

CHRISTI ACADEMY



STEPSS ACADEMY

# **STUDENT AND PARENT HANDBOOK**

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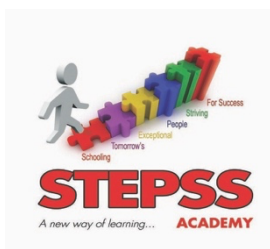
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## **CHRISTI/STEPSS ACADEMY STUDENT & PARENT HANDBOOK**

Dear Parents and Students of Christi/STEPSS Academy,

We are pleased to present the Parent-Student Handbook for the 2023-24 academic year. This handbook outlines the policies and guidelines that will serve as a roadmap for our Administration, Faculty, Staff, Parents, and Students as we navigate the upcoming school year. Please note that as we progress, there may be necessary edits and additions to this handbook. Any such changes will be promptly shared with both parents and students. It is imperative that both parents and students take the time to acquaint themselves with the contents of this handbook and any forthcoming updates.

At Christi/STEPSS Academy, we require each student and at least one parent to acknowledge receipt of the handbook, confirm that they have read it thoroughly, and commit to abiding by the school's rules and policies. Physical copies of these acknowledgments will be collected from both students and parents, and this task should be completed within the first month of the school year, no later than October 20<sup>th</sup>.

Our dedicated Administration, Faculty, and Staff at Christi/STEPSS Academy are united in our mission to maintain the tradition of providing a Christ-centered and personalized learning environment, which has become a hallmark of our institution in all aspects of student life. Achieving this mission necessitates a shared commitment from parents, students, and therapists toward our common objectives.

With God's blessings, we are confident that together, we can achieve great accomplishments.

Sincerely,  
Shirley Gil, Headmaster  
Ernesto Gonzalez, Principal

## **Revision Policy**

Christi/STEPSS Academy is committed to ongoing improvement in its practices, policies, and procedures. As part of this commitment, Christi/STEPSS Academy retains the right to update, modify, or amend the policies and statements presented in this student handbook.

## **Non-Discrimination Statement Policy**

Christi/STEPSS Academy embraces students of all genders, races, colors, nationalities, and ethnic backgrounds. Each student at our school is entitled to the full range of rights, privileges, programs, and activities that are generally available to all students. We are committed to a policy of non-discrimination based on gender, race, color, or national and ethnic origin in the administration of our educational policies, admission procedures, and other school-managed programs.

Our institution upholds the intrinsic worth and dignity of every individual, the pursuit of truth, dedication to excellence, and the attainment of knowledge. We hold in high regard the principles of democratic citizenship. Central to achieving these standards are the principles of freedom in learning and teaching, as well as the assurance of equal opportunities for all, regardless of gender, race, religion, or ethnicity.

## **Preface**

This handbook has been meticulously prepared to introduce you to Christi/STEPSS Academy and its Christian Education philosophy. We aspire to impart the mission and vision of Christi/STEPSS Academy, and provide you with a comprehensive understanding of our complete educational program.

The optimal development of your child is best achieved through a strong collaborative partnership between the home and the school. This handbook serves as a vital tool to facilitate communication between our staff, parents, and students. We expect parents to carefully read the contents of this handbook with their students. It is imperative that both parents and students not only familiarize themselves with the rules, requirements, and expectations outlined in this handbook but also keep 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."

Our commitment is to provide all our students with an education that is rooted in faith and to help shape their future within a supportive faith-based community.

## **Compliance & Integrity**

Administrative review, which may lead to withdrawal from the school, will be initiated if a student engages in actions that compromise the trust, health, and well-being of any individual on campus. Such actions include, but are not limited to:

1. Falsifying COVID-related documents or surveys.
2. Deliberate violations of social distancing guidelines.
3. Intentional close contact with an individual who has been exposed to or tested positive for COVID.
4. Using COVID as a threat or means of intimidation, bullying, or harassment against any member of the Christi/STEPSS Academy community.
5. Deliberate coughing or sneezing on a person or object.
6. Neglecting proper hygiene practices.
7. Speculating about or participating in the exchange of rumors regarding a person's health or COVID status.
8. Entering the campus with COVID symptoms, having tested positive, or knowingly having close contact with someone who has tested positive, as defined by the CDC.
9. Destruction of physical markers or cues related to COVID safety measures.

## **Loitering**

The security and safety of the Christi/STEPSS Academy community are of utmost importance to us. If you arrive early to pick up your child after a sports practice or extracurricular activity, we kindly request that you remain in your vehicle while waiting for your child. Please refrain from exiting your vehicle to observe any Christi/STEPSS Academy practice, whether it's from the parking area or the school's perimeter. This precaution is necessary to maintain security and ensure that our staff can focus on their primary responsibilities.

Additionally, please avoid entering the building after regular school hours unless you have a valid ticket for a specific event. Your cooperation in these matters is greatly appreciated and contributes to the overall safety and efficiency of our school community.

## **Bathrooms & Loitering**

Please note that **only one student** is allowed in a restroom facility at any given time. Loitering is strictly prohibited in all areas of the school, including but not limited to hallways, bathrooms, cafeteria, and classrooms. Students are expected to be in motion, heading to their intended destination at all times. Whether it's transitioning to the next class, the cafeteria, or dismissal, students are expected to keep moving. Failure to comply with this policy will result in disciplinary action.

