

ALL SOULS CATHOLIC SCHOOL



Academic Excellence Through Catholic Faith Formation

PARENT/STUDENT HANDBOOK 2023-2024

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MISSION STATEMENT

All Souls Catholic School is guided by the Trinity to empower our school community to live, love and learn through Christ. We are committed to excellence in education while preparing our students for a life of service, leadership, and compassion.

VISION STATEMENT

The vision of All Souls Catholic School is that students will experience rigor in academics resulting in a minimum of one year's academic growth in a school year while becoming informed ethical leaders who possess the lasting love of learning and a life-long commitment to Catholic Values by sharing the light.

EARLY CHILDHOOD PHILOSOPHY

The philosophy of the All Souls Catholic School Early Childhood Faculty is to provide our community with a place in which each unique child will be academically challenged, spiritually enriched in the teachings of the Catholic Church, and nurtured in a developmentally appropriate and safe environment.

BELIEF STATEMENTS

- † Each student is a unique child of God, whose faith and education empowers him or her to transform the world.
- † A safe, comfortable, and healthy environment fosters an atmosphere in which learning is a priority.
- † Mutual respect among students and staff promotes active learning that is both spiritual and intellectual.
- † Catholic faith and values are integrated into the classroom offering each child an opportunity for success.

- † A successful educational program includes on-going evaluation and improvement of the curriculum.
- † Catholic education is a crucial part of the Church's mission to proclaim and live the good news of Jesus.

PARENTS AS PARTNERS

As partners in the educational process at All Souls Catholic School, we ask parents:

To set rules, times, and limits so that your child:

- Gets to bed early on school nights;
- Arrives at school on time and is picked up on time at the end of the day;
- Is dressed according to the school dress code;
- Completes assignments and homework on time; and
- Has prepaid for the hot lunch program, or brings a nutritional sack lunch every day.

To actively participate in school activities such as parent/teacher conferences;

To support the religious and educational goals of the school;

To support and cooperate with the student behavior expectations and discipline policies of the school;

To treat teachers with respect and courtesy in discussing student issues;

To model Christian values in the treatment and behavior toward others at all times;

To inform the school in a timely manner of any special situation regarding the student's well-being, safety, and/or health;

To notify the school with a written note upon return to school when the student has been absent;

To notify the school office of any changes of address, e-mail address, or phone numbers;

To promptly complete and return to school any requested information;

To read school notes, e-mail "blasts," Bear Facts schoolwide newsletter and classroom newsletters -- showing interest in the student's total education;

To meet all agreed-upon financial obligations to the school;

To see that the student pays for any damage to school books or property due to carelessness or neglect on the part of the student;

To actively participate in school activities such as:

- Parent-Teacher Conferences
- Home and School meetings
- Auction
- Golf Tournament

Think before you post! Social media, whether public or private, should not be used to criticize or voice complaints against the school, staff, parents, or children. Inappropriate use of social media, by a student or parent, will be taken seriously and could result in withdrawal from All Souls Catholic School. Please read the Parent Code of Conduct on the school website carefully.

ACCREDITATION

All Souls Catholic School is accredited through the Florida Catholic Conference.

ADMISSION POLICY

Age requirements for admissions are as follows:

- Pre-K 3 – Must be 3 years of age on or before September 1.
- Pre-K 4 – Must be 4 years of age on or before September 1.
- Kindergarten – Must be 5 years of age on or before September 1.
- First Grade – Must be 6 years of age on or before September 1 and successful completion of kindergarten.

Priority for admission will be given in the following order:

1. Families with children currently enrolled and in good standing with All Souls Catholic School.
2. Families who are active parishioners of All Souls Parish, who have been members in good standing for a minimum of one year according to their registration date with the Parish. The active parishioner must be the legal guardian of the student enrolling in All Souls Catholic School.

Families changing residence and joining All Souls Parish who present a letter from their previous Pastor stating that they were active parishioners may receive equal consideration.

The letter from their previous parish should state the date they were first members of that parish.

3. Families who are active parishioners of neighboring parishes who have been members in good standing for a minimum of one year, according to their registration date with their parish.

Families changing residence and joining a neighboring parish who present a letter from their previous Pastor stating that they were active parishioners may receive equal consideration. The letter from their previous parish should state the date they were first members of that parish.

4. All other families not currently attending All Souls Catholic School.

Misrepresentation on any document filed at the time of registration may be cause for non-acceptance. All students are accepted on a 90 day probationary period to ensure that All Souls is the proper educational environment for the student.

NON-DISCRIMINATION POLICY

All Souls Catholic School does not discriminate on the basis of race, color, creed, national, and ethnic origin in the administration of our educational policies and other school programs.

ARRIVAL AND DISMISSAL

7:30 a.m.	Gates open
7:50 a.m.	Prayer, Pledge of Allegiance, and announcements in the courtyard
7:55 a.m.	Classes begin
3:05 p.m.	Dismissal
2:15 p.m.	Early Dismissal Every Wednesday

If because of a doctor's appointment or for another legitimate reason it is necessary to pick up your child before the usual dismissal time, **please advise the teacher and cc the receptionist in the office of your intention by sending a note or email specifying the time and reason for early pick up.** This will ensure that your child has ample time to receive notices and assignments for the next day. Due to the disruption it causes to other students' learning, students may not be checked out of school 30 minutes prior to dismissal (after 2:30pm on M-T-TH-F, or after 1:45pm on W.) An absence from class must be excused in order to make up missed assignments.

EXTENDED CARE

We utilize ASP (After School Programs) as our third-party vendor for extended care serving grades K-8.

ASP Program:

- * Hours of operation: Monday-Friday dismissal bell-6 pm
- * Our programs include a blend of enriching, educational, recreational, and social activities. Scheduled activities may include reading, writing, computers, character education, organized sports, games, art, cooking, science, music, and specialty club opportunities.
- * Weekly Program fees: \$45 after care
 \$20 Drop in care

Fees collected on a 4-week basis prior to the weeks served

Please note: Dismissal is at 3:05 daily (2:15 on Wednesday). Students not picked up from car line will be sent to ASP at a \$20 drop-in rate per day, per child.

TARDINESS

It is the shared responsibility of the home and the school to assist students in developing habits of punctuality and attendance. Children are considered tardy if they arrive after the gates are locked at 7:50 a.m. and must report to the school office with a parent for a tardy slip before going to the classroom. Punctuality is a necessary ingredient for success in any endeavor.

Excessive unexcused tardiness may result in the student being suspended or required to withdraw from All Souls Catholic School.

Excused Tardiness – A tardy will be considered excused for the following reasons:

- Medical and dental examination and/or treatment of the student when such appointments cannot be scheduled at a time other than during school hours. Students must present a note from the doctor's office upon arriving at school for the tardy to be considered excused.

Unexcused Tardiness – Tardiness will not be considered excused if a student is tardy for reasons other than those listed above.

- Students arriving late to school should report to the office with a parent for a late pass.
- Students will not be admitted to class without a late pass.

