
STUDENT & PARENT HANDBOOK

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Student & Parent Handbook Purpose

The purpose of this Handbook is to serve as a resource for students and parents, and to communicate clear expectations and essential information. Students thrive in a safe, secure, and supportive environment which requires the entire school community to work collaboratively to ensure a positive experience for each student. The Handbook outlines student and parent rights and responsibilities for successful engagement in our learning community, and provides guidelines for appropriate behavior and conduct that ensures every child has the opportunity to learn and progress.

Introduction - School Overview

(NOTE: The term “parent” in this document refers to all legal guardians.)

Florida Atlantic University Developmental Research Schools (including Alexander D. Henderson University School (ADHUS) and Florida Atlantic University High School Boca and Jupiter campuses, known as (ADHUS/FAU High School) is organized as an affiliate of the College of Education at Florida Atlantic University. The schools are funded by the State of Florida as a public school district (72), and operate under state of Florida Statutes, Florida Board Department of Education rules and policies. For the purpose of state funding, Florida Agricultural and Mechanical University, Florida Atlantic University, Florida State University, the University of Florida, and other universities approved by the State Board of Education and the Legislature are authorized to sponsor a laboratory school by s. 1002.32, F.S.

The schools provide exemplary instruction; however, the essential mission of a lab school shall be the provision of a vehicle for the conduct of research, demonstration, and evaluation regarding management, teaching, and learning. Programs to achieve the mission of a lab school shall embody the goals and standards established pursuant to s. 1000.03(5) and 1001.23(2), F.S., and shall ensure an appropriate education for its students.

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Parental/guardian support and participation are essential to all phases of school life. Parental active engagement in the A.D. Henderson and FAU High School Parent Teacher Organization (PTO) projects and events, the School Advisory Body (SAB), and other educational support activities ensure our continued growth and success.

School Information

The A.D. Henderson and FAU High School Front Office is open Monday through Friday from 7:30 a.m. to 4:00 p.m. The school's telephone number is 561-297-3970 and Fax machine is 561-297-3939. Students may not enter the building prior to 7:30 a.m. unless registered for before-care services, which begin at 7:00am. The first bell rings at 7:55 a.m. and any child entering the school after 8:00 a.m. must be accompanied by a parent to the office. The student is marked tardy and required to get a pass before going to the classroom. The instructional day begins promptly at 8:00 a.m.

Elementary students should be picked up promptly at 2:30 p.m. Middle and high school students are dismissed at 2:45 p.m. Students who walk or ride their bikes are required to leave the campus within five (5) minutes of the dismissal bell. Students who have not been picked up by 3:15 p.m. will be signed into the office and a fee will be assessed.

Noon dismissal dates are listed on the school calendar. They provide the necessary time for professional learning, research projects, coordination of school activities, and developing curricula. On noon dismissal days, fees will be assessed after 12:30 p.m. in accordance with the Fee Policy. Please refer to the school calendar on the school's website (www.adhus.fau.edu or www.fauhigh.fau.edu) for these dates.

Academic Support

The purpose of this policy is to establish standards of satisfactory academic progress; to establish procedures for identifying students who are not making satisfactory academic progress, and to encourage students to take appropriate action to improve their academic performance.

Elementary School

Students in elementary school may be placed on an academic support plan if they receive an Area of Concern (grades K-2), or a D or F (grades 3-5) on their progress report or report card in a core subject (ELA, Math, Science, Social Studies) during a quarter.

Students are ineligible to participate in any after-school activity (athletics and clubs) until grades improve to a "C" or better. Students returning to A.D. Henderson, who were on academic probation during the final quarter of the preceding year, will continue to be on academic probation for the first quarter. Academic intervention support will be provided to assist students. Students will be evaluated at the end of this time. Students with consistent academic issues may be withdrawn.

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Middle School

Middle school students will be placed on academic support if they earn a grade of D in one or more subjects during a quarter. Academic support serves as an early intervention to help students improve their academic performance through targeted strategies and increased accountability.

An Academic Support Meeting will be scheduled with the student and parent(s), during which an Academic Support Agreement will be reviewed and signed by all parties.

Students in middle school are automatically placed on academic probation if any of the following occur:

- Fail one (1) or more courses and or electives during one quarter.
- Earn a D or F in the same-subject for two (2) or more quarter.
- Receive a grade point average of less than 2.0.

Students who receive an F in one or more subjects during a quarter will automatically be placed on academic probation. Academic intervention support will be provided to assist students. Students with consistent academic issues may be withdrawn. Probationary students may be ineligible to participate in any after-school or away-from-school activities, including athletics and interscholastic extracurricular activities.

High School (Boca & Jupiter)

Students are expected to maintain an unweighted GPA of 3.25 or higher in all courses to remain at FAU High School. If at any time a student does not meet the expectations of the program, the student will be placed on an academic success plan or withdrawn.

The academic success plan will be implemented when:

- The student's cumulative unweighted high school GPA is between 3.0 and 3.25.
- The student's university fall, spring, or summer term GPA significantly declines.

Students will remain on academic monitoring until adequate progress is achieved. Students on a success plan may be withdrawn at any time if they do not show adequate improvement. Students on an academic success plan may be limited in the participation of extracurricular activities.

Withdrawal from High School (Boca & Jupiter)

Students' academic achievement will be continuously evaluated while enrolled in the FAU High School program. In accordance with s. 1007.271, F.S., students participating in dual enrollment must maintain a minimum unweighted GPA of 3.0. If a student's unweighted GPA falls below 3.0, they will be withdrawn from the program in compliance with state requirements. Additionally, students who fail to meet the academic standards of FAU High School, who do not maintain the required level of integrity and maturity, or violate School policies or procedures may be withdrawn from the program.

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Official notification of withdrawal will be provided in writing by the principal or designee to the student and his/her parent(s) or guardian(s).

Accidents

A full-time registered nurse or trained clinical assistant is on duty each school day from 7:30 a.m. to 3:30 p.m. They are available to assist in administering medications, treating minor cuts and abrasions, and contacting parents if necessary. In the event of a child illness or a non-emergency injury, parents will be contacted to determine a course of action. Emergency services will be contacted in more serious cases. A copy of the school's *Clinic Policy and Procedures* is available on the school's website.

