

POLICIES & PROCEDURES HANDBOOK

This handbook contains the currently approved policies and procedures of the Galileo School Board, the governance body for the Galileo School for Gifted Learning. This handbook is updated on a frequent basis. The latest version is the one that is posted on our website at www.galileogiftedschool.org. The most current version of the handbook overrides all prior handbooks.

Policies and procedures of the Galileo Board of Directors are presented first. These are followed by the wording as reflected in the minutes for which the policy and/or procedure were adopted.

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ACCEPTABLE USE POLICY

Galileo School for Gifted Learning

revised 11/11

ACCEPTABLE USE POLICY FOR ELECTRONIC RESOURCES

1. *Use of Electronic Resources*

- a. Work Related or Educational Activities
 - i. Use of the electronic resources including the internet, e-mail and other systems must be in support of the educational goals and policies of The Galileo School for Gifted Learning Board.
- b. Personal Communications
 - i. Employees are not permitted to utilize electronic resources for personal or non-educational purposes during designated duty / work time. Within the non-duty / non-workday time of the designated workweek, employees may use electronic resources on an infrequent and limited basis for personal reasons as long as such use is in compliance with all other sections of this policy, and related Implementation Guidelines.
- c. Use of any electronic resource must be consistent with the rules appropriate to the resource. This includes, but is not limited to, laws and regulations regarding
 - i. Copyrighted material
 - ii. Threatening, obscene or profane material
 - iii. Material protected by trade secret
 - iv. Procedures and guidelines of The Galileo School for Gifted Learning Board
- d. Sexual, racial, ethnic, or religious harassment

2. *Privacy*

- a. Prohibited Activities
 - i. Violating the conditions of *The Code of Ethics and Principles of Professional Conduct of the Education Profession in Florida*.
 - ii. Allowing another individual to use your username and password.
 - iii. Using another individual's username and password.
 - iv. Using electronic resources for personal financial gain, for political election/campaign activities, online bidding or comparable activities, or for any activities related to conducting a personal/private business.
 - v. Accessing, downloading, storing, viewing, sending, or displaying text, images, movies, or sounds that contain pornography, obscenity, or language that offends or degrades others.

- vi. Attempting to send or sending anonymous messages of any kind or pretending to be someone else while sending a message.
- vii. Attempting to or actually accessing, modifying, harming or destroying another user's data.
- viii. Harassing, insulting, threatening, or attacking others via electronic resources.
- ix. Electronically or physically damaging or attempting to damage the network, equipment, materials or data. Examples include hacking, flooding, or virus deployment.
- x. Attempting to or actually accessing the School Board network or any devices attached to the network without authorization or in violation of any law.
- xi. Using telephone services, including long distance, without authorization.
- xii. Using electronic resources for illegal or inappropriate activities. Electronic resources include but are not limited to:
 - 1. Network access
 - 2. Internet access
 - 3. Digital cameras
 - 4. Personal digital assistants, *e.g.*, PDAs, Pocket PC, Palm OS devices
 - 5. Personal communication devices, *e.g.*, cell phones, pagers, messaging devices, telephones
 - 6. mp3 players
 - 7. USB flash drives
 - 8. E-mail
 - 9. Computers
 - 10. Laptops
- xiii. Accessing confidential student or employee information without authorization or through misuse of authorization and communicating such information to unauthorized persons.
- xiv. Other uses that the Director or his/her designee may notice as unacceptable.

3. *Internet Safety*

- a. In response to the Children's Internet Protection Act (CIPA), The Galileo School for Gifted Learning Board may include a variety of measures to ensure the safety of online activities of minors. Measures may include:
- b. Filtering and blocking access to inappropriate matter on the internet.
- c. Active monitoring of online activities of minors.
- d. Procedures to prevent unauthorized disclosure, use and dissemination of personal information regarding minors.

- e. Procedures on the use of electronic mail, chat rooms and other forms of direct electronic communication.

4. *No Privacy*

- a. Users have no expectation of privacy in any communication sent or received by e-mail, or in regard to the internet, network access, or other electronic resources, material stored on any School Board provided electronic device, material that is stored using any school electronic device, or material that is stored on any personal electronic device that is connected to the School network, including phones, tablets, laptops or any other device.
- b. All user accounts and any information in them, including emails may be monitored.

5. *Netiquette*

- a. Users are required to abide by the rules of communications etiquette. This includes being polite, abstaining from the use of vulgar or obscene language, and providing timely responses to communication.

6. *Quality of Information*

- a. The Board makes no warranties of any kind, whether express or implied, for the service it is providing. Galileo School will not be responsible for any damages suffered by any user. Such damages include, but are not limited to, loss of data resulting from delays, non-deliveries, mis-deliveries or service interruptions, whether caused by the school system's or the user's negligence, errors or omissions. Use of any information obtained via the Internet is at the risk of the user. Galileo School specifically disclaims any responsibility for the accuracy or quality of information obtained through its Internet services.

7. *Copyright and Trademarks*

- a. Board policy requires that employees respect the Copyright Law and the rights of copyright owners. Copyright law information has been provided to each school library media center for reference. An individual may be breaking the law if he/she reproduces or uses a work created by someone else without permission. Permission may be granted in the following ways:
 - i. Language contained within the work permits use of the material
 - ii. Written permission has been obtained
 - iii. Use falls under one of the special Fair Use privileges provided in the law
 - iv. Whenever you are unsure about using a copyrighted work, obtain permission from the copyright owner
- b. Posting or transmitting works
 - i. Reproducing or distributing copyrighted material on the network or posting such material to a website is strictly prohibited, unless the material is in the public domain, is in accordance with the fair use provisions of the copyright

law, or is distributed or posted with permission of the copyright holder. Use of copyrighted materials for distance learning is governed under an amendment to the law, the TEACH Act. (Please reference information in the media center.)

8. *School Board Rights*

- a. Works created specifically for the use of a school or the school board, and/or to represent the school or school board, such as a school web site, are the properties of the school board, even if created on the employee's time and with the use of their materials. (Also see Board Policy concerning copyright.)

9. *Employee Rights*

- a. Employees own the copyright to works created outside of their employment responsibilities and without the use of school board resources. Employees may post such work on the school board or school web site as long as notice of such posting and claim of ownership is provided to the webmaster of the site. By posting such work to the school board's or school's web site, the employee grants a non-exclusive license or permission for any staff or student within the district to freely use such work.

10. *Trademarks*

- a. Trademarks, such as logos and names representing a company, are protected under Trademark Law. Permission should be obtained prior to using trademarked names in any widespread publications, such as on the web.

11. *Plagiarism*

- a. Plagiarism is defined as taking ideas or writings from another person and presenting them as if they were your own. Cutting and pasting of others' materials into one's own document is considered plagiarism if appropriate credit to the original source is not given. A charge of plagiarism may be avoided by:
 - i. Creating original materials, or
 - ii. Giving credit to the source of the materials

12. *Safety*

- a. The Galileo School for Gifted Learning Board cares about the safety of all network users. Employees who receive, or become aware of others receiving, threatening or inappropriate communications should take appropriate action. Good online safety practices for employees and students include:
 - i. Not sharing personal or private information through email or the Internet
 - ii. Not sharing financial information through email or the Internet
 - iii. Ensuring students are aware of the Acceptable Use Policy and guidelines
 - iv. Setting educationally relevant objectives for all student technology activities
 - v. Previewing Internet sites for educational value and appropriateness
 - vi. Realizing that filtering isn't foolproof

- vii. Placing computers in locations in the classroom or media center, where screens are highly visible

13. *Security*

- a. Employees shall access electronic resources in a manner that does not compromise the security and integrity of these resources such as allowing intruders or viruses. Users wishing to download any document, file or software must observe district policies and procedures for virus checking and system security. Users may occasionally be required to update registration, password, and account information in order to continue network access.

14. *Privacy*

a. Communication

- i. The school board reserves the right to log, monitor, examine and evaluate all usage of its electronic resources, including email. Communications received or transmitted using electronic resources are not private despite any such designation by either the sender or the recipient. The existence of passwords and “message delete” functions do not restrict or eliminate the school board’s ability or right to access communications and information on electronic resources. Messages sent over the Internet to recipients outside of the district should not be considered secure inside or outside of the network even if encrypted.

b. Confidentiality

- i. Access to certain information and files is restricted to protect the administrative security of the school board and its records, and to protect rights relating to privacy and confidentiality. Employees who are provided access to such restricted information and files shall exercise the utmost care to prevent unauthorized persons from gaining access to them and to maintain the confidentiality of such information. Users will take precautions to protect access to their accounts, ensuring that passwords are not accessible by others. The user must log out when leaving the computer workstation to ensure others do not use the account.

c. Confidentiality and Handheld Devices

- i. Information from any school board data source(s), may not be downloaded into any handheld device without specific permission from the administrator responsible for that data. To maximize the protection of student data on handheld devices:
- ii. Download only information that is critical to the job function
- iii. Ensure the device is password protected
- iv. Protect the device from damage, theft, or unauthorized use

15. Email Guidelines

- a. Employees who access email accounts, either school provided or private, via the school network must abide by the terms and conditions of the Acceptable Use Policy and related guidelines. Subscriptions to Internet listserves and/or groups should be limited to professional or educational uses due to the amount of email traffic generated by general subscriptions.
 - i. Employee email addresses may be shared with interested parents and community members.
 - ii. Requests for personal information about students or employees should not be honored via email. It is critical that personal contact is made with any individual requesting personal information. This particularly relates to any requests for student grades, discipline, attendance or related information.
 - iii. In addition, there exists the real possibility that any program files received as attachments over the Internet may include viruses or other very destructive capabilities once they are “launched” or started. Messages with these attachments should be deleted immediately.
- b. Email Retention
 - i. Background Information: - The Galileo Board recognizes the prevalence of email as a way of doing business and guides the retention of it to conform to applicable laws. Email messages must be retained and are open for public inspection. However, not all official email is a public record. It is important for employees to understand the distinction so that they can satisfy the legal requirements.
 - ii. The intent of this policy is to assist employees in using electronic messages while complying with Florida’s Public Records Law, Chapter 119, Florida Statutes. The policy is not meant to limit or discourage the use of email for conducting business. Rather, the intent is to establish a framework for the proper use of email as an official business tool. Public Records.
 - iii. This policy on retention of electronic mail is applicable to all Galileo employees and administrative units in the conduct of their official duties.
- c. Public Records.
 - i. Florida's public records law, Chapter 119 of the Florida Statutes, defines public records as: *All documents, papers, letters, maps, books, tapes, photographs, films, sound recordings, data processing software or other material, regardless of physical form, or characteristics, or means of transmission, made or received pursuant to law or ordinance or in connection with the transaction of official business by any agency.* All documents and other written materials that are made or received pursuant to law or that are made or received in the transaction of official school business are public records which, regardless of form, are open for public inspection unless the

legislature has specifically exempted them from disclosure. Electronic mail messages, if they meet these criteria, qualify as public records. Transitory Messages. Transitory messages are created primarily for informal or short-lived communication, as opposed to public records, which perpetuate or formalize knowledge. Transitory messages do not set policy, establish guidelines or procedures, certify a transaction, serve as a receipt, or the like. The informal, time-limited nature of transitory messages can be compared to communications during a telephone conversation or in an office hallway. Transitory messages generally include, but are not limited to voice mail, self-sticking notes, and email messages with short-lived or no administrative value.

- ii. Copy of Record. By generally accepted practice, the sender's copy of a document is designated as the copy of record. It is this copy to which the record retention requirements apply. All other copies are regarded as duplicates and they can be disposed of when they have lost administrative value. However, email messages received from outside agencies or from the public are regarded as copies of record; and if their content qualifies them as public records, they must be retained. Additionally, administrative approvals received from within the Galileo community are considered the copy of record.
- iii. Employee. Any person employed by the school in any capacity.

d. Procedures

- i. Emails that qualify as public records must be retained for the official retention period, generally 3 years, and cannot be deleted before this time.

16. *Consequences/Due Process - Standards of Conduct*

- a. Standards of conduct are necessary to assure that people expressing their own individual rights do not violate the rights of others.
 - i. Employee misuse of the system is defined in the Acceptable Use Policy and related guidelines. The definitions stated are not exclusive. If an employee is capable of inventing a new way to misuse the system, and it is reasonable that the employee would know these actions are improper, the employee may be disciplined.
 - ii. Employees should report system abuse to their immediate supervisor for appropriate action.
 - iii. Employee use of electronic resources is a privilege granted as a result of the employee's work status and is not a legal right. The school board may restrict any employee's use if the privilege is abused.
 - iv. If an employee uses an electronic device to gain prohibited access to an account that the school board has through a lease, rental agreement, or other contract with a third party, the employee will be subject to disciplinary

action. This may include the notification of the appropriate state or federal law enforcement agency.

17. *Consequences*

- a. If an employee violates any of the preceding policy provisions, his/her access may be limited or terminated, and future access may be denied. In addition, appropriate disciplinary actions may be taken which may include, but are not limited to, a letter of concern, suspension with or without pay, termination, legal action and/or referral to law enforcement as appropriate.

18. *Warranty*

- a. The school board makes no warranties of any kind, whether expressed or implied, for the communication/data/networking services it is providing. The school board will not be responsible for any damages a user suffers. This includes loss of data resulting from delays, nondeliveries, miss-deliveries, or service interruptions caused by the school board or as a result of the school board's negligence or by the user's errors or omissions. Use of any information obtained via the Internet is at the user's own risk. The school board specifically denies any responsibility for the accuracy or quality of the information obtained through its services. All users need to consider the source of any information they obtain and consider how valid that information may be. The school board will not be responsible for any financial obligation arising through the unauthorized use of the school board's electronic resources. Opinions, advice, services and all other information expressed by system users, information providers, service providers, or other third party individuals in the system are those of the providers and not necessarily the school board. The Galileo School Board will cooperate fully with local, state, or federal officials in any investigation concerning or related to misuse of electronic resources. Galileo Personnel that receive or become aware of inappropriate, suspicious or offensive Internet or E-mail transmissions should immediately report the offense to the Director.

ADVISORY BOARD PURPOSE, TERM LIMIT, APPOINTMENT

The purpose of the Galileo School Advisory Board is to provide a vehicle for effective community input to the school's governing board via sharing opinions, perspectives, and expertise, discussing issues, and developing recommendations. Membership on the Advisory Board is by invitation of the Galileo School Board chairperson based on the Board's need for expertise in a particular area.

The purpose of the Advisory Board is the following:

1. To meet with the Governing Board of Directors at least once each year
2. To review and provide feedback and recommendations on the school's strategic plan, budget, curriculum, and general status of the school
3. To provide a forum for the collection and expression of opinions and recommendations on matters related to the school
4. To promote positive communication about the school to the general public and potential stakeholders
5. To inquire into matters of interest to the school and to bring these to the attention of the school
6. To make recommendations concerning, among other things, ways to: a) enhance the school; b) increase public awareness of the school; and c) identify and promote planned development for the school.

Advisory board members serve two years and may serve unlimited terms as long as the member is in good standing via attendance at advisory board meetings and service to the school in an advisory capacity.

BOARD OF DIRECTORS CODE OF ETHICS

"But we must remember that good laws, if they are not obeyed, do not constitute good government. Hence there are two parts of good government; one is the actual obedience of citizens to the laws, the other part is the goodness of the laws which they obey..." (Aristotle, Politics 1294a3-6).