## **Mask Policy**

For the health and safety of our campus community, it is mandatory for students to wear an appropriate mask while on campus **when they are not feeling well**, with the exception of when they are eating lunch. The masks should have two layers of material, fit securely above the nose, and should not be substitutes like scarfs, bandanas, or gaiters. Masks with valves are not allowed. Additionally, masks should be of a solid, non-distracting uniform color, and should not feature patterns, text, or logos that are not associated with Christi/STEPSS Academy.

Failure to comply with this mask policy will result in the following consequences:

1. First offense: The student will be asked to leave campus.
2. Second offense: The student will be assigned detention.
3. Third offense: The student will receive a four-hour Saturday detention.
4. Subsequent offenses: The student will face suspension.

Please note that while face shields may be worn in addition to a mask, the mask must still be worn underneath the shield. Any student not wearing a mask when they are **unwell** will be subject to the consequences outlined above.

## **Clinic Guidelines**

In the event that a student becomes unwell while at school, they should promptly proceed to the clinic. If they are in a classroom, a pass from the teacher will be required.

The following guidelines should be followed:

- Only two students are allowed in the clinic at any given time; others must wait outside unless it's an emergency.
- All individuals entering the clinic must adhere to social distancing guidelines.
- If a student is identified by Christi/STEPSS Academy as having COVID-like symptoms or a temperature of 100.4 degrees Fahrenheit or higher, they must leave campus within 30 minutes.
- Students with COVID-like symptoms will be kept in an isolated holding area until they depart.
- Before a student is allowed to return to campus, they must provide proof of a negative COVID test.
- Unwell students will be dismissed at the Main Entrance. If a student is well enough to drive, verbal permission will be required from a parent, guardian, or someone listed as the Student Emergency Contact.
- To reduce exposure to unwell students in the clinic, visits should be reserved for severe cases. Basic supplies like band-aids or personal items are available in the Front Office.

These procedures are in place to ensure the health and safety of our school community.

## **Visitor Policy**

Access to the campus for maintenance, deliveries, and other purposes is allowed only with a pre-scheduled appointment or prior Administrative approval. When the appointment has been confirmed and approved, visitors must check in at the Office Entrance. The visitor's identification will be verified, and their temperature will be checked as part of our safety protocol.

For parent visitors and volunteers, there is an additional requirement: they must undergo fingerprinting at their own expense. This measure is taken to ensure the security and well-being of our school community.

## **PARENTAL PARTICIPATION**

For parents enrolling their child or children in Christi/STEPSS Academy, it is crucial that their expectations align with the principles of our school. When the home and school work together as a team, we can provide the best possible education for your child.

As parents, there are several educational objectives of Christi/STEPSS Academy that we kindly request your support in:

1. Please read and sign the form located in the back of the Student and Parent Handbook, and return the form to the school.
2. Support the efforts of the entire teaching staff by encouraging, trusting, and respecting the authority of the teacher.
3. Participate in school-sponsored activities, programs, and adhere to school policies.
4. Foster a sense of responsibility in your children by ensuring they arrive at school on time and complete their homework assignments.
5. It is essential that parents keep the school informed of any significant changes happening in your child's life that may impact their behavior or academic performance.

By working together and adhering to these objectives, we can provide the best possible educational experience for your child at Christi/STEPSS Academy.

## **STUDENT RESPONSIBILITIES**

As a student at Christi/STEPSS Academy, it is important to uphold certain responsibilities:

1. **Come to school prepared every day:** Ensure you arrive at school with all the necessary materials and a readiness to engage in learning.
2. **Participate in the learning process to the best of your ability:** Make an effort to actively engage in your studies, ask questions, and seek help when needed to enhance your learning experience.
3. **Show respect to all teachers, staff, and fellow students:** Treat everyone in the school community with kindness, courtesy, and respect.
4. **Complete homework on time and submit it promptly:** Dedicate yourself to completing your assignments as assigned by your teachers and submit them according to the given deadlines.
5. **Take care of school property:** It is essential to treat school property, particularly schoolbooks, with care and responsibility. Failure to do so may result in a fee at the discretion of the headmaster.

By embracing these responsibilities, you not only contribute positively to your own educational journey but also help maintain a respectful and supportive learning environment for everyone at Christi/STEPSS Academy.

## **ADMISSION POLICY**

Christi/STEPSS Academy is committed to promoting diversity and inclusivity. We admit students of any race, color, national or ethnic origin, granting them access to all rights, privileges, programs, and activities offered by the school. We do not discriminate based on race, color, national or ethnic origin



in the administration of our policies, admission procedures, scholarship programs, athletic opportunities, or any other school-administered initiatives.

For returning students, the re-registration process is vital. The registration discounts are as follows:

- January: 75% discount on the regular fee for the next school year.
- February: 50% discount.
- March: 25% discount.
- April and thereafter: Full registration fee applies if classes are not full.
- 

To secure priority placement for the following school year, it is essential to have all financial obligations current. Priority registration begins on January 1st and extends through March 31st. During this period, all previously enrolled students in good standing may enroll.

However, Christi/STEPSS Academy reserves the right to refuse re-enrollment to students who have shown a lack of alignment with the school's purpose, objectives, standards, policies, rules, and regulations or who continue to display disrespect towards teachers, or whose parents have not supported school policies.

For new applicants, an interview with the Principal or Headmaster is a requirement. Additionally, a non-refundable application fee is due at the time of application submission.

