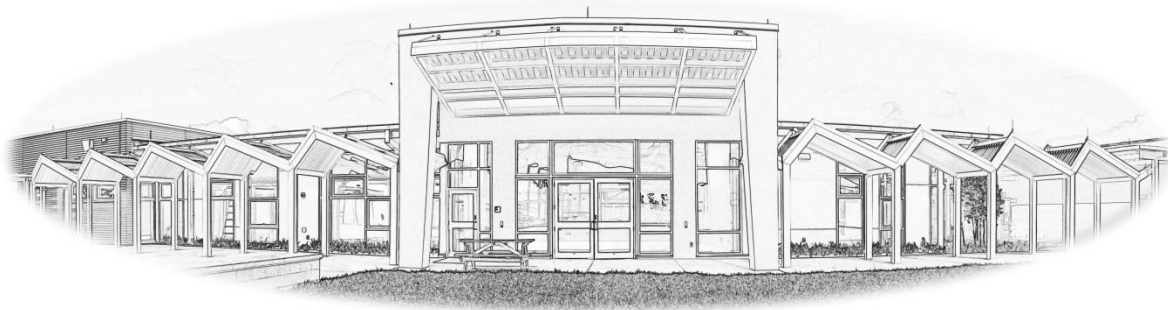


**Henderson After School Program:
Ninth Grade After School Supervision**

**Parent/Student Handbook
2016 - 2017**



August 1, 2016

Dear Parents/Students,

The A.D. Henderson After School Program (HASP) is happy to welcome you and your student(s) to our Ninth Grade After School Supervision. HASP is an educational after school hours service operating until 6:00 p.m. on regular school days. After School supervision is not provided to high school students on early dismissal days. Please be sure to look over this handbook thoroughly, as there have been a few changes in policies and procedures this year.

We are pleased to have your student registered in the Henderson After School Program for the 2016-2017 school year. The goal of the HASP staff is to provide a safe, nurturing, learning environment for those students needing care after the regular school day. Your student's well-being, happiness, and safety are priorities to us at A. D. Henderson University School. We will maintain the same high standards of excellence in the after school program that is evident during the school day. We look forward to a wonderful year!

Sincerely,

Brianne Allen

Brianne Allen
btuzzoli@fau.edu

Gina Sands

Gina Sands
rsands@fau.edu

HASP Directors

Office Hours: 2:00 – 6:00 p.m.

Telephone number: (561) 297-3952

(Answering machine will pick up any messages left outside of office hours)

Email address: fau.hasp@fau.edu

(Be sure to include HASP and your student's name on the subject line of the email)

Contacting HASP

- **Email (preferred):** Email messages will be checked daily at 2 p.m.
- **Phone:** Please note that our answering machine will pick up any messages left outside of office hours. Messages will be checked daily at 2 p.m. Please only leave messages pertaining to after school.
If alternative arrangements must be made for who picks up your student, HASP must be informed in writing. Leaving a message on the HASP voicemail is not acceptable as notification due to security concerns.
- **Notes:** Any written correspondence may be sent with your student to his/her homeroom teacher for HASP's attention. Also, please call or email the HASP office directly for any HASP notifications.
- **In person:** When you come to pick up your child, you are welcome to speak to the HASP office staff in regards to a change in your attendance or pick-up.

Days of Operation

HASP will operate every school day beginning **Monday, August 22nd**. After School supervision is not provided to high school students on early dismissal days. For further information as to school holidays and breaks, please refer to the A.D. Henderson University School / FAU High School 2016-2017 calendar available on our school website and/or in the back of this parent/student handbook.

Admission / Withdrawal

Placement in the after school program will be on a full time or scheduled part time basis only. **Drop in services are not offered at this time. ONLY registered 9th grade students may be in attendance.**

On the application, please denote which days of the week your student will be attending the program for safety purposes. Attendance will be taken regularly at 2:50 p.m. and our counselor will notify parents via email if your student did not check into aftercare by 3:15 p.m. If for some reason your student is not attending After School Supervision on any given day, please notify the HASP office immediately.

Parents must complete an application form. Application forms are available on the school's website at <http://adhus.fau.edu> under the After School Program link.

Study Time

Ninth Grade After School Supervision is designed to provide your student with a safe and quiet study time Monday through Friday. Students who do not have homework will be expected to read or work quietly during this time.

Supervision and Student Pick Up

All students will be carefully supervised. Students will be released only to adults listed as “authorized to pick up” on the registration form. This includes parents. Authorized persons will sign the student out each day in the HASP office. Please wait at the office for your student to be dismissed. We appreciate your patience while waiting for your student. If other arrangements for pick up are necessary, **we require written notification. For safety reasons, messages left on the HASP voicemail will not be acceptable as notification regarding alternative arrangements. PLEASE KEEP YOUR REGISTRATION FORM UPDATED AT ALL TIMES!**

***Please note that we are unable to accommodate parents calling the HASP office in advance of their arrival to pick up students. Parents/guardians may be asked to present identification and must sign out their student in the HASP office in order for them to be released.**

Please remember that your student must be signed out of HASP by a person authorized for pick up even if your student is attending an evening function at school. No student will be allowed to leave After School Supervision without being signed out by a designated adult (age 18 or older).

