



galileoschool
FOR GIFTED LEARNING

**GALILEO MIDDLE SCHOOL
STUDENT HANDBOOK
2021-2022**

Galileo Daily Schedule

Extended Day Morning: 7:00 a.m. - 8:25 a.m.

School Hours: Mon., Tues., Thurs., and Friday 8:30 a.m. - 3:40 p.m.

School Hours: Wednesday 8:30 a.m. – 2:40 p.m.

Lunchtime for all middle school students 12:15 p.m. –12:55 p.m.

Extended Day Afternoon: 3:40 p.m. - 6:00 p.m.

Extended Day Wednesday: 2:40-6:00 p.m.

Daily Academic Schedule

All students at Galileo receive daily instruction in reading and literature, writing and language arts, spelling, mathematics, science and social studies. Technology and computer skills are infused throughout the curriculum. A specific daily schedule for each student will be provided by the administration during the first week of school. Please see the Galileo website for more detailed information about our curriculum and resources.

Middle School Academic Daily Schedule

Homeroom	8:30-8:40
First Period	8:40-9:30
Second Period	9:35-10:25
Third Period	10:30-11:20
Fourth Period	11:25-12:15
Lunch	12:15-12:55
Fifth Period	1:00-1:50
Sixth Period	1:55-2:45
Creative Productivity/PBL	2:50-3:40

Open Lines of Communication

Parents and guardians can communicate with teachers in the following ways:

1. Email the teacher- (teachers will respond within 24-48 hours)
2. Leave a message on the teacher's voicemail
3. Use Skyward Family Access

General Information

This information describes the requirements for students during their three years at Galileo Middle School.

Required Courses and Academic Choices

All students at GMS take four (4) core academic courses each year [math, language arts, science, and social studies]. All Galileo Middle School courses are

taught as advanced level courses to academically challenge students. The GMS program follows a different, more rigorous and faster paced curriculum than the standard level course. Therefore, students will be expected to invest more time in homework, projects, and research activities as well as perform at a higher level. Homework will typically not exceed one hour per night in 6th grade, 70 minutes per night in 7th grade, or 80 minutes per night in 8th grade, unless students are taking high school level courses.

Student Progression Plan Information

1. **Middle School Instructional Program** Florida State Standards serve as the foundation of the middle school curriculum for Galileo Middle School.

Student mastery of subject area content consists of assessments using teacher observation, classroom assignments, tests, and exams.

2. **Florida's Comprehensive Assessment Test and Florida Standards Assessment** - Middle school students are required to participate in the state's accountability testing program.

3. **Core Academic Program Requirements** Middle school students are required to receive 3 years of instruction in language arts, math, science, and social studies.

4. **Grouping for Instruction** Flexible grouping of middle school students that is developmentally appropriate, ethnically diverse, and instructionally sound is encouraged to increase student achievement.

5. **Remediation** Students who are not performing at grade level will be enrolled in intensive reading, and/ or intensive math classes. Administration may substitute an intensive class for any elective course on a student's schedule.

6. **Student Promotion** Middle school students must earn a yearly 2.0 grade point average (GPA) and pass all annual courses to earn promotion from one grade to the next.

Grading Policy

Upon completion of each nine-week grading period, a Report Card will be issued. Following is the grading system for Seminole County Public Schools 6-9. Letter Grade = Percentage = Quality

Range Points

A 90 -100 4
B 80 - 89 3
C 70 - 79 2
D 60 - 69 1
F below 60 0
W Withdrawal
I Incomplete

The following is used to determine final grades only:

3.6 - 4.0 = A

2.6 - 3.5 = B

1.6 - 2.5 = C

.75 - 1.5 = D

Below 0.75 = F

Middle School Grade Placement Promotion

Middle school students must pass the final end of the year grade in all academic and elective courses by earning a final quality point average of not less than 0.75 for any course and earn an overall 2.0 grade point average on a 4.0 scale in order to be promoted. Final grades for each subject taken will be used to calculate the grade point average.

