



galileoschool  
FOR GIFTED LEARNING

**GALILEO ELEMENTARY SCHOOL  
STUDENT HANDBOOK  
2023-2024**

## **Galileo Daily Schedule**

Extended Day (Dragon Watch) Morning: 7:00 a.m. - 8:15 a.m.

School Hours: K-2 students: Mon, Tues, Thurs, and Fri: 8:30 a.m. - 3:20 p.m.

School Hours: 3-5 grade students: Mon, Tues, Thurs, and Fri: 8:30 a.m. - 3:30 p.m.

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

School Hours: K-2 students: Wednesday 8:30 a.m. - 2:20 p.m.

School Hours: 3-5 grade students: Wednesday 8:30 a.m. - 2:30 p.m.

School Hours: Middle School students: Wednesday 8:30 a.m. - 2:40 p.m.

Extended Day (Dragon Watch) Afternoon: 3:20 p.m. - 6:00 p.m.

Extended Day (Dragon Watch) Wednesday Afternoon: 2:20 p.m. - 6:00 p.m.

**Daily Academic Schedule** : All students at Galileo receive daily instruction in language arts, social studies or science, and mathematics. Technology and computer skills are infused throughout the curriculum. Science and social studies themes and skills are likewise integrated throughout the day and serve as the theme for the core interdisciplinary lessons that serve as a foundation for much of the learning that takes place at the school. Students receive weekly instruction in music or art during our specials time. Movement, healthy behaviors, and physical education are essential components of lifelong learning; therefore, students have time each day for healthy physical activity as well as P.E. classes two times per week. A specific daily schedule for each grade level will be provided by your child's teacher the first week of school. Please see the Galileo website for more detailed information about our curricula and resources.

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

**Open Lines of Communication**: Families can communicate with teachers in the following ways:

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

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

S = Satisfactory

N = Needs Improvement

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

A = 90-100

B = 80-89

C = 70-79

D = 60-69

**Reporting Student Progress:** Student grade reports will be posted on Skyward. Please use this website to monitor your child's progress.

**Mastery Model and Corrections:** Galileo Schools operate under a mastery model of grading and learning. Students can be given an opportunity to correct work either in class or at home to show understanding of material. Students may earn up to 50% credit toward an assignment or test if corrections are made.

**Textbooks and Other School Property:** Students are expected to handle books and other school property, such as Chromebooks, loaned to them with proper care and return them to the teacher at the end of the school year. Should a book or other school property be badly damaged or lost, the family is responsible for reimbursing the school. Students should put their name and teacher's name on the paper book panel at the beginning of the year.

**Attendance Regulations:** GSGL School attendance policy has been adapted from the Seminole County attendance policy. **Families must call or email their student's teacher in the morning to report absences. Students will be allowed ten absences per semester.** Absences that exceed ten must be excused by providing written documentation from a licensed/certified health practitioner or approval from the Principal. Medical treatment by a licensed physician\*, observance of a religious holiday, Law Enforcement order, court subpoena, death of a family member, natural disaster, traffic accident that directly involves the student, participation in school-sponsored activities, extraordinary circumstances, or situations prearranged and with Principal permission are conditions in which additional absences are excused. After an absence, immediately upon return to school but no later than two (2) school days following an absence, the student must provide the school with a written excuse for an absence to the front office immediately in order for the absence to be excused. Written excuses must contain the student's full name, the reason for the absence, the date the note is written, the date of the absence, and the parent's name and daytime telephone number. Students who miss school without parental knowledge are considered unlawfully absent. When a student has one unlawful absence, the school will contact the family and develop a plan for improved attendance. If the student continues to be unlawfully absent the student will have to leave the school and he/she will be reported to Family Court. Skipping school will be dealt with as a disciplinary offense.

