

DOWNEY UNIFIED SCHOOL DISTRICT

Gallatin Elementary School

BELIEVE, ACHIEVE, SUCCEED

9513 Brookshire Ave. Downey, CA 90240 • Phone: 562-904-3583 • Fax: 562-469-7120
<http://gallatin.dusd.net> • Attendance: 562-904-3583 - Option 2 at main menu

Parent and Student Handbook

2024-2025



Our Vision

All Gallatin Students acquire 21st century skills to ensure that they are college and career ready, globally competitive, and citizens of strong character. Students achieve their maximum potential in an engaging, inspiring, challenging and innovative environment that fosters a love for learning.

Our Mission

The mission of Gallatin Elementary School is for all students to apply their acquired skills and knowledge, rely upon their individuality to lead healthy, productive lives, and to become responsible members of a global community. Gallatin builds this foundation through a rigorous, innovative curriculum that cultivates effective communication, critical thinking, creativity, collaboration, and character education. The Gallatin Community of students, parents, and staff promotes high standards and expectations by sharing the responsibility for advancing the school's mission.



PRINCIPAL'S MESSAGE

Welcome to Gallatin Elementary School, home of the Grizzlies! We know that this school year will be a wonderful experience for you and your child. This handbook contains important and useful information that will inform you of our school's policies and procedures. Please read it carefully and retain it for your reference throughout the school year. The following information is contained in this handbook:

- General Information
 - School Hours
 - Early Out Day
 - Campus Hours
 - School Office Hours
 - Breakfast and Lunch
 - Campus Safety
 - Parking Lot Gate Schedule
 - Dismissal Procedures
- Attendance Policy
 - Absences
 - Communicable Diseases
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 - Truancy
 - Outstanding Attendance Program
- Schoolwide Climate Plan
 - Our Beliefs: Character Counts!
 - Standards for Behavior
 - Pink Tickets
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 - Promoting Positive Choices
- School Policies and Procedures
- School Supplies Lists

The Gallatin staff is committed to providing your child an excellent education program that meets his/her individual needs. We know that each child's success is dependent on working together with the parents and the community. We look forward to working closely with you this school year to ensure your child's success.

Thank you for helping us make Gallatin Elementary School a learning environment where children believe, achieve, succeed

Sincerely,

Mr. David Cid
Principal



GENERAL INFORMATION

SCHOOL HOURS

TK-3rd Grade (M,W,Th, F)	8:30 a.m. to 2:34 p.m.
4th & 5th Grade (M,W,Th,F)	8:30 a.m. to 3:00 p.m.

***Every Tuesday**

Grades TK-5th Grade 8:30 a.m. to 2:00 p.m.

EARLY OUT DAY

Every Tuesday, beginning on August 20th through the end of the school year, all students, grades 1st-5th will be dismissed at 2:00 P.M. Teachers will use this time for planning and preparing for students. As on other days, the school only provides supervision for fifteen minutes after dismissal. Be certain to pick your child up or make arrangements with someone else to pick him/her up promptly at dismissal time each day.

Every Tuesday, beginning on August 27th through the end of the school year, TK/Kindergarten will be dismissed at 2:00 P.M. (Please note that all TK/Kindergarten students will be on a Minimum Day Schedule (8:30-11:49 A.M.) from August 14- August 23.

CAMPUS HOURS

For ALL students, the gates will open at 8:00 A.M. and it will promptly close at 8:30 A.M.

Students who are eating breakfast in the cafeteria ONLY can enter the front Bell Gate at 8:00 a.m.

- **TK/Kindergarten** students will be dismissed at the Kindergarten playground gates at 2:34 P.M. (2:00 P.M. on Tuesdays). Students who are not picked up at the dismissal time, will be brought to the school office for parents to pick up.
- **1st Grade** will be dismissed at the Bus Gate at 2:34 p.m. (2:00 P.M. on Tuesdays). Students who are not picked up at the dismissal time, will be brought to the school office for parents to pick up.
- **2nd & 3rd Grade** will be dismissed at the Bell Gate at 2:34 p.m. (2:00 P.M. on Tuesdays). Students who are not picked up at the dismissal time, will be brought to the school office for parents to pick up.
- **4th & 5th Grade** will be dismissed at the Youth Hut Gate at 3:00 p.m. (2:00 P.M. on Tuesdays). Students who are not picked up at the dismissal time, will be brought to the school office for parents to pick up.

