Galliano Elementary Student Handbook

Dear Parents,
It is very important to read all parts of this handbook. The information includes rules and policies for our school.

Dear Students,
Welcome to Galliano Elementary School. You will find that the staff and other students here are outstanding! Our school team is dedicated to making sure you receive the best education available. Remember your task in life at this time is to be the best student you can be. We want your years at Galliano Elementary to be rewarding and successful.
To help make this a great school year for everyone, this Student Handbook was prepared for you and your parents. It contains some rules and procedures that need to be followed. Please read over this book with your parent(s) or guardian(s).

Sincerely,
Mrs. Amy LeBlanc
Principal

SCHOOL TIMES

School Opens – 7:15 School Begins – 7:45 Dismissal – 2:45

ID CARDS

All students are required to wear ID tags as part of the uniform policy. The initial card is free. Lost or stolen cards must be replaced. Fees for reprinting cards: 1st card - $2.00 / 2nd card - $3.00 / 3rd card - $4.00 /4th or more - $5.00.

PROCEDURES FOR MORNING DROP OFF

1. Students whose parents drop them off at school in the morning should go down the main boulevard parking to the far right in order to leave room for through traffic.
2. Parents must drop off the students at the cafeteria door.
3. Cars will exit down the southern lane of the boulevard. The doors will be opened at 7:15 a.m. Please do not drop off students before 7:15 a.m. Doors close at exactly 7:45, so please be in the drop off line by 7:35. If someone is in the drop off line when the bell rings, the door will be closed and a guardian will have to accompany the student to the office to be checked into school.
4. **Please remember to yield to buses.**

PROCEDURES FOR AFTER SCHOOL DISMISSAL

1. All parents will be required to use the drive- through parent pick up. Parents are to park down the main boulevard adhering to the far right in order to leave room for other vehicles to use the road. Please do not block anyone's driveway.
2. Parents are to remain in their vehicle and have the large ID Check Out card taped to the passenger side window or front window or attached to the passenger's visor. Once students are in the vehicle, exit down the southern lane of the boulevard.
3. Please remember to yield to buses.
4. Any child, whose parent parks in the parking lot and comes to the cafeteria to get them, will be held until all cars have gone through the parent pick up line.
5. No child will be called out of class **after 2:35**.

TRANSPORTATION

1. A responsible adult shall accompany all students ages 10 or younger at the designated bus stop in the morning and afternoon. **Three** or more violations may subject a student to suspension of riding privileges due to safety and security issues.
2. As a means of ensuring the safety of all students, each student will be required to ride his/her assigned bus to their listed address or residence of child care provider daily. A school administrator must approve all requests for bus changes.

GENERAL RULES / GUIDELINES

If you have dismissal changes, you must contact the front office by **11:00 AM**. A hand-written note is the only way a change will be made to a student's normal dismissal procedure or bus change. The front office will not accept any changes by phone.

1. If an emergency arises and you are unable to notify school before 11:00 AM., you must come to school and wait in the office until you are allowed to take your child out of the bus line.

2. Everyone must report to the front office to pick up students.

GENERAL RULES AND REGULATIONS

1. Drugs, fireworks, weapons, and dangerous objects are not allowed on the bus or the school grounds.
2. Cell Phones, iPods, Apple Watches, cards, toys, and cameras are not allowed at school, unless special permission is given by office.
3. The school telephone may be used by students only in the event of illness or emergency. (Forgetting homework, signed papers, etc, is not an emergency.)
4. Students are not to touch artwork or displays hanging in halls or on walls.

EMERGENCY CLOSINGS

Emergency school closing will be broadcasted over the local radio, T.V. stations, phone call out, and Facebook. The lost of instructional time must be made up and this will be at the discretion of the Superintendent.

PARENT VOLUNTEERS / VISITORS

Parental involvement and assistance are encouraged and always welcomed at Galliano Elementary School. We value our parents, but any type of interruption disturbs teaching time. Due to this fact, parents will only be allowed to speak to teachers during planning times. Parents can volunteer for various school and class work assistance through the secretary, PTC, or teacher. However, we ask that all volunteers follow these procedures in order to lessen the interruption of the education of our children. Parents should **fill out the Google Form** to inform that they are willing to help. Parent volunteers are to check in with the secretary for a Visitor's Tag.

Attendance

Absences will be strictly enforced this year. Any student who is absent from school during the school year must submit a written excuse from a doctor or parent stating the specific cause of absence and the date(s) of absence(s) ***within five(5) school days from the day the student returns to school***. Excuses turned in after the five-day period will not be accepted and days will remain unexcused.