\*Note 1: It is understood that on every occasion of sickness, a student will not require medical attention by a licensed healthcare professional. Short term, non-chronic illnesses may be documented/ explained via a signed parent note. In such circumstances, the student shall suffer no academic penalty, provided that all course work, examinations, etc. are made up within a reasonable period\*. For continued absence due to illness of 10 or more days, a doctor/health professional's note is required.

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

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

**Tardy Policy:** The tardy policy at GSGL has been established to minimize interruptions in the educational process in each classroom. When a student arrives late to school, the parent and student must report directly to the front office secretary and sign in on the tardy roster. Families will be contacted and a plan will be established to ensure the student arrives at school on time if tardiness is excessive. In order for a student to be on time to class daily, it is recommended that they arrive at school by 8:20 a.m. so they are in their classroom by 8:30 a.m. and ready to learn. Carline will close at 8:25 a.m. daily in order to have students in their seats ready to learn at 8:30 a.m.

## **Promoting Expected Behavior and Academic Success at Galileo**

Galileo School uses several incentive programs during the year to promote our guiding principles, **core values**, and goals. Engaging our students through our curriculum and promoting positive character traits that will help them well beyond school is an important goal for our teachers and staff.

### **Evening of Excellence**

~~This incentive program rewards academic excellence and progress. It encourages each student to work up to his/her potential and put forth his/her best effort both academically as well as behaviorally and as part of a larger community. Each teacher will choose a student in their classroom to receive awards ranging from Student of the Year to Creativity Guru. At the end of the school year the students will receive their awards during a school wide event.~~

This incentive program recognizes students who consistently demonstrate our Core Values. It encourages each student to work up to his/her potential and put forth his/her best effort both academically as well as behaviorally and as part of a larger community. Each teacher will choose a student in their classroom to receive awards including Kindness Rules Our Hearts, Intellectual Honesty, Curiosity, Perseverance, Respect for Others, and Dragon of Distinction for embodying all of our Core Values. At the end of the school year the students will receive their awards during a school wide event.

### **CP Showcase**

Students who are nominated to participate in this event have shown outstanding creativity and innovation through their work during Creative Productivity workshops and will be able to share their hard work and dedication with others in our community during this time.

### **Galileo Talent Show**

Elementary and Middle School students who have (or have developed throughout the year) a special talent are able to share their “act” with other students and families at this fun end of the year event.

### **Class of Distinction**

During our monthly student assemblies, classrooms are recognized and rewarded for great teamwork and overall good classroom behavior by receiving a special treat from our administrators!

## Dragon of the Month

Each month teachers nominate a dragon in their class that stands out as a leader and well-rounded student/individual to receive this prestigious award. Our administration will make final decisions on one student in K-2, 3-5, and Middle School grades who will receive this award during our monthly student assemblies. Dragon of the month students exhibit Galileo's core values:

### Core Values

- Kindness rules our hearts.
- Intellectual honesty and curiosity rules our minds.
- Perseverance and respect for others guides our behavior.

## Noticing Cards and Kindness Recording

Noticing cards and kindness recording bring focus to kind and helpful acts. Our staff act as schoolwide kindness recorders, handing out Noticing Cards to students demonstrating our core values around campus. Be on the lookout for "noticing cards" your child may come home with that staff fill out and give to them when your children are noticed demonstrating core values! For each card handed out, staff add to the schoolwide and classroom kindness recording symbols. At schoolwide and classroom levels, our school family will celebrate these acts of kindness together!

**Discipline Procedures:** We expect all students and staff to demonstrate Galileo's core values and apply the Golden Rule. This helps make everyone feel safe and respected and make Galileo a GREAT place to be.

### The Student Code of Conduct states:

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

**Conscious Discipline:** Conscious Discipline is a comprehensive, multidisciplinary self-regulation program that integrates social-emotional learning, school culture, and discipline. Galileo uses Conscious Discipline to build a School Family that prioritizes safety, connection, and problem solving, and also working within the framework of the SCPS Student Conduct and Discipline Code. There are two parts to discipline: The health of the relationship and the skill set of those involved. Staff apply Conscious Discipline in responding to both the immediate unexpected behaviors of students (e.g. addressing, mediating, and helping to repair conflict between classmates) and long-term approaches to developing and maintaining School Family over time (building connectedness, teaching problem-solving skills).

