

Shalom SOUL Parents and Students;

I am humbly grateful to be able to serve our Children. It is a pleasure to be in partnership with you in the success of our Children. The old African Proverbs, “It take a Village to Raise a Child” is certainly truth. Our partnership with you in the will of our Father, to give our Children our best. They in turn are encouraged to do their best. I believe that learning is all about our children in pursuit of discovering the creativity they have within themselves. Every moment is a teachable and learning movement at S.O.U.L.; self-sufficiency is the goal, encouraging self-control that result in successful living.

Every year goes higher as we continue to perfect our prestigious model school. A higher level brings a greater accountability to us as well as our students and parents. This year we are continuing to perfect our digital platforms, with the objective of closing learning gaps giving our students another reason not to fail but to sore high academically. We have increase our level of dual enrollment opportunities; giving our student the choice to expedite their career goals. Our Mental Health services help our Students focus and make better choices in life.

“Samaritan Hope Empowerment Services” SHES our Community Behavior Health Services, in Partnership with Intecelle Behavior Health Program.

Beginning this summer and throughout the school year. This program empowers our children through Psycho-rehabilitation one-on-one and group therapy. The right Mental Health is a plus to us succeeding greatly in life goals.

Please continue to partner with us by providing your support in our request of upcoming meetings, parent conferences, events, fundraisers and services. In addition, please thoroughly read our student handbook so we are all working towards the same goals. Our relationship and ability to communicate is paramount in our Children’s success.

To help us learn more about your child. Please do not hesitate to mention any prior educational strengths and weaknesses, positive and negative behavior so that we are well informed and can better help your child learn in growing.

Shalom “Mispha’cha” Family!

Morah Moriyah Yashar’el, Principal



To Students and Parents:

This handbook provides our student and parent information in regards to, the general rules, policy and procedures for attending and receiving an education in our prestigious school. We urge you to read this publication thoroughly and to discuss it among your family. If you have any questions about the information here, we encourage you to ask for an explanation from our administration office. The student and parent should each sign this page on the space provided below, then return the page to the school front office.

Thank you

Student's Name: _____

(Please Print)

Student's Signature: _____ Date: _____

Parent's Name: _____

(Please Print)

Parent's Signature: _____ Date: _____

UNIFORMED MILITARY SERVICES EMPLOYMENT DATA

Is either of your parents or guardians on active duty in the uniformed services?

Please circle one: Yes No

If yes, enter parent's name _____

Rank Branch Unit

MILITARY RETIREES, RESERVES, AND NATIONAL GUARD ARE NOT ELIGIBLE

DIRECTORY INFORMATION

S.O.U.L. Academy has designated the following information about your child as directory information: name, address, age, and grade level.

if you DO NOT want us to release ANY directory information about your child without your written consent, check this box and return form upon child's enrollment. We have designated the following categories of information as directory information for limited school-sponsored purposes. "School-sponsored purposes" means for publication in a student directory, a yearbook or official school publications or announcements, including the school's website, and programs for school-sponsored events.

- | | |
|---|--|
| <input type="checkbox"/> Name | <input type="checkbox"/> Address |
| <input type="checkbox"/> Telephone listing address | <input type="checkbox"/> Electronic mail |
| <input type="checkbox"/> Photograph/Video | <input type="checkbox"/> Degrees, honors, awards received |
| <input type="checkbox"/> Grade level | <input type="checkbox"/> Most recent school attended |
| <input type="checkbox"/> Date and place of birth | <input type="checkbox"/> Major field of study |
| <input type="checkbox"/> Dates of attendance | <input type="checkbox"/> Audio and video recordings of extra-curricular and co-curricular performances |
| <input type="checkbox"/> Security videos from school buses and common areas of the school, unless used to impose discipline | |

If you CONSENT to the use of all of the above-listed items for limited school sponsored purposes ONLY, check this box and return this form to child's school upon enrollment.

If you CONSENT to the use of some but not all of the above listed items for limited school-sponsored purposes ONLY, check this box AND the categories for which you are providing consent and return this form to us as soon as possible to complete the enrollment process.

Parent _____ Date _____

Military Information Release

S.O.U.L. Academy receives federal funds under the Elementary and Secondary Education Act of 1965 (20 U.S.C. § 6301 et seq.), and we are therefore required to disclose your secondary (grades 7-12) child's name, address, and phone number to a military recruiter or institution of higher education, on their request, unless you have told us that you do not want that information released without your prior written consent.

If you DO NOT want us to release your secondary school (grades 7-12) child's name, address, and telephone number to a military recruiter or institution of higher education, check this box.

Student's Name (printed)

Parent/Guardian Name (printed)

Parent/Guardian's Signature

Date

AUTHORIZATION TO SECURE EMERGENCY MEDICAL TREATMENT

1. Name of Minor _____ Grade ____ Date of Birth ____/____/____
Mo/ Day / Year

2. Name of parent, guardian, or conservator _____

Office phone _____ Home Phone _____

Address _____ City _____ FL, _____

3. Name of Other Parent (or both if different from #2)

Father _____ Phone _____

Mother _____ Phone _____

4. Friend or Relative who will probably know where to locate the parent in event of temporary absence. That can pick up your child from school.

Name _____ Phone _____

Name _____ Phone _____

I authorize the Principal of S.O.U.L. Academy or a designated representative to secure any and all emergency medical care and treatment for _____ (*student's name*) for acute illness suffered, or injury sustained while at school or participating in school-related activities.

Emergency treatment may be secured at a licensed hospital, clinic or medical facility, or by a licensed physician or dentist with the following exceptions:

I understand that cost of services provided by ambulance, private physician, clinic, hospital, or dentist remain the responsibility of the parent or guardian and will not be assumed by the Principal, the designee, or the S.O.U.L. Academy board of Directors.

Check one:

- I do not have medical insurance
- I do have medical insurance coverage on my child with _____
Insurance Company, policy or certificate # is _____.
Insurance company phone number is _____. List any
medications or drugs to which the student has had and allergic or adverse reactions to:

Parent or Guardian Signature Date

Copies of this authorization may be presented to the admissions office of a hospital or clinic or to a physician or dentist. Other distribution shall be only within the limitations of the Family Education Rights and Privacy Act. (For Field Trips, Teachers, and Office Use – Does not go to the Nurse's office)

STUDENT HEALTH INFORMATION

School: SOUL Academy

Student: _____ Grade: _____

Homeroom Teacher: _____

Dear Parent:

The school would like to cooperate with the parent in caring for any special health problems, either temporary or long-term, that may affect that student in his/her performance at school. Please list below any health problems such as:

Heart condition, kidney condition, epilepsy, diabetes, severe allergy to insect stings, severe food allergies, prior positive Covid diagnosis,
other _____

That requires emergency treatment. If any medical condition, either temporary or long-term, arises during the school year, please contact the school nurse, the teacher, or the principal so it does not interfere with your child's performance in school. Also, please list any medication that your child takes on a regular basis.

Diagnosis/Medication/How Often: _____

Date: _____ Signed: _____

(I give permission to share this information with other personnel that need to know.) **NO MEDICATION** will be administered by any school employee without a written order from a physician and a written permission slip from the parent or guardian.

School Year: _____ this form must be completed every year:

PARENT PERMISSION TO GIVE

“OCCASIONAL” OVER-THE-COUNTER PAIN MEDICATION / VITAMIN C & TOPICAL ESSENTIAL OILS

Student Name _____

Teacher _____ Grade _____

Over-the-Counter (OTC) medication are drugs that do not require a prescription and are purchased “over-the counter.” This also includes Vitamin C and Essential Oils that are beneficial to the body. This form is required before over-the-counter medication; vitamin C or essential oils can be administer at school.