- **3rd unexcused tardies/absences – parent conference with principal**
- **5th unexcused tardies/absences – written notice**
- **8th unexcused tardies/absences – written notice**
- **10th unexcused tardies/absences – referred to Child Welfare and Attendance for truancy court**
- **13th unexcused tardies/absences – written notice and student may be retained for the school year**
- **15th unexcused tardies/absences – parent conference with principal**

Students shall be considered **"exempted excused"** from school for personal illness **verified in writing by a doctor or dentist**, serious illness in the family, death in the family (not to exceed one week), or for recognized religious holidays of the student's own faith. Students who are excused will be given the opportunity to make up work.

Students shall be considered **"non-exempt excused"** from school for personal illness **verified in writing by a parent or guardian** and submitted within five (5) days from the day the student returns to school. Non-exempt excused absences shall allow students to make up work only. These absences shall be considered "unexcused" and students shall be given failing grades for those subjects for any graded activities for those days missed, and students shall not be given an opportunity to make up work.

TARDIES

If a student is brought into school after 7:45 a.m. or signs out before 2:45 p.m., the student is counted as tardy. A tardy can be changed to excused, if a doctor's note or hand-written note, with an excusable reason, is sent to the office the day the student is tardy or the following school day. There are only certain reasons that are deemed excusable. The office of Child Welfare and Attendance will be notified of the constant tardy or check out days. After 5 days tardy with parent notes, the parent will be required to provide doctor excuses in order for the tardy days to be excused.

TEACHER PROFESSIONAL DEVELOPMENT DAYS

The students will not have school on the following days due to teacher professional development: September 8, October 13, & January 4th.

LUNCH / BREAKFAST

All enrolled students at GES will be offered a free breakfast and lunch provided by the LPSD Child Nutrition Department each school day for the 2026-27 school year. We ask all families to complete the Economically Disadvantage form at www.myschoolapps.com to determine future free/reduced breakfast and lunch.

If students bring their lunch to school, the lunch is to be brought with them to school in the morning. The secretary does not accept a lunchbox in the front office. Parents bringing lunches to school causes a disruption to the daily school routine; therefore, parents will be allowed to bring a child's lunch only in extenuating circumstances. Commercial fast foods, carbonated beverages, sports drinks (Gatorade, Powerade, etc.), concentrated sweets, and high fat foods shall not be allowed in the cafeteria.

In the event that your child would like to purchase extras or a juice, your child will need money in their account. There is now a "NO CHARGE" policy in place. Any child wishing to eat breakfast at school must be in the cafeteria between 7:15 – 7:35. Your child's lunch

account can be viewed online by logging on to LPSB Homepage, click on offices, click on child nutrition, click view child's payment and purchase history, enter child's 7 digit number. If you do not know your child's 7 digit number, call school for this information.
Cafeteria Payments should be sent in a sealed envelope addressed to the cafeteria with the child's name, ID card number and teacher name on the envelope. No out of state checks will be accepted. Make checks payable to Lafourche Parish Child Nutrition Department. If a NSF check is received from a household, only cash or a money order will be accepted thereafter for payment of meals.
Online Payments- Parents have the opportunity to make payments online via ***www.myschoolbucks.com*** for their child's meals (fee accessed). You can pay with a credit/debit card. The online services allow parents to add money directly into their child's meal account. Parents can monitor the account, view account activity, and set up low-balance alerts. Even if you decide not to make a payment online, you can still take advantage of the other features listed above at no charge.

SILENT HALLS

Our halls are silent during instructional times; please respect our students by remaining silent in the hall areas.

School Uniform Policy and VIOLATION OF UNIFORM POLICY

Student nails should be trimmed - excessively long nails are not allowed. Please use the uniform guide below. You can also visit the Lafourche Parish Parent and Student Handbook on the district website.

GES Uniform Policy

✓ Allowed

Shirts: White or navy collared polo or school purchased spirit shirts.

Sweatshirts: Spirit sweatshirts or solid navy, white, or gray.

Bottoms: Khaki pants, shorts, skorts, or jumpers
Jumpers must have collared shirt underneath

Belt: Navy, black, or brown only needed if bottoms have belt loops.

Socks: Solid white, khaki, black, or navy

Shoes: Closed toe and back.

✗ Not Allowed

Shirts: Royal blue collared polo shirts.

Sweatshirts: Hooded sweatshirts or sweatshirts with logos/graphics

Bottoms: Cargo pants/shorts, joggers, khaki dress.

Socks: Graphic or logos

Shoes: Crocs, slip-on shoes or light up shoes.

IDs: Lanyards and ID badge reels are NOT allowed.

Other Guidelines:

School Bags: Any school appropriate backpack is allowed. Does not need to be clear or mesh.

Hair: Appropriately groomed. Naturally occurring colors only.

Jewelry and Nails: Excessive or distracting jewelry and nails are not permitted.

Water Bottles: Filled with water ONLY. No Cirkul bottles, Stanley cups, or straw cups allowed. Only spill-proof bottles are permitted.