Each student's attendance record is noted on each report card. At the end of the year, the total becomes part of the permanent record.

ATTENDANCE AND ABSENTEE POLICY

As previously stated, it is the shared responsibility of the school and the home to assist student in developing habits of punctuality and attendance. When a student is not present for all his/her classes, it affects his/her academic progress and leads to a feeling of incompetence. Except in the case of hospitalization or severe illness, students with more than 10 absences per trimester may be required to withdraw from school. Administration will work with the family prior to this determination. Any correspondence received from a physician will be considered in making the determination.

Attendance in school is a major predictor of student academic success. Students must attend school punctually and regularly, and conform to the attendance policies of the school, the Diocese of Orlando, and the laws of the State of Florida.

In situations where the student exceeds 30 days, excused or unexcused, without an approved academic progress plan, **the school is obligated to report the attendance issue to the appropriate scholarship organization.** This may result in the loss of annual scholarship and/or a request that the student be withdrawn from the school.

Parents must notify the school with a written note upon return to school when the student has been absent. Failure to provide this will result in an automatic, unexcused absence.

A physician's note is needed when the student:

- a. Has been absent for three or more consecutive days;
- b. Has had surgery;
- c. Is returning to school after a hospitalization;
- d. Has been under a doctor's care for a significant illness; or
- e. Is returning to school after being excluded because of a communicable disease.

Excused absences include the following:

- a. Illness or injury to the student;
- b. Serious illness or death in the student's family;
- c. Scheduled medical appointment;
- d. Required court appearance or supervised visitation;
- e. Having or being suspected of having a communicable disease or infestation including but not limited to head lice, ringworm, impetigo, and scabies;
- f. Approved school-sponsored events, school athletic events, retreats;
- g. High School site visit;
- h. Special event, excused at the principal's discretion with permission from the principal in writing five days prior to the scheduled event, including pre-arranged event of educational value.

Unexcused absences include but are not limited to the following:

- a. Vacations or pleasure trips;
- b. Suspension from school;
- c. Truancy; or
- d. Other avoidable absences not included on the “Excused Absence” list above.

Please call the school office at 407-322-7090 by 9:00am to report your student’s absence.

Students in K-12 are considered absent when more than 50% of the school day is missed. ***Students must be fever-free, vomit-free, and/or diarrhea-free for 24 hours before returning to school. Following an infection or communicable disease or after an absence of 3 or more consecutive days, or 5 days within a month, a note from the doctor must be presented stating that the child is able to return to school.*** Should a lengthy medical absence be anticipated, the parent should notify the school in writing and make arrangements for missed work.

A child returning to school **after any absence must present the homeroom teacher with a signed and dated written excuse.**

Teachers are only required to prepare assignments for students who miss **three or more consecutive days due to illness or injury**. Otherwise, assignments will be covered upon return to class. When a student is absent three or more consecutive days due to illness, a parent may call the office before 9:30 a.m. to request homework and other assignments. Once requested, arrangements may be made through the office to pick up those missed assignments.

The school calendar provides for extended weekends throughout the school year. Parents are encouraged to schedule trips or family outings during these times so as to eliminate the need to interrupt a child’s learning process. Missed assignments are the student’s responsibility. **No assignments will be given in anticipation of vacation.**

In the rare event of a **planned absence**, parents must submit to the principal a written notice explaining the absence and seeking approval.

ABSENCE DURING THE SCHOOL DAY

Students with scheduled medical appointments during school hours are required to bring a written note from a parent. Parents are required to sign their child out through the office. If the child returns to school during the same school day, the parent must sign the child back in through the office. Students who are away from school for 3 ½ hours or more due to a medical appointment will be counted as absent for only one-half day.

MORNING DROP-OFF OF STUDENTS

The courtyard gates will open at 7:30 a.m. each morning. The church bells ring at 7:50 a.m., signaling the start of the school day. For security purposes, the courtyard gates will be locked at 7:50 a.m. Students arriving after 7:50 a.m. must report to the office with a parent for a tardy slip.

Student drop-off is prohibited in the parking lot except on rainy days. For the safety of everyone, the prescribed drop-off procedures **MUST** be followed.

When you are dropping off your child(ren) in the morning, please abide by the following rules:

Pre-K3 students should be walked to the outside of the door by the gate next to the chapel between 7:45 and 8:00am.

VPK students should be dropped off right in front of the ECC room on Oak Avenue between 7:45 and 8:00 am. Please walk your child to the sign-in table for VPK, the teacher will pick them up there.

Grades K-5 should be dropped off along 8th Street. Middle school students will be dropped off on 8th Street on Friday only. Pull over to the side of the road so that your child(ren) can exit the car ***on the sidewalk side.*** (*On 8th St. adjacent to the school*)

Middle School Students Grades 6-8 should be dropped off along Myrtle Ave. in front of the middle school campus on Monday, Tuesday, Wednesday and Thursday. Pull over to the side of the road so that your child(ren) can exit the car ***on the sidewalk side.*** (*On Myrtle Ave in front to the middle school campus*). **DO NOT** park on the residential side of Myrtle Avenue for drop off or pick up. We cannot receive your child on that side of the street.

To ensure the safety of every child, ***do not stop in the road to unload.*** Please pull over to the curb. Please have your child ready to exit the car immediately as to not back up the car line.

Again, for the safety of all children, ***do not pull over to the opposite side of the road from the school and have children cross the road.***

Please observe all traffic laws and speeds within our traffic pattern to keep everyone safe. Please be mindful of businesses, residences and walkers in our community.

Keep in mind that our primary concern at all times is the safety of your children.

TRAFFIC PATTERNS AND CARPOOLS

As is the case with morning drop-off, the safety of our students is our primary concern as we work together to facilitate a safe and efficient pick-up of children. Please assist us in this endeavor by following the established procedure. A little bit of patience and a few extra minutes are worth ensuring the safety of our students. Our students thank you in advance for your cooperation.

The dismissal line begins at the prayer box (one car length behind the reserved sign), in front of the Historic Chapel.

To join the dismissal line, all cars picking up students in Grades K through 5, are to turn right on to 10th Street from 17-92, turn left onto Elm Avenue, turn right onto 8th Street and then turn right onto Oak Avenue.

Please do not block the entrance to the Parish Office at the corner of 8th and Myrtle Avenue.

Do not enter the car line from the intersection of 8th Street and Myrtle Avenue.

To join the middle school line, from 17-92 turn on 10th Street to Elm Ave. Take a left on Elm Ave and continue to 9th Street. Turn right on 9th Street to Oak Ave. Take a right on Oak Ave. to 10th Street. Take a right on 10th Street to Myrtle. Turn right on Myrtle in front of the middle school campus. Pull all the way up, leaving one car length behind the reserved sign. Please exit the car line by taking a left on 9th Street.

Parents who are picking up elementary and middle school students **MUST** pick up elementary students first, and then continue straight on Oak Avenue to the middle school campus.

Please follow the directions of the school staff before moving forward in the line.