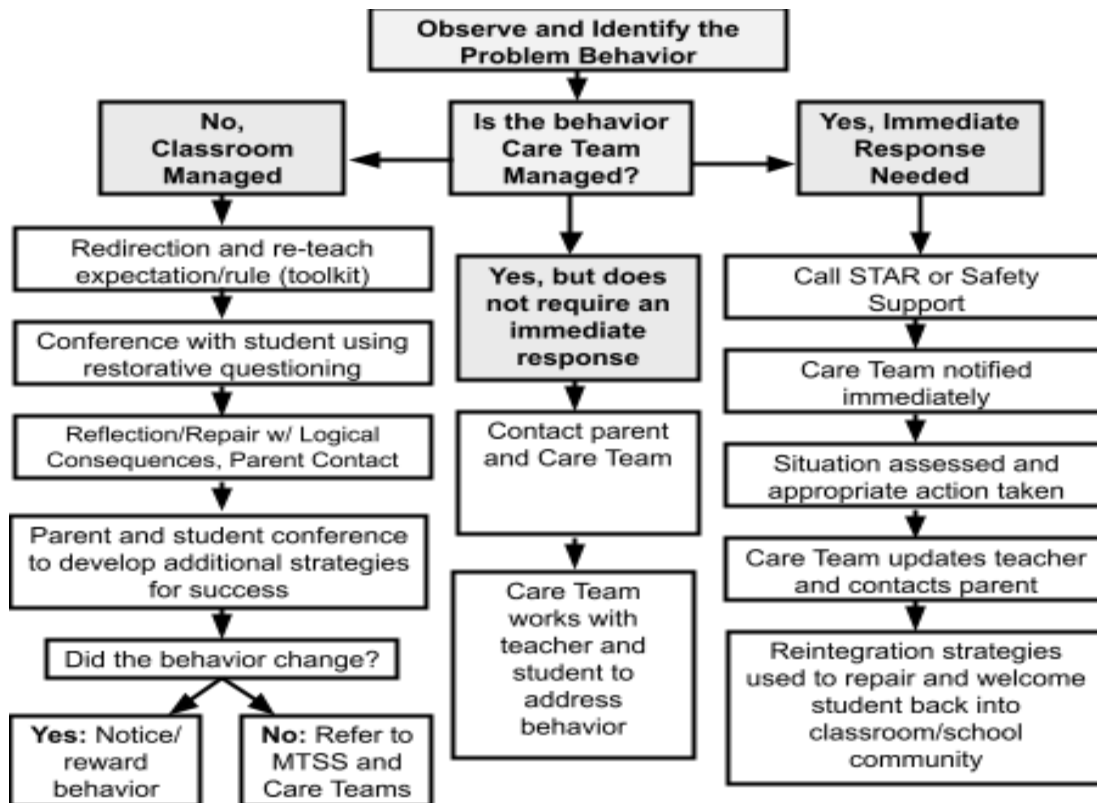
**Care Team:** In addition to classroom teachers building School Family and addressing minor discipline concerns, Galileo's Care Team supports teachers and students in addressing unexpected behaviors that traditional disciplinary methods would punish. Care Team is a multidisciplinary group of professionals, including administration, the dean, behavior specialist, school psychologist, mental health counselor, and guidance counselor, who work together with teachers, children, and families to prioritize **learning skills** to replace unexpected behaviors **rather than to punish**.

### Punishments vs. Consequences:

**Punishments** - Occur with intention to control children and make them feel bad about themselves or guilty for their actions. Adult/Teacher-centric. Rely on others' judgements. Result in children with a fixed mindset, who are disconnected, and use their intelligence and energy to blame, defend, and deflect instead of taking responsibility for their actions.