Ethics: Statement of Core Values: The Galileo School for Gifted Learning affirms the following core values:

- ✓ **Integrity.** Our organizations' activities, services, and programs are consistent with our stated mission, compatible with our organizational capacity, respectful of the interests of our varied constituencies, and managed with the highest level of professionalism.
- ✓ **Respect and Dignity.** We respect the dignity and autonomy of each person, and the integrity, privacy, pride, beliefs, and cultures of our varied constituencies - the people we serve, our employees, donors, volunteers, and others. Policies that govern our working relationships with these constituencies (e.g., client confidentiality, fair process) reflect this commitment.
- ✓ **Good Citizenship.** We comply with all applicable federal, state, and local laws and regulations. We keep the broader interests of the community in mind even as we advance our own specific interests, and look for opportunities to become partners with those working in the private and public sectors. We value respectful, reasoned dialogue with one another when we disagree.
- ✓ **Care and Loyalty.** As organizations we enable exercise our duties of care and loyalty. Individual board members and staff are reasonably informed. They do not use their position for individual personal advantage.
- ✓ **Truth-telling and Openness.** We provide truthful information about our missions, program activities, use of donations, and finances. We are accessible and responsive to members of the public who express an interest in the affairs of our organizations.
- ✓ **Accountability.** The true measure of our success is whether individual lives - and our communities - change for the better as a result of our work. Being mission-focused, producing measurable outcomes, conducting program evaluations, and developing and maintaining sound financial management are important elements of our accountability.
- ✓ **Excellence.** We support and encourage visionary governance, exemplary management, excellent service and program delivery, and exceptional staff. We value and uphold the highest ethical and professional standards in all working relations.

CONFLICT OF INTEREST

- A) Members of the Board of Directors and staff shall act in the best interest of The Galileo School for Gifted Learning, rather than on the basis of personal interests or the interests of third parties.
- B) The Galileo School for Gifted Learning has policies in place, and routinely and systematically uses these policies to prevent actual, potential, or perceived conflicts of interest.
- C) Failure to comply with these policies or to sign the Code of Ethics Acknowledgment form and comply with the spirit or intent of the Code of Ethics shall constitute a recommendation by a duly elected member of the Board of Directors for action by no more than one member and a second to remove a member of the Board of Directors and/or staff from their position. Removal shall be based upon a 3/4ths vote of the Board of Directors.
Note! It shall be incumbent upon the accused to provide evidence of innocence when a complaint is lodged and reasonable information is provided to substantiate the violation.

- D) Just as we are committed to providing our employees with a secure and supportive work environment, we expect our directors, officers and employees to act in the best interest of The Galileo School for Gifted Learning and its customers, business partners and constituents at all times. Each director, officer and employee has a responsibility to ensure that his or her personal interests do not conflict with those of Galileo School for Gifted Learning. Using Galileo School for Gifted Learning property or information, competing with Galileo School for Gifted Learning or leveraging Galileo School for Gifted Learning business opportunities to achieve personal gain or to benefit a person or entity outside of Galileo School for Gifted Learning, is a direct violation of Galileo School for Gifted Learning conflict of interest policy. In addition, should a director, officer or employee believe that a contemplated material transaction or relationship could reasonably be expected to give rise to a conflict of interest, he or she should notify the Chairman of the Advocacy Committee within 24 hours of having knowledge of the violation.

A director, officer or employee may not represent Galileo School for Gifted Learning in any transaction with a person or an entity in which the director, officer or employee or his/her spouse, children, and other members of the director, officer or employee's household have a direct or indirect interest, or from which the director, officer or employee may derive an improper personal benefit.

PUBLIC, PRIVATE AND EXTENDED SUPPORT

- A. It is expected that in accepting and serving in their position all members of the Board of Directors shall at all times support the mission, vision and policies of the Galileo School for Gifted Learning. Support shall constitute the form of all verbal, written, video correspondence which is public, private or transferred through extended parties.
- B. Members of the Board of Directors shall make their objections regarding policy, agendas, action plans, mission, vision and concepts known within the confines of the organizations Board of Directors meetings or in writing to the Executive Director.
- C. The generally accepted protocol shall be one in which all members shall air their objections and grievances in the Board of Directors meetings or in writing to the Executive Director, but once discussion is determined to be complete by Roberts Rules of Order and a vote consummates the motion into policy all members shall act in support of the policy both publicly and in private.

Legal Compliance and Accountability

- A. The Galileo School for Gifted Learning is aware of and complies with all applicable federal, state, and local laws. This may include but is not limited to: complying with laws and regulations related to fund raising; licensing; financial accountability; human resources; lobbying and political advocacy; and taxation.

Use of Gifts and Reporting

- A. The Galileo School for Gifted Learning ensures that contributions are used in accordance with donors' intentions and obtain explicit consent before altering the intended use of a restricted gift.
- B. All gifts shall be reported to the Board of Directors and shall not be used to influence the position or vote of any member of the Board. Any gifts determined by the Board of Directors to be influential shall be returned to the donor or constitute or the person or organization in violation shall suffer removal from the Board by a 3/4th vote of the Board.

BOARD OF DIRECTORS GOVERNANCE TRAINING

Board funds will be used to pay for governance refresher training for board members. New board members will continue to pay for their initial training.

BOARD RELATIONSHIP POLICY

To build a solid foundation, school boards must be effective in promoting the school's vision and mission; planning for the future; setting sound policy; modeling professionalism; overseeing finances, evaluation, and other key operational aspects; and building relationships.

An effective board builds positive relationships among school personnel and between the school and the outside community. To maintain trust and cooperation within the school, the board must communicate regularly with the staff, faculty and parents. The board should also establish relationships with members in the external community to enhance the image of the school and invite financial and volunteer support. The board can also help maintain a positive relationship with the school's authorizer.

Board Member Relationships

Building positive working relationships between board members is essential to effective governance. These relationships can be strengthened by providing orientation training for new members and participating in team building activities and training. Board members should establish and at times revisit norms for behavior. Disagreement in group situations is common but where there is respect, clear communication, and self-control, the result will be better decisions and a stronger governing board. Conflict that results in personal attacks destroys group cohesion and leads to poor decision making.

Board and Staff Relationships

Boards should form a positive relationship with school administration and staff while maintaining an appropriate distance from day-to-day decision making. Frequent communication dispels rumors, mistrust and alienation between the board and the staff. Contact can be initiated by holding "board visit days" where the staff and faculty are invited to informally interact with the board to ask questions, listen to reports, and provide input into important decisions. During the development of the strategic plan, staff should be invited to provide ideas and feedback. Board members should also attend school functions.

Board and Administrator Relationships

The board should work toward having an open and honest relationship with the administrator. They should work together when developing the strategic plan, long-term growth plans, and policy development. The board should also invite the administrator to evaluate the board's effectiveness.

Board and Parent Relationships

The board should engage parent participation in the operation of the school and the maintenance of a high achieving, safe, fun environment. The board can provide opportunities to parents to serve on committees, tutor after school, help in classrooms, serve lunches, help with events, and attend board meetings. The board should also establish clear grievance procedures.

Board and Authorizer Relationship

Relationships between boards and districts range from productive and respectful to tense and strained. Most schools receive some services from their authorizers (e.g. professional development, special education). The board should make efforts to communicate with the district regarding its services and the success of the school in a professional manner.

Board to Board Relationships

Boards can benefit from networking with other school boards. Members of successful, established charter schools can provide advice and mentoring. Schools can share special services, special events, and equipment.

Board and Community Relationships

Developing relationships with the community can provide benefits to the school including monetary and in-kind donations, discounts on goods and services, volunteers, activities for students, marketing, and new ideas. For example, a school could form a relationship with a nearby company whereby the company provides computer technical assistance to the school in exchange for use of the school's technology lab for training.

COMMITTEE POWER

Any Board committee decisions that will bind the school in contract or that will pose conflict or divergence with the mission of the school or that exceeds the current fiscal constraints outside the Board, shall be presented to the Board for final approval. All other matters brought before the committees will be decided and voted upon in the committee.

COMPLAINTS RELATED TO HOUSE BILL 1557 (2022)

This is the Policy on Complaints Related to House Bill 1557 of THE GALILEO SCHOOL FOUNDATION, INC. (the "School"). This policy is implemented to comply with the requirements of Rule 6A-6.0791, Florida Administrative Code, Section 1001.42(8), Florida Statutes, and other relevant laws.

1. Types of Concerns Covered. The "Parental Rights in Education" law, also known as House Bill 1557 (2022), sets forth specific procedures for complaints or disputes falling into those categories detailed in Section 1001.42(8)(c)1.-7., Florida Statutes, and on the "Parental Request for Appointment of a Special Magistrate" form published by the Florida Department of Education and available here: <https://info.fldoe.org/docushare/dsweb/Get/Document-9669/dps-2022-158b.pdf>. This includes any complaints or disputes related to the following:

- Concerns over procedures for notifying a student’s parent if there is a change in the student’s services or monitoring related to the student’s mental, emotional, or physical health or well-being and the school’s ability to provide a safe and supportive learning environment for the student.
- Concerns related to any school policies or procedures that are perceived to discourage or prohibit parental notification of and involvement in critical decisions affecting their student’s mental, emotional, or physical health or well-being.
- Concerns over classroom instruction related to sexual orientation or gender identity, which is prohibited in grades K-3 and must be age-appropriate for all other grades.
- Concerns over student support services training developed or provided to school personnel that is believed to be out of compliance with guidelines, standards, and frameworks established by the Department of Education.
- Concerns over parental notification at the beginning of the school year about healthcare services offered by the School, including the ability to opt-out or withhold consent for any such services.
- Concerns over whether the School provided a well-being questionnaire or health screening form to the parent and sought their permission before it was administered to the student. This only applies to students in grades K-3.

2. Complaint Procedures. Parents and guardians have the right to notify the Principal of any concerns related to the above areas. The Principal or designee must provide a response to the parent within seven (7) days of receiving the complaint. If the dispute cannot be resolved by the Principal or designee within seven (7) days, the parent may present the dispute to the School District. The School District must attempt to resolve the dispute within thirty (30) days. If the School District is unable to resolve the dispute, a parent may request the appointment of a special magistrate utilizing the “Parental Request for Appointment of a Special Magistrate” form linked above. For purposes of this policy, the term “days” means business days and excludes state, federal and school holidays.

3. Incorporation of Policy. This policy shall be incorporated into the School’s Parent & Student Handbook to fully inform parents.

CONSULTING (REVISED 6/19/2018)

Galileo faculty and staff will not engage in tours and/or consulting for purposes of development of a school with individuals and/or entities without board approval.

CONTACT WITH CONTRACTED LAWYER

The chair of the Board of Directors and the CEO will be the only designees to contact the lawyer and it will be their decision on when to contact the lawyer.

CURRICULAR FOCUS

“The goal of the Galileo School for Gifted Learning is to engage our students through an integrated curriculum using science, technology, engineering, and mathematics (STEM) content while simultaneously providing them with the guidance to see its applications and purpose through history, literature, and the arts; thereby producing our country’s next generation of independent thinkers.”

DIRECTORY INFORMATION (ADOPTED 9/18/2023)

The Galileo School Board reserves the right to release "directory information", as defined by Florida statutes, without obtaining prior permission from a student's parent(s) or adult student for itself and any school or administrative department of the Board. A student's parent(s) or an adult student, however, may notify the school principal that directory information concerning the student shall not be released. Such notification shall be in writing and filed annually with the principal of the student's school.

Directory information consists of any of the following data about a student:

- A. student’s name;
- B. address;
- C. date and place of birth;
- D. telephone number, if listed;
- E. degrees, honors, and awards received (including date of graduation and type of diploma awarded);
- F. the most recent educational agency or institution attended;
- G. participation in officially recognized activities and sports;
- H. photograph(s);
- I. dates of attendance
- J. enrollment status
- K. Galileo provided, student email address

Examples of where directory information may be published by the Board, any school, or any administrative department of the Board include:

- A. a playbill showing a student's role in a drama production;
- B. honor roll or recognition lists;
- C. graduation programs;
- D. sports activity programs or releases, and like information
- E. news media release.

Directory information will only be released upon request to:

- A. law enforcement agencies, both State and Federal (official request only);
- B. U.S. Armed Forces recruiting officials (secondary students only as required by Federal law; limited to name, address, and telephone listing);
Pcollege and university recruiters;
- C. Florida colleges, and universities that are components of Florida's K-20 system of public education as defined by F.S. 1001.01, et. seq.; and
- D. school yearbook publishers, school ring vendors, and school photograph vendors as selected by each school.

Directory information will not, however, be released to any governmental agency, third party, or commercial vendor when a student's parent(s) or adult student has given notice of non-consent as provided for herein above.

Directory information will not be published by the school upon receipt of written objection to release of directory information from a student's parent or adult student by the administration of a student's school.

DISMISSAL OF STUDENTS (APPROVED JANUARY 2023)

As provided for under Florida Law, THE GALILEO SCHOOL FOUNDATION, INC. ("Galileo") reserves the right to withdraw a student involuntarily for non-minor infractions of the School's Code of Conduct.

Withdraw/Dismissal of Students for Violations of Code of Conduct

The Principal of the charter school shall have the authority to recommend a dismissal for a student from the program for any violation(s) of the Code of Student Conduct that are determined by the Principal to be non-minor in nature. Written notification shall be provided to the parent/guardian informing them that the student will be dismissed from the program, stating the reasons for the dismissal, stating actions taken by staff to assist the student prior to dismissal, and providing information about their due process rights and right to appeal the determination as set forth herein. The notification must also establish whether or not the student will be eligible to reapply for enrollment at the school at a future date. Galileo shall notify the Hillsborough County Public Schools District (the "School District") of any recommendation for dismissal under this policy.

Any recommendation for dismissal, as well as any documentation supporting said recommendation, shall be submitted to a due process coordinator for review of compliance with this policy. Said coordinator shall be appointed by the Governing Board of Galileo.

Following a recommendation, a dismissal will not become final until (i) the expiration of the window to appeal as set forth below, if the parent/guardian does not appeal, or (ii) the conclusion of the appeal. Upon a dismissal becoming final, the administration will refer the student to the School District for appropriate placement.

Offenses Qualifying For Dismissal

A student may be dismissed for offenses that are deemed to be non-minor offenses of the School District's Student Code of Conduct in effect for the current school year, by the Principal. Said offenses may include, but are not limited to:

Level 1 or 2 behaviors as listed on School District Discipline Plan for grades K-8 as well as repeated Level 3 incidents as listed on School District Discipline Plans for grades K-8.

Effect of Dismissal

"Dismissal" for purposes of this policy means that a student is involuntarily disenrolled from all schools operated Galileo and barred from re-enrolling either indefinitely or for a specified period of time.

Appeal Process

The parent/guardian of a student who has been notified that their student will be recommended for dismissal from the program must be given a period of five (5) days to submit a written appeal to the Governing Board of Galileo if they so desire. The appeal shall be forwarded to the Chairperson of the Governing Board of the Organization. Designated time for a hearing on the appeal shall be added to the agenda for the next meeting of the Governing Board or the Chairperson may call a special meeting to consider the appeal. The Governing Board should attempt to hold a hearing within ten (10) days following submission of the parent/guardian's written appeal.

