



# STUDENT & PARENT HANDBOOK

2022-2023

**677 Jonesboro Road**

**McDonough, GA 30253**

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**Principal: Lavonia Brown**

This handbook serves as policy and procedures for parents and students of Step By Step Enrichment Center/Academy. Administrators reserve the right to change the policy or procedure at any time in its sole discretion after reasonable notice.

## **Our Mission**

Is to provide Biblically based, individualized, self-instructional curriculum while assisting the family with their homes-school needs. This is accomplished in a learning environment assisted by experienced Step By Step Enrichment Center/Academy teachers who supervise the educational process. The A.C.E. program and PACEs challenge students to develop a relationship with Jesus Christ, incorporating the character traits of the Lord.

## **Our Vision**

The vision of Step By Step Enrichment Center/ Academy is to trust our Lord as we seek academic and biblical excellence. We believe this will be accomplished with much prayer, commitment, and great leadership among the administration and faculty, supported by a strong base of parental involvement. Our goal is to prepare students to be fully devoted followers of Jesus Christ so that the generations to come might know Him. (Psalm 78:4)

## **Our Purpose**

Provide Christ-like love, Promote a Biblical worldview, Pursue excellence in education and Partner with our families.

## **Core Values**

Home, school, and the community must all work together to maximize healing, learning, and overall growth for children and their families. As a result, Step By Step will strive to foster this growth and change by providing opportunities for inquiry, discovery, and application within the individual's environment thereby positively impacting the human experience.

Our goal as leaders and educators is to help prepare each young person to accept God's purpose for their life, and for them to pursue that plan with a passion.

We are here to educate, equip, develop and engage them in the life-long mission of success.



## **A Letter from the Principal**

Dear Parents:

The purpose of the Step By Step Enrichment Center/Academy Student Handbook is to ensure that each student and his or her family are fully informed of the policies, expectations, and privileges provided to Step By Step Enrichment Center/Academy students. We hope parents, students, and faculty will have a smooth, successful, and enjoyable school year.

Students and parents should read this handbook at the start of the school year. When questions arise, please refer to your handbook. Of course, there is no way every situation can be addressed. Questions left unanswered by the policies contained within will be left to the administration's discretion. Open communication and ongoing dialogue between home and school are necessary for developing honest relationships for the optimal education of our students. Thank you for your continued support and cooperation. I look forward to another enriching and rewarding year at Step By Step Enrichment Center/Academy!

Sincerely,

Lavonia Brown  
Principal

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## Section 1: ADMISSIONS

### Admissions Process

Step 1: Schedule a tour with Step By Step Enrichment Center/Academy administration.

Step 2: Complete and return the Application for Admissions.

Step 3: School records/Transcripts are required of all applicants for grades K-8.

Step 4: Complete and return the Confidential Records Request form, included in the Application Packet.

Step 5: A parent/student interview and testing date will be scheduled.

Step 6: When a student's application file is complete it will be reviewed by Admissions for acceptance.

Step 7: Registration forms are completed and submitted with payment of the non-refundable registration fee.

- Registration fee: **New Students \$275.00**                      **Returning Students: \$50.00**
- Book fees are on average \$265.00 depending on the student's pace.

A student's registration packet will be considered complete when it contains the following documents:

- Tuition Agreement, completed in full with parent/guardian signatures
- Medical Form
- Vehicle Emergency Medical Information/Transportation Agreement
- Parent Involvement Contract
- Copy of student's birth certificate
- Certificate of Immunization (Form 3231)
- Certificate of Eye, Ear and Dental Exam (Form 3300)
- Current attendance record
- Disciplinary records from previous school

## Section 2: ACADEMICS

SBSELCA offers the Accelerated Christian Education (ACE) curriculum, that challenges students to excel. Core curriculum provides students with academics, skill building, reading practice, character and wisdom training, and knowledge of God and His Word.

Each core subject consists of 12 PACEs (Packet of Accelerated Christian Education) per level. Students who are more skilled may progress at a faster rate or may accelerate in the areas of their academic strengths. Our teachers challenge and encourage each student to reach his or her greatest possible achievement level.

### School Hours

Regular Classes.....8:00 AM - 2:30 PM

After School.....2:30 PM - 6:00 PM

### Grading Scale

Step By Step Enrichment Learning Center/Academy's grading scale is as follows:

A	90-100
B	80- 89
C	75- 79
D	70- 74
F	0- 69

### **Homework**

Homework is assigned at the discretion of the teacher. Homework should be considered the student's responsibility.