All new students must provide a current record of a complete physical examination along with a comprehensive immunization record on Florida forms. These forms must be supplied by a doctor in compliance with the State of Florida's requirements.

Requests for student withdrawal must be submitted in writing through the Admissions Office. Official student records are only released "school to school" and may take up to 5 business days to complete once all necessary withdrawal forms are finalized. The official student withdrawal date will be the date of completion of these forms. All school-related accounts must be in good standing to release school records.

## **STUDENT RECORDS**

The school maintains comprehensive records to ensure proper registration and attendance of its students. These records include personal information, health data, academic progress, and achievement test results when applicable. It is essential that any changes to your address or phone number be promptly reported to the school office within 10 days.

Please be aware that Christi/STEPSS Academy reserves the right to decline any application or dismiss any student at any point in time due to unacceptable behavior, academic performance, or for any other reason considered necessary. Even if a student is expelled from Christi/STEPSS Academy, parents remain responsible for the tuition owed for the entire school year. Records will not be released until all outstanding accounts are settled.

## **SCHOOL FEES AND TUITION**

Christi/STEPSS Academy relies solely on tuition income to operate, without an endowment program or other means to cover overdue accounts. Therefore, it is imperative that all accounts are kept current.

When parents enroll their children in Christi/STEPSS Academy, we make a commitment to provide the best possible education. We expect parents to uphold their financial commitment by paying tuition on time. Thank you for fulfilling this responsibility.

Tuition is mandatory for all students, with the first payment due on August 1st and the final payment due on July 1st. The exact final payment date may vary depending on the terms of the contract agreed upon.

Please note that tuition fees are required regardless of whether a child is in attendance or not.

Many parents receive assistance through programs such as FES-EO, FES-FTC, FES-UA, and the Hope Scholarship to help cover tuition costs. However, it's important to understand that this voucher may or may not cover the entire cost of enrollment at Christi/STEPSS Academy. In case of a deficit, parents are financially responsible for the outstanding amount. If a student leaves Christi/STEPSS Academy after attending at least ten days of the current quarter, the school is entitled to payment for the entire quarter. Parents are obligated to pay the full amount stated in their contract, whether they receive financial assistance or not.

Late fees will be applied to delinquent tuition accounts, which are considered delinquent after the 5th of each month. This also includes approving your scholarship assistance invoice in the portal that is 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. It is imperative that all scholarship invoices be approved by the 5th of the month to avoid the \$50 late fee, which will not be eligible to be covered by any scholarships. In case of a personal check being returned from the bank for any reason, a \$50.00 charge will be added to your account.

Families are allowed a maximum of two returned checks during any given school year. After reaching this maximum, families will receive a letter informing them

that no further checks will be accepted for the remainder of the year. Future payments must be made via money order or cashier's check.

Failure to pay tuition within 10 days of the due date, including the approval of any scholarship invoice, will result in the student being unable to attend classes, and parents will be contacted to pick up their child.

Furthermore, 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 align with the standards and requirements set forth by the State of Florida Department of Education.

### **Christi Academy Elementary K-5**

At Christi/STEPSS Academy, we are dedicated to nurturing both fundamental and advanced skills while fostering a high level of enthusiasm among our students. This commitment is realized through our caring and devoted staff.

Our curriculum comprises a comprehensive range of core subjects, including:

1. Reading
2. Mathematics
3. Grammar
4. Process Writing
5. Science and Health
6. Fairchild Challenge for the STEM program
7. Social Studies
8. Bible
9. Handwriting
10. Spelling

In addition to these core subjects, we enrich our curriculum by incorporating computer literacy and the use of tablets. Our program also offers a variety of supplementary courses, including Art, Music, Band, Spanish, Physical Education, and Tae Kwon Do. In grades 3rd through 5th, we encourage self-expression to promote critical thinking and organizational skills among students. To ensure effective performance in Reading, Math, and Language Arts, students are grouped into smaller classes, allowing for more personalized and attentive instruction. Our approach emphasizes differentiated learning, ensuring that each student receives the individualized attention they need to thrive academically.

## **Christi Academy Middle School 6-8**

At Christi/STEPSS Academy, we place a strong emphasis on both strengthening and expanding basic skills through structured learning in core subjects. These core subjects include Mathematics, Reading, Language and Literature, Bible, Social Studies, Science and Health, and participation in the Fairchild Challenge STEM program. We actively promote discovery learning across all subjects, implementing practical methods such as science labs and home economics.

Furthermore, our approach incorporates technology-integrated learning, leveraging computers and tablets to enhance the presentation of information, facilitate knowledge acquisition, and promote a deep understanding of concepts that fosters critical thinking skills. This approach creates an educational environment that encourages the responsible and meaningful use of technology.

In addition to the core subjects, our Middle School students also engage in a well-rounded curriculum that includes Spanish, Physical Education, Tae Kwon Do, Music, Band, Culinary Arts, and Art. To facilitate effective learning, we employ a variety of instructional approaches, including whole group, small group, and individualized learning environments, to help students achieve mastery in their education.

## **Christi Academy High School 9-12**

At Christi/STEPSS Academy, our high school students work diligently to complete the required subject credits needed to earn their High School Diploma. Our comprehensive curriculum includes core subjects like Bible, Language and Literature, Mathematics, Spanish, Science and Health, participation in the Fairchild Challenge STEM program, and Social Studies. Additionally, students have the opportunity to explore a range of electives, including Art, Band, Music, Theater, Physical Education, Culinary Arts, Cadet Military Program, and Tae Kwon Do.

