HIGHPOINT ACADEMY Inc.

2025-2026

INFORMATION MANUAL

FOR PARENTS AND STUDENTS
CONTAINING POLICIES, RULES & REGULATIONS

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Miami, Florida 33175
305-552-0202
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Established in 1976
www.highpointacademy.com
www.highpointfamilies.com

Student Name _____ **Grade** _____

Student Name _____ **Grade** _____

Student Name _____ **Grade** _____

Parent Initial _____

WELCOME MESSAGE

On behalf of our Faculty and Staff, I take pleasure in welcoming you to Highpoint Academy! It is our goal for all our students to be happy and enthusiastic learners who love to learn. With our small student/teacher ratios, we customize learning and we work hard to meet the individual needs of all our students. Striving to reach our goals is a cooperative effort on the part of our administration, faculty and staff as well as our students, parents and family members. We welcome your suggestions and solicit your cooperation in this venture so the results will be well worth the effort.

This manual, containing important information about our school, is available on our Highpoint Families website year-round. Our administration reviews the policies, rules & regulations stated herein on a regular basis and revisions may be made at any time. Therefore, we urge our families to read and refer to this manual on a regular basis throughout the year. Since we're a paperless school, all important information for our Highpoint Families is readily accessible on the website for parents and teachers: www.highpointfamilies.com.

In rare cases when information published in this manual does not provide you with the information you're seeking, please visit our website or contact our school office and we will be glad to help.

Thank you for selecting Highpoint Academy and for allowing us to share our lives with your child!

WELCOME TO OUR GREAT SCHOOL!

Alicia A. Casanova
PRINCIPAL/OWNER

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Highpoint Academy is fully accredited by:

- **Cognia/Southern Association of Colleges and Schools (SACS) (www.sacs.org)**
- **National Independent Private School Association (NIPSA) (www.nipsa.org)**
- **National Council for Private School Accreditation (NCPSA) (www.ncpsa.org)**
- **Council of Bilingual Schools (COBIS) (www.cobisschools.org)**

Recognitions, Licenses and Memberships:

- **Recognized as a Gold Seal Quality Care Provider (www.dcf.state.fl.us/programs/childcare/goldseal.shtml)**
- **Licensed by the Department of Children & Families (DCF) since 1976 - *License No. C11MD0115***
- **Member of the Independent Schools of South Florida (ISSF) (www.issf.org)**
- **Chapter Member of the "National Junior Honor Society" (NJHS). (www.njhs.org)**

Our Mission

Highpoint Academy's mission is to provide an excellent all-around education in a nurturing, safe, and structured environment tailored to develop and enhance the unique talents and abilities of each individual child. We will continuously strive to provide academic excellence, and to promote character education, imagination, innovation and creative thinking, utilizing the latest technological tools. We hope to foster successful, lifelong learners who will develop to their maximum potential and blossom into future leaders of tomorrow.

Our Programs

The programs offered at Highpoint's Main Campus are designed to provide a high-quality, bilingual education for students with average to above-average academic abilities, good attitude and appropriate behavior. Students will be subjected to a challenging and rigorous curriculum in preparation for their continued High School education after graduation from 8th Grade.

Non-Discriminatory Policies

Highpoint Academy admits students of any race, sex, sexual orientation or preference, religion, color, national or ethnic origin, to all the rights, privileges, programs and activities generally accorded or made available to students at this school. Highpoint Academy does not discriminate in the administration of its educational policies, admissions policies, scholarship programs, athletic or other after-school or school-administered programs as well as its hiring policies and practices.

Parent Initial _____

Philosophy and Objectives

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, experience and energies of its founder, Alicia A. Casanova. We believe that:

- All students deserve to be taught in a way that respects their differences, that challenges their thought process, that stimulates creativity, imagination and outside the box thinking.
- 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.
- The teachings of character education and core traits are essential in helping our students grow up to be respectful, responsible, honest and ethical adults of tomorrow.
- 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.
- In order for our students to succeed, we must provide them with a safe, nurturing and orderly environment.
- It is important for our students to learn how to speak, read and write in both Spanish and English correctly.
- Teachers, Administrators and Parents share the responsibility of advancing and enforcing our school's objectives.
- Every teacher is expected to teach students with compassion, patience and dedication.

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 teachers and parents, and a structured learning environment in order to achieve our goals.

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!

Code of Ethics

1. We will not discriminate on the basis of race, color or ethnic origin in our student admissions or in our hiring policies and we will abide by all local, state and federal laws at all times.

2. The welfare of our students will be the primary concern in all decisions made.

3. We will 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/or status of our school.

5. All Policies, Procedures, Rules and Regulations, Emergency Procedures and Health and Safety Policies of Highpoint Academy will be made available at all times to Parents and Students on our website.

6. We will not recruit or knowingly initiate attempts to bring about transfer of a student from another independent school to our school.

7. We will recognize our obligation to keep, protect and preserve the records of a student's attendance and achievements.

8. We will maintain the confidentiality of reports and information exchanged amongst ourselves and safeguard the records of all our students and employees.

9. 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.

10. We will respect the rights of a teacher to visit and consider employment in another school without prior notification.

11. We will maintain regular communication with parents and respond to phone calls, letters or emails within a reasonable timeframe.

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.

Highpoint Families Information Website

www.highpointfamilies.com

All information specifically for our Highpoint families, including this Information Manual, the Emergency Procedures Manual, our school policies, all required forms, calendar, class schedules, pictures and videos, announcements, reminders, etc. are all posted on-line on the Highpoint Families website for easy access. In addition, teachers have their own CLASS WEBSITE with their specific information, including homework. Our website also allows Highpoint Parents to provide feedback or comments to our Administration. Parents are encouraged to access the Highpoint Families website daily.

General Liability / Accident Insurance / Disclaimer

Highpoint Academy, Inc., its Owners, Directors, Operators, Employees, volunteers, etc.. are not liable for any accidents, injuries or incidents occurring in or around the school property or while being transported to or from any field trip, other campus or while on any extracurricular activity. In case of accident or injury, Highpoint will assume financial responsibility for immediate emergency treatment only. All Highpoint students should be fully insured by their families. Accident Insurance is not included in neither the registration fee nor the monthly tuition.