### **Report Cards**

Report Cards will be issued on the dates listed below. The last report card of the year is available once all outstanding fees and balances have been rectified.

#### **Report Card Dates**

October 27-28, 2022      January 26-27, 2023

March 30-31, 2023      May 23-25, 2023

### **Standardized Testing**

All students in 2nd - 8th grades are administered standardized tests in the spring of each school year. Results are available by June 15th and will be made available to parents. Kindergarten and first grade students are assessed on a curriculum based assessment that determines mastery of standards taught during the school year.

### **Academic and Enrichment Field Trips**

It is the desire of SBSELCA to provide safe transportation for students participating in field trips. All students participating in field trips must have a signed permission slip. Some field trips do require parents to attend for supervision purposes. Teachers will notify parents in advance of available spots for participating. We ask that you confirm approved parental attendance and let the teacher know at least a week in advance. Please remember that field trips are regular school days and if a student misses a field trip it will count as an absence.

SBSELCA's field trips are intended to serve as an extension of the classroom experience. Students must be in good standing with SBSELCA to attend field trips. The cost of these trips will be provided at a later date.

## **Section 3: CALENDAR**

The school year calendar is provided online at [www.stepbystepeca.com](http://www.stepbystepeca.com) and in the forms section of the handbook. Every effort will be made to adhere to the calendar; however, if a schedule change is necessary, memos will be sent home and changes will be notated on our website.

### **Inclement Weather**

In the event of inclement weather or emergency situations, please listen to WSB Channel 2 for school closings. In most events, we will follow the Henry County School closings. Notification of school closings, delayed openings and/or early dismissals are decided by the Director and/or Principal and will be communicated via email.

## **Section 4: DISCIPLINE**

Children need certain rules and limitations established for them, but good discipline is more than simply strict control. It is based on mutual respect and high expectations for responsible behavior.

Student behavior can best be managed through cooperation and communication between parents and the school. All teachers are required to have a classroom management system. When a student commits an act of disobedience or misconduct, that student's right to an education may be temporarily forfeited to protect the instructional time for other students. A student whose presence poses a continuing threat to persons or property, or disrupts the academic progress, may be immediately removed from the school on a permanent basis.

Students involved in any of the behaviors listed below will be subject to disciplinary action up to and including expulsion based on the seriousness of the offense as determined by the administration. These behaviors include:

- Creating an unsafe environment for other students through teasing, intimidation, or bullying
- Vandalizing school or personal property
- Using profanity
- Speaking or acting in a lewd manner
- Hitting, biting, or fighting with malicious intent to inflict injury
- Inappropriate use of technology
- Cheating and/or plagiarism

### **Bullying**

Student bullying is an ongoing educational, social and public health phenomenon facing students, parents and educators. Student bullying can be harmful to the student and is disruptive to the learning environment. Therefore, SBSELCA will not tolerate bullying. Bullying can be defined as:

- Physical hitting, kicking, pushing
- Relational – gossip, rumors, exclusion, destructive or negative comments that defame another's character
- Cyber bullying through email, text messaging, internet
- Sexting - cyber bullying sexually suggestive materials

### **Prohibited Articles**

These items are not permitted on school grounds or at any school activities:

- Knives, firearms, or any type of weapon
- Drugs or any drug paraphernalia
- Alcohol products of any kind
- Lighters or matches
- Tobacco products of any kind

Any item that is deemed threatening or inappropriate will be dealt with at the discretion of Administration. Electronic devices of any kind, including cell phones, if used at a time deemed inappropriate by staff, will be confiscated for parents to retrieve from the Administration office.

Students found in possession of a weapon will be suspended for two (2) weeks. Investigation will ensue, which may include local law enforcement, if deemed necessary by the administration. At the conclusion of the investigation, a decision concerning continued attendance at SBSELCA will be made

by the Administrative team. If information gathered during the investigation supports a shortened suspension, the decision of the Administrative team will override the original suspension.

Any student who shows repeated behavioral problems will be reported to Administration. Parents will be notified by e-mail of their child's behavior and of the consequences assigned at the discretion of the Administration. This is an indication that parents need to take action at home, so that the teacher's time is not consumed with behavior issues, but with academic instruction.

All concerns brought to the attention of an administrator by a student, staff or parent involving student safety or harassment will be immediately documented. Students involved in the report will be removed from class to be interviewed at which time a plan of action which will be developed for review by the administrative team to ensure proper procedures are followed.