Minor Accidents

Minor accidents are to be reported to the nurse and the front office immediately. The nurse will contact the parent by the end of the school day to inform the parent.

Major Accidents

Procedures for major accidents include:

1. In most cases the nurse or an administrator (or designee) will determine if emergency services are necessary. Teachers in charge of the students at the time of the accident have the discretion to request immediate emergency services.
2. Possible 911 contact for Emergency Services.
3. Immediate parent contact attempted.
4. Arrangements will be made to have the student transported to the emergency room of the nearest hospital.
5. Teachers will be made available to speak with emergency personnel, if necessary.
6. The nurse or another member of the school staff will accompany the child to the hospital and remain until the parents arrive.
7. A written report will be filed by the supervising teacher by the end of the school day.
8. The school nurse will provide the teachers with any necessary information related to the injury or illness.

School Accident Insurance

All A.D. Henderson and FAU High School students are insured for accidental bodily injury under a school-hours blanket accident policy. The cost for this insurance is included in the Activities Fee. Additionally, students are covered during participation in school-sponsored activities.

Admission and Enrollment

Admission information for A.D. Henderson and FAU High School is located on the school's website. The following are required for admission and enrollment:

Birth Certificate

An original birth certificate must be presented to the school before the first day of school. An uploaded copy of the birth certificate into the online application is acceptable. If the copy is illegible,

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parents are asked to provide the original so that we may copy it.

Medical Examinations - Immunization Record

According to s. 1003.22, F.S., all students are required to have a completed medical examination form that includes proof of immunization for diphtheria, DPT, poliomyelitis (polio), measles, mumps and rubella (MMR). The proper forms are furnished to physicians and are not distributed to schools. Any student without a valid certificate of immunization or a Health Examination, if required, will be temporarily excluded from attendance until such certification is provided. If the parent or guardian of the child objects to immunization for religious reasons, a Religious Exemption Certificate (HRS Form 681) is to be presented. Those who are medically exempt may enroll after presenting a Temporary or Permanent Medical Exemption (HRS 680 Part B or C). Parents/guardians should check with their doctor for the proper forms and a complete list of the required immunizations. Students without proper documentation of required immunization or medical/ religious exemption will not be allowed to enroll in school.

Please note: Incoming kindergarten students are required to have the chickenpox vaccine before they can enroll in school.

A.D Henderson/FAU High School PTO

The Parent and Teacher Organization is A.D. Henderson and FAU High School PTO, Inc. A.D. Henderson and FAU High School PTO plans family-oriented fundraising events during the school year. The program for these events includes opportunities for students to attend and participate. Please see an A.D. Henderson and FAU High School PTO representative for a form to become a member. A Membership Form is sent home with the Information Packet and is available online on the school's website as well as the A.D. Henderson and FAU High School PTO Website.

After-School Student Supervision

An adult must accompany all students remaining after school for any reason. The student's parent(s) must provide written permission and have it approved by a teacher or an administrator prior to the child remaining after school hours (2:30 p.m. for elementary students and 2:45 p.m. for middle and high school students). **Students may not remain at school unsupervised.** Please remember, students who are not picked up by 3:15 p.m. and 12:30 p.m. on Early Release Days will be waiting in the office due to safety and supervision concerns; parents may be charged additional late fees, as stated in the *Fee Policy*. Any family accruing three (3) late pickup fees will be required to have an administrative conference to determine further attendance at A.D. Henderson and FAU High School.

Attendance

Attendance is one of the primary determinants of how a student performs in school. Many studies show a high correlation between academic achievement and a student's attendance in class. Although a student may be allowed to make up work missed as a result of an excused absence, the loss of experiences gained through interaction with other students and the teacher cannot be replaced. Enrollment at A.D. Henderson and FAU High School is a choice. Attendance is a requirement to fulfill the school's mission as a developmental research school. Students attending A.D. Henderson

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and FAU High School must be in attendance 180 days (or equivalent hours) in the school year. If a student fails to comply with the *Attendance and Tardy Policy* or is absent or tardy 10% or more days/times, regardless of whether they are excused or unexcused, A.D. Henderson and FAU High School has the authority to withdraw a student or not permit the student to re-enroll for the following school year. Section 1003.24, F. S., states that each parent of a child within the compulsory attendance age is responsible for the child's school attendance as required by law. Students absent more than thirty (30) days will not be eligible for promotion at the end of the school year. Attendance and participation at sporting events, performances, extracurricular activities, and social functions are privileges that require attendance at school for at least one-half (½) of the same school day of the event.

Please see the *Attendance & Tardy Policy* on the A.D. Henderson and FAU High School website.

Cellular Phones and Electronic Devices

Parents

Use of cellular phones is prohibited in the drop-off and pick-up area for the safety of our students, faculty and staff. Please silence phones while in the classrooms, at events, or during performances.

Students

Please refer to the *Code of Student Conduct* for guidelines on the acceptable possession and use of wireless devices. In accordance with s. 1006.07(2)(f), F.S., students may possess cellular phones, wearable technology, and other wireless communication devices on school property and school-sponsored transportation, as long as the students adhere to the restrictions provided herein. Elementary and middle school students may not use wireless communications devices during the school day. High school students may not use wireless communications devices during instructional time, except when expressly directed by a teacher solely for educational purposes. Any unauthorized use of cellular phones, wearable technology, and other wireless communication devices, during the instructional school day, while on school-sponsored transportation, in the cafeteria, or at such times as not authorized by the principal or designee, is prohibited as it disrupts the instructional program or distracts from the educational environment. Please see the *Code of Student Conduct, and Technology Policy and Guidelines* for more information.

Communication/Conferences

Communication between school and home is essential to the success of every child and the school. The school uses various forms of communication such as emails, learning platforms, newsletters, flyers, etc. The following chart has been organized to support positive communication between home and school. Parents are requested to notify school personnel in the following sequence if there are concerns:

1. Classroom Teacher:

Classroom teachers are the first line of communication. If parents have concerns regarding their child's academic performance, behavior or social interaction with the teacher or students, they need to first have a conversation with the teacher. Parents may call the school office and leave a message for the teacher to return the call, send a written request to set up a conference, or email a teacher with a conference

request.