There is no parking on the Chapel side or rectory side of 9th Street.

Please remain in your car while in the line. After your car has been loaded, please remain in line until directed to move forward by an All Souls staff member. Once traffic is directed to move, all cars not picking up from the middle school campus must turn left at the intersection of Oak Avenue and 9th Street.

Please do not enter the carline more than 30 minutes prior to dismissal.

For the safety of our students and teachers supervising the pick-up line, the use of cell phones is prohibited while in the car line once dismissal begins.

If severe weather is in the area, including but not limited to lightening, hail, etc, morning drop off and afternoon dismissal will be put on HOLD until it is safe for students to be released.

UNIFORM AND DRESS CODE

A clean and neat appearance enhances one's own dignity and promotes proper behavior. The school uniform achieves these purposes. All children must wear the required school uniform. All shorts and/or skorts must fit properly and are to be no shorter than 3 inches above the kneecap.

UNIFORM REQUIREMENTS, GRADES K - 8

GIRLS UNIFORM:

- Navy skort or shorts ordered through Risse Brothers Apparel.
- K-3: Plaid jumper, ordered through Risse Brothers, with white Peter Pan-collar shirt.
- Grades K-5: Gray golf shirt, ordered through Risse Brothers Apparel.
- Grades 6-8: Maroon golf shirt ordered through Risse Brothers Apparel.
- Only white cotton short-sleeved undershirts may be worn under uniform shirt.
- Solid black or navy belt (*Required unless pants have no belt loop.*)
- **Solid black, navy or white dress or athletic shoes – with no contrasting logos, designs stripes or insignias.**
- No high tops or boots, no shoe heels over 1 inch.
- Solid white socks that **MUST** be visible above the top of the shoe.
- White, navy or black tights may be worn during cold weather. (Nov-March)
- Grade K-5 All Souls zip up fleece jacket, button-down cardigan, ordered through Risse Brothers Apparel
- Grade 6-8 - All Souls zip up fleece jacket, button-down cardigan or full zip sweatshirt. (Nov-March), ordered through Risse Brothers Apparel

GIRLS GRADES PK3-8TH:

- Only one pair of post earrings may be worn. A wristwatch may be worn. **NO SMARTWATCH**, only analog watches allowed. A small religious necklace may be worn inside the shirt. For safety reasons, no other jewelry is allowed.
- Headbands must be flat. They may not have any ears, unicorns, etc.
- Hairstyles and nails should be natural in appearance and style. No make-up or fake fingernails. Hairstyles should not be distracting or draw undue attention to the student. No hair coloring permitted.

- No visible temporary or permanent tattoos.

BOYS UNIFORM:

- Navy shorts ordered through Risse Brothers Apparel.
- Solid black or navy belt (*Required unless pants have no belt loop.*)
- Grades K - 5: Gray golf shirt purchased through Risse Brothers Apparel.
- Grades 6 – 8: Maroon golf shirt purchased through Risse Brothers Apparel.
- Only white cotton short-sleeved undershirts may be worn under uniform shirt.
- Navy pants purchased through Risse Brothers Apparel may be worn during cold weather. (Nov-March)
- Solid white socks that must be visible above the top of the shoe.
- Grade K-5 All Souls zip up fleece jacket, button-down cardigan, ordered through Risse Brothers Apparel
- Grade 6-8 - All Souls zip up fleece jacket, button-down cardigan or full zip sweatshirt, ordered through Risse Brothers Apparel
- **Solid black, navy or white dress or athletic shoes – with no contrasting logos, designs stripes or insignias.**
- No high tops or boots.

BOYS GRADES PK3-8TH:

- No earrings.
- A wristwatch may be worn. NO SMARTWATCH, only analog watches allowed. A small religious necklace may be worn inside the shirt. For safety reasons, no other jewelry is allowed.
- Presentable haircuts must be worn at all times. Hair must be cut above the collar and above the eyebrows with a neat appearance. No hair coloring permitted.
- Hairstyles and nails should be natural in appearance and style. Hairstyles should not be distracting or draw undue attention to the student.
- No visible temporary or permanent tattoos.

MASS UNIFORM:

Mass dress is very specific. Detentions may be given if students are not in Mass uniform on designated Mass days. The following pieces are a REQUIREMENT for Mass dress.

GIRLS:

- Kindergarten – 3rd Grade: Plaid Jumper and white top blouse with Peter Pan collar, must be purchased through Risse Brothers Apparel

- 4th - 8th Grade: Charcoal gray skort and white blouse with $\frac{3}{4}$ length sleeves, purchased through Risse Brothers Apparel. The entire hemline must be an appropriate length.
- Socks – Solid white
- Tights - Solid white, navy or black,

BOYS:

- All Boys - Long charcoal gray pants with long sleeved button down shirt and tie must be purchased through Risse Brothers Apparel.
- Socks - solid white

Please label jackets and sweatshirts with FIRST AND LAST NAMES. Uniforms are to be worn beginning the first day of school and all hair must adhere to the dress code.

HAIRCUTS:

Haircuts must be appropriate for All Souls Catholic School setting. They shall not be extreme in nature or cause undue attention (which includes but is not limited to shaved sides, shaved lines/parts, temples, sideburns, etc.). Boys' hair must be neat and clean-cut: above the collar, not hanging below the eyebrows, or covering their ears. Girls' hair must be neat and clean, not hanging below eyebrows

Hair Bows: If more than one hair accessory is worn they must be the same color. No neon, sequins, metallic, shiny material, sparkles, etc. Simple headbands, clips, ponytail ties-no ears or character hair attachments.

General Notes about School Uniforms:

- *Only All Souls navy sweaters and All Souls navy fleece jackets may be worn inside the school buildings during cold weather. All Souls navy full zip sweatshirt grades 6-8 only. Non-All Souls outerwear, including jackets and sweatshirts, are not to be worn in class. Non-All Souls outerwear may only be worn in extreme temperatures.*
- **P.E. Days:** Grey t-shirt (purchased through the school office).
Navy P.E. shorts ordered through Risse Brothers Apparel.
White socks.
Athletic shoes (Sold black, white, or navy only).
On cold days, All Souls navy sweatpants, and navy sweatshirts (purchased through the school office).
- *On P.E. days children will wear their P.E. uniform all day without changing back into their school uniform. During cold weather, an All Souls sweatshirt and sweatpants may*

*be worn on P.E. days. The regular P.E. uniform **must** be worn under the sweatshirt/sweatpants. Students may be asked to remove sweatshirts and/or sweatpants during the heat of the day.*

- ***If any part of the school uniform is lost or non-wearable, it must be replaced as soon as possible. Uniforms must be clean, wrinkle-free, and free of permanent stains. Uniforms must be free of tears or holes. Uniforms must fit the student appropriately (not too tight, too short, or too baggy).***
- ***Free Dress Days: Attire for free dress days should be appropriate. Any student with clothing deemed inappropriate will call home for a change of clothes. For example: no high heels, sandals, flip-flops, jeans with holes or frayed ends, excessively baggy or tight clothes, or short shorts. Leggings may be worn with a tunic style top no shorter than mid-thigh. All shirts must have sleeves, no tank tops or spaghetti straps. Girls' shorts should be mid-thigh or walking shorts. Midriffs and shoulders must be covered. The administration reserves the right to determine the appropriateness of any attire.***

WRITTEN NOTES

A written note or printable electronic communication to the student's homeroom teacher is **required** for any of the following reason:

- absenteeism and tardiness,
- permission to leave school early,
- being out of uniform,
- permission to miss P.E. due to illness or injury,
- use of cough drops (note & drops to be kept in the classroom), and
- permission to go home with another student.