Supervision will be provided at the Gates for 15 minutes after dismissal. After that, students will be taken to the office where a parent will need to sign them out.

Please share this information with family members, childcare, and anyone picking up your child at dismissal.

SCHOOL OFFICE HOURS

Office hours are 8:00-4:00 P.M. Monday-Friday. All parents/guardians/persons authorized by a parent to pick up a child, MUST SHOW PROPER IDENTIFICATION (A PICTURE I.D.) See the Policies and Procedures section for additional information.

BREAKFAST and LUNCH

Breakfast is served from 8:00-8:25 (TK-5th) each morning. Lunch periods are staggered with Kindergarten starting at 11:00 a.m. and concluding with 5th Grade at 12:50 p.m.

The prices for the cafeteria are as follows:

- Student Breakfast – **FREE**
- Student Lunch – **FREE**

Your child may eat a FREE hot lunch in our school cafeteria or bring a lunch from home. Lunches should be nutritious, please do not send candy or sugary drinks/food. Please have your child's name and room number written on the sack or lunch box to prevent it from being lost. Be sure to have your child bring his/her lunch in the morning when arriving to school. Lunches delivered to the office after school begins will be picked up by your child at their designated lunch hour.

Students are not allowed to have sodas or fast food lunches at school. The office will not accept fast food lunches for students during the school day, including field trip days. **This includes any food delivery services.**

Gallatin has a snack period during morning recess for all grades. Your child may bring a nutritious snack to eat during this time or during lunch time. Students are asked NOT to bring candy, junk food or sodas (sugary drinks) to school. Students may not share food. **All snacks should be an individual portion size (no family sized packages).**

Campus Safety

The safety of your child is our first priority at Gallatin Elementary School. We thank you for following these procedures and for your cooperation in keeping Gallatin a safe place for our children.

- Gallatin is a closed campus. ALL gates will be locked during school hours to protect our children.
- If a parent/adult needs to be on campus during the school day, the adult must come to the office, show identification, sign in, and wear a site issued badge so that the staff may easily identify the person as an authorized visitor. This safety procedure enables us to monitor who is on campus at all times.

- All volunteers must complete the Volunteer orientation prior to volunteering on campus and must be scheduled by the classroom teacher.
- If a parent needs to speak with a teacher, please email them directly or contact the teacher directly using Class Dojo, Seesaw, Phone, or Email.
- All students are to be picked up at their designated dismissal time.

We are confident that you will agree that these preventative measures are worth adhering to in order to provide a safe and secure campus for our children and staff. Please be assured, we are not discouraging our parents from being an active part of our school program. We encourage you to volunteer and learn as much as possible about our many wonderful programs and assist children whenever you can.

Parking Lot Gate Schedule

Parking lot gates will be opened and closed according to the following schedule.

Please remember that the Gallatin Road drive-through is for BUSES only. The Brookshire parking lot gate is closed to cars to ensure pedestrian safety before and after school. Parents are asked to pull over to the curb on Gallatin Road or Brookshire Ave. to let their child out of the car. Please observe all traffic laws when dropping off or picking up your child. **Please DO NOT double-park.** There is no drop-off and/or pick-up in the parking lot before and after school.



ATTENDANCE

It is important that your child attend school on time every day. Good attendance is essential to academic success. If your child is absent from school for the day, they lose the opportunity for instruction from their teacher. Work sent home cannot replace the instruction provided by their teacher. If your child has a dentist, doctor, or other appointment, please try to arrange for the appointment after school.

Absences

If you know your child will be absent for the entire day, please report the absence on Parent Connect or call the school's attendance line **by 9:00 AM** on the first day of absence. You may reach the Gallatin School attendance line by calling the school at **(562) 904-3583 and selecting Option #2 on the main menu.**

Communicable Diseases

Please notify the office if your child has a communicable disease such as COVID-19, chicken pox, head lice, pink eye, impetigo, hand/foot/mouth, etc.

- School Nurse will contact you for guidance and clearance for school attendance/return.

Tardies

Whenever your child is late to school, please have him/her go to the office for a tardy pass. It is important that your child be at school on time so he/she will not miss any instruction. Tardy students also disrupt the learning of other students in the classroom. All students must be through entry gates by 8:30 a.m. All students entering school after 8:30 a.m., must go through the school office and are considered tardy.

