

CHRISTI ACADEMY



STEPSS ACADEMY

STUDENT AND PARENT HANDBOOK

3495 N. Hiatus Rd.

Sunrise, Fl. 33351

Phone: (954) 749-6869

Fax: (954) 769-1291

www.stepssacademy.com

www.christiacademy.com

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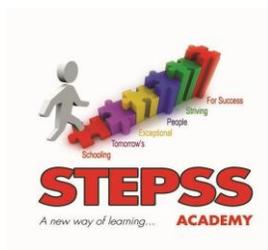
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CHRISTI/STEPSS ACADEMY STUDENT & PARENT HANDBOOK

Revision Policy

Christi/STEPSS Academy constantly seeks to refine its practices, policies, and procedures. Therefore, Christi/STEPSS Academy reserves the right to update, revise or amend the policies and statements that appear in this student handbook.

Non-Discrimination Statement Policy

Christi/STEPSS Academy accepts students of any race, color, nationality, and ethnic origin. Each student has all rights, privileges, programs and activities generally afforded or made available to students at the school. The school does not discriminate on the basis of race, color, or national, ethnic origin in administration of its educational policies, admission policies, and other school administered programs.

Preface

This handbook has been prepared to acquaint you with Christi/STEPSS Academy and its philosophy of Christian Education. It is our hope that by sharing the purpose of Christi/STEPSS Academy, it will give you a more complete understanding of our total program.

Your child's total growth is best served by a close working relationship of home and school. This handbook is essential to help develop communication between the staff, parents, and students. Parents are expected to read the contents of this handbook with the student carefully. Parents and students must retain the rules, requirements, and expectations of this handbook, as well as, obtain it as a reference throughout the entire school year.

MISSION STATEMENT

Our mission is to provide a Christ centered and individualized learning environment that encourages students to meet academic challenges with openness, enthusiasm, and a willingness to overcome obstacles with God's help and guidance.

Our focus is the whole child, where we strive to cultivate independent thought, self-discipline, tolerance, and responsibility so each child can contribute to his or her community in meaningful and positive ways, bringing glory to God.

PHILOSOPHY

We believe all children are a gift from the Lord and placed upon this earth for a purpose. In Jeremiah 29:11, we read that God has a plan for our life and "plans to prosper you and not to harm you, plans to give you hope and a future."

We will educate all our students and create their future in a faith base community.

PARENTAL PARTICIPATION

The expectations of parents enrolling their child or children in Christi/STEPSS Academy need to coincide with the principles of Christi/STEPSS Academy. When home and school form a team, the child receives the best possible education.

The educational objectives of Christi/Stepss Academy that the Parents must support include:

- Read and sign the form in the back of the Student and Parent Handbook and return the form to the school.
- Support the efforts of the entire teaching staff by encouraging, trusting, and respecting the authority of the teacher.
- Support and attend school-sponsored activities, programs, and school policies.
- Encourage their children to take responsibility by making sure they come to school on time and have their homework completed.
- Parents need to inform the school of any major changes that may be taking place in the child's life that could affect his or her behavior or academic success.

STUDENT RESPONSIBILITIES

- Come to school prepared every day.
- Participate in the learning process to the best of his or her ability.

- Show respect to all teachers, staff, and all students.
- Do homework on time and turn it in to the teacher on time.
- Take care of school property (especially school books, or pay a fee that is up to the headmaster's discretion.)

ADMISSION POLICY

Christi/STEPSS Academy admits students of any race, color, national or ethnic origin to all the rights, privileges, programs, and activities. We do not discriminate on the basis of race, color, national or ethnic origin in administration of our policies, admission policies, scholarships, athletics, or other school administered programs.

Returning students must re-register in the month of January to receive a 75% discount (regular fee for the next school year). Students registering in February will receive a 50% discount, students registering in March will receive a 25% discount, and the students who will register in or after the month of April will pay the full registration fee (if classes are not full). All financial obligations must be current in order to secure a priority placement for the following school year. Priority registration begins on January 1st and goes through March 31st. All students who are previously enrolled and in good standing may enroll at this time.

Christi/STEPSS Academy reserves the right to refuse re-enrollment to students who have demonstrated disharmony regarding the purpose, objectives, standards, policies, rules, and regulations of the school or who continue to disrespect a teacher or whose parents have not supported school policies.

All new applications are dependent upon an interview with the Principal or Headmaster. The new student application fee is required at the time of the application. This fee is non-refundable.

Any new students must have a current record of a complete physical examination together with a complete immunization record on Florida forms. Your doctor must be able to supply the forms required by the State of Florida.

Student withdrawal requests must be made in writing through the Admissions Office. Official student records are released “school to school” only. It will take 5 business days to complete once all the necessary withdrawal forms are completed. This will be the official student withdrawal date. All school related accounts must be in good standings in order for school records to be released.