### **Electronic Devices**

SBSELCA allows students to bring cellular phones and other electronic devices, such as tablets and iPods, but the device will remain in the "off" position until consent is given by the teacher or administrator. If devices are used without permission, they will be confiscated for parent retrieval.

## **Section 5: ACADEMIC INTEGRITY**

Academic integrity means honesty and responsibility in learning. Academic assignments exist to help students learn; grades exist to show how fully this goal is attained. Therefore, students are expected to complete test with their own understanding and effort.

## **Section 6: TUITION**

Tuition covers the cost of your child's education. Monthly tuition is due by the 1<sup>st</sup> of each month, after which a late fee may be applied. If the 1<sup>st</sup> falls on a non- school day, tuition is due on the last school day prior to the 1<sup>st</sup> (Example: If the 1<sup>st</sup> is on a Sunday, tuition is due on Friday the 30<sup>th</sup>). All account balances must be kept current.

Student records, including report cards and standardized testing scores, will NOT be released if there is an unpaid balance on the account. Failure to meet the tuition agreement results in our inability to meet our financial goals for our teaching staff. Therefore, legal action will be taken against those who do not fulfill their obligation to Step By Step Enrichment Learning Center/Academy. Legal expense for remediation will be borne by the defendant.

## **Section 7: GENERAL POLICIES**

### **Attendance**

Regular and punctual attendance is necessary if a student is to achieve success in his/her academic pursuits and for building proper attitudes regarding responsibility. The scholastic achievement attained by any student is directly related to his/her pattern of attendance at school.

### **Tardiness**

It is vital for students to be on time. It is an interruption and distraction when a child comes in late. We want to teach our students that being punctual is important and to be considerate of other students in class. We ask that parents conform with this requirement.



### **Afterschool Enrichment and Summer Camp**

Afterschool services are offered for students in K thru 8th grade. Please see an administrator for current fees.

### **Change of Student Personal Information**

Any time that an address, phone number, email address, etc. changes, please notify the front office.

### **Communication with Parents**

Parent Portal/Email is used for teachers, parents and students to communicate on a daily basis for K - 8th grades. All parents are encouraged to communicate with teachers via email. Teachers and members of administration will also utilize phone calls and written notes and/or emails back and forth to keep parents informed about a student's progress and/or behavior issues. Student agendas are also used for quick daily communication between parent and teacher.

Parent/Teacher conferences will be conducted during the school year. SBSELCA faculty will contact parents to request a conference time. Parents may request a conference any time during the school year by contacting the teacher(s) or by calling the administrative office.

### **Student Documentation**

Any documentation pertaining to the education of a student is required to be on file with Step By Step Enrichment Learning Center/Academy. This includes IEPs, physiological assessments, medical documentation, tutoring assessments, etc.

### **Lunch**

Students are encouraged to bring a nutritious well-balanced lunch from home. A healthy lunch will help provide your child with the added fuel to get through the day. Juices, milk, and water are suggested.

### **Non-Discrimination Policy**

SBSELCA admits students of any race, creed, and ethnic origin to all rights, privileges, and programs. It does not discriminate on the basis of race, color, national or ethnic origin in the administration of its educational policies, scholarships, athletic or other school administered programs.

## **Section 8: HEALTH**

### **Communicable Diseases**

It is mandatory that we protect the health and welfare of our school community from the spread of communicable diseases. Any student whose medical condition poses a substantial threat to the health and safety of others will be removed from school until they are no longer contagious.

### **Illness**

A student who is ill or running a fever should not be sent to school. When a student becomes ill at school, the parents will receive a call from the office and the child is expected to be picked up within one hour. Children must feel well and be free of fever or symptoms to include vomiting, diarrhea, rashes, etc. for 24 hours before returning to school.

### **Medication**

We request that medication be given at home to alleviate the responsibility for our staff. If a student is to receive any medication during the school day, the parent or guardian must bring the medication to the office and sign an Authorization of Medication Form. The prescription number must be included

when completing the form. The medicine to be dispensed will be kept in the front office. Medicine must be properly labeled with the student's name and in its original container with prescription number (if applicable), as well as instructions for administering.

## Section 9: DRESS CODE

As part of the Step By Step Enrichment Center/Academy orientation process, we would like to provide you with information about our Uniform Dress Policy. All students are expected to dress appropriately for the educational environment. We believe that appropriate student dress contributes to a productive learning environment, and we want to ensure the health and safety of our students. We have chosen to adopt this School Uniform Policy to help create a sense of community and encourage pride in our school. Students at our school are encouraged to participate in our School Uniform Policy. As noted the policy, all students shall be required to show proper attention to personal cleanliness, health, neatness, safety, and suitability of clothing and appearance for school activities.

