

GALILEO SCHOOL FOR GIFTED LEARNING ELEMENTARY STUDENT HANDBOOK 2021-2022



Galileo Daily Schedule

Extended Day Morning:	7:00 a.m. - 8:25 a.m.
School Hours for K-2 students: Monday, Tuesday, Thursday, and Friday	8:30 a.m. - 3:20 p.m.
School Hours for 3-5 grade students: Monday, Tuesday, Thursday, and Friday	8:30 a.m. - 3:30 p.m.
School Hours for Middle School students: Monday, Tuesday, Thursday, and Friday	8:30 a.m. - 3:40 p.m.
School Hours for K-2 students: Wednesday	8:30 a.m. - 2:20 p.m.
School Hours for 3-5 grade students: Wednesday	8:30 a.m. - 2:30 p.m.
School Hours for Middle School students: Wednesday	8:30 a.m. - 2:40 p.m.
Extended Day Afternoon:	3:20 p.m. - 6:00 p.m.
Extended Day Wednesday Afternoon:	2:20 p.m. - 6:00 p.m.

Daily Academic Schedule All students at Galileo receive daily instruction in reading and literature, writing and language arts, spelling, geography, and mathematics. Technology and computer skills are infused throughout the curriculum. Science and social studies themes and skills are likewise integrated throughout the day and serve as the theme for the core interdisciplinary lessons that serve as a foundation for much of the learning that takes place at the school. Students receive weekly instruction in music and art that are tied to the thematic curricular units being studied. Movement, healthy behaviors, and physical education are essential components of lifelong learning; therefore, students have extended time each day for healthy physical activity as well as formal P.E. classes. A specific daily schedule for each grade level will be provided by your child's teacher the first week of school. Please see the Galileo website for more detailed information about our curriculum and resources.

Student Planners and Folders Every kindergarten-fifth grade student is required to use this planner or folder to write down class assignments and to facilitate communication between teachers and students. Every child will be provided with a complimentary planner/folder at the beginning of the year. If an additional planner/folder is needed at any point throughout the school year, one can be purchased for \$5 through the front office.

Open Lines of Communication Parents and guardians can communicate with teachers in the following ways:

1. Write a note in the planner
2. Email the teacher
3. Leave a message on the teacher's voicemail
4. Use Skyward Family Access

Grading Codes Students in Kindergarten and Grade 1 are graded using the following codes:

S = Satisfactory

N = Needs Improvement

Students in Grade 2, Grade 3, Grade 4, and Grade 5 are graded using the following codes:

A = 90-100

B = 80-89

C = 70-79

D = 60-69

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

Textbooks Students are expected to handle any books loaned to them with proper care and return them to the teacher at the end of the year. Should a book 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.

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. Illness, participation in school-sponsored activities, attendance in court, and absences due to recognized religious holidays will be excused absences.

Students must turn in a handwritten excuse for an absence to the **front office** immediately upon return to school following the absence 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.

Tardy Policy The tardy policy at GSGL 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. Parents will be contacted and a contract will be established to ensure the student arrives at school on time if tardiness is excessive. In order for a student to be on time to class daily, it is recommended that they arrive to school by 8:20 a.m. so they are in their classroom by 8:30 a.m. and ready to learn. Carline will close at 8:25 a.m. daily in order to have students in their seats ready to learn at 8:30 a.m.

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:

- 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).
- I will be honest and tell the truth.
- I will take responsibility for my behavior.
- I will learn from my mistakes.
- I will try my best to be kind to everyone.

Minor Offenses Classroom misbehaviors (horseplay, dress code infractions, disruptions, etc.) are to be handled by the teacher in charge of that class. Teachers will determine classrooms rules and procedures to create a safe and consistent system of behavior management.

Sample Consequences for Minor offenses:

First Violation:	Verbal Warning – Teacher Instruction
Second Violation:	Teacher conference with student
Third Violation:	Phone call or email home
Fourth Violation:	Lunch Detention
Fifth Violation:	Referral to the 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 will follow the SCPS Student Conduct and Discipline Code when dealing with discipline violations.