STUDENT RECORDS

The school shall keep records that will provide for the registration and attendance of its pupils. These records will also show personal data and progress throughout the year, including health information, academic achievement, and achievement tests when given. All address or phone number changes are to be reported to the school office within 10 days.

Christi/STEPSS Academy reserves the right to refuse any application or dismiss any student at any time for unacceptable behavior, academic work, or for any other reason deemed necessary. Even if a student is expelled from Christi/STEPSS Academy, parents will still be responsible for tuition owed for the entire school year.

SCHOOL FEES AND TUITION

Christi/STEPSS Academy operates solely by means of tuition income. There is no endowment program or other means to cover past due accounts, therefore, all accounts must be kept current.

When parents enroll their children in Christi/STEPSS Academy, we commit ourselves to providing the best efforts and educational techniques available. We expect parents to maintain their financial commitment by paying tuition on time. Thank you for fulfilling this responsibility.

Tuition is required of all pupils. The first payment is due on August 1st, and the last payment due on July 1st. The final payment date may vary depending on the contract length that was agreed upon.

REMINDER: Tuition is due whether a child is in attendance or not.

Many parents receive the McKay Scholarship voucher to assist in paying tuition. This voucher may or may not cover the cost of enrolling a student at Christi/STEPSS Academy, should there be a deficit; the parent must keep in mind that they are financially responsible for their student. Should a student leave the Christi/STEPSS Academy after attending ten days of the current quarter, Christi/STEPSS Academy is entitled to the payment for the entire quarter. The parent must pay until the end of the school year for the amount stated on their contract whether they receive the financial assistance or not.

Late fees will be charged to delinquent tuition accounts. Accounts become delinquent after the 5th of each month. This includes the signing of your scholarship assistance checks that are helping you pay your student's tuition. A \$50.00 late fee is added to the tuition payment at that time. An additional 5% of your monthly tuition is a service charge placed on an account after the 10th of the month. ALL SCHOLARSHIP CHECKS must be signed by the 5th of the month or a \$50 late fee will be added to your account that will not be eligible to be covered

by scholarship. If a check is returned from the bank for any reason there will be a \$50.00 charge added to your account.

A family is permitted only two returned checks during any given school year. Once a family has reached this maximum, they will be informed by letter that no further checks will be accepted for the remainder of the year. Future payments must be made via money order, or cashier check.

Any failure to pay tuition within the 10 days of the due date, including the signing of any scholarship checks, will result in your student not to be able to attend class. Parents will be called to pick up the child.

Report cards and transcripts will not be issued to any student with delinquent accounts until such accounts are paid in full.

Christi Academy Curriculum

The curriculum and course of study at Christi/STEPSS Academy meets the requirements of the State of Florida by following the standards.

Christi Academy Elementary K-5

We are committed to developing basic and advanced skills by maintaining a high level of enthusiasm among our students through a caring and dedicated staff. The core subjects are Reading, Mathematics, Grammar, Process Writing, Science and Health, Fairchild Challenge for the STEM program, Social Studies, Bible, Hand Writing, and Spelling.

The curriculum is enriched with computer literacy and the use of tablets. Also, our program offers Art, Music, Band, Spanish, Physical Education, and Tae Kwon Do. Self-expression is encouraged in grades 3rd through 5th to promote critical thinking and organizational skills. For Reading, Math, and Language Arts, students are placed in smaller groups for a more effective performance. By using differentiated learning, each student receives individualized attention.

Christi Academy Middle School 6-8

Basic skills are strengthened and expanded through structured learning of the core subjects: Mathematics, Reading, Language and Literature, Bible, Social Studies, Science and Health, and Fairchild Challenge STEM program. Discovery learning is emphasized in all subjects through practical methods such as science labs, and home economics. Technology integrated learning is implemented by using computers and tablets to enhance the display of information for the acquisition of knowledge and comprehension of concepts to foster critical thinking. This creates an environment that enhances the responsible and meaningful use of technology.

Additionally, the Middle School students take Spanish, Physical Education, Tae Kwon Do, Music, Band, Culinary Arts, and Art. Whole groups, small groups, and individualized learning environments are used to help students achieve mastery in their education.

Christi Academy High School 9-12

Students will complete the required subject credits to earn their High School Diploma. The core subjects are Bible, Language and Literature, Mathematics, Spanish, Science and Health, Fairchild Challenge STEM program, and Social Studies. Electives include Art, Band, Music, Theater, Physical Education, Culinary Arts, Auto Mechanics, and Tae Kwon Do. Academic learning is demanding and though the mastery concept is used in these grades, high levels of attainment are encouraged so students are equipped with functional knowledge and skills for their world. Students are taught to process and articulate their thoughts verbally, in writing, and in different technological forms as in power point and video.