Shirts must be tucked in. Shorts and skirts must be no more than 4 inches above the back crease of the knee.

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CONSISTENCY BEHAVIOR MANAGEMENT PROGRAM

Learning takes place best in an orderly, pleasant, structured environment. GES continually strives to achieve this goal. Good student behavior is paramount to a school environment that is conducive to learning. Learning good behavior and demonstrating good behavior is vital to good citizenship. The faculty feels that these guidelines encompass rules of behavior that are basic to a safe, pleasant educational environment. We feel that each student must take responsibility for his/her behavior. We realize that some students occasionally need additional emphasis to be impressed with the urgency of obeying good behavior rules at school. In order to help accomplish this, we have adopted a consistency management program that includes a noon recess detention, after school detention, in-school suspension, and Saturday detention system.

SCHOOL GOLDEN RULE

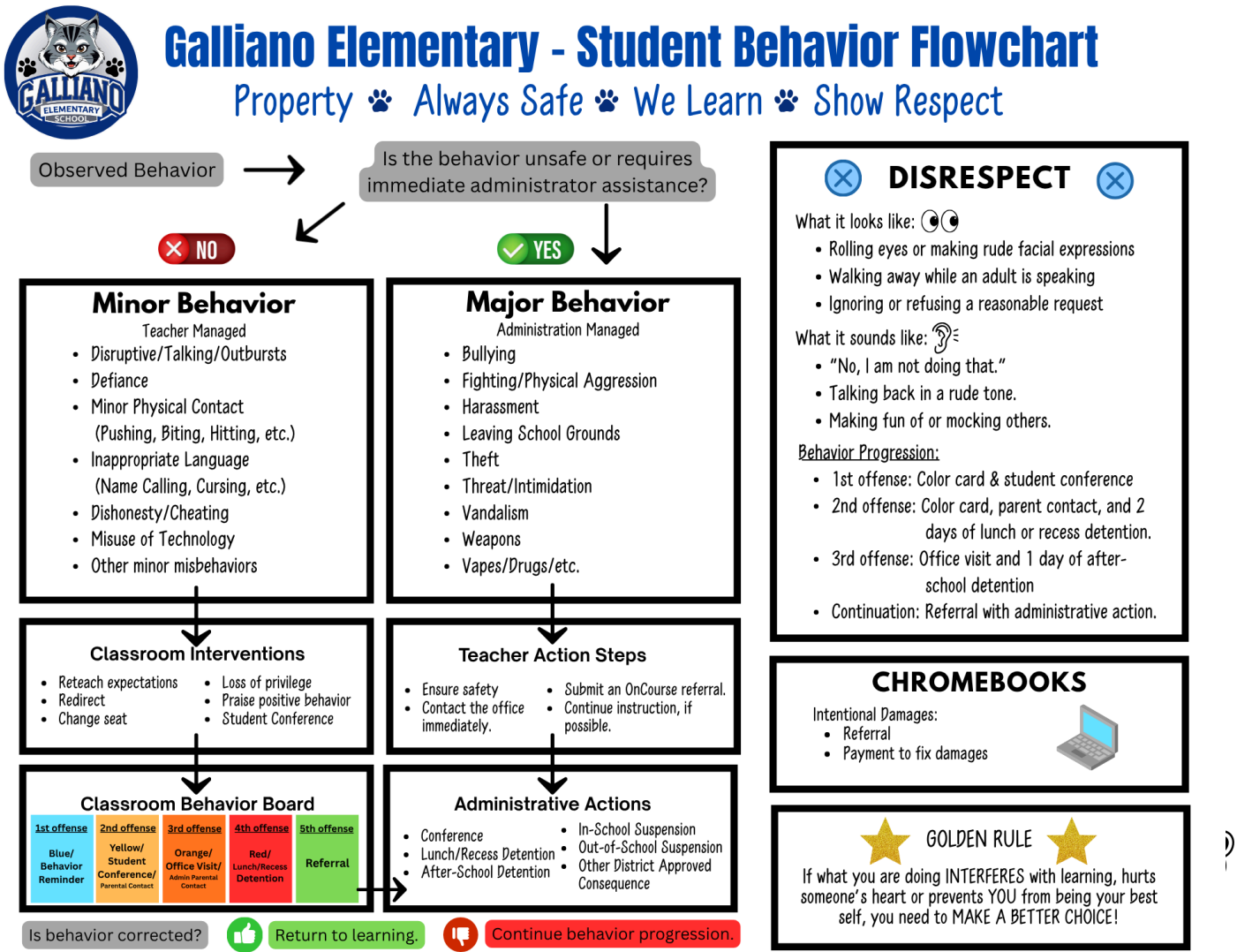
If what you are doing INTERFERES with LEARNING, hurts someone's FEELINGS, or prevents you from being YOUR BEST SELF, Please make a better choice! If a student's behavior continues to break our school's golden rule, the following behavior management plan will be followed.

