**School Policy (Website part 1)**

https://www.fldoe.org/teaching/professional-practices/code-of-ethics-principles-ofprofessio.stml

# Standards of Ethical Conduct (Under Disclaimer)

(Adapted from the Code of Ethics of the Education Profession in Florida and Principles of Professional Conduct for the Education Profession in Florida)

1. Our school values the worth and dignity of every person, the pursuit of truth, devotion to excellence, acquisition of knowledge, and the nurture of democratic citizenship. Essential to the achievement of these standards are the freedom to learn and to teach and the guarantee of equal opportunity for all.
2. Our primary concern is the student and the development of the student's potential. Employees will therefore strive for professional growth and will seek to exercise the best professional judgment and integrity.
3. Concern for the student requires that our instructional personnel:
4. Shall make reasonable effort to protect the student from conditions harmful to learning and/or to the student's mental and/or physical health and/or safety.
5. Shall not unreasonably restrain a student from independent action in pursuit of learning.
6. Shall not unreasonably deny a student access to diverse points of view.
7. Shall not intentionally suppress or distort subject matter relevant to a student's academic program.
8. Shall not intentionally expose a student to unnecessary embarrassment or disparagement.
9. Shall not intentionally violate or deny a student's legal rights.
10. Shall not harass or discriminate against any student on the basis of race, color, religion, sex, age, national

or ethnic origin, political beliefs, marital status, handicapping condition, sexual orientation, or social and family background and shall make reasonable effort to assure that each student is protected from harassment or m

1. Shall not exploit a relationship with a student for personal gain or advantage.
2. Shall keep in confidence personally identifiable information obtained in the course of professional service, unless disclosure serves professional purposes or is required by law.

4. Aware of the importance of maintaining the respect and confidence of colleagues, of students, of parents, and of the community, employees of our school must display the highest degree of ethical conduct. This commitment requires that our employees:

1. Shall maintain honesty in all professional dealings.
2. Shall not on the basis of race, color, religion, sex, age, national or ethnic origin, political beliefs, marital status, handicapping condition if otherwise qualified, or social and family background deny to a colleague professional benefits or advantages or participation in any professional organization.
3. Shall not interfere with a colleague's exercise of political or civil rights and responsibilities. d. Shall not engage in harassment or discriminatory conduct which unreasonably interferes with an individual's performance of professional or work responsibilities or with the orderly processes of education or which creates a hostile, intimidating, abusive, offensive, or oppressive environment; and, further, shall make reasonable effort to assure that each individual is protected from such harassment or discrimination.
4. Shall not make malicious or intentionally false statements about a colleague.

## Training Requirement

All instructional personnel and administrators are required as a condition of employment to complete training on these standards of ethical conduct.

## Reporting Misconduct by Instructional Personnel and Administrators

All employees and administrators have an obligation to report misconduct by instructional personnel and school administrators which affects the health, safety, or welfare of a student. Examples of misconduct include obscene language, drug and alcohol use, disparaging comments, prejudice or bigotry, sexual innuendo, cheating or testing violations, physical aggression, and accepting or offering favors. Reports of misconduct of employees should be made to**: Stephanie Leon, School Administrative Director.**

Reports of misconduct committed by administrators should be made to**: School Administrative Director.**

Legally sufficient allegations of misconduct by Florida certified educators will be reported to the Office of Professional Practices Services. Policies and procedures for reporting misconduct by instructional personnel or school administrators which affects the health, safety, or welfare of a student are posted on the school’s website at:

[www.sskidstheraphy.com](http://www.sskidstheraphy.com/)

## Reporting Child Abuse, Abandonment or Neglect

All employees and agents have an affirmative duty to report all actual or suspected cases of child abuse, abandonment, or neglect. Call 1-800-96-ABUSE or report online at: http://www.dcf.state.fl.us/abuse/report/.

## Signs of Physical Abuse

The child may have unexplained bruises, welts, cuts, or other injuries; broken bones; or burns. A child experiencing physical abuse may seem withdrawn or depressed, seem afraid to go home or may run away, shy away from physical contact, be aggressive, or wear inappropriate clothing to hide injuries.

## Signs of Sexual Abuse

The child may have torn, stained or bloody underwear, trouble walking or sitting, pain or itching in genital area, or a sexually transmitted disease. A child experiencing sexual abuse may have unusual knowledge of sex or act seductively, fear a particular person, seem withdrawn or depressed, gain or lose weight suddenly, shy away from physical contact, or run away from home.

## Signs of Neglect

The child may have unattended medical needs, little or no supervision at home, poor hygiene, or appear underweight. A child experiencing neglect may be frequently tired or hungry, steal food, or appear overly needy for adult attention.

