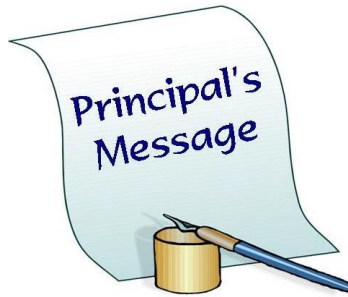




**FACULTY and STAFF
HANDBOOK
2020-2021**



PRINCIPAL'S MESSAGE

It's my pleasure to welcome you to our wonderful school! This Handbook is a result of years of collaboration as well as experiences and situations we've encountered since the school was founded in 1976.

This Handbook contains information on how our school operates as well as what your responsibilities are. It's published in order to help you, our Faculty and Staff, get answers to all your questions and have a clear understanding of our Rules and Regulations. Your knowledge will help make our school better all-around.

As a Highpoint Employee, it's your responsibility to read this Handbook carefully and understand its contents. Please save it in your computers and keep it handy so that you can refer to it throughout the school year.

Welcome to the HIGHPOINT ACADEMY Family!

Alicia A. Casanova
PRINCIPAL/OWNER

1. HONOR CODE FOR TEACHERS

Our commitment is to provide an atmosphere where both personal and academic integrity flourishes. All Highpoint faculty members must continuously reaffirm their commitment to honesty, sound morals and ethics, high standards and mutual regard for fairness and justice.

All Highpoint Teachers agree to adhere to the following principles of Honor:

- Assure that students are well prepared academically and emotionally for their promotion.
- Assure that students have sufficient time to learn and to review material prior to being tested or evaluated.
- Assure that students feel safe, nurtured and protected at all times.
- Assure that classroom noise is controlled so that the learning environment is appropriate.
- Assure that students understand the importance of honesty and integrity.
- Assure that there is an appropriate balance to the quantity of assigned work.
- Assure that the needs of each individual student are addressed at all times.

2. HIGHPOINT'S CODE OF ETHICS

1. We will not discriminate on the basis of race, religion, disability, color or ethnic origin in our student admission or hiring policies.
2. The welfare of our students will be the primary concern in all decisions.
3. We must carry out commitments made to students, teachers, staff members, school organizations, patrons and the general public.
4. We will carefully avoid misleading or ambiguous statements about the philosophy, stated missions and status of our school.
5. A Student and Parent HANDBOOK, which includes the Behavior Management Plans and all school policies and procedures will be given to all parents of students enrolled at our school. We will continuously enforce these policies.
6. We will not recruit or knowingly initiate attempts to bring about transfer of a student from another school to our school.
7. We will recognize our obligation to maintain, protect and preserve the records of a student's attendance and achievements. We will all maintain the confidentiality of reports and information exchanged amongst ourselves, with other schools or outside the school concerning the student, parents, faculty and administration.
8. We will respect the rights of a teacher to visit and consider employment in another school without prior notification.
9. We will not make binding contractual arrangements with a new teacher without prior communication with the current employer.
10. We will not complete the enrollment process of a student without obtaining from the parents, and/or current school, all transcripts, test scores, Progress Reports and any other pertinent information concerning student.
11. We will abide by all local, state and federal laws.
12. Highpoint's Administration, Faculty and Staff all assume responsibility for the education and safety of all students and for fulfilling the ethics and principals of good practice as stated in this Code of Ethics.
13. All information pertaining to the operations of our school will be posted on the school's website and updated regularly.

3. NON-DISCRIMINATORY POLICY

Highpoint Academy does not discriminate on the basis of race, sex, age, color, religion, disability, national and ethnic origin in its hiring policies or admissions policies.

4. PHILOSOPHY and MISSION STATEMENT

Each independent school is unique - founded by individuals pursuing a vision of superior education, combined with moral traditions. The philosophies and objectives of our school reflect the heritage, vision, goals, enthusiasm, dedication and energy of its founder.

At Highpoint, we believe that:

- Education is a life-long activity.
- Students learn in different ways and thus we must provide them with a variety of instructional approaches focusing on their individual learning styles.
- Each student is a valued individual with unique physical, social, emotional, intellectual and spiritual needs.
- Through consistency in discipline, love and encouragement, and a solid academic curriculum with small classes and individualized attention, we can achieve success.
- The self-esteem of our students can be enhanced by positive relationships and mutual respect between students and faculty.
- We must provide our students with a safe, nurturing and orderly environment for learning.

- It is important for our students to be proud of their Heritage.
- Teachers, Administrators, parents and the community in general share the responsibility of advancing and enforcing our school's Mission.
- Extracurricular classes are an important component of a child's education.
- Every teacher is expected to teach way beyond what is written in books.

Our goal is for our students to appreciate their uniqueness, to prosper socially, to learn how to think and respond for themselves, to be leaders, to learn the meaning of responsibility, to respect the rights of others, to know the difference between right and wrong in an intuitive manner, and to develop to their fullest potential. We promote positive reinforcement, constant communication between teacher and parents, and a structured learning environment in order to achieve our goals.

Though Highpoint Academy is non-sectarian and places no emphasis on formal religious teachings, it has always maintained the healthy atmosphere that promotes moral and spiritual values. Additionally, students in the 1st and 2nd Grades have the option of receiving CCD instruction in the Catholic Religion in order to prepare for their First Holy Communion, which is offered in 2nd Grade during a beautiful private ceremony.

At Highpoint, each child's individual learning styles and character strengths are encouraged and rewarded. Our teachers are expected to tailor their teaching to each student, not to a class average. When a child needs help, it is always available, very often on a one-on-one. When a child succeeds, there's a personal recognition that reinforces that "winning" feeling. We provide a safe environment where all students can explore ideas and feelings. We offer the guidance that ensures that children will not get lost in the process of this exploration. We're proud to consider ourselves an extension of each Highpoint Family!

Note: Our school's Philosophy and Objectives are posted on our school's Website and our school brochures.

Highpoint Academy strives to constantly improve the emotional, social, moral, spiritual, intellectual and physical growth of each of our students.

5. HOURS of OPERATION:

- Administrative Offices at Main Campus are open from 8:00 a.m. to 4:00 p.m.
- Main Campus is open from 7:45 a.m. to 5:30 p.m.
- Coral Way Campus is open from 7:30 a.m. to 5:00 p.m.

6. ACCREDITATION, LICENSING and QUALITY RECOGNITION

Our school is fully accredited by:

COGNIA/SACS ~ Southern Association of Colleges and Schools
COBIS ~ Council of Bilingual Schools
NIPSA ~ National Independent Private Schools Association
NCPSA – National Council for Private School Accreditation

Our pre-school program is also recognized as a **GOLD SEAL** Provider. We are recognized as a **VPK Provider and accept McKay Scholarships, Step Up For Students, Florida Empowerment Scholarship (FES), and Corporate Tax Scholarships.** Since 1976, we have been licensed by the **DEPARTMENT OF CHILDREN & FAMILIES (DCF)** We are inspected randomly by the agencies identified herein. Employee understands and agrees to abide by all the Standards and requirements of these Organizations/Agencies, including completing annual Child Care Training hours and Continuing Education Courses as needed.

7. TEACHING OBJECTIVES AND STANDARDS:

A. Demonstrate dependability with professional responsibilities as evidenced by:

- being punctual every day
- taking over routines without waiting to be asked
- fulfilling teacher administrative responsibilities
- managing the class independently and maintaining appropriate standards for student behavior and achievement.
- maintaining high standards and quality of work
- using class time efficiently and purposefully in the presentation of concepts, principles, rules and value knowledge.
- maintain awareness and compassion toward the different learning styles of students and their areas of strength and weakness.

B. Display emotional maturity and stability as evidenced by:

- maintaining a reasonably calm and controlled voice.

- B. reacting objectively when authority and knowledge are challenged.
 - C. controlling personal frustrations.
 - D. accepting criticism in a professional manner.
 - E. identifying causes of student misbehavior, using appropriate techniques for correction, and planning for the management of student conduct in the class.
- C. Demonstrate a respect for students and provide an emotionally secure environment as evidenced by:**
- A. showing an interest in the things that concern the students.
 - B. approaching students in a positive manner.
 - C. providing for student decision-making.
 - D. accommodating the ethnic, cultural, linguistic, social, and economic differences in students.
- D. Encourage each student to develop a positive self-concept as evidenced by:**
- A. noting and praising the student's accomplishments.
 - B. helping students recognize the worth of each individual and his contributions.
 - C. minimizing occasions for failure and maximizing opportunities for success.
- E. Establish desirable relationships with Students and Parents as evidenced by:**
- A. interacting positively with students in the learning environment.
 - B. being sensitive and responsible to both the needs of both the students and the parents.
 - C. responding to the needs of students with exceptionalities.
 - D. being sensitive to the cultural diversities of students.
 - E. keeping personal information confidential, except as defined by law or policy.
 - F. reacting positively and flexibly to humorous situations.
 - G. communicating with parents on a regular basis both verbally and in writing with regard to their child's progress in school; all communication must be documented in writing.
- F. Establish desirable relationships with faculty, administrators and staff as evidenced by:**
- A. becoming acquainted and interacting positively with them.
 - B. adhering to established policies and procedures.
 - C. making requests politely utilizing their expertise, when appropriate.
 - D. interacting positively in conferences.
 - E. receiving suggestions positively.
- G. Establish desirable relationships with parents as evidenced by:**
- A. interacting positively in parent-teacher conferences.
 - B. positively receiving parental suggestions.
- H. Provide and maintain a comfortable physical environment as evidenced by:**
- A. securing the safety of students.
 - B. arranging furniture/equipment to facilitate learning.
 - C. arranging conditions to accommodate the physical needs of students.
- I. Design effective instructional plans as evidenced by:**
- A. using available student data.
 - B. writing attainable objectives consistent with the needs of students and long-range goals of the curriculum.
 - C. sequencing objectives according to levels of difficulty.
 - D. communicating objectives to the students.
 - E. varying activities to stimulate interest and meet individual needs.
 - F. employing school and community resources.
 - G. selecting and organizing relevant instructional media.
- J. Implement instructional plans to facilitate maximal student learning as evidenced by:**
- A. varying instructional strategies (demonstration, discussion, drill, problem solving, programming, simulation, gaming, etc.)
 - B. employing positive forms of motivation, feedback and reinforcement.
 - C. introducing lessons in an interesting and effective manner.
 - D. stimulating and directing student thinking processes and checking student comprehension through appropriate questioning techniques.
 - E. following a logical sequence.
 - F. pacing lessons according to individual and group needs.
 - G. communicating clearly and meaningfully.
 - H. showing flexibility when plans change.
 - I. assessing student progress.
- K. Demonstrate a clear understanding of concepts in subject matter as evidenced by:**
- A. explaining or developing concepts through accurately using appropriate examples.

- B. pointing out practical applications of concepts.
- C. predicting which students will have difficulty with specific elements of concepts.
- D. understanding the complexity of material and utilizing alternative approaches for clarity.
- E. incorporating adequate background of knowledge in response to student questions or inquiry.
- L. **Provide students opportunities for participation in meaningful learning activities as evidenced by:**
 - A. stimulating students' learning through school and community resources.
 - B. arranging learning and interest centers, when possible.
 - C. providing for student self-selection of activities and materials.
 - D. using strategies, which involve the student in planning.
- M. **Communicate effectively with students verbally and nonverbally as evidenced by:**
 - A. conversing in a manner consistent with the learner's maturity level.
 - B. providing clear and precise directions, questions and statements.
 - C. accepting the language of the learner's cultural pattern.
 - D. utilizing nonverbal behavior such as eye contact, gestures and movement.
- N. **Enhance the teaching/learning process by utilizing a multi-media approach as evidenced by:**
 - A. using appropriate media to develop concepts and vary intersection.
 - B. previewing, summarizing, and clarifying media contents.
 - C. properly operating and caring for equipment.
 - D. selecting, adapting, and developing instructional materials to identify student needs and a given set of objectives.
- O. **Demonstrate ability to meet the reading needs of students as evidenced by:**
 - A. recognizing the general reading skills basic to success in all subject areas.
 - B. utilizing techniques and strategies that reinforce general reading skills through content area reading.
 - C. demonstrating proficiency in the use of a variety of reading instructional materials.
 - D. planning strategies consistent with group or individual needs.
 - E. observing the students' reading habits or behaviors to detect and correct deficiencies.
 - F. recognizing and discussing with the supervising teacher students whose reading problems are of such a nature that they require specialized attention.
- P. **Demonstrate the ability to evaluate the progress of students as evidenced by:**
 - A. using appropriate teacher-made tests and utilizing the results as a basis for subsequent lessons.
 - B. utilizing a variety of measurement procedures.
 - C. maintaining a clear and accurate system for keeping records of class and individual progress.
 - D. utilizing student records in planning instructional activities.
 - E. promptly reporting test results or providing evaluative feedback.
 - F. using a fair and defensible grading system, which the students can understand.
 - G. interpreting test results accurately and clearly to students and to Parents.

8. AT-WILL EMPLOYMENT. Employment is "at-will" under state law and can be terminated at any time, for any reason, with or without cause and without advance notice. In the event of a reduction in enrollment (in a particular grade or the overall school) or a financial hardship impacting the School, as determined in the Employer's sole discretion, the Employer may determine that it needs to reduce or eliminate programs, classes, or staffing. In such event, the Employer will attempt, if possible, to maintain the same level of staffing by reducing pay, hours, or eliminating increases. Employer will communicate with Employees who are impacted by the changes and will determine whether reduction in hours, pay, or increases will be sufficient to resolve the financial hardship. The Employer may determine that in addition to or in lieu of such other methods, it may also need to reduce staffing by separating some employees. Employees who will be separated due to such staffing reductions will be provided with 30-days notice. No compensation or benefits will be due.

9. REQUIREMENTS FOR EMPLOYMENT

All Employees are required to sign the EMPLOYEE ACKNOWLEDGMENT FORM acknowledging receipt of numerous school policies and procedures. In addition, Highpoint employees must have a file in our office containing the following:

1. Completely filled out and signed Application for Employment Form
2. Personal Résumé.
3. W-4 Tax Form indicating number of exemptions employee is declaring.
4. I-9 Federal Form with copy of Driver's License and/or Passport.
5. Copies of all College Diplomas, Degrees and Transcripts.
6. Local Criminal Background Check (provided at the local Police Station).
7. FLDOE or VECCHS Criminal Background check (fingerprints must be submitted).
8. Affidavit of Good Moral Character.