In every case the dress and grooming of the student shall not:

- Cause actual distraction or disturbance in any school activity or actually interfere with the participation of a student in any school activity;
- Create a hazard to the safety of him/herself or others; and/or
- Create a health hazard

In seeking to create an environment and atmosphere that is scholarly and conducive to learning, requires students to adhere to a dress code. This policy will be enforced in a manner that upholds customary attire for males and females. The dress code policy is as follows:

ITEM	BOYS K-8	GIRLS K-8
<b>POLO SHIRTS (No logo)</b>	Red, White, Gold or Navy Blue Polo (Hoodies are optional during cold weather months)	Red, White, Gold or Navy Blue Polo (Hoodies are optional during cold weather months)
<b>PANTS/SKIRTS/JUMPER</b>	Khaki, Navy Blue or Black Pants	Khaki, Navy Blue or Black Pants, Skirts, Skorts, Shorts or Jumper (Must be fingertip length or longer)
<b>SHOES</b>	Any Color Closed Toe	Any Color Closed Toe
<b>BELT</b>	Brown or Black Belt	Brown or Black Belt when wearing pants with belt loops
<b>PHYSICAL EDUCATION ATTIRE</b>	(T-Shirt/Shorts Only) Sneakers or closed toe rubber bottom shoes	(T-Shirt/Shorts Only) Sneakers or closed toe rubber bottom shoes

## PARENTAL FIELD TRIP CONSENT AND WAIVER OF LIABILITY

I, the undersigned parent(s)/legal guardian(s), represent that I am the parent and/or legal guardian of \_\_\_\_\_ (please fill in child's name) (hereinafter "Student") and hereby consent to Student's participation in all/any Field Trips and related events and activities (hereinafter "Activity"). Further, in consideration of the Student being allowed to participate in the Field trips or Activities and in consideration of the fact that the Student may be furnished transportation from time to time, either by the Step By Step Enrichment Center school bus or in a privately-owned vehicle, the undersigned(s):

1. Acknowledges and fully understands that there is a risk associated with vehicular travel by Student and with the Student's participation in any field trips or activity.

I CERTIFY THAT I GIVE PERMISSION TO THE STUDENT TO PARTICIPATE IN FIELD TRIPS /ACTIVITIES STATED ABOVE AND CERTIFY THAT I HAVE READ AND UNDERSTAND THIS WAIVER OF LIABILITY AND THAT I SIGN IT FREELY AND VOLUNTARILY. If no second parent or guardian, please specify.

Student's Name: \_\_\_\_\_ Grade: \_\_\_\_\_

Dated: \_\_\_\_\_

(Signature(s) of Parent(s) or Legal Guardian(s))

\_\_\_\_\_ Dated: \_\_\_\_\_

(Signature(s) of Parent(s) or Legal Guardian(s))

\_\_\_\_\_ Dated: \_\_\_\_\_

IN CASE OF AN EMERGENCY, PLEASE COMPLETE THE FOLLOWING INFORMATION:

Emergency Name \_\_\_\_\_ Phone Number \_\_\_\_\_

Name of child's doctor \_\_\_\_\_

Hospital Preference \_\_\_\_\_

I am interested in chaperoning this trip. The role of a chaperone is to assist the teachers and supervise students. No children except the participating class or group may attend. All chaperones must have completed the IHM Volunteer requirements. The teacher will contact you if they need you to chaperone.

<b>Step by Step Enrichment Center</b>
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<b>2022-2023    School Calendar</b>
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**Please go to our website at: [www.stepbystepeca.com](http://www.stepbystepeca.com) to down a copy of the calendar.**

## **Notice of Exemption**

I, \_\_\_\_\_ acknowledge that I have been informed that this program is not a licensed child care facility. I also understand this program is not required to be licensed by the Georgia Department of Early Care and Learning and this program is exempt from state licensure requirements.

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Parent Signature

Date

## **Handbook Signature Page**

The student/parent handbook is for your information and hopefully will answer any questions you have. Please sign and return this page to the school for our records.

I have read the **2022-2023** student handbook and agree to abide by its regulations and standards.

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Homeroom teacher                      Grade

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Student name

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Parent signature

Step By Step Enrichment Center/Academy

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