PLEASE INITIAL EACH AREAS BELOW FOR WHICH YOU ARE GIVING PERMISSION

- _____ I approve all medications listed below
 _____ I do not want any OTC meds given to my child
 _____ I approve of the topical and oral items I have initialed

Parent Initials	TOPICAL	Parent Initials	ORAL
	Antibiotic cream (i.e. Neosporin)		Ibuprofen (i.e. Advil, Motrin)
	Hydrocortisone cream (i.e. Cortaid)		Antihistamine (i.e. Benadryl, Zyrtec)
	Benadryl cream (i.e. Caladryl, Diphenhydramine)		Acetaminophen (i.e. Tylenol)
	Burn gels		Cough Drops
	Black seed oil		Pepto Bismal
			Vitamin C

Please check with the school front office to see which medications are available for students in the school clinic and which medication you will need to supply, OTC medication will be given at the manufacturer’s recommended dosage.

PARENT PERMISSION TO GIVE

“OCCASIONAL” OVER-THE-COUNTER PAIN MEDICATION / VITAMIN C & TOPICAL ESSENTIAL OILS

The school is not able to supply medication for frequent or daily use. For OTC medication not listed on this form, or if the medication must be given on a regular basis, please use the form “Request for Medication Administration”.

MEDICATION HISTORY:

Is your student allergic to any medication?

_____ If yes, please list medicine(s) and type of reaction:

Does your student take any medication (either over-the-counter or prescription) on a regular basis?

If yes, please list:

THE OTC & PRESCRIBED MEDICATIONS INDICATED ABOVE MAY BE ADMINISTERED TO MY CHILD

(Signature of Parent of Guardian) _____

(Date) _____

Classroom Rules of Conduct and Disciplinary Action

Parents please read the classroom rules below and discuss them with your children. Our goal is that our students have opportunity to do their best at learning and growing. It is imperative that you explain the importance of self-control and obeying rules. There will be consequences to their actions when they choose not to control themselves.

Please sign and have your child sign and return to school. Please keep a signed copy for your records.

Responsibility - I am responsible for the information I receive. I must use my self-control to obey the rules otherwise; I will suffer the consequences of not following rules.

Respect – Respect The Most High and the house of Yah, my fellow students, my teachers and staff at S.O.U.L. Academy. Respect your property, the school property and the property of others.

Raise your hand – Wait to be recognize before speaking and getting up from your seat. This is in the assembly or classroom. Do not leave the classroom without permission, raise your hand and ask. You must use the bathroom pass when going to bathroom.

Self-Control – Maintain physical and body control at all times. No verbal communication of vulgarity or profanity at any time. (Cussing, or using words to refer to sexual or degrading content is prohibited).

Appropriate Interaction – Maintain physical body and verbal control, including voice tone and volume. Be kind to others, treat others as you would want to be treated, refrain from unkind physical or verbal communication, horseplay, Teasing, sarcasm, ethnic slurs, etc. (This is Bullying) Use appropriate body and verbal communication.

Follow Staff Direction - Respond to staff directions appropriately. Respond to direction in a timely manner.

Stay on Task - Refrain from off task socializing. Begin task in a timely manner. Stay in assigned working area. Active participation in ALL class work and assembly times.

Moving throughout the School - When moving from class to restrooms or other excused areas without an escort walk only, do not run. Use appropriate low voice tone during that time. Go directly to your destination without detour.

NO FIGHTING/BULLYING/OUT OF CONTROL BEHAVIOR - All negative behavior; including name calling, fighting, negative words, intimidations, threats, or anything of the sort **IS PROHIBITED AND WILL NOT BE TOLERATED AT SOUL**. If student have a disagreement of any sort; peers, staff while on campus, a school Administrator must be notified immediately!

Again, in order to get help you must report the issue asap. This is to avoid the retaliation coming back at the real victim while the bully goes unpunished.

No Cellphones Usage throughout the School: All phones must be turn into Administration or Teacher until school day is over. Cell phone use is a distraction to our students. The purpose of the classroom is a teaching and learning environment. All students have use of technology through our Chromebooks, headphones or camera, etc. Any student caught using a cell phone will receive a strike against them. After the third strike, that student cannot bring a phone to school for one week. If that student is seen with a phone at school, it will be taken until the parent can come to pick it up. **Cellphone usage on Bus:** Students can use their phones when traveling to and from school with a headphone. Playing cell phone out loud is prohibited and will result in suspension from using on bus. Any student who habitually break cell phone rules their phone will be suspended from bus and school campus. This suspension will last for remainder of current school term.

No HOODIES worn in the School: In the effort to keep our school safe at all times, we must have a clear visual of all students and staff at all times. Although, we have jackets with the hoodie as part of our uniform, the hoodie is not for indoor use. Any student asked to remove their hoodie while on campus must comply immediately. Student cannot remain in the building with a hoodie on their head. All forms of jackets can be purchase through the school uniform ordering procedures from our vendor.

NO SEALED BOOK BAGS Are Aloud: For security reasons, all bags entering the campus contents has to be visibly seen and/or may require search at any time. There is no need for any students to carry a book bag to school. All necessary learning tools are supplied by the school. Although, we ask our parents to occasionally donate school supplies in bulk. (Please see our school supply list online).

Exception; preKs and Kindergarten students can bring bags for extra clothing, napping pads, and requested items. (Thank you).

Student Signature: _____ Date: _____

Parent Signature: _____ Date: _____

Disciplinary Policy and Procedures

Your child will be given three chances to redeem themselves from breaking any of the above named class rules. Disciplinary actions are required to detour any distractions and disruption to the learning of other students in the classroom. Parents we need your help to be sure that your child/children will adhere to all class rules to make the learning environment conducive to unlimited academic achievement and growth.

Infraction #1

Internal suspension 1 to 5 days... if this is not working, the student will not be able to return to school until a Mandatory Parent School Conference is scheduled. The child will be placed on a strict disciplinary actions as decided between parent and school. Our goal is a proper resolution to remedy this disciplinary action to the success of our students.

Infractions #2

The child will be external suspended for 3 to 5 days. If this is not working, the student will not be able to return to school until a Mandatory Parent Teacher Conference is scheduled. The child will be placed on a strict disciplinary actions as decided between parent and teacher/administration. Our goal is a proper solution to remedy this disciplinary action.

Infraction #3

The child will be external suspended for 5 to 10 days. If this is not working, the student will not be able to return to school until a Mandatory Parent Teacher Conference is scheduled. The child will be placed on a strict disciplinary actions as decided between parent and teacher/administration. Our goal is a proper solution to remedy this disciplinary action.

Expulsion - If the child finally expelled, they would not be able to attend S.O.U.L. Academy for the remainder of the school year. Also keep in mind they will possibly lose their scholarship for any other private school under the Scholarship program.

**Parents please be aware that we are not here to control your children. While ever effort is made to teach them how to be in self-control, we can only give consequences when rules are not followed. Please work along with us at home to prepare them for a successful daily learning experience at SOUL.*

Parent Signature: _____ Date _____

Student Signature: _____ Date _____

SCHOOL LAPTOPS AND TECHNOLOGY PROCEDURES

All laptops and technical equipment are the sole property of S.O.U.L. Academy. This privilege we allow our parents is due to the Covid-19 issue that has made necessary our School@home Virtual Learning “VL”.