**Consequences** - Occur with intention to teach children to examine their behavior, reflect on the impact of their choices, and make changes until they reach their highest goals. Result in a growth mindset, taking ownership of actions, and permanent behavior change. Galileo staff follow a hierarchy of consequences arranged in the discipline flowchart below.

## Galileo School for Gifted Learning Discipline Flowchart



**Serious Offenses:** Serious violations of Galileo’s core values and the SCPS Student Conduct and Discipline Code (e.g. fighting, making a threat, theft, harassment, bullying, or repeated minor offenses) will result in more formal disciplinary action, documented by completion of a discipline referral and resulting in formal administrative action. Bullying, intimidation, and harassment are not tolerated and are addressed in accordance with the SCPS Bullying and Harassment policy. The family of a student who believes they have been subjected to serious offenses such as bullying may inquire about the Hope Scholarship.

**Dress Code:** A higher standard of dress encourages respect for individual students and others, and results in a higher standard of behavior. Our dress code guidelines indicate appropriate school dress for normal school days. The school reserves the right to interpret these guidelines and/or make changes during the school year. Students are expected to follow these guidelines. Every student shall wear school uniforms. All school uniforms must be worn so that when the body is standing straight, clothing must cover the chest, back, torso, stomach, and lower extremities from armpit to armpit to mid-thigh.

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.

**Headwear:** Hats may be worn as long as they do not cause a distraction. No costume headpieces.

**Footwear:** Students must wear closed shoes at all times. **Foam/rubber clogs like** Crocs, backless shoes, sandals, wheelies, open toed shoes and flip flops may not be worn.

**Spirit Fridays:** Students may wear Galileo PTSA/spirit shirts to school on Fridays with jeans or jean shorts 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.

**Out of Uniform Days:** Once a month, Galileo will implement a dress down day. Students may wear non-uniform clothing that otherwise adheres to dress code policy. Costumes and pajamas are not permitted.

**Additional Dress Code guidelines:** At no time, are students to wear clothing or accessories that convey messages that are crude, vulgar/profane, violent/death-oriented, gang related, sexually suggestive, or promote alcohol, drugs or tobacco, offensive or deemed inappropriate and/or disruptive of the learning environment by the faculty. Students out of uniform will be given a change of clothes to borrow for the first offense. If the problem persists, parents will be called and required to bring the correct uniform to school. A fund will be established to provide assistance to students unable to afford uniforms. Reasonable accommodations based on a student's religion, disability, or medical conditions will be allowed.

**Games, Toys, and the Selling of Products on Campus:** Personal items (trading cards, wallets, figurines) should not be brought to school unless they are being used for a class activity or a student club at lunch and have been pre-approved with the child's teacher or club sponsor. Students may not conduct personal transactions such as selling or trading products while on campus. Fundraising for organizations not associated with Galileo must first be approved by the principal.

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

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

**Galileo Technology Policy - Netiquette:** When using the e-mail system and the Internet, please adhere to the following rules:

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

**Pledge of Allegiance:** The Pledge of Allegiance is recited at the beginning of each school day, as well as a moment of silence. It is recommended that parents/guardians discuss the moment of silence with their children and make suggestions as to the best use of this time. Every student has the right not to participate in reciting the Pledge of Allegiance upon receipt of a written request by his or her guardian. The individual designated to receive such a request and, in turn, notify a student's teacher, is Mrs. Nunez, Principal.

**Supervision of Students:** School supervision of students begins at 7:50 a.m. and ends at 4:00 p.m. Please arrange for your child(ren) to arrive and leave within the times indicated or enroll them in the Dragon Watch before and after care program.

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

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

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

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

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

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

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

**Student Allergies:** If a child has any allergies to food items, parents must notify the front office and the child's teachers prior to the start of school.