All members of the Governing Board must be provided a copy of the parent/guardian's written appeal in advance of the meeting. At the meeting, a hearing will be conducted on the dismissal. The parent/guardian has the right to have an advocate or attorney represent them at the hearing. The Principal recommending the dismissal, or his or her designee, shall be given ten (10) minutes to present pertinent facts and information about the decision. The parent/guardian, or his or her designee, shall then be given fifteen (15) minutes to present additional facts and information for the Governing Board to consider. The Principal, or his or her designee, will then be given five (5) minutes for rebuttal.

Following the presentation by both parties, the members of the Governing Board may ask the parties questions, seek additional information, and discuss the issues amongst themselves. The Chairperson shall then call for a motion to either approve or deny the appeal. The appeal may be approved or denied by a majority vote of the Governing Board members present at the meeting. In the event of a tie, the Chairperson reserves the right to break the tie. The Governing Board also reserves the right to uphold but modify the terms of any dismissal by a

majority vote, including whether the student will be eligible to reapply for enrollment at a future date. The decision of the Governing Board is final and may not be further appealed.

Within three (3) business days following the decision of the Governing Board, the Principal shall issue a written notification to the parent/guardian communicating the decision of the Governing Board. A copy of the notification will be provided to the School District. If the Governing Board voted to grant the appeal and overturn the dismissal, the student should immediately resume participation in the program.

Suspensions and Placement Following Recommendation for Dismissal

The administration may suspend a student who has been recommended for dismissal for up to ten (10) days. The suspension may be extended beyond ten (10) days if such suspension period will expire before the regular or special meeting of the Governing Board can be held, if the parent/guardian appeals. Whenever possible, the Governing Board shall attempt to meet in a special meeting to avoid extension of the suspension period.

Notwithstanding the foregoing, a student with disabilities may not be suspended for ten (10) consecutive days or ten (10) total days during the school year if such removal would constitute a change of placement. Thereafter, the student may be required to remain at home pending the outcome of the appeal, though the school must provide educational services to the student, including providing assignments so as to enable the student to continue to participate in the general curriculum, although in another setting, and to progress toward meeting the goals in the student's IEP and receive, as appropriate, a functional behavioral assessment and behavioral intervention services and modifications designed to address the behavior violation so that it does not recur.

Manifestation Determinations for Students with Disabilities

A dismissal of a student with disabilities shall be handled only in accordance with Rule 6A-6.03312, Florida Administrative Code, the Individuals with Disabilities Act, Section 504 of the Rehabilitation Act, and other applicable laws. If the Governing Board approves a recommendation for dismissal for a student with disabilities, such approval shall be conditional upon the School conducting a manifestation determination meeting within ten (10) school days. The parent/guardian shall be notified of the decision in writing and shall be provided the notice of procedural safeguards.

The manifestation determination team shall be composed of a representative from the School District, the parent, and relevant members of the IEP team (as determined by the parent and the school district). The manifestation determination team will follow all procedures and requirements set forth in Rule 6A-6.03312. A student may not be dismissed from the program if the manifestation determination team finds that the conduct in question was a manifestation of the student's disability. In such case, the school will implement all required measures in Rule 6A-6.03312.

If it is determined that the conduct was not a manifestation of the student's disability, the Principal shall notify the parent/guardian of the determination and the parent/guardian shall have five (5) days thereafter to make a written appeal to the Governing Board or ten (10) days from the date of the initial notification set forth above, whichever is later.

Confidentiality of Student Information During an Appeal

At Present under Florida’s Sunshine Law, all hearings relating to a dismissal must be open to the public. The Governing Board may not go into executive session to consider an appeal under Florida law. However, the Governing Board and those persons presenting during the hearing should be sensitive to the confidential nature of the information. In the initial notification regarding the dismissal, the parent/guardian should be fully informed that any hearing before the Governing Board to consider an appeal will be open to the public. The parent/guardian should be notified that their request for a hearing before the Governing Board constitutes consent to the disclosure of confidential information about the student at the hearing relevant to the Governing Board’s consideration. Notwithstanding the foregoing, the Organization shall protect the confidentiality of all education records that are considered as part of the appeal and shall not release such records to any person who does not have a legitimate educational interest or legal right to review such education records in accordance with Florida law and the Family Educational Rights and Privacy Act.

Expulsions

A “dismissal” under this policy is not an “expulsion” as that term is utilized in the applicable Code of Student Conduct.

EQUAL ACCESS TO CLUBS/ORGANIZATIONS (APPROVED FEB. 2023)

At Galileo School for Gifted Learning, we believe that extra-curricular clubs, organizations, and activities can provide for a positive and valuable experience that contributes to the overall growth of our students. Accordingly, extracurricular activities are considered an essential part of Galileo School for Gifted Learning’s program and shall be governed by the terms and conditions of this policy.

RULES AND GUIDELINES

1. All extracurricular activities, clubs, or organizations shall be under the principal’s direction and general control.
 - a. Any student seeking to organize a club or organization file an application with the principal, providing all necessary information to ensure that said club or organization is compliant with this policy.
2. The principal shall approve the rules of each student club or organization.
 - a. Rules shall state the purposes, qualifications for members, and the rules of conduct.
 - b. Rules shall be maintained on file in the administration offices of the school.
 - c. Rules shall be available to all interested parties.
3. Clubs or organizations must be initiated and lead by students.
4. A student-initiated group granted permission to meet on school premises shall be provided the same rights and access and shall be subject to the same administrative procedures that govern the meetings of student organizations sponsored by the Board, except as provided by this policy.

5. Participation in any club or organization must be available to all students who desire to attend. No student may be denied attendance on the basis of a student's sex, race, color, ethnic or national origin, religion, marital status, disability, genetic information, age, political beliefs, sexual orientation, gender, gender identification, social and family background, linguistic preference, pregnancy, or any other basis prohibited by law.
6. Eligibility for membership to any club or organization may not include a vote of the current membership.
7. Hazing is strictly forbidden.
 - a. Hazing shall be defined as any action or situation for the purpose of initiation or admission into or affiliation with any club or organization which recklessly or intentionally endangers a student's mental or physical health or safety.
8. Any club or organization seeking to engage in an initiation ceremony for its members shall prepare and submit the program of initiation exercises to the faculty sponsor for review and approval by the principal.
9. Any dues associated with the club or organization shall be reasonable and not prohibitive. No student shall be excluded due to financial hardship.
10. Any clubs or organizations shall be self-supporting.
11. A faculty sponsor shall be present at all meetings and all social events shall be adequately chaperoned.
 - a. A faculty sponsor shall be a school employee.
 - b. A faculty sponsor shall attend all meetings or events for custodial purposes to maintain discipline and order on school property, protect the well-being of students, and assure that student attendance is voluntary.
 - c. A faculty sponsor shall not promote, lead, or participate in the meeting.
12. All monies accruing to any school club or organization shall be accounted for through the school's internal accounting system.
13. A student club or organization shall not conduct any activity or act which violates law, school policies or codes of conduct.
14. A student's participation in a club or organization is a privilege and not a right. Participation may be limited or even denied for failure to follow the club or organization's rules or for violation of any school policies or codes of conduct.
15. Galileo School for Gifted Learning retains the authority to ban unlawful groups, maintain discipline and order on school premises, protect the well-being of students and faculty, assure that students' attendance at meetings is voluntary, and restrict groups that materially and substantially interfere with the orderly conduct of educational activities.
16. Galileo School for Gifted Learning retains the right to exclude groups that are directed, conducted, controlled, or regularly attended by non-school persons.

ESTABLISHMENT OF SCHOOL POLICIES

The CEO must present to the Board all new school policies or changes to existing policies at every board meeting.

EVALUATION PLAN

Galileo School for Gifted Learning Administration, Faculty, Staff, and Student Evaluation Plan

BOARD

- Evaluates School CEO—Twice/year observations (Dec and April) and progress meetings
- Monthly review of financial statements and quarterly review of student progress reports
- Annual review of student achievement and retention data
- Each Galileo Board member must complete a CEO evaluation, using the Marzano Principal Evaluation instrument, by the end of May or no later than the middle of June. It is recommended that each Galileo Board Member meets individually with the CEO to discuss the evaluation. Each member turns in their completed evaluation with their final score and recommended future professional targets. The School Board Secretary or the office secretary takes all evaluations and makes a master with all Board Members initials. Each item will have a score by all Board Members then added for a total to find an average.

SCHOOL ADMINISTRATOR: MINIMAL SCHOOL CEO REQUIREMENTS

- Demonstrate managerial, financial, leadership, and curricular competence
- Conduct daily informal walkthroughs of teacher classrooms so that cumulative trends are gathered across grades, across the school, and for each professional; at least 3 x's week/minimum
- Conduct a minimum of two formal one-hour observations of teachers, with feedback
- Hire and retain excellent teachers
- The principal evaluation should include part survey results, learning gains made with the Florida School Grade and the evaluation which includes the Florida Principal Leadership Standards with consideration of the 19 Florida Principal Competencies. Put the Florida Standards as the “big idea” and the competencies where they belong. The principal should keep a portfolio with the different survey results, performance indicators documented throughout the school year and progressing monitor results of student performance.
- The CEO will self assess on the Florida Principal Leadership Competencies and then study and complete the modules on the FLoridaschoolleaders.net website for those which he/she is less strong. Dr. Rose Taylor will be the school leadership consultant for the first year of school operations.
- <https://www.floridaschoolleaders.org/resources/index.aspx>
- Director will be welcomed to participate in SCPS’s professional learning opportunities to gain understanding of the Principal's role in finance, legal aspects, curricular

development, best teaching practices, implementation of legislation, etc. The meetings are held each month.

FACULTY

- Belief in value of student effort rather than ability
- Promotes collaborative learning
- Engages students
- Encourages students to make appropriate choices
- Allows for student input on age appropriate decision-making
- Maintains a respectful classroom atmosphere; uses student-centered discipline techniques that do not shame students or call attention to their faults publicly
- Uses praise sparingly
- Provides detailed feedback to students to allow them to make improvements in their performance
- Challenges students by teaching them in their zone of optimal development
- Differentiates instruction according to students' needs and interests.
- Adheres to students' PEPs, IEPs, and EPs
- Ensures that their students make at least one year's growth in learning in all grade level subjects if on or below grade level. Promotes growth in learning if student is above grade level
- Documents student achievement data and uses it to inform instructional decision-making
- 40% of their evaluation comes from student achievement data
- Adheres to School's professional development plan
- School's professional development plans for teachers are to be based on the school's goals, which are to be grounded in student achievement data.
- Attends to the developmental needs of gifted and talented students. Dealing with unique emotional and intellectual needs, etc.
- Develops strong partnerships with families and the community. Collaborates to improve professional practice and student achievement.
- Teachers keep professional portfolios to document their achievement of the Florida Educator Accomplished Practices. During the meetings with the CEO, they will mutually agree upon areas where professional development is needed, and the CEO will ensure that the teacher is able to engage in these learning opportunities. In addition, all new teachers will be assigned a mentor. The first year, the lead teacher will be the mentor for his/her fellow teachers.

ADMINISTRATIVE STAFF

- Organized
- Paperwork filed in timely manner
- Accurate bookkeeping
- Friendly
- Responsive to parents, teachers, students, administrators' needs

STUDENTS

- Must show at least one year’s growth in learning if on or below grade level. If above grade level, must show learning gains in all subject areas.
- Shows gains on the Florida Frameworks for Gifted Learning criteria
- Social-emotional traits
 - Perseverance
 - Humility
 - Prosocial/helpful
 - Service to others
 - Honesty
 - Self-efficacy
 - Belief in effort vs ability

Administrator Evaluation

Name:	Date:			
Title:				
Evaluation Criteria	Total Points Possible	Evaluation Categories and Points		Points Earned
Improved Student Achievement: 40 Points				
Personnel Evaluation: 60 Points				
Improved Student Achievement Evaluation: 40 Point Scale				
Performance of students (increased learning gains)	40			
1. School has met AYP OR				
2. School has received letter grade of “A” OR				
3. School has earned points equivalent to letter grade of “A”				
Personnel Evaluation: 60 Point Scale				
1. Leadership	Each characteristic is worth two points. Total Possible Points: 22			Points Earned
a. Establishes and mentors school mission/goals				
b. Maintains an active role in the school improvement plan				
c. Uses a facilitative or collaborative leadership style and quality processes to involve stakeholders				

d. Develops and maintains a school atmosphere conducive to learning and student achievement and provides leadership to involve the school in quality initiatives		
e. Communicates school information, goals, student learning, and behavior expectations to all stakeholders		
f. Maintains a positive relationship with the governing board and provides them with updates and reports		
g. Follows policies set forth by Governing Board		
h. Successfully maintains the day-to-day operations of the charter school		
i. Searches for grants and other means to support budget		
j. Passes all audits		
k. Provides a safe and secure environment for learning; has developed a critical incident plan		
Total Points – Leadership		
2. Information and Analysis	Each characteristic is worth one point. Total Possible Points: 8	Points Earned
a. Collects and maintains information to monitor of all continual quality improvement goals		
b. Analyzes and uses data for decision-making to improve actions, plans, processes, and curriculum		
c. Has a mentoring program in place; mentors staff frequently; staff is well aware of mentoring plan		
d. Evaluates staff at least twice a year		
e. Uses benchmarks and comparison data in the analysis of results		
f. Visits each classroom twice a week, or as required by school policy		
g. Makes data accessible to all stakeholders		
h. Meets with staff to review data		
Total Points – Information and Analysis		
3. Strategic Quality Planning	Each characteristic is worth one point. Total Possible Points: 6	Points Earned
a. Develops long and short term goals within the School Improvement Plan		
b. Communicates overall School Improvement Plan requirements to all staff and board members		
c. Allocates resources consistent with the implementation of the School Improvement Plan		
d. Utilizes climate surveys for the development of the School Improvement Plan as well as data results		

e. Communicates with Governing Board about the School Improvement Plan		
f. Uses climate survey results to drive School Improvement Plan		
Total Points – Strategic Quality Planning		
4. Management of Processes	Each characteristic is worth one point. Total Possible Points: 8	Points Earned
a. Has knowledge of supports and implements State and Federal Policies, as well as the sponsor’s policies		
b. Has working knowledge of budget processes including managing human financial and material resources to maximize the sharing of resources for all personnel.		
c. Shows positive trends in the achievement of improvement goals in the area of safe learning environment		
d. Identifies and understands the requirements of materials and services and communicates this information to parents		
e. Utilizes School Improvement Plan to access and improve curriculum, instructional processes, programs and services		
f. Develops a Professional Growth Plan for each staff member and mentors the staff in order to ensure that each staff member has fulfilled the requirements		
g. Has working knowledge of No Child Left Behind and IDEA requirements and successfully implements them		
h. Reviews budget with governing board on a quarterly basis		
Total Points – Management of Processes		
5. Human Resources	Each characteristic is worth one point. Total Possible Points: 11	Points Earned
a. Develops and maintains parent, student, and personnel handbooks		
b. Analyzes data and information to plan training to accomplish school goals		
c. Uses team approach in solving problems and improving processes and provides frequent feedback to those involved in improvement efforts		
d. Contributes to positive staff morale		
e. Deals appropriately and professionally with personnel issues, including hiring, firing, evaluation, and staff deficiencies		
f. Assesses the expertise of others and considers these points when assigning tasks		
g. Holds staff meetings and trainings regularly		
h. Adequately maintains records on all employees		
i. Assesses information on staff trainings and provides opportunities for staff to attend appropriate trainings		
j. Contributes to positive parent morale		

k. Ability to recruit and retain high-performing teachers		
Total Points – Human Resources		
6. Customer Focus	Each characteristic is worth one point. Total Possible Points: 5	Points Earned
a. Develops positive relationships with students, parents, teachers, community, sponsor, and governing board		
b. Establishes processes and methods to respond to valid customer concerns		
c. Establishes processes to determine customer needs and levels of satisfaction		
d. Provides leadership support to community involvement programs and business partnerships		
e. Shows positive trends in the achievement of improvement goal results in the are of customer satisfaction		
Total Points – Customer Focus		
TOTAL EVALUATION POINTS		

FACILITY RENTAL

Private businesses may propose to rent the facility only during after school hours and this must be approved by the school CEO.

