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# GALILEO PARENT HANDBOOK

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2022-2023



galileoschool  
FOR GIFTED LEARNING

## Welcome to Galileo!

The goal of our school 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. Galileo provides innovative, research-based education in a nurturing environment for gifted and talented students and those who want to learn in a gifted learning environment that will challenge and motivate them to pursue their passionate interests in service to others.

## Galileo Daily Schedule

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

### Stay Informed on “Everything Galileo”

For up-to-date information on all things Galileo, set the Galileo website as your homepage and “like” us on Facebook to see all the latest and greatest. Please read the weekend edition of Mrs. Nunez’s newsletter and read the teachers’ electronic correspondence regularly. Galileo School and Galileo School PTA also have Facebook and Instagram pages, be sure to “like” and “follow” all for up to date information.

- Sign up for the REMIND app: A REMIND invitation will be sent to families prior to the first day of school, in order to receive text messages from Galileo throughout each school year.
- Please keep your email address up to date at all times because that is our primary method of communication.
- Check our website under “Students” for our master school schedule.
- You can contact any of our staff members by clicking on the directory link on the left side of our website.
- Galileo Dragon Community: To join the community bulletin board for parent communication and interaction you can “like” the Galileo Dragon Community Facebook page. \*This is a parent monitored system. Please do not contact the school administration with issues related to this page.

### 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 child, 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. Rev. 9/13/2021 42 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 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.

## **Mandatory - Dividends School Volunteer Program**

We welcome parent participation and support in all things Galileo. Parents are required to volunteer for a minimum of 20 hours during the school year or 30 hours for families with multiple children. Some of the ways you can support our students are through Project Pool, PTO events, classroom involvement, Creative Productivity, field trip chaperones, and School Advisory Council (SAC). Please contact us if you have any ideas or if you need further clarification on collaborating with Galileo. **You must register at <http://www.scps.k12.fl.us> and follow our Dividend sign-in procedures.**

## **Progress Monitoring Assessments**

Galileo utilizes grade level assessments three times per year. Parents will receive a copy of their child's grade level assessment summary three times per school year.

## **MTSS Interventions**

MTSS interventions are for students who are performing below grade level expectations for academics and/or behavior. All students receive Tier 1 support which includes our core curriculum and instruction. Students who are performing below grade level may be placed in tier 2 interventions for their area of need. Tier 2 interventions will occur within the general education classroom for reading, writing, math, and/or behavior. Your child's teacher will collect data on your child's progress within the tier 2 interventions. If your child makes limited to no progress within six to eight weeks of tier 2 interventions they will be referred for tier 3 interventions. Tier 3 academic interventions will occur three times a week for reading/writing and twice a week for math. These interventions will occur with an intervention specialist and data will be tracked on student progress through. Tier 3 behavior interventions will be individualized depending on the student's needs. A behavior plan will be implemented in order to support the student within the general education classroom. Data will be tracked by the Behavior Specialist and classroom teacher.



## **Attendance Regulations**

GSGL School attendance policy has been adapted from the Seminole County attendance policy. Parents must call or email their student's teacher in the morning to report absences. Students will be allowed ten absences per semester. Absences that exceed ten must be excused by providing written documentation from a licensed/certified health practitioner or approval from the principal. Illness, participation in school-sponsored activities, attendance in court, and absences due to recognized religious holidays will be excused absences.

Students must turn in a handwritten or emailed excuse for an absence to the teacher immediately upon return to school following the absence in order for the absence to be excused. Written excuses must contain the student's full name, the reason for the absence, the date the note is written, the date of the absence, and the parent's name and daytime telephone number.

Students who miss school without parental knowledge are considered unlawfully absent. When a student has one unlawful absence, the school will contact parents and develop a plan for improved attendance. If the student continues to be unlawfully absent the student will have to leave the school and he/she will be reported to Family Court. Skipping school will be dealt with as a disciplinary offense.

## **Tardy Policy**

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

## **Parent Teacher Conferences**

Parents can schedule conferences with the classroom teacher twice per year. In most cases, elementary teachers will reach out to parents via email to sign up for conferences. If you do not receive an email, please reach out to your child's teacher if you would like to schedule a conference. Middle school parent/teacher conferences will be held at parent or teacher request only. Please reach out to your child's homeroom teacher in order to schedule a conference.