**Transportation and Car Line:** \*\*\*For the safety and security of our students, parents cannot use cellphones in car line\*\*\* Students should be attentive during car line, so electronic devices and headphones are not allowed.

**Drop Off:** Car line will open at 7:50 a.m. and close at 8:25 a.m. Students **may not** be dropped off prior to 7:50 a.m., unless they are registered for Dragon Watch and checked in accordingly by their parent. Parents of children attending Dragon Watch are to park in the front loop, walk with their child to the cafeteria door, and sign them in to Dragon Watch. Students **may not** be dropped off in the parking lot. All students must be dropped off through the car line or escorted to the front of the school by the adult dropping them off. Once a staff member arrives at the car line, the first row of cars will pull forward to the numbered cones. At that time, please feel free to quickly hug your child and let them go! We ask that parents REMAIN in their vehicles at all times during car line. Once all vehicles have unloaded their children, they will be directed to carefully pull forward and out through the exit. Tardy students must be signed in, not dropped off.

**Pick Up:** Students will be dismissed in zones in order to provide an efficient system for pickup. Car line will open at 3:20 p.m. for kindergarten-second grade dismissal. Students in grades 3-5 will be dismissed beginning at 3:30 p.m. and Middle School students will be dismissed at 3:40 p.m. If a car is picking up students in multiple time brackets, all students will be ready for pick-up at the time the oldest student is dismissed. Parents must arrive in the car line at their zone time or later in order to pick up their children. On the first day of school, parents will be given a card (multiple copies since some are carpooling) with their child's first and last name and the Galileo logo. The card will reflect the number zone that the child is in. Parents who need replacement cards will be charged \$1 for each additional copy. When using the car line, please have this card clearly displayed on your dashboard where the car line staff can see it. Once you have all children loaded, remove the card from the view of the car line staff so they are aware when checking. If you have multiple families in the same vehicle, please clearly display **each** card. Student names will be announced to facilitate a quick transition of students to their waiting parents in the car line. Please pull all the forward as close to the car in front of you as possible. Students will be matched to car line tags and assisted into cars by safety patrols. Once every car in line is ready, that line will be dismissed to drive out and exit.

Parents may park in the parking lot and walk up to the cafeteria door with their car tag(s) to pick up their students as an alternative to car line. A staff member at the door will call their name(s) while parents wait outside. Walk up families will be called in zone order, just as kids are called through the carline. Walking up does not mean your student will be called earlier than others. For both walk ups and car line, parents without car tags will be directed to pick-up their children in the front office. Students who are not picked up by 4:00 p.m. daily (3:00 p.m. on Wednesdays) will be sent to Dragon Watch Extended Day and a daily fee will be assessed for use of the extended day program.

**Important Notes:**

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

**Leaving School Early:** If students must be checked out for an appointment, they must be checked out through the front office **no later than 3:00 p.m. each day (2:00 p.m. on Wednesday)**. They must be signed out by a parent or guardian that is listed on the school emergency card. A driver's license must be presented for proof of identity. No exceptions will be made to this rule to protect the safety and security of Galileo students. **Additionally, students cannot be checked out from 3:00 p.m. to 3:30 p.m. (or 2:00 to 2:30 p.m. on Wednesdays) due to dismissal procedures.**

**Dragon Watch Extended Day Program:** Galileo School provides a before and after school program for all students beginning at 7 a.m. daily and ending at 6:00 p.m. daily. The full-time weekly tuition rate for before and after school care is \$75. There is also a daily drop in rate of \$15 for those interested in occasional use. For more extensive program and registration information please see the Galileo Website at [www.galileogiftedschool.org](http://www.galileogiftedschool.org)

**Parent and Visitor Name Tags:** Immediately upon arrival to the Galileo campus, ALL PARENTS AND VISITORS ARE REQUIRED TO PRESENT THEIR DRIVER'S LICENSE TO SIGN IN AT THE FRONT OFFICE AND WEAR A VISITOR'S NAME TAG SO THAT IT IS VISIBLE TO STAFF. The school secretary will inform the parent which procedure she or he should follow depending on their need. If you would like to observe your child's classroom, arrangements should be made through your child's teacher. A 24-hour advance notice is required.