9. Signed "Contract" between Employee and Highpoint Academy, Inc. This is an "at-will" contract with a 90 day probationary period.
10. Three signed Personal Character Reference Forms.
11. First-Aid/CPR Certificate, Food Safety Manager Certificate and/or other Certificates (*if applicable*).
12. Numerous Acknowledgment Forms; (*see white pages in back of this Handbook*).
13. COVID-19 Employee Waiver and Disclaimer Form

PRE-SCHOOL EMPLOYEES must also have in their files the following:

1. A Certificate demonstrating enrollment or completion of the Florida Child Care Professional Credential (FCCPC).
2. A Certificate demonstrating completion of the 30-hour Child Care Training Course.
3. A Certificate demonstrating enrollment or completion of the annual 10 in-service hours. (This is an annual requirement.)
4. Employee must read and sign and have on file the "Child Neglect & Abuse" form from the Dept. of Children & Families (DCF)

10. FAMILY and MEDICAL LEAVE ACT (FMLA)

Highpoint abides by the Family and Medical Leave Act, which provide eligible employees with a leave of absence for family or medical reasons, benefits continuation, and reinstatement to the same job if the employee returns to work prior to the expiration of the leave. Under federal law, eligible employees are allowed to take up to 12 weeks of unpaid medical leave, with continued medical benefits and restoration of their original position upon return. An employee is eligible under FMLA if they worked at least 1250 hours during the previous 12 months.

11. EMPLOYEE BENEFITS

SALARIED EMPLOYEES (exempt)

ELIGIBLE: Teachers and Administrators

SALARY: Agreed-upon annual salary for 10 or 12 months of employment

PAY PERIOD: Bi-weekly; pay may be divided into a 42 or 52 week pay period

BENEFITS:

- **PAID VACATION:**

- ~ **MORE THAN three (3) years of continuous employment at Highpoint when working 12 months:**

- Five (5) weeks per calendar year.** This includes 3 weeks+ paid vacation during the school year; (*two weeks in Christmas; one week in Spring Break; two days in Thanksgiving and any Legal Holiday "bridge" days*) plus two (2) weeks paid summer vacation. **NOTES:** Summer vacation must be taken from **June 10th thru August 10th** and must be coordinated so that majority of Administrators do not take vacation at same time. Single days off will be considered part of vacation days.

- ~ **LESS THAN three (3) years of continuous employment at Highpoint or employees working 10 months:**

- Three weeks+ (3+) per calendar year.** (*2 weeks in Christmas; 1 week in Spring Break; 2 days in Thanksgiving and any Legal Holiday "bridge" days.*)

- **PAID HOLIDAYS:** all Legal Holidays will be paid.

- **SICK/PERSONAL DAYS:** Six (6) days per school year. (**Homeroom Teachers only:** Personal/sick days remaining after **May 25th** will be paid at \$75.00 per day. This amount will be reflected on the last paycheck of the school year.)

- **INSURANCE:** 50% of Health Insurance for employee only portion; 50% of Supplementary GAP Insurance; maximum of 3% contribution from annual salary towards Simple IRA retirement plan; (optional discounted Policies, incl. Disability, Cancer, Life Insurance, Dental or deductible gap, are to be paid 100% by Employee.)

- **LIFE INSURANCE:** \$15,000 of Basic Life and AD&D coverage.

This benefit is 100% paid for Highpoint Academy. This coverage is offered through Guardian.

Please note that after age 65, a reduction schedule is applied to this benefit.

- **TUITION:** 50% off tuition for first child enrolled at the school and 25% off tuition for each additional child; (son/daughter only.) Employee portions for these benefits will be deducted according to pay plan during the school year only; (42 or 52 weeks a year.) Registration Fees will be waived for the first two children only. Lunch must be brought from home or purchased daily/monthly at a 20% discount. **NOTE:** *Employees' children are NOT covered by Highpoint's Emergency Insurance Policies and/or Liability Insurance coverage under any circumstances.*

- **TUTORING and EXTRA-CURRICULAR CLASSES or SPORTS:** Income derived from Extra-Curricular Classes, Sports Programs and Tutoring are considered an Employee benefit. Extra-Curricular Classes, Sports and Tutoring that involve a Highpoint student are also considered school-related programs that will be directly supervised and regulated by Highpoint's Administration Team.

HOURLY EMPLOYEES (non-exempt)

ELIGIBLE: Employees that work less than 40 hours per week.

SALARY: Agreed-upon hourly salary for 10 or 12 months of employment

PAY PERIOD: Bi-weekly. Based on an agreed-upon hourly wage for hours worked only, never to exceed 40 hours per week.

BENEFITS:

- **PAID VACATION:** One or two weeks of paid vacation; (*depending on years of employment and if working PT or FT*) during either Christmas or Spring break only.
- **PAID HOLIDAYS:** Legal Holidays will only be paid to part-time employees who have continuously worked for three (3) consecutive years or more; (no paid Holiday “bridge” days.)
- **SICK/PERSONAL DAYS:** No sick or personal day benefits.
- **INSURANCE:** After two (2) years of continuous employment, the following benefits are available only to employees working 25 hours or more per week: 50% of Health Insurance for employee only portion; maximum of 3% contribution from annual salary towards Simple IRA retirement plan; (optional discounted Policies, incl. Disability, Cancer, Life Insurance and Dental to be paid 100% by Employee); 25% off tuition for all children enrolled at the school; (son/daughter only.) Employee portions for these benefits will be deducted according to pay plan during the school year only.
- **TUTORING and EXTRA-CURRICULAR CLASSES or SPORTS:** Income derived from Extra-Curricular Classes, Sports Programs and Tutoring are considered an Employee benefit. Extra-Curricular Classes, Sports and Tutoring that involve a Highpoint student are also considered school-related programs that will be directly supervised and regulated by Highpoint’s Administration Team.

12. POLICY MAKING PROCEDURES

The New Vision Team of Administrators meet several times during the summer to review School Policies and Procedures and determine if changes are needed. In March, 2020, numerous rules, protocols, policies and procedures had to be implemented in order to comply with CDC Guidelines and safety measures to prevent the spread of the Coronavirus at our Campuses.

Suggestions to determine if a school policy should be revised or a new policy implemented are presented to the New Vision Administration Team during administrative meetings. At which time, several factors are discussed, including but not limited to the following: policy details, goals, effects, objectives, actions required on behalf of the school to implement the policy effectively, etc. Once the Administrative Team has thoroughly discussed the suggestion(s)/revisions, the team members vote on a decision. Once a final decision is made, all necessary documents are updated accordingly, including our Parent/Student Information Manual, Faculty Handbook, documents, forms and information posted on our school websites.

13. FACULTY ATTENDANCE and PUNCTUALITY

- A. **TIME CLOCK:** All faculty/staff members are required to clock in/out electronically using the Paylocity Mobile Application on their iPhones or Android Phones. If an employee does not clock in upon arrival, it will automatically be assumed that there was a late arrival, and the date will be recorded as such. (*Employees forgetting to clock in/out must inform a member of the Administration Team immediately so that the time can be manually inserted.*) The system will automatically deduct 15 minutes from payroll when arrival is **six (6) or more minutes late**.
- B. **IN/OUT LOG:** All employees must remain inside the school campus during their working hours, including during all Planning Periods. If there is an EMERGENCY where employee must leave the campus, Administrative permission must be given and teacher must hand clock in and out.
- C. **RULES REGARDING DAYS ABSENT AND TARDY:** A computerized record will be kept of each Employee's attendance record. Employees are encouraged to review this computerized record at any time.
- D. **ABSENCES:**
1. **SICK DAYS:**
 - Benefits include SIX (6) paid personal/sick days per school year. Starting with the **7th absence**, salary will be pro-rated and deducted accordingly.
 - Once an employee is absent eight (8) days, he/she will receive a written “warning.”
 - After ten (10) absences, employment may be terminated with just cause. (*Long-term illnesses and exceptions will be taken into consideration.*)
 - Personal days that are not taken during the school year cannot be “banked or credited” for the subsequent school year. However, **Homeroom Teachers** that have not taken their 6 personal days by May 25th, will be paid **\$75.00** for each day not taken.

2. **PRE-PLANNED ABSENCES:** In cases of planned absences, employee is required to notify the Administration Team via email **at least 48 hours in advance** so that a substitute teacher can be contacted.
3. **UNEXPECTED ABSENCE:** In cases of unexpected illness, the office must be notified by **7:00 a.m.** so that a substitute can be located. It is each Teacher's responsibility to leave everything prepared for the substitute teacher. This includes completed Lesson Plans, daily schedule and any special instructions, allergies, etc. regarding a student.
4. **HALF-DAYS:** Pre-planned half-days are highly discouraged and are not permissible without the Principal's permission; they may otherwise be considered full sick days. **All personal appointments must be made after work hours.** Administrative permission must be obtained when leaving early becomes unavoidable.
5. **MONDAY/FRIDAY/HOLIDAY ABSENCES:** These days absent will be looked at and documented very closely
6. **TARDIES:** All times of arrival will be documented and a record will be kept. Late arrival is considered when employee is late **6 minutes or more.** 15-minute tardy fractions will be accumulated as part of the 6 paid sick days. Any employee that arrives late 3 times in one month will receive a "warning". Please remember that punctuality at a school is **ESSENTIAL!**

14. CELL PHONES

Faculty/Staff are prohibited from using cell phones for personal reasons during work hours, including during lunch time or recess times. Cell phones may only be used during "Planning Periods" and only if students are not present. Cell phones must be muted during work hours. Students are not allowed to bring cell phones to school. In cases of emergency, Teacher must collect the cell phone in the morning and return it to the student upon dismissal only. Cell phones of students must be confiscated and will not be returned until the last day of the school year.

15. OFFICE PHONE

- Phones located in the Main Office and Reception are not to be used by anyone other than Office/Administrative Staff.
- Employees cannot be called to the phone during work hours unless it is a real emergency.
- Students are NOT allowed to use the office phones at any time. If there is an emergency, the receptionist will place the call to the Parent and hand the phone over to them after making personal contact.

16. E-MAIL

Highpoint employees will all be given their own e-mail address as follows:

Pre-School Teachers & Staff: first.name@highpointacademy.com

Grades 1 to 8 Teachers: last.name@highpointacademy.com

Highpoint reserves the right to access the e-mail accounts of all employees for business-related reasons. Careful attention with regard to content, grammar and spelling must be given when writing an e-mail to a parent or other school-related entity. **Teachers are required to respond to e-mails from parents within twenty-four (24) hours.** The following are strictly prohibited: a) use of the Highpoint e-mail account for personal use; b) insulting or offensive communications such as sexually explicit or offensive messages, jokes or cartoons, propositions or love letters, ethnic or racial slurs or any other harassing or disparaging messages. Should a lawsuit arise, electronically stored and even deleted information likely will be accessible to the opposing party. In view of the recent changes to the Federal Rules of Civil Procedure, we are required to retain all documentation pertaining to any of our employees.

17. TECHNOLOGY - USE OF COMPUTER, INTERNET AND SOCIAL NETWORK SITES. Use of the Internet and Social Network sites must be accessed solely for school-related purposes. Policies and procedures are posted in the Highpoint Families website. Private e-mail exchanges or chatting during work hours is prohibited. E-Mails, Chat rooms, website access, etc. are not private and Employer has the right to review these at random. Downloading any software program or e-mail attachment is **STRICTLY** prohibited. Improper or inappropriate use of computer, internet and/or Social Network sites is grounds for immediate termination of employment.

18. DRUG, ALCOHOL and SMOKING POLICIES. Employer reserves the right to test an Employee for drugs and/or excessive alcohol consumption at any time. Employee will be immediately terminated upon testing positive for using any illegal drugs. The Florida Clean Air Act makes it unlawful to smoke in a public place. Employees are prohibited from smoking in any area of Employer's property. Employee may be terminated if caught smoking cigarettes on any area of Employer's campus.

19. STUDENT POLICIES REGARDING ABSENCES & TARDIES

DAILY ATTENDANCE:

- A. Students' ID Badges must be scanned (using Highpoint Marks application) upon morning arrival, upon entering classroom, prior to dismissal, and before/after every Extra-Curricular class, tutoring or athletic activity.

- B. All parent excuse notes or doctor notes must be submitted via email to info@highpointacademy.com. If a hardcopy is submitted in the office or to the homeroom teacher, it must be scanned, submitted to Administration and filed electronically.
- C. Teacher must inform office as soon as a truancy problem is observed.
- D. Meetings with parents are considered necessary in cases of truancy.

STUDENT TARDIES:

It is essential for all Students to arrive to school on time each morning. Teachers must carefully read, understand and abide by the written "**Policies regarding Student Absences and Tardies.**"

- Students arriving during National Anthem are considered late.
- All classes must commence at their EXACT scheduled times, immediately after the National Anthem is displayed on the TV Monitors.

STUDENT ABSENCES:

- On the morning that student is absent, Parent must contact the school; (via phone or e-mail) and explain reason for absence.
- Students returning to school from an absence must bring a note from home, signed by parent, explaining reason for absence. Students that arrive to school without this note will be given a "**Detention.**" Students that do not attend their scheduled Detention will receive an "Indoor Suspension."
- Students should not be absent on a day that a Test is scheduled.
- In cases of EXCUSED absences, a Doctor's note is **required** and Test/Quiz will be administered the day student returns to school from the absence, (exceptions may apply.)
- Students that missed a Test/Quiz due to an UNEXCUSED absence may receive a "0" or teacher may administer the make-up Test immediately upon returning to school, at his/her full discretion.
- It is the student's responsibility to find out about missed assignments or study material and be prepared accordingly upon returning to school.
- ALL excused absences require a Doctor's note detailing illness/injury and an explanation.
- Students that are considered "Truant" may not be promoted and/or may be required to make up the days during Summer School, depending on the circumstances.
- All doctor/dentist appointments must be scheduled after-school. We highly discourage early dismissal unless absolutely necessary.
- A minimum of **170 days** of attendance is required in order for student to be promoted. *(Individual evaluations will be made for students with EXCUSED absences during the school year.)*

20. BEHAVIOR MANAGEMENT PLANS

All Highpoint Employees must read and abide by the published BEHAVIOR MANAGEMENT PLANS for each grade level. These are posted on our Highpoint Families Website. Highpoint students are expected to abide by the Rules & Regulations stated in Highpoint's "**HANDBOOK for Parents and Students.**" Students are expected to behave in a manner appropriate for their age group and environment. Teachers will work cooperatively with parents to assure a smooth transition to the education process and to make sure that students understand the consequences for their behavior so they can learn and grow emotionally as well as academically.

***NOTE:** Age-appropriate incidents of misbehavior do not necessarily have to be reported to parents on a daily basis. Incidents of serious unacceptable misbehavior should be reported to parents on the day of occurrence. These incidents need to be documented in writing via email to Highpoint's Administration Team, detailing date, time and details regarding the incident.*

A. TEACHERS UNDERSTAND THAT:

1. Student may be assigned "time-out" within the classroom for a maximum of minutes equal to the child's age.
2. They are encouraged to use as much "positive reinforcement" as possible.
3. Children may only be reprimanded in a respectful, quiet and discretionary manner.
4. Teachers will maintain low and controlled voices and will speak tenderly to children at all times.
5. Teachers shall communicate with parents as often as possible and shall complete a temporary "Daily Behavior Log" for parents when and if necessary.