Our high school academic program is challenging, and while we employ the mastery learning approach, we encourage students to strive for high levels of achievement. Our goal is to equip students with functional knowledge and practical skills that will serve them well in their future endeavors.

Furthermore, our High School program incorporates a Life Skills component aimed at preparing students for the job market and/or college entry. Students learn essential skills such as resume writing and gain exposure to the job search process, including job applications and interviewing techniques. Our students also participate in work-study programs with local businesses, providing them

with valuable on-the-job experience. These skills empower our students to become productive and independent members of their community.

It's important to note that all students are expected to complete their homework assignments. Failure to do so will result in detention, which must be served on the following day. This commitment to homework reinforces responsibility and accountability in our students.

## **REPORT CARDS**

Report cards at Christi/STEPSS Academy are issued at the conclusion of each quarter, totaling four times during the school year. However, report cards will only be issued once the student's account is current. In addition to report cards, parents will also receive quarterly progress reports through Gradelink. If you do not receive your Gradelink login information within the first week of school, we kindly request that you contact the front office for assistance.

Our grading criteria are as follows:

- A: 100-90
- B: 89-80
- C: 79-70
- D: 69-60
- I: 59 and below

It's important to note that if your student receives an "I" in any subject for a semester, it indicates that they have not earned half a credit for that subject. In such cases, students will need to attend summer school at their own expense to earn the required half credit needed for graduation. Please be aware that summer school expenses are not covered by any scholarships.

## **SCHOOL HOURS**

Here are the arrival and dismissal times for students at Christi/STEPSS Academy:

### **Christi Students:**

- Arrival should not be earlier than 7:30 am.
- Classes are dismissed at 2:30 pm.
- Please be prompt, and school hours are from 8:00 am to 2:30 pm.

### **STEPSS Students:**

- Arrival should not be earlier than 8:15 am.
- Classes are dismissed at 2:15 pm.
- Please be prompt, and school hours are from 8:30 am to 2:15 pm.

It's important to note that students are expected to leave school immediately unless prior arrangements have been made for them to remain for tutoring purposes. All other students must be picked up promptly by 3:00 pm. If students are not picked up by this time, they will be sent to After-Care, and a fee of \$15 per hour will be assessed.

In cases where there is a change in how or with whom children are going home, the school office must receive this information in writing via email. Without written confirmation, the child will not be released, to ensure their safety and security.

## **STEPSS Academy Curriculum**

### **Elementary, Middle, and High School**

The STEPSS program at Christi/STEPSS Academy is designed to promote independence by teaching, practicing, and applying essential life skills, tailored to the developmental stage of each student. Our program is staffed with highly qualified ESE specialists, and our classroom aides hold ABA training certifications. The STEPSS program encompasses academics, social skills, life skills, and spiritual training.

In our classrooms, we utilize a variety of resources and tools to enhance learning, including tablets, manipulatives, games, audio-visual materials, and other appropriate technological devices. We employ an interdisciplinary approach and differentiated teaching methods to meet the unique needs of each student. Our students progress from building foundational academic knowledge and skills to potentially achieving a high school graduation level. This educational journey equips our students with the independence and skills they need to navigate the real world.

Our integrated academic learning includes the following components:

- **Bible:** Students develop knowledge of God and establish a relationship with Him through Bible stories, arts and crafts, role-play with music, and the application of Biblical concepts to daily life.
- **Language:** We focus on phonics, spelling, reading, handwriting, and encouraging creative verbal and written expressions.
- **Mathematics:** Students learn basic numeral concepts using manipulatives, engage in simple mechanical computations, and tackle word problems to develop critical thinking skills.
- **Social Studies:** Our curriculum covers self-awareness, understanding one's school and immediate community, and gaining knowledge of significant national events to foster a sense of national pride.
- **Science & Health:** We teach students about personal hygiene and the importance of maintaining a clean and wholesome environment.

Additionally, students learn about nature, conservation, and how to express appreciation for the natural world. We also incorporate the Fairchild Challenge for the STEM program in this subject area.

Beyond these core academic subjects, our students benefit from a well-rounded education that includes Music, Band, Theater, Tae Kwon Do, Spanish, field trips, and swimming. These enriching experiences contribute to the holistic growth and development of our students.

## **APPOINTMENTS/SCHOOL HOURS**

To facilitate effective communication between parents and teachers at Christi/STEPSS Academy, please follow these guidelines:

1. **Scheduled Parent Teacher Conferences:** The school has designated four Parent Teacher Conference dates throughout the year. Please refer to the school calendar for these scheduled dates.
2. **Flexible Parent Teacher Conferences:** Parents have the option to schedule a Parent Teacher Conference at any time during the year. These conferences can be scheduled for either 7:30 am or 3:00 pm, depending on availability. A Zoom option is also available for added convenience.
3. **Teacher Communication via Email:** Parents are encouraged to contact teachers via email at any time using the teacher's school email address. Please allow teachers 24 hours to respond to your email during regular school days (Monday-Friday).

These communication channels are designed to ensure that parents and teachers can effectively collaborate in support of the students' education and well-being.

## **SCHOOL CONTACT INFORMATION**

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

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

## **ATTENDANCE**

Here are the attendance and timing policies for Christi and Steps Academies:

### **Christi Academy:**

- School begins at 8:00 am, and students are expected to arrive on time.
- Pick-up time is at 2:30 pm.
- If a student arrives after 8:00 am, parents must come inside to sign in the student at the front office. The student will be given a late pass and then sent to class.