2. Assistant Principal:

Following conversations with the classroom teacher in matters of student behavior and academics, parents may request a conference with the assistant principal to further discuss an issue. The assistant principal will usually meet with the teacher, and any other necessary personnel who may be directly involved with the child's situation prior to making the conference arrangements with the parent. Parents must first contact the classroom teacher in regard to all other school-related issues. The assistant principal may refer the individual to the teacher, school counselor or other appropriate contact for additional information.

3. Principal

Following conversations with the classroom teacher and assistant principal in matters of student behavior and academics, parents may request a conference with the principal to further discuss an issue. The principal will meet with the teacher and any other necessary personnel who may be directly involved with the child's situation, prior to making the conference arrangements with the parent. Parents must first contact the assistant principal in regard to all other school-related issues.

4. FAU Faculty

As an early college model, students in grades 10-12 are dual enrolled at FAU; thereby, students are expected to follow the communication procedures outlined by their respective professors/instructors. FAU will also provide general student communication and alerts through FAU email and on the FAU website.

Conferences

Parent and teacher communication is an important part of the school year. Teachers frequently communicate information to parents concerning school assignments, upcoming activities and student progress. Parents should discuss the importance of teacher communication with their children and develop a system to ensure that all notes, memos, etc. reach home and school in a timely manner.

Elementary teachers are encouraged to have a minimum of one (1) conference with all parents during the school year. Middle and high school teachers may request parent conferences, as needed. Parents may also request conferences. Conferences can be face-to-face, telephone or video conference. The school's counselors are also available by appointment for teams or individual conferences, as needed. Parents can also coordinate conferences with teachers directly through the teacher. For meetings with multiple teachers please coordinate through school counselors.

Code of Student Conduct

The *Code of Student Conduct* describes the rights and responsibilities of A.D. Henderson and FAU High School students. It also lists rules that have been made regarding those rights and

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responsibilities. Since parent(s)/guardian(s) can be held responsible for the actions of their children, they should become involved in discussing with their children the importance of each rule. The intent of the *Code of Student Conduct* is to provide students with the greatest amount of freedom that is possible within the law and commensurate with an effective teaching-learning process and the school's responsibilities for student health, safety, and welfare.

Discipline

The *Code of Student Conduct* will be discussed during the first week of school and is available on the school's website. Middle and high school teachers will review the document with their students. Parents and students will need to review the document together, and sign off on the Acknowledgement Form before the deadline. The *Code of Student Conduct* also applies during the Before and After-School Program hours of operation. Please refer to the *Code of Student Conduct* for more information.

Discrimination and/or Disparaging Language

FAUS and university policy forbid discrimination against any student, by any student, on the basis of race, color, national origin, gender, age, religion, disability, or any other basis prohibited by law. FAUS and university policy also forbid the harassment of other persons through the use of offensive or inflammatory words, symbols, gestures, or physical conduct that belittle, demean, disparage, mock, or ridicule another person.

Early Dismissal of Students

When a student is leaving school before the regular dismissal time, students must be dismissed through the front office. The parent/guardian(s) must "sign out" the student at the front office. If the student returns before the end of the school day, he/she must report to the front office to "sign in" and get an Admission Slip to return to class. Students will not be released to persons other than their parents or legal guardians unless the identity and authority of the person have been established by notification from the parent or guardian in writing and the name is included on the official Emergency/Information Form. The release request will be denied if proper identification is not provided. Please do not request early dismissals within fifteen (15) minutes of a dismissal time (2:15 p.m. for Elementary, 2:30 p.m. for Middle School/ High School, and 11:45 p.m. for noon dismissal days) as this interferes with the general dismissal procedures and compromises school safety and security measures.

Exceptional Student Education (ESE)

Pursuant to s. 1002.32(3)(e), F.S., FAUS will offer exceptional educational programs as determined by the research and evaluation goals of the school, and the availability of students for efficiently sized programs. At A.D. Henderson School and FAU High School, all students' needs can be met in the general education setting. We have high expectations for all students to earn a standard diploma. The services that are provided for ESE students are direct instruction, support facilitation, and consultation. Our ESE team provides services the majority of the time in the general education classroom.

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Should a student's needs be so extensive that A.D. Henderson and FAU High School cannot meet them, the team will determine the most appropriate placement. This may include placement at the student's home school district. Please contact the ESE Coordinator for more information.

Fees

In accordance with s. 1002.32(5), F.S, each lab school may charge a student activity and service fee. Activity Fees are used to support student activities, select field trips, special event tickets, bus use, school day student insurance, swimming, sports, extracurricular clubs, and related expenses that are not typical instructional expenditures in Florida public schools. These fees also provide one (1) PE uniform, if applicable.

Activity Fee charges are based on eligibility guidelines established by the Federal Free and Reduced-Price School Meals Program. Based on income, families may be eligible for a reduced activity and service fee. FAUS requires a written request and proof of income when seeking a reduced fee. Proof of income guidelines is necessary to direct benefits to those children most in need and are revised annually to account for changes in the Consumer Price Index. Families qualifying under these guidelines will be eligible for reduced activity and service fees when approved by the school after providing appropriate financial documentation verifying their eligibility for benefits as per the *Fee Policy*. Applications for Free and Reduced-Price School Meals can be found by going to the My School Apps (<http://myschoolapps.com>) website and are kept confidential.

All fees can be paid online. Please refer to FAU Marketplace. Parents/Guardians are responsible for paying fees based on the fee payment schedule and providing registration information according to established deadlines. Failure to comply will result in the cancellation of the student's admission and enrollment.

Field Trips

Field trips are arranged periodically by faculty as an enhancement to the learning process. Prior written permission from parent(s) or guardian(s) is required before the student may leave the campus. Special permission is required for all trips that require transportation on a bus. No student will be allowed to go on a field trip without written consent for the trip (telephone consent will not be allowed).

- Students may not be transported in personal vehicles.
- Only school personnel may drive the school vehicles.
- Anyone who is not a FAUS employee chaperoning an overnight trip must be fingerprinted and undergo Level II background screening.
- Parents volunteering as chaperones must arrange for separate care of all siblings during the time of the trip. Only students registered in the class may accompany a group on a field trip.