TELEPHONE USE

Permission to use the office telephone needs to be obtained from the classroom teacher and/or school office personnel. The office phone is a business phone and students are permitted to use it only in case of an emergency. Forgotten homework, athletic equipment, etc. do not constitute emergencies. **Arrangements for after-school pickups and visits with friends should be made at home. In the event of a cancelled extracurricular activity, students may call their parents during their lunch time with permission of their teacher. This is the norm, not the exception. Students may not use cell phones to call home.**

CELL PHONES

The cell phone policies are effective during school hours, extended care and during extra-curricular activities.

Grades PreK – 4: Cell phones are not allowed in the student’s possession at any time. Any cell phone seen or heard will be confiscated, and the parent will have to pick up the phone in person in the school office. Multiple infractions of the cell phone policy will result in discipline consequences.

Grades 5 – 8: Because we understand that our older students often require a cell phone after the school day due to participation in extracurricular activities, students in grades 5-8 may have a cell phone in their backpacks. However, the cell phone must be kept in the “off” position -- not “vibrate” or “silent.” The cell phone may NOT be used while on school grounds during the school day or in Extended Care. This policy applies to school-sponsored field trips, including transportation to and from these trips, and **all** school-sponsored events. Any cell phone seen or heard will be confiscated, and the parent will have to pick up the phone in person in the school office. If a second incident occurs, the student’s phone will have to be checked into the front office daily. Multiple infractions of the cell phone policy will result in discipline consequences.

UPDATING STUDENT INFORMATION

Occasionally emergencies arise and it is necessary for our staff to get in touch with a student's parent and/or family member using information provided on the emergency card. ***We stress the importance of notifying the school office if your home, work, or cell telephone numbers change or if you change your e-mail or home address.***

MEDICAL APPOINTMENTS

All medical appointments, with the exception of emergencies, should be scheduled after school hours. In the event of appointments which require early dismissal, a note signed by the parent or an appointment card from the doctor's office must be presented before the child is excused from school. It is preferred that all appointments be made for after 3:30pm, Mon-Fri.

FINGERPRINTING & SAFE ENVIRONMENT TRAINING

All volunteers must be fingerprinted in accordance with established procedures of the Diocese of Orlando. All volunteers must also complete a Safe Environment Training.

These are both Diocesan policies that govern all individuals that volunteer in any capacity at the school. This includes all field trips, classroom parties, fund raisers, coaching, and any volunteering in the school. Fingerprints must be *CLEARED* and the Safe Environment Training test taken and passed before any volunteering can take place.

To schedule a time to be fingerprinted at one of the Diocesan fingerprinting sites, go to our website at www.allsoulscatholicschool.org, and click on the “Fingerprinting” tab. Please contact the school office with any questions about the fingerprinting process.

PARENTS AND VISITORS IN SCHOOL

All parents and visitors are required to register at the school office upon entering the school. The office personnel will be happy to assist you and provide you with a Raptor visitor's badge. If a child is to be taken out of school during regular hours, you must sign the student out in the school office. **Once signed out the student will then be called from the classroom. Please do not go directly to the classroom.**

Parents or visitors are not to interrupt a class or the pre-class time (7:15 - 7:50 a.m.). Teachers cannot confer with parents and attend to their duties at the same time. Please do not try to conference with your child's teacher during courtyard as they are responsible for supervising students. If you wish to have a conference with a teacher, please email your child's teacher directly for an appointment. The teacher will be in touch with you within 24 hours. Team conferences will be held at all grade levels.

DIVORCED AND SEPARATED PARENTS

Divorced and separated parents must provide the school with a notarized copy of the custody section of the divorce or separation decree.

It is required that the custodial parent provide the principal with an official, updated copy of the custody order.

In the absence of a court order, the school should provide the non-custodial parent the opportunity, upon request, for a parent-teacher conference. Likewise, the school should share pertinent information with the non-custodial parent in a timely manner.

WITHDRAWALS

In case of withdrawal, parents should give written notice to the school office one week prior to the withdrawal date. In accordance with Diocesan policy, **current payment of all fees is required in order for the school staff to forward student records to another school.**

INSURANCE

Every child in our school is covered by the Diocesan insurance plan for the hours he/she is under school supervision. Twenty-four hour coverage is available at an extra charge. Applications for

such coverage will be distributed at the beginning of the school year.

Parents who wish to use the Extended Care Program, must pay a one-time \$25 registration fee per student, which covers the required additional insurance for participation in extended care.

LOST AND FOUND

All articles found in the school area are placed in a closet in the Social Hall. **Please mark all children's clothes and belongings.** Unclaimed articles will be put with the resale items, and the proceeds will go to the Scholarship Fund.

EMERGENCY SCHOOL CLOSING & REOPENING

As inclement weather approaches, All Souls Catholic School will follow Seminole County Public Schools with regard to closing school. Parents will be notified if there is any exception to this policy.

IN REGARD TO REOPENING ALL SOULS CATHOLIC SCHOOL, we will assess the facility and make a decision as to when we can reopen the school. Paramount in this decision is the safety of the children and the need to re-open school in a timely and safe manner.

For information on reopening:

1. A message will be left on the school office answering machine,
2. A message will be left with the parish answering service at 407-322-3795,
3. Information will be announced at Masses when appropriate,
4. Information will be included on the school web page at www.allsoulscatholicsschool.org
5. Timely updates will be sent to families via e-mail “blasts” or texts.

It is also strongly suggested that you stay in contact with other families to share information.

EMERGENCY PROCEDURES

The school will conduct regular fire and safety drills and instruct students on the procedure to

follow in case of the need to evacuate the building. The cooperation of all students is required in order to practice exiting the school grounds in a quick and orderly fashion.

FUND RAISING

All Souls has several fund-raising events throughout the school year. Each family in the school is expected to assist in these efforts.

FIELD TRIPS

Field trips are learning situations connected with units of study being taught in the classroom and are an integral part of the education offered at All Souls Catholic School. Only students with official Field Trip Consent Forms signed by the parent or guardian will be permitted to leave the school grounds. Students opting out of attending field trips will remain home.

Siblings of students attending All Souls Catholic School and children of staff members are not permitted to attend field trips with classes other than their own. Students who do not attend school on the day of a field trip will be marked absent and must ask the teacher how the material covered on the field trip may best be made up.