Tuition Payment Policies

Annual tuition is based on a 10-month school year. It may be paid in the following manners:

Monthly: Ten payments due the 1st day of each month with first payment due on August 1st and last payment due on May 1st.
Quarterly: Three payments due on the 1st days of August, November and March.
Annually: Full Annual Tuition paid in advance, prior to August 1st, will receive a $100.00 discount.

PAYMENT DEDUCTIONS: Absolutely **NO DEDUCTIONS** will be made for days, weeks or months absent from school. Vacations or long illnesses will not be deducted from Tuition. Tuition must be paid in order for student to maintain enrollment.

REFUND POLICY: All payments made to the school are NON-REFUNDABLE. Highpoint Academy, Inc. will not be required to refund any monies if, at any time, the student is expelled by the school administration or withdraws by choice.

FEES/PENALTIES:

- **Credit Card fee:** All payments made with a credit card will be charged an automatic fee of up to **3% per transaction.**
- **Late Payment Penalties: $40.00** late payment penalty will be charged when tuition is paid on or after the 10th day of each month. Students whose accounts are **15 days past due** may not be admitted in school until tuition is paid.
- **Bank Fees: $40.00** penalty fee will be charged for all checks returned by the bank.
- **Fee for lost ID Badges: $10.00 fee** will be charged for replacement of lost ID Badge.
- **Late Pick-Up fees:** Students must be dropped off and picked up at the main entrance only. After 5:30 p.m, a late pick-up charge of **$5.00 for every 15 minutes,** or fraction thereof, must be paid directly to staff member assuming responsibility for child after closing hours. Late pick-up charges also apply on all days when school closes early.
- **Tardy Fees:** Please refer to Highpoint's "ATTENDANCE POLICIES" (inside the INFORMATION MANUAL) regarding these fees.

PAST DUE ACCOUNTS: Progress reports, Report Cards, evaluations, transcripts, etc., will NOT be issued to parents with past due accounts. In addition, access to our grading portal, Koolground, will be disabled until the account becomes current. This includes

amounts due for either Registration, tardy fees, tuition, late payment penalties or returned check penalties, late pick-up charges, extra-curricular activity fees or any fund-raising amounts that are owed.

Student Admissions Policies

Highpoint sets high standards for admission, seeking out students who will benefit from a challenging academic environment and who will be motivated to fulfill their maximum potential. We seek students that have a positive attitude, a strong sense of commitment, good moral values, self-respect, respect for others and good conduct.

Main Campus and Middle School Campus:
Curriculum and programs are designed for average to above-average students only. A Resource "SAS" Program (Student Academic Support Program) is sometimes available for students requiring more individualized instruction (separate fee applies). For assistance with the SAS Program, contact the Main Office for eligibility and availability.

Coral Way Campus:
Highpoint's Coral Way Campus, located nearby at 9850 Coral Way in Miami, is designed to provide education for students with learning differences that have been diagnosed with a specific learning disability, Attention Deficit Disorder (ADHD), high-functioning Autism and/or Asperger's Syndrome. Individualized services; (OT, Speech, Sensory Integration, etc.) are also offered on-site. Directed by Dr. Jiliann DeVilliers (Dr Gigi), the goal of this wonderful program is to provide a high quality level of individualized education in order to develop each child's maximum potential. For more information, please call 305-552-0208.

PRE-SCHOOL AGE DIVISIONS (Ages 2 to 5)

- TODDLERS: 2 years old (by Sept. 1st)
- JR. PRE-KINDERGARTEN: 3 years old (by Sept. 1st)
- PRE-KINDERGARTEN (VPK): 4 years old (by Sept. 1st)

Enrollment is based on space availability. Students will be placed in the grade level that corresponds with their chronological age, using September 1st as the cut-off date (per State Law).

Grade/level Transitions: Preschool students will be promoted to the next grade level based on numerous readiness skills and chronological age. Students transitioning from Kindergarten to 1st Grade must be literate learners with pre-reading/reading abilities and knowledge of various mathematical concepts including addition and subtraction.

Note: *Students born between September 1st and October 1st may be admitted or promoted to the next grade level based on the results of an individualized evaluation where student will be observed in numerous readiness areas. These areas include, but are not limited to: academic skills and concepts, fine and gross motor abilities, maturity, social skills, sense of responsibility, literacy, language and communication abilities, manual dexterity, etc. Parents of students placed in an advanced classroom are required to sign a letter acknowledging that transition to the next grade level the following school year is not guaranteed.*

ELEMENTARY AND MIDDLE SCHOOL DIVISIONS (Grades K thru 8)
Before a student is admitted to our school, the following must take place:

- Student applying must spend a full day at our school, in the corresponding grade, and also take a general "Admissions Test" *(Woodcock-Johnson IITest of Achievement)*. There is a $75.00 Testing Fee.
- On day of evaluation, teacher(s) will evaluate the student in several areas. These include academic readiness, attitude, maturity, discipline, social interaction, responsibility, respect for authority, effort and willingness to learn, overall conduct and general knowledge.
- Student will be interviewed by the corresponding grade level Director and then proceed to be interviewed by the Principal.
- During the Principal Interview, the principal will interview student and then hold conference with parent(s) and student to discuss results.
- Previous Progress Reports/Report Cards, school records and Standardized Test results will be carefully reviewed.

Parent Initial _____

- Results of these combined evaluations will determine eligibility.

Lunch and Snacks

We prioritize healthy eating and exercising and feel it is essential for students to eat a healthy and balanced breakfast and lunch every day. The School Lunch is catered and delivered fresh daily to each campus. All food and beverages are free of caffeine, food coloring, low sodium and refined sugars, as much as possible. Students with any food allergies, including peanuts, must inform the school administration and child's teacher in writing in advance. Catered school lunch may have been exposed to peanuts and students bringing lunch from home may contain peanut products. Students have the option of bringing their own lunch from home. All students may buy healthy snacks from two vending machines on campus, in addition to their balanced lunch. Students will not be allowed to buy, sell, or trade gum, candy, snacks, foods or drinks at any time. Food or drinks are not allowed inside classrooms at any time. Soft drinks are prohibited inside the school Campus.

