



GILBERT ELEMENTARY SCHOOL
 Garden Grove Unified School District
 9551 Oranewood
 Garden Grove, CA 92841
 Office: (714) 663-6318 Fax: (714) 663-6067



George Martinez, Principal

Gabriela Mafi, Ed.D., Superintendent

Dear Parents and Guardians,

The staff and I would like to welcome everyone back to Gilbert Elementary for the 2023-2024 school year. Please note that school will start on **Monday, August 14, 2023 at 8:05 a.m.**

!!!EVERY SCHOOL YEAR, DATA CONFIRMATION IS REQUIRED ONLINE!!!
GO TO THE PARENT PORTAL MYKIDS.GGUSD.US

Student and Emergency Contact Information: It is the parent/guardian’s responsibility to make sure that we have current/accurate information - **ESPECIALLY PHONE NUMBERS AND EMERGENCY CONTACTS** on the Parent Portal (**mykids.ggusd.us**). This information is **CRITICAL** should your child become injured or ill; the parent portal is accessible 24 hours per day for updating. Each year, the portal must be updated called “data confirmation.” If a **student is ill, they will be released only to an adult 18 years + with a photo ID and listed on the emergency contact list.** If you move, proof of your new residence must be brought to the office to update your address as soon as possible.

SCHOOL HOURS

All Grades TK/K – 6

8:05 a.m. - 2:25 p.m. (M, T, Th, & F)

8:05 a.m. - 1:35 p.m. (Every Wed. – short day)

Parent Conferences – November and March – 12:55 p.m. early dismissal

Students eating breakfast may arrive on campus at 7:35 a.m., but no later than 7:50 a.m. All other students may arrive on campus at 7:45 a.m. **Please DO NOT drop students before 7:35am as there is no supervision available.** Boys and Girls Club is available after school on a first come, first served basis for families who register their child(ren). Applications are available in the office or contact BGC directly at (714) 376-7349.

PARENT SQUARE – Parent Square is the main communication tool within GGUSD. It is an app that must be downloaded on mobile devices and computers at home. Gilbert School and GGUSD share many important dates and announcements through this tool. It is also used for communication in the event of an emergency. Instructions are available in the school office if needed.

STUDENT ABSENCES: If your child is absent from school, please notify the office the day of the absence via parent square, phone call or e-mail. If a student’s absence exceeds 3 days, a doctor’s note may be required by the office.

CAMPUS AND STUDENT SAFETY: One of our highest priorities at Gilbert is the safety of our students. Gilbert will maintain a closed campus during school hours. All visitors **MUST** sign-in at the office and obtain a visitor’s badge. Parents are **NOT** allowed on campus after 7:35a.m. or while school is in session.

MEDICATIONS/BRACES/CRUTCHES/OTHER DEVICES: **Students are NOT allowed to have ANY medication in their backpacks** – this includes cough drops and any other over the counter medication. Staff members are not allowed to dispense medication of any kind without written permission from the parent and doctor. All medications must be checked in to the health office, which includes a *Medication Form* signed by your doctor and kept on file in the office. Also, **if your child incurs an injury requiring a device such as a sling, crutch, splint or other, a form must be obtained from the health office and completed by the doctor in order to return to school and to inform the school about any restrictions.** Forms are available in the school office.

STUDENT INSURANCE (Optional): If you are interested in student insurance, you will need to complete the enrollment forms, which are available in the school office upon request.

NO INDIVIDUAL BIRTHDAY PARTIES ARE ALLOWED: It is **NOT permitted to have parties and/or bring treats such as cupcakes to school to celebrate birthdays.** Gift bags *not containing food* are acceptable as drop offs, but please check with the teacher. GGUSD's policy regarding elementary parties are limited to three events per year planned by the teacher. Items donated for classroom parties **must be** store bought and in original wrapping.

TOYS/ITEMS FROM HOME ARE NOT ALLOWED: To help ensure the safety of our campus, students are not allowed to bring toys, trading cards or glass items onto campus.

COMMUNITY LIAISON: Our Spanish Liaison is available 7:30 a.m. -11:00 a.m. and our Vietnamese Liaison is available 12:30 p.m.-4:00 p.m. Both are available to assist you with interpreting and translating.

DROP OFF/PICK UP: Student safety is a priority at Gilbert. Students are NOT permitted in the parking lot unless accompanied by an adult. A Valet pick up system is available **allowing an adult driver to remain in the car to pick up a student at the multi-purpose room (MPR) doors at dismissal. An assigned number is required** - issued by the front office. Your valet number will remain the same year to year. A reprinted number will be sent home the first week of school, or you may pick it up in the office. When picking up, **DO NOT get out of your car or stop/park in the designated bus lanes or valet drop-off area;** students will be escorted to your car by an adult during dismissal. All students in grades 2nd -6th who are getting picked up "hand to hand" will be lined up by the fence next to the MPR. TK-1st grades students are dismissed at the gate by the office in the front of the school. **Please do not ask your child to meet you at any location that is not a designated pick-up area at school.** Please DO NOT block the MPR, the gates and cement walkways where students are exiting and lining up. The MPR is reserved for valet pick up only; students will not be dismissed from the MPR without a valet number. Please park in designated parking spots only or on the public street. **DO NOT BLOCK THE DRIVEWAYS – PLEASE BE COURTEOUS TO OUR NEIGHBORS.** If you prefer to have your child walk home, please carefully discuss what route you would like your child to take to and from school and remind them to use the designated crosswalks.

ITEM/LUNCH DROP OFF: To minimize interruptions to the classrooms, the office will only accept items dropped off by 10:00 am -including lunches. Each item must be clearly labeled with student's name and room#/teacher's name. Items dropped off after 10:00 am will NOT be accepted, including lunches, homework, forgotten items, instruments, etc. After the first 2 weeks of school, students' musical instruments may not be dropped off. Remembering instruments is part of the student's grade.

FREE BREAKFAST/LUNCH: The Garden Grove Unified School District provides free breakfast and lunch for all students within the Garden Grove School District. All families are asked to fill out the Food Services form on the Parent Portal when completing Data Confirmation so we may maintain this status.

LOST AND FOUND: To avoid having your student's belongings missing, we ask that you **CLEARLY LABEL** them: backpacks, jackets/sweatshirts, lunch boxes, water bottles, etc. with first and last name, and classroom number. Any items not retrieved from Lost and Found will be donated to a local charity.

SCHOOL BUS: The bus schedule is available in the office. Please note all Kindergarten and Special Education students must have someone waiting at the drop-off location/bus stop when the bus arrives. Otherwise, the bus will return the student to Gilbert and the student **will be released only to an adult 18 years + with a photo ID, listed on the emergency contacts.**

BICYCLE RIDERS – NO scooters/skateboards/roller skates: District policy states that students in grades 4th–6th may ride bicycles to school. A school permission slip is required and can be obtained from the office each school year. A lock and helmet are required.

HOLIDAY/STUDENT FREE DAYS/SCHOOL ACTIVITIES

Information is available on our school's website: <http://gilbert.ggusd.us> or on Parent Square.

If you have further questions, do not hesitate to contact us. We are looking forward to a terrific school year!

Sincerely,



George Martinez, Principal