As we have now move to the next level of technology our school now a digital learning environment whereas; Smart boards for teaching interaction and laptops with head phones for all our students.

For our School@home VL, we ask that you oversee your children in the use of our loaner laptop for school education learning only. Please do not allow your child to use the laptop outside of this request. Damage technical equipment “laptop/headphone” are required to be replaced by the parent. No portion of your school scholarship is available to pay the cost of a damage laptop. Therefore, if there is an issue and a balance remain due to a damage laptop not paid this will go against your account balance, and you could possibly lose your privilege to obtain scholarship for your child’s education.

Thank you for understanding and being considerate. Our goal at SOUL is to give our children the best chance at the best education possible.

Sincerely Administration/SHES

Parent Signature: _____

Student Signature: _____

**Instructional Continuity Plan (ICP)
Policy and Procedure for Unforeseen Crisis**

School Name: S.O.U.L. Academy

School Code: 8160

District: Broward County

Address: 1955 North Federal Highway, 207, Pompano Beach Florida - 33064

Point of Contact for Distance Learning: Moriyah Yashar'el 954-994-7685 /
moriyah@soulacademy4u.org

School Contact Information (Phone/Email): Earnestine Cooper 754-213-6086 / 954-532-5196
earnestine@soulacademy4u.org / office@soulacademy4u.org

Additional Contact Information:

Department of Education School Choice

Hotline:

1-800-447-1636

[COVID-19 Resources](#)

Department of Health (DOH) hotline:

866-779-6121 (24 hours)

DOH email: COVID-19@flhealth.gov

Center for Disease Control hotline:

800-232-4636 (24 hours)

Department of Children and Families

Abuse Hotline:

1-800-962-2873

<https://reportabuse.dcf.state.fl.us>

Section I: Our Objective

To prevent any form of digression of our student's learning process we will:

- Adhere to the local and federal awareness of dangers and hindrances that may affect our day to day lifestyle. We will follow specific guidelines and recommendations for safety and wellness.
- Educate our families as much as possible on that crisis and how it can affect us.
- We will offer our parents the choice for their children education via; School@Home Virtual Learning or the classroom setting in our building.
- For the safety of our students, staff and parents our building will practice maintaining good health by; temperature checks, social distancing, purification of the air – diffuser (anti-viral lemongrass oil, live plants, humidifiers), 5g radiation diffusing system, sanitizer stations, and sanitizing cleansing throughout the day.
- We will maintain a secure, safe and healthy school environment for our staff, students and parents.
- We will educate them on their responsibility and safety precautions as well as healthy lifestyle and healthy decision making by following instructions.
- We will practice social distancing in a manner that will not make them uncomfortable in the classroom.
- For comprehensive learning we are a Title 1 & 2 school. Our teachers have access to on-line helps by way of several learning sites via technology.
- Our classrooms will be open for 1 hour longer in order to give more time for teaching and lecturing.

- We will also include virtual classroom courses students to feel safe in a home setting.
- We will offer peer counseling and guidance counseling as an on-going feature to all of our students.
- Parent participation is vital to our student's progression we will have rallies and programs to be sure our parents are aware of their need for support in their child/children's education progression.

Section II: Information for Parents, Guardians and Students

Introduction:

In the midst of a crisis our goal is resiliency through a practical plan that's safe and workable between administration, our staff, students and parents. Our Hybrid Educational Model gives our parents a choice in their children educational protocol. This gives parents the peace of mind that their children are being served in a safe and healthy environment. Rather they are in attendance through our School@Home Virtual Learning (SHVL) or in our classroom setting; our aim is the best safe practices.

We will perform this expectation with education of well-ness, nutrition and counseling. We believe that a strong immune system and a healthy mind is our defense against any unforeseen viral epidemic or disease.

Expectations of Parents/Guardians:

We understand that not all family's situations are the same. However, we expect our parents/guardian to make us aware of personal hardships they may be experiencing. This awareness allows us to possibly accommodate that hardship so that our children educational process will not digress. Our parents are expected to be out front in our School@home Virtual Learning; helping them with consistency in completing work assignments and meeting essential timings. We expect them to be engaged in their child's academic progress. We expect them to be in direct contact with their child's teacher and administration. We expect parents to be sure their child/children are rested and well ready for learning with all the necessary tools.

Continuation of Services:

During our distance learning experience in crisis, our education services will continue through our School@home Virtual Learning (SHVL).

For 2023-2024 school term we will continue to serve, our student educational needs via classroom and FLVS/FLEX. This is to accommodate the diverse student/family needs.

Access to Devices/Internet:

Our parents that need technology will be able to check out a loaner laptop from the school.

How to Access Online Texts:

Our online education is through the Clever/Canvas classroom and zoom platform. We will be using other online platform for our upcoming school term. The details is forthcoming.

Textbook/Materials Check Out/In:

Work Assignments will be upload into the system. Books will be available for check-out from the school (parents will be responsible for picking up and returning books).

Local Meal Programs:

Our school have a NSLP/SSO meal program. Lunch is serve in our school cafeteria area. Children will eat in the designated area maintaining social distancing. Some students will eat in the classroom in a social distance fashion. During unforeseen school emergency closure, our School@home Virtual Learning (SHVL) program will be opened. Students, parents will be able to pick up breakfast and lunch at our outside drop/pickup location.

Technical Support Issues:

All issues should be directed to our Tech Support department by request through front office.

Section III: Responsibilities

Teachers:

Scheduling: Our teachers are responsible for setting up a specific time to assist students who participate in our (SHVL) program and students in the classroom setting.

Student Evaluation: Student’s online and work packets are graded often to measure their progress.

Instruction: Will be given in the classroom setting and via online tools that are used.

Attendance: Via classroom setting or logging in online through virtual presence.

Grading: Students are graded via overall understanding of the subject matter, presentation, work ethics, assessments and response.

Support Access: Access for support is through online, phone and one-on-one.

Parent/Guardian Communication: Parents can communicate via; phone, text or email, through scheduled times.

Administrators:

Staffing (support, etc.): Oversee staff are physically well, prepared to instruct and ready to assist our students educational needs.

participating in our School@home VL. All teachers must be well and physically sound to teach.

Emergency Decision Making/Delegation of

Sick Teachers: Teachers who are not meeting our wellness policy; will have the opportunity to instruct virtually. This will be done administered to students that are physically in the classroom and those

Authority: All parents will choose by way of student’s file their choice of delegation of authority in their absence.

Parent/Guardian Contact:

Parent are responsible for updating their contact information as necessary.

Guidance Counseling/Mental Health: We offer our students counseling and we are in partnership with like agencies to refer our students if necessary.

Non-Instructional Responsibilities:

Section IV: School Policy & Procedures

Attendance: We will offer our hybrid educational model, students in classroom and virtual attendance. Students that attend our virtual platform will be responsible for logging into the system and be a part of the classroom activities as if they were physically present. Students are required to wear their school uniform during School@home "SHVL". Parents are responsible for overseeing their children learning at home by preparing a space that is conducive to learning. Parent must be in communication along with the student and teacher. This is to avoid any student being left behind because of their lack of focus during school hours. If the parent consent the student can obtain the classroom lessons for the day and parent oversee work being completed in a timely fashion. Otherwise anything contrary to this policy will be considered an unexcused absence.

Grading: The student will be responsible for completing the assignment and forwarding same back to teacher for final grade. The teacher will maintain their grading system, making the student and parent aware of child's progression via reports, phone call or request for visit to the school if there are concerns of failing grades.