B. ALL TEACHERS ARE STRICTLY PROHIBITED FROM THE FOLLOWING:

- a. Using any form of physical or corporal punishment.
- b. Disciplining children by taking away food.
- c. Verbally or emotionally abusing or harassing children.

- d. Segregating a child as a form of punishment.
- e. Using foul, derogatory, negative or inappropriate language.
- f. Isolating or leaving children alone at any time.
- g. Screaming or raising voices in high pitches to maintain control of class.
- h. Threatening children with inappropriate consequences.
- i. Assigning repetitive lines or excessive amount of written work as punishment.
- j. Embarrassing or ridiculing children by comparing them to each other.

21. STUDENT DISCIPLINE

As a school, we strive to safeguard each student's right to a quality education. As such, only students who commit serious offenses of gross misconduct may have their right to an education at Highpoint Academy temporarily suspended. The right to "Due Process" is then afforded to any student to explain the circumstances of the alleged inappropriate action(s) and defend their innocence. In this situation, parents are immediately contacted and an investigation is officially opened by Administration. A final decision is made by the Principal.

- A. ***Search of Student Belongings*** - Any school teacher/administrator may open and inspect a student's book bag at any time, for any reason. Administration can inspect the contents of a backpack, jacket pocket, purse, or other closed container that he or she may store in the book bag or student desk if there is reasonable suspicion to believe the search will reveal contraband or prohibited items or the evidence of misconduct.
- B. ***Notification Regarding Student Accounts, Profiles, or Social Networking Websites*** - Administration may request or require a student to provide a password or other related account information in order to gain access to the student's account or profile on a social networking website. Administration may conduct an investigation or require a student to cooperate in an investigation if there is specific information about activity on the student's account or on a social networking website that violates a school disciplinary rule or policy. In the course of an investigation, the student may be required to share the content or activity that is reportedly on the student's account or social networking website in order to make a factual determination.
- C. ***Corporal Punishment*** - Highpoint Academy policy prohibits the use of corporal punishment; however, staff members are permitted to employ momentary periods of physical restriction by direct person-to-person contact accomplished with limited force and designed to prevent a student from completing an act that would result in potential physical harm to himself, herself, or another, or damage to property; or remove a disruptive student who is unwilling to leave the area voluntarily. Administration will be immediately notified even if momentary physical restriction is utilized.
- D. ***Behavioral and Disciplinary Interventions and Consequences*** - Behavioral and disciplinary interventions and consequences are expected to be appropriate to the nature, frequency, and severity of the offense. When determining the response for a specific act of misconduct, school personnel will consider the nature of the act; the student's previous history; his or her age and maturation; any mitigating circumstances; the impact of the student's conduct on the safety of the school, other students, and members of the school community; the impact of the student's conduct on the learning of others; the disruption of the school environment or operations; and the impact of the student's actions on the welfare of the school community. Behavioral and disciplinary interventions and consequences may include, but are not limited to, the following:

Disciplinary responses to student misconduct may include but are not limited to the following:

- Conferences between the student and a school administrator
- Loss of recess
- Loss of privileges such a participation in extracurricular activities, including graduation
- Peer mediation
- Removal from class and referral to the office
- Parent contact by telephone, e-mail, or formal letter
- Mandatory referral to counselor or social worker
- Assignment of additional duties, responsibilities, or tasks
- Restriction to a specified area of the building
- Changes or adjustment of class schedule
- Confiscation of unauthorized or dangerous materials
- Financial restitution for damages
- Restriction, suspension, or denial of privileges and/or services
- Parent-student conference with the appropriate administrator
- Assignment of a detention outside of normal school hours

- Parent notification and in-school suspension
- Parent notification and out-of-school suspension
- Parent notification and recommendation for expulsion
- Notification to local law enforcement authorities and initiation of legal action

The Principal and/or Program Director are authorized to determine the appropriate behavioral or disciplinary intervention or consequence for any act of student misconduct.

E. **Categories of Gross Misconduct** - Students committing serious acts considered to be gross misconduct or disobedience are subject to disciplinary action that may result in suspension or expulsion. Examples of acts of gross misconduct or disobedience are listed in two categories; however, administrative authority to act immediately and in the best interest of the school or students shall not be limited by these lists, should a first offense be considered serious enough to pose a threat to any person or property.

1. *List One* - addresses student acts of gross misconduct or disobedience that interfere with the learning opportunities of other students or disrupt or interfere with the school environment or operations.

Examples of misconduct included within List One are:

- Loitering in the school building or on campus
- Truancy all day, from class(es), study hall, or lunch period
- Tardiness
- Use of profane or obscene language
- Gambling
- Failure to be in assigned areas
- Unauthorized use of school equipment
- Posting of signs and other materials without authorization
- Use of food outside designated eating areas
- Littering on school property
- Aiding or abetting anyone in the violation of a school rule
- Rudeness, disobedience, or disrespect to a teacher, Principal, or other staff member
- Behavior that interferes with or disrupts class or school discipline, educational processes, or school and school-related activities

2. *List Two* - addresses student acts of gross misconduct or disobedience that threaten the safety of students, staff, or the school community; interfere with the learning opportunities of other students; or disrupt or interfere with the school environment or operations. These actions may result in the suspension or expulsion of the student from school:

Examples of misconduct included within List Two are:

- Fighting or deliberately causing injury to another person
- Physically assaulting a member of the faculty or staff
- Intimidation of—or attempt to intimidate—school personnel or other students
- Bullying
- Intentional damage or defacing of school property or personal property belonging to a teacher, principal, or other staff member
- Possession of dangerous substances, objects, weapons, or etc.
- Stealing or theft of any kind
- Use, distribution, possession, or being under the influence of alcohol, illegal drugs, drug paraphernalia—including, but not limited to, smoking materials, electronic cigarettes, vaping devices, juuling devices, imitations, or being under the influence of same
- Improper use of over-the-counter and/or prescription drugs or medications, inhalants, or other substances
- Forgery or misuse of any document or note
- Cheating
- Harassment of another student, teacher, principal, or other member of the staff on the basis of sex, national origin, religion, ethnicity, language, race, color, sexual orientation, gender identity, or disability
- Any other behavior that interferes with or disrupts class or school discipline, educational processes, or school and school-related activities
- Repeated incidents of misbehavior, including repeated refusal to comply with school rules

- Misuse of Highpoint Academy's technology or violation of the computer network policy
- Threats of destruction or violence against schools, students, or personnel (Class 4 felony)
- Cyberbullying and sexting

- F. **Detentions for Student Misconduct** - A detention is defined as a requirement that a student will be in supervised attendance before, during, or after school for a specified time as a consequence of a behavior problem or a failure to meet a typical responsibility. Parents will be contacted by phone or written notice prior to any student serving an official detention.
- G. **Suspension or Expulsion of Student for Misconduct** - In-school suspension may be considered for any student committing an act of gross misconduct and/or disobedience. Out-of-school suspension and/or expulsion may be considered for any student who poses a continuing danger to persons or property or is an ongoing threat of disruption to the educational process or both. Decisions regarding Suspensions and Expulsions will be made by Administration, including the school's Program Director and Principal. Suspensions may be either in school or out of school (or a combination of these).
- H. **Typical Procedures for Disciplinary Referrals** - When a student violates expectations for student conduct, a teacher or administrator shall promptly prepare a written report of what took place. Once the disciplinary report has been filed with the Program Director or Principal, a determination shall be made whether the conduct warrants a consequence including, but not limited to, consideration of a detention, suspension, and/or expulsion. Parents will be contacted via phone, email, or written notice. Students who receive numerous or significant disciplinary referrals during the 8th-grade school year may be excluded from participation in graduation activities.
- I. **General Procedures for Disciplinary Appeals** - Administrators are responsible for maintaining an orderly and disciplined environment conducive to learning. In the case in which a parent disagrees with an administrator's or Principal's decision regarding a behavioral or disciplinary intervention, the parent shall contact Administration to schedule a conference to discuss the incident. If, after this conference, the parent remains dissatisfied with the behavioral or disciplinary intervention or consequence, the parent may contact the Principal to discuss the incident.
- J. **Specific Procedures for Out-of-School Suspensions include the following:**
1. A conference during which the charges will be explained and the student will be given an opportunity to respond to the charges before he or she may be suspended.
 2. A student can be immediately suspended when the student's presence poses a continuing danger to persons or property or an ongoing threat of disruption to the educational process. In such cases, the notice and conference shall follow as soon as practicable.
 3. The principal will send parents a written notice of the suspension which includes the following information:
 - a. Information about an opportunity to make up work missed during the suspension for equivalent academic credit;
 - b. Detail of the specific act of gross disobedience or misconduct resulting in the decision to suspend and the specific duration of the suspension, including actual dates of suspension.

A student may be suspended or expelled from Highpoint Academy at any time if deemed necessary and appropriate by the school's Administration and Principal and if it is deemed that the student's misconduct or behavior poses a risk to himself, herself, others, or the educational process of the school.

- K. **Cheating** - It is Administration's responsibility to deal with cheating when it occurs at school. Cheating occurs when a student attempts to pass, as his or her own, work that is not the student's. Students may violate the spirit of the honor code in ways that are not specifically listed in this Handbook. Some examples of cheating include, but are not limited to, any of the following actions by a student:
- Taking a test and receiving help of any kind from others or from hidden answer sheets, notes, or devices. This includes copying or receiving answers from others, seeing a copy of the test beforehand, checking answers with another student, or giving help to another.
 - Lending or borrowing homework or class work unless the teacher has indicated that the students may work together.
 - Plagiarizing work, including copying out of books or other sources without crediting. Copied work must be cited as such.
 - Intentionally mis-grading either his or her own or another's work.
 - Passing off homework or a project as his or her own when a family member actually did the work. The work should be the student's.

- Speaking aloud to oneself or directly to someone other than the teacher during a test or quiz.

After considering other factors that may be relevant to the situation, the consequences for any of the above or similar actions shall be as follows: The student will be asked to complete the work in an honest manner so that his or her knowledge may be accurately assessed. Subsequent disciplinary measures will be taken at the administrator's discretion.

- L. **Bullying, Intimidation and Harassment Prohibited** - No person, including a teacher or administrator, or student, shall harass, intimidate, or bully a student on the basis of actual or perceived: race; color; national origin; military status; unfavorable discharge from military service; sex; sexual orientation; gender identity; gender-related identity or expression; ancestry; age; religion; physical or mental disability; order of protection status; status of being homeless; actual or potential marital or parental status, including pregnancy; association with a person or group with one or more of these perceived characteristics; or any other distinguishing characteristic. Highpoint Academy's administration will not tolerate harassing or intimidating conduct, or bullying, whether verbal, physical, sexual, visual, or electronic, that places a student in reasonable fear of harm to the student's person or property; causes a substantially detrimental effect on a student's physical or mental health; substantially interferes with the student's academic performance; or substantially interferes with the student's or students' ability to participate in or benefit from the services, activities, or privileges provided by a school.

Sexual harassment of students is prohibited. Any person, including employee or student, engages in sexual harassment whenever he or she makes sexual advances, requests sexual favors, and/or engages in other verbal or physical conduct, including sexual violence, of a sexual or sex-based nature, which denies or limits the provision of educational aid, benefits, services, or treatment; that makes such conduct a condition of a student's academic status; or has the purpose or effect of:

- Substantially interfering with a student's educational environment;
 - Creating an intimidating, hostile, or offensive educational environment;
 - Depriving a student of educational aid, benefits, services, or treatment; or
 - Making submission to or rejection of such conduct the basis for academic decisions affecting a student.
- Examples of sexual harassment include touching, crude jokes or pictures, discussions of sexual experiences, teasing related to sexual characteristics, and spreading rumors related to a person's alleged sexual activities.

- M. Students are encouraged to report claims or incidences of bullying, intimidation, harassment, sexual harassment, or any other prohibited conduct to their Principal, Program Director, or to any teacher or administrator.

Bullying includes cyber-bullying and means any severe or pervasive physical or verbal act or conduct, including communications made in writing or electronically, directed toward a student or students that has or can be reasonably predicted to have the effect of one or more of the following:

- Placing the student in reasonable fear of harm to the student's person or property;
- Causing a substantially detrimental effect on the student's physical or mental health;
- Substantially interfering with the student's academic performance;
- Substantially interfering with the student's or students' ability to participate in or benefit from the services, activities, or privileges provided by a school.

- N. **Student Dress Code** - Students are required to wear the complete Highpoint uniform every day. Complete uniform includes appropriate uniform for Physical Education classes. During days where students have Physical Education classes, they can remain in their Phys. Ed. Uniform for the entirety of the day. Special uniform "Dress-down Days" will be announced throughout the school year with specific requirements for participation. Cooperation by parents is requested. See Uniform Policy for more information.

Students in violation of the policy and rules of school dress code will be asked to comply by either changing to other attire that is available at school, or by having parents bring different clothes from home. In the event there is noncompliance to the above regulations, a student may receive disciplinary action.

Face Masks are REQUIRED - A student's refusal to wear a face covering may subject the student to disciplinary action and/or prevent him or her from entering the school building/classrooms. Students are required to use the Highpoint Academy approved Face Mask (only) at all times unless otherwise instructed. If a student is unable to wear a face mask for any reason, a written explanation from parents is required. Even with a written excuse note, a student who is not wearing a face mask/covering, may be denied entrance inside the Main Campus. Parents and administrators will then have to schedule a conference to discuss appropriate and available options for the student regarding their educational needs

22. CONTROVERSIAL ISSUES

Any issue outside of what can be resolved using the above mentioned criteria, appropriate actions and consequences, will be deemed a controversial issue. An issue is deemed "controversial" when it results in a dispute/disagreement due to a difference of opinion/values between the school, faculty member, parent and/or student. All controversial issues will be directed to the school's Program Director for review and resolution. If the issue cannot be resolved with the Program Director, it will be directed to the school's Principal for a final determination.

23. ETHICS IN EDUCATION ACT

All Highpoint Academy Employees must abide by SB 1712, Ethics in Education Act, with regard to reporting abuse and harassment. Highpoint employees are prohibited from using any kind of corporal, physical or emotional punishment. Offenses will be considered based on Teacher's full discretion and judgment. When called for, parents will be required to attend a Staffing with Principal, Dean and Teachers, during class hours, to discuss disciplinary situation and consequences.