A parent eating lunch with his or her child should first sign in at the front office. The student will be brought to the front office and an outdoor space will be provided for the parent to eat with the student. After lunch, it is requested that parents leave and not return to the classrooms unless prior arrangements have been made with the teacher. These procedures are required to ensure the safety of the campus and to maintain an appropriate learning environment for all students. Persons not signing in or not wearing a name tag will be asked to go to the front office to follow the above procedure. Please help us keep our children safe by modeling these procedures each and every time you come on campus.

**Parking:** Due to space limitations and the desire to run an orderly system of transport, the parking lot can only be used for school visitors, Dividend parking, student sign out prior to 3 p.m., student sign in after 8:30 a.m., and walk-up pick up during the car line. All other pick up and drop off must be conducted in the car line located off of Skyway Drive.

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

- Galileo lunches are ordered daily and supplied by Seminole County Food Services.
- Tardy students - parents should call the front office by 8:45 am to have lunch order included in our daily count.
- The Galileo lunch menu will be posted monthly on the Galileo website.
- Students must throw away any leftovers or stow them in their lunch box. No food may be taken outside of the lunch area.
- Students will use soft (6 inch) voices when they talk, remain seated, and keep hands, feet and objects to themselves
- Lunch costs \$3.50 (elementary) and \$3.75 (middle school) and is charged to the student account.
- Accounts can be paid for by check and money order. Or you can use My School Account. Please set up an account on [www.myschoolaccount.com](http://www.myschoolaccount.com)
- Cash will NOT be accepted as a form of payment for lunch.
- Payment of your lunch bill must be received to obtain final report cards for 2023/2024

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

**PTSA (Parent Teacher Student Association):** The Parent Teacher Association functions as a means of communication between home and school, a sponsor of educational programs related to school, and an organizer of fund raising for purchases of supplementary materials for our school. The PTSA is always looking for volunteers for its working committees. All parents are encouraged to get involved. PTSA membership will

create opportunities to make many new friends and learn more about the Galileo School. Contact our PTSA at [galileoskywaypta@gmail.com](mailto:galileoskywaypta@gmail.com) for more info.

**Mandatory - Dividends School Volunteer Program:** All Galileo parents must commit to 20 hours of volunteer service per child per academic year, or 30 hours per family who have multiple children as a requirement of student attendance. The volunteer commitment must be fulfilled by June 1, 2024 for the 2023-2024 school year. Families that do not comply with this policy are subject to sanctions up to and including disenrollment for the following academic year. Galileo School for Gifted Learning is part of the district-wide effort that encourages and promotes community involvement in SCPS schools. Parents who volunteer must fill out a Dividend application online at [www.scps.k12.fl.us](http://www.scps.k12.fl.us). Click “Dividends School Volunteer”, then “Be a Volunteer.” All parents MUST be registered Dividends in order to volunteer on the Galileo campus. The application must be completed annually. The Galileo School is grateful for the willingness of our parents to volunteer. We need volunteers in all areas, in particular for lunch, media center operations, front office support, as well as field trips and special event days starting the first day of school. However, in an effort to give our teachers the opportunity to get to know their students and establish routines, procedures, and authority in their classrooms, we cannot permit parent volunteers in the classrooms at the beginning of the year. We thank you for your interest in volunteering!

**Assessment and Accountability:**

Elementary school students are required to participate in the state’s progress monitoring accountability program Florida Assessment of Student Thinking (FAST) or STAR. Students in VPK through grade 2 will have their learning monitored via the STAR assessment. Students in grades 3 - 5 will be assessed using the FAST. These progress monitoring assessments will be given at three points throughout the school year to students in VPK through grade 8.