In accordance with Diocesan Policy, due to reasons of insurance coverage, parents under the age of 25 cannot drive, but may chaperone on field trips. A copy of each driver's insurance card and license must be given to the office at least two weeks prior to each field trip.

- **Fingerprints of drivers and chaperones must be cleared and the Safe Environment Training test taken and passed prior to a field trip. Teachers will assign student/chaperone groups at their discretion.**
- **Only approved chaperones can join an All Souls Catholic School group during a school-sponsored field trip. No other person may attend.**
- **Field trips for PK3 and VPK/PK4 students are limited to in school/on campus events.**

HEALTH SERVICES

Students who are ill or injured are sent to the school office where only emergency care may be rendered. If conditions warrant, the parent will be contacted to determine the appropriate action to be taken. **Alternate emergency telephone numbers must be filed in the school office. If the child has a special medical condition, this information should be filed in the school office together with instructions on how to proceed and an Authorization for Medication form if medication is required.**

No staff member is permitted to give medications, including over-the-counter medications

(even aspirin, Tylenol or Advil) to a child.

Oral medications which are prescribed by a physician may be administered in school but only in cases where failure to take prescribed medication during school hours could jeopardize a student's health.

Any medication to be administered in school must have a pharmacy label which includes the student's name, directions for administration, and the physician's name and phone number. A designated Authorization for Medication form must be signed by the physician and the parent/guardian prior to the administration of any medication in school. This form may be obtained in the school office or on our website at www.allsoulscatholicsschool.org.

Children who are ill may NOT return to school until they show no signs of illness and ARE FEVER-FREE, VOMIT-FREE AND/OR DIARRHEA-FREE FOR 24 HOURS. This is mandatory for the safety and wellness of all students and staff.

Students who are absent 3 or more consecutive days or 5 absences within a month must bring in a note from their doctor.

All Souls Catholic School has a “no nit” policy concerning lice. Students must be nit-free before returning to school.

COVID-19 POLICIES AND PROCEDURES

If your student tests positive for COVID-19, please send a doctor's note to the office and the student should remain home for 5 days. Student may return after 5 days if they are fever free and symptoms have improved

CODE OF CONDUCT

In the school community, mutual respect, cooperation, and self-control are necessary. Students are asked to respect the rights of others by not using books, technology, or materials of other students or going through the belongings of others. Students are expected to take care of and return all borrowed books and materials promptly and in good condition.

Chewing gum is not permitted on school grounds at any time.

Use of electronic devices such as Kindles, e-Readers, and other simple electronic devices shall be at the discretion of administration as long as they are used by the student for a specific academic purpose in that teacher's class. Otherwise, if a student chooses to bring any personal electronic devices to school, they must be turned off and kept in the student's

backpack. The school is not responsible for damage or loss of these devices. These devices will not be connected to the school internet.

The following are considered serious offenses and proof of students participating in these actions may result in suspension or removal from All Souls Catholic School:

1. Disrespect for adults and/or other students.
2. Non-verbal or verbal harassment of another person, including, but not limited to, name-calling and bullying.
3. Physical harassment of another person, including but not limited to shoving, pushing, or throwing an object at another person.
4. Threatening, abusive or obscene telephone conversations, text messages, written communications, electronic mail, or voice mail – which include all social networking sites.
5. Behaviors that endanger the physical or emotional health, safety and reputation of another person or of the school community.
6. Behaviors that interfere with or threaten to interfere with school activities.
7. Offensive, crude or vulgar language, profanity or any behavior that does not reflect courtesy.
8. Damaging property.
9. Leaving the school grounds at any time during school hours or activities.
10. Possession of cigarettes.
11. Possession, sale or the use of drugs or alcohol.
12. Possession of weapons or firearms of any type, including pocket knives.
13. Cheating or plagiarism.
14. Theft.

The administration reserves the right to address any other issue on an individual basis and administer appropriate consequences. Serious offenses will be reported to parents as promptly as possible. Proof of conduct, whether inside or outside of school, which is detrimental to the school or to other students, may be grounds for dismissal. If parents do not agree with the principal's decision to suspend or remove a student from school, an appeal may be made in writing to the Pastor.

OFF-CAMPUS CONDUCT

The administration of All Souls Catholic School reserves the right to administer discipline consequences for off-campus behavior that is not in line with expectations of its students during the course of the school day. This off-campus behavior includes, **but is not limited to**, cyber bullying.

A CODE OF CONDUCT FOR PARENTS, GUARDIANS, CAREGIVERS, VOLUNTEERS, AND VISITORS OF CATHOLIC SCHOOLS IN THE DIOCESE OF ORLANDO

Parents are required to read A Code of Conduct for Parents, Guardians, Caregivers, Volunteers, and Visitors of Catholic Schools in the Diocese of Orlando that is on the school website. Parents, Guardians, and/or Caregivers, when signing this Parent/Student Handbook are accepting of this Code of Conduct in its entirety.

SCHOOL SAFETY

All Souls Catholic School provides a safe environment for all individuals. Verbal or written threats made against the physical or emotional well-being of any individual are taken very seriously. Students making such threats (**seriously, in jest, or online**) face detention, suspension, and/or expulsion.

Harassment of any type is not tolerated. The principal investigates all complaints of harassment. Students involved in harassing behavior face detention, suspension, and/or expulsion.

DISCIPLINE GUIDELINES

Initially the teacher will work with the student individually, noting the behavior which is not acceptable and suggesting ways to improve and modify conduct.

If the unacceptable conduct continues, the teacher may issue a lunchtime or after-school detention to the student. After school detention notices will be signed by the parent and returned to the teacher. At this point either the parent or the teacher might request a conference.

The length of the detention will vary according to the student's grade level.

If the student continues to exhibit conduct which is not appropriate and which infringes upon the rights of others, the principal will be notified, and a conference will be held with the student. The principal will determine and assign the appropriate consequence, notifying the parent of the action taken.

If, after repeated attempts at behavior modification, there is still not sufficient progress observed, the parents may be asked to withdraw the child from All Souls Catholic School.

BULLYING PREVENTATIVE GUIDELINES

As a member of the Body of Christ and part of the community of All Souls Catholic School each person has a right to be treated with respect and dignity. No student has the right to treat another in any way that will cause physical or emotional pain. All Souls Catholic School is committed to promoting and maintaining a healthy, safe, orderly, and caring learning environment, an environment free from bullying, inclusive of all students. This policy includes, but is not limited to, bullying based on an individual's race, color, sex, religion, creed, ethnicity, political belief,

age, national origin, linguistic and language differences, socioeconomic status, physical characteristics, or disability.

Bullying can be unintentional, particularly among school-age children. Indeed, many children can engage in repeated playful teasing or touching that is simply not meant to hurt another, but in fact is causing stress and unhappiness for the child being bullied. What is routinely viewed as fun verbal and physical jousting among children in one family may be completely foreign and offensive to children raised in another. It is therefore important that parents sit down with their children and review the following All Souls Catholic School policy regarding bullying.

