + Pick-up for dismissal will be located in the front of the building. Students will be released at 3:30. Staff will direct you to pull as close to the Holgate as possible as students check out with an adult, and join you. For families who walk or park and pick up their children, please wait in the grass, as classes line up under the covered front walkway.
- + Walkers - Students walking to/from school must use the crosswalks.
- + If your student's afternoon transportation plans change, call the office (503-256-6502) before 3:00pm. We are unable to release students between 3:00-3:30 due to end of day procedures.

Attendance

Attendance at Gilbert Heights is a high priority. Students need to be in school and on time (before 9:15pm tardy bell) so they have an opportunity to do their best learning. Please call the office by 9:15 a.m. when your child is going to be absent. If we do not receive a call, the office will attempt to contact the parent. If your child experiences fever, coughing, body aches or other symptoms please keep them home until symptoms dissipate. We appreciate you following these OHA/ODE health directives, it will keep our community safe and able to continue learning in person.

Open Market Pantry

Gilbert Heights is partnering with Urban Gleaners to offer our community rescued food through an Open Market Food Pantry. This partnership is to eliminate hunger and reduce food waste. All families are welcome to shop at our market on Fridays 9:45-10:30. This pantry is for families with children at home.

Helmets

Current Oregon Law requires that children wear helmets when riding their bicycles, scooters, or skateboards. ***If your student comes to school this way, we will enforce this law and will not allow a student to ride home without a helmet.***

Use of Cell Phones

Cell phones brought to school must be turned off and left in the student's backpack during the day. Students can check their phones at dismissal time to check messages from their caregivers. If a student is found to be using their cell phone, the teacher will take it and hold it until the end of the day. If this happens a second time, Mrs. Deems will hold it and require an adult to come get the phone. If there is a third incident, the phone will permanently remain in the office during the school day.

Medicine at School

Oregon State Law only allows school personnel to provide medication (including aspirin, Tylenol, cough drops, etc.) with written authorization from the parent (forms are available in the office). All Medications must be in the original container with visible instructions. Medications must be delivered to the school by an adult.

School Closures, Delayed Openings, Early Dismissals

Be sure to keep your phone numbers updated with the office.

Our district's **School Messenger System** will automatically call to inform you in the event of a school closure. TV and radio stations will announce school closures or delayed openings also. Please do not call the school to ask for closure information as this jams the lines when we need them to remain open. Remember, we are the **David Douglas School District** and announcements for Portland Public Schools do not apply to our students. A delayed opening will allow the roads to clear so children can be safely transported. The delayed opening is usually one or two hours. The buses will run exactly one or two hours later than the normal time. If inclement weather or other conditions make it necessary to close school early, our district **School Messenger System** will automatically call to inform you. It may also be broadcast on most radio and TV stations. This situation seldom occurs, but is the most difficult for us to manage safely for students. Please return the Emergency Form in this packet to your child's teacher. Your child's teacher will review this form before students are dismissed to ensure that we follow your instructions.

Party Treats

We do not host student birthday parties in classrooms at Gilbert Heights. Any treats are allowed at the discretion of the teacher. Please use best judgment and consider the various dietary restrictions in our community and consider an alternative opportunity to celebrate your student.

TEACHER ASSIGNMENTS

Class assignments will be mailed home in late August. Please note that careful consideration goes into making cohesive and balanced classes. Requests for change are granted only in extreme situations and are not guaranteed.

Parent/Visitor Safety

To ensure the safety of students, all visitors must wear a badge and sign in at the office. In accordance with the State of Oregon, **all visitors over the age of two are required to wear a mask while in our school space**. Thank you for helping to make Gilbert Heights as safe as possible.

Locked Doors

All doors are locked the entire day. All visitors and volunteers must enter through the front doors by ringing the doorbell. Once you ring the doorbell the office staff will let you into the building and help you to sign in. Please follow all safety precautions as mandated by Multnomah County. Our staff is here to help, so if you have any questions please ask.

Opportunities to Connect

Volunteers

Volunteer help is always welcome at Gilbert Heights. *All volunteers must complete a criminal history and volunteer application* each year, which can be found in the office. If you have not filled out the volunteer paperwork this year, we cannot allow you to volunteer at the school or attend field trips. Tasks and opportunities to volunteer are based on the needs of our classroom teachers. Volunteers must follow all health and safety guidelines required by Multnomah County.