Link to: LUNCH and SNACK OPTIONS AND POLICIES

Immunization Requirements

Florida law requires all students enrolled in school to have an updated Certificate of Immunization. This form may be secured from the Dade County Health Department or at the child's personal Physician's office. Students will not be allowed in school without an updated immunization form and a signed statement from a Licensed Physician. (DCF Forms #680 and #3040).

Link to: IMMUNIZATION GUIDELINES

Closed Door Policies

For the safety of all Highpoint students, parents are not allowed anywhere inside school campus or inside any school bus for a school-related trip without first registering at the office and obtaining a "Visitor's Pass." Students must be dropped off and picked up at designated areas. Parents cannot enter classrooms or hallways. Appointments must be requested in order for parents to speak with teachers. Teachers are not permitted to meet with parents at the school entrance, parking lot, hallways, or in front of the classrooms.

Scholarship Programs

Highpoint students may qualify for numerous scholarships. Parents should go on-line to **www.stepupforstudents.org -or-www.vpkhelp.org** to obtain information on several Scholarship Programs available including: "Voluntary Prekindergarten (VPK), "School Readiness Scholarship", "Step-Up For Students", "McKay Scholarship", "Unique Abilities", "Family Empowerment Scholarship", etc. **Parents are responsible for the timely payment of any tuition portion not covered by Scholarship or Financial Aid funds.**

Link to: SCHOLARSHIP PROGRAMS

General Attendance Policies and School Closings

1. Student attendance is tracked electronically. Students are required to have their personal ID Badges with them at all times.

2. Students must be present a minimum of 170 days to be considered for promotion to the next grade. Excessive absences may have to be made up during the summer.

3. To receive the maximum benefit from classroom and instructional participation, tardies and absences must be avoided. Doctor/ Dentist appointments should be made after school hours.

4. Parents are responsible for contacting the school office each time a student is tardy or absent. Parents must report their child's absence/tardy and upload their documentation thru the "Report Absences/Tardies" button on our **Highpoint Academy App.** Be sure to include the student's name, grade, correct date, and reason explaining the absence/tardy prior to the student arriving/returning to school. Otherwise, it will be considered an "unexcused" absence/tardy.

5. Our school will be CLOSED during all Teacher's Work Days, legal holidays, two weeks during Christmas Break, one week for Fall Recess, and at least one week for Spring Break. Early dismissals will take place several times throughout the year and will be announced in advance accordingly.

6. The annual **SCHOOL CALENDAR** and all Attendance Policies are posted on www.highpointfamilies.com. It is the responsibility of every parent to make sure their child comes to school on time every day and that they abide by these policies at all times.

Link to: ATTENDANCE POLICIES

Hours of Operation

Main Campus: 7:30 a.m. to 5:30 p.m.
Administrative Office Hours: 8:00 a.m. to 4:00 p.m.

Students are dropped off and picked up at the main entrance driveway only. Parents are not permitted to get off at the main entrance during drop-off. If they wish to enter the office, they must park in one of our marked "Visitor" parking spaces.

Class Hours

- **Toddlers & Jr. Pre-K: 8:30 a.m. to 12:00 p.m.**
- **VPK: 8:30 a.m. to 2:30 p.m.** *(VPK Program only: 8:30 a.m. to 11:30 a.m.)* *****
- **Kindergarten: 8:15 a.m. to 2:30 p.m. ***
- **Elementary** *(Grades 1-5)***: 8:15 a.m. to 3:00 p.m. ***
- **Middle School** *(Grades 6 to 8)***: 7:50 a.m. to 3:00 p.m. ***

* *Students cannot be dismissed prior to their dismissal times.*

Student Dismissal

Only persons authorized in writing by parents will be allowed to pick up students. Students will not be dismissed to anyone other than those persons listed on the Registration Form, unless written permission is received from the parents or legal guardians via email to info@highpointacademy.com. If parent(s) contacts the office and the voice of parent is clearly identifiable to a staff member, the person being instructed to pick up child may do so with proper photo identification. If there is a question concerning persons unknown to us who are attempting to pick up child, child cannot leave the premises until parents have been contacted personally. In cases of divorce, parent retaining custody must furnish legal documentation verifying custody. **Students leaving the premises at any time without permission and/or without an authorized adult will be subject to serious consequences, including expulsion.**

Link to: STUDENT DROP-OFF & DISMISSAL POLICIES

Late Pick-Up Policies

Our school closes at 5:30 p.m. sharp. Students remaining after this hour must pay the person in charge a late pick-up fee of **$5.00 for each 15 minute fraction after 5:30 p.m.** This amount is payable in cash, at time of pick-up, directly to the staff member responsible for child. Report Cards will not be released to families with outstanding late pick-up fees.

Driveway Rules & Safety; Student Drop-Off and Dismissal procedures

For the safety of our entire school population, detailed Driveway Rules & Safety; Student Drop-Off and Dismissal procedures are clearly defined and reinforced on a daily basis.

Link to: PARKING PROCEDURES and DRIVEWAY RULES
Link to: DROP OFF & DISMISSAL PROTOCOLS

Early Dismissal

Parents are urged to leave their children in school all day. Doctor or other appointments should be scheduled outside school hours and on school holidays whenever possible. If a child needs to be dismissed early, he/she should bring a note to his/her teacher/Main Office stating time and reason. **Parents must sign an Early Dismissal Form at the school office before leaving.** On days that have been scheduled for early dismissal, students must be picked up on or before the scheduled time or late pick-up fees will apply.

Student Withdrawal

Parents need to inform the school office at least 72 hours in advance if student is withdrawing during the school year. All fees, tuition payments, lunch payments, PTO fund-raising money and/or any penalties due must be paid in full before the student secures a transfer record to another school. NO REFUNDS WILL BE BE MADE FOR TUITION OR ANY FEES PAID.