All Souls Catholic School prohibits acts of bullying.

Like other disruptive or violent behaviors, bullying is conduct that impedes both a student's ability to learn and a school's ability to educate its students in a safe environment. Students learn by example, school administrators, faculty, staff, student leaders, and volunteers also must demonstrate appropriate behavior, treating others with civility and respect, and refusing to tolerate bullying.

Bullying Defined:

Bullying is the conscious, willful and deliberately hostile activity intended to harm someone else. Bullying is deliberate hurtful behavior repeated often over a period of time, by which somebody intimidates or harasses another. Some acts of bullying are simply one person or group of people exercising power and control over another person or group of people either in isolated incidents or through patterns of harassing or intimidating behavior. Bullying can take many forms including any combination of physical, emotional, and verbal abuse, including repeated teasing regarding a known sensitive matter or personal and/or physical characteristic. Specific acts of bullying may include but are not limited to name calling, teasing, physical abuse (e.g., hitting, pushing, pinching, or kicking), threats, taking of personal possessions, sending abusive text messages, instant messages, Internet e-mails, and phone messages, forcing others to hand over money or other property, forcing others to do things against one's will, ignoring or leaving others out, attacking others in any way, and talking (gossiping) openly and negatively with others about another.

It is important for students and adults to understand that not all hurtful behavior is bullying.

The tiers of hurtful behavior:

- When someone says or does something unintentionally hurtful and they do it once, that's **RUDE**.
- When someone says or does something intentionally hurtful and they do it once, that's **MEAN**.

- When someone says or does something intentionally hurtful and they keep doing it- even when told to stop —that's **BULLYING**.

Application of the Policy:

All students, parents, teachers, assistants, staff, administration, volunteers must abide by the All Souls Catholic School Bullying Preventive Guidelines.

This policy will apply, including but not limited to, the following circumstances:

1. While on any school premises before, during or after school hours;
2. While on any bus or other vehicle as part of any school activity;
3. During any school function, extracurricular activity or other activity or event;
4. When subject to the authority of school personnel; and
5. Any time or place when the behavior has a direct and/or immediate effect on maintaining order and discipline in the school.

Expectations:

The All Souls Catholic School Bullying Preventive Guidelines addresses consequences, effective interventions, reprisals, retaliations, or false accusations associated with acts of bullying. All forms of abuse are unacceptable in our school. Active or passive support for bullying is prohibited. All school employees are required to report and act upon alleged acts of bullying promptly. Students are encouraged to walk away from observed acts of bullying, constructively attempt to stop them, or report them to the designated authority.

PROCEDURES FOR REPORTING AN ACT OF BULLYING

Many children refrain from reporting or talking about being bullied because they feel embarrassed or fear they will be labeled “tattle-tales.” Some children just put up with it in order to be included in a particular group. All Souls Catholic School is committed to developing an atmosphere that strictly curbs bullying and encourages students to report bullying or harassment. In this regard, students are urged to follow the procedure outlined below. Where a student feels hesitant about “telling the teacher,” All Souls Catholic School encourages the student to talk with parents, a close friend, another teacher, the school guidance counselor or administration.

Procedure: If a student feels that he/she is being bullied, he/she should follow these three steps:

First: tell the person doing the bullying to stop. Clearly state, “I don't like what you are doing (saying), please stop.” Then give the person the opportunity to stop.

Second: if the behavior is repeated on another occasion, again tell the person doing the bullying to stop and inform him/her that you are going to tell the teacher. Clearly state, “I don't like what

you are doing (saying) to me. Please stop. I am going to tell the teacher." Then tell the teacher what has happened and tell her/him it is the second time that this has happened.

Third: the next time the same student bullies you tell him/her to stop and inform him/her that you are going to ask the teacher to investigate the incident. Clearly state: "I don't like what you are doing (saying) to me. Please stop. I am going to tell the teacher and ask her/him to make you stop."

Teachers and teaching assistants will follow these steps:

First: Each verified incident of bullying will be documented in writing.

Second: At the time of a second verified incident, the offending child will be instructed to call his/her parent in the presence of the teacher and explain his/her inappropriate behavior. Document goes home with child for parent signature. The teacher will ask that the parent discuss the incident at home and come up with a plan for dealing with peers in a more appropriate way. Document goes home with child for parent signature.

Third: If there is a third verified incident, the student will be removed from class until a conference can be scheduled with the student, the parents, the teacher and the principal. Appropriate disciplinary measures will be discussed at this time.

The Principal and/or the principal's designee are responsible for determining whether an alleged act constitutes a violation of the bullying prevention guidelines. In so doing, the principal and/or the principal's designee shall conduct a prompt, thorough, and complete investigation of the alleged incident.

Consequences and Remedial Actions for Students Who Commit Acts of Bullying:

In determining the appropriate response to students who commit one or more acts of bullying, the Principal or Principal's designee shall consider the following factors: the developmental and maturity levels of the parties involved, the degree of harm, the surrounding circumstances, the nature of the behaviors, past incidences or past or continuing patterns of behavior, the relationships between the parties involved, and the context in which the alleged incidents occurred. Concluding whether a particular action or incident constitutes a violation of the bullying preventive guidelines requires a determination based on all the facts and surrounding circumstances. It is only after meaningful consideration of these factors that an appropriate consequence should be determined. Consequences for students who commit acts of bullying may include positive behavioral interventions, short-term counseling, life skills groups and/or punitive actions (e.g., loss of privileges, detention, suspension). Classroom responses can include class discussions about an incident of bullying, role-playing activities, research projects, observing and discussing audio-visual materials on these subjects, and skill-building lessons in courtesy, tolerance, assertiveness, and conflict management.

Reprisal or Retaliation:

Retaliation or reprisal against any person who reports a bullying incident(s) is strictly prohibited. Likewise, students are prohibited from knowingly or willfully falsely accusing one another of bullying as a means of retaliation, or reprisal. The consequence and appropriate remedial action for a person who engages in retaliation or reprisal shall be determined by the principal or his/her designee after consideration of the nature and circumstances of the act.

PLAYGROUND REGULATIONS

Students must stay in the areas assigned. All other areas are off-limits – this includes the area behind the music building. Students must remain in the line of sight of the adults supervising the playground.

Rules to be observed:

1. Games such as tackle football and other games of physical contact are not permitted.
2. Games such as soccer, rope skipping, and tag are permitted.
3. Hard balls are not permitted.
4. Students are expected to respect and obey staff members and/or volunteers on duty.
5. No vulgar or obscene language is permitted.
6. Students must stay away from all street areas. If play equipment goes out of the playground, the teacher on duty should be asked for permission to retrieve it.
7. No electronic devices of any kind are allowed on the playground unless permission has been given by a teacher for a specific academic purpose.
8. Supervisory staff will use their discretion to disallow any games that become rough or otherwise not appropriate and assign students “time-out” or other disciplinary consequences when inappropriate behavior is displayed.