24. CAFETERIA REGULATIONS

- A. **SEATING.** Teachers must sit together with their students during lunch period. They must make sure that students are following cafeteria rules and are behaving properly. Students cannot be left alone during lunch time.
- B. **ASSIGNED TABLES:** Each class has assigned tables for the school year. Teachers are to make sure their students sit in these designated tables only. If upon arrival, the table(s) were left dirty by the previous class, Teacher must report it to the Cafeteria personnel and have students wait until the previous class that left the area dirty returns to clean up accordingly.
- C. **CLEANLINESS/HYGIENE:** Cafeteria tables must be properly cleaned after each use. Students must pick up after themselves and cannot be allowed to leave their table area until the area is left clean and orderly. Only disposable paper towels may be used to clean tables. Tables must be sprayed with soap and water and then disinfected with a spray consisting of bleach and water.
- D. **BEHAVIOR:** Students are expected to act appropriately at all times. Teachers are to walk students to and from the Cafeteria. Students that "run" to the front of the line must be told to go to the back of the line. Absolutely no running is allowed in the Cafeteria. Students must be taught to keep their voices to a minimum. Students are not allowed to share, trade, sell or give their lunch to their classmates.
- E. **LINE-UP:** Students must form one line when getting ready to be served. Students are not allowed to push or shove while they're in line. Students must also walk in line when leaving.
- F. **LEAVING CAFETERIA:** All students must be finished with their entire lunch before their class can leave the area. Once all students have returned their trays, they must line up in one line for dismissal. Teachers are to direct this line and make sure that everyone has picked up their belongings and that tables are left clean.
- G. **LUNCH TRAYS:** Teachers are responsible for making sure that students empty their trays in the designated trash containers and that trays are then stacked up neatly in the counter area. Trays are not to be thrown in trashcans.
- H. **KITCHEN:** Only the cooks/cafeteria personnel are allowed inside the kitchen. Faculty/Staff members are not allowed inside the kitchen at any time; (this is an insurance liability requirement.)
- I. **WARMING FOODS:** Teachers, at their discretion, may use the microwave ovens located on kitchen counter to warm up foods for their students for a maximum of one minute. They are responsible for making sure any spilled food is cleaned up immediately.
- J. **NUTRITION:** Teachers are responsible for making sure that each child eats a well-balanced lunch each day. Parent must be contacted if lunch being brought from home is not healthy. Teachers must encourage students to finish all their food.

25. BREAKFAST and LUNCH PROGRAM

We encourage all Highpoint students and employees to maintain a healthy lifestyle by eating healthy foods and exercising. Therefore, sugary juices, soft drinks, snacks with fructose corn syrups, high sodium and/or high sugar contents, fried foods and junk foods, are prohibited at our school.

PRE-SCHOOL: Lunch is included in the tuition for all Pre-School children.

ELEMENTARY & MIDDLE SCHOOL OPTIONS:

- a. Bring a balanced lunch from home in a lunch box. Microwave use is prohibited.
- b. Lunches may be delivered to students from 11:00 a.m. until noon.
- c. There is no catered lunch option available at this time.

FACULTY LUNCH:

Teachers' lunch is not included in salary. Therefore, teachers may either bring lunch from home or have lunch delivered. Snacks or drinks can also be purchased from our vending machines on campus. All faculty and students are required to bring a healthy, balanced lunch from home. Microwaves are available for faculty and staff use only in the Main Building kitchen.

26. RELIGION

Highpoint Academy is Non-Sectarian and places no emphasis on formal religious teachings; however, it has always maintained the healthy atmosphere that promotes moral and spiritual values.

27. MORNING RULES

ARRIVAL: All faculty must arrive by **7:30 a.m.** daily. Students will be directed to their classroom for morning care upon arrival.

- **Pre-School Teachers:** Students will be gathered in the classroom for morning care and teachers must be ready for the National Anthem at **9:00 a.m.**
- **Elementary Teachers:** Students will be gathered in the classroom for morning care and teachers must be ready for the National Anthem at **8:30 a.m.**
- **Middle School Teachers:** Students will be gathered in the classroom for morning care and teachers must be ready for the National Anthem at **8:00 a.m.**

PARKING/HALLWAY CONVERSATIONS:

1. Teachers are NOT allowed to stay in the parking lot speaking to parents in the mornings or afternoons.
2. No morning hallway conversations are allowed between Faculty members.
3. ALL students must be inside their classrooms and front classroom doors must be **CLOSED** by **7:30 a.m. sharp**.
4. Doors in between classrooms must remain closed at all times. Keys for inside doors will remain in the office. These doors will be opened and closed by an Administrator ONLY when needed.

(Note: Parents are instructed that if they need to speak with teacher, an appointment must be scheduled. They are not to approach teachers in the parking lots in the mornings. Teachers must courteously inform them that class is waiting.)

28. CLOSED DOOR POLICY

1. For the safety of our students, Highpoint has a closed-door policy.
2. Parents/Visitors must obtain a "Visitor's Pass" at the Reception Desk and must be accompanied by a staff member at all times while inside any area of the Campus.
3. All appointments with Parents must be scheduled in advance. Parents will be walked directly to the meeting location, preferably the Conference Room, and will not be allowed to roam the Campus. Parent Meeting times must be limited.
4. ALL Faculty Members are REQUIRED to immediately report ALL strangers observed inside the school grounds without a Visitor's Pass.

29. PERSONAL HYGIENE

1. Appropriate HAND WASHING is required at all times. All employees must wash their hands, following the posted procedures, after using restrooms, before/after lunch, before/after changing diapers or soiled clothing and each time they enter/exit classroom.
2. In order to avoid contamination, students must wash their hands upon entering the school in the mornings, before/after lunch, prior to exiting the restrooms and upon entering classroom from playground, cafeteria, office, etc. All students must be taught proper hand-washing procedures.
3. All Highpoint Employees must maintain proper hygiene, including clean hair, clean nails, clean clothing, shoes and accessories.
4. In case of a toileting accident or vomiting, teacher is required to wear gloves to change the child's clothing and rinse off the soiled clothing. Dirty rinsed-off clothes must then be placed in a zip-lock bag with child's name clearly written on the outside. Uniforms, including shoes, cannot be sent home soiled. Teacher must immediately wash hands after changing student.

30. DRESS CODE

Employee hereby agrees to wear the required uniform on a daily basis. It is Employee's responsibility to purchase his/her uniform for the entire school year, at his/her expense. No tennis shoes or tennis-shoe-style shoes, boots or open toe/heel sandals are allowed. Winter jackets/sweater/sweatshirts must be maroon or black only. All attire must be clean and pressed accordingly.

31. PARENT COMMUNICATION for ALL Grade Levels

1. Parents are our "clients." They must be treated with respect, tolerance, patience and concern at all times.
2. Regular appropriate communication with Parents is encouraged.
3. NEVER facilitate "gossip" information to parents.
4. Cell Phone or Home Phone numbers should not be given to Parents.
5. All meetings with Parents should be scheduled through the office and a witness should be present.
6. In case of a child getting sick during the school day, Parent must be notified by the MAIN OFFICE STAFF, not by Teacher via cell phone. This makes the office aware of the situation when Child is picked up by Parent.
7. Employees must avoid sharing information about their personal lives with Parents.

8. When giving them information regarding their child, always make a positive comment after a negative one.
9. Never compare their child to another student. Never express yourself negatively about another student.
10. Never utilize psychologically-related terms when describing a child; (i.e. hyper, nervous, anti-social, anxious, depressed, disturbed, aggressive, etc.)
11. Children must always be greeted with a smile and loving gestures/words.
12. Teachers must bend down, always at eye-level, when addressing children.
13. Students must be handled with compassion, love and sweetness at all times.

MEETINGS:

1. All mid-Quarter appointments with parents must be scheduled in advance.
2. Conversations between teachers and parents should take place at the school office, not in the hallways.
3. A Highpoint Administrator must always be present during special conferences.
4. After meeting concludes, all issues that were discussed in meeting must be clearly documented in writing. This documentation must contain date and time of meeting, details of what took place during meeting as well as any conclusions or recommendations made. There should be an Administrator as a witness in all meetings with parents.
5. Teachers are responsible for following-up with all parties after Meetings.
6. Parents cannot be surprised with failing grades. Each Teacher is responsible for regularly communicating with parents and for creating strategies to help student achieve academic success throughout the school year.

PARENT TEACHER APPOINTMENTS:

1. Approximately every 9 weeks, from 2:00 to 5:00 p.m., Parents (only) will be scheduled to meet via Zoom with their child's Teacher to discuss child's progress.
2. Progress Reports/Evaluations will be emailed to parents at the end of the day.
3. Appointment times must be limited to exact scheduled times only.
4. Information provided during these appointments must be limited to topics related to that child only, without making any comparisons to other students in the class or previous year's teachers.
5. No references may be made with regard to recommendations for counseling or other special needs that student may have. These referrals must be made during official Staffings with administration.

QUARTERLY PROGRESS REPORTS:

1. Grades 1 to 8 Teachers must post grades, assignments and news on **KoolGround** on a daily basis.
2. Information regarding Test grades or Progress Reports CANNOT be given to parents or to students prior to Parent-Teacher Conference day.
3. Teachers are responsible to complete each Student's Progress Reports prior to the End-of-Quarter Parent appointments. These must be emailed to the Administration at least 48 hours in advance.
4. Progress Reports and Evaluations may ONLY be given to parents or legal guardians. They CANNOT be sent home with students or given out to another family member. They can ONLY be given out by the Homeroom teacher personally.

32. PARENT COMMUNICATION – REPORTING

1. Clearly describing and documenting every communication with a Parent is a Teacher priority.
2. Highpoint is a “paperless” school. All communication with parents must be done via e-mail. Teachers must be very careful with their language, spelling and grammar when communicating with Parents in writing or via email.
3. Both our website as well as ED LINE serve as essential communication tools between parents and Teacher/Administrators.
4. For cases of hard copy communication, student must have a designated file folder.
5. Teachers are required to respond to Parent e-mails, voicemail messages or notes within 24 hours.
6. Teachers are required to do Student Observations in writing (individual “Developmental Continuum” or “Student Observations” of each child)

33. AFTER-SCHOOL TUTORING

1. As a financial benefit to Employee, Employer hereby allows Employee to offer private “tutoring” to Highpoint students at Highpoint's Campus.
2. Tutoring must be provided only if child's Teacher feels he/she needs additional academic reinforcement or Homework help.
3. **Prior to commencing tutoring, Tutor must submit to the Administration Team, via email, the following:**
 - a) Signed “**TUTORING AGREEMENT for HIGHPOINT EMPLOYEES**” acknowledging that Tutor has read, understood and agrees to abide by all written stipulations.
 - b) Completed “**TUTORING REPORT**” form indicating name(s) of student(s) being tutored, grade, days & times of tutoring and fee being charged.
 - c) The “**TUTORING RECOMMENDATION LETTER**” signed by both Parent and Homeroom Teacher.

34. AFTER-SCHOOL EXTRA-CURRICULAR CLASSES and SPORTS PROGRAMS

1. As a financial benefit to Employee, Employer hereby allows Employee to offer and teach an “extra-curricular class or sport” to Highpoint students at Highpoint’s Campus.
2. **Prior to commencing any Extra-Curricular Class or Sport, Instructor or Coach must submit to the Administration Team, via email, the following:**
 - a) Signed “**EXTRA-CURRICULAR POLICIES & AGREEMENT for HIGHPOINT EMPLOYEES**” acknowledging that Instructor or Coach has read, understood and agrees to abide by all written stipulations.
 - b) A spreadsheet with the name and grade of all students registered for each class or sport and the fee being charged each Parent.
 - c) A copy of every student’s Extra-Curricular “Registration Form.”
3. All extra-curricular classes, practices or games, must take place after 3:15 p.m.

35. STUDENT DISMISSAL and AFTER-SCHOOL RULES

- Student dismissals are categorized into two groups: Session One and Session Two. Within these sessions, 15 minute Time Blocks are allocated for Parent-Pick Up.
- Students from Session One are to be released from class to their designated Outdoor Classroom Area (OC Area). Students from Session Two are to remain INSIDE their classrooms until 3:30 p.m. They cannot leave the classroom prior to 3:30 p.m. unless requested by an Administrator.
- Students will be called to leave campus through the Main Entrance doors only, unless otherwise designated, and supervised by at least one member of Administration.
- Homeroom Teacher must walk all students to the designated OC Area after-school area and verify that all ID badges are scanned accordingly.
- Prior to dismissal time, homeroom teacher must remind students of their homework, line up students in an orderly manner, verify they are taking home only the schoolbooks they need, and walk **with them** to the designated after-school area.
- Students CANNOT remain inside the classrooms helping teachers without prior written notice to the after-school Counselor and written parent consent. The office must be notified if a student is staying inside a classroom after-school.
- Elementary and Middle School students are prohibited from entering the Pre-School building or classrooms at any time.
- Teachers are responsible to communicate personally every single day with the After-school Counselor. This communication must include the following:
 - a. *List of students that are absent or that left early that day*
 - b. *Details of any accidents or incident that occurred that day*
 - c. *Any message that Teacher feels is pertinent.*

36. COMPUTER TECHNOLOGY – SMART BOARDS

Computer education is an integral component of our curriculum at all levels. Teachers are required to take continuing education courses year round in order to stay abreast of the constant changes in technology. Teachers are required to incorporate the use of numerous software and information from the Internet within the curriculum structure. Teachers are expected to input all Lesson Plans, Grades, Interim Reports, and Progress Reports into the computer network of the school. Teachers are responsible to stay up to date with all Curriculum programs offered by Smart Technology and to use Smart Boards daily and appropriately for the benefit of their students.

37. IPAD PROGRAM

1. All students enrolled at Highpoint are be required to bring their own iPad, with a hard protective case, to school every day. They must also bring headphones and these must remain in class.
2. All Teachers will be loaned an iPad to use both at school and at home. An Agreement must be signed upon receipt of the iPad and this iPad must be immediately returned upon termination of employment. iPads are not for personal use. No monies will be refunded for apps or iPad accessories that were purchased and paid for by the Teacher at his/her will.
3. The iPad will be used as a supplemental teaching tool. It will NOT replace books, teacher initiated instruction or hands-on learning. Hours of usage during the day will vary depending on grade level.
4. Teachers are expected to go over the iPad Rules, Regulations and Policies with students regularly and to make sure that iPads are utilized in a safe and appropriate manner at all times.
5. Specific RULES, REGULATIONS & POLICIES for our iPad Program will be posted year-round on Highpoint Families. All Students will be required to abide by these rules and policies at all times.

38. AUDIO VISUAL EQUIPMENT

1. Each classroom contains a SMARTBoard.
2. All Teachers are responsible for learning how to use the interactive SMARTBoards to their maximum capability.
3. SMARTBoards have to be used responsibly and lamp must be turned off when not in use.
4. Teachers are responsible for using all equipment properly, for safekeeping the remote controls and for taking good care of all

equipment.

5. If classroom has a TV, it is for viewing our "HNN" channel and for educational videos ONLY. TV programs or movies are NOT allowed. Videos cannot be watched during regular class hours unless contents can be directly related to the subject area being taught. In those cases, **ONLY G or PG-rated** films are allowed.

39. MAIN BUILDING REGULATIONS

Elementary and Middle School students are prohibited from walking around the Main Pre-School Building. They cannot use the Pre-School bathrooms, drinking fountains, etc. Only during arrival and dismissal times to enter and exit campus and/or to deliver a message to the office (with an Office Pass) may students enter the building.

40. CLASSROOM MAINTENANCE

Teachers are responsible for taking care of their classrooms at all times. This includes decoration of walls, bulletin boards, doors, cubbies, library shelves, etc.