High School Credit

Galileo Middle School Students can enroll in courses for high school credit in Algebra 1 Honors and Algebra II Honors, Geometry, and Spanish (offered in 2022-2023). The grade received in these courses will be reported on the high school transcript. Students who earn a course grade of a “C” or lower can retake high school level courses in high school for grade recovery. The credit obtained for Algebra 1 and 2 or Geometry at GMS will count towards the four credits of math required for high school graduation.

Algebra I Honors - The student must successfully complete the course and demonstrate mastery of the Florida State Standards. The student will be required to take an Algebra 1 EOC (End of Course Exam) at the end of the semester which will be calculated as 30% of their semester grade.

Algebra II Honors - [Prerequisite: Algebra I and Geometry] The student must successfully complete the course and demonstrate mastery of the Florida State Standards. The student will be required to take an Algebra II EOC (End of Course Exam) at the end of the semester which will be calculated as 30% of their semester grade.

Geometry - The student must successfully complete the course and demonstrate mastery of the Florida State Standards. The student will be required to take a Geometry EOC (End of Course Exam) at the end of the semester which will be calculated as 30% of their semester grade.

Spanish - The student must successfully complete the course and demonstrate mastery of the Florida State Standards.

** Students must meet the minimum hourly requirements to receive high school credit. A high school credit, as defined in Florida Statute [1003.436](#), is a minimum of 135 hours of bona fide instruction in a designated course of study that contains student performance standards.**

Academic Rigor

All Galileo students take advanced courses, and their school records will indicate the advanced designation for those courses. These courses were developed to meet the needs of students seeking a more rigorous course of study through an in-depth study of these subjects utilizing more challenging reading, writing, and research assignments. Some indicators of student success in advanced-level courses are standardized or state test scores, performance in previous courses, and teacher recommendation. Student motivation, commitment to hard work, and interest are important factors in a student's success.

* Please note Gifted level courses are more rigorous and students will endure a faster pace regarding content covered*

Standardized Testing

Florida Standards Assessment - The Florida Standards Assessment (FSA) is administered during the second semester and assesses high-level, challenging state standards in assessing mastery of Language Arts (Reading, Language, and Listening), Math, and Writing. This test assesses higher order skills and state standards.

FSA Testing: Writing, FSA ELA, FSA Math (Grades 6-8)

**EOC for Algebra 1, Algebra II and Geometry students in lieu of 6-8 FSA Math
The Civics course fulfills the Florida graduation requirement and requires an EOC that represents 30% of the student's final grade.

Attendance Regulations

GSGL School attendance policy has been adapted from the Seminole County attendance policy. Parents must call or email their student's teacher in the morning to report absences. Students will be allowed ten absences per semester. Absences that exceed ten must be excused by providing written documentation from a licensed/certified health practitioner or approval from the Principal.

Medical treatment by a licensed physician*

Observance of a religious holiday

Law enforcement order or court subpoena

Death of a family member

Natural disaster

Traffic accident that directly involves the student

Participation in school-sponsored activities

Extraordinary circumstances or situations prearranged and with Principal permission.

After an absence, immediately upon return to school but no later than two (2) school days following an absence, the student must provide the school with a written excuse for an absence to the front office immediately in order for the absence to be excused. Written excuses must contain the student's full name, the reason for the absence, the date the note is written, the date of the absence, and the parent's name and daytime telephone number. Students who miss school without parental knowledge are considered unlawfully absent. When a student has one unlawful absence, the school will contact parents and develop a plan for improved attendance. If the student continues to be unlawfully absent the student will have to leave the school and he/she will be reported to Family Court. Skipping school will be dealt with as a disciplinary offense.

*Note 1: It is understood that on every occasion of sickness, a student will not require medical attention by a licensed healthcare professional. Short term, non-chronic illnesses may be documented/ explained via a signed parent note. In such circumstances, the student shall suffer no academic penalty, provided that

all course work, examinations, etc. are made up within a reasonable period. For continued absence due to illness of 10 or more days, a doctor/health professional's note is required.

*Note 2: A "reasonable period of time" to make-up work is defined as: At a minimum, the student shall have no less than the number of days he/she was absent plus 1 day to complete and hand in makeup work for credit. Specific arrangements must be made with the student's teacher.

*Note 3: A student who is absent is required to make up all course work missed, regardless of whether the absence is excused or unexcused.