Parent Communication

Our primary communication tools are our Highpoint Families website, emails, text blasts and Class Chats on What's App and Class Dojo. It's important for the office to be notified immediately any time there is a change in contact information. Telephone calls may be made to the school office, **Main Campus: (305) 552-0202** and **Coral Way Campus: (305) 552-0208,** between the hours of 8:00 a.m. and 4:00 p.m. Parents can also contact the school by sending an email to info@highpointacademy.com. Also, parents who need to speak to a teacher must send an e-mail to the teacher or contact them via the Class Chat forum. Teachers are required to respond within 24 hours. Students and teachers will not be called to the phone unless there Is an extreme emergency. Students are not allowed to use the phone or communicate with parents from a cell phone or electronic device without permission, including their school iPad. Students who are caught breaking this policy are subject to serious consequences, including expulsion.

Report Card/ Parent-Teacher Conferences

Report Cards will be issued at the end of each grading period, every 9 weeks approximately. Academic progress, effort and conduct are all reflected in the report. Individual parent conferences will be scheduled as needed on a designated date at the end of each Quarter. Parents have access via a personalized log-in to monitor their child(ren)'s progress and grades through our grading portal, KoolGround. Parents are not allowed to speak with teachers during class hours, in the parking lot or hallways at any time. Parents are encourage to send an email to their child's teacher(s) if they have any questions, comments or concerns.

Behavior Policies

Our published Behavior Policies (published in the Highpoint Families website) are designed to encourage positive, age-appropriate behavior so that all children can learn and prosper in a safe and nurturing classroom environment. Students are taught to understand that all choices have consequences. Students are expected to abide by all school and class rules and behave in an appropriate manner. Teachers are encouraged to utilize strategies for behavior improvement, to use positive reinforcement and to work closely with each child and their families. Our goal is for all Highpoint students to grow up to be respectful law-abiding citizens.

All Teachers/Administrators may open and inspect a student's book bag at any time. 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. Students are expected to adhere to our:

Link to: PRE-SCHOOL BEHAVIOR POLICIES
Link to: GRADES 1 to 8 BEHAVIOR POLICIES
Link to: STUDENT DISCIPLINE POLICIES

Chewing Gum

Students are not allowed to chew gum at any location of the school campus. Detentions may be assigned to students caught chewing gum or dispensing gum on school property, including discarding gum underneath desks or furniture.

Bullying and Harassment Policies

Highpoint Academy has zero-tolerance for bullying and harassment of any kind. Students are instructed to immediately report to a member of our school's Faculty or Administration any incidents of harassment, bullying or abuse of any kind. Highpoint's Faculty and Staff Members are required by law to report allegations of physical or sexual abuse to governmental authorities and to abide by all school policies and laws regarding Ethics of Professional Conduct. **Link to BULLYING AND HARASSMENT POLICIES**

Technology, iPads, social media, cell phones

Maintaining appropriate iPad, computer and internet etiquette is required of all students. In order for a student to be allowed to utilize a computer, ClearTouch Board, their own iPad and/or be allowed access to the internet, both parents and students must read, understand and sign the **Technology, iPads, Social Media and Cell Phones Policies document.**

Link to: TECHNOLOGY, iPADS, SOCIAL MEDIA and CELL PHONE POLICIES

Illnesses / Diseases/ Medications

ILLNESSES: Preventing the spread of colds, flus, infections or other contagious diseases, is a priority at our school. Children with illnesses and/or any suspected contagious disease cannot attend school. In these cases, student cannot return to school without a Doctor's Release specifying the date that child may return to school. In case of an illness or suspected disease commencing while child is in class, child will be sent to the office where it will be determined if he/she needs to be isolated or should go home. Depending on the suspected severity of the illness, parents may be contacted and/or requested to pick up child. Special protocols and possible quarantining may be required for Covid-19 confirmed cases.

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 each classroom. A witness will 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, otherwise, parents will authorize over-the-counter medication.

Athletics

Sports are an important part of the overall education at Highpoint. We offer both competitive and intramural sports. These may include, but are not limited to, cheerleading, basketball, soccer, volleyball, tennis, and kickball. Our athletic fields consist of two basketball courts, two soccer turf fields, mini-golf course, and 14 adjacent acres that include a baseball field, tennis courts, jogging trails and open field areas. The adjacent Southern Estates Park includes a baseball diamond, athletic fields, lighted tennis courts, jogging path with barbecue and picnic tables and a beautiful commercial playground. We also have three large playground areas. All playground areas are regularly inspected for safety and are well maintained by our full-time Custodians.

KoolGround

All Grades 1 to 8 parents and students will be given passwords to access **KoolGround,** a learning community management system which provides direct online access to teacher's postings, including all grades (i.e. homework, classwork, quizzes, tests, projects, etc.) and school announcements. All parents are urged to log on daily; a small annual fee is charged for this program.

Textbooks and School Supplies

Most textbooks are e-books that need to be installed on student's iPads. The list of required textbooks or e-Books is published on our Highpoint Families website. Apps or programs required by teachers must be downloaded or purchased by parent as needed.

School supplies must be brought to school on the first day and remain at the school throughout the year. ONLY those books needed for Homework assignments should be taken home. Students must have sufficient supplies at all times. Borrowing iPads, books, pencils, paper, etc. is not permitted. Students are responsible for the safekeeping of their iPads and all their books and supplies. Parents (or students) will be responsible to replace any lost or stolen iPads and all missing supplies or personal belongings. Highpoint Academy will not be liable for any lost or stolen iPads or school supplies.

Homework

Homework is an essential part of the school program and teachers are at liberty to assign homework to provide extra practice, to encourage communication between student and parent, and to provide further learning thereby reinforcing academic progress. Homework is limited to three (3) subjects per day and will include either studying for a test or reviewing material already taught in class. Incomplete classwork must be completed at home. Homework and projects are posted by teachers on their classroom websites. Students are responsible for knowing what their homework assignments are. Students that do not complete their homework assignments when due may be assigned a detention.

Grading System

A •••••••••••••• 90 - 100 Excellent (100 = A+) - (90 = A-)
B •••••••••••••• 80 - 89 Good (89 = B+) - (80 = B-)
C •••••••••••••• 70 - 79 Average (79 = C+) - (70 = C-)
D •••••••••••••• 60 - 69 Lowest Acceptable Average
F •••••••••••••• 0 - 59 Failure

Honor Roll

"Quarterly" Honors Recognition:

Principal's Honor Roll .....Straight A's, including conduct.
Honor Roll .....All A's & a maximum of 4 B's, including conduct. **No "C" grades permitted for quarterly recognition.*

*"**End-of-Year" Honors Recognition:***

Principal's Honor Roll .....Student must have earned Principal's Honors for at least 3 quarters of the year, and Honor Roll for the remaining quarter.