ATHLETIC PROGRAM DESCRIPTION

The All Souls Athletic Program is for students in Grades K through 8. Girls and boys are encouraged to join the soccer, basketball, volleyball and track teams to learn the basic skills of the sport, learn good sportsmanship, and build fellowship among teammates and other schools in the Diocese.

All Souls Catholic School is a member of the Catholic Youth Sports (“CYS”), the organization

that manages youth sports in the Catholic schools in the Diocese of Orlando. Please visit the school website for full information about the elementary and middle school sports programs.

There is a fee per sport (soccer, track, basketball, and volleyball) to participate. The fee to participate varies by sport and grade level. Fees go directly to CYS facility maintenance costs and refereeing expenses. (No child will be turned away due to financial hardship. Contact the Athletic Director, and the matter will be handled confidentially.)

Coaches will determine at which level a student will participate. Tryouts will be needed if participation exceeds the number of available spots on a given team. Registration for each sport will be completed online at the Catholic Youth Sports website. Registration and fee payment must be completed before the first scheduled practice.

SPORTS PROGRAMS AND PARTICIPATION IN OTHER CLUBS & ORGANIZATIONS

Representing the school in the sports program (Grades K – 8) of the Diocese and participation in other clubs and organizations is a privilege extended to students. There are certain academic and conduct requirements for students who wish to participate.

Requirements: In order to participate in sports and other school clubs and organizations, students must maintain no grade under a “C” in all subject areas. Students may not have an F in any subject.

Students participating in all clubs and/or sports are expected to comply with all academic/conduct requirements. These requirements include, but are not limited to: completing homework, class assignments, and projects; maintaining passing test scores, and displaying appropriate classroom behavior. Students not in compliance with these expectations will be issued a written warning detailed in the Remediation Program.

Remediation Program:

The process will involve 3 phases. The first phase is a **Warning** (an athlete may practice and play in regular season games). One week will be given to rectify the situation which initiated the remediation. If after one week the student has not improved, they will be moved to **Probation** (an athlete should practice but will be ineligible to play any games). This phase includes one more week to improve. Lack of satisfactory improvement will lead to **Suspension** (removed from team).

A student who is absent from school on a scheduled game or practice day may not participate in that day’s scheduled game or practice. Additionally, any student assigned to serve an in-school or out of school suspension may not participate in that day’s game or practice.

HOT LUNCH PROGRAM

All Souls Catholic School is pleased to offer a hot lunch program provided by Maschio’s,

consisting of a choice of a hot meals, ala carte items, and dessert.

Forgot Lunch:

If a student has forgotten their lunch, a parent may bring it to the front office before 10:00am with their student's name and grade on it. (No lunches in fast food containers) At 10:05, all lunches in the front office will be brought to the cafeteria for students to retrieve when they get to the cafeteria. Students who do not have lunch will be permitted to purchase a meal from Maschio's and will be billed accordingly.

Soft drinks may not be consumed during school hours. Parents are not permitted to bring fast food items or other options at their student's lunch time.

BIRTHDAYS

We will be celebrating your child's birthday at lunch time only. (During snack time for Grades PreK, K, 1 & 2.) You may send in a simple treat (individual cookies, donut holes, bagels, popsicles, ice cream cups, brownies - **no candles please**). Please be sure to write your child's name somewhere on the packaging, and bring the treats to the office well ahead of lunchtime. Office staff will ensure the treats make it to the lunch room. Please keep in mind that whatever you send must be distributed and consumed in a timely manner by the whole class within the constraints of the lunch period.

The school celebration is for the children and their classmates only.

NOTE: Birthday party invitations may be sent home with students **only if you supply enough for all students in the class, OR all the boys, OR all the girls, as appropriate. Individually addressed party invitations will not be distributed.**

MONEY - VALUABLES - TOYS

Children are responsible for any money and valuables they bring to school. Parents are discouraged from giving children large amounts of money. Parents are urged to advise their children not to borrow or lend money or other valuables. **Money for school activities and/or fees should be enclosed in an envelope, marked with the student's name and the use intended, and presented to the teacher in the morning.**

Children are not allowed to bring toys to school at any time. Unauthorized items brought to school will be confiscated and turned in to the office to be picked up by the parent.

BACKPACKS

Backpacks with wheels and luggage-style backpacks are prohibited due to space. Students will use their backpacks to bring their materials to and from school only. During the school day,

backpacks will be stored in assigned “cubbies” or hung on assigned hooks in homeroom, as appropriate.

GRADING POLICIES

Teachers establish grading policies based upon Diocesan guidelines and best educational practices. Grading policies vary by grade level and are research-based and developmentally appropriate. Your child’s teacher will explain the grading policy for his/her class at orientation.

As Pope Paul VI proclaimed: “ Since parents have given children their life, they are bound by the most serious obligation to educate their offspring and therefore, must be recognized as the primary and principal educators...” (GE#3). As the primary educators of their children, parents are expected to share concerns proactively with the teachers and administrators, collaborate to seek solutions to concerns, enforce rules and regulations of the school, foster an “atmosphere animated by love and respect for God and man,” (GE#3) and monitor student progress through tools made available, e.g., written publications, online student management systems, student work, etc.

As the first teachers of their children, parents are encouraged to monitor the academic progress of their children by frequently checking their planners, binders, and “take home” folders; monitoring the parent portal where teachers in Grades 1-8 post grades weekly; through scheduled parent conferences; and in communication with the teacher via e-mail or telephone. Teachers will respond to inquiries within 24 hours. Instructions on how to access the parent portal will be sent home at a later time.

HOMEWORK

The faculty and administration of All Souls Catholic School believe strongly that all homework should be meaningful, relevant and reflective of the instruction presented in class.

Therefore, homework that is assigned by a teacher is expected to be completed as assigned and submitted in a timely manner as designated by that teacher.

Students that do not do their homework may be assigned consequences that are appropriate in order to assist the student in completing their homework. Students may also lose privileges as determined by teachers and administration.

Teachers will go over individual homework policies during orientation and Back to School Night.

STANDARDIZED TESTING IN THE DIOCESE OF ORLANDO

All schools in the Diocese of Orlando are required to administer standardized testing as an integral part of the total instructional program. This testing, however, is *not* “high-stakes” – the results are not used to determine teacher efficacy, nor are they used solely to determine a child’s promotion or retention. Test results/scores are simply one measure of the total composite of a child’s individual academic progress; thus, the information is used to assist teachers in meeting the specific and targeted learning expectations for a child’s appropriate developmental level. This information is critical in helping our teachers provide the best educational opportunities for our students.

Given the number of benefits derived from the standardized testing, the Diocese of Orlando does not allow a parent or a student the choice to “opt-out” of testing. Students who are absent for any reason, including medical absences, during the school’s designated testing window will be rescheduled for testing upon his/her return to school at the discretion of the school’s administration. Students will not be exempt from taking standardized tests.

Accommodations or modifications will be offered as required to meet the qualified child’s learning needs. This means accommodations or modifications are allowed *only* when specifically indicated through testing via a professional evaluation completed as part of the IDEA Child Find process by the public school District, or through a private psychological-educational evaluation approved by the Office of Catholic Schools.