- If a student arrives more than 2 hours late, they will be considered absent for a half day.
- There are 180 instructional days in a year, with a net instructional time of 6.5 hours for a full day and 3.5 hours for a half day.

### **STEPSS Academy:**

- School begins at 8:30 am, and students are expected to arrive on time.
- Pick-up time is at 2:15 pm.
- If a student arrives after 8:30 am, parents must come inside to sign in the student at the front office. The student will be given a late pass and then sent to class.
- If a student arrives more than 2 hours late, they will be considered absent for a half day.
- There are 180 instructional days in a year, with a net instructional time of 6.5 hours for a full day and 3.5 hours for a half day.

These policies are in place to ensure that students attend school regularly and arrive on time to maximize their learning opportunities.

## **ABSENCES**

Christi/STEPSS Academy has specific policies in place regarding student absences and parental communication:

1. **Notification of Absences:** Parents are expected to call the school before 8:00 a.m. on the day their child is absent to inform the school of the absence.
2. **Notification Upon Return:** When students return to school after an absence, the parent is required to either call in or send a note explaining the reason for the child's absence. This note must be signed by the parent or guardian.
3. **Excused Absences:** Excused absences will be granted only for the following reasons, unless approved by the school administration:
  - Sickness or injury (after 2 days, a doctor's note is required).
  - Marriage in the family.
  - Loss of a family member.
  - School-sponsored trips.
  - Medical appointments that cannot be scheduled outside of school hours (with a note from the doctor).
  - Any other absence deemed appropriate by the Headmaster.
4. **Make-Up Work:** Students are given 2 days to complete class work for every excused day they are absent. For example, if a student is absent for 3 days, they must complete the work within 6 days.
5. **Homework Requests:** Parents who request homework for their absent child must log in to Gradelink to retrieve all assignments.



These policies are in place to ensure that absences are properly documented and that students have the opportunity to make up missed work when they return to school.

## **Unexcused Absences**

At Christi/STEPSS Academy, students are expected to attend school regularly and maintain good attendance. In the event of unexcused absences, including suspensions and unannounced absences that are not due to illnesses or dire emergencies, the following policies are in place:

1. **Incomplete Assignments and Tests:** Students who have unexcused absences will receive an "incomplete" for assignments and tests missed during those days.
2. **Completion of Missed Work:** Regardless of whether credit is allowed for missed work, all assignments and tests must be completed and submitted to the respective teacher(s).
3. **Appeals Process:** Any appeals related to these policies should be submitted in writing to the Headmaster.

These policies are designed to emphasize the importance of regular attendance and ensure that students are held accountable for their missed work in the event of unexcused absences.

## **Accumulated Absences/Instructional Time**

At Christi/STEPSS Academy, policies regarding absences and tardiness are carefully outlined to ensure that students attend school regularly and participate fully in their educational experience.

Here are the key points related to absences and tardiness:

### **Absences:**

1. **Maximum Absences:** A student may not be absent from any class more than nine times per semester, except under extreme situations or for medical reasons. This attendance limit is mandated by the State of Florida and applies to students in grades 6-12.
2. **Exceeding Absence Limit:** Students who exceed the maximum limit of 18 days of absences in a semester must submit a written petition to the administration. The petition should explain the reasons for the absenteeism and may require supporting documentation such as doctor's excuses and notes.
3. **Consequences of Excessive Absences:** Consequences for exceeding the 18-day limit may include mandatory make-up work, required tutoring

after hours (at an additional fee), summer school attendance (at an additional cost), loss of sports participation, loss of academic credit, or withdrawal from the school. No credit will be given for that particular semester or school year if the excess absences are not addressed.

4. **Scholarship Eligibility:** Exceeding the 18-day maximum regulation may result in the loss of scholarship eligibility.

**Excused Tardiness:**

- Excused tardiness includes reasons such as illness, car trouble, accidents, and family emergencies. Tardiness will be excused when the parent presents a valid note or phone call containing one of these excuses.

**Unexcused Tardiness:**

- Unexcused tardiness includes reasons like oversleeping, getting started late, forgetting school items and returning home for them, or failing to bring a written note or receive a verbal explanation from the parent.

**Tardiness Policies:**

- Three unexcused tardies will be changed to one absence for the purpose of calculating attendance.
- 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).
- Academic detention will be assigned as soon as possible and should be served in the same week as the tardy occurred.
- All parents must come inside the school office to sign in their student if they are tardy.
- Students coming or going during the regular school day must be signed in or out by a parent or guardian only.

These policies are designed to emphasize the importance of regular attendance and punctuality in the learning process and to maintain a productive and structured educational environment.

## **Truancy/Leaving Campus**

Christi/STEPSS Academy follows a "closed campus" policy, which means that once a student arrives on campus in the morning, they are not allowed to leave until the dismissal time. However, there may be exceptions to this policy for students who have received prior approval from the Administration and have a letter on file permitting their departure during school hours. This policy helps ensure the safety and security of students while they are on campus.

## **TRANSPORTATION OF CHILDREN**

Christi/STEPSS Academy has specific guidelines and rules in place for student transportation to ensure the safety and well-being of all students. Here are the key transportation rules and guidelines:

### **General Guidelines:**

- All students must wear seat belts when being transported for athletic events, field trips, or any other reason.
- Drivers must possess a valid Florida driver's license and have insurance on file with the school. A copy of the driver's insurance must be submitted to the front office.
- Students must have a permission form signed by their parent or guardian to ride in a 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's instructions.