FAMILY AND MEDICAL LEAVE ACT (FMLA) LEAVE

GALILEO SCHOOL FOR GIFTED LEARNING complies fully with the Family and Medical Leave Act of 1993 (“FMLA”) and recognizes certain conditions under which you may request time off without pay for a limited period with job protection and no loss of accumulated service, provided you return to work.

Eligibility

If you have worked for GALILEO SCHOOL FOR GIFTED LEARNING a minimum of twelve (12) months and have provided GALILEO SCHOOL FOR GIFTED LEARNING with at least 1,250 hours of service during the twelve (12) month period preceding the commencement of your FMLA leave, then you are eligible for leave under the FMLA.

Amount of Leave

12 Weeks

If you are an FMLA-eligible employee, you are normally entitled to twelve (12) weeks (480 hours) of FMLA unpaid leave during each applicable twelve (12) month period.

26 Weeks

An exception to this twelve (12) week entitlement is if you are taking leave pursuant to the Military Caregiver Leave provisions of the FMLA (See Section 17.6.1(e) below). In that case, an eligible employee is entitled to take a total of twenty-six (26) weeks of FMLA unpaid leave during a single 12-month period. However, no more than twelve (12) weeks (480 hours) of this combined total of twenty-six (26) weeks can be for Non-Military Caregiver Leave.

Spouses Employed by GALILEO SCHOOL FOR GIFTED LEARNING

Spouses who are both employed by GALILEO SCHOOL FOR GIFTED LEARNING and are both eligible for FMLA leave are entitled to a combined total of twelve (12) weeks (480 hours) of leave (rather than twelve (12) weeks (480 hours) each) for the birth of a child, the placement of a child with the employees for adoption or foster care, or the care of a parent with a "serious health condition." This duplicate exception does not apply to leave for the employee's own "serious health condition" or the "serious health condition" of a spouse or child. In such cases, the wife is entitled to twelve (12) weeks (480 hours) and the husband is entitled to twelve (12) weeks (480 hours). Likewise, if spouses, who are both employed by GALILEO SCHOOL FOR GIFTED LEARNING and are both eligible for FMLA leave, require Military Caregiver Leave, they are entitled to a combined total of twenty-six (26) weeks of leave (rather than twenty-six (26) weeks each) for the birth of a child, the placement of a child with the employees for adoption or foster care, the care of a parent with a "serious health condition", or to care for a covered service member with a serious injury or illness.

Measuring 12-Month Period

The twelve (12) month period within which twelve (12) weeks (480 hours) of unpaid leave may be taken is rolling, which measures backward from the date your FMLA leave commences. The total FMLA leave used during the prior twelve (12) months is deducted from your twelve (12) week allotment. You may then use the remaining FMLA leave.

One exception to this method of measuring the twelve (12) month period is if you are taking Military Caregiver Leave. For this type of leave, the applicable period is a single twelve (12) month period, which begins on the first day you take Military Caregiver Leave and ends 12 months after that date.

Purposes for Which Leave Can Be Taken

Eligible employees may take FMLA leave for the following reasons:

- The birth or adoption of a child and to take care of the newborn
- The placement of a child with you for adoption or foster care¹
- To take care of the employee's spouse, child, or parent who has a serious health condition
- Your own "serious health condition" which renders you unable to perform your job. This would cover either on or off the job illnesses or injuries that meet the FMLA definition of "serious health condition".

¹ Employees utilizing FMLA leave for this reason may be entitled to additional leave pursuant to the Parental Leave Policy in section 17.6.9.

- To care for your child, spouse, parent or next of kin who is a covered service member.² (This type of leave is known as Military Caregiver Leave.); or
- For a “qualifying exigency” arising out of the fact that your child, spouse or parent is on covered active duty or called to covered active duty status.
- Examples of a “qualifying exigency” include: (1) short-term deployment, (2) military events, (3) childcare-school related activities, (4) financial and legal arrangements, (5) counseling, (6) rest and recuperation, (7) post-deployment activities, and (8) other activities as are agreed upon by Charter Schools of Excellence and the employee.
- You must conclude leave for the birth of a child or the placement of a child with you for adoption or foster care within twelve (12) weeks (480 hours) after the event. Leave may begin prior to birth or placement, as circumstances dictate.

SERIOUS HEALTH CONDITION

A serious health condition is an illness, injury, impairment, or physical or mental condition that involves either an overnight stay in a medical care facility, or continuing treatment by a health care provider for a condition that either prevents the employee from performing the functions of the employee’s job, or prevents the qualified family member from participating in school or other daily activities.

Subject to certain conditions, the continuing treatment requirement may be met by a period of incapacity of more than three (3) consecutive calendar days combined with at least two (2) visits to a health care provider or one (1) visit and a regimen of continuing treatment, or incapacity due to pregnancy, or incapacity due to a chronic condition. Other conditions may meet the definition of continuing treatment.

Intermittent Leave/ Reduced Hours

If medically necessary, in the case of your own "serious health condition" or that of your spouse, child, or parent, or to care for a covered service member with a serious illness or injury, you may take FMLA leave intermittently (e.g., one (1) week per month) or on a reduced hour schedule (e.g., four (4) hours per day).

Additionally, if necessary, leave taken due to a qualifying exigency may be taken on an intermittent or reduced-hours schedule. When your leave is taken for other non-medical reasons (e.g., placement of a child with you for adoption or for foster care), you may take leave intermittently or on a reduced-hours schedule only if GALILEO SCHOOL FOR GIFTED LEARNING agrees to such arrangement.

When your leave is taken for the birth of a child or for the placement of a child with you for adoption or foster care, you may take leave intermittently or on a reduced hours schedule only

² A covered service member is:

(A) a member of the Armed Forces (including a member of the National Guard or Reserves) who is undergoing medical treatment, recuperation, or therapy, is otherwise in outpatient status, or is otherwise on the temporary disability retired list, for a serious injury or illness; or

(b) a veteran who is undergoing medical treatment, recuperation, or therapy, for a serious injury or illness and who was a member of the Armed Forces (including a member of the National Guard or Reserves) at any time during the period of 5 years preceding the date on which the veteran undergoes that medical treatment, recuperation, or therapy.

if GALILEO SCHOOL FOR GIFTED LEARNING agrees to such arrangement or if such leave is medically necessary.

Since the FMLA leave is unpaid, GALILEO SCHOOL FOR GIFTED LEARNING will adjust your compensation based on the hours you take as intermittent or reduced hours leave within a workweek.

If you request intermittent leave or reduced hour's status, GALILEO SCHOOL FOR GIFTED LEARNING may temporarily transfer you to another position of equivalent pay and benefits in order to better accommodate your recurring periods of absence.

Use of Paid Time off Benefits

GALILEO SCHOOL FOR GIFTED LEARNING requires:

Concurrent utilization of any awarded but unused annual leave during all FMLA leaves.

Any awarded but unused paid sick leave must also be used concurrently during any FMLA leave for your own "serious health condition" or the "serious health condition" of your spouse, child or parent.

In respect to FMLA leaves that involve Workers' Compensation or disability, concurrent utilization of paid awarded leave is not required. However, you may, at your discretion, concurrently use any awarded but unused leave during these two (2) types of FMLA leave.

Usage of any paid leave does not add to the total length of FMLA leave, however, you may be entitled to additional non-FMLA leave under other Galileopolicies, as set forth in GALILEO SCHOOL FOR GIFTED LEARNING's Employee Handbook.

Upon exhausting all available and applicable paid leave, the remainder of your FMLA leave time will be unpaid.

Job Restoration

Except as noted below, employees granted FMLA leave will be returned to the same or equivalent position held prior to the leave. In addition, your use of FMLA leave cannot result in the loss of any employment benefit you were awarded or were entitled to before using such leave.

If leave is taken due to personal "serious health condition" (except if you are taking intermittent leave), employees must provide medical certification that they are able to resume work before you return. Obtain a Return-to-Work Medical Certification Form from your physician. Employees failing to provide a Return-to-Work Medical Certification from the attending physician will not be permitted to resume work until it is provided.

Salaried employees who are among the highest paid ten percent (10%) of employees (whose leave would result in substantial economic injury to Charter Schools of Excellence), are not guaranteed restoration to their position if they are taking FMLA leave. If you are such a "key employee," GALILEO SCHOOL FOR GIFTED LEARNING will notify you of your status as such in response to your notice of intent to take FMLA leave.

Employee Benefits

During approved FMLA leave, your health insurance benefits will continue to the same extent they existed prior to the leave. You will continue to pay your customary portions of the monthly premiums for your coverage and for any coverage of your dependents.

If paid leave is substituted for unpaid leave, GALILEO SCHOOL FOR GIFTED LEARNING will deduct your portion of the premiums as a regular payroll deduction. If, on the other hand, the FMLA leave is unpaid, you must pay your portion of the premiums by making arrangements with the Human Resources Department, who will advise you of the payment due dates.

Any failure by you during FMLA leave to timely pay your portion of the insurance premiums or to timely pay for dependent coverage, may result in the termination of such coverage or GALILEO SCHOOL FOR GIFTED LEARNING may make payment on your behalf. If GALILEO SCHOOL FOR GIFTED LEARNING makes such payment on your behalf, such payments may be recovered by GALILEO SCHOOL FOR GIFTED LEARNING from you through payroll deductions upon your return to work. In the event you elect not to return to work upon completion of approved FMLA leave, under most circumstances, GALILEO SCHOOL FOR GIFTED LEARNING may recover from you the cost of any payments made to maintain your benefit coverage, unless your failure to return to work is the result of (1) the continuation, recurrence, or onset of a serious health condition which would entitle you to FMLA leave; (2) the continuation, recurrence, or onset of a covered service member's serious injury or illness which would entitle you to FMLA leave; or (3) other circumstances beyond your control. If you decide not to return to work, benefit entitlements based upon length of service will be calculated as of the last paid work day prior to the start of the leave of absence.

If any insurance coverage lapses due to your nonpayment, such coverage will be fully and completely reinstated when you return to work, provided you resume paying the required premiums. If your payment is more than thirty (30) days late, GALILEO SCHOOL FOR GIFTED LEARNING will send you a letter notifying you of such fact. If GALILEO SCHOOL FOR GIFTED LEARNING does not receive your payment within fifteen (15) days thereafter, your coverage may cease.

Notification of Need for Leave/PERIODIC REPORTS

You must provide GALILEO SCHOOL FOR GIFTED LEARNING with thirty (30) days advance written notice of your need for FMLA leave when the need for such leave is foreseeable. If emergency conditions prevent such notice, you must notify GALILEO SCHOOL FOR GIFTED LEARNING as soon as possible. For leave taken on the basis of planned medical treatment, you should seek to schedule the treatment so as to avoid unduly disrupting the operations of GALILEO SCHOOL FOR GIFTED LEARNING.

Notification of the need for leave should be made to GALILEO SCHOOL FOR GIFTED LEARNING through FMLA forms which are available from GALILEO SCHOOL FOR GIFTED LEARNING's Benefits Coordinator. The relevant forms should be completed in detail, signed by you, and then submitted to the Benefits Coordinator for proper approval and forwarding to the appropriate management personnel.

You may need to report periodically on your status and intent to return to work during the leave period. If you take leave because of your own "serious health condition" or to care for a

covered family member with a “serious health condition,” contact the Benefits Coordinator on a pre-scheduled basis regarding the status of the medical condition and your intention to return to work. In addition, you must give notice as soon as practicable (within two (2) business days, if feasible) if the dates of leave change, are extended, or initially are unknown.

Health Care Provider Certification of “Serious Health Condition”

Health care provider certification of the need for leave to care for your “serious health condition” or that of a covered family member is required. You must obtain the following information from a responsible health care provider and make it available to GALILEO SCHOOL FOR GIFTED LEARNING within fifteen (15) days of your FMLA request, if possible, and no later than the date your leave begins if you were able to give thirty (30) days’ advance notice of your need for FMLA leave:

Date on which the “serious health condition” began

Expected duration of condition

Appropriate medical facts within the knowledge of the health care provider regarding the condition

For purposes of leave for your own “serious health condition,” the certification must state you are unable to perform the functions of your position

For purposes of leave for a family member’s “serious health condition,” the certification must state your need to care for the ill person and must give the estimated length of such leave

When intermittent leave or reduced hours have been requested, the certification must the medical reasons verifying the need for intermittent leave or a reduced hours schedule and must give scheduled dates for treatment(s) and the expected duration of said treatments

Healthcare provider certification forms are available at GALILEO SCHOOL FOR GIFTED LEARNING from the Benefits Coordinator and will be provided for your use.

GALILEO SCHOOL FOR GIFTED LEARNING may require you to provide subsequent medical certification during your leave. Failure to provide requested certification within fifteen (15) days, if practicable, may result in delay of further leave until it is provided.

TRANSITIONAL DUTY (LIGHT DUTY) ASSIGNMENTS

GALILEO SCHOOL FOR GIFTED LEARNING, at its discretion, taking into account the facts and circumstances of the particular case, including the needs of GALILEO SCHOOL FOR GIFTED LEARNING, may offer Transitional Duty Assignments (TDA) [also known as light duty assignments] for eligible employees who have been restricted by their physician due to an on-the-job injury or job-related illness covered by workers' compensation insurance. Each such TDA will last no more than six (6) weeks. If the employee is still unable to perform all the duties of his/her regular position at the end of the six (6) week TDA, he/she may be placed on workers' compensation leave, which may or may not be an approved FMLA leave, depending on the circumstances at the time. A TDA will not be offered in every case. It is offered solely at the discretion of and for the benefit of GALILEO SCHOOL FOR GIFTED LEARNING. A physician may be asked to reevaluate the status of an employee on workers' compensation leave, or in a TDA every thirty (30) days. Employees in a TDA may be assigned to any department and on any

shift. Employees in a TDA are bound by the same work conditions and requirements as any other employee. Only employees capable of performing all of the essential job functions of the TDA will be considered for that position. Employees in a TDA will be paid for the assigned hours actually worked.

If the employee is eligible for FMLA leave, and is offered a TDA with duties he/she is able to perform, he/she may choose to exercise their right to take FMLA leave instead of returning to work in the TDA. However, such employees may lose their temporary (wage loss) workers' compensation benefits because they declined available work. An employee with a workers' compensation injury who reaches maximum medical improvement (MMI) will no longer be considered for TDA.

