

PARENT HANDBOOK 2018-2019



Shane Bassett, Principal

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

**Ken Richardson
Superintendent
David Douglas School District # 40**

Dear Parents,

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 challenging learning activities and lessons to meet the educational needs of our students.

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.

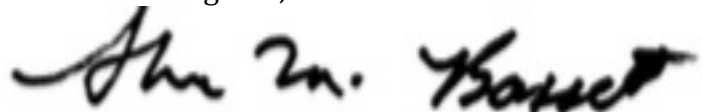
Elementary students are growing in many ways -- emotionally, physically, socially and academically. At Gilbert Heights students have opportunities to grow in classrooms, school programs, and after school activities.

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

- + Review the Mustang Mailbag Newsletter
- + Check the Wednesday Folder every week and our website every week (www.ddouglas.k12.or.us)
- + Join the Heights In Action Parent Group/Booster Club Meetings: 6:00-7:00 pm, first Tuesday of each month
- + Serve as a classroom volunteer (must fill out application)
- + Call your student's teacher to discuss your student's academic, social, and emotional progress.
- + Attend parent—teacher conferences in November and April

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 "Shane M. Bassett". The signature is written in a cursive style with a large, sweeping flourish at the end.

Shane Bassett, Principal
Gilbert Heights Elementary School

The School Day

Monday, Tuesday, Thursday, Friday

8:40 AM Doors open for breakfast
 9:00 AM Doors open for class
 9:10 AM School Starts
 3:30 PM Dismissal Time

Wednesday

9:40 AM Doors open for breakfast
 10:00 AM Doors open for class
 10:10 AM School Starts
 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: There is no supervision on the playground before school. Please be sure that your students arrive no earlier than 9:00 am (10:00 am on Wednesdays) if they are not eating breakfast.

Bus Stop Information

<u>Bus #03</u>			<u>Bus #94</u>		
Time	WED		Time	WED	
8:40	9:40	SE Harold ST @ 134	8:33	9:33	SE Powell Blvd @ SE 132 nd Ave
8:41	9:41	SE Harold ST @ 130	8:38	9:38	SE Center St @ SE 141 st Ave
8:42	9:42	SE Harold ST @ 125	8:40	9:40	SE 136 th Ave @ SE Cora St
8:44	9:44	SE 122 nd Ave @ SE Steele St	8:41	9:41	SE Holgate Blvd @ SE 135 th Ave
8:45	9:45	SE 122 nd Ave @ SE Long St	8:43	9:43	SE 134 th DR @ 4709
8:46	9:46	SE 122 nd Ave @ 4322	8:44	9:44	SE 136 th Ave @ Harold St
<u>Bus #28</u>			<u>Bus #108</u>		
Time	WED		Time	WED	
8:41	9:41	SE 136 th Ave @ SE Mitchell St	8:36	9:36	SE Powell Blvd @ 125 th Ave
8:42	9:42	SE Ellis @ SE 137 th	8:37	9:37	SE Powell Blvd @ SE 129 th Ave
8:43	9:43	SE Ellis @ SE 139	8:40	9:40	SE Rhone ST @ 136 th Ave
8:44	9:44	SE 140 th Ave @ Steele St	8:41	9:41	SE 136 th Ave @ 3871
8:45	9:45	SE 140 th Ave @ Raymond St	8:46	9:46	SE 122 nd Ave @ SE Gladstone St
8:47	9:47	SE Schiller ST @ 136 th Ave			

SUN PROGRAM

Jaren George at 971-386-3988

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
 Adult- \$2.50

Lunch

\$2.85 – child
 \$4.15 -- adult
 Milk - \$.50
 Free and Reduced – free w/ application

Important Planning Dates

- November 19 – 21 **Conferences**
- December 24 – Jan. 4 **Winter Break**
- March 20 – 22 - **Conferences**
- March 25 – 29 - **Spring Break**
- June 13 – **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 8:40 am (9:40 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. Our school intervenes with students and families who have regular attendance issues.

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 Telephone

Students **will not** be called to use 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 during the 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 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.

Safety Calls

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 9:30 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).

Toys

Toys may be brought to classrooms and used *only when the teacher gives permission*. Toys will not be allowed to be out of backpacks in the common areas of the school such as during library, cafeteria, playground, or arrival/dismissal areas. Each teacher will decide if, when and how toys will be used for learning or community building in their classroom. Toys and other play items may not be traded or sold at school. Toys that look like weapons are **never** allowed.

** Toys include electronic games, trading cards, board games, card games, action figures, Legos, stuffed toys, sports equipment and other play items that are not school supplies.*

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.

Parent Visits/Appointments

Parents are always welcome to observe in classrooms or visit their children during recess or lunch so long as it is not a distraction to the learning process. Please arrange classroom observations with your child's teacher at least one day in advance. Parents are also always welcome to meet with teachers to check in on their child's progress and to problem-solve. Please make an appointment directly with your child's teacher via email or phone call. The principal is always available to meet with parents if the principal is in the building and available.