### **Transportation Rules:**

- Students must wear their seat belts at all times.
- Students must remain seated.
- Keep hands and feet to themselves.
- No eating or drinking on the bus.
- No disruptive behavior.
- No use of foul language.
- No rude gestures to other drivers.
- Do not distract the driver or other drivers on the road.
- Be at your assigned bus stop on time as the bus will not wait for late students.
- The bus driver is in full charge of the bus and pupils, and pupils must obey the driver.
- Parents/guardians must call the school and/or the driver if their child is going to be absent from the bus.
- Riding the bus is considered a privilege and should not be abused.
- Detentions will be given to students who do not follow the Transportation Rules.

### **Important Safety Note:**

- 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 via a phone call or a signed note from the parent authorizing the student's release.

### **Notification of Transportation Changes:**

- The school office must be notified in writing if daily student transportation arrangements change, especially for students who are permitted by parents to walk home after school. All transportation arrangements should

be made by the parent outside of school's instructional hours, and the school office should be notified in advance of any transportation changes.

These guidelines and rules are implemented to ensure the safety and proper transportation of students to and from school and other school-related activities.

## **SCHOOL CLOSING**

In the event of inclement weather, Christi/STEPSS Academy will **follow the Broward County Schools Procedure for closing and re-opening**. To stay updated on any weather-related announcements or changes to the school's schedule, you can do the following:

1. Call the school at (954) 749-6869 for updates regarding school closures or delays due to inclement weather.
2. Log in to Gradelink, the school's online portal, for updates and announcements related to weather-related changes to the school's schedule.

These measures are in place to ensure the safety of students and staff during adverse weather conditions and to provide timely information to parents and guardians regarding any school closures or schedule adjustments.

## **DRESS CODE**

Christi/STEPSS Academy has a dress code policy in place to ensure that students maintain a neat, modest, and well-groomed appearance during school hours. The dress code guidelines are as follows:

### **Uniform Requirements:**

1. All uniform apparel must be purchased from the *All Uniform Wear* storefront in Margate only, or online at *FrenchToastSchoolBox.com* (Online School Code: QS5PQTU).
2. Students are expected to wear a polo shirt, pants, shorts, approved cold attire, and proper P.E. uniforms with the school logo.
3. Shirts or blouses must be tucked in at all times to expose the belt.
4. Sweatshirts must have the Christi/STEPSS Academy logo.
5. Only navy blue jackets without logos are allowed.
6. Pants and shorts must have the school logo in khaki or navy color only. Cargo shorts or pants are not allowed, and inseams must be greater than 5".
7. Skirts, jumpers, and shorts with the school logo must be at knee length.
8. Tae Kwon Do uniforms should be clean and worn on designated days (Tuesday and/or Thursday). Compression shorts and sports bras must be worn under the uniform when applicable.

9. Footwear should consist of regular dress shoes or athletic shoes appropriate in design, color, and in good condition. Closed-toe shoes are the only acceptable footwear.
10. Socks are required.
11. Cowboy boots, work boots, slides, and sandals are not allowed, even on dress-down days.
12. Uniform shirts must be worn underneath navy blue jackets or sweaters.

**Additional Guidelines:**

- Refrain from using attention-drawing makeup.
- No more than one earring in each ear, ½ karat max.
- Hair must be a natural color, and no extreme hairstyles are allowed.
- No tattoos should be visible; if you have a tattoo, it should be covered at all times.
- Excessive long nails or loud nail colors are not allowed, students must wear neutral nail colors.
- Nose piercings or eyebrow piercings are not permitted.
- Only Christi/STEPSS Academy sweatshirts and jackets are allowed on campus.
- No head coverings of any kind are allowed.

**Dress Down Days Guidelines:**

- On dress-down days, students may wear pants, jeans, or shorts that are not ripped or torn and must be worn at the natural waist.
- No excessively baggy, tight, leggings, distressed jeans, low-cut pants, yoga pants, cargo pants, or extremely low-rise or hip-hugger styles are allowed.
- Shorts, dresses, and skirts must be at knee length and worn at the natural waistline.
- Short shorts, short dresses, crop top shirts, and short skirts are not allowed, and undergarments should never be visible.
- No open-toed shoes, flip-flops, slides, or sandals are allowed 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.
- Attire with suggestive or offensive logos is not allowed.
- Tank tops, ripped or sheer blouses, low-cut, strapless, or spaghetti-strapped tops are not permitted.
- Blouses or tops should be long enough to remain tucked into pants or skirts when the student's arms are raised above their head.

Any questionable attire will be reviewed by school administration, and students who are improperly dressed may be asked to call home for a change of clothing. Failure to abide by the Dress Down Day Guidelines may result in detention, internal suspension, Saturday detention, and/or loss of privileges to participate in dress-down days.

## **Drop off and Pick up Procedures**

Drop-off and pick-up procedures at Christi/STEPSS Academy are as follows:

### **Drop-off Procedure:**

- Parents may drop off their child no sooner than 7:30 am.
- Enter the plaza from Oakland Park Blvd, just west of Hiatus Rd.
- After entering the plaza, 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.
- Note that per the city of Sunrise, entering the drive-thru from the west is unlawful and may result in a traffic ticket.