Tardy Policy

The tardy policy at GMS has been established to minimize interruptions in the educational process in each classroom. When a student arrives late to school, the parent and student must report directly to the front office secretary and sign in on the tardy roster. **A student will be allowed four tardies in each class without disciplinary penalty each nine weeks. On the fifth tardy, the parents will be contacted, and the student may be subject to disciplinary consequences. A parent conference may be requested for students who are repeatedly late to their first period class.**

Homework and Late Assignment Policy

It is the student's responsibility to obtain assignments upon returning to class immediately following an absence.

Test corrections: Students must complete and submit all test corrections within 5 days of the original testing date.

Late Assignment policy: Students can submit late assignments; however, the following deductions will be made.

Formative Assessments (i.e. practice assignments, handouts, etc.): Students may obtain a maximum score of 90% if turned in within 5 days of the due date.

Students may obtain a maximum score of 75% if turned in prior to the end of the nine-week marking period.

Summative Assessments (i.e. projects, narrative essays, etc.): Students may obtain a maximum score of 90% if submitted one week prior to the end of the nine-week marking period, to allow for thoughtful feedback.

Students should speak with their teacher for specific due date expectations or if they have additional questions.

Reporting Student Progress

Student grade reports will be posted on Skyward. Please use this website to stay abreast of your child's progress.

Textbooks and Electronic Textbooks

Students are expected to handle any books or electronic devices used to access textbooks loaned to them with proper care and return them to the teacher at the end of the year. Should a book or device be badly damaged or lost, the parent is responsible for reimbursing the school. Students should put their name and teacher's name on the paper book panel at the beginning of the year.

Discipline Procedures

We expect all students and staff to show kindness and apply the Golden Rule. This will help make everyone feel safe and respected and make Galileo a GREAT place to be.

The Student Code of Conduct states:

1. I will do to others what I would like them to do to me, and I won't do to others what I wouldn't want them to do to me (the Golden Rule).
2. I will be honest and tell the truth.
3. I will take responsibility for my behavior.
4. I will learn from my mistakes.
5. I will try my best to be kind to everyone.

Minor Offenses

Classroom misbehaviors (repeated tardiness, horseplay, dress code infractions, disruptions, etc.) are to be handled by the teacher in charge of that class.

Teachers will determine classroom rules and procedures to create a safe and consistent system of behavior management.

Sample Consequences for Minor offenses:

First Violation: Verbal Warning

Second Violation: Parent Contact

Third Violation: Lunch Detention/Reflection

Fourth Violation: Referral to Discipline Office

Serious Offenses

Serious misbehaviors (fighting, blatant disrespect, defiance, weapons, theft, harassment, bullying, cheating, or repeated minor offenses) will result in the student being sent to the Discipline office immediately. A discipline referral will be written by either the staff or administration. The Galileo School for Gifted Learning is a NO BULLYING ZONE! Bullying, intimidation, or harassment will not be tolerated. Bullying is considered a serious offense at GSGL. The Principal/Principal Designee will follow the SCPS Student Conduct and Discipline Code when dealing with discipline violations. For information on how bullying is defined and addressed, please refer to the SCPS Student Conduct and Discipline Code found on Galileo's website. The family of a student who believes they have been subjected to serious offenses such as bullying may inquire about the Hope Scholarship.

Honor Code

Academic honesty and integrity are essential to the existence and integrity of an academic community. Without maintaining a high standard of honesty and conduct, the academic reputation of a school is compromised. Students of Seminole County Public Schools shall refrain from all forms of academic dishonesty, such as cheating, plagiarism, misuse of electronic communication, or other deceitful means of obtaining inflated grades. In addition to receiving all consequences listed below, students found in violation of the Honor Code may lose additional academic and extracurricular privileges.