**Patterns of Abuse:**

Serious abuse usually involves a combination of factors. While a single sign may not be significant, a pattern of physical or behavioral signs is a serious indicator and should be reported.

## Liability Protections

Any person, official, or institution participating in good faith in any act authorized or required by law, or reporting in good faith any instance of child abuse, abandonment, or neglect to the department or any law enforcement agency, shall be immune from any civil or criminal liability which might otherwise result by reason of such action. (F.S.

39.203)

An employer who discloses information about a former or current employee to a prospective employer of the former or current employee upon request of the prospective employer or of the former or current employee is immune from civil liability for such disclosure or its consequences unless it is shown by clear and convincing evidence that the information disclosed by the former or current employer was knowingly false or violated any civil right of the former or current employee protected under F.S. Chapter 760. (F.S. 768.095)

# Reporting Misconduct

Reporting Misconduct by Instructional Personnel and Administrators All employees, educational support employees, and administrators have an obligation to report misconduct by instructional personnel and school administrators, which affects the health, safety, or welfare of a student.

Examples of misconduct include obscene language, drug and alcohol use, disparaging comments, prejudice or bigotry, sexual innuendo, cheating or testing violations, physical aggression, and accepting or offering favors. Reports of misconduct of employees should be made to Stephanie Leon (239) 239-64787.

Legally sufficient allegations of misconduct by Florida certified educators will be reported to the Office of Professional Practices Services. Policies and procedures for reporting misconduct by instructional personnel or school administrators which affects the health, safety, or welfare of a student are posted on our Website at [www.sskidstherapy.com](http://www.sskidstherapy.com/) **If a child tells YOU about abuse:**

Be a good listener. Show that you understand and believe what the child tells you. Encourage, but don’t pressure him/her to talk. Ask open ended questions. Be supportive. Tell the child he/she did the right thing by coming to you. Stress that he/she is not to blame. Let the child know that you want to help. Don’t overreact. This can frighten the child or prevent him/her from telling you more. Do not talk negatively about the suspected abuser in front of the child. Document and report it. Document your conversation as soon as you can. If possible, write down the child’s exact words. Don’t delay. Never assume someone else will report the abuse. The sooner it’s reported, the sooner the child and their family can be helped.

**https://www.fldoe.org/core/fileparse.php/7725/urlt/0072442educatormisconductposter\_landscape\_all.pdf**

**Call or Report it online at:** [**http://www.dcf.state.fl.us/abuse/report/**](http://www.dcf.state.fl.us/abuse/report/)

[https://www.floridahealth.gov/programs-and-services/immunization/ children-and-adolescents/school-immunization-requirements/index.html](https://www.floridahealth.gov/programs-and-services/immunization/children-and-adolescents/school-immunization-requirements/index.html)

**End of Disclaimer section**

**Beginning of Admissions and Enrollment**

**Arrival/Dismissal**

School hours for Academy are 8:30 am – 2:30 pm

**Dress Code**

**Student Dress Code  
2023-2024**

The purpose of the Dress Code is to encourage students to focus on the learning process without the distractions of unsuitable dress and grooming, as well as developing good habits that will lead to “dressing for success” in the future. Students shall maintain a clean, orderly appearance at all times.  
  
**Shirts & Tops:** ❖ Shirts or blouses shall be appropriately fastened in accord with the design of that shirt or blouse.  
 ➢ No midriff shall be exposed.  
 ➢ Back and stomach must be covered at all times.  
 ➢ Shirts may not be tied up to reveal midriff.  
 ❖ Sleeveless shirts and blouses must cover the shoulder.  
 ❖ Transparent or see-through tops, tops that bare midriff, strapless, low-cut clothing or tops and outfits that provide minimum coverage or are of a suggestive nature are prohibited; halters, backless dresses or tops, tube tops, spaghetti strap tops, muscle shirts, or any clothing which may be distracting are prohibited.

➢ Sleeved t-shirts must be worn under sleeveless or transparent jerseys.  
  
**Jeans, Shorts, Leggings, Skirts & Dresses:**  
 ❖ Apparel shall be adequate in both length and coverage to be considered appropriate for school.  
 ➢ Shorts and skirts must be fingertip length (to the side of the leg)  
 ❖ Pants with holes, tears, etc. may not be worn if, in the principal’s judgment, they may cause a disruption to the school environment.  
 ➢ Any holes, tear, etc. may not be above fingertip length per individual.  
 ➢ Transparent or sheer leggings above fingertip length cannot be worn as  pants.  
 ❖ Pants shall be worn fastened and at the waist with no undergarments showing.  
  