Our High School program includes a Life Skills component which prepares students for the job market and/or prepares them for college entry. Students learn how to write their resumes and are exposed to the skills of job searching, job applications, and interviewing. Our students learn how to perform on the job through work study programs developed with local businesses. The skills our students are learning lead them to become productive, and independent community members.

ALL students are expected to do their homework. If homework is not completed, students will be given a detention to be served the following day.

REPORT CARDS

Report cards will be posted on Gradelink at the end of each quarter three times a school year. Parents will also receive a progress report every quarter through Gradelink. Final Report Card will be mailed once account is current.

Please call the front office if you do not receive your login information after the first week of school.

Grading Criteria

A-100-90

B-89-80

C-79-70

D-69-60

I-59-below

****If your student receives an “I” on any semester, that means they have not earned their ½ credit for that subject. Student must then attend summer school to earn the ½ credit to be able to graduate. This is at your own expense. Summer school is NOT covered by any scholarships.**

SCHOOL HOURS

Christi students should arrive no earlier than 7:30am. Classes are dismissed at 2:45pm. Please be prompt. (8:00am – 2:45pm)

Stepss students should arrive no earlier than 8:15am. Classes are dismissed at 2:15pm. Please be prompt. (8:30am – 2:15pm)

Students are expected to leave school immediately unless arrangements have been made for them to remain for a longer period of time for tutoring purpose. All others are to be picked-up promptly by 3:00pm or they will be sent to After-care and a fee of \$15 per hour will be assessed.

If a change is made as to how or with whom children are going home with, the school office must have this change in writing via email. If we do not have this information in writing, the child will not be released.

STEPSS Academy Curriculum

Elementary and Middle School

The focus of the STEPSS program is to foster independence through teaching, practicing, and applying essential life skills that are dependent on the developmental stage of the student. Instructors are highly qualified ESE specialists and classroom aides have an ABA training certification. The program encompasses academics, social skills, life skills, and spiritual training.

Classroom learning is enhanced with each student using a tablet, manipulatives, games, audio-visuals, and other appropriate technological devices. We use an interdisciplinary approach and differentiated teaching. Our students progress from basic foundational academic knowledge and skills to a possible attainable high school graduation level. This will help our students to become independent and find their place in the real world.

Integrated academic learning includes:

Bible: Knowledge of God and a relationship with him through Bible stories, arts & crafts, simple role play with music and application of Biblical concepts to daily living.

Language: Phonics, spelling, reading, handwriting, creative verbal, and written expressions are encouraged.

Mathematics: Basic numeral concepts using manipulatives, simple mechanical computations, and word problems for developing thinking skills.

Social Studies: Knowledge of self, school and immediate communities, awareness, and knowledge of important national events to foster national pride.

Science & Health: Awareness and socially acceptable presentation of self. Knowledge of and practice in keeping wholesome immediate surroundings. Our student's will be learning about nature and how to care and express appreciation for it. We also include the Fairchild challenge for the STEM program in this subject.

Music, Band & Theater, Tae Kwon Do, Spanish, Field trips, and Swimming will enrich the curriculum for the students' growth and development.

APPOINTMENTS/SCHOOL HOURS

Parents are required to notify the front desk for an appointment to meet with a teacher.

- The school has picked four **Parent Teacher Conference** dates for the year. Please refer to the school calendar for the scheduled dates.
- Parents may schedule a **Parent Teacher Conference** at any time throughout the year for a 7:30 am or a 3:00pm Parent Teacher Conference, as long as there is availability in the schedule.
- Parents may contact a teacher by email at any time through the teacher's school email (Parents must allow the teacher 24 hours to respond.)

SCHOOL CONTACT INFORMATION

Office hours: 7:30am -4:00pm

Phone number: 954-749-6869 Fax: 954-769-1291

ATTENDANCE

Christi Academy begins at 8:00am and students are expected to be on time, pick up time is 2:45pm. After 8:00am the parents must come inside and sign in the student at the front office. The student will be given a late pass and sent to class. Should the student be more than 2 hours late, he/she will be considered absent for a 1/2 day.

There are 174 days in our school year. The net instructional hours for a full day are 6.25 and on a half day 3.5 hours. Yearly total instructional hours are 1060 K-12 grade.

Stepss Academy begins at 8:30am and students are expected to be on time, pick up time is 2:30pm. After 8:30am, the parents must come

inside and sign in the student at the front office. The student will be given a late pass and sent to class. Should the student be more than 2 hours late, he/she will be considered absent for a 1/2 day.

There is 174 days in a year and net instructional hours for a full day is 6.25 and on a half day 3.5 hours

ABSENCES

Parents are expected to call before 8:00 a.m. on the day their child is absent.