The period of time employed in a TDA will not count against the employee's FMLA leave entitlement or an employee's right to job restoration. However, the right of a FMLA eligible employee, who is performing TDA, to restoration to the same or an equivalent position based on the FMLA terminates upon expiration of the twelve (12-) month period used to determine the amount of available FMLA leave.

Employees on workers' compensation leave who are not eligible under the FMLA may be offered a TDA at the sole discretion of GALILEO SCHOOL FOR GIFTED LEARNING. In such a case, if a TDA is offered, an employee's failure or refusal to accept the position will be deemed to be a voluntary resignation. However, an employee may use any awarded paid leave if a TDA ends or if no TDA has been offered, or in lieu of taking a TDA.

NON-FMLA MEDICAL LEAVE

GALILEO SCHOOL FOR GIFTED LEARNING provides medical leaves of absence without pay to eligible employees who are not covered by FMLA and who are temporarily unable to work due to a serious health condition or disability. For purposes of this policy, serious health conditions or disabilities include inpatient care in a hospital, hospice, or residential medical care facility; and continuing treatment by a health care provider. Regular full-time employees are eligible for this benefit.

Eligible employees may request medical leave only after having completed 120 calendar days of service. Exceptions to the service requirement will be considered to accommodate disabilities.

Eligible employees should make requests for medical leave to their supervisors at least 30 days in advance of foreseeable events and as soon as possible for unforeseeable events.

A health care provider's statement must be submitted verifying the need for medical leave and its beginning and expected ending dates. Any changes in this information should be promptly reported to GALILEO SCHOOL FOR GIFTED LEARNING. Employees returning from medical leave must submit a health care provider's verification of their fitness to return to work.

Eligible employees are normally granted leave for the period of the disability, up to a maximum of 12 weeks within any 12-month period. Any combination of medical leave and family leave may not exceed this maximum limit. If the initial period of approved absence proves insufficient, consideration will be given to a request for an extension. Employees will be required to first use any awarded paid leave before taking unpaid medical leave.

Employees who sustain work-related injuries are eligible for a medical leave of absence for the period of disability in accordance with all applicable laws covering occupational disabilities.

Subject to the terms, conditions, and limitations of the applicable plans, GALILEO SCHOOL FOR GIFTED LEARNING will not continue to provide health insurance benefits for the full period of the approved medical leave.

Benefit accruals, such as vacation, sick leave, or holiday benefits, will be suspended during the leave and will resume upon return to active employment.

So that an employee's return to work can be properly scheduled, an employee on medical leave is requested to provide GALILEO SCHOOL FOR GIFTED LEARNING with at least two weeks advance notice of the date the employee intends to return to work. When a medical leave ends, the employee will be reinstated to the same position, if it is available, or to an equivalent position for which the employee is qualified.

If an employee fails to report to work promptly at the end of the medical leave, GALILEO SCHOOL FOR GIFTED LEARNING will assume that the employee has resigned.

FINANCIAL CONTROL POLICY (REV. 6/19/2018)

Financial Year

The financial and school year runs from July 1st through June 30th.

Budget

An income and expenditure Budget (which is used to plan and control funds) is agreed at the start of each year. The Budget is prepared by the School CEO, in consultation with the Budget and Finance Committee of the Board, and relevant staff members.

Checks

- a) The signatories to the bank accounts will be the school CEO and Michele Gill, School Board Chair. All signatories must be approved by the Board of Directors.
- b) The CEO and Michele Gill may sign checks up to the value of \$7,500.00 as long as they are in line with all budgets as set forth by the school board. Checks valued over \$7500.00 require dual signatures and board approval if they are not related to a previously approved budget expense. All checks will be processed by the Bookkeeper to assure compliance with Redbook is maintained.
- c) In no circumstances will blank checks be signed.

Expenditures

- a) Provided the expenditure is identified within the Budget, the Director and Bookkeeper are authorized to spend up to \$7,500 at any one time. Expenditures above that level require the approval of the School Board of Directors, again provided that it is within the Budget.
- b) Expenditures not identified in the budget require the approval of the Board Chair and CEO up to a maximum figure of \$7,500. Non budgeted expenditure over \$5,000 must be authorized in advance by the Board of Directors.

c) Personnel hires are exempt from this policy; the School CEO has the authority to hire personnel after informing the Chair of the Board. Board approval of hires is not necessary for the hire to take place.

Authorization of Expenditure

The authorization process will be in two stages:

a) Ordering the goods or services, i.e. committing the expenditure.

The Director and Bookkeeper are authorized to commit expenditure that has been included in the approved budget.

b) Authorizing the payment

This will involve confirming that the order has been appropriately placed, checking that the goods or services have been received and that the price or cost on the invoice or bill is in accordance with the order. The order, delivery note and invoice should be signed for by the person who can confirm that the goods or services have been received and should then be authorized by either the CEO or the Bookkeeper after satisfying themselves that the invoice, bill etc. is in accordance with the order. All the documents should then be given to the business manager, the check to be drawn so that the payment can be made by the due date.

FRANCHISING THE GALILEO SCHOOL CONCEPT

The charter application may be shared with schools that inquire but any affiliation/partnership with other potential charter schools is opposed.

GIFT POLICY

Teachers and school staff cannot accept any gifts from parents or stakeholders over \$100 per family per year, either in kind or cash. Any material gifts over the specified amount may be donated to the school and will be registered as part of school inventory, rather than the property of any one teacher. Further, the donor releases all rights of ownership to the property upon its donation. All cash gifts over \$100 must be donated to the general school fund for use at the Principal's discretion.

GRANT POLICY

All grants procured by Galileo employees in connection with educational duties at Galileo become property of Galileo.

INTERNET SAFETY (ADOPTED 9/18/2023)

1. Purpose. Galileo School for Gifted Learning – Riverbend Campus (the “School”) recognizes the value of electronic devices and the internet to improve student learning and enhance school administration and operations. However, the internet is an unregulated vehicle for communication, and information and interactions on the internet can pose certain risks to students and staff members. Therefore, the Governing Board adopts this policy governing the use of school networks to comply with Florida law and State Board of Education rules, and to provide rules for students and employees accessing such networks.

2. General Requirements for Users. It is the policy of the School to maintain an environment that promotes ethical and responsible conduct in all online network activities by staff and students. It shall be a violation of this policy for any employee, student, or other individual to engage in any activity that does not conform to the established purpose and general rules and policies of the network. Users on any network operated by the School shall comply with the following requirements:

- a) All use of a network must be in connection with education and research, or in the case of employees, related to the employee’s job functions.
- b) Users shall not access any content that is prohibited under this policy or under the law.
- c) Users are prohibited from using the School’s networks for any illegal or unethical purposes, including infiltrating or hacking the School’s systems or any outside systems.
- d) Users shall not utilize the School’s networks for personal gain or personal business.
- e) Users shall not install any unauthorized software or programs on any School-owned electronic device or network.
- f) Users shall not destroy, delete, or modify any School-owned devices or software unless authorized to do so.
- g) Users shall not utilize the School’s networks to engage in harassment, discrimination, cyberstalking, cyberbullying, or obscene behavior.
- h) Users will avoid clicking unknown links or accessing webpages and other content that may contain malware, spyware, ransomware, or other malicious software.
- i) If any user accesses prohibited content or downloads potentially malicious software, the individual must immediately report the incident to their teacher, in the case of students, or to the Principal, in the case of staff members.

3. Requirements for Student Users. The following requirements apply to the use of the School’s networks by students:

- a) Student internet and technology sessions must always be supervised by a teacher or other staff member.
- b) Students may only use technology or access the internet when expressly instructed by a teacher for educational purposes.
- c) Staff members who supervise students, control electronic equipment, or otherwise have occasion to observe student use of school-provided technology

or internet access shall make reasonable efforts to monitor student use to assure that it conforms to the requirements of this policy and the law.

- d) Staff must make reasonable efforts to become familiar with the internet and its use so that effective monitoring, instruction, and assistance may be achieved.

4. Prohibited Uses. It is strictly forbidden for any users to access online content that is lewd, pornographic, scandalous, obscene, illegal, hateful, objectionable, inappropriate, or that otherwise does not comply with the requirements of this policy.

5. Social Media Platforms. As a general rule, the School's networks may not be used by any person to access social media platforms. In limited circumstances, students may be permitted to access social media platforms when expressly directed by a teacher to do so and solely for educational purposes. Staff members may also access social media accounts that are maintained on behalf of the School and related to the staff member's job duties. Prior to requiring students to use online content, staff must confirm that the content is not blocked by the student internet filter. Staff may make a request to their supervisor that blocked content or social media platforms be reviewed and temporarily unblocked for educational purposes. Notwithstanding the foregoing, under no circumstances may any employee or student access TikTok or any other platforms prohibited by Florida's Department of Management Services while on school grounds or participating in a school activity. Additionally, the use of TikTok to communicate or promote the School, a School-sponsored club, extracurricular organization, or athletic team is prohibited.

6. Online Messaging Platforms. Students are only permitted to utilize sanctioned email, chatrooms, and online messaging platforms while at the School or as part of School activities and only when permitted by a staff member as part of the educational program. Students should be made aware of the potential dangers posed by communicating with unknown individuals on the internet and such communications are strictly prohibited.

7. School's Responsibilities. In order to ensure network safety and enforce the provisions of this policy, the School's administration will implement the following measures:

1. Provide internal and external controls as appropriate and feasible that restrict access to content, including implementing a network filtering system that is designed to block access to prohibited or restricted content on the School's networks and on any School-issued device. Access to content should be limited to age-appropriate subject matter and materials. Access to websites, web or mobile applications, or software that does not protect against the disclosure, use, or dissemination of students' personal information in accordance with Rule 6A-1.0955, F.A.C., will be prevented.
2. Monitor the use of online activities and electronic devices. This may include real-time monitoring of network activity and/or maintaining a log of internet activity for later review.
3. Remove or revoke privileges for any user that poses a threat to the safety and security of the network or to any person.
4. Retain the ability to remotely remove any prohibited application from any School-issued device.

5. Restrict access to social media platforms, applications prohibited by the Department of Management Services, and any other destination that does not adequately protect student information.
6. Make reasonable efforts to train staff and students in acceptable use and policies governing use of the School's networks and devices.
7. Contract only with service providers and operators of websites, online services, or online applications that comply with all state and federal laws governing the disclosure of confidential student information.

8. Violations. Use of electronic devices and networks provided by the School is a privilege. To maintain the privilege, all users agree to learn and comply with the provisions of this policy. Violations of this policy may result in revocation of network access rights and further disciplinary action. Students that violate this policy will be disciplined in accordance with the Code of Student Conduct. Staff members that violate this policy will be subject to disciplinary action up to and including termination. Any criminal activity will be reported to law enforcement.

9. Parental Notification. A copy of this policy shall be made available on the School's website and incorporated into the School's Parent & Student Handbook to fully inform parents.

INVOLUNTARY EXAMINATION (ADDED AUGUST 2021)

Senate Bill 590, effective July 1, 2021, amended Section 1002.33(9)(q), Florida Statutes, relating to involuntary examination and reporting procedures applicable to charter public schools. Below is a sample policy which can be adopted by charter public schools in addressing and complying with this Statute amendment.

POLICY REGARDING INVOLUNTARY EXAMINATIONS

I. Reasons for Involuntary Examination

Pursuant to Section 394.463(1), Florida Statutes, a person may be taken to a receiving facility for involuntary examination if there is reason to believe that the person has a mental illness and because of his or her mental illness:

(a)1. The person has refused voluntary examination after conscientious explanation and disclosure of the purpose of the examination; or

2. The person is unable to determine for himself or herself whether examination is necessary; and

(b)1. Without care or treatment, the person is likely to suffer from neglect or refuse to care for himself or herself; such neglect or refusal poses a real and present threat of substantial harm to his or her well-being; and it is not apparent that such harm may be avoided through the help of willing family members or friends or the provision of other services; or

2. There is a substantial likelihood that without care or treatment the person will cause serious bodily harm to himself or herself or others in the near future, as evidenced by recent behavior.

II. Required Communication from Charter School

In the event a charter school principal or the principal's designee attempts to remove a student from school, school transportation, or a school sponsored activity to be taken to a receiving facility for an involuntary examination, the charter school principal or the principal's designee shall make a reasonable attempt to notify the parent or legal guardian of the student **prior** to the student's removal.

For purposes of this policy, "a reasonable attempt to notify" means the exercise of reasonable diligence and care by the principal or the principal's designee to make contact with the student's parent, guardian, or other known emergency contact whom the student's parent or guardian has authorized to receive notification of an involuntary examination.

At a minimum, the principal or the principal's designee must take the following actions:

- a. Use available methods of communication to contact the student's parent, guardian, or other known emergency contact, including but not limited to, telephone calls, text messages, e-mails, and voice mail messages following the decision to initiate an involuntary examination of the student.
- b. Document the method and number of attempts made to contact the student's parent, guardian, or other known emergency contact, and the outcome of each attempt.

A principal or his or her designee who successfully notifies any other known emergency contact may share only the information necessary to alert such contact that the parent or caregiver must be contacted. All such information must be in compliance with federal and state law.

III. Delayed Communication from Charter School

The principal or the principal's designee may delay notification for **no more than 24 hours** after the student is removed if:

- a. The principal or the principal's designee deems the delay to be in the student's best interest and if a report has been submitted to the central abuse hotline, pursuant to s. 39.201, based upon knowledge or suspicion of abuse, abandonment, or neglect; or
- b. The principal or the principal's designee reasonably believes that such delay is necessary to avoid jeopardizing the health and safety of the student.

Before a principal or his or her designee contacts a law enforcement officer, he or she must verify that de-escalation strategies have been utilized and outreach to a mobile response team has been initiated unless the principal or the principal's designee reasonably believes that any delay in removing the student will increase the likelihood of harm to the student or others. This requirement does not supersede the authority of a law enforcement officer to act under s. 394.463.

IV. Parental Rights

Parents of charter school students have a right to timely notification of threats, unlawful acts, and significant emergencies pursuant to Sections 1006.07(4) and (7), Florida Statutes. Parents of charter school students also have a right to access school safety and discipline incidents as reported pursuant to Section 1006.07(9), Florida Statutes.

V. Conflict of Law

This policy is intended to supplement Section 394.463 & 1002.33(9)(q), Florida Statutes. If there is any provision of this policy which conflicts with and Florida Statute, the Florida Statute shall control.

LIABILITY FOR TEACHERS CONDUCTING AFTERSCHOOL ACTIVITIES (Rev. 6/19/2018)

Specials and current teachers, subject to Principal approval, will accept liability if they want to conduct after school activities for a fee. Teachers may provide free tutoring services on campus for students in need. When there is a private arrangement of tutoring services between teacher and parent where money is exchanged, the tutoring must occur off campus.