1. All books and supplies must be neatly organized at all times.
2. All lockers/cubbies must have the students' name clearly written on the outside.
3. Absolutely NO scotch tape or masking tape is allowed on the walls; (*Handi-taks and limited staples are the only adhesives permitted*).
4. SMARTBoards must be turned off when not in use to save electric consumption and longevity of the bulbs.
5. Students may not be dismissed until all books/papers/supplies are picked up from the floor.
6. Classes must be left as neat and clean as possible.
7. Teachers must be very careful with crayon pieces and pencil stubs since these make heavy marks on floors and carpets.
8. Staples must be minimal and they must be removed carefully and discarded in trashcan each time work, posters, etc. are removed from the wall or door.
9. Visible carpet threads must immediately be cut to prevent carpet runs.

41. TESTING

TESTS/QUIZZES:

1. All Tests/Quizzes must be Computerized and saved in the appropriate file or accessible through the Savvas Realize curriculum program.
2. Tests must contain at least three different styles of questions (*e.g. multiple choice, fill in the blank, essay, T/F, etc.*). Critical thinking questions are an essential component of Highpoint Exams.
3. All Tests/Quizzes must be given to students on the date they were scheduled to be given. Sufficient notice must be given to students prior to a Test. "Pop" Quizzes are allowed, but should not be abused.
4. Students CANNOT correct each other's Quizzes, Tests or Exams AT ANY TIME.
5. Only homework, workbooks and minor quizzes can be corrected by exchanging material and going over incorrect answers in class. In this event, student correcting the Quiz or Homework must write his/her name in small print on the lower right hand corner of the paper. The teacher must then go around and make sure that items were properly corrected.
6. STUDENTS CANNOT WRITE A SCORE OR LETTER GRADE ON TOP OF A PAGE. ONLY the teacher can put a grade on top.
7. Teachers must go over the answers after Tests/Quizzes have been graded. It is essential for students to identify and learn from their mistakes.
8. Students are not allowed to see or write anything inside a teacher's Lesson Plan Book or Grading Book.
9. An automatic "0" will be given on a test or quiz where student was clearly caught "cheating". Depending on circumstance, other consequences may be assigned.
10. During the last two weeks of each Quarter, teachers should prepare Tests that include at least 20% of information derived from the objectives taught during the Quarter, in addition to current chapter material. The dates that these tests are to be administered must be scheduled in writing and given to parents. A maximum of three (3) tests may be administered each day. The grading weight of these tests will be the same as all other Chapter tests (double grade).

GRADE INPUTTING IN COMPUTER

1. All Teachers are required to maintain record of ALL student grades in their hard drives as well as in KoolGround (Gr. 1-8 Teachers.)
2. The description of each entry must be clearly posted on top of the chart, above the grades. These should include chapter or unit #'s and whether grade is for a Test, Quiz, Project, H.W., etc. (*All Teachers will be instructed on how to use our Computer Grading System*).

42. CURRICULUM & LESSON PLANS

CURRICULUM DEVELOPMENT

Our curriculum program and resources are reviewed annually, mid-year, by our Program Director and Technology Team members to review current student progress, faculty feedback, and ~~thus~~ make any necessary changes/improvements needed whether

immediate or for the following school year. All suggestions or curriculum requests are reviewed and must be approved by administration prior to their implementation. Our goal is to provide our teachers and students with the most up-to-date, innovative, research based program(s) available in order to improve, not only student learning, but to enhance student performance as well. This is achieved by implementing different instructional strategies and techniques focused on achieving maximum student learning outcomes.

Curriculum and instructional materials are selected by the above mentioned administration members, and the selection is made based on thorough research of the intended program and its efficacy rates/statistics, Savvas Realize program, CPALMs standards and course descriptions/requirements per grade level, and community needs (student needs).

CURRICULUM INSTRUCTIONAL MATERIALS & RESOURCES:

1. Curriculum is based on **FLORIDA'S NEXT GENERATION SUNSHINE STATE STANDARDS (NGSSS)** (*available on the CPALMs website*) for Kindergarten thru 8th Grade. **SAVVAS REALIZE**, formerly known as Pearson Realize, is used for core subjects in the Elementary and Middle School grades (K - 8th Grade) and **FROG STREET** is used for Pre-School (ages 2 to 5). A variety of additional instructional materials/programs are used as well to supplement the curriculum (i.e. Exploros, Spelling City, IXL, etc.) *Individualized Curriculums are prepared for all students enrolled at the Coral Way Campus.
2. Teachers have access to Teacher's Editions and curriculum guides digitally. These serve as a tool for teaching, but teachers are encouraged to bring in their own resources and teach beyond what is written in books.
3. Students may not have access to Teacher's Editions or curriculum guides at any time.

LESSON PLANS:

1. Each teacher is responsible for preparing a computerized "WEEKLY LESSON PLAN" at least one (1) week in advance and submitting it electronically to the Administration Team.
2. Lesson Plans must be neatly labeled and kept in the designated binders on top of Teacher's desk for easy reference throughout the day.
3. Our computerized Lesson Plans must contain clearly defined objectives and must detail materials and methods used, utilizing the "Bloom's Taxonomy" language/method. They must also include the curriculum benchmarks and standards that are being taught that day.
4. Teachers are encouraged to be creative and to use clip-arts and colors to define their Lesson Plans.
5. Parents must be informed of daily Homework assignments through our classroom website (Weebly), the "Weekly Lesson Plan" (for lower grades) or via the student's "Homework Journals" (for upper grades).

43. HOMEWORK

Homework is an essential component of an educational program but it should not cause excessive hardship to students or parents. Homework should serve as a "reinforcement" on what was taught that day and cannot be construed as "busy work."

1. Homework assignments cannot consist of NEW material or information that was not clearly covered in class by the teacher that day.
2. Quantity of Homework must be appropriately balanced and the approximate designated time must be age-appropriate.
3. ALL homework assignments must be collected, checked with red checkmark and reviewed by the teacher EACH DAY. Correct answers must be written next to the incorrect ones, in RED. EVERY page of all workbooks must be checked accordingly.
4. **Not more than three (3) subjects of H.W. may be assigned each night;** (*check with specialized teachers before assigning homework*). These must be balanced with projects or other assignments.
5. ALL homework assignments must be clearly posted on the board throughout the school day. Elementary/Middle School Teachers must post Homework on the classroom website daily.
6. Teachers are responsible for making sure students clearly understand what their assignments are and for taking home the books or supplies they will need to complete their homework assignments. Students should not take home ALL of their books each night.
7. Homework/Projects/Reports may not be assigned during the end of Quarter testing periods, during Party/Special Event days or during the week that the SAT Exams are being administered.

CONTINUATION OF INSTRUCTION (*Teacher Absence*)

In the event a teacher is out due to personal or illness, a substitute teacher will be assigned to supervise the students on campus. No virtual class will take place with that teacher nor Partial Virtual. Students will be provided instructions via Showbie, Pearson, Class Dojo and the substitute Teacher. Teachers are required to submit their Lesson Plans to the Program Director weekly in advance. The lesson plans will be provided to the substitute teacher for guidance and supervision.

If a teacher is off campus due to a COVID-19 quarantine requirement, that class will transition fully to Virtual Learning until the teacher is cleared to return to campus. If a student is quarantined due to a COVID-19 quarantine requirement, the student will begin our Partial Virtual meetings with his/her teacher (3 scheduled times a day).

44. HIGHPOINT FAMILIES WEBSITE PORTAL

Our Highpoint Families website (www.highpointfamilies.com) is the primary communication tool between Administrators, Teacher and Parents. Highpoint's policies, rules and procedures are posted on this site year-round. Teachers are required to read and abide by these policies and procedures. Classroom Websites are an essential component of the website. Teachers are also required to maintain their Classroom Website portals updated daily.

45. BOOKS & SUPPLIES

TEACHER'S RESPONSIBILITIES:

1. Teachers have to make sure that all students have all the required textbooks and school supplies.
2. On the first day of school, teachers must fill out the book/supply checkout form making sure that each student has brought in all required materials and supplies.
3. Notes must be sent home until all supplies are brought into school.

TEXTBOOKS/COMPOSITION NOTEBOOKS:

1. Traditional textbooks are no longer used. Curriculum resources are accessed digitally. Students are required to purchase an iPad for school use (only) which will be formatted to access all required curriculum programs.
2. All curriculum programs and appropriate educational applications are installed on each student's iPad during "Book Installations Week" every summer. Students are required to drop off their iPads in the main office for programming. Once completed, they will have immediate access to all required materials (i.e. textbooks/programs).
3. Any remaining workbooks (specific to each grade level; some do not use workbooks at all) must be covered in CLEAR contact paper, with child's name and grade clearly written on the outside.
4. Students must be clearly instructed that scribbling, drawing or doing graffiti in books/notebooks is a serious offense and carries consequences.
5. ALL books must be taken care of all year.
6. Each page of every workbook and Composition book must checked-off, in RED INK, on the top of the page after corrections have been made.
7. All wrong answers must be checked off with a red "x". The correct answer must be written next to the incorrect ones so that students can learn from their mistakes. DO NOT put checkmarks next to correct answers.
8. ALL loose-leaf paper and pages in Composition books MUST be properly headed with name, date and chapter or page no.
9. REPLACEMENT of lost/damaged workbooks - If a student's workbook is lost or damaged, parents must notify the homeroom/subject area teacher immediately. The teacher will then discuss the situation with Administration (Admissions) and request a replacement. Parents will be contacted to arrange payment for the new/replacement materials and be advised of the timeline before the replacement arrives. There is no replacement by the school for lost/damaged notebooks, pencils/pens, or art supplies unless directly damaged by school personnel.

SUPPLIES:

1. Teachers are responsible for deciding what supplies students will need for the school year.
2. A typed written list must be submitted to the office during the month of July so that parents can know what to buy for their children when they come to purchase books and supplies.
3. Teachers should collect all school supplies and place them neatly in labeled bins and stored on shelves. Crayons, glue, and scissors cannot be left alone in the hands of children.

46. OFFICE COPIER MACHINE and LAMINATING MACHINE PROCEDURES

Only designated office personnel are allowed to use the duplicating machine and the laminating machine. Faculty members requesting copies must follow the updated **Copy Request Policy**. All requests (in PDF format only) will be submitted via email to printer@highpointacademy.com at least 24 hours in advance. An authorized person will make the requested copies and leave them in the front office for faculty members to pick up. All requests will be completed within the 24 hour allotted period. During Exam time, it is essential to order copies with plenty of time.

47. ACCIDENT/INCIDENT REPORTS

- The Dept. of Children & Families requires that a specific form be filled out in cases of accidents or incidents.
- Teachers/staff members are required to complete these forms in detail and hand them in at the office immediately. The original form must go home to the parents for their signature and a copy must be kept on file.
- Teachers/staff members are required to inform the afternoon personnel responsible for student's dismissal, of the details of any minor accident or incident.
- Injured students must be immediately sent to the office. **Teachers/staff members are not to determine the severity of the accident, but must assume that all accidents need special attention.**
- **Teachers are required to follow up with the Parents on all student injuries, accidents, illnesses or incidents.**

48. CLASSROOM SUPERVISION

- Doors between classrooms must remain closed at all times. All teachers must remain with their students at all times.
- Students cannot be left alone at any time, for any reason.
- Teachers cannot take care of two classes at one time. In case of an emergency ONLY, the intercom button must be pressed and request made for office staff to take control of the class. A Staff Member will be sent to the classroom as soon as possible.
- **Students are NOT allowed to take care or assume responsibility for other students in their class at any time.**
- **Parents or Guests are NOT allowed to take care or assume responsibility for students at any time.**
- **All persons having ANY contact with a Child are required to be screened in advance and credentialed according to Governmental Agency rules and codes.**

49. TEACHER PLANNING PERIODS

- Teachers must remain within the school campus during their planning periods.
- Teachers may go to the any other authorized area of the school campus or remain inside the classroom during the planning periods.

50. STAFF/TEACHER WORK DAYS

- Teacher's workdays are NOT considered days off.
- Faculty Meetings will be scheduled during Teacher's workdays and all Teachers are required to attend.
- All teachers are required to report to work by **9:00 a.m.** and cannot leave the premises until **2:00 p.m.** during all Teacher's Work Day.
- Teachers cannot leave without completing their Progress Reports, inputting grades in the Computer and leaving their classrooms neat and orderly with organized student work and Progress Reports on top of student desks.

51. STAFF/FACULTY DEVELOPMENT

All Staff and Faculty Members receive regular training and professional development opportunities as needed. Teachers receive professional development training quarterly as part of Highpoint Academy's Teacher Work Day as well as annually through the ISSF Leadership Series where three teachers are assigned to participate in the training and bring feedback that is shared among all faculty members. Teachers are also provided with resources for webinars and professional development training they can do on their own (not required, but highly encouraged).

All staff/school personnel receive annual training for the implementation of new policies/procedures such as: "Arrival and Dismissal" protocols, After-School Care, printing services, front desk procedures, answering the telephone appropriately, receiving deliveries of school lunches, visitors protocols, etc.

52. STAFF EVALUATION

Faculty members are evaluated formally twice a year during a Mid-Year Evaluation which takes place in January, and again at the End of Year Evaluation with takes place in May. Teachers are also evaluated quarterly, informally, and classes are observed at random throughout the school year. All Faculty Evaluations are administered by the Program Director and records/notes are kept digitally. This includes Virtual classes as well.

53. REQUEST FOR CLASSROOM SUPPLIES/MATERIALS

Teachers may request additional supplies/materials for their classrooms as needed. All materials and supplies are purchased with the approval of the Business Manager. All educational resources/materials/supplies requests are submitted to the Program Director for approval and then submitted to the Business Manager for budget review and purchasing, if approved.

Teachers must complete the fillable "Supply Request Form" and email the form to our Administrative Assistant. Supplies will be purchased and distributed as soon as possible. Teachers that wish to purchase on their own must get prior approval at the office in order to receive reimbursement.

54. FIELD TRIPS

Traditional off-campus field trips are currently prohibited due to student safety concerns. The only field trips currently allowed are "On Campus" or "In House" field trips that have been approved by a member of Administration. In order to request an "In-House" field trip, teachers must do the following:

1. Submit a formal request for an In-House Field Trip by email including all pertinent information such as, date, time, location, duration of field trip, educational relevance, subject matter reinforced by experience, request for volunteers, etc.
2. Approval Form Signature: ALL field trips must be approved in advance and a member of the Administration must sign the Approval Form including details of the field trip.
3. Memo to Parents with Information/Authorization/Disclaimer: This form must be filled out in its entirety and sent home to parents at least **one week** prior to field trip, notifying them of all details pertinent to the educational experience. It must be signed and returned with payments to cover all costs involved. Payments must be made in cash only.