Student Workload: Our teachers will schedule student workload via staggered subjects; e.g. Monday, Wednesday, Fridays; Math-English-Science. Tuesday and Thursdays; Social Studies-Health & Nutrition. Fitness Monday through Friday.

Student Private & Safety: Our workstation setup will give our students the privacy and social distancing they need in order to maintain a safe environment from person to person contamination. We have diffusers in the classrooms and throughout the building that emits a steady mist of anti-viral lemongrass essential oil to keep bacteria and viruses out, humidifiers and live plants to help purify the air.

All persons entering the building will have their temperatures checked daily. No unauthorized persons that are not equipped with the proper protection will be allowed to enter our facility. Keeping a safe healthy environment to protect our staff, students and parents is paramount.

Student Services: All necessary service to our students will be performed in an educational professional like manner.

Technology Usage: Laptops and headphones equipment are to be maintained in working conditions. Parents are responsible for overseeing this process between themselves and their child/children.

Section V: Content Delivery

Another method of teaching can be done by way of work packets to students who do not have online capabilities and/or parent may not be knowledgeable of technology to participate in our School@home Virtual Learning (SHVL).

Please explain:

Our detailed work packets can be picked up by parents from our front office.

Methods:

Work sheet assignments, lectures and video presentations.

Please explain:

Our content delivery in virtual learning via google classroom, google teams, zoom. Our teachers are available for extra help outside of instruction via phone, zoom, facetime, etc.

Platforms Used (i.e. Google Suite, local Learning Management System):

Google Classroom, zoom, youtube

Digital Resources:

Laptops and headphones (parents can purchase headphones for their children)

REQUIRED LEGAL NOTICES

- General Information about Admission, Attendance, and Conduct
- Curriculum and Program Information
- Special Interest to Students
- Special Interest to Parents

Nondiscrimination: S.O.U.L. Academy does not discriminate in its educational programs and services, including its career and technology education programs, on the basis of sex, race, religion, color, national origin, or disability. The School complies with Title IX of the Education Amendments of 1972 and with Section 504 of the Rehabilitation Act of 1973. Any questions or concerns about the School compliance with these federal programs should be brought to the attention of the person shown below as Coordinator. The school's Principals/Administrators Moriyah Yashar'el and Earnestine Cooper, whose office is located at: 1955 North Federal Highway, Suite 207, Pompano Beach, FL 33062 and can be reached by telephone at (954) 532-5196 or email; moriyah@soulacademy4u.org, earnestine@soulacademy4u.org.

Family Educational Rights and Privacy Act: The school creates and keeps general education records for all students enrolled in school. Those records are confidential and generally are available only to parents and school personnel or other people who are acting on behalf of the school.

When we say "parents" have a right of access to and copies of all education records pertaining to their children, we mean all biological or legal parents whether married, divorced, or separated and any other person with whom the child resides and who is acting as a parent in the absence of the child's parent or legal guardian. Parents control the access to their children's education records until the child becomes an adult at age 18. When the child reaches age 18, she or he controls the access to his or her records and is the one who can consent to the release of the records to other persons. However, parents continue to have a right to see and obtain a copy their children's education records so long as the child is a dependent for federal income tax purposes, even if the child does not want them to. If a parent wants to see or obtain a copy of his or her child's education records, she or he should contact the principal of the child's school if the child is currently enrolled.

If the child has withdrawn or graduated, parents should contact the assistant administration for access to records. Records can be reviewed in administrative offices during regular office hours, from 8:00 a.m. to 3 p.m., and someone will be available to answer questions about the records.

Originals cannot be removed from office. Copies will be provided to parents within a reasonable time, usually not more than two or three days, after parents have made a written request for copies.

Parents cannot use this process to challenge a grade recorded for a student.

Because parents generally control access to their children's education records, the school ordinarily will not permit access to or copies of education records without at least one parent's written authorization to release the records. **However, under some circumstances, the school can and will provide access to or copies of education records without parent authorization. The most common circumstances are these:**

The school will forward education records on request to a public or private school or institution of higher education in which the student seeks or intends to enroll.

- The school may disclose education records to a contractor, consultant, volunteer, or other person who is performing services for the school, which is under the school's control related to the use of the records, and who has complied with school limitations on the re-disclosure of personally identifiable information from education records.
- The school will comply with a lawful subpoena for student education records, but will make reasonable efforts to notify the parents before complying, unless the subpoena indicates that parents should not be notified.
- The school will release educational records to a juvenile justice agency in accordance with an agreement with between the school and the agency. The information will be released before the student is adjudicated and will be provided so that the juvenile agency can appropriately serve the student.
- The district will release educational records to "school officials," meaning any employees, trustees, or agents of the school, including persons employed in shared services arrangements or cooperatives of which the school is a member, school volunteers, parents or students serving on official committees, and the school's legal counsel, who have a "legitimate educational interest" in the records, meaning they are persons who work directly with your child at school or any school activity, including officials involved in disciplinary or academic decisions affecting your child directly, persons who are compiling statistical data for the school, who are reviewing such records to fulfill their employment responsibilities, or who are investigating or evaluating school programs.

If you want to review the school's entire policy regarding student records, please contact the principal, who will be glad to provide a copy for you and to answer any questions you may have about the policy or this notice.

Invasive Examinations or Screenings: We do not perform any invasive physical examinations or screenings as a condition of attendance. We do require vision, hearing, and scoliosis screenings, as required by state law. Please contact us if you have any questions regarding those screenings.

Accreditation: What is Accreditation? It is the process of officially being recognized of a particular status or being qualified to perform a particular activity. For example; S.O.U.L. Academy is an example of a school that have accreditation by the Florida Department of Education that receives Scholarship funding. We have to perform a yearly compliance checklist in order to maintain our Private School Scholarship funding participation.

Teacher Qualifications: You may request the following information, which we will provide to you in a timely manner:

1. Whether your child's teacher(s) have met state qualification and/or licensing criteria for their grade levels and subject areas.
2. Whether your child's teacher(s) are serving under emergency, FLDOE required 3 plus years of teaching experience or other provisional status that is less than full state certification.
3. The degree major of your child's teacher(s) and any graduate degrees held, and the field of certification or degree.
4. Whether your child receives services from paraprofessionals and, if so, their qualifications.

Options and Requirements for Providing Assistance to Students Who Have Behavior or Learning Difficulties or Who Need or May Need Special Education/Attention:

If a child is experiencing learning difficulties, behavioral issues, students having these difficulties in the regular classroom will be referred for other services. Such as tutoring in Math and Reading. We partner with Broward Schools LEA "Local Education Agency" Programs such as; Title 1, Private School Services Plan, PSSP, Play & Learn Therapy (Speech-Language) and we refer our students who are in need of other services in school. Student that have behavior issues will be referred

for assessment/diagnosis through *Samaritan Hope Empowerments Services, Behavioral Services and other local agencies.*

We also offer counseling, discipline activities and prayer that help to assist our students in positive behaviors. Our goal is to increase their learning ability helping them overcome by redirecting negative behaviors.

At time of enrollment if a parent finds it necessary, they can register their child for evaluation. The school may also request an evaluation due to gathered information. Once evaluation is completed if a diagnosis is apparent, the student will be referred for therapy and Psycho-social Rehabilitation.

If it is determined that the evaluation is not needed, the school will provide the parent with a written notice that explains why the child will not be evaluated. This written notice will include a statement that informs the parent of their rights if they disagree with the school.

MEDICAL

Bacterial Meningitis

State law requires the school to provide the following information:

What is meningitis?