**General Apparel:**  
 ❖ Any articles of clothing or jewelry that could likely cause injury, such as chains, bracelets, rings, and chokers, with or without spikes or studs, are prohibited.  Wallet chains of any length are prohibited.  
 ❖ Apparel, emblems, insignias, badges, or symbols that promote the use of alcohol, drugs, tobacco, or any other illegal activity are  prohibited.  
 ➢ This includes a depiction of a weapon.  
 ❖❖ Clothing that exposes underwear or body parts in an indecent or vulgar manner is prohibited.  
 ❖ The wearing on campus of hats, caps, headgear (including hoodies), bandanas or sunglasses except in conjunction with designate school-approved uniforms or at authorized athletic practices or activities are prohibited. There may be certain exceptions for medical conditions, religious observation and physical education classes held outside.   
 ➢ SSKids Academy permits the wearing of headgear and sunglasses while outside during school hours.  
 ❖ Apparel, emblems, insignias, badges, or symbols that promote the use of alcohol, drugs, tobacco, violence, sex, weapons or any other illegal activity are prohibited, including ads or slogans that may have a double meaning.   
 ❖ Long/oversized coats, jackets or jerseys are not permitted inside the building.  
  
**Other:**  
 ❖ Shoes shall be worn at all times. Shower shoes and/or bedroom slippers with soft soles are not permitted.  
 ❖ Adornments that, in the principal’s judgment could cause injury, be a safety risk or cause a disruption to the school environment may not be worn. Examples of prohibited adornments include, but are not limited to, hoops or rings attached to the nose, eyebrow, cheeks, or lips.  
 ❖ Pajamas or any clothing intended for sleepwear is not permitted unless approved for a designated dress-up day. Blankets, pillows, gloves and/or stuffed animals are not to be on campus at any time during school hours.  
 ❖ Any method or public display (including clothing, nail polish, and other items that may be worn or carried) of an organization affiliated with controversial, obscene or  illegal activities on a person may not be worn if, in the principal’s judgment, they may cause a substantial disruption to the school environment.  
 ❖ Hair coloring or style that may cause a substantial disruption to the educational environment, as determined by the principal, is prohibited.

Ensure all clothing items are appropriate and that the dress code is followed at all times. If you are unsure about any of the standards listed above, ask an administrator prior to wearing it at school. It is our goal to correct the problem as quickly as possible to avoid missed instructional time.

# Tuition

There is a nonrefundable registration fee of $550 due at the time of enrollment each year. For families with more than one child, the registration fee for the youngest sibling is $450 per child.

* Classroom Supply Fee

Families are required to pay a Classroom supply fee of $150 upon enrollment and each year as a part of re-enrollment. The classroom supply fee is $130 for each additional child.

* Multiple Child Discount

Families with two or more children enrolled at SSKids Academy are eligible for a sibling discount to be applied to the youngest child’s monthly tuition fee. The discount for the first child is $100 and each additional child is a $50 discount.

## School Fee Schedule (The fee schedule will not be included in Website)

We can add the following to website: SSKids Academy has a continuum of services that are offered in efforts to tailor our programs for each individual student and to be able to serve more children and families in our community.

**Please call for more information: (239) 351-0675.**

## Scholarship

SSkids Academy program was set up to help students and families who need it, not just those who can afford it. SSkids Academy Accepts all Florida Department of Education Scholarships including:

* [McKay](http://www.fldoe.org/schools/school-choice/k-12-scholarship-programs/)
* [Opportunity](http://www.fldoe.org/schools/school-choice/k-12-scholarship-programs/)
* [Family Empowerment](http://www.fldoe.org/schools/school-choice/k-12-scholarship-programs/)
* [Gardiner](http://www.fldoe.org/schools/school-choice/k-12-scholarship-programs/)
* [Hope](http://www.fldoe.org/schools/school-choice/k-12-scholarship-programs/)

Every family (regardless of whether they have a scholarship listed above or not) “copays” a monthly tuition amount.

### Student Registration

To apply for SSKids Academy, download the application and return to Stepping Stone Kids Therapy front office prior to March 1st 2023.

