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# STUDENT & PARENT HANDBOOK

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## 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, herein 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 section 1002.32, Florida Statutes.

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.

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

### **School Information**

The ADHUS/ 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. The instructional day begins promptly at 8:00 a.m. Adult supervision begins at 7:30 a.m. 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 their classroom. Children eating breakfast at school may enter the building beginning at 7:30 a.m. and proceed to the cafeteria.

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.

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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 ~~development~~ learning, research projects, coordination of school activities, and developing curricula. Students will be dismissed at noon on these Professional Development days. ~~possible Fees may~~ will be assessed after 12:30 p.m in accordance with the Fee Policy. Please refer to the ~~2022-2023~~ school calendar on the school's website ([www.adhus.fau.edu](http://www.adhus.fau.edu) or [www.fauhigh.fau.edu](http://www.fauhigh.fau.edu)) for these dates.

### Academic Probation

*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 are placed on **academic** probation if they receive a D or F in two (2) or more core subjects (ELA, Math, Science, Social Studies) during a marking period.

*Students on academic probation are ineligible to participate in any after-school activity (athletics and clubs) until grades improve to a "C" or better.* Students returning to ADHUS, who were on academic probation during the final marking period of the preceding year, will continue to be on academic probation for the first marking period. 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 asked to withdraw.

### Middle School

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

- Fail ~~two (2)~~ one (1) or more courses and or electives during one marking period
- Fail the same required subject for two (2) or more marking periods
- Receive a grade point average of less than 2.0

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*Probationary students are ineligible to participate in any after-school or away-from-school activities, including athletics and interscholastic extracurricular activities.* Students returning to ADHUS, who were on academic probation grades warranted academic probation during the final marking period of the preceding year, will continue to be on academic probation for the first marking period. Academic intervention support will be provided to assist students. Students will be evaluated at the end of this time. Students with consistent academic issues will be withdrawn.

### High School (Boca & Jupiter)

Students must maintain an unweighted GPA of 3.25 in coursework and maintain a high level of integrity and maturity 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 academic probation or dismissed.

Students are automatically placed on academic probation for the subsequent marking period if any of the following occur:

- Earn a C in two or more courses during one marking period
- Earn a C in one class for two marking periods
- Earn a D or F in any one subject during a marking period
- Receive a grade point average of less than 3.25 unweighted (9<sup>th</sup> grade coursework)
- Any issues of academic dishonesty

**Probationary students are ineligible to participate in any after-school or away-from-school events, including sports, clubs, and academic activities.**

### Dismissal from High School (Boca & Jupiter)

Students' academic achievement will be continuously evaluated in the program. If a student's grades fall below the standard of FAU High School, or the student is unable to maintain a high level of integrity and maturity, the student may be dismissed. If the student is unable to earn the required 3.25 unweighted GPA, the student may be released from FAU High School, directed to his/her home district high school and official notification shall be provided to the student and his/her parent(s) or guardian(s) about the dismissal in writing by the Principal or designee.

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## 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 most cases, parents will be contacted to determine a course of action in the event of a child illness or a non-emergency injury. 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 or in the front office.

## **Minor Accidents**

Minor accidents are to be reported to the nurse and the front office immediately. ~~and a note will be given to the child to bring home~~ The nurse will contact the parent at by the end of the school day to inform the parent. ~~In some cases, the parent may be contacted.~~

## **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 any necessary information related to the injury or illness.

## **School Accident Insurance**

All ADHUS/ FAU High School students are insured for accidental bodily injury under a blanket school-hours accident policy.

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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 ADHUS/ FAU High School is located on the school's website. The following is 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, 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.*

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### ADHUS/FAU High PTO

The Parent and Teacher Organization is ADHUS PTO, Inc. ADHUS 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 ADHUS 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 ADHUS 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. (12:30 p.m. on Early Release Days) will be in the office due to safety and supervision concerns (late fees may also apply). Parents may be charged additional 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 ADHUS/ FAU High School.

### Attendance

Please refer to the *Attendance Policy* on the school's website for complete information concerning important attendance requirements. **Students attending ADHUS/ FAU High School must be in attendance at least 150 days of 180 days in the school year.** 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 ( $\frac{1}{2}$ ) of the same school day of the event.

Regular and timely attendance to class is necessary for satisfactory academic performance and to meet state statutory requirements for attendance. Please see the *Attendance Policy* on the ADHUS/ FAU High School website or request a copy at the front office.