Meningitis is an inflammation of the covering of the brain and spinal cord. It can be caused by viruses, parasites, fungi, and bacteria. Viral meningitis is most common and the least serious. Bacterial meningitis is the most common form of serious bacterial infection with the potential for serious, long-term complications. It is an uncommon disease, but requires urgent treatment with antibiotics to prevent permanent damage or death.

What are the symptoms?

Someone with meningitis will become very ill. The illness may develop over one or two days, but it can also rapidly progress in a matter of hours. Not everyone with meningitis will have the same symptoms.

Children (over 1 year old) and adults with meningitis may have a severe headache, high temperature, vomiting, sensitivity to bright lights, neck stiffness or joint pains, and drowsiness or confusion. In both children and adults, there may be a rash of tiny, red-purple spots. These can occur anywhere on the body.

The diagnosis of bacterial meningitis is based on a combination of symptoms and laboratory results.

How serious is bacterial meningitis?

If it is diagnosed early and treated promptly, the majority of people make a complete recovery. In some cases, it can be fatal or a person may be left with a permanent disability.

How is bacterial meningitis spread?

Fortunately, none of the bacteria that cause meningitis are as contagious as diseases like the common cold or the flu, and they are not spread by casual contact or by simply breathing the air where a person with meningitis has been. The germs live naturally in the back of our noses and throats, but they do not live for long outside the body. They are spread when people exchange saliva (such as by kissing; sharing drinking containers, utensils, or cigarettes).

The germ does not cause meningitis in most people. Instead, most people become carriers of the germ for days, weeks, or even months. The bacteria rarely overcome the body's immune system and cause meningitis or another serious illness.

How can bacterial meningitis be prevented?

Do not share food, drinks, utensils, toothbrushes, or cigarettes. Limit the number of persons you kiss.

While there are vaccines for some other strains of bacterial meningitis, they are used only in special circumstances. These include when there is a disease outbreak in a community or for people traveling to a country where there is a high risk of getting the disease. The vaccine is safe and effective (85–90 percent). It can cause mild side effects, such as redness and pain at the injection site lasting up to two days. Immunity develops within seven to ten days after the vaccine is given and lasts for up to five years.

What should you do if you think you or a friend might have bacterial meningitis?

You should seek prompt medical attention.

Where can you get more information?

Your school nurse, family doctor, and the staff at your local or regional health department office are excellent sources for information on all communicable diseases.

Covid – 19

Coronavirus Disease 2019 (COVID-19) is a disease that was identified in Wuhan, China, and is now being spread throughout the world. COVID-19 can affect anyone, and the disease can cause symptoms ranging from mild to very severe. For some other illnesses caused by respiratory viruses (such as influenza), some people may be more likely to have severe illness than others may because they have characteristics or medical conditions that increase their risk.

Symptoms may appear 2-14 days after exposure to the virus. People with these symptoms may have COVID-19:

- Fever or chills
- Cough
- Shortness of breath or difficulty breathing
- Fatigue
- Muscle or body aches

- Headache
- New loss of taste or smell
- Sore throat
- Congestion or runny nose
- Nausea or vomiting
- Diarrhea

Look for emergency warning signs for COVID-19. If someone is showing any of these signs, seek emergency medical care immediately:

- Trouble breathing
- Persistent pain or pressure in the chest
- New confusion
- Inability to wake or stay awake
- Bluish lips or face

Precaution: Reduce the Spread - Build a Healthy Immune System is the best defense to fighting against Covid-19. Building a strong defense system against Covid-19, includes but is not limited to; High dose of Vitamin C (3 to 4mg) daily. Eating a diet that consist of Plant base/Wholefoods: Fruits and Vegetables. Supplements; Elderberry, Advanced Sea moss with Bladderwack and Burdock, Vitamin D3, Inner Vitality Fulvic Humic Vitamin, Mineral and Amino Acid blend. Diffusing essential oils; Lemongrass or Oregano. Diffuse with distill or reverse osmosis water only.

Precaution: Reduce the Spread recommendations from the CDC:

- Wash your hands often for at least 20 seconds before rinsing
- Avoid touching your face with dirty hands
- Use alcohol for sanitizing your hands at least 60 percent
- Avoid close contact at least six feet apart
- Cover your face with mask or shield
- Clean and disinfect touched surfaces often
- Monitor daily health

GENERAL INFORMATION

2023 - 2024 School Calendar

Please see back cover

Student's Legal Name

While we recognize that there are circumstances when a parent may wish his or her child to be enrolled under a name other than the child's legal name, we are required to maintain all school records for your child under the child's legal surname as shown on the birth certificate or other recognized document to prove the child's identity or as shown in a court order changing the child's name.

Admission, Release, Withdrawal

These are the basic requirements for admission to S.O.U.L. Academy:

1. Students under the age of 18 must be enrolled by a parent, legal guardian, or adult resident who has a valid Power of Attorney for the student. Students who are 18 or older, who are legally married, or who have ever been legally married, and who have not graduated from high school can enroll themselves.

2. The adult enrolling the student must present current immunization records or show proof that the required immunizations have begun by DOH form DH680. Proof of health exam/scoliosis DOH form DH3040 "School Entry Form".

If for religious purposes, you do not immunize your child/children you must provide a "Religious Exemption Form from Immunization" for your child's file.

3. No later than 30 days after a student has been enrolled, the adult enrolling the student must provide a copy of a birth certificate or other acceptable identification i.e. Social Security card for the child and copies of the education records from the school the child last attended.

We do not admit underage students to school outside of an attending family. The child must be 4 years old on or before September 1 of the current school year to be admitted in our prek4 program. In order to be enrolled in our kindergarten

program, your child must be 5 before September 1st. To be admitted to first grade, your child must be 6 years old on or before September 1 of the current year or must have completed kindergarten, or been enrolled in first grade, in the public school. The application for admission and enrollment forms are official school records, therefore, it is a crime to provide false information of any kind or false records for identification. School officials can ask parents or another adult enrolling a student to provide some evidence that they are bona fide. As required by law, we will record the name, address and phone number of the person enrolling a student.

Certain Transfers—Victims of Bullying and Sexual Assault

If you believe that your child is the victim of bullying, you may request a transfer to another classroom. If we verify that your child is the victim of bullying, the transfer will be made upon your request. If a student in the school is convicted of committing continuous sexual abuse of a young child or children or convicted and placed on deferred adjudication for a sexual assault or aggravated sexual assault against your child that student will be banned from the school. We have zero tolerance for sexual assault and bullying.

Release during the School Day

Students will be allowed to leave school during the school day with the permission of the administrative office given the authority to release students by registering parent only. **Parents cannot go directly to their children's classroom and take the child away from school during the day. The parent must sign in at the front office desk upon arrival with reason for visit or child early pickup.** Teachers do not have the authority to let children leave their classroom with anyone.

If you need to take your child from school before the end of the school day, such as for a medical appointment or a family emergency, you should go to the front office and sign the child out. The teacher will send the child to the office, and she or he will be released to you at that time.

At the time children are enrolled, the parent or other adult completing the enrollment forms should list those people who are authorized to pick up children during the school day. **Unless the school has a current court order signed by a judge, showing an official file stamp with the court, and indicating that a parent's right of access to and possession of his or her children has been limited in some way, the school will release children to either parent.**

Withdrawing from School

Children who are under age 18 will not be permitted to withdraw from school unless a parent, legal guardian, or other adult with responsibility for the child comes to the school to complete the necessary forms. Students must return all textbooks issued to them and clear any fines and other outstanding fees in order for the school to release an official copy of the student's records/transcript to the parents or to another school district.