Truancy

Excessive tardies and/or absences may result in a referral to the School Attendance Review Team (SART) and/or a referral to the School Attendance Review Board (SARB). Parents will receive an automated phone call in the evening of the day of any absence or tardy. This service is to help parents be aware and track their child's absences and tardies.



SCHOOLWIDE CLIMATE PLAN

Our Beliefs/Character Counts!

Our goal at Gallatin Elementary School is to provide a happy, healthy, productive and safe environment in which our students have every opportunity to learn and achieve. We believe that each child is unique and different. We also believe that every student deserves to be treated with respect and dignity.

Gallatin's School-Wide Climate Plan is based on the belief that all students can behave appropriately at school. There are four basic premises to our program:

1. Every parent and child will clearly understand the expected standards for behavior.
2. Every student will be positively reinforced for his/her appropriate behavior.
3. The consequences for failure to follow standards will be applied consistently.
4. Students begin each day with a fresh start.

The positive approach of our climate plan cannot be stressed enough. Gallatin's goal is to provide students with the knowledge and skills needed to help them make good choices and to see how these good choices positively impact and enrich their lives. Our program is based on Character Counts!, the character education program adopted by Downey Unified School District and the City of Downey. Character Counts! is based on a common language of values called the "Six Pillars of Character." A brief explanation of the Six Pillars with the pillar color and hint to remember the color follows:

Six Pillars of Character

Trustworthiness (Blue/Think “True Blue”)

Be honest • Be reliable • Have the courage to do the right thing • Build a good reputation • Be loyal

Respect (Yellow/Follow “The Golden Rule”)

Treat others with respect • Be tolerant of differences • Use good manners • Be considerate • Don’t threaten, hit, or hurt anyone • Deal peacefully with anger, insults and disagreements

Responsibility (Green/Responsibility over finances or garden)

Do what you are supposed to do • Persevere: keep on trying! • Always do your best • Use self-control • Think before you act—consider the consequences • Be accountable for your choices

Fairness (Orange/Dividing an orange equally to share)

Play by the rules • Take turns and share • Be open-minded: listen to others • Don’t take advantage of others • Don’t blame others carelessly

Caring (Red/Think of a caring heart)

Be kind • Be compassionate and show you care • Express gratitude • Forgive others • Help people in need

Citizenship (Purple/Think of the “Purple Heart”)

Help make your school and community better • Cooperate • Get involved in school and community affairs • Stay informed • Vote • Be a good neighbor • Obey laws and rules • Respect authority • Protect the environment

These six values form an easy to remember acronym “Terrific” (TRRFCC). You will hear a lot about Character Counts! throughout the school year as we work to teach, enforce, advocate for, and model these values. We look forward to working with parents and the community to support each other in helping students to be TRRFCC!

On a day-to-day basis, the Six Pillars translate into the following standards of behavior:

School-Wide Expectations

All students will...

- Be Respectful
- Be Responsible
- Be safe

in all areas of our school.

Classroom Expectations

Each classroom teacher at Gallatin School will send home a classroom management plan to promote positive behavior in the classroom. The classroom plan will state rules, consequences and positive reinforcement used in your child's classroom.

Playground/Campus Expectations

All students will...

1. Follow supervisor's directions
2. Use kind/polite words
3. Follow school/game rules
4. Stop and drop when the bell rings
5. Play in designated areas
6. Keep your hands and feet to yourselves
7. Respect others personal space

Cafeteria Expectations

All students will...

1. Eat at assigned tables by classroom.
2. Follow supervisor's directions
3. Use quiet voices
4. Keep their area and space clean
5. Wait patiently in line
6. Ask for help when needed
7. Remain in the lunch area until dismissed
8. Exhibit good table manners at all times.

Minor and Major Slips

Students not adhering to playground, cafeteria, and/or school-wide expectations, will receive a yellow or pink slip, depending on the infraction. Refer to our Behavior Flow Chart for guidance.