When students are absent, the parent is required to call in or send a note on the date of the student's return. The note must explain the reason for the child's absence and must be signed by the parent or guardian. Excused absences will be granted only for the following reasons unless approved by the school administration.

- Sickness or injury after 2 days **MUST** be accompanied with a doctor's note.
- Marriage in the family
- Loss of a family member
- School sponsored trips
- Medical appointments which cannot be scheduled outside of school hours with a note from the doctor
- Any other absence that the Headmaster deems appropriate.

The student will have 2 days to complete class work for every excused day absent; For example, if a student is absent 3 days, work must be completed in 6 days.

NOTE: Parents requesting homework must login to Gradelink to retrieve all assignments.

Unexcused Absences

Students will receive an incomplete on assignments and tests missed during days of unexcused absences. This includes suspensions and unannounced absences other than illnesses or dire emergency. All work missed must be completed and submitted to the teacher(s) even if no credit is allowed. All appeals must be submitted in writing to the Headmaster.

Accumulated Absences/Instructional Time

Since academic instruction leads to the building of knowledge, excessive absences severely places the students at a disadvantage from appropriately mastering the material. The following policies on absences should be reviewed carefully:

- A student may not be absent from any class more than **nine times per semester**, except under extreme situations or medical conditions. This is

mandated by the State of Florida, and holds true for students in grades 6-12.

- Students exceeding the 18 day maximum regulation will be required to submit a written petition to the administration explaining the reason(s) for the absenteeism, including doctor's excuses and notes. Mandatory make-up work, required tutoring after hours at an additional fee, summer school, loss of sports participation, loss of academic credit, or withdrawal from the school may be enforced. All hours missed above the 18 days must be made up in summer school at Christi and Stepss Academy at an additional cost. Otherwise, no credit is given for that particular semester or school year.
- Students exceeding the 18 day maximum regulation will be in violation of school policy, and in turn may lose the McKay scholarship eligibility.

EXCUSED TARDINESS

- Illness
- Car trouble
- Accidents
- Family emergency

Tardiness will be excused only when the parent presents a valid note or phone call containing one of the above excuses.

UNEXCUSED TARDINESS

- Oversleeping
- Getting started late
- Forgetting school items and returning home for them
- Failure to bring a written note or receiving a verbal explanation from the parent.

Three (3) tardies (unexcused) will be changed to one absence for the purpose of calculating.

- A maximum of four tardies (excused or unexcused) is permitted per marking period.
- Each additional tardy must be made up by an academic detention (one hour).
- The academic detention will be assigned as soon as possible with the intention that it should be served in the same week as the tardy has occurred.

Students who are coming or going during the regular school day requires signing the child in or out by a parent or guardian.

Truancy/Leaving Campus

Christi/STEPSS Academy operates under the “closed campus” policy. Once a student arrives on campus in the morning, he/she is not able to leave until dismissal. Exceptions are students who have a letter approved by Administration on file.

TRANSPORTATION OF CHILDREN

When children are transported for athletic events, field trips or for any other reason. The following guidelines must be followed:

- All students will be in a seat belt.
- All drivers will have a valid Florida driver’s license and insurance on file. A copy of the drivers insurance will be submitted to the front office.
- All students must have a permission form signed by their parent or guardian to ride in the school bus or in a parent-volunteer car.
- All students riding the bus to school or home must obey the bus rules and the driver.

Transportation Rules

- Students must wear their seat belts
- Students must stay seated
- Keep your hands and feet to yourself
- NO eating or drinking on the bus
- No disruptive behavior
- No foul language
- No rude gestures to other drivers
- No distracting the driver or other drivers on the road
- Make sure you are at your assigned bus stop on time. **The bus will not wait for students.**
- The driver is in full charge of the bus and pupils. Pupils must obey the driver.
- Parents/Guardians must call the school and/or driver if your child is going to be absent.
- Riding the bus is a privilege! Do not abuse it.
- **Detentions** will be given to any student who does not follow the Transportation Rules.

CHILDREN SHOULD NEVER ACCEPT A RIDE WITH A STRANGER.

If it is necessary for another person to take a child out of school, parents are required to notify the school office by a phone call or a signed note from the parent authorizing that student's release.

The school office should be notified immediately if there are any changes in the home address or phone number, or if there are changes in the work phone number or place of employment.

The school office is to be notified in writing if daily student transportation arrangements change, especially for students who are permitted by parent to walk home after school. All transportation arrangements are to be made by the parent outside of school hours and the school office should be notified prior to transportation change.

SCHOOL CLOSING

Should inclement weather occur, we will follow the Broward County Schools Procedure for closing and re-opening. You may call the school at (954)749-6869 or login to Gradelink for updates.