Students who are age 18 or older, who are legally married, or who have ever been legally married are adults and can withdraw themselves from school.

Attendance Requirements

State compulsory attendance laws generally require all children between the ages of six and 18 to attend school each day that school is in session. A student who is younger than six and has ever been enrolled in the first grade is required to attend school. Once a parent enrolls a child in kindergarten, the child is required to attend school that school year.

A student who voluntarily remains enrolled after the age of 18 is required to attend school. A student who is at least 18 years old and under the age of 21 will be required to attend school until the end of the school year.

Regular attendance is critical to your child's success at S.O.U.L. It is also critical to the school's success because it is a factor in the state accountability system and is a determining factor in the amount of aid the school is entitled to receive. Parents are **required to call the school** if child will be tardy or not coming that day. Students with five unexcused absent can possibly be place in internal suspension for three days.

Truancy

Florida law defines "habitual truant" as a student who has 15 or more unexcused absences within 90 calendar days with or without the knowledge or consent of the student's parent or guardian, and who is subject to compulsory school attendance.

Doctor Appointments

Absences for appointments with doctors, dentists, orthodontists, physical therapists, and other health care professionals will be classified as excused absences if the student returns to school on the same day as the appointment and presents a note from the health care provider stating the time of the appointment and the time the student left the doctor's office. If the appointment is at the end of the school day and the student has been at school all day up to that time, the absence will be excused if the student brings a note from the health care provider the following day.

Holy/Feast Days

Absences for religious holy days, including up to two days of travel time if necessary, will be classified as excused absences.

Court Appearances

Absences for required court appearances will be classified as excused absences upon presentation to the school attendance official of a copy of the document requiring the student's appearance in court.

Conduct and Discipline

The handbook contains the school's requirements for student conduct and behavior while at school or under the school's jurisdiction. The Student Handbook also explains the kinds of disciplinary action school officials can take in response to violations of the rules for student conduct and the steps involved in taking disciplinary action. If you have any questions about conduct or discipline rules, please refer to the conduct at the beginning of Hand Book or call your school principals/administration.

Uniform and Grooming Policy

We are a uniform school students must come to school in mandatory uniform clothing Monday – Thursdays. Fridays dress down in consideration of proper clothing for school. Students must exhibit basic cleanliness and grooming that will not be a health or safety threat to themselves or to other students or staff. All students are expected to come dressed in school uniforms. While we understand students' desire to express themselves in their clothing and grooming styles on Fridays dress down; torn clothing are prohibited, as well as clothing with pictures, emblems, or writing that is lewd, offensive, vulgar, or obscene or that advertises or depicts tobacco products, alcoholic beverages, drugs, or any other substance that students are prohibited from having or using at school. The teacher/administration makes decisions about dress and grooming violations. The student and parent may determine the student's personal dress and grooming standards, provided they comply with the general guidelines listed above and those outlined below.

- All clothing must be mid-thigh or longer when seated.
- Spaghetti straps, low necklines, or exposed midriffs are prohibited.
- Polo shirts designed to be tucked in or outside of bottom uniform clothing.
- Undergarments shall be worn appropriately.
- Only S.O.U.L. Academy school hoodies are allowed, however hoodies on head inside building is prohibited. A cardigan is the official Sweater/Jackie.

- All pants shall be worn at the waist, with no sagging.
- Clothing referring to satanic, cult, gangs, or drug behavior may not be worn.
- All tattoos must be covered.
- No headgear; such as *bonnets, caps, hats, and the like, may be worn inside any school building*. Students are allowed to wear head wrap.
- Student hair must be groomed at all times, this include maintaining of locs.
- Inappropriate footwear (such as house shoes, shower shoes and, slides or sandals, "wheelie" tennis shoes) is prohibited.

If your child comes to school wearing clothes that violate the dress code policy and grooming standards, she or he will be placed in internal suspension until they are in compliance. We will make efforts to notify you as soon as possible, and if the student changes clothes or otherwise comes into compliance with the dress and grooming standards, they will return to regular classes immediately. The driver will not allow students to board the school bus who are dressed in any way that violates the school dress code in any manner.

Harassment of Students

We prohibit students from sexually harassing other students and from sexually harassing employees; we also prohibit harassment based on anyone's race, color, gender, national origin, or disability. Engaging in harassment is a violation of the Student conduct. We, of course, prohibit employees from having any kind of sexual contact or romantic relationship with students enrolled in our schools, even if the student is willing and the parents do not object. See the Student conduct for a complete description of the offense of "harassment" and possible disciplinary consequences.

If you or your child have a complaint about sexual comments, conduct, contact, or any other inappropriate conduct by a school employee or about any other kind of harassment, do not hesitate to contact the school principal whose name appears at the beginning of this Handbook regarding sexual or any type of harassment. We will listen to your concern and conduct a prompt investigation. We also will look into reports that other students have been making sexual or other harassing comments to or engaging in sexual or other inappropriate conduct or contact with your child at school or school activities and take appropriate disciplinary action according to the requirements of the Student Handbook. Although we will provide you a general report of the results of our investigation of harassment complaints, the same federal law that protects the confidentiality of information about your child protects the confidentiality of information about the student you reported for investigation. In other words, we will not disclose to you the specific discipline

imposed on another student, unless that student's parents give us permission to disclose that information.

If the complaint is about an employee's conduct, we will inform you of the results of the investigation and of the general action taken in response if there is a finding of wrong-doing on the employee's part. A copy of the entire policy addressing prohibited harassment or retaliation and the process for making reports or complaints related to alleged harassment or retaliation is included in the appendix of this handbook.

Searches of Students and Vehicles on School Property

The principal or other school administrator will search a student's book bags, outer clothing, pockets, or property as a general safety precaution. If a student is a suspect that has violated school rules, it is likely that the authorities and parents will be contacted. The scope of the search will be related to the suspected violation that is evident.

Vehicles parked on school property are also subject to search by the principal or other school administrators if the administrator has a reasonable basis to suspect that there may be contraband of any kind, such as weapons, alcohol, drugs, or any other prohibited substance, in the car. We will always ask the student for permission to search if we have any alert or we have any reasonable basis, such as a reliable tip, to search the vehicle. If the student does not consent, we will ordinarily contact a parent and local law enforcement and turn the matter over to the police. Because students are responsible for any contraband that is found in a vehicle they have parked on school property and will be disciplined accordingly, they should be aware of and very careful about what goes on in any vehicle they drive to school.

Questioning Students at School

As school officials, we have the right to question your child about his or her own conduct at school and, in the investigation of alleged misconduct by other students or staff, to question him or her about the conduct of others. We expect students to cooperate in this process, and the refusal to cooperate will be treated as insubordination and disciplined accordingly. We will not ordinarily contact you before questioning your child about his or her own conduct or about the conduct of other students or staff, but certainly will contact you as provided in the Student handbook if our investigation shows that your child has violated school conduct rules. The Student Handbook provides a complete explanation of the discipline processes and when we will contact you. Our investigation of possible violations of the student handbook is not a criminal proceeding, and there is no such thing as

“taking the Fifth” or a student’s right not to incriminate himself or herself in a school discipline investigation.

Cell Phone Usage

NO cell phones are permissible during school hours. This is due to cell phone usage during study times hinders and distracts the flow of classroom activities. Students can use their phones during bus travel with earplugs. Once the student enters the school building, all phones must be off and turned in to the teacher or administration office. After school is over phones are given back to the student. Any violation of this policy can result in disciplinary action after three consecutive warnings. Parents will be notified and further action will be taken. Student will possibly lose the privilege to bring their cell phone to school or use during bus travel.