Trips away from school that provide meaningful educational experiences for students are encouraged. Whenever possible, A.D. Henderson and FAU High School vehicles are used to transport students on field trips. Teachers plan experiences for students outside the classroom

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whenever appropriate. Students' academic performance and conduct will be reviewed prior to participation on certain field trips.

Food Services

Breakfast Program

Participation in the school breakfast program is voluntary. Breakfast will be served from 7:30 a.m. - 7:55 a.m., except if enrolled in before-care, which begins at 7:00 a.m. Please refer to the *Fee Policy* for the cost of breakfast and lunch. Supervision is provided in the cafeteria.

Lunch Program

Participation in the school lunch program is voluntary. Students may bring their lunch to school each day, if they wish. Please read all options for meal program participation to determine which meal plan best fits your needs. Free or reduced-price lunch is available for those who qualify. Additional resources are available on the School Lunch Information link on the school's website including daily menus, frequently asked questions, and lunch account access.

Cafeteria Guidelines

Students are expected to adhere to the *Code of Student Conduct* at all times. In the cafeteria, the guidelines for acceptable behavior are posted.

Grading & Student Progression

Our curriculum is correlated to the Florida State B.E.S.T Standards and Next Generation Sunshine State Standards as required by Florida law. A complete description of student progression criteria and student grading can be found in the *Student Progression Plan*. A copy of this document may be requested from the front office or found under School Plans & Reports on the [school's website](#).

Alternative Placement

Due to the nature and mission of the Developmental Research School, students not achieving success in the assigned educational setting may need closer supervision by teachers and parents. That supervision may include additional assessments, remediation, tutoring, and participation in summer program(s).

Students may be retained twice in grades K-8 based on the criteria set forth in the Student Progression Plan. A mandatory School Based Team meeting will be scheduled to discuss placement options for any student recommended for a third retention. Previous retention at other school locations will be recognized and included in this rule. Parents will be notified in writing of the school's recommendations.

Disciplinary Probation

The principal or designee may place a student on disciplinary probation for nine (9) weeks when it is felt that such an action will benefit the student. In addition to the restrictions cited for Academic Probation, the student must meet with the principal or designee once each week or more frequently during the probationary period as directed.

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Transfer Students

As available, students' previous school records will be used to determine grade-level proficiency and placement as per the Student Progression Plan. Appropriate placement of transfer students will be based on one or more of the following:

1. Previous placement at a school accredited by a state or regional accrediting agency;
2. Validating examinations; and
3. Scholarship performance during the trial placement.

Diagnostic assessments used to determine grade-level placement may be administered to any child new to FAUS, especially when records are not available, as in the example of students coming from a Home-School environment.

Assessments

Students attending A.D. Henderson and FAU High School must participate in the Statewide Assessment Program which includes, but is not limited to, Florida's Assessment of Student Thinking (FAST) for students in grades Kindergarten-10th grade, End-of-Course (EOC) Assessments in middle and high school, and NGSS Statewide Science Assessment in grades 5 and 8. Parents will be notified in advance of the dates and times of test administrations. The FAST and EOC tests are achievement tests to identify student learning gains and readiness for promotion. Students are encouraged to study for or take related classes for the PSAT and SAT tests. The school counselors can provide additional information regarding specific tests. Per s. 1008.22(3), F.S., "Participation in the assessment program is mandatory for all school districts and all students attending public schools, including adult students seeking a standard high school diploma under s. 1003.4282, F.S., and students in Department of Juvenile Justice education programs, except as otherwise provided by law."

Missing Assignments and Tests

Students will be allowed (2) two days to make up missing work and tests for each day of an excused absence. High School students should adhere to the make-up policy of their instructors/professor(s).

A record of the absence must be on file in the front office. At the beginning of the school year the teachers will distribute specific grade-level requirements concerning missing assignments and late credit. Please allow teachers the courtesy of a 24-hour period of time if you are requesting work for a child who is out of school for an illness.

Parent(s)/guardian(s) are also encouraged to regularly check class websites to verify their student's assignments and to stay informed of their child's grades through the use of Focus online. Parent(s)/guardian(s) will be issued codes to go directly to their child's grade page on Focus and have access at any time to their child's grades.

Grades K-2 Codes	Grades 3 - 12 Percentages	Grades 3 - 12 Letter Equivalent	Grades 6 - 12 GPA (unweighted)
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90 -100 O	90-100	A	4.0
80 – 89 M	80-89	B	3.0
70 – 79 P	70-79	C	2.0
69-0 AC	60-69	D	1.0
	0-59	F	0.0
Grades K - 9 Conduct Codes			
E	Excellent	Conduct Is Very Constructive to Learning	
S	Satisfactory	Conduct Is Generally Constructive to Learning	
N	Needs Improvement	Conduct Is Detrimental to Own Learning	
U	Unsatisfactory	Conduct Is Detrimental to Own Learning and Learning of Others	
Grading Criteria Notes	<div>1. A more comprehensive description of the grading is available in the <i>Student Progression Plan</i>.</div> <div>2. Students must be in attendance at least 70% of the days in a quarter to receive a grade.</div>		

Homework

Homework policies are established at each grade level and with each teacher. Students and parents are responsible for becoming familiar with these policies. As a general rule, homework will be kept to a minimum during periods of standardized testing. At the beginning of the school year, teachers will distribute specific grade-level requirements concerning homework.

Report Cards/ Reporting Student Progress

Report cards for students in grades K-9 are issued each quarter through Focus as indicated on the school calendar.

Requirements for Honor Roll

Grades 3 - 5

A student must earn an A in each class to receive the award of "A Honor Roll Student." If a student earns a grade of A in the majority of their courses and a grade of B for the remaining courses, the student will receive the award of "A/B Honor Roll Student." The distinction of "A Honor Roll

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Student" and "A/B Honor Roll Student" is a privilege and carries with it the requirement of "S" or "E" conduct grades.

Grades 6-8

A student must earn an A in each class to receive the award of "A Honor Roll Student." If a student earns a grade of A in a minimum of three (3) of their courses and a grade of B for the remaining courses, the student will receive the award of "A/B Honor Roll Student". The distinction of "A Honor Roll Student" and "A/B Honor Roll Student" is a privilege and carries with it the requirement of "S" or "E" conduct grades and no administrative referrals per quarter.