A student may be released to a non-custodial parent unless there is a specific custody order prohibiting their release, from a Florida Court System on file with HASP.

Attendance

Attendance will be taken immediately in After School Supervision. All students are to check in with their counselor before going to any sports, clubs, or other school activity. **It is imperative that we be notified if your student will not be staying for After School Supervision on a particular day.**

(If your student is absent from school, you do not need to contact the HASP office.)

If your student does not check in PRIOR to attending any school sports, clubs, or other activities he or she will be subject to a discipline referral as this can cause major confusion and concern.

Late Pick Up

Please call the HASP office at 561-297-3952 if you will be late picking up your student(s). A late fee will be charged to those parents whose student(s) are not picked up by 6:00 p.m.







First late pick up:	6:01 – 6:15	\$10.00 per child
Second late pick up:	6:01 – 6:15	\$20.00 per child
Subsequent late pick ups:	6:01 – 6:15	\$30.00 per child

For each additional 15 minutes, there is a \$10.00 fee per student. **All late fees are to be paid at the time of pick up.**

FLORIDA ATLANTIC UNIVERSITY

A.D. HENDERSON SCHOOL/FAU HIGH SCHOOL

2016-2017

	PDD Noon Release
	No School-Teacher Work Day
	Noon Release-NO AFTERCARE
	Spring State Assessments
	No School-Holiday/Break
	Start/End of Quarter

August 2016					September				
M	T	W	T	F	M	T	W	T	F
1	2	3	4	5				1	2
8	9	10	11	12	5	6	7	8	9
15	16	17	18	19	12	13	14	15	16
22	23	24	25	26	19	20	21	22	23
29	30	31			26	27	28	29	30

October					November					December				
M	T	W	T	F	M	T	W	T	F	M	T	W	T	F
3	4	5	6	7		1	2	3	4				1	2
10	11	12	13	14	7	8	9	10	11	5	6	7	8	9
17	18	19	20	21	14	15	16	17	18	12	13	14	15	16
24	25	26	27	28	21	22	23	24	25	19	20	21	22	23
31					28	29	30			26	27	28	29	30

January 2017					February					March				
M	T	W	T	F	M	T	W	T	F	M	T	W	T	F
2	3	4	5	6			1	2	3			1	2	3
9	10	11	12	13	6	7	8	9	10	6	7	8	9	10
16	17	18	19	20	13	14	15	16	17	13	14	15	16	17
23	24	25	26	27	20	21	22	23	24	20	21	22	23	24
30	31				27	28				27	28	29	30	31

April					May					June				
M	T	W	T	F	M	T	W	T	F	M	T	W	T	F
3	4	5	6	7	1	2	3	4	5				1	2
10	11	12	13	14	8	9	10	11	12	5	6	7	8	9
17	18	19	20	21	15	16	17	18	19	12	13	14	15	16
24	25	26	27	28	22	23	24	25	26	19	20	21	22	23
					29	30	31			26	27	28	29	30

Important Dates

August 15- 1st Day of School
 September 5- No School- Labor Day
 October 3- No School- Fall Holiday
 October 12- No School- Fall Holiday
 October 17- No School- Teacher Work Day
 November 11- No School- Veterans' Day
 November 23-25- No School- Thanksgiving Break
 December 26-January 6- No School- Winter Break
 January 9- No School- Teacher Work Day
 January 16- No School- Martin Luther King Day
 February 20- No School- Presidents' Day
 March 20-24- No School- Spring Break
 March 27- No School- Teacher Work Day
 April 14th- No School- Spring Holiday
 May 11- High School Graduation (Tentative)
 May 29- No School- Memorial Day
 June 1- Last Day of School

Noon Release Days

September 2-Professional Development Day
 October 7-Professional Development Day
 November 22- NO AFTERCARE
 December 9-Professional Development Day
 December 23- NO AFTERCARE
 January 13- Professional Development Day
 February 17-Professional Development Day
 March 17- NO AFTERCARE
 May 12- Professional Development Day
 June 1- NO AFTERCARE

Marking Periods

Quarter 1- 8/15 to 10/14 (42 days)
 Quarter 2- 10/18 to 12/23 (45 days)
 Quarter 3- 1/10 to 3/17 (47 days)
 Quarter 4- 3/28 to 6/1 (46 days)

The dates on this calendar were approved by the FAUS School Advisory Body on March 10, 2016. In the event that it becomes necessary, the School Advisory Body reserves the right to modify this calendar.