PARENT HANDBOOK
2024-2025

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 students. 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.

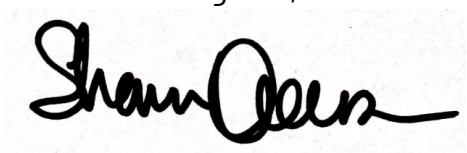
Communication between the school and home is critical to a student's development. We intend to keep you informed about your students' progress. Please contact us with any information which would help us fit your student's needs. Together, we can make a difference in your students' growth. This is more 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 Site Council to support Heights in our academic growth and building goals
+ Join the Mustang Parent's Group
+ 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,



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

The School Day

Monday, Tuesday, Thursday, Friday		Wednesday	
8:55 AM	Doors Open	9:55 AM	Doors Open
9:15 AM	Tardy Bell	10:15 AM	Tardy Bell
3:30 PM	Dismissal Time	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 25-26 Parent Teacher Conferences
December 23 – January 5 Winter Break
March 19 – 20 Conferences
March 21 - 30 Spring Break
June 11 - Last Day of Preschool
June 12 - Last Day of School K-5 (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 9:15am tardy bell) so they have an opportunity to do their best learning. Please call the office by 9:15am when your child is going to be absent. If we do not receive a call, an automated system will call families by 10:30 notifying you of your students' absence. Students must be fever free for 24 hours, vomit and diarrhea free for 48 hours in order to return to school. Reach out to our health assistant with any specific health questions.

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 9:15-10:00 under the covered area on our playground. This pantry is for families with children at home who attend Gilbert Heights.

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 and Smart Watches

Cell phones brought to school must be turned off and left in the student's backpack during the day. Smart Watches need to be "offline." Students can use their devices at dismissal time to check messages from their caregivers. In accordance with best practice and district policy, the following consequences are considered.

1. First offense: If a device is out it will be confiscated by the teacher and sent home at the end of the day with communication to the parent.
2. Second offense: The device will be confiscated by the teacher and must be picked up by a parent in the office at the end of the day along with a conversation with an administrator.
3. Third offense: Meeting required with an administrator and agreement made. The device will need to be checked in and out each day from the front office.

Social Media

By law, children under the age of 13 are prohibited from using social media accounts such as SnapChat, TikTok, Instagram, and other platforms. These platforms often lead to cyberbullying. Cyberbullying is the use of any electronic communication device to convey a message in any form (text, image, audio, or video) that defames, intimidates, harasses, or is otherwise intended to harm, insult, or humiliate another in a deliberate, repeated, or hostile and unwanted manner under a person's true or false identity. David Douglas School District will not tolerate cyberbullying and reports of such will be investigated and may result in threat assessments, suspension, and possible reports to authorities.

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

Our district's School Messenger System known as ParentSquare will automatically contact you to inform you of 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, ParentSquare will automatically contact you 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.

Weather at Recess

Thanks to our covered play area Gilbert Heights students enjoy outdoor recess every day, rain or shine! We will only have indoor recess in the rare event where the weather is below freezing. Please support your student in providing weather appropriate gear to keep them warm and dry. If you need help with a warm jacket, please let your student's teacher know so we can help!

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.

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.

Discipline and Behavior Procedures

Gilbert Heights is a PBIS School. PBIS stands for Positive Behavioral Interventions and Supports. It is a schoolwide system approach aimed at establishing a positive student culture with predictable, equitable and safe learning environments where everyone thrives. The focus of PBIS is prevention, not punishment. At Gilbert Heights we have common school wide expectations (Be Safe, Be Kind, Be Responsible) and incentives to support positive behavior.

School Wide Incentives

Students can earn incentives for demonstrating positive behavior and following our schoolwide expectations. They can earn Mustang Money to spend at our school store, The Mustang Market, and classes can earn Class Kudos towards a classwide prize or party. We also utilize Positive Office Referrals to celebrate students doing their best, and schoolwide celebrations and spirit days.