<p>Shane Bassett, Principal</p> <p style="text-align: center;"><u>Front Office</u></p> <p>Julie Keim, Secretary Michelle Cook, Records Secretary</p> <p style="text-align: center;"><u>Advisement</u></p> <p>Susan Hughes, Counselor Sheri Thomas, Student Behavior Specialist</p> <p style="text-align: center;"><u>Health</u></p> <p>Wendy Constanzo, Nurse Wendy Warren, Health Assistant</p> <p style="text-align: center;"><u>Cafeteria Services</u></p> <p>Maria Anderson, Head Cook Jeanne Walker, Cook Mila Yurchenko, Cook Maria Flukinger, Cook Jane Hays, Lunch Clerk</p> <p style="text-align: center;"><u>Custodial Services</u></p> <p>Steve Anderson, Head Custodian Kevin Vue, Night Custodian</p> <p style="text-align: center;"><u>Language and Learning</u></p> <p>Vincent Chirimwami, ERC Bonney Whitehead, ERC Assistant Maria Eldon, ESL Martha Sanstead, ESL Sody Fearn, Title 1 Sarah Wolfgang, Student Achievement Specialist Eliza Bockstahler, Speech and Language Kristi Brown, Speech Assistant</p> <p style="text-align: center;"><u>Assistants</u></p> <p>Laura Arreola Sharon Burton Patty Diaz Natalie Dutko Shelley Gibson Pam Hardy Rebecca Lueck Wendy Reese Donelle Sokolov Darcy Terry</p> <p style="text-align: center;"><u>SUN Program</u></p> <p>Jaren George, SUN Coordinator</p>	<p style="text-align: center;"><u>Kindergarten</u></p> <p>Steve Kephart Katherine Macomber Chrissy McNeil Jesse Raskauskas</p> <p style="text-align: center;"><u>Kinder Assistants</u></p> <p>Alisha Archer Jen Ponce Margie Rolly Heather Valadez</p> <p style="text-align: center;"><u>First Grade</u></p> <p>Raluca Dinca Peri Lawrence Maddie Ragozzino Shelby Winchester</p> <p style="text-align: center;"><u>Second Grade</u></p> <p>Teresa Azorr Amber Black Julie Munstenteiger Liz Sterry</p> <p style="text-align: center;"><u>Third Grade</u></p> <p>Kristin Burchell Amy Fennell Lisa Keefe Jessica Somers</p> <p style="text-align: center;"><u>Fourth Grade</u></p> <p>Emily Christopherson Kim Lyons Todd Strobel</p> <p style="text-align: center;"><u>Fourth / Fifth Grade</u></p> <p>Shannon Fuscaldo</p> <p style="text-align: center;"><u>Fifth Grade</u></p> <p>Francesca Aultman Haley Ferris Nicholas Hagemann</p> <p style="text-align: center;"><u>Specials</u></p> <p>Megan Adamcin, Computer Lab Sarah Crabtree, Library/Media Tracey Maitland, Library Media Assistant Phil Hurley, Music Chad Smeltzer, PE</p>
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Elementary Calendar 2018 - 19

September 2018						
Sun	Mon	Tues	Wed	Thu	Fri	Sat
August						
26	WIPD	27	WIPD	28	WIPD	29
2	H	3	★	4	5	6
9	10	11	★	12	13	14
16	17	18	★	19	20	21
23	24	25	★	26	27	28

February 2019						
Sun	Mon	Tues	Wed	Thu	Fri	Sat
					▽	1
3	4	5	★	6	7	8
10	11	12	★	13	14	15
17	H	18	★	19	20	21
24	25	26	★	27	28	

October 2018						
Sun	Mon	Tues	Wed	Thu	Fri	Sat
	1	2	★	3	4	5
7	8	9	★	10	11	12
14	15	16	★	17	18	19
21	22	23	★	24	25	26
28	29	30	★	31		

March 2019						
Sun	Mon	Tues	Wed	Thu	Fri	Sat
					1	2
3	4	5	★	6	7	8
10	11	12	★	13	14	15
17	18	19	★	20	21	22
24	X	25	X	26	X	27

November 2018						
Sun	Mon	Tues	Wed	Thu	Fri	Sat
				1	2	3
4	5	6	★	7	8	9
11	H	12	★	13	14	15
18	19	20	★	21	22	23
25	26	27	★	28	29	30

April 2019						
Sun	Mon	Tues	Wed	Thu	Fri	Sat
	1	2	★	3	4	5
7	8	9	★	10	11	12
14	15	16	★	17	18	19
21	22	23	★	24	25	26
28	29	30				

December 2018						
Sun	Mon	Tues	Wed	Thu	Fri	Sat
						1
2	3	4	★	5	6	7
9	10	11	★	12	13	14
16	17	18	★	19	20	21
23	X	24	X	25	X	26
30	X	31				

May 2019						
Sun	Mon	Tues	Wed	Thu	Fri	Sat
			★	1	2	3
5	6	7	★	8	9	10
12	13	14	★	15	16	17
19	20	21	★	22	23	24
26	H	27	★	28	29	30

January 2019						
Sun	Mon	Tues	Wed	Thu	Fri	Sat
		X	1	X	2	X
6	7	8	★	9	10	11
13	14	15	★	16	17	18
20	X	21	★	22	23	24
27	28	29	★	30	31	

June 2019						
Sun	Mon	Tues	Wed	Thu	Fri	Sat
						1
2	3	4	★	5	6	7
9	10	11	★	12	13	14
16	17	18	19	20	21	

Teachers' First Day	August 27, 2018
Students' First Day	September 4, 2018
Winter Break	Dec. 24, 2018 - Jan. 4, 2019
Spring Break	March 25, 2019
Students' Last Day	June 13, 2019
Teachers' Last Day	June 14, 2019

- H Holiday
- X Non-school day
- W Teacher work day - No school
- PD Teacher Professional Development - No school
- ▽ Parent Communication/Prof. Develop. - No school
- End of grading period
- ★ PLT - 10:15 am Start time
- ◆ 2:00 pm Dismissal - PM conferences
- ▲ Conferences - No school