Pledges, Prayer, and Meditation

Devotion to the Most High is the beginning of our day. Students will participate in prayer, reading of scripture, memorization and the recitation of school’s declaration. Prayer in S.O.U.L. Academy in any manner does not disrupt or interfere with the delivery of instruction or other activities in the school. The Holy Scriptures are our behavior source.

CURRICULUM AND PROGRAMS

General Curriculum Information

We have a comprehensive source of digital teaching books, materials and learning activities that assist our students in focused learning. Learning comes by way of classroom lectures, digital learning tools includes up to date learning programs and software that is geared towards building reading comprehension and math computation, a wide range of books, online videos, role play communication and an unlimited source of available materials. You can schedule a review with your child's teacher.

Our course of study also includes real history through; The Holy Book, Biblical literature, the original Language of the bible Hebrew. Real History exposes hidden truth that awakens their interest to learn more about themselves and the Father.

Assessment & Testing: Our assessment to obtain our students present and progressive learning is through NWEA Map Assessment program. These assessments are administered fall, winter and spring. These assessments are essential in knowing where your child is academically. It gives information for digital programs that relates to Map Assessment in order to help build student's learning gap skills. An overview of Map Assessment is explained in our parent's night meetings.

Dual Enrollment Opportunity: While dual enrollment is an opportunity for your child to accelerate their learning experience at SOUL. It is imperative that students who participate are mature/focused and ready for this challenge: Emotionally, Academically, Socially and Physically. This opportunity can prepare your child for an immediate career opportunity after graduating from high school.

Our dual enrollment partnerships are:

Florida Virtual School: USF – University of South Florida:

Please inquire through school Administration Offices for details and enrollment.

Structured Physical Activity

Health, Wellness and Fitness: Our wellness policies are in place to ensure that all students engage in the amount and level of physical activity needed to maintain great health. Our goal is to build a healthier community and family lifestyle in order to obliterate the health epidemics our nation faces.

S.O.U.L. Academy follows the NSLP “National School Lunch Program”

nutrition guidelines that advance student health and reduce childhood obesity, and shall promote the general wellness of all students through nutrition education, physical activity, and other school-based activities. Each day your child will participate in our fitness program inside of our activity center. They should include a clean white t-shirt daily in their book bag.

English Education/Spanish as a Second Language: English is the basic language of instruction in our schools. Children who have limited English-speaking skills will have access to programs to help them learn to understand, speak, read, and write the English language. We also offer as an Elective the Hebrew Language for interested students.

Gifted and Talented Students: Some children demonstrate or show a potential for demonstrating a remarkably high level of accomplishment when compared to other children of similar age, experience, or environment. These children may perform at a very high level in an intellectual, creative, or artistic area, show an unusually high capacity for leadership, or excel in a particular academic field. We provide a variety of programs (Dual Enrollment) activities, and learning opportunity for these students. We encourage our students to perform at their highest level and we reward them for doing so in our A and B Honor Role Reward program quarterly. These Awards and Recognition are during our *scheduled OHPN “Open House Parent Night and Graduation and Award Night.”* (see enclosed calendar)

Counseling Programs and Services: The school has a developmental career counseling and guidance program. Our Administration office is available to help students with questions about planning their course of instruction, applications to college or other post-secondary or vocational education and training programs, scholarships and financial assistance, and other academic issues. We also have trained counselors available to talk and listen to students about situations and experiences that may be affecting their ability to get all they can from their instructional program. We encourage students to seek the assistance of school counselors/therapist whenever they need to, and counselors can refer students or parents to other sources of assistance.

Grading / Report Cards and Interims Reports: Teachers establish their grading standards, including penalties for late work, but those standards must be consistent with guidelines approved by the school principal. If you have a question about a grade your child receives on an assignment, you should first speak with the teacher. An exam or course grade issued by the teachers is final and will not be change unless we determine that it was arbitrary, erroneous, or not consistent with

the grading standards and policy. Report cards sent home at the end of the grading periods. This will likely be sent by way of our email service. If your child is having trouble in a class, the teacher may ask you to schedule a conference. We encourage you to attend those conferences. If your child's performance in language arts, math, science, or social studies is consistently unsatisfactory, you will receive grade reports every three weeks.

Academic Probation Watch "APW": A student must establish and maintain a pattern of academic success while attending SOUL. A student failing at the conclusion of each quarter will be placed on Academic Probation Watch. The student has the opportunity to re-establish a pattern of academic success during the probationary period.

Several indicators determine Academic Probation Watch:

- Earning a failing grade in a single course.
- Earning grades that result in loss of eligibility for participation in co-curricular activities.
- Administrative determination of failure to establish and maintain a pattern of academic success.
- Excessive Absentee can be a factor.

A student can be on Academic Probation Watch (APW) for one quarter. At the conclusion of the quarter, the Administration will determine if a student placed on probation has re-established a pattern of academic success. A student who is on Academic Probation Watch and fails to re-establish a pattern of academic success will remain on probation for the following quarter.

A student failing to establish a pattern of academic success for the fourth quarter will be placed on Academic Probation Watch for the first quarter of the following year. The Administrative Team may withdraw a student who has been on Academic Probation Watch for three-quarters in one school year.

SPECIAL INTEREST TO PARENTS AND PARENTS RIGHTS

Academic Programs: You can ask the principal to change your child's teacher or class assignment. However, the principal is not required to make the reassignment and will not do so ordinarily if that change would affect the assignment or reassignment of another student.

Teaching Materials: You may review all digital teaching materials, textbooks and other teaching aids used in your child's classroom and may review all tests

administered to your child, after the test is given. To review these materials, please contact the office to schedule them to provide you access to those materials at school during regular school hours. You may request that your child be permitted to take home any printed out materials used by the student, and if a book is available, we will gladly honor that request. If the teacher requests it, the student must return the materials/textbook to school the following school day.

Records and Other Information: As we stated in the “Required Notices” section of this Handbook, you have a right of access to all written educational records that we maintain concerning your child. You also can receive full information about any and all school activities in which your child is involved.

Video and Audio Recording: It is possible that your child will be video or audio during classroom assignments or school events, “Founders Week, Sports Event, School Marketing” materials. It is possible that you will not be notified of such video and/or audio recording while on campus. Rest assured parent this will be in no way of bringing harm or any adverse reaction to our students, but for marketing or school assignment only.

Although it may be times where We will seek and obtain your written consent before any school employee makes an audio or video recording of your child, except that your prior consent is not required before a recording that will be used only for safety purposes, including maintaining order and discipline in common areas of the school or on school buses. Our video recording is the property of the school and not the parent. It will be to the school discretion via security staff and our legal counsel.

Visiting School: You are welcome to visit your children’s schools from time to time; however, you must comply with our policy requiring **all** visitors to go first to the office and sign in. We have this policy for the safety of your children and our staff. Parents and any other person on campus without the principal’s knowledge will be trespassing and may be subject to arrest. We also expect parents to be polite and civil in their dealings with all school staff.

We do not permit or tolerate abusive, disrespectful, threatening, lewd, profane, or offensive language from your children at school, and we will not tolerate it from parents.