# 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. Please refer to the *Technology Policy and Guidelines*.

### 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 and other wireless communication devices on school property and school-sponsored transportation, as long as the students adhere to the restrictions provided herein. 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

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, 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

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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. ~~Email addresses are available on the school's website or upon request at the front office.~~

**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. ~~It may be that~~ The Assistant Principal ~~will~~ may refer the individual to the teacher, guidance 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

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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.

~~Regular Academic 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 meeting with multiple teachers please coordinate through school counselors.

## Code of Student Conduct

The *Code of Student Conduct* describes the rights and responsibilities of ADHUS/ FAU High School students. It also lists rules that have been made regarding those rights and 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's hours of operation.** Please refer to the Code of Student Conduct for more information.

## Discrimination and/or Disparaging Language

School district 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

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basis prohibited by law. School district 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 shall be denied if proper identification is not provided. PLEASE DO NOT REQUEST EARLY DISMISSALS within fifteen (15) minutes of a dismissal time (2:15 PM for Elementary, 2:30 PM for Middle School/ High School, and 11:45 PM 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., Florida Atlantic University Schools (A.D. Henderson School and FAU High School) shall 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.

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 and Student Support Services Director~~ ESE Coordinator for more information.

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## Fees

Activity Fees are used to support student activities, certain 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*. Families qualifying under these guidelines will be eligible for reduced Activity Fees as per the *Fee Policy*. The full policies are provided on the school's websites but, in general, students qualifying for free meals pay no activity fee, while those on reduced payment plans pay a reduced price. Applications for *Free and Reduced-Price School Meals* can be found by going to the My School Apps (<http://myschoolapps.com>) ~~are available at the front office or on the website~~ and are kept confidential.

All fees can be paid online. Please refer to FAU Marketplace. Parents / Guardians are responsible for paying fees 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.
- Any parent chaperoning an overnight trip must be fingerprinted. Please see the front office for details.
- 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.

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Trips away from school that provide meaningful educational experiences for students are encouraged. Whenever possible, ADHUS/ FAU High School vehicles are used to transport students on field trips. Teachers plan experiences for students outside the classroom whenever appropriate. Students' academic performance and conduct will be reviewed prior to participation on certain field trips.

### Food Services

#### Breakfast Program

Breakfast will be served from 7:30 a.m. - 7:55 a.m. All students are invited to eat breakfast. Please refer to the *Fee Policy* for the cost of breakfast and lunch. Students may not enter the building prior to 7:30 a.m. (unless registered for before care services). 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 & ~~Pupil~~ 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 ~~pupil~~ student progression criteria and student grading can be found in the Student Progression Plan. A copy of this document is available at the front office or on the school's website.

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### 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.

### Math Placement Procedures

#### Grades 4-8

Beginning in the 4th grade, students may be placed in advanced mathematics classes based on ~~FSA scores~~, Florida Assessment of Student Thinking (FAST), ALEKS placement tests, and/or teacher recommendations. All placements made beyond the use of ~~FSA~~ and FAST scores require approval by the Principal.

### 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 shall 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.

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

### Assessments

Students attending ADHUS/ 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 ~~ACT, and AP~~ tests. The ~~guidance~~ 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.

<b>Grades K-2 Codes</b>	<b>Grades 3 - 12 Percentages</b>	<b>Grades 3 - 12 Letter Equivalent</b>	<b>Grades 6 - 12 GPA (unweighted)</b>
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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

<b>Grading Criteria Notes</b>	<ol style="list-style-type: none"> <li>1. A more comprehensive description of the grading is available in the Pupil Progression Plan.</li> <li>2. Students must be in attendance at least 70% of the days in a marking period to receive a grade.</li> </ol>
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### 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 are issued on a quarterly basis through FOCUS as indicated on the school

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calendar. ~~Report cards are made available quarterly through FOCUS.~~ In the event a student transfers in or out ~~students attending~~ of ADHUS/ FAU High School, the student must be in attendance at least three (3) weeks before a grade can be given by the teacher and a total of 150 days per school year for a final school year grade. Students absent more than thirty (30) days per year may not be eligible for promotion at the end of the school year.

### Requirements for Honor Roll

#### Grades 3 - 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 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 no "N" or "U" conduct grades and no disciplinary referrals per quarter.