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 with the Galileo School logo from Lands' End. Pants, skirts, shorts, or skorts must be khaki/tan-colored and mid-thigh length or longer.

Hair: No bandannas may be worn. Hats may be worn as long as they do not cause a distraction. No costume head pieces.

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 PTA shirts to school on Fridays with their 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. **Jeans may not contain rips or holes of any sort.** 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: At no time, are students to wear anything offensive, immodest, or deemed inappropriate by the faculty. Students out of uniform will be given a change of **clothes to borrow** for the first offense. If the problem persists, parents will be called and required to bring the correct uniform to school before the child can return to class. A fund will be established to provide assistance to students unable to afford uniforms. Reasonable accommodations based on student's religion, disability, or medical conditions will be allowed.

Games and Toys 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.

Telephone Students are allowed to use the telephone for emergency reasons only. Forgotten homework, permission slips, and books DO NOT constitute an emergency.

Electronic Devices on Campus Student cell phones and other electronic devices are permissible on campus; however, they must not be visible during school hours (8:30 a.m. to 3:30 p.m.) unless they have been given permission by their teacher to use the device as part of classroom learning. Students are expected to keep all electronic devices “off” and stowed in their backpacks during school hours so as not to pose a disruption or distraction to the academic environment. Cell phones are NOT to be used on campus during the academic school day, unless they are being used in conjunction with an approved academic activity AND with the consent of the child’s teacher. Students in violation of this policy may receive an electronic ban and no longer be allowed to bring personal devices to campus. The school is NOT responsible for lost or stolen electronic devices brought on campus.

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

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.

Supervision of Students School supervision of students begins at 7:50 a.m. and ends at 4:00 p.m. 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 will be handled by Mrs. Murray, Assistant Principal. Parents requesting a classroom transfer for elementary students should reach out to Mrs. Murray via email Alysia.Murray@galileogiftedschool.org conveying the request and reason.

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.

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 prescription

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 and the child’s teachers **prior to the start of school.**

Transportation and Car Line ***For the safety and security of our students, parents cannot use cellphones in Carline***

Drop Off: Carline will open at 7:50 a.m. and close at 8:25 a.m. Parents may line up before then along the perimeter of the school. 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: Students will be dismissed in zones in order to provide an efficient system for pickup. Car Line will open at 3:20 p.m. for grades kindergarten-second grade dismissal. Students in grades 3-5 will be dismissed beginning at 3:30 p.m. and Middle School students will be dismissed at 3:40 p.m. If a car is picking up students in multiple time brackets, all students will be ready for pick-up at the time the oldest student is dismissed. Parents must arrive in carline at their zone time or later in order to pick up their children. 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. 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.

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 \$65. 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 PRESENT THEIR DRIVERS LICENSE 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 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. **Additionally, students cannot be checked out from 3:00 p.m. to 3:30 p.m. (or 2:00 to 2:30 p.m. on Wednesdays) due to dismissal procedures.**

Parking Due to space limitations and the desire to run an orderly system of transport, the front parking lot can only be used for school visitors, Dividend parking, student sign out prior to 3 p.m. and student sign in after 8:30 a.m. All other pick up and drop off must be conducted in car line located off of Cameron Ave. **An overflow parking lot can be found on the opposite side of Cameron Ave.**

Lunchroom Procedures At the start of class each day, students must report to their teacher if they have brought or are buying school lunch.

- Galileo lunches are ordered daily and supplied by Seminole County Food Services.
- Tardy students - parents should call the front office by 8:45 am to have lunch order included in our daily count.
- The Galileo lunch menu will be posted monthly on the Galileo website.
- Students must throw away any leftovers or stow them in their lunch box. No food may be taken outside of the lunch area.
- Lunches cost \$3.50 and are charged to the student account.
- Accounts can be paid for by check and money order. Or you can use My School Account. Please set up an account on www.myschoolaccount.com
- Cash will NOT be accepted as a form of payment for lunch.
- 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 do 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.

PTA (Parent Teacher 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 PTA is always looking for volunteers for its working committees. All parents are encouraged to get involved. PTA membership will create opportunities to make many new friends and learn more about the Galileo School. Contact our PTA 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!