Grade 9

A student must earn an A in each class to receive the award of "A Honor Roll Student." If a student earns a grade of A in the majority of their courses and a grade of B for the remaining courses, the student will receive the award of "A/B Honor Roll Student." The distinction of "A Honor Roll Student" and "A/B Honor Roll Student" is a privilege and carries with it the requirement of "S" or "E" conduct grades and no administrative referrals per semester.

Henderson Enrichment School Program

The Henderson Enrichment School Program (HESP) is an educational before and after school service operating every school day, except on specified *Early Release Days*. HESP services are available to all students enrolled in A.D. Henderson and FAU High School. The Henderson Enrichment School Program will run from 7:00 a.m. to 7:30a.m. for before school care and 2:30 p.m. to 6:00 p.m. for after school care. The telephone number is (561) 297-3952. Activities and fees are described in detail in the *HESP Parent Handbook* and available on the HESP link on the school's website.

In addition to HESP, individual teachers offer clubs and other activities for students at various grade levels. Parents are reminded that if one (1) student stays for a club activity, other children in the family or carpool must be picked up or registered as full-time students in HESP. Students may not wait after school hours for their sibling to be dismissed from a club or activity.

Interscholastic Extracurricular Activities

Eligibility of Students

Prior to any participation, all athletes must:

1. Submit a birth certificate or a certified copy of a birth record from the Bureau of Vital Statistics. Students who have attained the age of fifteen (15) prior to September 1st of the current school year shall be ineligible for the participation in any interscholastic sports at the middle school level as per FHSAA policies.
2. Be examined by a qualified physician and pass a physical examination for competition. The physical must be administered on or after June 1st of each year to be valid for the upcoming school term. The Preparticipation Evaluation Form (EL2 form) is required paperwork that needs to be submitted.
3. Be covered by school-approved insurance or the equivalent.

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4. Have written permission and athlete code conduct from parent(s)/guardian(s) before they can practice or participate in any sport. This statement must be notarized.

Any student who has been promoted as the result of a School Based Team decision will be considered to be ineligible for the first nine (9) weeks of their placement year. (Note: An example of this situation would be a student being promoted after having been twice retained.) Any academic year that is repeated by a student will be considered as an ineligible year of participation (FHSAA guidelines).

Failure in more than one (1) academic subject during a given nine (9) week grading period shall cause a student to be ineligible for practice and competition during the following nine (9) week grading period. An "I" (Incomplete) will be considered the same as an "F" (Failure) until it is replaced with a valid grade. In addition, a student must maintain a specified grade point average of 2.0 in all academic subjects (middle school), a 2.0 or its equivalent in all electives (middle school), and have satisfactory or better conduct for the previous nine (9) week period to be eligible. A period of seven (7) calendar days beyond the last day of the system quarter is provided to determine academic eligibility during the current school year.

An athlete who transfers to A.D. Henderson and FAU High School cannot participate in any athletic contest at the school until the student/athlete has been in attendance five (5) school days. The athlete will remain ineligible until all records have been transferred to and received by A.D. Henderson and FAU High School. To be eligible to compete in the playoffs and championship, a middle school student athlete must have been eligible to compete in 50% of their school's regular season contests. We abide by all athletic policies as per the FHSAA guidelines.

Middle School

Section 1006.15, Florida Statutes requires students to maintain a 2.0 grade point average (GPA) on a 4.0 scale, or its equivalent, for a grading period immediately preceding participation in order to be eligible to participate in interscholastic extracurricular student activities. All students entering 6th grade are eligible to participate in team sports during the first nine (9) weeks of school. Thereafter, all students in grades 6-~~8-12~~ must maintain a 2.0 GPA, based on all required academic courses, to be eligible for participation in team sports. The grading period immediately preceding participation will be considered. Students entering A.D. Henderson and FAU High School from other county schools will have to prove eligibility.

High School

High School students will abide by Florida Statutes as well as additional GPA requirements. All 9-12th grade students will be required to uphold a minimum of a 3.0 GPA per semester in order to remain eligible for sports and other after school clubs.

Locks, Lockers and Storage Areas

Students may be provided the use of lockers during physical education. Under Florida law, s.1006.09, F.S., storage areas used by students such as tote trays, desks and all other storage on school property,

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are considered to be in joint custody of the student and school personnel. Such areas are available for inspection and search at any time by school personnel without prior notice or student permission.

Medical

A.D. Henderson and FAU High School has a registered nurse or trained clinical assistant on duty in the clinic from 7:30 a.m. - 3:30 p.m. They are available to assist in the administration of medications, treating minor cuts and abrasions, and contacting parents when necessary. In cases of more serious injuries, emergency services will be contacted for support. Emergency services are usually delivered through the City of Boca Raton's emergency response system.

Illness

Parents are required to keep ill children at home. Students who are too ill to function in the classroom will be sent to the school clinic. Decisions are made on an individual basis whether or not to contact parents. The school nurse will notify teachers immediately if the child does not return to class. Parents will be contacted to arrange pickup.

Children cannot remain in the school with the following (additional symptoms may also warrant parent pickup):

- a fever over 100.4°
- a questionable rash
- vomiting
- any illness that might be considered contagious to others
- lice

Other responsible adults may also pick up children as long as they are listed on the emergency form. Children will not be released to any person under the age of 18 years old, unless a parent has authorized release on the emergency contact list to a sibling who is at least 16 years old. If the student's condition worsens while waiting for the parent, the student may be transported with a school employee to an Emergency Room for his/her safety. Please refer to the *Clinic Policy and Procedures* for details.

Medication

Teachers and students may not hold or dispense any medication for student use unless there are special circumstances of a field trip and proper guidelines have been followed. All medications must be handled through the school clinic, unless it is an over-the-counter headache medication as described in the section below. If a child with severe asthma or allergies needs an inhaler or an epi-pen with him/her at all times, this can be arranged with the school nurse with proper documentation from the healthcare provider.