#### Grade 9

A student must earn an A in each class to receive the award "A Honor Roll Student." If a student earns grades of A or B in all subjects, equivalent to a 3.5 unweighted G.P.A., with only one B in a core course, the student will receive the award "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 disciplinary referrals per quarter.

### Henderson Extended School Program

The Henderson Extended 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 ADHUS/ FAU High. The Henderson Extended School Program will run from 7:00 a.m. to ~~8:00~~ 7:55a.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 1<sup>st</sup> 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 1<sup>st</sup> of each year to be valid for the upcoming school term. The EL2 form is required paperwork that needs to be submitted.
3. Be covered by school-approved insurance or the equivalent.
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-marking period is provided to determine academic eligibility during the current school year.

An athlete who transfers to ADHUS/ 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 ADHUS/ FAU High School. To be eligible to compete in the playoffs and championship, a

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## **STUDENT & PARENT HANDBOOK**

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 - 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 ADHUS or 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 3.25 GPA per semester in order to stay eligible for sports and other after school clubs.

## **Leave of Absence Request**

Students who are currently in attendance may be granted a Leave of Absence for a maximum of one (1) year. All leaves are granted as stated in the Admission Policy.

## **Locks, Lockers and Storage Areas**

Students ~~will~~ 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, 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.

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# STUDENT & PARENT HANDBOOK

## Medical

ADHUS/ 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 will not be returning 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°
- 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 16+ year old sibling. Students remaining in the clinic longer than the allowed time may be transported to an Emergency Room for his/her safety.

### 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. ~~Students are not permitted to keep any medication, whether prescription or over the counter, with them.~~ 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 ~~physician or nurse practitioner~~. healthcare provider.

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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.

Other than the aforementioned over-the-counter medication to treat headaches, 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 physician healthcare provider. Under no circumstances will any drugs 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.

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## **STUDENT & PARENT HANDBOOK**

### **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.

### **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 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

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## STUDENT & PARENT HANDBOOK

PE suits 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. Kindergarten and first grade students will be taught notification procedures at the beginning of each marking period or until they are learned. The teacher who is monitoring the student at the time of the accident will turn in a written Accident Report to the front office.

### Progress Monitoring Plan

A Progress Monitoring Plan (PMP) will be developed for all students in grades K-8 who are not meeting State and District Levels of Proficiency. PMPs focus learning resources on identified students' targeted learning deficiencies. Parents are a vital aspect in the development and implementation of the PMP. 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 PMPs can be found in ADHUS/ FAU High School's *Student Progression Plan*.

### Recess

~~It is recommended that teachers in grades K-5 provide an outside recess period for a minimum of fifteen (15) minutes a day, on days when swimming or physical education is not scheduled. Recess is scheduled at the discretion of the classroom teacher.~~ 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

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## STUDENT & PARENT HANDBOOK

Calendar. 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 grades are given for all students in grades 3-9. Progress reports are issued to parents of K-2 students. Parents are informed of student progress on a regular basis. Due to the dual enrollment nature of the high school program, grades are given through the University and mid-terms may not be provided. Mid-term progress reports are distributed to both~~ parents and students in grades K-9 on a quarterly basis.

### Report Cards

~~Reports of student progress will be distributed to parents on a quarterly basis. The reports are grade-level specific and include information related to the student's academic performance, conduct, achievement of grade-level standards and attendance. Teachers are responsible for maintaining accurate, up-to-date student records and report cards. Quarterly grade reports are distributed electronically through Focus. Due to the dual-enrollment nature of the high school program, grades for 10-12th grade students are provided by FAU professors/instructors and mid-terms may not be provided.~~

### 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

ADHUS/ 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 ADHUS/ 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 ADHUS/ FAU High School students.

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## STUDENT & PARENT HANDBOOK

With parent permission, students are expected to cooperate in approved projects. The privilege of attending ADHUS/ 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's 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 ADHUS/ 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 ADHUS/ FAU High School students and guests.
2. All visitors must sign into the Ident-A-Kid 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 will be locked at 8:00 a.m. Students are not to open any outside doors or gates for anyone.

### School Counseling Services

~~ADHUS/ FAU High School employs full-time school counselors. Counselors assist students, parents, and staff members to support our students with counseling services, social-emotional issues and academic advising. School counselors are available by *appointment* to discuss student issues with parent(s)/guardian(s).~~

The A.D. Henderson University School & FAU High School counseling program is based on

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## STUDENT & PARENT HANDBOOK

the National Standards for School Counseling Programs and the American School Counselor Association (ASCA) National Model.