- **Yellow slips**- indicate a minor infraction that communicates to students and families about the expectation that were not being followed. The yellow slip will be sent home with your child for a signature and return to the classroom teacher.
- **Pink Slips**- indicate a major infraction that communicates to students and families about the expectations that were not being followed. You will receive a call or notification from an administrator.
 - ***An Office Discipline Referral can be issued, if the violation exceeds the expectations outlined in the behavior flow chart. In this case one or more of the following may occur: student counseled, parent contacted, loss of recess or school privileges, parent/teacher/student/administrator conference, in-school detention, formal school suspension, or expulsion based on Downey Unified School District Board Policy and California Education Code.***

PROMOTING POSITIVE CHOICES

The staff at Gallatin Elementary School is always looking for ways by which we can promote a positive environment. Positive reinforcement for behavior is handled in a variety of ways with an emphasis on helping students see how their good choices positively impact their lives. Here are some of the ways we recognize good choices:

TRRFCC Tickets

TRRFCC stands for *Trustworthiness, Respect, Responsibility, Fairness, Caring, and Citizenship*. Gallatin staff recognizes students daily throughout the campus by giving out these tickets and telling students which of the Six Pillars they demonstrated through their behavior. TRRFCC tickets go into a monthly drawing for prizes.

Student Awards Assemblies

Student Awards Assemblies are held where student achievement, effort, and citizenship are recognized with a number of awards:

- Great Grizzly Certificate
- Character Counts! Award
- Most Improved Award

A special end of the year Student Awards Assembly includes the following additional recognitions:

- Most Improved-Academic
- Outstanding Academic Achievement
- Outstanding Student of Character
- Daughters of the American Revolution Good Citizen Award (5th Grade)

Classroom Positive Reinforcements

Each teacher has his/her own system of recognizing positive individual and group behavior in the classroom as outlined in the classroom management plan sent home at the beginning of the year. These include:

- Verbal praise
- Classroom awards
- Positive notes or telephone calls
- Special privilege



POLICIES AND PROCEDURES

Bus Transportation

Bus transportation for students will be provided again on a FEE BASIS. A complete copy of our transportation schedule is available in the school office along with information on how to obtain bus transportation.

Classroom Assignment

Class/teacher assignment is at the sole discretion of the school. Your child's assignment is considered temporary and is subject to change if Gallatin experiences an increase or decrease from projected enrollment. Reorganization of classes can occur through September.

Classroom Parties

Classroom parties are limited to two during the year and are to be held the last hour of the school day. We have one party before winter break and one party before spring break. The fifth grade promotion party is an additional activity for fifth grade only. All classroom parties are to be held on campus. Activities that culminate a unit of study or are part of a positive discipline plan are considered instructional rather than classroom parties. Other social parties (birthday, end of year, etc.) during school hours are NOT allowed. Treats, cupcakes, punch, candy, etc., are NOT to be sent or brought to school for these events.

The two classroom parties will be organized as follows:

- The room parent will work with the classroom teacher to determine the time of the classroom party, who will help with the classroom party, and how any food items or party supplies beyond what the PTA is providing will be handled.
- All donated food items must be store bought and in the original packaging. No homemade foods are allowed.
- The teacher will provide the office with a list of parents/adults who will help with the party. Parents/adults assisting with the classroom party should not bring additional family, family friends, or children to the party.

Cell Phones and Smart Watches

*Gallatin School is not responsible for any lost or stolen cell phones/Smart Watches that are brought to school. Electronic devices are to remain **in backpacks and turned off** when students enter the school campus. If the cell phone/Smart Watch rings or is used during the instructional day, the student's device will be turned off and parents will be contacted and they will pick up the device from the front office. Cell Phones can be used before and after school outside of the school gates.*

Dress Code

Students must adhere to the Downey Unified School District dress code policy at school and at all school sponsored functions. All clothes must be age appropriate. Clothing depicting violent, morose or other inappropriate themes that may disrupt, detract, or interfere with the orderly maintenance of the school is prohibited. Shoes must be close-toed and appropriate for recess and P.E. For safety purposes, only small hoop or stud earrings are allowed. Students are not to wear or bring makeup to school. Hats are only allowed for the protection from the sun and are not allowed to be worn in the classrooms.

Field Trips

Students must have a signed field trip permission slip to participate in any school-sponsored field trip. The only exception is for walking field trips in the immediate school community if permission was given by the parent on the Parent Notification and Authorization form completed at the beginning of each school year. Teachers will arrange for additional chaperones (parent volunteers and staff) to assist during the field trip. Parent volunteers may not bring additional people who are not chaperones on the field trip. Parents and family members who are not chaperones are asked to not join the school group at the field trip venue.