Parent Visits/Appointments

Parents are always welcome to observe in classrooms. Please arrange classroom observations with your child's teacher in advance. Parents are also always welcome to meet with teachers to check in on their child's progress and to problem-solve. It is not acceptable for parents to use morning drop off time to meet with a teacher. Please respect their time in welcoming students and preparing for the day. Please make an appointment directly with your child's teacher via email or phone call. The principal and assistant principal are available to meet with parents, please arrange a mutually acceptable time with the secretaries in the front office.

Newsletter and Communications

The Mustang Mailbag is our monthly newsletter which will be sent via email and posted on our website/social media. Information about schedule changes and special events will be announced in the newsletter. You will also receive emails with information about upcoming events or schedule changes. Please feel free to email our school principal if you have any questions regarding information being shared.

Social Media

Our school facebook page is facebook.com/gilbertheightselementary and our instagram is instagram.com/principaldeems our goal is to share information and celebrate our students on these platforms. Please feel free to email our school principal if you have any questions regarding information being shared.

Site Council

The Gilbert Heights Site Council is a committee of teachers and parents with a goal of continual school improvement. The team meets once a month. If you are interested in serving on the Site Council, please contact Shannon Deems at 503-256-6502.

Mustang Parents Group

Parents and the GH community play a valuable role in helping our students be successful. The Mustang Parents Group has been an integral part of that process. In the past they have supported teachers, students, and families. We are looking for parents that would like to represent our community and to be involved in being a voice for our children. Please consider joining and supporting the GH community.

SUN Program

The SUN Program (Schools Uniting Neighborhoods) is a community partnership with IRCO providing after school enrichment opportunities. SUN is a very popular program and registration paperwork will go home in September. If you are interested in learning more you can contact Josh Love, our SUN site manager at josh_love@partner.ddsd40.org or 971-386-3988.

Gilbert Heights Staff 2022-2023

Shannon Deems, **Principal**
 Natalie Wolf, **Assistant Principal**
 Julie Keim, **Secretary**
 Michelle Cook, **Records Secretary**
 Cassandra Wicker, **Student Achievement Specialist**
 Jessica Somers, **Student Behavior Specialist**
 Allie Baumann, **Counselor**
 Jeannine McIntyre, **Title I Reading Specialist**
 Maria Eldon, **Language Development Specialist**
 Shannon Fuscaldo, **Language Development Specialist**
 Haleb Loul, **Learning Specialist**
 Caitlin Miller, **Learning Specialist**
 Rachel Ludeman, **Speech and Language Pathologist**
 Phill Hurley, **Music**
 Chad Smeltzer, **PE**

Kindergarten

Sarah Hooper
 Katherine Macomber
 Jesse Raskauskas

First Grade

Steve Kephart
 Liz Sterry
 Maddie Ragozzino

Second Grade

Kristen Burchell
 Julie Munstenteiger
 Shelby Winchester

Third Grade

Courtney Carter
 Audrey Dean
 Amy Fennell

Fourth Grade

Noelle Bell
 Amanda Francois
 Caroline Gereau

Fifth Grade

Analeigh Enriquez
 Brian Hobelman
 Gabie Mbenza-Ngoma

Spencer Valadez, **Computer Lab Tech.**

VACANT, **Library/Media**
 Deya Posner, **Library Media Assistant**

Jen Ponce, **Health Assistant**
 TBD, **Nurse**

Sara Robinson, **Head Cook**
 Mila Yurchenko, **Cook**

Curtis Tillery, **Head Custodian**
 Kevin Vue, **Night Custodian**
 Alma Shook, **Night Custodian**

Building Assistants

Alisha Archer
 Patricia Dailey
 Patty Diaz
 DeAnna Gayomali
 Shelley Gibson
 Jenna Gray
 Jen Ponce
 Margie Rolly
 Cary Sampson
 Donelle Sokolov
 Darcy Terry
 Heather Valadez
 Vanesa Ventura
 Bonney Whitehead
 Lucy Zepeda

Josh Love, **SUN Coordinator**
 Hansen Lee, **SUN Support Staff**
 Julia Gonzalez, **SUN Family Resource Navigator**