All Volunteer Parents must sign the VOLUNTEER PROGRAM REGISTRATION FORM. The following are the rules and requirements from Volunteer Parents that wish to attend a Field Trip:

- Volunteers must subject themselves to criminal background checks and must be cleared of having been convicted of a crime for substance abuse, family violence and/or crimes of moral turpitude.
- Only Parents or Legal Guardians of a student enrolled at Highpoint may volunteer on a Field Trip.
- For liability reasons, volunteers may not bring with them their babies or other children not in the class attending the field trip. Absolutely no siblings allowed on any Field Trip. Teachers cannot attend Field Trip with their own child unless they use the day as a "sick day." Written permission must be obtained at the office for this in advance.
- Volunteers must ride round-trip on the busses together with the children.
- Volunteers **MUST ALWAYS** use appropriate language, discuss only age-appropriate topics, refrain from inappropriately touching students in any way, refrain from disciplining, scolding, punishing or raising their voice to students at any time; (behaviors needing discipline should be directed to the Teacher in charge).
- Volunteers may not give students gifts, rewards, or food items of any kind without the teacher's permission.
- Volunteers **MUST** keep **CONFIDENTIAL** any information about a student or any school-related incident. If there is a safety concern or an emergency issue, it must immediately be communicated to the teacher in charge during the field trip.
- Volunteers should notify the front office if an illness or emergency prohibits them from attending a scheduled field trip. Volunteers must be prompt and dependable.
- Volunteers must dress appropriately and act in a respectable manner at all times.
- A volunteer's service may be terminated at any time, either at the discretion of the Principal, the teacher in charge or the volunteer. Service may be terminated at-will, with or without cause.
- It is the volunteers' responsibility to know the names of their assigned children and any specific needs (allergies, medications needed, illnesses, etc.) at all times.
- Volunteers must remain in close contact and follow all specific instructions stated by the teacher in charge at all times.
- There is no guarantee that a registered volunteer will go on any field trip during the school year.
- Volunteers must report any criminal proceedings, including those which may occur after a background check, to school authorities immediately.

IMPORTANT NOTES:

- A. Under no circumstances may teachers/staff members transport any student enrolled at Highpoint to any location (*field trip/home/restaurant, etc.*). Our liability insurance does not cover transportation of any kind.
- B. Students are not allowed to leave the school campus without written authorization; (*signed and dated Permission/Disclaimer Form*).
- C. Under no circumstances may parents or teachers take siblings (of any age) or relatives on any field trip. **ONLY** students enrolled in the class may go on field trip.

55. DAILY CLASS SCHEDULES

Although we welcome input with regarding to Class Schedules, once Schedules are printed, they must be followed exactly. ALL class schedules will be posted on the school's website and must also be posted on each classroom wall and.

56. SUPPLY ORDERS

Teachers must complete the fillable "Supply Request Form" and email the form to our Administrative Assistant. Supplies will be purchased and distributed as soon as possible. Teachers that wish to purchase on their own must get prior approval at the office in order to receive reimbursement.

57. RECESS

Students may go outdoors for recess for a maximum of 15 minutes on the days there is no Physical Education class. Only ONE CLASS at a time may be together at any location of the Campus. Teacher must be within fifteen feet (15') of the students at all times.

58. MEDICATIONS/ALLERGIES

Teachers/Staff must follow these important procedures with regard to all medications:

- A. **AUTHORIZATION FORM:** Medication CANNOT be dispensed without the signed DCF "**Authorization for Medication Form**" (available at the Main Office.) *This form includes name of medication, dosage to be administered, hours and reason for medication.*
- B. **STORAGE:** The receptionist will be responsible for making sure that form is completely and properly filled out. She will then decide whether it needs refrigeration or whether it can be sent directly to the class. *(In the pre-school, she will give medication personally to teacher).*
- C. **MEDICATION CHART:** Upon receiving medication with the authorization form, you must fill out the MEDICATION CHART and log ALL medication that you administer. This Chart must be posted on your bulletin board located by the Classroom door, at all times. Another adult witness must be present while prescription medication is being administered.
- D. **DOSAGE:** Teachers are responsible for making sure that prescription medication is administered per dosage requirements and times, according to the "Authorization Form".
- E. **ALLERGIES:** Teachers are responsible for obtaining information regarding all allergies and illnesses of their students and for keeping written record of this at all times. They must make sure that students do not eat foods they are allergic to. If student is allergic to insect bites, teacher is responsible for observing playground areas before allowing student to play.

59. LIBRARY - MEDIA

An inventory of all books throughout our Decentralized Classroom Libraries is available within each classroom and maintained by the classroom teacher. Teachers are responsible for logging all new books, color-coding each with the appropriate label, and organizing books in corresponding shelves. Library books will be updated regularly by the classroom teacher using Scholastic Teacher points. Students using the required Checkout form available in each classroom library may check out books. All checked out books are to be returned within 72 hours. Teachers are responsible for making sure that students take care of all library books and that they are kept neatly stored and well maintained in the appropriate library shelves.

During COVID-19 Pandemic: Due to the DOE and CDC's strict health and safety regulations as well as square-footage requirements, all classroom libraries have been removed. Students continue to have access to library books through our Virtual Library which is accessible through our Highpoint Families website [here](#). In addition to our virtual library, teachers are encouraged to use a variety of additional educational applications providing access to quality reading materials, books, articles, etc. such as Epic, Starfall, Tales2Go, and more.

60. BEHAVIOR MODIFICATION (BM) SESSIONS

1. In order to give positive reinforcement to our students' behavior, we have weekly "BM Sessions" each **Friday morning** at a specific time.
2. Students in grades 1 thru 5 are required to line up quietly by the patio area.
3. By **Thursday, 10:00 a.m.**, teachers must send to the office the name of their "**Student of the Week**".
4. "Students of the Week" should be selected based on students' attitude and appropriate behavior. Names must change weekly.
5. We will also select the "**Class of the Week**", "**Neatest & Best Decorated Class of the Week**" and "**Teacher of the Week**".
6. Students are encouraged to participate in "**Creative Expression**" where they should recite poems, sing songs, dance, or do small presentation of no more than 5 minutes in length. *(Reading from books should be limited.)*
7. All students and teachers must sit quietly in rows during BM Sessions, unless otherwise instructed. It is the teachers' responsibility to make sure that there is ON TIME for this session each Friday morning.

61. PASSES – BUDDY SYSTEM

ALL students are required to have a “Pass” prior to leaving their classrooms. It is each teacher’s responsibility to make sure that a “buddy” (another student from the class) accompanies a student when leaving the classrooms to go to the **office** or to the **restroom**. In case of a minor injury-taking place in the athletic fields, student must be sent accompanied by another student if an adult is not immediately available. Students cannot walk alone in any area of the Campus at any time.

62. MIDDLE SCHOOL BUILDING

Students in Grades 5 to 8 must remain in the MIDDLE SCHOOL WING at all times. Access to the Main Building and the Elementary Building is prohibited. Fitness Center is for the exclusive use of students in Grades 5 to 8.

63. STUDENT FILES

Each Highpoint student has a confidential file containing personal information. The information in these files cannot be given to anyone. All teachers must have a “Student Log” binder that must include all basic information, including allergies and illnesses, as provided by parents during “Orientation Night”.

64. STUDENT UNIFORMS

All Highpoint students are REQUIRED to wear a complete uniform, including shoes and socks. These uniforms are available at SUNSHINE SCHOOL UNIFORMS. Teachers are responsible for making sure each of their students is wearing the proper and complete uniform AT ALL TIMES. Teachers are required to assign detentions and/or to send “Incomplete Uniform” notices home to parents when necessary. Teachers/Staff members must make sure that tops are tucked in at all times. Girls are allowed to wear WHITE or CREAM colored tights only when the temperature is **50 degrees or below at 8:00 a.m.**

65. FACULTY UNIFORMS

1. **Uniforms:** All Faculty members are required to wear the following:
 - Polo-style collar shirts in colors selected with Highpoint and personalized monogram.
 - Maroon or Khaki colored long dress pants (no jeans, leggings or capri pants).
2. **Shoes:** Closed, comfortable low-heeled MAROON, BROWN OR BLACK dress shoe is required. No tennis-styled shoes, platforms or open sandals allowed at any time.
3. **Winter:** Only Highpoint maroon sweatshirt or sweatshirts/jackets with the Highpoint monogram may be worn over the regular uniform. (No other winter attire will be allowed).
4. **Field Trips:** Uniforms required for field trips are the same as for students; see “Field Trips”.
5. **Orientation Night and Parent-Conference Days:** The WHITE monogram shirt and black dress slacks with black closed shoes is required.
6. **Awards Night:** The PINK monogram shirt and black dress slacks with black closed shoes is required. No jeans, mini-skirts, leather skirts, jean-style pants, capris or leggings are allowed.
~Teachers without the proper uniform attire will be politely asked to return home~

66. FACULTY MEETINGS

Administration will hold meetings with the Faculty during most Teacher’s Work Days, at the end of each Quarter. ALL Teachers are required to attend these meetings. Notice of meetings will be emailed. In addition, Teachers from each age/grade division are required to meet with each other on a regular basis, after-school, to plan accordingly.

67. EXTRA-CURRICULAR CLASSES

- Numerous optional extra-curricular classes are offered after-school.
- Teachers are responsible to know which of their students are enrolled in these classes.
- Teachers must cooperate with the specialized instructors by making sure that students are dismissed on time and that they’re prepared for their extra-curricular class.
- Students must first check in with their After-School Counselor BEFORE going to the Extra-Curricular classes. They cannot go to these areas directly after-school.
- Teachers are responsible for collecting all fees related to the Extra-Curricular class they are directing.
- Students are NOT to be detained on the days they have these classes. (Parent’s pay additional fee for these classes and students are entitled to receive them.)

68. VISITORS

All visitors are required to check in at the school office and obtain a “Visitor’s Pass” before entering school campus. This rule applies to all visitors, Alumni, Parents/relatives of Highpoint students and to all family members and friends of Highpoint employees. The office must be informed **in writing, in advance**, of any **visitors/special guests** that are expected. Teachers are

responsible for immediately reporting any strangers without visitor's passes. All gates must remain closed at all times during the day.

69. STUDENT PICK-UP - DISMISSAL

Only persons authorized by Parents or Legal Guardian will be allowed to pick up students. Students will not be dismissed to anyone other than those persons listed on the Registration Form, unless permission is received in writing from the Parent or Legal Guardians. Receptionist or person responsible at the door will only call students when the person picking up student is authorized to do so. Employees cannot dismiss a student without the permission of the designated staff member that is responsible for dismissal. If there is a questions concerning person(s) unknown to us who are attempting to pick up child, child cannot leave the premises until parents have been contacted personally.

70. PLAYGROUNDS

There are several playgrounds designated for different age groups. Employees understand that Students CANNOT be left unsupervised at any time. Teacher must stay within 15 **feet of students** at ALL times. Teachers understand that they assume the role of a "prudent Parent" at all times. Teachers must make sure that students are not vandalizing or abusing playground equipment. Teachers are responsible for making sure that the proper number of children climbs on the play sets at one time. Teachers are required to immediately report to the office any visible damages or loose pieces of equipment that need repair.

71. FACULTY PARKING

Each Highpoint employee has a designated parking space. (*The parking map is included in the Faculty binder.*) Employees **may only** park in their designated parking space. Parking in the visitor's front parking spaces, grass areas, covered driveway or in the drop-off areas is prohibited.

72. BIRTHDAY PARTIES

1. Teachers that wish to have a party or Parents that wish to celebrate their child's' birthday at Highpoint must complete the "**Party Reservation Form**" at the office and make arrangements in advance.
2. Birthday Parties may be celebrated during the student's regular lunch period only. **Parents/family members are not permitted on campus.**
3. Teachers must have a clear account of any food allergies in the class.
4. Teachers are responsible for making sure that **all** areas are left clean and neat. Garbage must be picked up and placed in garbage cans. All decorations, staples, tape, etc. must be removed.
5. ONLY Mylar balloons are allowed. All latex balloons will be strictly prohibited.
6. No hard candy allowed! Entertainment must be age-appropriate and limited.

***During COVID-19 Pandemic:** Due to the DOH and CDC's strict health and safety regulations, any all parties/celebrations are cancelled until further notice. Parents who'd like to celebrate their child's birthday at school are permitted to bring store bought cupcakes or cookies that can be easily and neatly distributed during lunch time only. Teachers must wear gloves when serving any kind of foods/snacks. Teachers must ensure that students wash their hands before and after any snack/meal. Sodas are not permitted.

73. IDENTIFYING LEARNING STYLES

It is essential for all our teachers to understand the concept that all students learn differently and have very different ways of processing information. The way students learn and grasp concepts varies greatly from person to person. Each child's unique learning style must be identified and taken into consideration. Students primarily learn in one of three styles: **auditory, visually and kinesthetically**. The five most common styles of learning and thinking are:

- a. The **Realistic Style**: (*need crisp, linear directions, specific assignments, learn thru charts, tools, are orderly and practical*);
- b. The **Analytical Style**: (*enjoy intellectual dialogue, enjoy books and research, are good with theories and concepts*);
- c. The **Pragmatic Style**: (*enjoy real problems, hands-on work, good team players, are very practical, good reasoning skills, socially friendly, need activities using actual experiences and strategies*);
- d. The **Personal Style**: (*deal with humanistic issues, people-oriented, enjoy personal relationships and cooperation, collaborative learners, need time for process, need harmony*);
- e. The **Divergent Style**: (*fast-paced explorers, take risks, enjoy investigating, good with choices and problem solving, can handle provocation and problems*).

74. IDENTIFYING MULTIPLE INTELLIGENCES

Based on Dr. Howard Gardner's many years of research, it is now a known fact that each human being possesses one or more area of intelligence. It is each teacher's responsibility to identify each area of intelligence and work with each child by stimulating and encouraging their specific area. According to Gardner, human intelligence consists of three components:

- A set of skills that enables an individual to resolve genuine problems encountered in one's life.
- The ability to create an effective product or offer a service that is of value in one's culture.
- The potential for finding or creating problems, which enables an individual to acquire new knowledge.

The seven (7) currently known areas of intelligence are:

1. **Linguistic** (reading/writing abilities)
2. **Logical-Mathematical** (capacity to interpret data/conceptual/numbers logic)
3. **Intrapersonal** (self-smart/understanding of one self to function effectively)
4. **Interpersonal** (ability to understand others/sensitive and empathetic)
5. **Musical** (rhythm/melody/creativity/musicians)
6. **Bodily-Kinesthetic** (athletes/dancers)
7. **Visual-Spatial** (artists/sculptors/common sense/ability to interpret models and spaces)

75. PROFESSIONAL CONDUCT

As professionals, it is our responsibility to avoid spreading rumors or gossip. It is essential for teachers to limit conversations with parents to issues that concern their child ONLY. Teachers may not make comments about another student, other teachers' personal life or the prior years' academic performance. Teachers are also prohibited from sharing information regarding their salary, benefits, etc. with each other.