### **Pick-up Times:**

- STEPSS Academy pick-up time is at 2:15 pm.
- Christi Academy pick-up time is at 2:30 pm.

### **Adherence to Pick-up Times:**

- Parents should adhere to the pick-up times specified for their child.
- If you arrive 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 3:00 pm.

### **Aftercare Charges:**

- If your child is not picked up by 3:00 pm, your child will be placed 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.
- Failure to pay accumulated Aftercare charges by the specified deadline will result in your child not being 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 for 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, I-pods) 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 weapons, tobacco, vaping, 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 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, WATCH POLICY, and AIRPODS**

**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.

- **1<sup>st</sup> Infraction:** The phone or watch will be given back to the student at the end of day.
- **2<sup>nd</sup> Infraction:** The phone or watch will only be given to the student's parent.
- **3<sup>rd</sup> 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.
- **4<sup>th</sup> 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.
- **5<sup>th</sup> 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.**

***STUDENTS WILL NOT BE ALLOWED TO ANSWER CALLS OR TEXTS FOR ANY REASON DURING SCHOOL HOURS. PARENTS IF YOU NEED TO REACH YOUR CHILD FOR ANY REASON PLEASE CALL THE FRONT OFFICE.***

## **Computer and Tablet Policy**

The use of computers and/or tablets at Christi/STEPSS Academy is subject to the following guidelines:

1. **Educational Purposes:** Computers and/or tablets should be used exclusively for educational purposes in line with the mission, philosophy, and goals of Christi/STEPSS Academy as outlined in the Parent-Student Handbook.
2. **Assigned Device:** Students are required to use their assigned computer and/or tablet only. Sharing or using another student's device is not permitted.
3. **Device Maintenance:** Students are responsible for the proper care and maintenance of their assigned computer and/or tablet. This includes ensuring its working condition and taking measures to prevent damage.
4. **Loss, Theft, or Damage:** In the event of loss, theft, or damage to the assigned computer and/or tablet, the student is responsible for any



associated costs. It is essential to report any such incidents immediately to the school's office.

5. **Graffiti and Defacement:** Any form of graffiti, including stickers and writings, that interferes with the normal operation of the computer and/or tablet or causes damage will be the responsibility of the student and their parent.

These guidelines are in place to ensure the responsible and appropriate use of technology resources at Christi/STEPSS Academy and to promote a conducive learning environment.

## **SCHOOL DISCIPLINE**

Discipline at Christi/STEPSS Academy is considered a means of instilling order and teaching important life lessons in accordance with biblical principles. The school believes in the importance of providing a suitable learning environment for all students. It is also the responsibility of each student to commit to abiding by the rules and regulations necessary for the smooth functioning of the school community.

The process of discipline at Christi/STEPSS Academy adheres to a specific pattern, with the classroom teacher primarily responsible for addressing disciplinary matters. However, ultimate responsibility for all disciplinary decisions rests with the school administration. The following outline provides an overview of the discipline policy:

1. **Understanding Policies:** Students and parents are encouraged to carefully read and understand the school's policies and guidelines regarding discipline and related matters.
2. **Disciplinary Process:** The disciplinary process is typically initiated by the classroom teacher. The administration retains the final authority over disciplinary actions.
3. **Participation in School Activities:** Students must have a signed copy of the Student and Parent Handbook Acknowledgement Form in their files to be eligible to participate in any school activities.

This approach to discipline is designed to promote order, maintain a positive and constructive learning environment, and instill values that align with the school's mission and Christian principles. It aims to provide guidance and support to students as they develop character and make appropriate choices.

## **Student Response to Discipline**

At Christi/STEPSS Academy, students are expected to maintain a positive attitude and not engage in arguments or disputes with teachers over disciplinary matters or assignments. If a student believes there is a misunderstanding or disagreement, the following steps should be taken to address the issue:

1. **Discuss with the Teacher:** The student should approach the teacher after class and request a private discussion to address the problem or concern.
2. **Involve Parents:** If the issue remains unresolved or if the student seeks further clarification, they should discuss the matter with their parents or guardians. Parents are encouraged to contact the teacher directly to facilitate communication and understanding.
3. **Meet with School Administration:** If the issue persists and a resolution is not achieved through the previous steps, the student and their parents can arrange a meeting with the Headmaster or Principal to discuss the problem further.

This multi-step approach to addressing conflicts or concerns ensures that communication is maintained between students, parents, and school staff while providing opportunities for resolution and clarification. It emphasizes the importance of respectful communication and cooperation in resolving disciplinary matters.

## **Off-Campus Conduct (Field Trips)**

At Christi/STEPSS Academy, the rules and expectations regarding student conduct apply not only on the school campus but also off-campus. This means that students are expected to adhere to the school's code of conduct even when they are not physically present at the school. Violations of these rules, whether on or off-campus, may lead to disciplinary consequences as outlined in the school's policies. This approach emphasizes the importance of maintaining a positive and respectful behavior both within and outside the school environment, promoting a sense of responsibility and accountability among students.

## **Communication and the Discipline Process**

Conferences related to student discipline at Christi/STEPSS Academy are limited to parents and legal guardians only. This means that discussions and meetings concerning disciplinary matters will involve only the student's parents or legal guardians. This policy is in place to ensure that important disciplinary decisions and discussions are conducted with the individuals who have legal responsibility for the student's well-being and education. It helps maintain clarity and consistency in addressing discipline-related issues.