Medication

No medication, including non-prescription medication (e.g. aspirin, cough drops), is allowed in a student's possession at school. All medications must be left in the school office. Prescription medication must be clearly labeled stating contents, schedule, dosage, physician, and the student's name. The student will go to the office to maintain his/her medication schedule.

Personal Property

Students are not to bring any unnecessary personal property to school. The school is not responsible for the loss, theft, or damage of any personal property. Students are not allowed to sell, trade, or borrow personal property at school. Prohibited items not allowed at school include: electronic devices (laser pointers, iPods, portable game systems, etc.), toys, games, trading cards, candy, gum, permanent markers, and any harmful object or harmful substance (knives, weapons, sharp objects, tobacco, alcohol, drugs) or any look-alike item.

Bullying Policy

The Downey Unified School District believes that all students have a right to a safe and healthy school environment. The District, schools, and community have an obligation to promote mutual respect, tolerance, and acceptance. The District will not tolerate behavior that infringes on the safety of any student. A student shall not intimidate or

harass another student through words or actions. Such behavior includes direct physical contact, such as hitting or shoving; verbal assaults, such as name-calling; electronic acts, including cyber-sex bullying; and social isolation or manipulation. The Downey Unified School District expects students and/or staff to immediately report incidents of bullying to the principal or designee. This policy applies to students on school grounds, while traveling to and from school or a school-sponsored activity, during the lunch period, whether on or off-campus and during a school-sponsored activity. (BP/AR 2416)

Sexual Harassment

Sexual harassment is prohibited by the Downey Unified School District. Sexual Harassment is unwelcome verbal or physical conduct of a sexual nature that is severe enough to create an intimidating, hostile, or offensive educational environment. Incidents of sexual harassment will be reported to the principal. Sexual harassment is punishable by suspension or expulsion.

Signing-Out Students

Students are not allowed to leave campus without permission from the school office. A parent/guardian or an adult authorized by a parent/guardian must sign-out students in the office. All adults must show valid picture identification to sign-out a student. When a non-parent/guardian is to sign-out a student, the parent must send a handwritten note with a valid signature indicating who will be signing-out their student. This will ensure there is not a delay in releasing the student.

Snack Policy

We have a snack period during morning recess for all grades. Your child may bring a nutritious snack to eat during this time. Students may not bring candy, junk food or drinks. Students may not share food. All snacks should be an individual portion size (no family sized packages).

Tobacco Free Environment

Under BP/AR 1120, the Downey Unified School District has become a "Tobacco-Free Environment" effective July 1, 1995. This prohibits possession of tobacco products and/or smoking on ALL district sites and in all district vehicles. For the health of our students/staff, we are proud to say that Gallatin has been a smoke free environment since September 1994.

Volunteers/Visitors on Campus

All volunteers/visitors must sign-in and sign-out through the main office whenever entering or leaving campus. Volunteers/visitors will be given a volunteer badge and must wear the badge throughout their visit. Volunteers must complete a volunteer registration form and attend a volunteer orientation meeting annually.

GALLATIN'S SCHOOL SUPPLIES

We recommend that Gallatin students have a book bag or backpack (clearly marked with the student's name) for carrying books, lunch, homework, and school notices. Please write your child's name on all outerwear. Textbooks and other supplies are provided to each Gallatin student. However, the school's funding is very limited, and we greatly appreciate any support your family may be able to provide. Parents may assist the school by purchasing the supplies listed below for the classroom. If you are able, please send supplies with your child the first day of school. Please be sure to check with your child's teacher throughout the 2024-25 school year to see if classroom supplies need to be replenished. When specified, please provide the specific brand name of the product being requested. We have discovered that other brands do not last due to the quality. Thank you for your support.