Honor Roll .....Student must have earned Honor Roll for a minimum of 3 quarters of the year and have earned all As and Bs, including in conduct, the remaining quarter.

NOTE: *A "C" in any subject, or in conduct, automatically disqualifies a student from Honor Roll recognition at the end of the school year.*

Grading Weight *(Grades will be based on their numerical weight)*

ALL TESTS ..... Minimum of 2 per quarter (2 grades each)
QUIZ..... Minimum of 4 per quarter (1 grade each)
HOMEWORK ..... Minimum of 1 assignment per quarter *(1 grade each)*
CLASSWORK ..... Minimum of 2 assignment per quarter *(1 grade each)*
PROJECTS ..... Minimum of 1 assignment per quarter (1 grade each)
PARTICIPATION GRADE ..... 1 grade per quarter *(at Teacher's option)*

Parent Initial _____

NOTE: *All projects will be done in class, not at home. For each day that an assignment is turned in late, a whole letter grade may be dropped. At the end of each quarter, the lowest grade (not including tests) for each subject area may be dropped, at teacher's sole discretion.*

Awards Ceremony and Graduations

At the end of each academic quarter, students are recognized for their outstanding academic achievement—such as earning Principal's Honor Roll or Honor Roll—during our "Honors Awards Presentation". These are student-only events. At the end of the school year, we host our "1st through 7th Grade Awards Presentation", where plaques, medals, certificates, and special awards are presented to students who have excelled in various areas. Parents of students receiving recognition are invited to attend this celebration. Additionally, our school holds two beautiful graduation ceremonies—for Kindergarten and 8th Grade—which take place in May or June. All parents and family members are warmly invited to join us for these special and memorable events.

Tutoring Policies

Tutoring at Highpoint is optional and is rarely required. Detailed rules and policies must be abided by at all times.
Link to: TUTORING POLICIES

Interactive ClearTouch Boards

All classrooms at Highpoint have interactive ClearTouch Boards to help improve learning outcomes. ClearTouch Boards provide a hands-on way for students and teachers to collaborate interactively. All our interactive boards provide opportunities for collaborative learning and sense stimulation to bring magical moments to the classroom environment. Students are prohibited from vandalizing or using the electronic boards inappropriately or without direct authorization.

Library-Media

Libraries are a primary source for information and curriculum support, especially in support of the idea that "Readers are Leaders." Due to advancements in technology and increased access to multiple literary resources via digital forums, we no longer require physical libraries/library books in the classrooms for the upper grades (4th-8th Grades). Our "decentralized" classroom libraries are located in each of the VPK thru 3rd Grade classrooms. Libraries and "Check-Out" logs are managed by the classroom teacher if students request to take a classroom book home. Students are encouraged to check out books as often as they'd like and to utilize non-print research materials as well.

Hall Passes ~ Buddy System

Students must obtain a PASS prior to exiting their classroom during the school day in order to go to the office, restroom, drinking fountain, etc. Children must walk in "Buddy System" meaning they must be accompanied by another child from their classroom at all times. Passage shall be by the shortest and quickest route without stopovers at other points or without bothering other classes in session. Hall passes shall be issued by teacher as needed and must be returned to the teacher who originated it.

Standardized Testing ~ Student Assessments

KINDERGARTEN thru 8TH GRADE: As a private school, our students are not required to take the FSA (Florida Standards Assessment) which subjects them to extensive, stressful year-round preparations. Highpoint teachers are not compensated or rewarded based on the results of any standardized test. Our school is not graded by any government entity. Instead, all K-8 Highpoint students take the **STANFORD ACHIEVEMENT TEST SERIES Tenth Edition (SAT)** which compares their results to national norms. Although they take practice tests so they can familiarize themselves with the standardized testing process, the SAT reflects what each child knows or doesn't know in numerous areas so there is no drilling or other stressful preparations. The results are provided to parents and averages for each grade are posted on-line. The standard of excellence in achievement testing for over 80 years, the *Stanford Achievement Test* Series offers a state-of-the-art tenth edition to measure student progress toward high academic standards.

The Stanford 10 multiple-choice assessment will help educators find out what students know and are able to do. This technically excellent instrument provides the valid and reliable tool needed for objective measurement of achievement. Teachers use the results to identify and help children who are at risk of being left behind.

KINDERGARTEN STUDENTS: During the Fall of each year, Kindergarten students that attended Highpoint's VPK Program (Voluntary Prekindergarten) the previous year must take the **FLORIDA KINDERGARTEN READINESS SCREENER (FLKRS)** assessment as specified in VPK legislation (Section 1002.69(1) in the Florida Statutes (F.S.) FLKRS is comprised of the **Early Childhood Observation System (ECHOS)**. Highpoint's Kindergarten Teachers have been trained to implement these assessments at our school for the convenience of our Parents. Results of these assessments will be provided to parents and are also be posted on-line at dadeschools.net. http://images.pearsonclinical.com/images/pdf/brochures/echos.pdf

VPK STUDENTS: Per Florida Statues 1002.67(3), VP, Voluntary Prekindergarten Education Programs must implement an evidence-based pre- and post- assessment that has been approved by rule of the State Board of Education. As a VPK Provider, we administer the **Florida VPK Assessment Period 1 (AP1)** during the first 30 calendar days of VPK. We also **voluntarily** administer **Assessment Period 2 (AP2)** mid year. **Assessment Period 3 (AP3)** is administered during the last 30 calendar days of the VPK year. These assessment tools serve to track a child's development over the course of the year. The purpose of these assessments is to provide teachers with valid and reliable feedback regarding children's progress in attaining the skills in the Florida Early Learning and Developmental Standards for Four Year Olds, so that teachers may use this information to guide instructional decisions in the VPK classroom. The VPK Assessment includes progress monitoring measures in the areas of Print Knowledge, Phonological Awareness, Mathematics and Oral Language/Vocabulary that are aligned with the Standards for Four Year Olds.