## **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-**

A Behavior Contract at Christi Academy is implemented when a student has exhibited a persistent negative behavior pattern at school. It serves as an intervention strategy to help the student develop more mature and appropriate behavior. This contract may be initiated due to various reasons, including:

1. A rebellious spirit that remains unchanged despite efforts by teachers and administrators.
2. A continuous negative or uncooperative attitude that negatively influences other students.
3. Consistent deliberate disobedience to teachers, administrators, or school rules.
4. Committing a serious breach of conduct either within or outside of the school that adversely affects the student's or the school's Christian testimony.
5. Accumulating behavior that indicate an ongoing negative behavior pattern.

The decision to put a student on a Behavior Contract or to consider expulsion is at the discretion of the Headmaster. The purpose of the Behavior Contract is to provide a structured framework for addressing and improving the student's behavior while maintaining a Christian learning environment.

### **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 BEHAVIOR 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

Christi/STEPSS Academy maintains health and safety protocols to ensure the well-being of students. Here are some key points related to health and safety at the school:

1. **Absences Due to Illness:** Parents are encouraged to keep sick children at home and inform the school office of the absence and the nature of the illness.
2. **Communicable Diseases:** Students who have been treated for a communicable disease should have permission from their family physician before returning to school.
3. **Clinic Visits:** If a student is sent to the clinic due to illness, the school assumes 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.
4. **Emergency Contacts:** Parents or guardians are required to provide the name of someone who can pick up the child in case of an emergency.
5. **Medication Policy:** The school is not permitted to administer medication to students. If a child needs to take prescription medication, it must be clearly labeled with the doctor's prescription, accompanied by written instructions from a parent, and kept in the school office. This policy also applies to vitamins and over-the-counter medications.
6. **Injury Care:** For minor injuries that occur at school, basic care such as soap, water, or ice will be provided. Parents will be notified immediately of any serious or potentially serious injury.
7. **Seeking Medical Care:** Parents are encouraged to use their judgment regarding their child's illness or injury. Teachers are not medical experts, so if a child requires care, diagnosis, or examination, it's advisable to consult a family physician.
8. **Head Lice Policy:** If head lice are detected, the parent will be asked to pick up the student. The student is not allowed to return to school until the head lice have been properly treated, and all nits (eggs) have been removed. A physician's note must clear the student to return to school, and the school office should be notified if a child contracts head lice.
9. **Peanut-Free School:** Christi/STEPSS Academy is a peanut-free school, and there are no exceptions to this policy due to the potential for severe allergies.

These health and safety measures are in place to create a safe and supportive learning environment for all students at Christi/STEPSS Academy.

## **STUDENT INSURANCE**

Christi/STEPSS Academy prioritizes the safety and well-being of its students by providing accident insurance coverage and requiring medical insurance information. Here are the key details related to insurance:

1. **Student Accident Insurance:** The school maintains accident insurance for every student. This insurance covers students while they are on school property from 8:00 am to 3:00 pm or participating in school-sponsored activities. This coverage is provided at the expense of the school, offering protection in case of accidents during school hours or school-related events.
2. **Medical Insurance Card:** The school requires a copy of every student's medical insurance card. This information is crucial for any emergency situations that may arise during the school day or school-sponsored activities. Having access to this information helps ensure that appropriate medical care can be provided promptly if needed.

By maintaining accident insurance and collecting medical insurance information, Christi/STEPSS Academy aims to provide a secure and responsible approach to handling potential health-related incidents involving its students.

## **SCHOOL PICTURES**

Christi/STEPSS Academy occasionally photographs students during various activities and events for purposes such as newsletters, the school's website, and sharing the school's activities with others. Here are some important details regarding photography:

1. **Photography Consent:** Students are often photographed in different school settings, but if you do not wish to have your child photographed for these purposes, it is essential to communicate this preference in writing to the school. By doing so, you can ensure that your child's privacy and image are respected.
2. **Professional School Pictures:** In the fall of the year, a professional photographer will take school pictures. While these pictures are available for purchase, it is mandatory for students to purchase a school ID for \$10.00. Wearing this ID is a part of the school's dress code policy.

Christi/STEPSS Academy values the privacy and preferences of parents and students and aims to maintain transparency and respect regarding the use of photographs for various school-related purposes.

## **CLASS SIZE**

Christi Academy maintains a commitment to maintaining small class sizes with a ceiling of 15 students per classroom. However, in certain circumstances, the school administration may make adjustments to class sizes if necessary.

On the other hand, STEPSS Academy maintains a teacher-to-student ratio of 1 to 6, providing a high level of individualized attention and support for students. The school reserves the right to rearrange classrooms as needed for various reasons.

Both schools emphasize the importance of class size and teacher-student ratios in creating an effective learning environment for students.

## **FIRE /TORNADO DRILLS**

Ensuring the safety of students is a top priority, and both fire and tornado drills are conducted at the school to prepare students and staff for emergency situations. Fire drills are held on a monthly basis. Tornado and lockdown drills are conducted once a semester or twice a year. Additionally, the school has installed the necessary alarm system and smoke detectors to enhance safety measures in case of emergencies.





## **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 Policies & Procedures provided in this handbook.

**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 is dedicated to promoting a healthy and safe environment for all students and staff. Our school will incorporate many technologies, including computers, tablets, internet usage, and 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 \_\_\_\_\_