DRESS CODE

Christi/STEPSS Academy requires a dress code that ensures the neatness of the students and allows students from all economic backgrounds the freedom to be themselves apart from the stress of competitive dress.

Students are to be neat, modest, well-groomed, and in uniform during school hours. A child's attitude and perception of school are affected by the way he or she dresses. They must wear their school ID. Which is part of our dress code.

The school uniform policy is enforced. If a child is not in the appropriate uniform, the parent will be called and the child will be sent home. If dressed appropriately the student will be able to return on the same day. Students can only wear uniform apparel purchased from the All Uniform Wear storefront or online at FrenchToastSchoolBox.com (Online School Code: QS5PQTU).

Being in uniform means:

Wearing a polo shirt, pants, shorts, approved cold attire, and proper P.E. uniforms that have the school logo. All must be purchased from the All Uniform Wear storefront or online at FrenchToastSchoolBox.com (Online School Code: QS5PQTU).

- **The shirt or blouse must be tucked in at all times so that the belt is exposed.** The belt color should be black or brown.
- Sweatshirts must have the Christi/STEPSS Academy logo.

- Uniform jackets are allowed to be worn during the day. We will accept navy blue jackets without any logos on it. **ONLY NAVY BLUE.**
- Pants, and shorts with the school logo in khaki or navy color only. **NO cargo** shorts or pants are allowed.
- Skirts, jumpers, and shorts with the school logo must be at the knee in length.
- All students wearing shorts or long pants must wear a black or brown leather uniform belt. No colored belts are acceptable.
- Tae Kwon Do uniforms should be clean and worn on designated days. (Tuesday and/or Thursday)
- Footwear should consist of regular dress shoes or athletic shoes appropriate in design, color, and in good condition. They should be kept clean.
- Boys and girls are required to wear socks.
- Cowboy boots, work boots, and sandals are not to be worn even on dress down days.

GIRLS

- Should refrain from using attention drawing makeup/or dark nail polish.
- **Should wear no more than one earring in each ear.**
- **Hair must be a natural color; no extremes.**
- Should demonstrate modesty and neatness at all times.
- **No tattoos.** If you have a tattoo it should be covered at all times.

BOYS

- Hair must not be longer than the shirt collar. It must not be below the eyes or ears.
- No extreme hair cuts or hair styles, and **hair must be a natural color-NO Mohawks.**
- No bracelets allowed.
- One necklace is permitted.
- **No earrings allowed.**
- **No tattoos.** If you have a tattoo it should be covered at all times.

Dreadlocks, for religious reasons, must be well kept and neat. If the dreadlocks are longer than shoulder length then the dreadlocks must be tied back in a braid, bun, or ponytail.

During winter months, outerwear such as heavy down jackets will be permitted **with logo**. Only Christi/STEPSS Academy sweatshirts and jackets are allowed on campus. Plain navy blue jackets will be permitted as well during the winter months as well. NO HOODS from jackets are allowed to be on while on campus.

No body piercing or tattoos of any kind should be visible.

Please remember to put your child's name on all outer apparel, and all (3) Tae Kwon Do uniform pieces.

Tae Kwon Do

- Tae Kwon Do is a mandatory part of the school's curriculum and is excusable only by a doctor's note. For the date that the student does not participate and/or includes the length of time that the student is to be excused. Students will be provided school work during that time.
- Only white undershirts are acceptable under the uniform.
- Students must come in uniform for Tae Kwon Do class on Tuesday and/or Thursday. If a student does not wear a complete Tae Kwon Do uniform, the parent will be called and expected to bring in the appropriate clothing. The student will serve a detention if the uniform is not provided.

Dress Down Days Guidelines

Students may wear pants, jeans or shorts, providing that the pants, jeans, shorts are not ripped or torn and must be worn at the natural waist. No excessively baggy, tight or low-cut pants, yoga pants, cargo pants, or extremely low rise or hip-huggers are allowed. Shorts, dresses, and skirts must be at the knee in length, and the waistband is to be worn at the natural waistline. Short shorts, dresses, and skirts are not allowed! **Undergarments should never be visible.**

For safety reasons; NO open toed shoes, flip-flops or sandals on school grounds at any time. **No rollerblade type shoes or sneakers may be worn at school on school days or for any school sponsored event.**

No suggestive or offensive logos on any attire are allowed. Tank tops, ripped or sheer blouses, low cut, strapless or spaghetti strapped tops are NOT permitted. No exposed midriffs are allowed. Blouses or tops should be long enough to still be tucked into the pants or skirts when the students' arms are raised above their head. This guideline will be used when the length of a top is in question.