Field Trips and Educational Tours

Participation in off-campus field trips and educational experiences require parental consent at all times. In-House field-trips and educational experiences are also planned throughout the year. Additional field trip fees are not included in the tuition. Highpoint's PTO "gifts" each grade a minimum of one educational experience a year. Parent volunteers are not permitted on campus unless arranged by our PTO Board and approved by Administration.

Character Education / Citizenship

At Highpoint, every student is expected to demonstrate the values of good citizenship in both words and actions. Responsible, respectful behavior is required in all school environments—including classrooms, hallways, restrooms, the cafeteria, playgrounds, buses, and especially during off-campus activities such as field trips and school-sponsored events. Our goal is to help students grow into thoughtful, ethical, and civic-minded individuals.

Highpoint teachers intentionally model and teach the principles of strong character and responsible behavior throughout the school year. Students are expected to: Act with honesty in their academic and personal interactions; Practice courtesy and kindness toward peers, adults, and visitors; Show moral integrity in making right choices, even when unsupervised; Respect authority figures, including teachers, staff, and parents; Follow school rules and community laws as part of being a responsible citizen; Demonstrate appreciation for our country, including respect for the U.S. flag and understanding of the Constitution; Cooperate with others and contribute positively to the school community. These values are actively reinforced through our Character Education Program, which is integrated across all grade levels.

This program focuses on essential core values such as respect, responsibility, perseverance, empathy, fairness, self-control, and citizenship. Students participate in classroom lessons, service learning projects, and schoolwide initiatives that promote these traits and foster a positive, inclusive school culture. At Highpoint, we believe that developing strong character is just as important as academic success. We are committed to shaping students who will not only excel in their studies but also contribute positively to their communities and the world.

Extra-Curricular Classes

Highpoint offers the benefit of facilitating many extra-curricular classes for the students after school. Specialized instructors are sub-contracted to teach these classes at our facilities. Parents must pay the teachers (or companies) directly for these classes. These

payments are to be made quarterly and in advance, on the due date listed on the Registration Form. Fees for extra-curricular classes such as Ballet, Hip Hop Dance, Band, Piano, Yoga, Arts & Crafts, Gardening Club, Bootcamp, Cheerleading, all athletics, etc. are NOT included in the tuition. These fees will vary and will be charged separately. All payments for extra-curricular classes must be made payable to each individual extra-curricular instructor.

Dress code/uniforms

All Highpoint students are required to wear complete school uniform at all times. Uniforms must be clean and pressed and in "like-new" condition (i.e. no tears, holes, faded colors, set stains, etc.). **Students not wearing complete uniform will not be allowed in class. Non-uniform attire will be removed.**
Link to: SCHOOL UNIFORM POLICIES

PRE-SCHOOL (Toddlers thru Kindergarten)	ELEMENTARY (Grades 1 to 5)	MIDDLE SCHOOL (Grades 6 to 8)
GIRLS: • Maroon uniform **Jumper Dress** (and underpants) with gold/white stripes and logo; *(length must be 1" to 2" above the knee.)* • White uniform sock with paw logo • Brown uniform shoes ***BOYS:*** • Maroon uniform pants with paw logo • Beige uniform polo top with logo and gold/maroon stripes • Black belt • Solid black dress shoes (no laces) • Solid black or brown socks **Winter attire for Boys AND Girls:** Only Highpoint uniform sweater, sweatshirt or jackets with logo allowed. Undershirts or turtlenecks may only be **solid white or cream** colored; no maroon permitted. Only **nude** colored tights will be permitted under the uniform Jumper Dress. **Kindergarten Phys. Ed. attire:** Gold PE t-shirt, maroon shorts with logo and white/black running tennis shoes with socks.* *Students may wear PE uniforms all day on days they have PE.*	**GIRLS:** • Maroon uniform **Skort**; *length cannot be more than 2" above the knee.* • Cream uniform polo top with logo • White uniform sock with paw logo • Brown uniform shoes for 1st thru 2nd Grade; maroon uniform penny loafers for 3rd thru 8th Grade **Winter attire:** Only Highpoint uniform sweater, sweatshirt or jacket allowed. Undershirts, turtlenecks or tights may only be **solid white or cream** colored; no maroon or black permitted. Only **nude** colored tights permitted under the uniform Skort. **BOYS:** • Maroon uniform pants • Cream uniform polo top with gold/maroon striped collar • Black Belt • Solid black dress (no laces) • Solid black or brown socks **Phys. Ed for Boys AND Girls:** Gold PE t-shirt, maroon shorts with logo and white/black running tennis shoes with socks. * *Students may wear PE uniforms all day on days they have PE.* **Winter attire:** Only Highpoint uniform sweater, sweatshirt or jackets with logo allowed. Undershirts or turtlenecks may only be **solid white or cream** colored.; no black or maroon. **Maroon** colored sweatpants are permitted when temperature is 50 degrees or below at 8 a.m.	**GIRLS:** • Khaki uniform **Bermuda short** with paw logo; *(Bermuda length cannot be more than 2" above knee.)* • ***OPTIONAL:*** Khaki uniform pant with paw logo. • Burgundy uniform polo top with logo • White uniform sock with Paw Logo • Maroon uniform penny loafers **Winter attire:** Only Highpoint uniform sweater, sweatshirt or jacket allowed. Undershirts, turtlenecks or tights may be **solid white, cream or black** colored. **BOYS:** • Khaki uniform pants with paw logo • Maroon uniform Polo top with gold/white striped collar • Black Belt • Solid black dress shoes (no laces) • Solid black or brown socks **Phys. Ed for Boys AND Girls:** Gold PE t-shirt, maroon shorts with logo and white/black running tennis shoes with socks. * *Students may wear PE uniforms all day on days they have PE.* **Winter attire:** Only Highpoint uniform sweater, sweatshirt or jackets with logo allowed. Undershirts or turtlenecks may only be **solid white or cream** colored.; no black or maroon. **Maroon** colored sweatpants are permitted when temperature is 50 degrees or below at 8 a.m.