In accordance with s. 1002.20, F.S., a student may possess and use a medication to relieve headaches while on school property or at a school-sponsored event or activity without a physician's note as long as the medication is regulated by the United States Food and Drug Administration for over-the-counter use to treat headaches. Students are not permitted to share medication with another individual.

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Students with asthma may have an epinephrine auto-injector or short-acting bronchodilator in the classroom with the authorization of the school nurse. Other than the aforementioned over-the-counter medication to treat headaches and approved medication for students with asthma, students requiring medication during school hours are to leave all medications or prescriptions in a locked closet in the Clinic. Parents of students receiving medication regularly for allergies, etc., are required to inform the school in writing. Such information is recorded on the Health Information Sheet in the Clinic and the homeroom teacher is notified. Information on allergies, medications, etc. must be kept up to date. A doctor's note is required by the Federal Lunch program guidelines if a student cannot drink milk and needs a different beverage at lunch.

Parents are encouraged, whenever possible, to give medicine before or after school. Parents must personally deliver and pick up any medication that is dispensed through the Clinic. A parent may report to the front office to administer medication to their child.

Any medication that is given during the school day must be in accordance with the following:

1. A Medical Release Form signed by the parent(s)/guardian(s) and the child's physician must be on file before medication can be administered. Over-the-counter medication(s) such as acetaminophen, ibuprofen, cough medicines, and cough drops may not be brought to school without a completed Medication Permission Form, signed by a physician and the parent(s)/guardian(s). All Forms must be renewed each school year. The Form may be obtained from the child's healthcare provider. Under no circumstances will any medications be dispensed without a current Form on file. All prescription medication must be current, and have the pharmacy label with directions on the original container. Over-the-counter medication must be unopened and labeled with the student's name and birthdate. All medication must be removed from the Clinic before the last day of school. All medication will be discarded on the weekday following the last day of school.
2. Teachers will guard the students against the unauthorized use of all medication. The teacher and nurse will assist in seeing that all prescribed medications are taken by sending the student to the Clinic at the time prescribed on the official medication form.

Medical and Dental Appointments

If the student is going to leave school during the day for a medical, dental or other appointment, a note or an email must be provided to the front office and teacher (middle school students should show it to the teacher they are with at the time of the intended dismissal). Parents must come to the front office to sign out the students. The front office must be notified in writing when anyone other than a parent/guardian is sent to pick up a child. The person is expected to show proper identification. When returning from the appointment, the student is to report to the front office for an admission slip to class.

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National Honor Society and National Junior Honor Society

The National Honor Society (NHS) and the National Junior Honor Society (NJHS) are the nation's premier organizations established to recognize outstanding middle and high school students. More than just an honor roll, NHS/NJHS serves to honor those students who have demonstrated excellence in the areas of Scholarship, Leadership, Service, Character, and Citizenship. Information regarding qualifications for membership, membership process, and the service of these organizations can be found on the school's website.

Pets

Pets are not permitted anywhere on school grounds unless approved by the University.

Physical Education (PE)

Students may be required to wear PE uniforms. If required, the students will wear PE uniforms (A.D. Henderson and FAU High School shirt and shorts) and gym sneakers with socks during PE class time. When the swimming facility is available, swimsuits are required for swimming class. Girls' swimsuits must be one-piece.

The locker room is a changing area for students dressing out for physical education and/or a place to store student belongings during PE class. Students must be ready for class five (5) minutes after the bell rings. The PE staff is responsible for the supervision of the students. All PE uniforms or other clothing left in the locker room will be sent to the front office and placed in the Lost-and-Found. The school cannot accept any liability for personal belongings and valuables if these items were to become lost, stolen, or broken. As a result, we discourage students from bringing valuables to school.

The student must follow all the rules found within the *Code of Student Conduct* as well as those posted in the PE and swimming areas. Students must notify their PE teacher of all accidents or incidents, of any degree, which occur in the PE area.

Progress Monitoring Plan

An Individual Progress Monitoring Plan (IPMP) will be developed for all students in grades K-8 who are not meeting State and District Levels of Proficiency. IPMPs focus learning resources on identified students' targeted learning deficiencies. Parents are a vital aspect in the development and implementation of the IPMP. They will be invited to a conference to discuss the plan and provide input. Remediation in the areas of concern will begin immediately. More specific information related to IPMPs can be found in the FAUS *Student Progression Plan*.

Recess

In accordance with s. 1003.455, F.S. (6), each district school board shall provide at least 100 minutes of supervised, safe, and unstructured free-play recess each week for students in kindergarten through grade 5 so that there are at least 20 consecutive minutes of free-play recess per day.

Reporting to Parents on Student Progress

Parents are informed of student progress at regular intervals as identified on the school calendar.

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The teacher will maintain written, accurate and complete records of student progress. Teachers will follow a schedule for submitting grades and report forms. When progress indicates, an additional interim report may be issued. Parents are encouraged to follow their child's progress by using their Focus login information.

Mid-Term Reports

Mid-term progress reports are posted quarterly in Focus for students in grades K-9.

Report Cards

Quarterly grade reports are posted in Focus. Due to the dual enrollment nature of the high school program, for students in grades 10 through 12, grades are posted in Canvas by FAU professors/instructors per semester.

Reporting Schedule

See the school calendar for dates of mid-term reports and report cards. Teachers may send home additional reports as needed.

Research and Development

A.D. Henderson and FAU High School is a developmental research school. We are committed to providing a quality educational program to all students, improving teacher education, and serving schools in the state of Florida. Research and development at A.D. Henderson and FAU High School is derived from the school mission, college researchers and state directives. Parent(s)/guardian(s) will be informed in writing of the nature of any research and or study in which their child participates. Please review any requests for participation in research projects as we depend on each child's participation as part of our mission. For those in any contact with children, they will need to pass a security background check before working with A.D. Henderson and FAU High School students.

With parent permission, students are expected to cooperate in approved projects. Enrollment at A.D. Henderson and FAU High School includes a signed agreement from each family to participate in research projects.