**Required documents for Admission:**

* Admission Application checklist. (Include Link )
* Admission Application. (Include Link)
* [School Entry Health Exam (DH 3040)](http://www.floridahealth.gov/programs-and-services/childrens-health/school-health/enrollment.html)
* [Florida Certification of Immunization (DH 680)/ or Immunization Exemption form](http://www.floridahealth.gov/programs-and-services/immunization/children-and-adolescents/school-immunization-requirements/index.html)
* Intake/Medical History Form. (Include Link)
* IEP
* ABA Assessments

**End of Admissions and Enrollment section**

**CALENDAR LINK**

**Academy Calendar**

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **SSKids Academy Calendar 2023-2024** | | | | | | | | | | | | | | | | | | | |
| **May 2023** | | | | | | |  | **October 2023** | | | | | | |  | | | | |
| **Su** | Mo | Tu | We | Th | Fr | **Sa** |  | **Su** | Mo | Tu | We | Th | Fr | **Sa** |  | | | | |
|  | 1 | 2 | 3 | 4 | 5 | **6** |  | **1** | 2 | 3 | 4 | 5 | 6 | **7** |  | | | | |
| **7** | 8 | 9 | **10** | 11 | 12 | **13** | 10 New Parent Orientation | **8** | 9 | 10 | 11 | 12 | 13 | **14** |  | | | | |
| **14** | 15 | 16 | 17 | 18 | 19 | **20** |  | **15** | 16 | 17 | 18 | 19 | 20 | **21** |  | | | | |
| **21** | 22 | 23 | 24 | 25 | 26 | **27** | **22** | 23 | 24 | 25 | 26 | 27 | **28** |  | | | | |
| **28** | 29 | 30 | 31 |  |  |  | **29** | 30 | 31 |  |  |  |  |
| **June 2023** | | | | | | |  | **November 2023** | | | | | | |  | | | | |
| **Su** | Mo | Tu | We | Th | Fr | **Sa** |  | **Su** | Mo | Tu | We | Th | Fr | **Sa** |  | | | | |
|  |  |  |  | 1 | 2 | **3** |  |  |  |  | 1 | 2 | 3 | **4** |  | | | | |
| **4** | **5** | 6 | 7 | 8 | 9 | **10** | 5 Back2School Night 5:00pm | **5** | 6 | 7 | 8 | 9 | 10 | **11** |  | | | | |
| **11** | 12 | 13 | 14 | 15 | 16 | **17** |  | **12** | 13 | 14 | 15 | 16 | 17 | **18** |  | | | | |
| **18** | 19 | 20 | 21 | 22 | 23 | **24** | **19** | 20 | 21 | 22 | 23 | 24 | **25** |  | | | | |
| **25** | 26 | 27 | 28 | 29 | 30 |  | **26** | 27 | 28 | 29 | 30 |  |  |  | | | | |
| **July 2023** | | | | | | |  | **December 2023** | | | | | | |  | | | | |
| **Su** | Mo | Tu | We | Th | Fr | **Sa** |  | **Su** | Mo | Tu | We | Th | Fr | **Sa** |  | | | | |
|  |  |  |  |  |  | **1** |  |  |  |  |  |  | 1 | **2** |  | | | | |
| **2** | 3 | **4** | **5** | 6 | 7 | **8** | 4th of July Closed the 4th and 5th for Holiday | **3** | 4 | 5 | 6 | 7 | 8 | **9** |  | | | | |
| **9** | 10 | 11 | 12 | 13 | 14 | **15** |  | **10** | 11 | 12 | 13 | 14 | 15 | **16** |  | | | | |
| **16** | 17 | 18 | 19 | 20 | 21 | **22** |  | **17** | 18 | 19 | 20 | 21 | 22 | **23** |  | | | | |
| **23** | 24 | 25 | 26 | 27 | 28 | **29** |  | **24** | 25 | 26 | 27 | 28 | 29 | 30 |
| **30** | 31 |  |  |  |  |  |  | **31** |  |  |  |  |  |  |  |  |  |  |  |
| **August 2023** | | | | | | |  | **January 2024** | | | | | | |  | | | | |
| **Su** | Mo | Tu | We | Th | Fr | **Sa** |  | **Su** | Mo | Tu | We | Th | Fr | **Sa** |  | | | | |
|  |  | 1 | 2 | 3 | 4 | **5** |  |  | 1 | 2 | 3 | 4 | 5 | **6** |  | | | | |
| **6** | 7 | 8 | 9 | 10 | 11 | **12** |  | **7** | 8 | 9 | 10 | 11 | 12 | **13** |  | | | | |
| **13** | 14 | 15 | 16 | 17 | 18 | **19** |  | **14** | 15 | 16 | 17 | 18 | 19 | **20** |  | | | | |
| **20** | 21 | 22 | 23 | 24 | 25 | **26** |  | **21** | 22 | 23 | 24 | 25 | 26 | **27** |
| **27** | 28 | 29 | 30 | 31 |  |  |  | **28** | 29 | 30 | 31 |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| **September 2023** | | | | | | |  | **February 2024** | | | | | | |  |  |  |  |  |
| **Su** | Mo | Tu | We | Th | Fr | **Sa** |  | **Su** | Mo | Tu | We | Th | Fr | **Sa** |  | | | | |
|  |  |  |  |  | 1 | **2** |  |  |  |  |  | 1 | 2 | **3** |  | | | | |
| **3** | **4** | 5 | 6 | 7 | 8 | **9** |  | **4** | 5 | 6 | 7 | 8 | 9 | **10** |  | | | | |
| **10** | 11 | 12 | 13 | 14 | 15 | **17** | **11** | 12 | 13 | 14 | 15 | 16 | **17** |  | | | | |
| **17** | 18 | 19 | 20 | 21 | 22 | **23** |  | **18** | 19 | 20 | 21 | 22 | 23 | **24** |  | | | | |
| **24** | 25 | 26 | 27 | 28 | 29 | **30** |  | **25** | 26 | 27 | 28 | 29 |  |  |  | | | | |