Grooming Policies (Hair, Jewelry, Make-up and Nails)

As a private school, part of our mission is to ensure that our students are well groomed and understand the importance of maintaining good personal hygiene. We recognize that boys often enjoy following popular haircut “fads,” but enforcing some styles over others would be challenging and inconsistent. For the sake of uniformity and aesthetics, we kindly ask that you ensure your child follows the grooming policies outlined below:

Link to: GROOMING & HYGIENE page

Parent-Teacher Organization (PTO)

Highpoint Academy has an organized and incorporated non-profit PTO with its own Board of Directors and separate checking account. All members are volunteer parents/grandparents. The sole purpose of this organization is to raise funds in order to acquire items that will be beneficial to the faculty and/or student body. The volunteer PTO members meet several times a year, or as needed. Highpoint welcomes all of its PTO members and continuously appreciates their time, commitment, and dedication to our school. All parents are welcome to join this valuable organization.

Lost and Found

Students are responsible for all their belongings throughout the year. All articles (books, supplies, lost uniforms, etc.) which have been found are taken to the office. Lost articles can be claimed by proper identification. It is important to clearly mark all items with the student's name and grade. We are not responsible for any lost items.

Transportation

Highpoint does not own any busses or vans; all transportation is privately arranged directly by the parents, unless transportation is required for a school event such as the Christmas Show rehearsal, Graduation Pictures at Bent Tree Park, or Graduation rehearsal in which the school will subcontract a licensed and insured vehicle.

All students must be driven in motorized vehicles to/from our school. Students are not allowed to walk or ride their bicycle to/from our school at any time. Highpoint employees are prohibited from transporting a student to/from any location, including field trips or their home, under any circumstances. Any employee who transports a student, except for an emergency or an officially approved trip, shall do so outside the scope of their employment. Students enrolled in sports programs must be transported privately to games only after they’ve been dismissed from school.

Highpoint Academy, Inc. its owners, directors, employees or volunteers will not be liable for any accidents or incidents as a result of any sub-contracted transportation and/or employee violation of this transportation rule.

Coral Way Campus (for Children with Learning Differences)

Highpoint's Coral Way Campus, located nearby at 9850 Coral Way in Miami, is designed to provide education for students with learning differences that have been diagnosed with a specific learning disability, Attention Deficit Disorder (ADHD), high-functioning Autism and/or Asperger’s Syndrome. Individualized services; (OT, Speech, Sensory Integration, etc.) are also offered on-site. Directed by Dr. Jiliann DeVilliers (Dr Gigi), the goal of this wonderful program is to provide a high quality level of individualized education in order to develop each child's maximum potential. For more information, please call 305-552-0208.

Health and Safety Policies

a. EMERGENCY PROCEDURES MANUAL is published in the Highpoint Families website (www.highpointfamilies.com). This Manual details the policies and procedures that must be followed during many different types of emergencies. Emergencies include: weather related school closures, emergency closings (i.e. fire, police, medical, hazardous materials, internal, etc.), intruder lockdowns, fire drills, etc. Meetings regarding emergency procedures as well as health & safety issues take place quarterly during Faculty meetings. There are three Lockdown Drills. These are: CODE YELLOW (potential threat is outside of the Campus), CODE RED (there is a threat inside the Campus), or CODE GREEN ("All Clear" signal to resume normal activities.) Codes are announced via the intercom and email blast to Faculty & Staff. Text message blasts will be sent to parents with specific instructions. **In cases of hurricanes or severe weather conditions, we will typically abide by the closing and re-opening of our neighbor public schools. Notice of school closures will be text blasted, email blasted AND posted on our Highpoint Families website before, during and after the storm.**

b. LICENSES/INSPECTIONS: 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 established by the Fire & Health Departments. The school is visited regularly by inspectors to ascertain compliance with all regulations.

c. SUPERVISION: 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.

d. STUDENT RECORDS: Detailed records are kept about each child digitally. Documents are scanned and saved on computer drives which are backed up daily on a cloud system to prevent them from being deleted. Student records include the Registration Form, Agreement Form, medical records, transcripts and any other pertinent school records. Original forms are filed in a fire-proof cabinet located at the Main Office. All student records are confidential.

e. ACCIDENTS/INCIDENTS: All faculty members have Accident/Injury 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.

f. MEDICATIONS: All medications are kept in a locked cabinet and are not accessible to the students. Medications will not be accepted without the "**Authorization for Medication Form" signed by Parent/Legal Guardian.** 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 each classroom. A witness will 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.

g. TRANSPORTATION: Highpoint does not own any busses or vans. All Highpoint employees are prohibited from transporting students to or from any location, including field trips or their home, under any circumstances. All transportation is sub-contracted. A licensed and insured school bus or van will be sub-contracted for all Field trips. All students must be driven in motorized vehicles to/ from our school. Students are not allowed to walk or ride their bicycle to/from our school at any time.

h. ILLNESSES/FIRST-AID: An isolated area specifically designated for ill children contains a cot or recliner and a cabinet with emergency medical supplies and over-the-counter medicines. In case of an illness, children are to be sent to the office where it will be determined if they need to be isolated until parents arrive to pick them up. Children with any kind of contagious or transmittable disease, including high fevers, the flu, head lice, etc. will not be allowed in school until a permission to return to school form is given to us, signed by the child's Doctor. The majority of Highpoint employees are trained in Adult and Child First-Aid/CPR and know how to administer an EpiPen.

i. ALLERGIES: Parents are required to notify the school IN WRITING (at time of registration or upon discovery) if child suffers from a specific illness or allergy that requires our knowledge or attention. Parents of children with allergies are required to provide TWO Epi Pens (Epinephrine Injections.) One will be maintained in the main office cabinet and one will be kept safely inside the child's classroom.

j. PLAYGROUNDS: Prior to registering, parents are given a tour of the school campus, including all playground 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 and they must acknowledge that they seem safe and appropriate upon registering. The playground areas are all safely fenced in. Children are supervised by adults at all times while inside playground areas. Only one class is allowed at the playground at any given time. Playground equipment is maintained on a regular basis and meet 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 potential hazard. The flooring of the playground areas are comprised of poured-in place rubber material.