Safety

Providing a safe school environment is one of the school's major goals. Frequent inspections by the State Fire Marshal, environmental specialists from the Health Department, and university personnel help to ensure a safe environment for the students. The School Resource Officers are charged with identifying areas of concern and monitoring the status of safety issues. The following procedures have been developed to help provide a safe and orderly environment for the students who attend A.D. Henderson and FAU High School:

Visitors

1. All visitors must report to the front office before entering the school. This includes, but is not limited to, volunteers, parents, family members, service personnel, FAU students, former A.D. Henderson and FAU High School students and guests.

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2. All visitors must sign into the visitor identification system and receive a name badge. School personnel will report to administration all unauthorized visitors on campus.
3. Parents reporting for conferences must check in at the front office and wear an official badge.
4. Parents are asked not to visit classrooms unless a conference is scheduled. If parents wish to visit a classroom, for any reason, they will need to check in at the front office. Office personnel will contact the teacher concerning the requested visit. Teachers may not be immediately available, and visitors will need to schedule an alternative date and time.
5. All doors and gates leading to public areas are locked at all times. Students are not to open any outside doors or gates for anyone.

Safety Preparedness and Drills

As part of the school's safety plan, and utilizing developmentally appropriate and age-appropriate procedures, A.D. Henderson and FAU High School conducts a minimum of six evacuation/fire drills and six emergency drills (four of which must address active threats) each school year as required by State board rule (6A-1.0018, F.A.C.).

FortifyFL

A.D. Henderson and FAU High School utilizes FortifyFL, a school-related suspicious activity reporting tool that allows students and the community the ability to instantly relay information anonymously concerning unsafe, potentially harmful, dangerous, violent or criminal activities, or the threat of these activities, to the appropriate law enforcement agencies and school officials. The app can be downloaded by going to getfortifyfl.com.

If it is determined that a person knowingly submitted a false tip through FortifyFL, the Internet Protocol (IP) address of the device on which the tip was submitted will be provided to law enforcement agencies for further investigation, and the reporting party may be subject to criminal penalties under s. 837.05. In all other circumstances, unless the reporting party has chosen to disclose his or her identity, the report will remain anonymous.

Threat Management

Threats made on or off a school campus that impact the school community are required to be investigated by the school's Threat Management Team per s. 1006.07, F.S. Parents/guardians will be notified if their child is a subject to a threat assessment or if their child is a potential target of a threat. For further information about the process and procedures required by the Threat Management Team, refer to the *Threat Management Policy and Procedures* found on the school's website.

Students, faculty, and staff have an obligation to report concerning behaviors and threats to self or others to either school administration, law enforcement, or the FortifyFl tip line. Students, faculty, and staff are provided guidance regarding behaviors and threats that should be reported.

School Counseling and Mental Health Services

The A.D. Henderson University School & FAU High School counseling program is based on the National Standards for School Counseling Programs and the American School Counselor Association (ASCA) National Model.

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The School Counseling Team provides comprehensive counseling programs that incorporate prevention and intervention with continuous academic, career, and personal/development activities that will prepare students for meaningful participation in a diverse, changing world. These activities include classroom lessons, small groups for skill mastery, individual brief counseling for students with specific needs, and a variety of other proactive and innovative ways to support student performance.

The School Counseling Team collaborates and provides resources to staff, students, families, and others to ensure that a family-friendly environment is established and that students have access to support services necessary for academic and social/emotional growth.

In alignment with Section 1006.041, Florida Statutes, A.D. Henderson University School & FAU High School implements a comprehensive school-based mental health assistance plan as approved by the School Advisory Body. The plan is grounded in a multi-tiered system of supports. Annually, a Mental Health Assistance Allocation Plan is submitted to the Florida Department of Education. This plan outlines community partnerships for therapeutic ongoing services, the implementation of evidence-based mental health educational programs for students and families, and FAU CAPS Counseling services for high school students on both the high school and university campuses.

School Closings

In the event of a campus emergency, weather emergency, or other unusual event that would necessitate the closing of school, the process and updates will be made available on the FAU home page at www.fau.edu and the emergency alert phone system will be activated. In order for the alert system to be effective, Focus must be updated with current parent/guardian contact information. Parents must update their contact information through the Focus Parent Portal.

School Improvement Plan (SIP)

The School Improvement Plan serves as a strategic plan for continuous improvement and is developed with input from stakeholders, and approved annually by the School Advisory Body. The SIP outlines strategic goals and objectives aimed at improving aspects of A.D. Henderson and FAU High School. All staff members and parents are invited to attend SAB meetings to offer input for this important document. Meeting information is emailed to all families and posted on the school's website.

Social Media and Social Networking

Students are expected to use good judgment when using social media and other electronic communications. When communicating electronically, students should think about whether a post will be hurtful, embarrassing or whether it could affect their own or someone else's future. What is posted can be viewed by countless others and is permanently archived. Internet search engines can find information years after it was originally posted. Social media websites and blogs are never truly private. Comments can be forwarded or copied, and archival systems save information even if a post is deleted. Students should be aware that people who electronically follow them have the ability to

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screenshot, download, forward or otherwise copy and share their message, post, information, video, and photographs with others.

Any content posted, approved, managed, or “liked” by a student that characterizes another member of the School/University community in an offensive or threatening way or is perceived as obscene, inappropriate or a threat to an A.D. Henderson and FAU High School student, the school/university, or a member of the school/university community may result in disciplinary action, up to or including expulsion.

Student Progression Plan

FAUS’s *Student Progression Plan* defines A.D. Henderson and FAU High School grade-level proficiencies, grading criteria, as well as promotion and retention criteria aligned to state requirements. Please refer to the *Student Progression Plan* for more information. It is available online at the school’s website under School Plans & Reports.

Supervision of Students

Student supervision, outside regular school hours, is provided from 7:00a.m.-7:30 a.m. for students enrolled in before-care. For all others, supervision is provided from 7:30 a.m. to 8:00 a.m. and after school from 2:30 p.m. until 3:15 p.m. Students who walk or ride their bicycles are to leave the campus within five (5) minutes of the dismissal bell. Due to the fact that there is only limited supervision for students in before-care, students should not be dropped off prior to 7:30am.

Before and After-School Program

Students enrolled in the Henderson Enrichment School Program report to their assigned area. Students are not permitted to leave the building. Please refer to the section *Henderson Enrichment School Program* tab on the school’s website for more information.