LOTTERY POLICY AND PROCEDURES (REV. 12/6/2016; 10/19/2020, 2/23/2023)

Enrollment at the Galileo School is determined by a random lottery. Lottery Applications will become available in January of each year and a spring deadline will be set for applications to be turned in. The application deadline will be posted on the school's website and via the school's Facebook fan page. The children of parents who submit completed applications will be eligible for enrollment at the school. Only four categories of students are eligible for preferential treatment, in order of priority:

1. Children of governing board members (priority given to siblings of currently enrolled students).
2. Children of employees at the Galileo School (priority given to siblings of currently enrolled students).
3. Siblings of children enrolled, or selected to be enrolled, at the school.
4. Children attending the Galileo VPK.
5. 4. Seminole County Residents

Controlled Open Enrollment – Students who wish to apply to Galileo and are not residents of Seminole County, and have not been subject to a current expulsion or suspension from another Florida county, may submit applications beginning in January, 2017 for the 2017-2018 school year (1002.31 F.S.). Applications must be received by the deadline posted on the Galileo Website. After considering maximum class size pursuant to s.1003.03(4), F.S., and after all Seminole County student applicants have been placed, other applications from out- of- county students will be placed in a separate lottery using the Lottery Procedures outlined below and assigned any remaining open seats at Galileo. Per the Galileo School for Gifted Learning Charter, at no time should a student who does not have enrollment preference from outside Seminole County have preference in the lottery over a student who resides in Seminole County.

Lottery Procedures: There will be a separate lottery conducted for each grade level. The selection process will be conducted one grade level at a time. An online random number

generator that best fits our needs will be used to generate the numbers. All applicants will be assigned a number separated by grade. A Galileo employee or designated representative will run the computer program to generate the numbers. As each number is drawn, by grade, students will be ordered on the waiting list in the sequence that they were drawn. That order will be used to determine placement for any vacancies by grade. If a student has a sibling, then the sibling will receive preference for the grade level to which he or she is assigned. Names will be drawn until all the names have been exhausted. They will be added to a lottery-derived waitlist once all available slots have been filled.

If the school becomes oversubscribed and enrollment openings occur, and no students remain on the lottery-derived waitlist, then the Galileo School will announce a second due date for applications and hold an additional lottery, as necessary, to keep the school fully enrolled.

Initial offers of enrollment will be sent to families via phone and email. Subsequent offers will be delivered via email or phone. Written notice of acceptance must be received within two days of receipt of the notification. Enrollment is not complete until registration packets are submitted to the school by the posted deadline. Families who decline enrollment or neglect to submit their registration packets on time will forfeit their spot in the Galileo School.

Middle School Lottery Policy

The Galileo Middle School will open the enrollment to any interested current Galileo 5th grade students in January of each year. Parents of those students will submit a lottery application by March 1st. The children of parents who submit completed applications will be eligible for enrollment at the school. If the number of current pupils who wish to attend the Galileo Middle School exceeds the school's capacity, the school will hold a lottery for current students at a publicly announced school meeting, such as a Board meeting or PTA meeting. The School Principal, and one other school employee or Board member, will conduct the lottery.

After the first lottery of current Galileo students is conducted, any vacancies will follow the Galileo Lottery Policy and will be opened to the general public. Lottery results will be recorded and filed in each student's enrollment application folder. The enrollment date will be posted on the school's website and via the school's Facebook fan page.

Only four categories of students are eligible for preferential treatment, in order of priority:

1. Children of governing board members (priority given to siblings of currently enrolled students).
2. Children of employees at the Galileo School (priority given to siblings of currently enrolled students).
3. Siblings of children enrolled, or selected to be enrolled, at the school.
4. Children attending the Galileo VPK program.
5. Seminole County Residents

MEDICAL EMERGENCIES

Teachers are to use their best judgment during medical emergencies. If the situation cannot wait for clinic personnel, teachers are to call 911 immediately. If there is a question, call the front office and speak with the Principal, Assistant Principal, or the Office Manager. Always notify the front office if you have called 911.

NAME DEVIATION (ADOPTED 9/18/2023)

This policy adopted by The Galileo School Foundation, Inc. (the "School") provides the procedures for a student to be called a name other than the name on their birth certificate. The School will abide by all laws and administrative rules concerning student records, as they are amended from time to time.

1. **Procedures.** Pursuant to Florida Administrative Code Rule 6A-1.0955, *Education Records*, A parent or legal guardian that seeks to change the name of a student already enrolled in the School must submit the Name Deviation Request form, providing consent for their child to use an alternate name at school. A Parent may obtain a Name Deviation Request Form by requesting a copy from the School. The Parent must return the form either in person to the front office, or by e-mailing a signed copy to [\[E-Mail\]](#).

The School retains discretion to decline to use a name not appearing on a student's birth certificate notwithstanding a Name Deviation Request for any reason. Name Deviation Requests must be school-appropriate and reasonable. The School may request a meeting with the parent or legal guardian to discuss a Name Deviation Request. Name Deviation Request decisions made by the School are final.

2. **Parental Notification.** This policy shall be incorporated into the School's Student & Parent Handbook to properly inform Parents.

NONDISCRIMINATION

Galileo School for Gifted Learning is committed to providing an educational and work environment that is free of all forms of harassment and discrimination. No student, parent, employee, or citizen shall be subjected to discrimination or harassment in any program or activity, employment or conditions of employment, admission or access, and/or policies and practices based on race, color, national or ethnic origin, gender, disability, marital status, age, religion, political or religious beliefs or any other basis prohibited by law. Additionally, any individual who feels that they are experiencing harassment or discrimination should not be subjected to any form of retaliation for filing a complaint regarding alleged discrimination or harassment. If a student, parent, employee, or citizen feels they have experienced harassment or discrimination, they should follow the identified process below in order to rectify the concern.

Step 1: An allegation of discrimination or harassment should first be reported to the building principal in writing. If the building principal is involved in the complaint, the written complaint should be instead filed directly with the Galileo Board Equity Officer. In either case, a

conference with the individual filing the complaint will occur within 5 work days. A resolution will be proposed at the conclusion of the conference.

Step 2: If the grievance is not resolved at the initial conference, the Galileo Board Equity Officer will conduct an investigation of the complaint in conjunction with the Galileo Office Manager. The investigator will notify all individuals involved in the complaint of the allegations and investigation and will remind them that they are prohibited from any retaliation due to the complaint. Within 30 days of the complaint being filed, the Galileo Board Equity Officer must complete his/her investigation and recommend a resolution.

Step 3: If the individual making the complaint is not satisfied with the resolution proposed by the Galileo Board Equity Officer at Step 2, he/she may appeal to the Galileo Board Equity Officer in writing. At that time, the complaint will be turned over to the Galileo Board for review who will render a decision that either dismisses the complaint or initiates corrective action.

PARENT CODE OF CONDUCT

Maintaining a warm, nurturing environment for children, parents and staff is a mutual effort and just as there are expectations for appropriate staff conduct. As a child's first teacher, a parent has tremendous impact and influence in shaping the child's academic performance and behavioral conduct. We expect all parents and guardians at our school, to model appropriate behavior and to be good examples to our school community.

Parents/Guardians have the right:

- to send their children to a school with an environment where learning is prized.
- to expect classroom disruptions to be dealt with fairly, firmly and quickly.
- to expect the school to maintain high academic standards.
- to review the child's academic progress and other pertinent information which may be contained in the student's personal records.
- to be informed of children's successes, problems, or failures.
- to be informed as to the materials and subjects to be covered in each course and as to how parents/guardians can assist the student in mastering these materials.
- to address the grievances concerning their child and to receive a prompt reply for any alleged grievance.

Parents/Guardians have the responsibility:

- to instill in their children the value of an education.
- to instill in their children a sense of responsibility.
- to help children understand that disruptions in the school are detrimental to the educational program for all students.
- to become familiar with the educational program and the procedures.

to inform children about the disciplinary procedures of the school and emphasize the importance of following it.

to see that children attend school regularly and promptly.

to determine the facts of any situation before passing judgment.

to recognize that school personnel must necessarily concern themselves with education.

to support the efforts of the school personnel by working with their own children on school endeavors.

to demonstrate respect for the teachers, administrators at school, and all school related activities.

to see that children exhibit neatness and cleanliness in their personal attire and hygiene.

to be an active member of the educational process.

Follow the school protocol for handling complaints by first seeking a resolution with the staff member involved in a positive and professional manner.

The following behaviors are not acceptable:

- Cursing or swearing when speaking with staff, children or other parents
- Using violence or acting in any way that causes staff, children or other parents to feel threatened
- Smoking on school property
- Quarreling with other parents or staff
- Interfering with staff doing their job
- Violating our confidentiality policy—talking to parents about other children or parents
- Physical or verbal punishment of your children or other children while at school
- personal attacks and/or verbal disparaging on any member of the Galileo community including administration, staff, teachers, students or parents

If you have a concern to discuss concerning your child, this is the procedure you should follow;

- Set up an appointment with the teacher
- Please do not attempt to confront a teacher during school or in public areas. Meetings of this nature do not promote resolution and for privacy reasons teachers are not permitted to discuss your child's information with others.

What can a parent do if they feel the meeting with the teacher does not provide a satisfactory resolution?

- Set up an appointment to meet with the Principal (may include teacher and/or lead teacher) to discuss the situation.
- At this meeting, the appropriate next step can be determined.
- Every effort should be made to resolve the problem at this level.

What can a parent do if they feel the meeting with the Principal does not provide a satisfactory resolution?

- Call and set up an appointment to meet with the Chairman of the Board of the Galileo School to discuss the situation.

These steps are in place to assure that the appropriate action can take place at the appropriate level.

Not following any of these rules and procedures may bring about a warning and probation to the parent by the Principal. If there are subsequent issues the Principal will send a complaint to the Board, and the Board may vote to suspend the parent from any committees, refuse the parent from unescorted entry to the school, and/or limit the parent from any activities at the school.

PROCUREMENT POLICY

No employee, officer, or agent of the school shall participate in the selection or in the award or administration of a contract if a conflict of interest, real or apparent, would be involved. Such a conflict could arise if the employee, officer or agent; any member of his/her immediate family; his/her partner; or an organization which employs or is about to employ any of the above, has a financial or other interest in the firm selected for award.

No officer, employee or agent of the school shall solicit or accept gratuities, favors or anything of monetary value from contractors or firms, potential contractors or firms, or parties to sub-agreements, except where the financial interest is not substantial or the gift is an unsolicited item of nominal intrinsic value.

The CEO, director, or supervisor of each department or agency of the school shall be responsible for procurement of services, supplies, equipment, or construction and shall review all proposed procurement actions to avoid the purchase of unnecessary or duplicative items. Such reviews shall consider consolidation or breaking out to obtain a more economical purchase. When determined appropriate by the CEO or supervisor, an analysis to determine which approach would be the most economical shall be undertaken.

The procurement process shall be carried out in a manner that provides maximum free and open competition. Procurement procedures will not restrict or eliminate competition. The school shall not place unreasonable requirements on firms in order for them to qualify to do business. Nor will the school encourage or participate in noncompetitive practices among firms.

Small Purchase Procedures. Relatively simple, informal procurement procedures will be used where the purchase of materials, supplies, equipment, and/or other property will not cost individually more than \$25,000. The procurement officer must obtain a minimum of three oral or written price or rate quotations from qualified sources. Documentation on all quotations received (whether oral or written) shall be made a part of the file.

Individual Purchases Exceeding \$25,000. A formal bid process will be required for all individual purchases in excess of \$25,000. Including, but not limited to, a sealed bid process.

PROTECTION OF STUDENT INFORMATION IN CONNECTION WITH ONLINE EDUCATIONAL SERVICES

This is the Policy on Protection of Student Information in Connection with Online Educational Services of THE GALILEO SCHOOL FOUNDATION, INC. (the “School”). This policy is implemented to comply with the requirements of Rule 6A-1.0955(9), Florida Administrative Code, the Family Educational Rights and Privacy Act (“FERPA”), the Children’s Online Privacy Protection Act (“COPPA”) and other relevant laws.

1. **Purpose.** This policy is intended to protect the personally identifiable information (“PII”) of students when students are required to use online educational services, including to provide protections against potential misuse of PII, data mining, or targeting for marketing and other commercial purposes.
2. **Review of Online Educational Services.** All online educational services that students or their parents are required to use as part of school activities must be reviewed and approved as described herein, regardless of whether the online educational service is free, whether use of the online educational service is unique to specific classes and courses, or whether there is a written agreement governing student use. The Principal or their designee must review each online educational service’s terms of service and privacy policy to ensure compliance with state and federal privacy laws, including FERPA, COPPA, 15 U.S.C. §§ 6501-6506, Section 1002.22, Florida Statutes, and all applicable implementing regulations (the “Applicable Laws”). The Principal or designee must determine whether the online educational service provider will collect PII, how it will be used, when and how it will be destroyed, and the terms of re-disclosure, if any.
3. **Approval of Online Educational Service.** If a teacher or other employee at the School intends to utilize an online educational service as part of a school activity, they must first submit a request to the Principal or their designee for review and approval. No online educational service may be utilized for any school activity unless it has been reviewed and approved. Following the review described above, the Principal or their designee must approve or deny the use of the online educational service. The Principal or designee reserves the right to deny the use of any online educational service for any reason, including if the online educational service is determined to have policies or practices that could lead to the misuse of student PII or violate the Applicable Laws. The Principal or designee may also approve the use of an online educational service subject to parental consent, as described in more detail below. The Principal or designee will maintain documentation related to the approval or denial of all online educational services. Nothing herein is intended to supersede the authority of the Governing Board to approve the use of an online educational service to the extent such approval is required by any other policy of the School.
4. **Parental Notification and Consent.** Parents must be notified in writing if student PII will be collected by an online educational service, including what PII will be collected, how it will be used, when and how it will be destroyed, and the terms of re-disclosure, if any. This notification should be sent to parents at the beginning of the school year, or prior to

students utilizing the online educational service if it is implemented after the start of the school year. If during the review process or at any time thereafter it is determined that an online educational service will share or sell student PII for commercial purposes, school personnel shall be strictly prohibited from allowing students to utilize the online educational service in any school activity without having first obtained written parental consent.

5. **Notification.** For any online educational service that a student is required to use, the School will provide notice on its website of the PII information that may be collected, how it will be used, when it will be destroyed, and the terms of re-disclosure, if any. This notice will also include a link to the online educational service's terms of service and privacy policy, if publicly available.

PUPIL PROGRESSION PLAN

The Galileo School Board follows the Seminole County Public Schools Pupil Progression Plan.

PURCHASING POLICY

The chair of the Board of Directors can purchase up to \$200 without board approval. Beyond \$200, the Board must approve.

REIMBURSEMENT POLICY FOR DIRECTOR, TEACHER, STAFF, BOARD EXPENSES

- I. Written approval must be received by the CEO in advance.
- II. Submit copies of all receipts for reimbursement.
- III. Travel must have written approval by the CEO in advance. Teachers are responsible for making their own travel arrangements. There will be no cash advances and payment will be based on reimbursement.
- IV. Each teacher will have their own classroom budget. They will have to have written approval in advance by the CEO and will be reimbursed. The CEO will set the policy for reimbursement in a timely fashion.

RESEARCH PROTOCOL

The Galileo School is pleased to partner with researchers wishing to conduct human subjects research that is *mutually beneficial* to both the researcher and the Galileo School for Gifted Learning. The general guidelines and procedures for review of human subjects research and the application to conduct human subjects research at Galileo are found at http://www.galileogiftedschool.org/site_res_view_folder.aspx?id=64355961-311d-4a82-956f-b842f22ebcb4

RETENTION POLICY

The school progression plan to which Galileo adheres will include the mandatory third grade retention policy.

