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A.D. HENDERSON SCHOOL/  
FAU HIGH SCHOOL  
Florida Atlantic University

# **A.D. HENDERSON UNIVERSITY SCHOOL & FAU HIGH SCHOOL H.A.S.P. 9<sup>TH</sup> GRADE PARENT HANDBOOK**

Dr. Valerie J. Bristor, Superintendent

Dr. Joel Herbst, Assistant Dean Office PK-12 Programs

Mrs. Sherry Bees, Principal / Director

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 2017-2018 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](mailto:btuzzoli@fau.edu)

*Gina Sands*

Gina Sands  
[rsands@fau.edu](mailto: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](mailto: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 14th**. 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 2017-2018 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 registered 9<sup>th</sup> grade students may attend. Drop in services are not offered.**

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.

### 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 tardy, there is a \$10.00 late fee per student. Parents will be notified at the time of pick-up. An email will also be sent within 24 hours of the occurrence with notification of warnings and fees allocated. Late fees will be charged to the student account accordingly.***

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

**KEY**

	No School Holiday / Break
	No School Teacher Work Day
	Noon Dismissal - PDD
	Noon Dismissal - No Aftercare
	Start/End Quarter
	State Assessment Window
	Official FAU Holidays

- 1-7 Winter Break
- 8 Teacher Work Day
- 9 Begin Third Qtr.
- 15 M.L. King Day
- 19 Report Cards

JANUARY 2018						
S	M	T	W	Th	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

- 8 *Hurricane Makeup Day if needed*

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

- 4 New Teacher Day
- 7-11 Teacher Work Days
- 14 First Day of School

- 2 PDD
- 5-9 FTE Survey Week
- 16 Q3 Progress Reports
- 19 Presidents' Day

FEBRUARY 2018						
S	M	T	W	Th	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28			

- 19 *Hurricane Makeup Day if needed*

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

- 4 Labor Day
- 15 PDD / Q1 Progress Reports
- 21 Fall Holiday

- 5-11 FAU Spring Break
- 23 Noon Dismissal  
No Aftercare  
End Third Qtr. (52 days)
- 24-31 ADHUS/FAU High  
Spring Break

MARCH 2018						
S	M	T	W	Th	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

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

- 6 PDD
- 9-13 FTE Survey Week
- 13 End First Qtr. (43 days)
- 16 Teacher Work Day
- 17 Begin Second Qtr.
- 27 Report Cards

- 1-2 Spring Break
- 3 Teacher Work Day
- 4 Begin Fourth Qtr.
- 13 PDD / Report Cards
- 26-30 FAU Exams
- 27 Q4 Progress Reports

APRIL 2018						
S	M	T	W	Th	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

- 16 *Hurricane Makeup Day if needed*

- 3 *Hurricane Makeup Day if needed*

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

- 10 Veterans' Day Observed
- 17 Q2 Progress Reports
- 21 Noon Dismissal  
No Aftercare
- 22-26 Thanksgiving Break

- 1-2 FAU Exams
- 11 PDD
- 28 Memorial Day
- 30 Last Day of School  
No Aftercare  
End Fourth Qtr. (40 days)
- 31 Teacher Work Day

MAY 2018						
S	M	T	W	Th	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

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

- 7-13 FAU Exams
- 8 PDD
- 19 Boca Bowl - 2:30 pm  
No Aftercare
- 22 Noon Dismissal  
No Aftercare  
End Second Qtr. (45 days)
- 23-31 No School -  
Winter Break

- 6/1 Teacher Work Day  
Report Cards Mailed

JUNE 2018						
S	M	T	W	Th	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

- 4 July 4<sup>th</sup> Holiday

JULY 2018						
S	M	T	W	Th	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

Quarter	IMPORTANT DATES		
	Progress Reports	Report Cards	
Quarter 1 8/14 - 10/13	9/15	10/27	
Quarter 2 10/17 - 12/22	11/17	1/19	
Quarter 3 1/9 - 3/23	2/16	4/13	
Quarter 4 4/4 - 5/30	4/27	Mailed	

The dates on this calendar were approved by the FAUS School Advisory Body on January 18, 2017 and amended on May 17, 2017. In the event that it becomes necessary, the School Advisory Body reserves the right to modify this calendar.