The Ranch

In order to be successful, some students need breaks to regulate their bodies so they can learn to the best of their abilities. We have a classroom with adult support and materials to help students do this successfully. This room is also an opportunity to problem solve with our Student Behavior Specialist. The Ranch is a positive place for students to find support, not something punitive.

Student Behavior Response

When an inappropriate behavior takes place, staff follow up at the time of the incident. Our focus is on identifying the problem and using restorative practices to repair the harm to the community. When appropriate a consequence is also applied.
Communication with caregivers is a priority. The behavior is documented on a Behavior Incident Response Form and communicated to families either by the teacher, student behavior specialist or administrator.

Restorative Practices in David Douglas

Restorative Practices are a framework for building and sustaining relationships between individuals and within a community. Through the use of authentic dialogue and differentiated relational strategies, we can respond to student behavior while coming to a common understanding of attitudes and actions that can repair issues and make things right with others.

The David Douglas School District is committed to:

- Knowing, caring for, and establishing positive relationships in supporting the whole child;
- Teaching the development of positive social, emotional, and behavioral skills to students;
- Using a variety of ways to shape behavior once harm has occurred, instead of relying on exclusionary practices including partnering with families, other staff, and community based organizations in the event that a disciplinary action has occurred;
- Examining their own implicit bias, while working from culturally and trauma responsive lenses that utilize verbal de-escalation skills in an effort to create conditions in schools that allow students to be successful.

Reach out to Natalie Wolf, our Assistant Principal of Restorative Practices with any questions. Her contact information is: Natalie_Wolf@ddsd40.org 503-256-6502

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.

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 our SUN site manager Paola Cabrera Perez at paola_cabreraperez@partner.ddsd40.org

Gilbert Heights Staff 2023-2024

Shannon Deems, **Principal**
Natalie Wolf, **Assistant Principal**
Julie Keim, **Secretary**
Michelle Cook, **Records Secretary**
Allysa Davis, **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**
Liz Adams, **Learning Specialist**
Caitlin Miller, **Learning Specialist**
Julie Smith, **Speech and Language Pathologist**
Amy Fennell, **Music**
Chad Smeltzer, **PE**

Preschool

Sarah Hooper

Kindergarten

Heidi Rabelo
Katherine Macomber
Jesse Raskauskas

First Grade

Steve Kephart
Liz Sterry
Maddie Ragozzino

Second Grade

Kristin Burchell
Julie Munstenteiger
Shelby Winchester

Third Grade

Courtney Carter
Audrey Dean
Grace Groom

Fourth Grade

Noelle Bell
Tatiana (Bushey) Musser
Brian Hobelman (Blend)

Fifth Grade

Brian Hobelman (Blend)
Analeigh Enriquez
Alex Stengel

TBD, **Building Sub**
Spencer Valadez, **Computer Lab Tech.**
Ashley Fetters, **Library/Media Assistant**
Jen Ponce, **Health Assistant**
Kyra Krall, **Nurse**
Mila Yurchenko, **Head Cook**
Idelina Espinosa, **Assistant Cook**
Curtis Tillery, **Head Custodian**
Kevin Vue, **Night Custodian**
Alma Shook, **Night Custodian**

Preschool Assistants

Alisha Archer
Darcy Terry

Kindergarten Assistants

Deya Posner
Margie Rolly
Cary Sampson

Building Assistants

Adamary Bolaños López
Patty Diaz
Matthew Cronje
DeAnna Gayomali
Shelly Gibson
Jenna Gray
Topacio Jimenez
Karie Lippert
Donna Pluta
Donelle Sokolov

Special Education Assistants

Patricia Dailey
Candice St. Helen
Cade Stirnaman

Building Partners

Paola Cabrera Perez, **SUN Coordinator**
Julia Gonzalez, **Family Resource Navigator**

Andre Reasno, **Elevate Oregon Mentor**

TBD**, Trillium Mental Health Therapist**
Jennifer Miller, **Trillium Skills Trainer**