

PARENT HANDBOOK

2015-2016



Shane Bassett, Principal

David Douglas School District
Gilbert Heights Elementary
12839 SE Holgate Blvd
Portland, OR 97216
503-256-6502

Don Grotting
Superintendent
David Douglas School District # 40

Dear Parents,

We are looking forward to an outstanding year with you and your student. Our teachers and staff have prepared challenging learning activities and lessons to meet the educational needs of our students.

Helping students become lifelong learners is our top priority. We want you to be involved in this process with us. We encourage parents to visit classrooms and work as a team with your student's teachers.

Communication between the school and home is critical to a student's development. We intend to keep you informed about your student's progress. Please contact us with any information which would help us fit your student's needs. Together, we can make a difference in your student's growth.

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.

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,
Shane Bassett, Principal
Gilbert Heights Elementary School

School Day

Monday, Tuesday, Thursday, Friday

8:30 AM	Doors open for breakfast
8:45 AM	Doors open for class
9:00 AM	School Starts
3:15 PM	Dismissal Time

Wednesday

9:30 AM	Doors open for breakfast
9:45 AM	Doors open for class
10:00 AM	School Starts
3:15 PM	Dismissal Time

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

NOTE: There is no supervision on the playground before school. Please be sure that your students arrive no earlier than 8:45 am (9:45 am on Wednesdays) if they are not eating breakfast.

Gilbert Heights Bus Schedule 2015-2016

Bus # 28

8:19 AM SE Center St @ 141st Ave
 8:21 AM SE 136th Ave @ SE Cora
 8:22 AM SE Holgate Blvd @ SE 135th
 8:24 AM 4709 SE 134th Dr
 8:25 AM (W) SE 136th @ Schiller St
 8:26 AM SE 136th Ave @ SE Mitchell St

Bus #108

8:16 (S) SE Powell Blvd @ 125th Ave
 8:17 (S) SE Powell Blvd @ 129th Ave
 8:18 (S) SE Powell Blvd @ 132Ave
 8:21 SE 136 @ SE Rhone St
 8:22 3871 SE 136th Ave
 8:25 (E) SE 122nd Ave @ SE 4322
 8:26 (E)SE 122nd Ave @ Gladstone St

Bus # 3

8:19 AM SE 136th @ SE Harold St
 8:20 AM SE Ellis St @ 137th Ave
 8:22 AM SE Ellis St @ 139th Ave
 8:25 AM SE Harold ST @ SE 134th Ave
 8:26 AM SE Harold ST @ 130th Ave
 8:28 AM SE Harold ST @ SE 125th Ave

Bus # 92

8:24 AM SE Steele St @ 140th Ave
 8:26 AM SE 140th Ave @ SE Raymond
 8:28 AM SE Schiller St @ SE 136th Ave

Bus #48

8:24 AM (E) SE 122ND Ave @ SE Steele St
 8:26 AM (E) SE 122nd Ave @ Long St

SUN / CAMPFIRE PROGRAM

SUN offers afterschool activities. Watch for information coming home soon or call Sandi Blackwood at 503-209-6528.

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.

SCHOOL MEALS

Breakfast

Free to all students

Lunch

Paid - \$2.45

Reduced- free

Adult - \$3.75

SCHOOL PICTURES

School pictures will be taken on Monday, September 28th. Lifetouch will be collecting the picture money when the pictures are taken. You will receive advance notice and prices. Retake day will be November 2nd.

Important Dates

November 23 -25 - Conferences

December 21 – January 1 - Winter Break

March 16 – 18 - Conferences

March 21- 25 - Spring Break

June 16 - Last Day of School

Please review the calendar on the back page for other important dates.

General School Procedures

Arrival at School

Unless for the specific purpose of having breakfast students, should not arrive before 8:45 am (9:45 am on Wednesdays) as we do not have adult supervision for students before this time.

Arrival/Dismissal

- + Bus Riders - Arrive and dismiss from gym at BACK of school. Cars not allowed in this arrival/dismissal area.
- + Car Riders - Arrive and dismiss from FRONT of school in the pick-up/drop-off area.
- + Walkers - Students walking to/from school must use the crosswalks where the Safety Patrol volunteers are working. Look for their bright vests and flags. Students can walk into the FRONT or BACK entrance.
- + There is only one possible lane of traffic in the FRONT drop-off and pick-up area.
- + If your student's afternoon transportation plans change, call the office (503-256-6502) before 2:45pm.