SCHOOL BATHROOMS, LOCKER ROOMS, AND DRESSING ROOMS

This is the Policy on School Bathrooms, Locker Rooms, and Dressing Rooms of THE GALILEO SCHOOL FOUNDATION, INC. (the “School”). This policy is implemented to comply with the requirements of Rule 6A-10.086, Florida Administrative Code, Chapter 1014, Florida Statutes, and other relevant laws.

- 1. Purpose.** This policy is intended to inform parents of how bathrooms, locker rooms, and dressing rooms are designated by the School, and to ensure the health, safety, and welfare of students when utilizing bathrooms, locker rooms, and dressing rooms.
- 2. Policy.** It is the policy of the School that all students, faculty, personnel, and guests of the School will use bathrooms, locker rooms, and dressing rooms that correspond with the individual’s biological sex at birth. This means individuals whose designated sex at birth was male will be required to use those bathrooms, locker rooms, and dressing rooms designated for men, and individuals whose designated sex at birth was female will be required to use those bathrooms, locker rooms, and dressing rooms designated for women. Individuals may also use single occupancy bathrooms that are gender neutral. Students are not permitted to utilize bathrooms that are designated exclusively for the school faculty. In enforcing this policy, school personnel may reasonably rely upon representations made or documentation provided by the parent or guardian at initial enrollment, or such other records available to the administration. In the event of any inconsistency in the student’s records, the administration reserves the right to request additional documentation from the parent or guardian to verify the student’s biological sex at birth. This policy shall at all times be construed in accordance with state and federal law.
- 3. Privacy of Information.** In carrying out this policy, school personnel are required to maintain the privacy of all educational records as set forth in Section 1012.22, Florida Statutes, and to respect the privacy interests of all students and parents.
- 4. Parental Notification.** A copy of this policy shall be made available on the School’s website and incorporated into the School’s Parent & Student Handbook to fully inform parents.

SCHOOL COLORS

School colors will be green and blue.

SCHOOL SAFETY (ADOPTED 9/18/2023)

This is the School Safety Policy/Plan of The Galileo Foundation, Inc. (“Galileo School for Gifted Learning – Riverbend Campus”) This policy is intended to comply with the requirements of the Marjory Stoneman Douglas High School Public Safety Act (as amended), Rule 6A-1.0018, Florida Administrative Code, Rule 6A-1.0017 Florida Administrative Code, and other relevant laws. This policy shall be considered confidential and exempt from disclosure under the Public Records Act, pursuant to Section 119.071(3), Florida Statutes.

1.) School Safety Specialist

The Principal shall either serve as or designate a staff member to serve as the School Safety Specialist for the school. The identity of this person should be reported annually to the Governing Board. The School Safety Specialist is required to attend trainings regarding school safety procedures from the district and state. The individual shall also serve as a member of the Threat Assessment Team and shall be the point of contact for the Seminole County School District School Safety Specialist.

2.) Emergency Procedures (Active Assailant Response Plan)

Galileo School for Gifted Learning - Riverbend Campus has adopted Emergency Procedures which are incorporated by reference in Exhibit A. All school personnel must be trained annually on the protocols set forth in the Emergency Procedures no later than October 1 of each year.

3.) Safe School Plan

Galileo School for Gifted Learning - Riverbend Campus currently submits a Safe School Plan annually to Seminole County School District. The Safe School Plan is attached hereto as Exhibit “B” and made a part of this policy.

4.) Threat Assessments

Galileo School for Gifted Learning - Riverbend Campus will utilize the “Behavioral Threat Assessment Policies and Best Practices” for purposes of establishing procedures for the School Threat Assessment Team (STAT). A copy of the Behavioral Threat Assessment Policies and Best Practices is attached hereto as Exhibit “C” and made a part of this policy. This policy should be referenced for all questions related to composition of the STAT, training for STAT members, recordkeeping, and procedures for conducting threat assessments and providing ongoing monitoring for identified threats.

5.) Parent Notification and Access to Information

Parents of charter school students have a right to the timely notification of threats, unlawful acts, and significant emergencies. If there is a threat to the health and safety of students and faculty on school grounds, during school transportation, or during school-sponsored activities, the Principal, or a designee, will provide parents with timely notification of the incident. In the case of an imminent threat of harm to students, including an active assailant incident or hostage situation, notification to parents must be made as soon as practicable. Such notification should be made in consultation with local law enforcement and first responders in order to avoid compromising the safety of students and the efficacy of the emergency response and investigation.

The extent of the information provided in the notice will depend on the individual circumstances of the event. In determining the content of notifications to parents, school personnel must consider including specific information about the threat or incident necessary to inform parents and safeguard the community as determined by the threat assessment team or the Principal. Such information may include the date and time of the incident, the location and nature of the threat or incident, how and whether the threat or incident was resolved, a description of the suspect (where applicable), crime prevention and safety tips, and crime and threat reporting information. Notifications must be made in accordance with the Family Educational Rights and Privacy Act (FERPA), 20 U.S.C. s. 1232g, 34 C.F.R. Part 99, and Section 1002.22, F.S.

Examples of unlawful acts and significant emergencies requiring notification to parents, include, but are not limited to:

- Fires
- Natural emergencies, including hurricanes, tornadoes, and severe storms
- Active assailant and hostage situations
- Bomb threats
- Weapons possession or use when there is intended harm toward another person
- Murder, homicide, or manslaughter
- Sex offenses, including rape, sexual assault, or sexual misconduct with a student by school personnel
- Exposure as a result of a manmade emergency
- Specific and articulable threats of harm against an individual or individuals
- Other significant events

Reunification. Employees should follow the reunification procedures set forth in the Emergency Procedures.

6.) SESIR

School Environmental Safety Incident Reporting (SESIR) will be implemented with fidelity throughout the school year in accordance with Rule 6A-1.0017, Florida Administrative Code. SESIR incidents that require a SESIR report pursuant to the rule will immediately be reported to the School Resource Officer or to another Law Enforcement Officer. The Principal or designee will be responsible for reporting each SESIR incident and will undergo the required SESIR reporting training. Pursuant to Section 1002.33(9)(r)2., Florida Statutes, parents of charter school students have a right to access school safety and discipline incidents as reported through SESIR.

7.) Involvement of Law Enforcement

In the event of an imminent threat or actual occurrence of harm to any persons in the school community, the Principal or their designee will immediately contact law enforcement and notify them of the incident. The administration will also consult with law enforcement for all Level I and Level II SESIR offenses, as identified in Rule 6A-1.0017, Florida Administrative Code.

This is not intended to limit the authority of school personnel to involve law enforcement in any matter relating to a suspected or actual violation of the law or in any other circumstance warranting the involvement of law enforcement.

8.) Safe-School Officer

The school shall comply with Section 1006.12, Florida Statutes, and ensure that a safe-school officer is present on campus during the school day when the campus is open for instruction. Galileo School for Gifted Learning - Riverbend Campus has adopted a separate Guardian Policy which addresses the requirements for Guardians, which is incorporated herein as Exhibit "E."

9.) FortifyFL

Galileo School for Gifted Learning - Riverbend Campus will adequately promote the use of FortifyFL, the mobile suspicious activity reporting tool operated by the State of Florida. The Principal or their designee will ensure that there is a FortifyFL link on the school's website, at least two newsletters per year will make reference to the service, and posters will be made available on the community bulletin board. In addition, the application will be installed on all mobile devices issued to students, and the site will be bookmarked on all computer devices issued to students. The Board will designate one or more persons who are authorized to receive tips through FortifyFL and ensure that accurate and up-to-date contact information is timely maintained in the FortifyFL database.

10.) Mobile Panic Alert System

The Principal or their designee shall annually review options for a mobile panic alert system and ensure that the system is installed, and that appropriate staff members are trained in the use of the system. The Principal or their designee will work with emergency services to ensure the system is set up and operating appropriately. The mobile panic alert system will meet the requirements set forth in Section 1006.07(4)(c), Florida Statutes. The mobile panic alert systems must include mobile devices placed throughout the school campus. In determining the number and placement of devices needed to afford all staff members the ability to silently and easily activate the panic alert in the event of an on-campus emergency, the school must consider using a combination of fixed panic alert buttons, mobile and desktop applications, landline phone capabilities, and wearable panic alerts (such as on a lanyard).

11.) Florida Safe Schools Assessment Tool (FSSAT)

In order for the Seminole County School District School Safety Specialist to complete the school security risk assessment at the school, school personnel will cooperate with the School Safety Specialist' requests for information and access. The Board and administration must ensure that any information needed for required reporting of safety information within FSSAT is timely provided to Seminole County School District according to their policies, as necessary. The school will also cooperate with the Seminole County School District School Safety Specialist in allowing first responders and public safety agencies to tour the campus every three years to provide recommendations related to school safety.

12.) Emergency Drills

The School Safety Plan will clearly document the procedures and details for drills and emergency evacuations. All students and staff members shall be made aware of the plan. Maps

highlighting the escape routes for fire drills will be posted in all school rooms and provided to students and staff if requested.

- **Requirements for Drills.** All persons on the campus during an emergency or fire drill must participate in the drill. During emergency drills, fire drills, and during actual emergencies, Galileo School for Gifted Learning - Riverbend Campus staff will use plain language to communicate the nature of the emergency and instructions to students and staff. Plain language means communication that can be understood by the intended audience, which is free of coded language, jargon, and acronyms, and meets the purpose of the communicator. Galileo School for Gifted Learning - Riverbend Campus will vary the conditions of emergency drills and fire drills. Drills must be held at both expected and unexpected times and under varying conditions that require school staff, students, and building occupants to take protective actions based on the specific circumstances of the simulated incident. The time of day in which emergency drills and fire drills are held must be varied. In setting the drill schedule, the Galileo School for Gifted Learning - Riverbend Campus administration must consider drills beginning at nonstandard times, such as within an hour of the start of the school day, during lunch, when students are between classes, or within an hour of the end of the school day. Emergency drills and fire drills must test all applicable functions included in the threat scenario, such as panic buttons, participant movement (lockdown, shelter-in-place, or evacuation), simulated communications with first responders, notification to parents, and appropriate protective actions, such as turning off lights, and covering windows. Emergency drills and fire drills must be conducted in accordance with developmentally appropriate and age-appropriate procedures.
- **Frequency:** Fire drills must be completed monthly or as often as otherwise required under Florida's Fire Prevention Code. Galileo School for Gifted Learning - Riverbend Campus will conduct six (6) emergency drills every school year that are nonconcurrent with fire drills. One (1) emergency drill must take place within the first ten (10) days of the beginning of the school year, and the remaining drills must take place at least every forty-five (45) days that school is in session. Four (4) of the six (6) emergency drills must address active threats. The remaining two (2) drills must address other emergency events, such as severe weather, natural disasters, hazardous materials, or reunification. Law enforcement officers must be physically present on each school campus and directly involved in the execution of active assailant emergency drills, unless their presence is determined to be unnecessary by the sheriff.
- **After Action Reports:** An after-action report must be completed following each emergency drill and fire drill. After-action reports must identify the type of drill, location and date of the drill, participants, and involvement of law enforcement or other public safety agencies. In addition, the after-action report must describe actions taken by participants, must analyze areas of success and areas where improvement is needed, and include input from public safety agencies and a plan for corrective action. After-action reports must be submitted to the Seminole County School District School Safety Specialist for review fifteen (15) calendar days following drill completion, or as otherwise required by Seminole County School District.

13.) Hurricane Closures

The organization will follow the same emergency closures as Seminole County School District. Parents should monitor local news outlets during inclement weather. If the public schools are closed, Galileo School for Gifted Learning - Riverbend Campus will also be closed. In the event that multiple closures occur and time must be made up, school days will be added according to the adopted amended school calendar by the school's governing board.

14.) Submission of Documents to District

All relevant forms and documents may be found in the Emergency Binder at the front desk. Galileo School for Gifted Learning - Riverbend Campus will timely submit all required documentation related to school safety, including, but not limited to, the following:

1. FSSAT plan submitted annually to the state.
2. Annual Safe School Plan for Evacuations provided to Seminole County School District, by submitting in Charter Links, by prescribed due date.
3. Annual Student Crime Watch Program- *FortifyFL* 1006.07(3) F.S., and compliance with posting requirements, 943.03, provided to Seminole County School District.
4. First Responder/ Law Enforcement Agency Tour of school site (every 3 years-due May 30, 2022—next due date 24-25 SY. 1006.07(6)(a)(4) F.S) provided to Seminole County School District.
5. Annually schedule and conduct periodic testing of Communications Systems, 006.07 (4)(c) F.S. Submit Communication Test to Seminole County School District.
6. Annual Seminole County School District Weapon Use, Hostage, and Active Assailant Situation Training each year with local Law Enforcement. 1006.07(4)(b)(1) F.S. Submit Attendance Verification Form to Seminole County School District.

SCHOOL THEME

“The curriculum for the Galileo School for Gifted Learning is centered in Integrated Instruction with a Science, Technology, Engineering, and Math (STEM) focus that is infused with history, literature, and the arts.”

SECURITY CAMERA FOOTAGE

Galileo does not release its security camera footage to the public unless it is subpoenaed in order to protect the privacy of its students.

SELECTION OF INSTRUCTIONAL MATERIALS (ADOPTED 9/18/2023)

It is the intent of the Board of Directors (“Board”) of THE GALILEO SCHOOL FOUNDATION, INC. (the “School”) to provide a wide range of materials, in print, electronic, and digital format, on all levels of difficulty, with diversity of appeal and the representation of different points of view, and age-appropriate content. All instructional and reading materials should be adopted and may be challenged using the procedures described herein.

A. Adoption of Materials

The Board must adopt all instructional and reading materials that are part of required instruction, on a required reading list, or kept within the library at a public meeting in a compliance with Florida’s Sunshine Law. The selection, approval, adoption, or purchase of materials must be a separate line item on the agenda and may not be part of the consent agenda. At least twenty (20) calendar days before the Board votes on the adoption of any instructional and reading materials, members of the public must be provided the opportunity to inspect all such materials, excluding teacher editions. Parents will be given the opportunity to object to the adoption of any instructional or reading materials utilizing the procedures set forth in Section F of this policy.

The Board may appoint a Materials Selection Committee to review and make recommendations to the Board for adoption of materials. Meetings of the Materials Selection Committee convened for the purpose of ranking, eliminating, or selecting instructional materials for recommendation to the Board shall be open to the public, noticed at least seven days in advance, allow for public comment, and minutes must be taken.

B. Guidelines for Selection of Materials

Instructional and reading materials should be selected based on the criteria set forth in this policy. Materials recommended by each reviewer shall be, to the satisfaction of each reviewer, accurate, objective, balanced, noninflammatory, current, free of material that is inappropriate or prohibited under Section 847.012, Florida Statutes, and suited to student needs and their ability to comprehend the material presented. In selecting materials for recommendation, reviewers shall follow all requirements of Florida law and the considerations set forth below:

1. The age of the students who normally could be expected to have access to the material.
2. The educational purpose to be served by the material. Priority shall be given to the selection of materials that align with the state standards.
3. The degree to which the material would be supplemented and explained by mature classroom instruction as part of a normal classroom instructional program.
4. The consideration of the broad racial, ethnic, socioeconomic, and cultural diversity of the students.
5. The academic needs of students and faculty, including the reviewer’s knowledge of the state standards, curriculum, and the existing collection.
6. Reader interest in the material.
7. Whether the material contains inappropriate content or content that is otherwise not suitable for the age group of the students that would have access or exposure to

- the material.
8. If the material contains controversial or sensitive subject matter, whether there is a reasonable alternative that can confer upon students the same educational benefit in a more age-appropriate or suitable manner.
 9. Format and price.