## **Grading Codes/Skyward Grading Access**

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

S = Satisfactory

N = Needs Improvement

Students in Grade 2 - Grade 8 are graded using the following codes:

A = 90-100

B = 80-89

C = 70-79

D = 60-69

The lowest grade entered into Skyward for any assignment, test, or quiz will be a 40%. Students are able to make corrections on any test or quiz in order to earn back half the credit. It is up to teacher discretion on the amount of time given to complete corrections and how the corrections are to be completed.

Looking for Skyward Access? Upon enrollment at Galileo, parents will receive an email to set up a Family Access account with embedded directions. Need more help? Go to the Galileo website and search under "Parents." Detailed Skyward/Family Access instructions can be found as a part of the "Resources" tab.

Middle School students are provided with training and information to set up their own Student Account during the first few weeks of school through their homeroom teachers. Any student who forgets their password throughout the year should see Ms. Nicoleau in the front office. Directions for students can be found on the Galileo website under "Students" and "Resources."

### **ESE students/EP Students/504 Accommodation Plans**

**Individualized Education Plans:** Student's with an IEP on the Galileo campus will be updated at a minimum once per year. Parents can request to hold an IEP meeting at any time during the school year if necessary.

**Educational Plans (Gifted):** Educational Plan updates for students who have been identified as Gifted will be held every three years. An additional update will occur when the student moves from elementary to middle school. Parents can request to hold an EP meeting at any time during the school year if goals have been mastered by the student.

**504 Accommodation Plans:** Accommodation plans will be updated as needed. In some cases, yearly updates will not need to be made. Updates can be made at any time through the school year.

To schedule an IEP, EP, or 504 accommodation plan meeting or to request an evaluation please email

Riverbend: [Carolyn.Maslik@galileogiftedschool.org](mailto:Carolyn.Maslik@galileogiftedschool.org) and [Alysia.murray@galileogiftedschool.org](mailto:Alysia.murray@galileogiftedschool.org)

Skyway: [Carolyn.Maslik@galileogiftedschool.org](mailto:Carolyn.Maslik@galileogiftedschool.org) and [rosie.java@galileogiftedschool.org](mailto:rosie.java@galileogiftedschool.org)



## Uniforms

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. Crocs, backless shoes, sandals, wheelies, open toed shoes and flip flops may not be worn.

Spirit Fridays: Students may wear Galileo PTO/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 (elementary) or Galileo t-shirt (middle school) 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.

## School Breakfast/Lunch

Galileo has partnered with SCPS to provide breakfast and lunch to our students. Breakfast is available during the morning carline for students who are in need of breakfast. The daily breakfast cost for all students is \$2.75. Elementary lunch has a daily cost of \$3.50 and middle school lunch is \$3.75. Middle school parents can pay for extra snacks via check or credit card by visiting MySchoolAccount.com. **\*If your student(s) arrives late in the morning, please pack them a lunch from home or call the front office to place your order before 8:45 A.M.. Unless students are purchasing extra food, they do not need to pay for their lunch.**

## Paying School Fees

Parents can pay most of the students' fees (except lunch) at [www.schoolpay.com](http://www.schoolpay.com) or pay by check in the front office. If you have any questions or concerns regarding school fees, please email [lauren.deleon@galileogiftedschool.org](mailto:lauren.deleon@galileogiftedschool.org)

Elementary & Creative Productivity Supply Fees: \$100.00 per student (paid once per year)

Middle School Fee (6-8): \$65 per student (paid once per year - includes \$40 CP/project fee, and \$25 science lab fee)

### **Field Trips**

Grade level field trips typically occur two to three times per year for each grade level. The amount of field trips is up to teacher discretion and could change from year to year. Galileo gives parents as much notice as possible in order to prepare for the costs associated with field trips. Below is a list of field trips that are typically scheduled by teachers:

- Disney Theme Parks: \$80-\$100 per child
- Lego Land Theme Park: \$35 per child
  - St. Augustine (4<sup>th</sup> grade): \$60
    - MOSI (5<sup>th</sup> grade): \$55
  - Central Florida Zoo (2<sup>nd</sup> grade): \$17
    - Publix (KG): \$5
    - Renaissance Fair: \$25
- Beach Cleanup (middle school): \$25

### **Dragon Watch – Extended Daycare**

We offer before and after school care, from 7 a.m. to 6 p.m. All information about our extended care can be found on the Galileo website under "Parents." Our students love Dragon Watch so sign up today! Reach out to [troy.duzant@galileogiftedschool.org](mailto:troy.duzant@galileogiftedschool.org) for registration information.

For further information, please visit our website at [www.galileogiftedschool.org](http://www.galileogiftedschool.org)