## ABOUT US SECTION

## Mission & Statement

Our mission is to prepare students for life by developing in them the academic, social, physical, and problem-solving skills necessary to live constructively in a rapidly changing society.

### Meet the Staff

Dr. Christine Biscardi, Ed.D., BCBA and Co-Founder

Dr. Biscardi is a Board-Certified Behavior Analyst, and the founder and CEO of Stepping Stone Kids Therapy, LLC. She holds a Bachelor of Science in Business, Master of Arts Degree in Education with an emphasis in curriculum design, and a Doctorate in Special Education and Applied Behavior Analysis from Nova Southeastern University. Dr. Biscardi’s dissertation focused on the investigation of screening procedures to identify developmental delays in children birth to age 3. Dr. Biscardi has over twenty years of experience working with children with autism and other developmental disorders with behavioral challenges. Dr. Biscardi is a member of The Collier County Council of Autism Service Providers (CCCA), the Florida Association for Behavior Analysis (FABA), and the Association of Professional Behavior Analysts (APBA).

Yelanis Hoyos Perez, Instructional Director and Co-Founder

Originally from Cuba, is a Registered Behavior Technician for Stepping Stone Kids Therapy She holds a VPK Director Credential, a Florida Child Care Professional Credential (FCCPC), and she is certified to teach Early Childhood Special Education. Yelanis served for three years as a preschool teacher, in addition to her teaching experience, she also has experience providing one-on-one therapy for children diagnose with autism and other developmental disorders with behavioral challenges.

Lisa Kolak, M.B.A., Co-Founder

Lisa has long had a passion for helping people, first getting involved in the home healthcare field with LPN qualifications. She became involved in ABA therapy when her oldest son was diagnosed with autism spectrum disorder. Seeing how impactful ABA therapy was firsthand, she knew she had to be involved. While working as a clinic manager for an ABA therapy clinic in Fort Myers she earned her Master’s degree in Public Health Administration from Walden University. Her experience caring for those with Dementia and Alzheimer’s disease as well as her degree led Lisa to her position as Operations Director at Oasis Senior Advisors where she trained franchisees to build and operate their businesses. While working with Oasis Lisa became a certified instructor for the Virtual Dementia Tour and learned how to successfully operate a business in the most effective ways. Lisa has also been certified as a CPR Instructor and has years of experience working with children from various walks of life. For the past five years Lisa has served as Director of Operations for Stepping Stone Kids Therapy.

Stephanie Leon, School Administrator Director

All SSkids Academy Schools Staff are trained in CPR and First

Aid and pass a Level II VECHS – Department of Law Enforcement / FBI / Interpol Background Check.

### Academics & Curriculum

About Autisms Helper

This curriculum can cover the instructional needs for students working on early childhood and elementary level skills.The Autism

Helper Curriculum includes Language Arts, Reading

Comprehension, Functional Literacy, Math, Functional Math, Science, and Social Studies. Give each student access to learning materials that fit their needs and skill set. Students can work on the same core concepts but in a method and level that works for them.

SSkids Academy is divided into 2 distinctive programs designed to uniquely address the needs of children at their varying stages of academic, cognitive, and social development.

* Lower Elementary
* Upper Elementary

SSkids Academy, offers individualized learning goals and differentiated instruction all within a warm and nurturing environment.

The students are placed in ability groups where they work on their own individual academic program. As each student progresses within their ability group they are encouraged to move onto the next skill level. SSkids Academy offers an intense reading, writing, and math skill program. We also offer social skills, physical education, science, and social studies.