MANAGEMENT PROGRAM PROCEDURES

1. Recess Detention / Parental Contact
2. After School Detention (PARC) / Parental Contact
3. In School Suspension (Structured Learning Center) / Parental Contact
4. Saturday Detention / Parental Contact
5. 2 days In School Suspension, 3 days In School Suspension, PASS, FINS / Truancy Court, or Out of School Suspension / Parental Contact

BEHAVIOR CONSEQUENCES

1. Recess Detention - threatening, pushing, tripping, arguing, throwing objects, habitual violation of school rules, instigating a fight, traffic offenses, any other infraction deemed inappropriate by administration
2. After School Detention or In School Suspension - injurious conduct / vicious practices, defacing / destroying property, harassment / extortion stealing (restitution), disrespect toward faculty / student, using profane language (oral , written, or gestures), forgery, cheating, fist fighting, leaving campus / skipping class, willful disobedience, any other infraction deemed inappropriate by administration
3. Out of School Suspension / TRUANCY - intentionally setting off fire alarm, smoking / alcohol / drugs, severe threats to student or faculty, prearranged / gang fights, any other infraction deemed inappropriate by administration.



Positive Behavior Intervention Support

PBIS is a collaborative, assessment-based approach to developing effective interventions that address the behavior of all students. This process emphasizes the use of proactive based strategies and aims to build effective environments in which positive behavior is more prevalent than problem behavior. Student behavior is addressed on a school wide, classroom, and individual student level by creating a sequence of behavior supports in which all school personnel participate. Features of the SWPBIS process include establishing behavioral competence of students through instruction, creating clearly stated rules and expectations for all settings on the school campus, establishing clearly stated consequences for misbehavior, and clearly stated procedures for rewarding appropriate behavior. This process requires collaboration among administration, staff, and students at the district and school wide levels to affect changes that influence positive behavior and school climate.

Parent Information

Parents can access a variety of information via our school Facebook page, monthly calendars, school website, and School Status. PBIS will take place monthly. Students will be held to the following criteria for each month.

Criteria For PBIS Invitations:

Behavior- Proper conduct in class, halls, cafeteria, recess, and on bus are expected at all times from GES students:

- Pre-K – 5th Grade: If a student serves 1 referral, After School Detention, In-School Suspension, Saturday Detention, or PASS then that student will not be invited to the PBIS Party.
  OR
- Pre-K:
  - A student will be invited to PBIS until he/she has 4 or more parental contacts.
- Kindergarten - 2nd Grade:
  - A student will be invited to PBIS until he/she receives 2 oranges, or 1 red, or more in one month.
- 3rd - 5th Grade:
  - A student will be invited to PBIS until he/she receives a lunch/recess detention or more than 6 total moves on the behavior board (across all classes).

GALLIANO ELEMENTARY SCHOOL

Parent Involvement Plan 2026-2027

We at Galliano Elementary believe that parental involvement is an essential element in reaching the instructional goals and academic achievement of students. This school year the principal, faculty, and staff will provide a variety of programs to promote parental involvement. Documentation of these programs will include sign-in sheets and copies of the monthly school calendar.
Galliano Elementary has established the following programs/activities to encourage strong parental involvement.
Activities:

1. Parent Night-Held in August; parents meet with the teachers to learn about class routines
2. Grandparents Day - Held in September; grandparents will be invited to lunch
3. Several Parent Literacy presentations will be held throughout the school year.
4. Parents can serve on Volunteer Committees: Classroom / Library helper, Teacher Appreciation Luncheon, etc.
5. Scheduled opportunities each nine weeks for parents to participate in a classroom activity with students.
6. Pre-Kindergarten parents will attend small and large group workshops as well as visit the classroom as scheduled.
7. Teacher / Parent conferences as requested by parent or teacher.
8. Families are provided with a school handbook, weekly test and homework schedules.
9. Test folders are sent home weekly to be signed and returned.
10. Parents are encouraged to participate in the Accelerated Reading program to read books, take quizzes and earn points.
11. A welcome note is sent to parents at the beginning of the school year, and a farewell note is sent at the end of the school year.
12. Teachers will make phone contact with parents within the school year.

Teachers at Galliano Elementary will implement these activities that encourage parental involvement through our Parent Involvement Program. All activities will ensure that parents of children attending Galliano Elementary will have an adequate opportunity to participate and be involved in the educational process.

HOMEWORK

Weekly calendars or newsletters will be sent home to communicate homework and testing dates. Homework connects learning from school to home. Completing homework reinforces skills taught at school and keeps parents informed about what their child(ren) are learning at school. Homework helpers will be sent home for math to assist families with completing homework.