Questionable attire will always be reviewed and remain the sole decision of the Principal, Assistant Principal, or designee. Students improperly dressed will be asked to call home for a change of clothing. Failure to abide by the Dress Down Day Guidelines will result in detention, internal suspension, Saturday detention, and/or loss of privilege to participate in dress down days.

Drop off and Pick up Procedures

Your child may be dropped off at school no sooner than 7:30am. Drop off or pick up is as follows:

- Enter the plaza off of Oakland Park Blvd, just west of Hiatus Rd. After entering make a left and travel around the back of the building east to the stop sign. At the stop sign make a right into the drive thru. **Per the city of Sunrise, entering the drive thru from the west is unlawful and may result in a traffic ticket.** Please be a good example to your children by following this rule.
- Pick up times: STEPSS Academy at 2:15pm and Christi Academy at 2:45pm.
- Please adhere to the pick-up times for your child. If you are in line too early for your child's pick up time, you will be asked to leave the line and return at the appropriate time.
- Students must be picked up no later than 3:05pm. **If your child is not picked up by 3:05pm, your child will be put in Aftercare and you will be charged \$15 per hour for Aftercare.**
- Once you have been notified of your Aftercare charges they must be paid by the Friday of that week. If your accumulated Aftercare charges are not paid by the Friday of the week you were notified, your child will not be allowed back to school on the following Monday.

General Policies

- Unsupervised students are not permitted on school campus before or after school. After 3:00pm, students will be automatically put into our Aftercare Program and parents will be charged \$15 an hour. If your child is registered to our Aftercare Program then it will be \$325 per month.
- Foul, abusive language, and/or fighting in any form is unacceptable.
- Running is not permitted.
- **Cell phone use is not permitted for any reasons.** Must use the Office Phone for communication.
- **Chewing gum is not permitted.**
- Students are expected to be punctual for all classes.
- Students are not allowed to leave the school grounds during the day without written permission from parents and the consent of the classroom teacher and administration **no exceptions.**
- Students are expected to come to class with materials for class and homework completed.
Students who do not turn in their homework will be expected to stay after school on detention the following day.

- If a parent has a classroom/school/student related issue, in order for it to be resolved they must first bring the issue to the attention of the teacher via an email carbon-copying an administrator.
- Unnecessary items (such as toys or I-pod) are not to be brought to school. Cell phones are to be shut off and concealed. Items that disrupt the class or school days will be confiscated until the end of the school year.
- **The use or possession of tobacco, weapons, alcohol, or drugs will not be tolerated and will result in automatic expulsion.**
- In order for a student to take part in a field trip, the student must have returned a signed permission slip to the classroom teacher by the deadline date. Students who do not turn in their permission slips on time will not go on that field trip and parents will be called to pick up their child. Students are required to wear full school uniform dress for that day.
- At school-sponsored activities the school dress and behavior codes are in effect. A student/guest contract may be required. The administration of Christi and Stepss Academy reserves the right to prohibit individuals from attending school functions.
- Christi/STEPSS Academy reserves the right to search a student's person or belongings. A search may be conducted by the administration without the student's or the parent's permission, since registration of the child constitutes parental consent to such searches.

CELL PHONE AND WATCH POLICY

All students must turn off cell phones and have it put away during school hours. All students are not allowed to wear a smart watch or iphone watch in school.

If a teacher or school staff sees a student with a cell phone or watch it will be taken away from the student and given to the Administration.

- **1st Infraction:** The phone or watch will be given back to the student at the end of day.
- **2nd Infraction:** The phone or watch will only be given to the student's parent.
- **3rd Infraction:** The phone or watch will be held for one week and will only be given to the student's parent. The student will receive a referral.
- **4th Infraction:** The phone or watch will be held for one week and will only be given to the student's parent. The student will receive External Suspension.
- **5th Infraction:** Student will not be allowed to bring a cell phone or watch to school. If student is caught with a cell phone it will be confiscated and donated at the end of the year to the "Women in Distress Organization".

- If you need to contact your child, **please call the school office.**

PARENTS DO NOT CALL YOUR STUDENT'S CELL PHONE FOR ANY REASON DURING SCHOOL HOURS. CALL THE SCHOOL PLEASE.

SCHOOL DISCIPLINE

Discipline is God's way of ensuring order. Proverbs tells us that "we should train up a child in the way that he should go and when he is old, he will not depart from it." As a Christian school, it is our responsibility to provide the proper learning environment for all students. It is the child's responsibility to make a commitment to live within the rules and regulations that are necessary for all of us to function together each day at school.

Because students and parents may have differing views of what is an appropriate response to misconduct is the following section and the corresponding sections should be read carefully so that they are understood, in advance.

The process of discipline at Christi/STEPSS Academy follows a definite pattern and is primarily in the hands of the classroom teacher; however, the administration maintains the final responsibility for all disciplinary decisions. This process will normally follow the policy outlined below.

