HEALTH & SAFETY POLICIES

The health and safety of each child is paramount at Highpoint Academy. The following are the stipulated policies that are included in our "Handbook" for students and parents.

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 at the office. Most 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 3 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 school guards 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.