FIRST OFFENSE	SECOND OFFENSE	THIRD OFFENSE
40% on assignment	40% on assignment	40% on assignment
Parent contact	Parent contact	Parent Contact
*No opportunity to redo or make corrections.	*No opportunity to redo or make corrections *Discipline referral given *Suspended for x days from extracurricular activities	*No opportunity to redo or make corrections *Discipline referral given/minimum ISS *Suspended for x days from extracurricular activities

Dress Code

Dress Code: A higher standard of dress encourages respect for individual students and others, and results in a higher standard of behavior. Our dress code

guidelines indicate appropriate school dress for normal school days. The school reserves the right to interpret these guidelines and/or make changes during the school year. Students are expected to follow these guidelines. Every student shall wear school uniforms. All school uniforms must be worn properly (no low hanging clothes). The Galileo School uniform consists of a polo shirt (t-shirt options are available for MS students only) with the Galileo School logo from Lands' End. Pants, skirts, shorts, or skorts must be kha-ki/**tan**-colored. (*Skirts, shorts, or skorts must reach mid-thigh length or longer).

Hair: No bandannas may be worn. In order to promote individuality, hats are allowed however, must not cause distractions. Hats that are part of costumes are not acceptable.

Shoes: Students must wear closed shoes at all times. Crocks, backless shoes, sandals, wheelies, open toed shoes and flip flops may not be worn.

Spirit Fridays: Students may wear their Galileo PTSA shirts to school on Fridays with their **tan** khaki shorts, pants, skirts, or skorts. On Fridays only, students may wear jeans or jean shorts (mid-thigh length or longer) as an alternative to their khaki colored bottoms. On all other days, students must wear their polo shirts with the Galileo School logo and khaki colored bottoms. Slacks/Shorts: All uniform slack/shorts must be khaki/**tan**-colored and be in good repair. No low hanging clothes allowed.

Dresses/Jumpers: Girls must wear shorts, leggings, or bloomers under Galileo school logo dresses and jumpers.

Out of Uniform Days: Once a month, Galileo will implement a dress down day. Students are asked to wear modest clothing that is not deemed inappropriate by staff. Costumes, pajamas, tight/revealing clothing, leggings, are not appropriate.

Additional Dress Code guidelines: Middle School students who are participating on a Galileo sports team may wear the team jersey on game day in support of their team. For example, volleyball students may wear team jerseys on Wednesdays with tan khaki bottoms and closed toe shoes. At no time are students to wear anything offensive, immodest, or deemed inappropriate by the faculty. Students out of uniform will be given a verbal warning for the first offense, unless the inappropriateness requires the student to immediately change. If the problem persists, parents will be called and required to bring the

correct uniform to school before the child can return to class. Students may also be given the option to use a uniform item from the donation closet assuming their size is available. A fund will be established to aid students unable to afford uniforms. Reasonable accommodations based on a student's religion, disability, or medical conditions will be allowed upon request.

Galileo Technology Policy - Netiquette

When using the e-mail system and the Internet, please adhere to the following rules:

- * ALWAYS use your assigned username. Do not share your username with anyone or use a username that is not assigned to you. You will be held accountable for any inappropriate sites that are logged under your username.
- * ALWAYS be mindful of the way your recipient will interpret your message.
- * ALWAYS be courteous and cautious of the use of language that might seem inappropriate.
- * ALWAYS steer away from mail that has no educational value to you or Galileo School for Gifted Learning. Please use good judgment when considering the transmission of such e-mail and remember that ALL system usage is monitored.
- * ALWAYS confirm that information you receive is the most current available
- * Galileo login/email addresses are not to be used to sign up for services not required by Galileo.

Electronic Devices on Campus

Student cell phones and other electronic devices are permissible on campus; however, they must be stored in their backpacks and not be visible during school hours (8:25 a.m. to 3:40 p.m.) unless they are being used at lunch or in conjunction with an approved academic activity AND with the consent of the student's teacher. The school is NOT responsible for lost, damaged or stolen electronic devices brought on campus. Electronic devices may be taken by a staff member and held until the end of day for a parent to pick up, if the device is used during non-approved times. If the problem persists, students may be banned from bringing such devices on campus for a duration decided by school administration and may be asked to complete paper-based work at school in lieu of technology.

Games, Toys, and Selling on Campus

Personal items (trading cards, wallets, figurines) should not be brought to school unless they are being used for a class activity or a student club at lunch and have been pre-approved with the child's teacher or club sponsor. Students may not

conduct personal transactions such as selling or trading products while on campus. Fundraising for organizations not associated with Galileo must first be approved by the principal.