Parents who create a disruption at school or behave unacceptably maybe prohibited from coming onto school property without specific authority. This can result to criminal trespassing if they disregard the principal’s directive. While we encourage you to be involved in your children’s education and knowledgeable about their classes, teachers, and curriculum, it has been our **experience that frequent and**

long visits to the classroom are disruptive to teaching and the learning environment. The principal can limit or restrict the frequency and duration of classroom visits to be sure that disruption of the instructional process does not occur. We welcome you to come to school occasionally and eat lunch with your child. However, children cannot be removed from the campus during lunch period unless the established process of signing the child out from the school's office.

Student Illness or Injury at School: We will promptly attempt to notify you or a person you have authorized us to notify if we have knowledge that your child has been hurt at school or has become ill. One of the forms we ask you to complete at the beginning of each school year is a form authorizing designated school employees to consent to medical treatment in case your child is hurt at school or a school-related activity and requires emergency treatment.

We, of course, will call you in such a situation and will call for emergency medical assistance, if needed. **It is important, however, that you understand that the school is not responsible for any cost of medical treatment or services provided after an injury at school or a school-related activity. We cannot and will not use private school funds to pay individual student medical expenses.**

Administering Medicine at School: Often, students have to take prescription medication for a set time for treatment. If possible, we ask that you schedule the timing of the doses so that the child takes the medicine at home. **MEDICATION WILL NOT BE ADMINISTERED BY ANY SCHOOL EMPLOYEE WITHOUT A WRITTEN ORDER FROM A PHYSICIAN AND A WRITTEN PERMISSION SLIP FROM THE PARENT OR GUARDIAN.** Unnecessary administration of medicine may be harmful. Parents can approve their child to take herbal medications. No medication that has an outdated expiration date will be administered to student. The school nurse or other authorized school employee will administer medications only from a container that appears to be the properly labeled original prescription container or from a properly labeled unit dosage container filled by the nurse from a properly labeled original prescription container. Only the nurse or other authorized school employees can administer prescription medicines at school. Other than prescription asthma medicine or anaphylaxis treatment for students with severe allergies that may result in anaphylaxis, we do not permit students to carry their own medications and self-administer.

Children with asthma or children with severe allergies that may result in anaphylaxis will be allowed to carry and self-administer their prescription asthma or anaphylaxis medicine under certain conditions.

The student must have demonstrated to his or her doctor and to the school nurse that the child has the skills necessary to self-administer the asthma or anaphylaxis

medicine. Additionally, you must provide us a written authorization for self-administration and a written statement from child's doctor that the student has asthma and is capable of self-administration; and that includes the name and purpose of the medicine, the prescribed dosage, the times and circumstances for administration, and the period for which the medicine is prescribe.

If your child has unique medical conditions or any other condition, such as a food allergy, that requires virtually immediate administration of medications under specified conditions, please contact the principal, who will schedule a meeting of appropriate personnel to ensure that your child's need are met.

Lost, Damaged, or Stolen Personal Items: We ask that you discourage your child from wearing or bringing to school expensive or irreplaceable jewelry, watches, sunglasses, or personal clothing that may be remove during the days, such as winter coats. Students are responsible for all their personal possessions while at school or any school-sponsored or school-related event. **It is important that you understand the school is not responsible for any personal items that are lost, damaged, or stolen at school or a school-related activity.**

The school maintains a "Lost and Found" in the administrative offices; clothing and other items that are turned in as "lost" and not claimed by the end of the school year will be donated to charity.

Telephone Use: School telephones are for school business use. Students can use school telephones only for emergencies and only with permission. If you call for your child during the school day, we will take a message and deliver it to the student at the end of the class period or other time that will least interfere with instruction. The Student Handbook allows students to carry cellular phones or other electronic communication devices during the school day, but requires them to be off and out of sight during instruction. Improper use of a cellular phone or other electronic communication device during the school day will result in the item's being confiscated and a charge of \$5.00 for a parent or guardian to pick up the device at end of the day. It is improper for your child to use their cell phone to take pictures and/or video while at school.

Parent Organizations/Volunteer Opportunities: The school has an active Parent-Teacher Organization, and we encourage you to participate in the group. We encourage parents to volunteer in our school. All volunteers must complete an application form, and the school will obtain a Criminal History Report on all applicants for volunteer programs. Approved volunteers participate in a training and orientation program before they can assist in school programs and activities.

Transportation Program: We provide transportation on school buses to and from school for those children who live further than a mile or more away from the school. Students are required to comply with rules for conduct on school buses and to comply with the Student Handbook while at authorized school bus stops waiting for the bus. Students who misbehave or violate the conduct while on the bus will be disciplined according to the Student Handbook and may be suspended from the bus for a period of time. Please reiterate the danger of bad behavior while riding on bus. Your child must adhere to school bus rule and pick up schedule times.

Authorized Fees: Although the basic cost of your child's public education is provided through local tax revenues, state funding, and some federal funds, we may access fees for certain kinds of materials and services, as described in the following list:

- a fee to cover the cost of materials when the student makes, builds, or prepares some product that becomes the student's personal property.
- dues for voluntary student organizations and clubs and admission fees to voluntary extracurricular activities.
- fees for items of personal use or products a student chooses to purchase, such as student publications, class rings, annuals, and graduation announcements.
- a fee for school-provided driver training courses.
- fees for attendance at summer school. If the course is one required for graduation, summer school fees will be assessed if the course is offered during the regular school year.
- fee for transportation per month \$40 which results in \$250 for a school year for all students.

You may request a waiver of any required fee that you are unable to pay by contacting the principal who will determine ability to pay based on the criteria for identifying students.

Fee and Charge Payment for Students: In general, payments for tuition and fees and other charges can be with cash, check, zelle, or money order. This applies to all fees and charges, including participation fees, lost textbooks and library fines, breakfast and lunch charges, pictures, special uniforms, technology, books, etc. Checks from parents or guardians are acceptable from students, but a two party check that originated for a purpose other than paying the student fee are not be accepted. The principal has the authority to require cash only if special circumstances warrant. The intent of the school is to provide a collection process that is convenient to parents, students and the community.

Full Tuition Cost –vs- Scholarship allowances:

Our Tuition Fee Schedule is included in your parent packet. Please notice that our tuitions are higher than the scholarship amounts awarded. Therefore, in order to satisfy the remaining amounts, we ask our parent to freely give their services to their children's school by volunteering in these areas: fundraisers, teacher aid, administrative help, health & wellness committee, housekeeping, kitchen, school monitor, playtime monitoring.

\$20.00 is given to every hour of volunteer service that is given or you can donate supplies to the school; such as; paper, pencils, pens, erasers, art supplies, etc. The cost of those supplies will deduct from your tuition balance.

Tuition Scholarship ACH Approval: Parents please be aware that scholarship payments are four times a year. There will be no more printed checks for the Step Up for Students scholarship pay-outs. ACH Payouts Approval are sent to your email address. You will be notified by our finance office staff to approve payout from an email that was sent from SUFS. It is imperative that this approval is complete within 24 hours of request by and Step Up for Students and SOUL Finance Office.

Non-Sufficient Funds Checks: The school retains an outside collection agency for checks returned for nonsufficient funds. This agency will contact the issuing party and begin collection procedures. You will be charge a fee for handling any returned check.

Loss of Student Privileges Due to Non-payment: Before a student loses privileges based on failure to respond to request for ACH Approval via email, the school will notify the student and the parent or guardian of outstanding balances due; forfeit of privilege, and they have had the opportunity to make payment. However, if payments not made or request for approval, and the student or parent/guardian does not make satisfactory arrangements for payment, the student may be subject to sanctions involving loss of privileges. Severity of sanctions will progressively increase from elementary school, to middle school, through high school, as the student is expected to become more responsible, and depending on circumstances.