k. BUILDING SAFETY/BATHROOMS: Highpoint Academy's buildings are divided into three areas: The main *Pre-School Building,* the *Elementary Areas* and the *Middle School Building.* During the first week of school, students are given specific instructions as to which areas are off-limits to them. Students in Grades 2 thru 8 are NOT allowed to enter the main pre-school building, including the use of the pre-school bathrooms. Elementary and Middle School students have a separate entrance, playground areas and after-school areas. Teachers are instructed to report immediately any Elementary/Middle School student observed in an unauthorized area.

l. STUDENT DROP-OFF and PICK-UP POLICIES: All driveway areas are clearly marked with directional arrows, Entrance Only, Exit Only, and Do Not Enter signage. Parking spaces are clearly marked for Visitors or Staff. Administrators and Safety Patrols assist with the flow of traffic and student safety. Sufficient stacking spaces and staggered drop-off and pick-up times are designed to avoid vehicle back-up and maintain easy traffic flow. All students must be driven in motorized vehicles to/from our school. Students are not allowed to walk or ride their bicycle to/from our school at any time. Vehicles cannot be parked in driveway areas at any time.

m. SECURITY: All gates are kept locked during the day. There are only two doors (front and side) for drop off and pick up. Only one front door is open during the day. This door is maintained locked. A receptionist serves to monitor guest arrival and open door to persons they are familiar with only. An electronic security alarm system with an infrared detector covers all doors, windows and hallways during after-school hours. The system is connected to a station that monitors the alarm and dispatches the Miami-Dade Police Department as necessary. Digital video recording surveillance systems are monitoring and recording the interior and exterior of our Campuses 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.

n. PARENTS/VISITORS: For the safety of all our students, Highpoint has a "**Closed Door"** policy. Parents and/or Visitors are not allowed to enter the school campus, including bathrooms, hallways or classrooms, without being accompanied by a school Administrator at all times. All parents/visitors entering the building must wear a Visitor's Pass badge. 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 observed walking inside school campus.

o. 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.

p. **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 HOTINE 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.

Student Responsibilities

1. Bring to school their ID badge, fully charged iPad, all required books, notebooks, paper, pen or pencil, and other materials and supplies necessary to perform required work in class.
2. Participate actively in the classroom.
3. Abide by all school published policies and procedures at all times.
4. Listen carefully to instructions and take part in discussions.
5. Ask questions when not comprehending.
6. Schedule time for homework each day.
7. Select a "Buddy" from class who can be called when student is absent to get missing assignments and instructions.
8. Understand the assignment before leaving class each day.
9. Use all free time wisely.
10. Organize daily schedules and maintain an organized learning environment.
11. Don't make comparisons between himself/herself and others.
12. Strive to do their personal best each day.

Study Skills for Students

1. Attitude is important, so always think positively.
2. Work independently and seek help only when you have exhausted your own resources; then ask questions and use on-line and library resources.
3. As you read, always highlight the main ideas.
4. At home, have a definite, well-lit and quiet place to study since learning requires concentration.
5. Read entire assignment rapidly to grasp the basic content. Then re-read slowly to understand content, details, explanations, and directions. If the assignment is not written, make notes on your own; outline what you have learned.
6. If the assignment is a long-term project, do a little of it each day - don't let it go until the last minute.

How to Take a Test

1. Relax and forget other people.
2. Read the directions carefully and then focus on following them.
3. Read the whole test first to see what's asked for and how to apportion your time.
4. Read each question twice before answering.
5. Think before you write.
6. Answer questions fully with information asked for; not what isn't asked for.
7. Check your paper for spelling and grammar before turning it in.
8. Use the entire allotted time.

General Suggestions to Parents

1. **Create a productive learning space:**
   Set up a quiet, well-lit area with a desk or table, access to a reliable device (computer or tablet), stable internet, and all necessary school materials—including a backup set of supplies.
2. **Label belongings clearly:**
   Use permanent labels with your child's name and grade on clothing, books, lunch boxes, devices, and supplies to avoid mix-ups.

Parent Initial _____

3. **Stay digitally aware:**
   Monitor your child's use of all electronic devices. Set healthy screen time boundaries and regularly check in on their online activity, including educational platforms and social media use (if applicable).
4. **Prioritize quality sleep:**
   Establish a consistent bedtime routine to ensure your child gets adequate rest for focus, mood, and academic performance.
5. **Fuel with balanced nutrition:**
   Make sure your child starts the day with a nutritious breakfast and has access to healthy meals and snacks throughout the day.
6. **Celebrate individuality:**
   Avoid comparing your child to siblings or classmates. Support their unique strengths and learning pace.
7. **Teach safety and awareness:**
   Regularly talk to your child about personal safety. Reinforce the importance of never interacting with or accepting anything from strangers, online or in person.
8. **Talk about responsibility:**
   Help your child understand that actions have consequences—both positive and negative. Encourage smart, respectful decision-making.
9. **Read together daily:**
   Make reading a part of your nightly routine. Read to your child and listen to them read aloud to build fluency, vocabulary, and connection.
10. **Enrich with experiences:**
    Visit libraries, museums, cultural centers, or nature parks. Hands-on learning and exposure to the world deepen understanding and curiosity.
11. **Be involved, not over-involved:**
    Take an interest in your child's schoolwork, projects, and learning goals—support their efforts without doing the work for them.
12. **Encourage effort over outcome:**
    Focus on your child's growth and personal best, rather than just letter grades or test scores.
13. **Create a routine for homework:**
    Set aside focused time for homework with minimal distractions. Limit TV, gaming, and streaming during the school week to help build discipline and focus.
14. **Keep communication open:**
    Talk with your child daily about school, feelings, friends, and challenges. Be a safe space for them to share without fear of judgment.
15. **Lead with empathy and consistency:**
    Children thrive on love, structure, and open dialogue. Show compassion, stay consistent in expectations, and always keep the lines of communication open.

PARENT CONSENT & ACKNOWLEDGEMENT

By marking my initials at the bottom of each page, I certify that I have read Highpoint's INFORMATION MANUAL in its entirety, including all the documents accessible on the links of each page.

I certify that I have read and/or explained all Highpoint's protocols, policies, and procedures to my child, and that he/she understands the consequences for their choices.

_____ _____

Parent/Legal Guardian Name *(print)* **Parent/Legal Guardian Signature**