Supervision of Students

School supervision of students begins at 7:50 am and ends at 4:00 pm. Please arrange for your child(ren) to arrive and leave within the times indicated or enroll them in before or after care.

Student Scheduling: Parents and students will be provided with their classroom teacher assignment, and course schedules for middle school students during the Back to School Event held the week that school starts. Any requests to transfer classrooms or courses will be handled by Mrs. Ripley, Office Manager. Parents requesting a classroom transfer for elementary students should reach out to Mrs. Ripley via email Kristin.Ripley@galileogiftedschool.org conveying the request and reason.

Pledge of Allegiance: Every student has the right not to participate in reciting the Pledge of Allegiance upon receipt of a written request by his or her parent. The individual designated to receive such request and, in turn, notify a student's teacher, is Mrs. Nunez, Principal.

Telephone

Students can use the telephone at the front office for emergency reasons only. Forgotten homework, permission slips, and books DO NOT constitute an emergency.

Clinic and Medication

There is a trained staff member to assist your child during the school day. It is imperative that a complete emergency contact card be on file in the clinic for every student. This card will be sent home with students during the first week of the school year. For questions and concerns, please contact the school office.

Any form of medication taken at school by law must be dispensed through the clinic. (Even over the counter medications such as Chapstick, lozenges, cough drops, etc.). A designated Parent Authorization of Medication form must be completed by parent or legal guardian and signed by your child's physician prior to the administration of any medications to a student. These authorizations for medication must be renewed each school year.

Middle School students can self administer over the counter medications if parents fill out the "SCPS Authorization for Over - The - Counter Student Administered Medication" form on our website. All medications must be in their original container and may only contain one dose.

All prescription medications to be administered in school must be in the original container labeled with the following information:

- Student's name
- Name of drug
- Directions concerning dosage
- Time of day to be taken
- Physician's name
- Pharmacy name, address, and telephone number
- Date and number of prescriptions

All prescribed over-the-counter medication to be administered shall be in the original container labeled with information listed above.

If prior arrangements have been made with the Principal, a parent or guardian may go into the school to administer prescribed or non-prescribed (over-the-counter) medication to his or her child, upon completion of a Parent Administration of Medication Record

Student Allergies

If a child has any allergies to food items, parents must notify the front office, school nurse, and the child's teachers.

Transportation and Car Line

For the safety and security of our students, parents cannot use cellphones in Carline Students should be attentive during careline, so electronic devices and headphones are not allowed.

Drop Off: Carline will open at 7:50 a.m. and close at 8:25 a.m. Students **may not** be dropped off prior to 7:50 a.m., unless they are registered for Dragon Watch and checked in accordingly by their parent. Once a staff member arrives, the first row of cars will pull forward to the numbered cones. At that time, please feel free to quickly hug your child and let them go! We ask that parents REMAIN in their vehicles at all times in car line. Once all vehicles have unloaded their children, they will be directed to carefully pull forward and out through the exit.

Pick Up: Car Line for middle school students will open at 3:40 P.M. On the first day of school, our parents will be given a card (multiple copies since some are carpooling) with their child's first and last name and the Galileo logo. The card will reflect the number zone that the child is in. Parents who need replacement cards will be charged \$1 for each additional copy. When using car line, please have this card clearly displayed on your dashboard where the car line volunteers can see it. If you have multiple families in the same vehicle, please clearly display **each** card. Student names will be announced to facilitate a quick transition of students to their waiting parents in the car line. Please pull all the forward as close to the car in front of you as possible. Students will be matched to car line tags and assisted into cars by safety patrols. Once every car in line is ready, that line will be dismissed to drive out and exit. Parents without cards will be directed to pick-up their children in the front office. Students who are not picked up by 4:00 p.m. daily (3:00 p.m. on Wednesdays) will be sent to Dragon Watch Extended Day and a daily fee will be assessed for use of the extended day program.

Important Notes:

- Children will exit and enter vehicles on the school side of the car.
- Please wait to be flagged for dismissal from car line.