TK & Kinder	<ul style="list-style-type: none"> • 12 barras de pegamento blanco sin perfume • 2 caja de 24 lápices de colores Crayola • 1 resma de papel de copia blanco • 1 resma de cartulina blanca • 1 resma de cartulina de color (no paquetes mixtos) • Bolsas Ziploc (de un galón y/o de sándwich) • 1 caja de curitas 	<ul style="list-style-type: none"> • 1 bote de toallitas antibacterianas (No Clorox) • 1 paquete de toallitas para bebés • 1 caja de Kleenex • 1 caja de rotuladores Crayola • 2 paquetes de marcadores de borrado en seco Expo (negro) <p>Por favor, no etiquete los suministros con el nombre de su estudiante.</p>
1°	<ul style="list-style-type: none"> • 2 cajas de 24 crayones Crayola • Marcadores de borrado en seco BLACK Expo (2 paquetes de 4-6) • 2 resmas de papel de copia blanco • 2 docenas de lápices Dixon Ticonderoga (afilados) • 2 docenas de barras de pegamento BLANCO (sin perfume) • 1 caja de rotuladores de colores Crayola • 1 caja de lápices de colores Crayola • Paquete Crayola (opcional) 	<ul style="list-style-type: none"> • 1 caja de cada una de las bolsas Ziploc (cuarto de galón y galón) • 3 cajas de Kleenex • 2 o mover tinajas de toallitas de mano / toallitas para bebés • 1 resma de cartulina blanca • 1 caja de vendas • 1 paquete de rotuladores negros Sharpie • 1 par de auriculares/audífonos (para dejar en el salón de clases)
2°	<ul style="list-style-type: none"> • 1 docena de plumas de bolígrafo (negras, azules o rojas). • Marcadores de borrado Expo negros • 1 docena de barras de pegamento (sin perfume) • 1 caja de 16 lápices de colores Crayola (tamaño y colores) 	<ul style="list-style-type: none"> • 1 caja de bolsas Ziploc (cualquier tamaño) • 1 bote de toallitas antibacterianas para las MANOS (Wet Ones) • 1 caja de Kleenex • 1 resma de cartulina blanca • 1 par de audífonos/ auriculares (para dejar en el salón) <p>Por favor, no etiquetar los suministros con el nombre de su estudiante.</p>
3°	<ul style="list-style-type: none"> • Marcadores de borrado • Calcetín viejo y limpio o un borrador para pizarra • 1 docena de lápices Dixon Ticonderoga (¡NO portaminas!) • 1 caja de lápices de tamaño estándar (¡NO cerraduras!) • 3 cajas de Kleenex • 1 caja de rotuladores Crayola (colores estándar) • 1 paquete de bolígrafos azules o negros • 1 carpeta de 2 compartimentos 	<ul style="list-style-type: none"> • 1 bote de toallitas antibacterianas (Lysol o Clorox) • 1 par de tijeras de tamaño infantil • Paquete de barras de pegamento (sin perfume) • 1 caja de lápices de colores Crayola • 1 resma de papel blanco • 1 bote de toallitas para bebés • 1 par de auriculares/audífonos (para dejar en el salón)
4°	<ul style="list-style-type: none"> • 2 paquetes de rotuladores de borrado en seco Expo • 1 BORRADOR pequeño para pizarra blanca • 1 bote de toallitas antibacterianas (Wet Ones) • Lápices de colores (paquete de 12) • Crayones (paquete de 16/24) • 3 cajas de Kleenex • 1 paquete de bolsas Ziploc tamaño cuarto de galón 	<ul style="list-style-type: none"> • 2 docenas de lápices <u>preafilados</u> Dixon Ticonderoga #2 Lápices • 1 paquete de barras de pegamento BLANCO • 1 carpeta con 2 bolsillos (no una carpeta) • Cuaderno de espiral • Estuche o funda para lápices (tamaño estándar) • 1 par de auriculares/audífonos (para dejar en el salón de clases)
5°	<ul style="list-style-type: none"> • <u>1 docena de lápices Dixon Ticonderoga #2 (afilados)</u> • <u>Marcadores de borrado (2 paquetes de 4-6)</u> • <u>Borrador de Pizarra</u> • <u>Notas Post-it</u> (cualquier tamaño) • <u>1 par de audífonos</u> (PEQUEÑOS-en una bolsita pequeña) 	<ul style="list-style-type: none"> • <u>barras de pegamento BLANCO</u> (sin perfume) • <u>Caja pequeña de lápices</u> o <u>estuche para lápices</u> con su nombre • <u>4 cajas de Kleenex</u> • <u>Lápices de colores Crayola</u> • <u>Crayones de colores Crayola</u> (24 unidades)