Attendance

Attendance at Gilbert Heights is a high priority. Students need to be in school and on time so they have an opportunity to do their best learning. Our school provides recognition when students' attendance is perfect or exemplary.

"Appropriate" is the Guideline

Included in the Elementary School Handbook, is a dress code. It lists several guidelines that you might want to

review with your student. Please note that flip flops, spaghetti straps and short shorts are not appropriate for school.

Helmets

Current Oregon Law requires that children wear helmets when riding their bicycles or skateboards. ***If your student rides his/her bicycle to school, we will enforce this law and will not allow a student to ride their bike home without a helmet.***

Use of Telephone

Students will not be called to the phone during school hours or be allowed to use the phone unless an emergency arises. We expect students who participate in after school activities to make arrangements for rides home before coming to school. Please listen to your messages before returning a missed call. With telephones in every classroom, it is very difficult to figure out who made the phone call. Cell phones brought to school must be turned off and left in the student's backpack.

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 may be one or two hours. The buses will run exactly one or two hours later than normal,

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. 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.

Call Back

Please call the office, 503-256-6502 when your student is going to be absent or late to school. If your student is absent and we do not receive a call from you by 9:15 am, we will attempt to make a safety call to notify you that your child is not at school. *A written excuse is not required for an excused absence if you have previously notified the office by note or phone.*

Party Treats

We do not host student birthday parties at Gilbert Heights. In order to recognize your student's birthday, you can bring small treats for your student to share with classmates during their lunch period. You must talk to your student's teacher before purchasing and bringing treats. Our teachers are aware of their students' food allergies and can help you select treats that are safe for all students. Only bring treats that are store-bought, and in the original packaging. Please make sure there are enough treats for the whole class. As an alternative to sugary treats, please consider sharing healthy treats or non-food items (such as pencils).

Volunteers

Volunteer help is always welcome at Gilbert Heights. *All volunteers must complete a criminal history and volunteer application* each year. If you have not filled out the volunteer paperwork this year we cannot allow you to volunteer at the school or attend fieldtrips. Volunteer applications are available in the office.

Gilbert Heights Staff 2015-2016

Principal – Shane Bassett

Student Behavior Specialist –Sheri Thomas

Student Achievement Specialist – Shannon Cooke

Counselor – Susan Hughes

Secretary – Julie Keim

Records Clerk – Annel Arrendondo

<p><u>Kindergarten</u> Steve Kephart Kathy Macomber Jesse Raskauskas Ariane Stassek</p>	<p><u>Fourth Grade</u> Emily Christopherson Amy Fennell Kim Lyons Todd Strobel</p>	<p><u>Music</u> Phil Hurley Brandon Cumings</p>	<p><u>Assistants</u> Alisha Archer Lidiya Balanyuk- Kristi Brown Sharon Burton Michelle Cook Patty Diaz</p>	<p><u>SUN School</u> Sandi Blackwood</p>
<p><u>First Grade</u> Amanda Fischer Lisa Keefe Peri Lawrence Raluca Dinca</p>	<p><u>Fifth Grade</u> Francesca Aultman Nic Hagemann I ilv Rahtiak</p>	<p><u>Library</u> Dawnelle Linn</p>	<p>Tracey Maitland Jaime Mora Carrie Morgan Jennifer Ponce Alison Riggs Margie Rolly Donelle Sokolov Darcy Terry Heather Valadez Bonney Whitehead Isaac Zendejas</p>	<p><u>Playworks</u> Jaren George</p>
<p><u>Second Grade</u> Teresa Azorr Julie Munstenteiger Amber Black Liz Sterry</p>	<p><u>Title 1</u> Karen Pollard</p>	<p><u>Computer Lab</u> Ray Foote</p>	<p><u>Custodians</u> Steve Anderson Matt Tracy</p>	
<p><u>Third Grade</u> Kristin Burchell Sydney Riehl Jessica Somers Sally St.Helen</p>	<p><u>ERC</u> Nicole Miller</p> <p><u>Speech</u> Amy Ballard</p> <p><u>LDS Coach</u> Maria Stedman</p> <p><u>PE</u> Chad Smeltzer</p>	<p><u>Health Assistant</u> Shelley Shearer</p> <p><u>Nurse</u> Opal Bendele</p> <p><u>Cooks</u> Maria Arneson Lubov Feitser Mila Yurchenko</p> <p><u>Kitchen Asst.</u> Maria Flukinger</p> <p><u>Cashier</u> Michelle Cook</p>		