NOTE: Students' will NOT be eligible to participate in any school activity until a signed copy of this Student and Parent Handbook is in their file.

Student Response to Discipline

Students are not to display a negative attitude or argue with a teacher regarding discipline or disciplinary assignment. If the student feels a misunderstanding exists, he should obey the teacher without protest and then take the following steps to resolve the matter at hand:

1. Go to the teacher after class and ask for a time to discuss the problem privately.
2. Talk the matter over with the parents and ask them to contact the teacher for discussion and clarification.
3. If still not satisfied, arrange to meet with the Headmaster or the Principal regarding the problem.

Off-Campus Conduct (Field Trips)

Conduct which is prohibited at school is equally prohibited away from school. These rules apply to students both on and off campus. Disciplinary consequences may result from violations of the school rules.

Communication and the Discipline Process

Conferences regarding student discipline are restricted to parents and legal guardians only.

Referral policy and Procedures:

Referrals will be given to students who are in violation of the school's discipline section located in the Student and Parent Handbook. Any student found to have violated this policy may be subject to appropriate disciplinary action, which may include: temporary removal from the classroom, loss of privileges, detention, parent conference, suspension, and also Saturday school. The disciplinary action may be unique to the individual's incident and may vary in the method and severity based on the Principal's discretion.

Each student will be given a warning on the first offense depending on the level of the violation. With each referral given, parent will be contacted either by a phone call and/or email. **Each referral must be signed on the given date or student will not be permitted back to school until it's signed.**

Referral Policy:

1-5 Referrals — *In School Suspension*

- In school suspension is when a student is removed from the traditional classroom environment and put into a classroom, led by a teacher. For the length of the suspension, he or she is expected to complete all assignments given.

6-10 Referrals — *Saturday School Detention*

- Saturday school detentions will be served from 8:00am to 12:00pm. Students must wear school uniform. If student does not attend Saturday school on the assigned date, he or she will not be allowed back to school until it is served.
- The student is not allowed to attend school or go to school activities for the length of the suspension. While serving suspension student must make up all work.

***** THERE IS A \$25.00 FEE FOR SATURDAY SCHOOL.**

11- 15 Referrals — *External Suspension*

- The student is not allowed to attend school or go to school activities for the length of the suspension. While serving suspension student must make up all work.

15 or more Referrals — *External Suspension, Probation, and Eligible for expulsion*

- After receiving 15 or more referrals, the student will be given external suspension and will be put on probation.
- Furthermore, a student with 15 or more referrals is automatically eligible for expulsion.

Administration has the right to adapt this line of procedure depending on the severity of a referral or action of a student.

Behavior Contracts-

Behavior Contracts are initiated by the Administration or parents when it becomes apparent that a student has established a negative behavior pattern at school. It is the desire of Christi Academy to intervene on the student's behalf to create an opportunity for the student to assume the responsibilities involved in a more mature and appropriate manner. A Behavior Contract may be initiated due to:

- A rebellious spirit which is unchanged after effort is made by the teacher & administration.
- A continued negative or uncooperative attitude, and negative influence upon other students.
- Continued deliberate disobedience to teacher, administrator, or school rules.
- Committing a serious breach of conduct inside or outside of school which has an adverse effect upon the student's or school's Christian Testimony.
- Accumulation of behavior points indicating a negative behavior pattern.

It is up to the Headmaster's discretion if a student is put on a behavior contract or expelled.

Disciplinary Dismissal from Class-

If a teacher finds it necessary to send a student out of the classroom, the student will report to the office immediately. The teacher will follow up by contacting the parent and the student will receive a zero for missed class work.

Students must pay \$1.00 per detention.

If Saturday detention is required student must pay \$25.00.

CHRISTI/STEPSS ACADEMY BEHAVIOUR POLICY IS REDEMPTIVE, THEREFORE POINTS FOR INFRACTIONS ARE ELIMINATED AT THE END OF THE SHOOOL YEAR. STUDENTS START WITH A NEW, CLEAN BEHAVIOR RECORD EACH YEAR.

Detentions, Suspensions & Expulsions

1. Detentions

After School Detentions:

Detention occurs the day after detention is earned. Hours are 3:00pm-4:00pm; parents will be notified.

We understand and regret that this may cause an inconvenience on the family; however, attendance is mandatory when assigned on a specific date.

Please note: Repeated refusal to serve detentions will result in suspension from school.

Saturday School Detentions:

Saturday detentions will be served from 8:00am to 12:00pm.

Students must wear a school uniform.

There is a \$25 charge. Parents please make sure this fee comes out of your child's allowance.