76. PARENT-TEACHER ORGANIZATION (PTO)

Our Parent/Teacher Organization at Highpoint, known as the PTO, seeks to provide support for the school in several areas. The main objective is to raise funds through numerous events and activities for the purpose of improving educational programs and/or obtaining additional supplies of materials for the overall improvement of our school. The PTO Board meets several times a year and all our teachers are highly encouraged to attend these meetings, which are typically held from **10:00 to 11:00 a.m. midweek**. All special requests for materials and supplies must be made in writing and approved by the Principal before request is given to PTO President.

77. AFTER-SCHOOL PROGRAMS

Pre-School

1. Students must be engaged in activities at all times. This includes free-hand coloring, free choice in Interest Areas and/or cooperative play. Singing, dancing and storytelling must also take place in the afternoons. Outdoor playtime will be based on written schedule.
2. After-School Counselors CANNOT have conversations with parents in the afternoons. ONLY specific messages given by the Homeroom teacher may be submitted to the parents.
3. Counselors are fully responsible for all items/supplies/decorations in the classrooms. They must make sure that students do not break items or use them inappropriately. Classroom must be left intact" before going home. Homeroom teachers are required to report immediately any problems found in their classrooms.
4. Counselors must make sure that students take home all Memos/Notes/Newsletters, etc. each day.
5. Counselors must know exactly where each student is at all times (*extra-curricular class, home, class, etc.*).
6. Students cannot be left alone at ANY TIME. Constant supervision is required.
7. When student is called for dismissal, Counselor must make sure that student takes home all their belongings that shirts are neatly tucked in, and that hands and faces are clean.

Elementary/Middle School

1. After-School Counselors must know EXACTLY where their students are at all times. You must carry the tablet with the roll of names with you at all times. You must take roll as soon as you receive the students.
2. Codes must be written down indicating where student is (*Bathroom, extra-curriculars, sports, etc.*)
3. Homeroom teachers must make personal contact with the After-School Counselors every day. They must inform them of any accidents or incidents that took place during the day.
4. The primary purpose of the "After-School Program" is for students to use this time wisely and do as much homework as possible. Counselors are responsible for making sure that students sit quietly, in small groups, and start their homework. Counselors are there to take care, guide them academically and assist them with any concerns they may have. Homework has to be done by the students themselves.
5. Counselors must make sure that students take home all Memos/Notes/Newsletters, etc. each day.
6. Students finished with their Homework must remain seated. They may speak quietly to each other or listen to headphones. No loud music will be allowed.
7. Students must be sent to the bathroom or office with a "Pass". Only one student at a time may go to the bathroom. Counselor must make note and be sure student returns on time.

8. Counselors must make sure that students WALK, not run, at all times.
9. When student is called for dismissal, Counselor must make sure that student takes home all their belongings that shirts are neatly tucked in and that area is left clean.
10. Main pre-school building is OFF-LIMITS to all students in Grades 1 thru 8. Counselors cannot allow students to enter building at any time.
11. Counselors must report all parents or visitors entering building without a "Visitor's Pass".
12. Counselors must walk around at all times. They may not sit and socialize with students at any time.

78. END-OF-SCHOOL-YEAR TEACHER RESPONSIBILITIES

All Homeroom Teachers are responsible for properly vacating their classrooms during the last week of each school year. The process includes the following:

- **CLEANING:** Students must take home all their books, supplies, etc. Cubbies must be clean and empty. STUDENTS CANNOT BE ALLOWED TO DISCARD BOOKS and SUPPLIES IN THE TRASH CONTAINERS.
- **USED BOOKS:** Parents may purchase used books only after they have been cleared and stamped at the office. Students must be discouraged from purchasing used textbooks from each other during the last week of school since copyright editions may change annually.
- **STORING:** All wall decorations must be stored neatly in bags or boxes marked with your teacher's name and grade clearly on the outside.
- **REMOVAL OF ADHESIVES:** All staples, sticky taks, staples, etc. must be taken off the hallway/classroom walls and carpeting and staples must be disposed of in the TRASH CANS. All walls and boards must be stripped clean of student work.
- **RECORDS: Attendance Books and Lesson Plan Books** must be completed and up to date.
- **STORING MATERIALS/SUPPLIES:** Storage boxes with Teacher's name and grade (clearly written on the outside with a black marker) must be shown **personally to the Office Manager**, during date previously scheduled. In order for the last paycheck of the school year to be issued, the box must be searched and cleared. The storage boxes must contain the following items:
 1. *Teacher's Editions, reference materials and Lesson Plan Binder*
 2. *Attendance and Grading books and all keys*
 3. *Binder with student information and any disciplinary records*
 4. *All library books, storybooks, encyclopedias, etc.*
 5. *Office supplies, including stapler, staples & stapler remover, scissors, scotch tape dispenser & scotch tape rolls*
 6. *The USA Flag and the Wall Clock*
 7. *SmartBoard markers and accessories*
 8. *Pre-School Teachers must prepare a separate box containing all the toys and manipulatives located in each Interest Area.*

The **only items** that may remain inside the classrooms are desks, chairs, computer/printer, SmartBoard, bookshelves and other furniture. **All SmartBoards must be covered with black trash bags.**

79. REGULATIONS FOR EMPLOYEES WITH CHILDREN or FAMILY MEMBERS ENROLLED AT HIGHPOINT

(Note: rules stated here apply to sons, daughters and any other family member of Employee)

As additional compensation for SALARIED FULL-TIME EMPLOYEES ONLY, Employee will receive a **Fifty (50%)** percent discount on the Annual Tuition of each son or daughter registered at Highpoint. The total tuition, after the discount, will be deducted once a month from the Employee's payroll check. These benefits will only apply to biological/adopted children only, not to grandchildren, nieces/nephews, etc. Employee understands that their child/children must follow ALL school regulations and will be treated equally with all other students of the school.

1. MORNING DROP-OFF:

1. Children enrolled in Grades 1 thru 8 must be dropped off at the Elementary entrance gate **before** Employee parks his/her vehicle.
 2. ALL children's ID Badge must be scanned upon arrival. Children must walk in **by themselves** and go directly to their classrooms, the same as all other students. *(In cases of Toddlers only, during the first few weeks of adaptation, employee must arrive earlier and may take child to the room directly PRIOR to clocking in).* Teachers must hand clock in AFTER his/her child has been taken to their classroom.
 3. Pre-School children must be dropped off at the half-door entrance and cannot be walked to the classroom.
2. **CLASS ASSIGNMENTS:** Teachers cannot teach their own children, or any family member, under any circumstance.
3. **VISITS:** Employees may **not** visit these children's' classroom at any time during the school day. Children **cannot** visit their Parent's classroom at any time. All messages must be sent thru the office.

4. **TEACHER COMMUNICATION:** If an employee needs to speak to their child's teacher, they must do so after clocking out, not during working hours. Appointments are required when there is a need to discuss issues relating to the child. Employee's must respect and consider the delicate position of their child's teachers and this relationship cannot be abused under any circumstances.

5. **CAFETERIA:** Employees' children **cannot** sit with their Parent in the cafeteria under any circumstances. Employees may **not** feed their children or personally give them food, drinks or money. Employees or their family members may not purchase lunch for their children from fast food restaurants, unless all other students from that class are given the same option on that day. All lunch/snack monies must be given to child prior to arriving at school, the same as all other students.

6. **DISMISSAL:** Employees children must walk together with their class upon dismissal and go to the designated after-school area. They must report to the After-School Counselor who will be responsible for them at all times. They **CANNOT** go to their Parent's classroom **at any time** after school. Employee may not ask for their child to be called thru the intercom until employee has clocked out and is ready to go home.

7. **AFTER-SCHOOL:**

1. If employee needs to stay after-school for Tutoring or extra-curricular class or activity, he/she may not allow child to be inside the same classroom or area.

2. Employee's children may NOT run around the building or enter classrooms after-school for any reason.

3. The After-School counselors are instructed to treat employee's children the same as all other students therefore, they will not be allowed to go to the classrooms to ask for money or to speak to their parent/employee at any time.

8. **UNIFORMS:** Employee's children will be required to follow all rules & regulations, including uniform requirements, without exception. (Note: Sunshine Uniform gives discounts to children of Highpoint employees.)

9. **EMPLOYEE'S CHILDREN THAT ARE NOT HIGHPOINT STUDENTS:**

1. Employee's children that do not attend Highpoint are not allowed to spend the day at Highpoint at any time, for any reason. They will only be allowed to visit the school for a maximum of 15 minutes 2 or 3 times a year, with prior Office permission.

2. They cannot enter the campus without a Visitor's Pass and cannot remain inside their Parent's classroom, other classrooms or office areas at any time.

10. **BEHAVIOR:** Employees children are required to follow all school rules and regulations, per our disciplinary procedures. Consequences will be assigned to them the same as all other students.

11. **FIELD TRIPS:**

1. Employees cannot attend Field Trips with their child/children and children cannot attend Field Trips with their Parent/Highpoint Employee.

2. Employee's child/children registered at another school cannot attend any Highpoint Field Trip.

12. **FOLLOWING GUIDELINES:** We expect all employees to understand the importance of following these regulations. If problems are observed repeatedly, Employee will have to be asked to withdraw child from our school.

80. HEALTH and SAFETY POLICIES:

The health, safety and well-being of our Faculty, Staff and students is paramount at our school. ALL Faculty and Staff Members are required to carefully read this information prior to commencing employment at our school. Our school complies with all current standards and regulations pertinent to safety. During the numerous Faculty Meetings that take place each year, Health and Safety training will take place so that all employees are continuously reminded of our safety program and procedures. The following are our stipulated policies, which are also included in our "Handbook for Students and Parents":

a. LICENSES/INSPECTIONS/ACCREDITATIONS: Highpoint has been regulated, licensed and inspected by the Dept. of Children & Families (DCF), since its inception in 1976. The school adheres to all safety and health standards as set forth by City, State and County regulations pertaining to Fire Department and Health Department. The school is visited regularly by inspectors to ascertain compliance with all regulations. Highpoint is also a fully accredited school. Periodically, the school is subject to "Self-Studies" and multi-day Team Visits. Teachers are an integral part of the re-accreditation process. They're expected to read and understand the Standards of every accrediting agency and abide by their Standards and Policies. Teachers are also expected to be involved in the process of re-accreditation and provide valuable input during every self-study process.

b. SUPERVISION: Teachers understand their role as "Prudent Parents" of all Highpoint students. Students are not to be left unattended or unsupervised at any time. Teachers cannot send students out of their class without another student "buddy" and a Pass. Teachers are responsible to monitor the amount of time student is out of the class when being sent for an errand. In cases of accident or illness, student must be sent to the office accompanied by another student or faculty member, not alone. In the event of an emergency, teacher is required to press the intercom button and ask for assistance at the office. In event class is outdoors, teacher must locate an adult to take care of class while he/she handles the emergency, or otherwise must make sure that student is accompanied by an adult to the office and is not at risk of danger at any time. Teachers are also required to monitor the Highpoint Marks (attendance tracker) app regularly to verify it is updated correctly for students arriving on time, late, dismissed early or still on campus.

c. STUDENT RECORDS: Detailed records are kept on each child at the office. These contain the Registration Form, Immunization records, transcripts, psychological reports and other school records. Forms are kept in a specially designed fire-proof cabinet. A computerized record is maintained of all student information and these are backed up and safely stored outside the school property. All students' records are confidential.

d. ACCIDENTS/INCIDENTS: All faculty members have Accident/Incident Reports in duplicate that they must fill out giving all details, including date, location, witnesses and brief description of occurrence. The original form is given to the parents and a copy is filed in student's file. Employees must immediately inform the office of any accident or incident and must fill out this form. All injured students must be sent to the office immediately. Depending on severity of circumstance, parent is contacted by phone, advised of accident/incident, and either instructed to pick up child or given any other necessary instructions.

e. MEDICATIONS: All medications are kept in a locked cabinet and are not accessible to the students. Medications will not be accepted without the signed "**Authorization for Medication Form**". This indicates name of medicine, time administered and dosage given. All dosages given are documented by the staff or faculty member administering it in a "**Medication Chart**" posted in a bulletin board located within each classroom. Prescribed medications must be administered on the exact times as instructed. A witness needs to be present each time a dosage is administered. Parents are responsible for informing us if child is allergic to any kind of over-the-counter medication.

f. TRANSPORTATION: All Highpoint employees are prohibited from transporting students to or from any location, including field trips or their home, under any circumstances. Highpoint does not own any busses or vans. All transportation is sub-contracted and arrangements are made directly by the parents. A licensed/insured school bus or van will be sub-contracted for all Field trips.

h. ILLNESSES - ALLERGIES: Parents are required to complete the "Student Information Form" that provides details of their child, including any illnesses or allergies that need our attention. Teachers are responsible for documenting and informing their aides, after-school counselors, kitchen staff and other teachers of allergies or illnesses that require special attention, per the instructions of the Parents. Careful measures must be taken to make sure student does not consume what he/she is allergic to. In case of an unexpected illness, children are to be sent to the office where it will be determined if they need to be isolated in the until parents arrive to pick them up and/or if Parents need to be contacted. Parents must be called by an Office Staff Member only. Children with any kind of contagious disease will not be allowed in school until a permission to return to school form is given to us, signed by the child's Doctor.

Parents of students with allergies/medical illness participating in any school event that does not take place on campus must make the necessary arrangements, prior to the event, for appropriate supervision of the student in keeping with their individual health and safety needs. In that scenario, parents assume full responsibility. However, if the student is participating in a school event where parental supervision is not available or an option, the school must make the necessary arrangements to provide the student with any accommodations/supervision necessary to keep their individual health and safety needs met. Parents will be notified immediately if an allergic/medical situation occurs and the supervising teacher/administrator will make decisions accordingly and maintain proper communication with the student's parents, Highpoint's Principal and medical professional, if needed.

g. FIRST-AID ISOLATION ROOM: A separate "First-Aid Area" containing a recliner, blanket, pillow and a locked cabinet with emergency medical supplies is located inside the Business Manager's Office. Children that appear ill or that complain about a pain or illness, must immediately be sent to the Office.

i. PLAYGROUND – FITNESS CENTER: Prior to registering, parents are given a tour of the school campus, including all Playground and Fitness Center equipment. Parents are asked if there is any play equipment they feel their child should not play in or that is not appropriate for them. The playground areas are all safely fenced in. Adults supervise children at all times. Only one class is allowed at the Playground or Fitness Center at any given time. Equipment is maintained on a regular basis and meets all standards for safety. Equipment is inspected regularly and repaired or replaced as needed by maintenance personnel. All areas are kept clean and free of any potential hazard. Faculty Members and Staff are required to report any hazards observed in these areas immediately.

j. BUILDING SAFETY/BATHROOMS: Highpoint Academy's Main Campus is divided into three areas: The *Main Pre-School Building and Administrative Offices*, the *Elementary Buildings* and the *Middle School Wing*. During the first week of school, students are given specific instructions as to which areas are off-limits to them. Students in Grades 1 thru 8 are NOT allowed to enter the main pre-school building, including the use of the bathrooms. Elementary and Middle School students have a separate entrance, playground areas, Fitness Center and after-school areas for their exclusive use. Teachers are instructed to report

immediately any student observed walking in an unauthorized area.

k. VISITORS: For the safety of all students, parents and/or visitors are not allowed to enter the school halls or classrooms without prior special permission from the school office. All parents/visitors entering building must wear a **Visitor's Pass** badge at all times. Parents that need to speak to teachers are instructed to either send an e-mail, a note, or to call the school and make an appointment to meet with teacher(s). Parents are not to stop teachers in the parking lot or hallways. All faculty/staff members are instructed to immediately report any unauthorized persons observe walking inside school campus.