Before and After-School Dismissal/Student Supervision

A faculty or staff member must accompany all students remaining after school for any reason. Students may not remain on school premises unsupervised. Parents/guardians must pick up their children within the pick-up times designated by the school. Children who are chronically picked up late will require an administrative conference with a parent to determine further attendance at A.D. Henderson and FAU High School.

Technology Policies and Guidelines

The Office of Information Technology (OIT) of FAU is responsible for securing its network and computing systems in a reasonable and economically feasible fashion against unauthorized access and/or abuse, while making them accessible for authorized and legitimate users. As part of this network system, A.D. Henderson and FAU High School users are responsible for respecting and adhering to local, state, federal, and international laws. Any attempt to break those laws through the use of the network may result in litigation against the offender by the proper authorities. Students accessing the network and computer systems are solely responsible for all actions taken while online.

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Internet access through A.D. Henderson and FAU High School's network is a powerful educational resource which allows students to find information on the worldwide electronic network. Students will be able to connect to and correspond with businesses, major universities, national libraries, other schools, and other students around the world.

We require all students to adhere to the guidelines outlined in the *Code of Student Conduct and Technology Policy and Guidelines*. If any student breaks any of these rules, depending upon the nature of the infraction or the cumulative number of infractions, continued use of the system will be in jeopardy and consequences will be enforced.

Textbooks and Technology

Each student at A.D. Henderson and FAU High School is provided a textbook or ebook, and a technology device (for example, but not limited to, iPads, Chromebooks, etc.) for instruction in all of the core subject areas. These materials provide the students with adequate and current materials necessary to meet the outcomes and objectives of the core courses. Please see the individual teachers for a review of the specific grade-level materials utilized in the classroom.

Textbooks (Lost or Damaged)

Florida School law s. 1006.42, F.S., states, "(1) All instructional materials purchased under the provisions of this part are the property of the district school board. When distributed to the students, these instructional materials are on loan to the students while they are pursuing their courses of study and are to be returned at the direction of the school principal or the teacher in charge. Each parent of a student to whom or for whom instructional materials have been issued, is liable for any loss or destruction of, or unnecessary damage to, the instructional materials or for failure of the student to return the instructional materials when directed by the school Principal or the teacher in charge. The student shall pay for such loss, destruction or unnecessary damage as provided by law."

The reimbursement cost for lost or damaged books will be assigned by the principal or designee and billed to the parent(s)/guardian(s). Please note that all unpaid fees will be in accordance with the *Fee Policy*. Students are also required to adhere to any book and or textbook return policy or procedures.

Dropping Off and Picking Up Students

All members of the A.D. Henderson and FAU High School community (including students, parents and family members picking up or dropping off on campus) are expected to adhere to the policies and procedures the school has established to facilitate a safe and efficient carline process. Students will be dropped off at the front of the building in the designated area between 7:30 a.m. - 7:55 a.m. The busiest times are 7:50 a.m. - 8:00 a.m. Therefore, to ensure that your child is on time, please plan accordingly. Classes begin promptly at 8:00 a.m. and students will be marked tardy if entering the building after the 8:00 a.m. bell. Parents must sign students in when they are tardy.

Parents opting to authorize their child to be a walker or bike rider for dismissal purposes must complete the Transportation Authorization Form via Focus. Students who do not have an authorization form will be considered a car rider.

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Arrival and Dismissal Procedures:

1. For arrival, before you leave the house, check for your child's ID and lanyard, and ensure that your child is ready for school.
2. Enter the campus through the main entrance.
3. Use the curbside of the vehicle for dropping off and picking up. Students must enter and exit on the passenger side of the vehicle and parents must stay in their vehicles at all times.
4. Do not let children exit through a door that opens into traffic, and never get out of your vehicle while in the traffic loop.
5. State law forbids the use of cell phones while in a school drop-off or pickup areas.
6. Always display car tags during dismissal.
7. Pull forward in the car line to 1st available marker until the car in front stops.
8. Ensure that your child is ready to exit the vehicle during morning arrival. Parents whose child is not ready to exit the vehicle in a timely manner may be asked to drive around and re-enter the arrival car line.
9. Do not open trunks in the car line. If items need to be taken out of the car's trunk, please park in the parking lot and walk in with the items.
10. Have a rainy day plan worked out ahead of time if your child walks or rides a bicycle. Bike racks for students are located in the front of the school and must be used.

Transportation

The school does not provide transportation to and from school for its students. The school and university maintain various vehicles and a school bus to transport students on field trips, to classes at other locations on campus, and as members of a team or performing group. Accepted standards of behavior to promote safety are required on the school transportation at all times.

Uniform/School Dress Code

To ensure that the teaching and learning process proceeds in an orderly manner with minimal distractions, uniforms are mandatory for all students in K-8. All students must adhere to the regulations specified in the *Dress Code Policy*. On school-sponsored trips, spirit shirt days, special events, casual dress and "dress-up" days when uniforms are modified or optional, the guidelines of the school *Dress Code Policy* will still apply.

Valuables

The school is not responsible for valuables or cash brought to school. Found articles are kept in the Lost-and-Found located in the cafeteria. Clothing items will be housed in the clinic for one week. All unclaimed articles of clothing will be used as spare clothes for students or donated to charity periodically throughout the school year.

Volunteers and Visitors

All volunteers, visitors, part-time personnel, and university students are required to check-in at the front office and wear a visitor's badge at all times. Designated teachers or staff will supervise the activities of these individuals.

Withdrawal

Parent(s)/guardian(s) shall notify the school in writing at least one (1) week in advance of a student's withdrawal. Parent(s)/guardian(s) will be made aware of any books or instructional materials that must be returned or of outstanding accounts to be paid. The student's records will be forwarded to the new school upon receipt of that school's request.

Statutory Authority: s. 1000.03(5); 2, F.S.; 1001.23; F.S.; s. 1003.21, F.S.; s. 1003.25, F.S.; s. 1006.4, F.S.; s. 1006.07, F.S.; s. 1006.15, F.S.; s. 1006.42, F.S.

Amended by the FAUS School Advisory Body 7/24/2016, 4/26/2017, 6/15/2022, 8/2/2023, 6/19/2024, 7/1/2025