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 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.

### 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](http://www.fau.edu) and the ~~Alert Now~~ emergency alert phone system will be activated. In order for the ~~Alert Now~~ alert system to be effective, ~~an accurate database~~ Focus must be updated with current parent/guardian contact information ~~is required~~. Parents must update their contact information through the Focus Parent Portal. ~~notify the front office any time you change phone or email contact information.~~

### School Improvement Plan (SIP)

The *School Improvement Plan* is a state-mandated document approved annually by the School Advisory Body, with input from all concerned stakeholders. The SIP outlines strategic goals and objectives aimed at improving aspects of ADHUS/ 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 marquis and indicated~~ on the school's website.

### Student Progression Plan

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ADHUS/ FAU High School's *Student Progression Plan* clearly defines state and ADHUS/ FAU High School district grade-level proficiencies, grading criteria as well as promotion and retention criteria. Please refer to the extensive document for more information. It is available online at the school's website.

### Supervision of Students

~~Students will be~~ Student supervision, outside regular school hours, 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 no supervision before 7:30am, students should not be dropped off prior to that time.

#### Before and After-School Program

Students enrolled in the Henderson Extended School Program report to their assigned area. Students are not permitted to leave the building. Please refer to the section *Henderson Extended School Program* tab on the school's website (Extended School Program Information) 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 chronically picked up late will require an administrative conference with a parent to determine further attendance at ADHUS/ FAU High School.

### Technology and Computing 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, ADHUS/ 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

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authorities. Students accessing the network and computer systems are solely responsible for all actions taken while online.

Internet access through ADHUS/ 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*. 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 as indicated in the *Code of Student Conduct*. Please see the *Technology Policy and Guidelines* for more details.

### Textbooks and Technology

Each student at ADHUS/ FAU High School is provided a textbook or other major device (for example, but not limited to, iPads, Chromebooks, etc.) of instruction in all of the core subject areas. In some cases, especially in the elementary school, kits are used as part of the core materials. These materials provide the students 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.

#### Lost or Damaged Textbooks

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 ~~handled as per the School Advisory Body approved~~ administered in accordance with the Fee

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## STUDENT & PARENT HANDBOOK

*Policy.* Students are also required to adhere to any book and or textbook return policy or procedures.

### Dropping Off and Picking Up Students

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. ~~and the first fifteen (15) minutes after the dismissal bell.~~ Classes begin promptly at 8:00 a.m. and students will be marked tardy if entering the building after the 8:00 am bell. Parents must sign students in when 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.

### 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 ~~at~~ through the main entrance.
3. Use the curbside of the vehicle for dropping off and picking up. Do not let children exit through a door that opens into traffic, and never get out of your vehicle while in the traffic loop.
4. ~~Do not~~ State law forbids the use of cell phones while in a school drop-off or pickup areas.
5. Always display car tags during dismissal.
6. Pull forward in the car line to 1<sup>st</sup> available marker until the car in front stops.
7. ~~Do not pass if you finish before the car in front of you.~~ 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 reenter the arrival car line.
8. Do not open trunks in the car line. If items need to be taken out of the car's trunk, please park in ~~one of the available~~ the parking lot and walk in with the items.
9. 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.
10. ~~The busiest times are 7:50 a.m. - 8:00 a.m. and the first fifteen (15) minutes after the dismissal bell.~~

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### Transportation

The school does not provide transportation to and from school for its students. The school does maintain 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 bus at all times.

### Uniform/School Dress Code

To ensure that the teaching/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 casual dress days and “dress-up” days when uniforms are optional, and on official school sponsored trips, 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. ~~at the school’s front entrance or in the school’s safe~~. All unclaimed articles of clothing will be used as spare clothes for students or donated to charity periodically throughout the school year.

### Volunteers

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 the these individuals. ~~volunteers or part-time students/employees~~. Volunteer and support positions are available to assist in the classroom in several categories and come from ~~several~~ a variety of sources including:

1. Field experience students,
2. Student teachers, and

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## STUDENT & PARENT HANDBOOK

### 3. Parent volunteers

## 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. ~~Student records may not be released until all outstanding fees have been paid to ADHUS/ FAU High School.~~

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

Amended by the FAUS School Advisory Body 7-24-16, 4-26-17, 6-15-22, 8-2-23