***During COVID-19 Pandemic:** Due to the DOH and CDC's strict health and safety regulations, no visitors are allowed on campus during school hours; our campus remains closed to visitors. If repairs must be made during the school day, contracted personnel are to be screened at the Main Entrance, temperature must be checked and clearance questions answered and documented. Contracted personnel will then be provided a visitor badge and allowed entry under the supervision of an administrator. He/she is not allowed to use the student bathrooms for personal use and he/she must wear their facial mask/covering for the duration of their visit.

l. SECURITY: All gates are kept locked during the day. There is only one main door (front door) open for ingress/egress during school hours. A receptionist is there at all times to monitor guest arrival. An electronic security alarm system with an infrared detector covers all doors, windows and hallways of the school after-school hours. A uniformed Security Guard Patrols the driveways in the mornings. A 16-camera digital surveillance system records the Main Campus areas 24/7. An electronic Fire Alarm system is also installed throughout the building with the required pull stations. The Alarm system is connected to the electric smoke detectors. There are emergency lights and fire extinguishers located in all required areas, per Fire Department code.

m. STAFF TRAINING/PRUDENT PARENT RESPONSIBILITIES: All Highpoint employees are trained in security measures. They are instructed to report strangers, hazards, dangerous objects, etc. Teachers have the duties of a prudent parent when making decisions regarding the safety of each child. Teachers are repeatedly instructed to maintain constant supervision and to look out for the safety and well being of ALL students, not only their class. They are to immediately report any hazards, broken items, students' behaving erratically or posing a liability risk, etc. to the office immediately. Students are instructed to walk, not run throughout the school campus.

n. ETHICS IN EDUCATION ACT (SB 1712): all Highpoint Employees are made aware of their responsibilities under this Law. These include the following:

- You will be disqualified from employment if you are convicted of an act listed under s. 1012.34, F.S. (attached.)
- It is each employee's duty to immediately report actual or suspected cases of child abuse, abandonment, or neglect.
- You are immune from liability if you make this report, per ss. 39.203 and 768.095, F.S.
- You have a duty to comply with child protective investigations at all times.
- **THE TOLL FREE ABUSE HOTLINE NUMBER IS: 1-800-96ABUSE.**
- You are required to immediately inform the school Principal (or a School Administrator if Principal is not available) of a suspected misconduct by another student, instructional personnel or school administrator.
- You must write down the details of what you observed, including date, time and incident or occurrence that you witnessed. You must also document the name of the person that you reported the incident to and the date and time that you reported the incident.
- You must follow-up each reported incident with the School Principal and/or with authorities, when applicable.
- There will be penalties for personnel and administrators who fail to report abuse or misconduct.
- Posters with this information are posted at the Employee's Clock-Out Room.

o. NON-HARASSMENT POLICIES: Highpoint Academy is committed to providing a safe environment for all its employees free from discrimination on any ground and from harassment at work, including sexual harassment. All forms of harassment are strictly prohibited at our school. Highpoint Academy will operate a zero tolerance policy for any form of sexual harassment in the workplace, treat all incidents seriously, and promptly investigate all allegations of sexual harassment. All complaints of sexual harassment will be taken seriously and treated with respect and in confidence. No one will be victimized for making such a complaint. The term "harassment" includes, but is not limited to, slurs, jokes, and other verbal, graphic or physical conduct relating to an individual's race, color, sex, religion, national origin, religion, citizenship, age or disability. The term also includes sexual advances, requests for sexual favors, offensive touching, and other verbal, graphic, or physical conduct of a sexual nature. Violation of this Policy by either an Employee or a student will subject them to disciplinary action, which may include immediate discharge, expulsion or criminal charges.

p. GRIEVANCE PROCEDURES: Staff, faculty members and students are given information each year with regard to reporting all types of harassment and discrimination. All concerns, complaints, or claims relating to any type of harassment or discrimination

must be reported immediately to the School Principal and if she is not available, the person that follows in the chain of command. Retaliation for reporting these incidents is strictly prohibited. Once someone is identified as a potential harasser, a member of our Administration will document incident, confront the person being accused, and commence a grievance procedure to determine the disciplinary action. All claims of harassment or discrimination will be thoroughly investigated and documented accordingly.

q. CONFIDENTIAL INFORMATION and CONFLICTS OF INTEREST: Highpoint's intellectual property, business relationships, student and parent contact information and all assets are confidential and cannot be shared. It is a conflict of interest for an employee to use any of the above information for personal gain or private business that is not specifically related to his/her job description. Unauthorized use or disclosure of such information may result in discipline, up to and including immediate discharge or civil or criminal actions, as deemed appropriate.

81. RULES OF CONDUCT – WORKPLACE SECURITY

The following are grounds for termination of employment: acts of misconduct, such as absenteeism or tardiness; breach of confidence or security; conflicts of interest; damage to property; fighting; fraud; dishonesty or false statements; harassment; insubordination; misuse of property; sleeping or inattention; solicitation or distribution; inappropriate use of social media; substance abuse; theft; unlawful activity; unsafe work practices; other applicable misconduct including poor performance that may or may not result in a student withdrawing from our school. Any employee who commits or threatens any violent act against any person while on company premises, at work or off-campus, will be subject to immediate discharge. Highpoint reserves the right to conduct background checks, assess employee's postings on social media for appropriate content, and test for drugs/alcohol at any time during employment.

82. USE OF SCHOOL EQUIPMENT & FACILITIES

Our school is committed to ensuring the safety and welfare of all our students, faculty and staff members. Students have limited access around campus. They are not allowed to enter any classroom, playground or hallway area alone. Students in Preschool can use the Preschool playground & "Imagination City", only. Students in Grades 1st-4th can use the East Patio playground and students in Grades 5th-8th have access to the Middle School "Fitness Center". Students must be supervised at all times. Students are not permitted to roam the hallways, but if they are sent on an errand, they must be sent with a "buddy" and a hall pass. Students are not permitted in the kitchen or any storage area under any circumstances. Students are not permitted to use the office telephone, fax/copier, or ID printer. In case of an emergency, an administrator will make the call on behalf of the student as needed.

Staff and faculty members have access to all classrooms, bathrooms, main office and kitchen area, including the Staff refrigerator and microwave. Faculty members may store their personal materials and teaching resources in the closet/storage space available to them inside their classrooms. If additional storage is needed, a maintenance member will store their belongings for them. All items placed in storage must be stored in an appropriate container and clearly labeled. Access to the Main Office printer and school paging system is restricted to Administration, only. The use of any school equipment not mentioned above must be approved by the school's administration prior to use.

83. EMERGENCY PROCEDURES

HIGHPOINT'S "EMERGENCY PROCEDURES GUIDE/MANUAL" is posted year-round in the Highpoint Families website. The contents of this Manual must be read and understood by all Highpoint Employees. The Manual details the policies and procedures that must be followed during emergencies. Emergencies include: weather related school closures, emergency closings (fire, police, medical, hazardous materials, internal, etc.) lockdown procedures, emergency notification plans, etc. Meetings regarding emergency procedures as well as health & safety issues take place several times a year during Faculty meetings. In case of an emergency within our community, we will record a message with specific instructions. All Faculty/Staff members must **dial 103** to listen to instructions. We will also immediately post instructions on our website as well as our voicemail.

84. FIRE DRILLS

Fire Drills are conducted monthly and the results are timed and evaluated. Each classroom has a FIRE DRILL EVACUATION MAP posted by the door. The Map shows the primary Route and the Alternate Route that must be followed when the fire alarm is heard. All teachers are responsible for practicing their exit route on a regular basis.

The following are the Fire Drill requirements:

Once the fire alarm is sounded, ALL students must immediately stand up and line up in silence, leaving behind all their belongings, including handbags and book bags. *(One student may be assigned to take the U.S.A. flag out with him/her, if there is enough time).*

- Students must **walk** out, **not run**, in SILENCE and in an orderly manner and go directly and quickly to the designated waiting area. There they must **line up quietly** with their backs facing the main building, (or the building that is on fire).
- Students **cannot** look at the building at any time.
- Teacher must make sure that classrooms and bathrooms are empty before leaving.
- Teacher must take the Attendance Record book with him/her, turn off all lights and close the door before leaving.
- Once class is lined up outside with teacher, teachers must **take roll and do a head count** in order to verify that all students are present. The GREEN PADDLE must be raised when all students are accounted for.
- Students must wait quietly until the Principal or Assistant Principal personally indicates that it is safe to return to class. At this time, students must once again walk in absolute silence, in line, back to the class.

85. FIRE SAFETY

All Highpoint employees are responsible for the safety of the students and school property. Fire code requires that all fire and life safety system, including fire detection and alarms, sprinklers, fire hydrants, fire pumps and others be inspected, maintained and tested regularly. To prevent fires, everyone must abide by the following:

- Materials, supplies, bookbags, etc. cannot be stored in a/c closets, EXIT routes or corridors at any time.
- Combustible materials are prohibited to be stored inside the buildings.
- Decorations in hallways must be minimal and must be spaced appropriately to prevent the spread of fire.

86. FIRE ALARM SYSTEM

The fire alarm system will be activated either manually for our monthly Fire Drills or automatically when a heat or smoke detector detects a fire or smoke condition – protecting both people and property even when the fire is not noticed by an individual. Once the alarm is activated, notification goes to the local fire department through a fire alarm monitoring company. Everyone's awareness and prompt use of the fire alarms system can minimize the loss of life and property due to fire.

- To ensure that the system will protect us, everyone needs to be familiar with our building's fire alarm system and pull stations, which are located throughout the campus.
- In case of visible fire or smoke, activate the fire alarm by pulling down on the red pull box nearest you.
- Respond to all alarms equally. Never assume that it is a test or a drill or a false alarm.
- Do not panic and do not alarm the students.

87. FIRE SPRINKLERS

Fire Sprinklers are located throughout the Middle School Building only. In case of fire, each sprinkler detects temperature in the room and begins spraying water as soon as the room temperature exceeds a pre-determined value. Always maintain a minimum of 2 feet clearance between the ceiling and any stored material, boxes, cabinets, etc. This clearance allows the sprinkler head to spray water uniformly and extinguish a fire effectively. Sprinkler heads cannot be painted, dusted, blocked or broken so these conditions must be immediately reported to the Administration when observed.

88. ELECTRICAL SAFETY

To protect building occupants and property from direct electric shock injury and/or indirect hazards (heat, fire and explosion) of electricity, everyone must comply with electrical safety procedures that include:

- Use all equipment in accordance with manufacturer's recommendations.
- Report immediately all defective/damaged wiring, including plugs, switches, cables, etc.
- Do not substitute extension cords for permanent wiring. Do not extend cords through windows or doors or under carpeting at any time.
- Use only multiple outlet strips with built-in fuses or circuit breaker protection having a minimum of 12/3 (gauge/wire) labels, maximum length of 6 feet and "UL" (Underwriter's Laboratory) listed for the use.
- Never connect additional plug or plugs into the main plug that is inserted in the outlet or a power strip to connect multiple devices.
- Secure all wiring, cords, cables and conduits and keep them away from students at all times.

89. HIRING POLICY and PROCEDURES

Highpoint Academy, INC. believes that hiring qualified individuals to fill positions contributes to the overall success of the company. Each employee is hired to make significant contributions to Highpoint Academy, Inc. In hiring the most qualified candidates for positions, the following process are followed.

1. Job postings

The Business Manager will create job postings that briefly describe the job opening and communicate Highpoint Academy's philosophy. All job openings will be posted on Indeed, Craigslist and Zip recruiter. Jobs will remain posted until the position is filled. The Business Manager will be responsible for tracking all applicants and retaining applications and resumes as required.

2. Interview process

The Business Manager and Program Director/ Preschool Director will screen applications and resumes prior to scheduling interviews. Initial interviews are generally conducted by the Business Manager and the Program Director/ Preschool Director using behavior-based interview questions and a structured interview process. Candidate evaluation forms will be completed after each interview and retained with the application. Then, will have a second interview with the Principal/ Owner to determine the final outcome. The Business Manager will notify applicants who are not selected for positions at Highpoint Academy, INC.

3. Reference checks

Business Manager will conduct professional reference checks and employment verification on the top candidates based on the results of the candidate evaluation forms completed by the interviewers. A minimum of one professional references are required from each candidate.

4. Job offers

After a decision has been made to hire a candidate, an offer will be made contingent on the satisfactory completion of required background checks. Background checks will vary depending on the position and may include DCF Fingerprints and VECHS Fingerprint,

Once the Business Manager receives satisfactory results from all required background checks candidates will be provided with a final job offer. If a candidate fails to accept an offer of employment within 7 calendar days, the offer may be rescinded by the company.

90. TERMINATION OF EMPLOYMENT

Highpoint Academy, INC. is committed to ensuring that when termination of employment is being considered, every employee is treated fairly and equitably in accordance with Highpoint Academy's Philosophy and Florida Employment Policies.

1. Grounds for Terminating an Employee

An employee may be the subject of disciplinary action for matters relating to their performance, capacity or conduct, including but not limited to the following:

- unsatisfactory work performance
- serious and willful misconduct
- Unacceptable Conduct

Highpoint Academy INC, will not terminate the employment of an employee for unsatisfactory work performance unless the employee first undergoes Oral Reprimand, Written Reprimand, Sent Home without Pay, Suspension without pay and Administrative Leave with Pay. Only if the unsatisfactory performance continues after a reasonable period of time for improvement has allowed will termination by considered.

2. Termination

If the decision is made to terminate the employee's contract of employment with Highpoint Academy INC, the employee will be given:

- (i) a letter of termination
- (ii) payment of outstanding salary checks

On termination, the employee met immediately return all Highpoint Academy's property in the employee's possession.

3. Documentation

Supervisors should make notes of all discussions and actions which occur when they counsel and employee in relation to unsatisfactory performance or unacceptable conduct. In addition, supervisors should make notes of all their actions and discussions with an employee before and during the disciplinary actions. All documents should be sent to the Business Manager in order to file all the documents in the employees file electronically.

If disciplinary action is taken against an employee, documentation should be placed on the employee's personnel file containing a summary of the nature of the allegations, the outcome of any investigation undertaken, and the disciplinary action taken.

The employee should be asked to sign the documentation as an acknowledgement that they understand and agree to its contents.