In addition, Catholic schools in the Diocese of Orlando do not write 504 Student Disability plans. Accommodations or modifications are offered at the sole discretion of the school staff and must be based on an evaluation of the documentation provided and other factors deemed relevant by the school staff.

REQUIREMENTS FOR ACADEMIC HONORS **(Grades 6 – 8 Only)**

Honors are awarded in two categories. Academic honors are given to students who have distinguished themselves in all subject areas. Requirements for Academic Honors are:

Principal’s Honors:

92% in each major subject area: Religion, Math, Science, Social Studies and all Language Arts categories.

No grade below an 85% in all other subject areas.

First Honors:

88% in each major subject area: Religion, Math, Science, Social Studies and all Language Arts categories.

No grade below an 80% in all other subject areas.

No more than 6 unexcused absences can be earned per trimester in order to qualify for academic honors.

TEXTBOOKS / INSTRUCTIONAL MATERIALS / COMPUTERS

In order to be proper stewards of the materials, books, and technology that are provided for their use through the sacrifice of their parents and the All Souls Community, students are responsible for taking good care of **all** textbooks and instructional materials issued to them. This includes computers for Students in grades 6 – 8, which must be carried in a protective case, with a strap, ***at all times***. If a book or computer is damaged or lost, the student must pay for a replacement, including shipping if a new book needs to be ordered. At the end of the year, report cards will not be issued, and records will not be released until all textbooks and computers issued to them are returned or payment for their replacement is made.

ACADEMIC PROMOTION, GRADES 1 - 5

Students in grades 1 – 5 must pass all language arts subsections and mathematics. If an elementary teacher determines that a student should be retained and the parent objects, the parent may request in writing that the child be assigned to the next grade. If the principal grants the request, the child's records will be marked "assigned to grade _____" instead of "promoted."

ACADEMIC PROMOTION, GRADES 6 - 8

Promotion to sixth, seventh and eighth grades will be earned by passing all major academic subjects: math, science, religion, social studies, and language arts. A passing grade is determined by the average of the three trimesters.

Graduation requirements are the same as the promotion requirements. An eighth grader who fails one or more subjects will receive a blank diploma at graduation and will have the diploma mailed to him/her upon receipt of official notification indicating that the subject(s) has/have been passed. Parents are responsible for making arrangements for their children to re-take any failed subjects.

RESPONSIBLE USE POLICY

Parents are required to read the Diocese of Orlando/Office of Catholic Schools Student Technology Responsible Use Policy at the end of this handbook. After reading the Responsible Use Policy, please sign the signature page and return it to the school office. Students may not use any computer until this form is signed and returned.

ASBESTOS

In accordance with the Asbestos Hazard Emergency Response Act (AHERA), 40 CFR 763.93(g), the Management Plan for Asbestos-Containing materials as developed by Law Engineering is available without restriction for your inspection at the school's administrative office. We ask that you make an appointment if you wish to review the plan.

REVIEW OF RECORDS

The school voluntarily complies with the Buckley Amendment (1974) and allows parents to see the student's cumulative record file. A request to see a student's file must be put in writing. Within 24 hours the school will permit the parent to review the file in the presence of a witness delegated by the principal.

UPDATING STUDENT INFORMATION

Occasionally emergencies arise and it is necessary for our staff to get in touch with a student's parent and/or family member using information provided on the emergency card. **We stress the importance of notifying the school office if your home, work, or cell telephone numbers change or if you change your e-mail or home address.**

CHILD CUSTODY

It is required that the custodial parent provide the Principal with an official, updated copy of the custody order.

In the absence of a court order, the non-custodial parent has the opportunity, upon request, for a parent-teacher conference. Likewise, pertinent information, upon request, will be provided to the non-custodial parent in a timely manner.

TUITION PAYMENT OPTIONS

The collection of tuition payments is processed electronically through FACTS Tuition. There are a number of payment dates available each month for your payment to be processed. Please contact the school office if you have any questions about FACTS.

Families who do not wish to participate in the FACTS Tuition management program may choose to pay the yearly tuition in one lump sum on July 1st of each year.

NONPAYMENT OF TUITION AND FEES

Diocesan policy requires that schools withhold student records when financial obligations are not met or a plan for payment has not been made with the principal. Student records and report cards will be held in the school office. Family accounts include tuition, extended care, lunch, textbooks, instructional materials, etc.

Registration for the next school year will not be allowed if prior balances are outstanding.

RIGHT TO AMEND

All Souls Catholic School reserves the right to amend this Handbook. Notice of amendments will be sent to parent

**All Souls Catholic Community
Faculty and Staff
2023 – 2024**

Father Jeremiah Payne	Pastor
Mrs. Barbara Schirard	Principal
Mrs. Dawn Snowball	Office Administrator
Mrs. Evelyn Santiago	Receptionist/Office Assistant
Ms. Paola Amaya	Guidance Counselor
Ms. Gianna Sullivan	Advancement
Mrs. Teresa Vogt	Advancement
Mrs. Rossana LaFleur	Pre-K 4
Mrs. Cori Costa	Pre-K 4
Ms. Molly Moran	Kindergarten
Ms. Kristin Randlov	Grade 1
Mrs. Mary Moran	Grade 2
Mrs. Christina Harding	Grade 3
Ms. Sarah Farcau	Grade 4
Ms. Alexis Walker	Grade 5
Mr. Michael Jennings	Middle School Social Studies/Religion
Mrs. Kim McNamara	M.S. Math
Mrs. Celina Hunt	M.S. Lit & Grammar
Mrs. Stacey Locascio	M.S. Science
Ms. Lourdes Dawson	P.E
Mrs. Karis Bermudez	Resource Teacher
Mrs. Martha Ariza	Technology
Mrs. Hope Lugo	Art
Ms. Lisa Maloney	Music
Mrs. Tesa Robinson	Teaching Assistant
Ms. Ariana Girard	Teaching Assistant
Mrs. Antonieta Ribbe	Teaching Assistant-VPK
Mrs. Cindy Robinson	Teaching Assistant
Mr. Steven Robinson	Assistant
Mr. Angel Rodriguez	Custodian

ALL SOULS CATHOLIC SCHOOL
810 South Oak Avenue
Sanford, Florida 32771-2599

Dear Parent/Guardian: Please complete, sign and return this form to the homeroom teacher.

We, the parents of _____ (please print) have read and discussed the **All Souls Catholic School 2023-2024 Parent/Student Handbook** with our child(ren). Our signatures below acknowledge our willingness as a family to work with all parties involved for the best educational and spiritual experiences possible for our children. We will do the best of our ability to honor and abide by the rules and regulations within this handbook. We further agree that should we have problems or need assistance from the school, we will avail ourselves of your assistance and guidance.

Sincerely,

Parent/Guardian Signature

Parent/Guardian Signature

Student Signature

Grade

Student Signature

Grade

Student Signature

Grade