We understand and regret that this may cause an inconvenience on the family, however, attendance is mandatory when assigned on a specific date.

Please note: Repeated refusal to serve detentions will result in External Suspension from school.

2. Suspensions

A student may be suspended from classes for inappropriate actions, attitudes, repeated infractions of school regulations or acts of major misconduct. The student will be separated from the regular student body as well as co-curricular activities (as they apply to the student) for the duration of the suspension and may be required to perform duties at the discretion of the Administration. Students serving suspensions will receive a zero for class work, quizzes, and tests missed during the suspension. However, teachers will require that the class work be completed to ensure that the student is familiar with the information covered.

3. Expulsions

Students who are persistently troublesome, habitually unruly or uncooperative, or students who refuse to improve after repeated counseling make themselves unwelcome at Christi/STEPSS Academy. The school retains the right to discipline students and refuse re-enrollment at Christi/STEPSS Academy. If the Administration deems the situation of a serious nature, the student may be asked to withdraw from school immediately.

HEALTH AND FIRST AID

Parents are encouraged to cooperate with the school by keeping sick children at home and informing the school office of the absence and nature of their illness.

Students who have been treated for a communicable disease should have the permission of the family physician to return to class at Christi/STEPSS Academy.

If the student is sent to the clinic because of illness, we will assume that the student should not be in school. Parents will be notified and asked to pick up their child if the child has a fever, diarrhea, or is vomiting.

For parents or guardians who work, we require the name of someone who will be able to pick up the child in case of an emergency.

The school is not permitted to give medication to students. If a child is to take prescription medication which is sent from home, a medication form must be on file, the medication must be clearly marked with the Doctor's prescription, and must include written instructions from a parent, and must be kept in the school office. This includes vitamins and any over the counter medication.

Soap, water, or ice will be provided for minor injuries that occur at school. Parents will be notified immediately of any serious or potentially serious injury.

Please use good judgment regarding illness or injury to your child. Teachers are not experts. If your child needs care, diagnoses, or examination, please seek the services of your family physician.

Should head lice be detected, the parent will be asked to pick up the student. The student is not allowed to return to school until the head lice has been properly treated and all nits (eggs) have been removed. The physician's note must clear student to return to school. Please notify the school office if your child has contracted a case of head lice.

We are a **Peanut Free School!** No exceptions.

STUDENT INSURANCE

Student accident insurance is maintained at the expense of the school for every student while the student is on school property 8:00am -3pm or engaged in activities sponsored by the school.

The school also must have a copy of every student's medical insurance card for any emergency.

SCHOOL PICTURES

Children are often photographed in the classroom during an activity, during Tae Kwon Do, on a field trip, during a party etc. These pictures are often used in our monthly newsletter, on our web site, or as we share with others what Christi and Stepss Academy is all about. If for some reason you do not wish to have your child photographed, please be sure to let us know. This must be in writing.

A professional photographer will take school pictures in the fall of the year. You will be able to purchase these pictures should you so desire. It's mandatory to purchase a school ID. The cost will be \$10.00. Wearing an ID is part of the dress code here at Christi/STEPSS Academy.

CLASS SIZE

Christi Academy believes that class size is critical to the teaching process and will therefore set a ceiling of 15 students per classroom. The school administration may adjust the number should specific circumstances warrant it. STEPSS Academy class size ratio is 1 to 6; this is a teacher to student ratio.

FIRE /TORNADO DRILLS

Fire and tornado drills will be held to insure the safety of the children. Our school has also installed the required alarm system and smoke detectors. Fire drills are held on a monthly basis, tornado, and lockdown drills will be held once a semester, or twice a year.



**Acknowledgement of Student and
Parent Handbook**

Attention Parents: Please read, sign, and return this page to the school office. This will attest to the fact that you have read, understand, and agree with all the facts provided in this book.

YOUR CHILD MAY NOT ATTEND SCHOOL IF WE DO NOT HAVE THIS FORM FILED IN HIS RECORDS.

Parent Name (Please print) _____

Parent Signature _____

Student Signature _____

Date _____



COMPUTER RELATED ACTIVITIES

Christi /STEPSS Academy are dedicated to promoting a healthy and safe environment for all students and staff. Our school will incorporate many technologies, including computers, tablets, internet usage, program installation, it is important that all participation in terms of computers and internet related activities are closely monitored. Any student who knowingly downloads or transfers files or programs of an unsuitable nature or which contain a malicious payload, may be subject to immediate dismissal. If any student breaks any i-pad or computer, the parents are responsible for replacing the item.

YOUR CHILD MAY NOT ATTEND SCHOOL IF WE DO NOT HAVE THIS FORM FILED IN HIS RECORDS.

Parent Name (Please print) _____

Parent
Signature _____

Student
Signature_____

Date_____