Dragon Watch Extended Day Program

Galileo School provides a before and afterschool program for all students beginning at 7 a.m. daily and ending at 6:00 p.m. daily. The full-time weekly tuition rate for before and afterschool care is \$70. There is also a daily drop in rate of \$15 for those interested in occasional use. For more extensive program and registration information please see the Galileo Website at www.galileogiftedschool.org

Parent and Visitor Name Tags

Immediately upon arrival to the Galileo campus, ALL PARENTS AND VISITORS ARE REQUIRED TO SIGN IN AT THE FRONT OFFICE AND WEAR A VISITOR'S NAME TAG SO THAT IT IS VISIBLE TO STAFF. The school secretary will inform the parent which procedure she or he should follow depending on their need. If you would like to observe your child's classroom, arrangements

should be made through your child's teacher. A 24-hour advance notice is required.

A parent eating lunch with his or her child should first obtain permission from the principal or assistant principal 24 hours in advance. Once the parent arrives on campus, they must sign in at the front office and then go directly to the cafeteria and wait for the class. After lunch, it is requested that parents leave and not return to the classrooms unless prior arrangements have been made with the teacher. These procedures are required to ensure the safety of the campus and to maintain an appropriate learning environment for all students. Persons not signing in or not wearing a name tag will be asked to go to the front office to follow the above procedure. Please help us keep our children safe by modeling these procedures each and every time you come on campus.

Leaving School Early

If students must be checked out for an appointment, they must be checked out through the front office no later than 3:00 p.m. each day (2:00 p.m. on Wednesday). They must be signed out by a parent or guardian that is listed on the school emergency card. A driver's license must be presented for proof of identity. No exceptions will be made to this rule to protect the safety and security of Galileo students. Students cannot be checked out from 3:00 p.m. to 3:40 p.m. due to dismissal procedures.

Lunchroom Procedures

📌 During Homeroom each day, students must report to their teacher if they have brought or are buying school lunch.

📌 Students that do not order a lunch in the morning will be able to make purchases from a selection offered by the Cafeteria Manager.

📌 Lunch may be purchased for \$3.50 and will be supplied by Seminole County Food Services. There will be limited a la carte items available.

📌 The Galileo lunch menu will be posted monthly on the Galileo website.

📌 Lunch can be paid online through myschoolaccount.com. This new system will allow parents to easily track food service fees.

📌 Students must throw away any leftovers or stow them in their lunch box. No food may be taken outside of the lunch area.

📌 Students will use soft (6 inch) voices when they talk and keep hands, feet and objects to themselves

📌 Payment of your lunch bill must be received to obtain final report cards for 2021/2022.

School Insurance

The Seminole County School Board and/or the Galileo School for Gifted Learning does not insure students. However, school insurance is available at the beginning of the year or when new students enter during the year. In-school coverage that provides protection to and from school is available as well as 24-hour coverage. This insurance is suggested as an enhancement to other insurance that parents may possess for their children.

PTSA (Parent Teacher Student Association)

The Parent Teacher Association functions as a means of communication between home and school, a sponsor of educational programs related to school, and an organizer of fund raising for purchases of supplementary materials for our school. The PTSA is always looking for volunteers for its working committees. All parents are encouraged to get involved. PTSA membership will create opportunities to make many new friends and learn more about the Galileo School. Contact our PTSA at galileoptapres@gmail.com for more info.

Mandatory - Dividends School Volunteer Program

All Galileo parents must commit to 20 hours of volunteer service per child per academic year, or 30 hours per family who have multiple children as a requirement of student attendance. The volunteer commitment must be fulfilled by June 1, 2022 for the 2021-2022 school year. Families that do not comply with this policy are subject to sanctions up to and including disenrollment for the following academic year. Galileo School for Gifted Learning is part of the district-wide effort that encourages and promotes community involvement in SCPS schools. Parents who volunteer must fill out a Dividend application online at www.scps.k12.fl.us. Click "Dividends School Volunteer", then "Be a Volunteer." All parents MUST be registered Dividends in order to volunteer on the Galileo campus. The application must be completed annually. The Galileo School is grateful for the willingness of our parents to volunteer. We need volunteers in all areas, in particular for lunch, media center operations, front office support, as well as field trips and special event days starting the first day of school. However, in an effort to give our teachers the opportunity to get to know their students and establish routines, procedures, and authority in their classrooms, we cannot permit parent volunteers in the classrooms at the beginning of the year. We thank you for your interest in volunteering!