In compliance with Section 1003.42(3), Florida Statutes, all instructional and reading materials must be consistent with the follow principles of individual freedom:

1. No person is inherently racist, sexist, or oppressive, whether consciously or unconsciously, solely by virtue of his or her race or sex.
2. No race is inherently superior to another race.
3. No person should be discriminated against or receive adverse treatment solely or partly on the basis of race, color, national origin, religion, disability, or sex. 4. Meritocracy or traits such as a hard work ethic are not racist but fundamental to the right to pursue happiness and be rewarded for industry.
4. A person, by virtue of his or her race or sex, does not bear responsibility for actions committed in the past by other members of the same race or sex.
5. A person should not be instructed that he or she must feel guilt, anguish, or other forms of psychological distress for actions, in which he or she played no part, committed in the past by other members of the same race or sex.

C. Donation of Materials

The School may accept donations of instructional and reading materials from members of the community with the understanding that such materials must comply with the selection criteria established in this policy.

D. Classroom Collections

If a teacher has a classroom collection of books and materials, the teacher is responsible for cataloguing all books and materials that are available to students through the collection and providing this information to the Principal. The list of books and materials must be kept up-to-date. Any books or materials available to students through a classroom collection must adhere to the considerations set forth in Section B of this policy and are subject to being challenged by parents under Section F of this policy. The Principal also reserves the right to require the removal of any book or material from a teacher's classroom collection.

E. Removal or Discontinuance of Certain Materials

The School shall regularly discontinue or remove instructional and reading materials based on physical condition, rate of recent circulation, alignment to state academic standards and relevancy to curriculum, out-of-date content, or where removal is otherwise required by this policy or the law.

F. Objections to Materials

The Board hereby establishes the Materials Review Committee, which shall review and consider challenges to any instructional and reading materials. The Materials Review Committee must include at least (i) one parent of a student attending The School; (ii) one teacher (preferably with expertise in the field or subject matter of the challenged material); and (iii) the Principal.

The Materials Review Committee shall meet as often as needed to review challenges to any instructional or reading materials properly made pursuant to this policy. Meetings of the Materials Review Committee shall be open to the public, noticed at least seven days in advance, allow for public comment, and minutes must be taken. Meetings of the Materials Review Committee may be conducted in-person or via communications media technology. The Principal shall serve as the Chair of the Materials Review Committee. A majority of the full membership of the Materials Review Committee must be present in-person or via communications media technology to establish a quorum.

Any parent of a student currently enrolled at the school who finds any instructional or reading material to be objectionable and has read, viewed, or listened to the material in its entirety may ask the Materials Review Committee for review. To initiate the process, the parent must submit to the Principal the Request for Reconsideration of Instructional Materials form, attached hereto as Exhibit "A." Upon receipt, the Principal shall forward the form to the various members of the Materials Review Committee and convene a meeting of the Materials Review Committee within 30 days. Prior to the meeting, the Principal shall provide the members with a copy of the challenged material for review. Until such time as the Materials Review Committee meets, the challenged material may be removed from the classroom or library, at the discretion of the Principal.

The Materials Review Committee will meet to objectively determine whether the challenged material aligns with the values and considerations set forth in Florida law and this policy. In making this determination, the Materials Review Committee should carefully review the challenged material and may review any other documents related to the request. The Materials Review Committee will then vote by majority on whether the challenged material should be removed and prohibited from further use at the school. In the event of a tie vote, the decision of the Principal shall be determinative.

The parent who made the challenge or the Principal may appeal the decision to the Board in writing by submitting an explanation for the basis of the appeal that is limited to one page along with the original Request for Reconsideration of Instructional Materials form. Appeals to the Board must be submitted at least 10 days following the decision of the Materials Review Committee. The appeal may be submitted to the Board Chair or the Parent Representative of the Board. The Board may choose whether or not to hear any appeal by a majority vote at any meeting. If the Board votes not to hear the appeal, the decision of the Materials Review Committee shall be final. If the Board does choose to hear the appeal, the Board must follow the same procedures for reviewing the challenged material as apply to the Materials Review Committee and the Board's decision will be final.

SICK LEAVE POOL

The purpose of the Sick Leave Bank is to solicit donations of accrued personal leave time from employees and to distribute that time as “Sick Leave hours” to needy and eligible Galileo School for Gifted Learning employees.

The Sick Bank Committee will be comprised of the Principal/Designee, the Staffing Specialist, and the Office Manager.

- **Donations:**

Donation may be made anytime during the year. Donors can donate up to five days annually but must have at least 5 days remaining in their personal account at all times.

Contributions to the Sick Bank will remain anonymous.

- **When Awards are Determined:**

Applications are reviewed within ten working days of receipt. The applicant’s existing leave balances and work status are considered as a determining factor. If approved, the Committee determines the number of hours to be awarded based on the criteria outlined below, subject to hours available in the bank.

- **Eligibility Criteria:**

The employee must have exhausted their own personal leave and be on an approved medical leave of absence for either their own health condition which makes them unable to perform the duties of their job or a similar health condition affecting an immediate family member.

Note: Pregnancy, unless accompanied by medical complications, is NOT an eligible condition for this program.

- All documentation pertaining to qualification for an approved medical leave of absence must be current with the Office Manager.
- The employee must have used all his/her sick leave by the date the committee meets, however, a sick leave balance of less than 1 hour is allowed.
- Contributing employees may not designate a particular individual to receive their donated time.
- Contributing to the Sick Leave Bank is not a requirement to apply for benefits.
- A new application must be submitted by the employee prior to each monthly Committee meeting. The Application must be completed, dated, signed and emailed to the Principal after the prior monthly committee meeting date.
- Additional hours may be requested monthly by submitting a NEW Application dated for the new month.
- The employee’s injury/illness must NOT be work related and NOT compensated by Workers’ Compensation. If an employee’s injury/illness is deemed compensable for Workers’ Compensation after an award from the Sick Leave Bank has been made, the awarded hours will be returned to the Bank.

Amount of Time Awarded:

The number of hours awarded to qualified applicants varies each month depending on the following factors: hours available in the Bank, number of applications received and expected level of future donations. For example, in one month, applicants might receive 10 hours each. The following month, applicants might only receive 5 hours each.

Applicants are limited to receive a maximum of 20 days of work, per year, beginning on the date of the first award.

Awarded but Unused Time:

Any awarded, but unused time must be returned to the Sick Leave Bank when the employee returns to work.

SOCIAL MEDIA

At GALILEO SCHOOL FOR GIFTED LEARNING, we understand that social media can be a fun and rewarding way to share your life and opinions with family, friends and co-workers around the world. However, use of social media also presents certain risks and carries with it certain responsibilities. To assist you in making responsible decisions about your use of social media, we have established these guidelines for appropriate use of social media.

This policy applies to all employees who work for GALILEO SCHOOL FOR GIFTED LEARNING.

GUIDELINES

Social media includes all means of communicating or posting information or content of any sort on the Internet, including to your own or someone else's web log or blog, journal or diary, personal web site, social networking or affinity web site, web bulletin board or a chat room, regardless of affiliation with GALILEO SCHOOL FOR GIFTED LEARNING, as well as any other form of electronic communication. The same principles and guidelines found in GALILEO SCHOOL FOR GIFTED LEARNING policies and three basic beliefs apply to online activities. Before creating online content, consider some of the risks that are involved. Keep in mind that any of your conduct that adversely affects your reputation, job performance, the performance of fellow associates or otherwise adversely affects members, customers, suppliers, people who work on behalf of GALILEO SCHOOL FOR GIFTED LEARNING or GALILEO SCHOOL FOR GIFTED LEARNING's reputation or legitimate business interests may result in disciplinary action up to and including termination.

Know and follow the rules

Carefully read these guidelines, the GALILEO SCHOOL FOR GIFTED LEARNING Statement of Ethics Policy, the GALILEO SCHOOL FOR GIFTED LEARNING Information Policy and the Discrimination & Harassment Prevention Policy, and ensure your postings are consistent with these policies. Inappropriate postings that may include discriminatory remarks, harassment, and threats of violence or similar inappropriate or unlawful conduct will not be tolerated and may subject you to disciplinary action up to and including termination.

Be respectful

Always be fair and courteous to fellow employees, clientele, volunteers, members, suppliers or people who work on behalf of GALILEO SCHOOL FOR GIFTED LEARNING. Also, keep in mind that

you are more likely to resolve work related complaints by speaking directly with your co-workers or by utilizing our Open-door Policy than by posting complaints to a social media outlet.

Be honest and accurate

Make sure you are always honest and accurate when posting information or news, and if you make a mistake, correct it quickly. Be open about any previous posts you have altered. Remember that the Internet archives everything; therefore, even deleted postings can be searched. Never post any information or rumors that you know to be false about GALILEO SCHOOL FOR GIFTED LEARNING, fellow associates, members, customers, suppliers, and people working on behalf of GALILEO SCHOOL FOR GIFTED LEARNING or competitors

Post only appropriate and respectful content

Maintain the confidentiality of GALILEO SCHOOL FOR GIFTED LEARNING trade secrets and private or confidential information. Trades secrets may include information regarding the development of systems, processes, products, know-how and technology. Do not post internal reports, policies, procedures or other internal business-related confidential communications.

Do not create a link from your blog, website or other social networking site to a GALILEO SCHOOL FOR GIFTED LEARNING website without identifying yourself as a GALILEO SCHOOL FOR GIFTED LEARNING employee.

Express only your personal opinions. Never represent yourself as a spokesperson for GALILEO SCHOOL FOR GIFTED LEARNING. If GALILEO SCHOOL FOR GIFTED LEARNING is a subject of the content you are creating, be clear and open about the fact that you are an employee and make it clear that your views do not represent those of GALILEO SCHOOL FOR GIFTED LEARNING, fellow employees, members, clientele, suppliers or people working on behalf of GALILEO SCHOOL FOR GIFTED LEARNING. If you do publish a blog or post online related to the work you do or subjects associated with GALILEO SCHOOL FOR GIFTED LEARNING, make it clear that you are not speaking on behalf of GALILEO SCHOOL FOR GIFTED LEARNING. It is best to include a disclaimer such as "The postings on this site are my own and do not necessarily reflect the views of GALILEO SCHOOL FOR GIFTED LEARNING."

Using social media at work

Refrain from using social media while on work time or on equipment we provide, unless it is work-related as authorized by your Principal or designee. Do not use GALILEO SCHOOL FOR GIFTED LEARNING email addresses to register on social networks, blogs or other online tools utilized for personal use.

Retaliation is prohibited

GALILEO SCHOOL FOR GIFTED LEARNING prohibits taking negative action against any employee for reporting a possible deviation from this policy or for GALILEO SCHOOL FOR GIFTED LEARNING operating in an investigation. Any employee who retaliates against another associate for reporting a possible deviation from this policy or for cooperating in an investigation will be subject to disciplinary action, up to and including termination.

Media contacts

Associates should not speak to the media on GALILEO SCHOOL FOR GIFTED LEARNING's behalf without first receiving authorization from the CEO/Designee. All media inquiries should be directed to them.

STUDENT CODE OF CONDUCT AND BULLYING POLICY

Galileo School follows the SCPS Student Code of Conduct and bullying policy.

STUDENT CUMULATIVE FOLDERS

When parents ask for documents to be removed from students' cumulative folders, Galileo will follow SCPS policy. Where the school has discretion to remove such items, these decisions will be made on a case by case basis, in consultation with the School Psychologist, School CEO, and school attorney with a background in FERPA and school law.

TEACHER EMPOWERMENT (ADOPTED 9/18/2023)

This is the Policy on complaints related to a teacher being directed by Galileo School for Gifted Learning – Riverbend Campus (the "School") to violate general law or State Board rules as described in Section 1015.06, Florida Statutes. This policy is implemented to comply with the requirements of Rule 6A-1.094127, Florida Administrative Code, Section 1015.06, F.S, Florida Statutes, and other relevant laws.

4. Types of Concerns Covered. A Special Magistrate will only consider disputes where a classroom teacher alleges that he or she has been directed to violate general law or State Board of Education Rule by the School or the School District.

5. Complaint Procedures. To request appointment of a Special Magistrate, a teacher must follow these steps:

- Complete and return the form entitled "Teacher Request for Appointment of a Special Magistrate" which is available by request or online;³
 - Describe the nature of the dispute, including the School procedure or practice in question and the general law(s) or State Board rule(s) the School is allegedly directing the teacher to violate through its procedure or practice;
 - Describe the resolution or relief previously sought at the School and School District level;
 - Describe the resolution sought from the Special Magistrate and the State Board of Education;
- Demonstrate that before filing for the appointment of a Special Magistrate, resolution of the dispute was sought by the teacher with the teacher's Principal

³ https://web02.fl DOE.org/rules/doc/6A-1.094127_2981.pdf

and subsequent to that, resolution was sought by the teacher at the School District level, all in accordance with the procedures adopted by the School District for resolution of the dispute. In order to meet this requirement, the teacher must demonstrate that he or she has, *in writing*, pointed the Principal and School District personnel to the specific provision(s) of general law or State Board rule the district is requiring him or her to violate and how that act or omission would violate that specific provision of general law or State Board rule; and

- Provide and maintain accurate contact information such as an email address, telephone number and mailing address.

The Department will provide the teacher and the School District written notice once a decision has been made. A Special Magistrate may not be appointed for a number of other reasons, such as the failure to fully utilize School District procedures for resolution, or where referral would interfere with an investigation or other administrative, civil, or criminal proceedings.

6. Incorporation of Policy. This policy shall be incorporated into the School's Employee Handbook.

TEACHER RESPONSIBILITIES

See Galileo employee handbook.

UNIFORM POLICY (REV. 10/10/2018)

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.

Hair: No bandannas may be worn.

Shoes: Students must wear closed shoes at all times. Crocs, 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. 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.

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 jersey on Wednesdays with 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 written warning 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.

VISA SPONSORSHIP

Galileo will not sponsor Visas for international employees.

VOLUNTEER POLICY (REV. 9/18/2017)

Our philosophy dictates that it is important for students to observe their parents volunteering and as part of their educational process. However, we do recognize that sometimes conditions exist that might require an additional source other than the parent to help with the acquisition of the mandatory volunteer hours. In an effort to be supportive, Galileo will allow parents to enlist other members of their own families to help provide their volunteer service. Family members may include grandparents, aunts and uncles, and similar. Families may not "gift" another family with excess hours over their volunteer hour minimum, nor may a parent provide volunteer service on behalf of another family.

Parents must volunteer at least 20 hours per child or a minimum of 30 hours per family who have multiple children. The deadline for completing all volunteer requirements is June 30 of the respective year. Families that do not comply with this policy are subject to sanctions up to and including disenrollment for the following academic year.