

Florida Atlantic University Schools

Alexander D. Henderson University School

Florida Atlantic University High School

Policy Handbook

Parent & Student

2009-2010



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The term “parent” in this document refers to all legal guardians.

Introduction - School Overview

The Florida Atlantic University Schools (including A. D. Henderson University School and Florida Atlantic University High School, herein known as FAUS) is organized as a department 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 and Florida Board Department of Education rules and policies. Only four Florida public universities are authorized to operate university laboratory schools by section 1002.32, Florida Statutes.

The schools provide exemplary instruction; however the essential, statutory mission of the school is to provide educational research, curriculum development, dissemination and service to Florida's public schools. It serves also as a site for pre-student teaching demonstration, field experiences and student teaching for the College of Education.

Parental/guardian support and participation are essential to all phases of school life. Your active engagement in the FAUS PTO projects and events, the School Advisory Council (SAC), and other educational support activities ensures our continuing growth and success.

The School Day

The school 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. School day begins at 8:00 a.m. Monday through Friday. Any child entering the school after 8:00 a.m. is marked as tardy and is required to get an admission slip before going to the classroom. After 8:05 a.m., all students must be accompanied by a parent to the office. Adult supervision begins at 7:30 Children eating breakfast may enter the building beginning at 7:30 a.m. and proceed to the cafeteria as instructed.

Pick up time is 2:30 p.m. for elementary students. Prompt pick up is extremely important but traffic flow is also important. Middle and high school students are dismissed at 2:45. It takes time for students to visit lockers and walk to the front for pick up, it is best if parents do not get in the traffic line before 2:50. Students who have not been picked up by 3:15 p.m. will be signed into the Late Pick-up Program and a fee will be assessed. Students who walk or ride their bikes are to leave the campus within five minutes of the dismissal bell.

Noon dismissal dates are listed on the school calendar. They provide the time necessary for professional development, research projects, coordination of school activities and developing curricula. Students will be dismissed at noon on these days with Late Pick Up fees assessed beginning at 12:30 p.m. Please refer to the 2009 – 2010 calendar on the school website (www.adhus.fau.edu or www.coe.fau.edu/fauhigh) for these dates.

Academic Improvement Plans

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

Academic Probation

Students in the middle or high school who fail two or more courses during one marking period, or the same required subject for two or more marking periods or receive a grade point average of less than **2.0** are automatically placed on academic probation for nine weeks. **Probationary students do not participate in any after school or away from school activities, including sports activities.** Students returning to FAUS, whose 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. Students will be evaluated at the end of this time. Academic teachers provide a list of students failing academic subjects at the end of each marking period.

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

- Fail two or more courses during one marking period
- Fail the same required subject for two or more marking periods
- Receive a grade point average of less than 2.0

Probationary students do not participate in any after school or away from school activities, including sports activities. Students returning to FAUS, whose 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. Students will be evaluated at the end of this time. Academic teachers provide a list of students failing academic subjects at the end of each marking period.

Accidents

FAUS has a registered nurse on duty in the clinic from 7:30 to 3:30 each school day. The nurse is 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 child illness or non-emergency injuries. Emergency services will be contacted in more serious cases. A copy of the school's *Clinic Policy and Procedures* is available from the school nurse for your review.

Minor Accidents

Minor Accidents are reported to the office immediately and a note will be given to the child to bring home at the end of the school day. In some cases the parent may be contacted by telephone.

Major Accidents

Procedures for Major Accidents include:

- 1) Immediate parent contact attempted.
- 2) Possible 911 contact for Emergency Services.
- 3) 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.
- 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.
- 6) The nurse or another member of the school staff will accompany the child to the hospital and remain until 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 FAUS students are insured for accidental bodily injury under a blanket school-time accident policy. This policy covers the student during school hours and while on the school premises fifteen minutes before school begins and fifteen minutes after school is dismissed.

The cost for this insurance is included in the Activities Fee. This is a SUPPLEMENTARY policy and benefits cannot be duplicated. During the first week of school, you will receive information on this pre-paid plan and options you may select for an additional cost. See the *Medical* section for more information.

Admissions

Please refer to the *Admissions Policy* on the schools' website or file in the office for complete information concerning admission to FAUS. The following summarizes the forms required for admission:

Birth certificate

The original birth certificate must be presented to the school before the first day of school. A copy will be made and the original returned to you.

Medical Examinations - Immunization Record

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). Please check with your 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: New kindergarten students are required to have the chicken pox vaccine before they can enroll in school.

After School Programs

The Henderson After School Program (HASP) is an educational after care service operating on every school day except the first week of school and on specified *Early Release Days*. HASP services are available to all students enrolled in Henderson School. The hours of operation are 2:30 p.m. to 6:00 p.m. The telephone number is (561) 297-3952. The office is located in room 37. Activities and fees are described in detail in a separate *After School Policy* manual.

In addition to HASP, individual teachers offer clubs and other activities for students at various grade levels. Details will be forthcoming after the second full week of school. Parents are reminded that if one student stays for a club activity, other children in the family or car pool must be picked up or registered as a full time student in the After School Program.

After School Student Supervision

An adult must accompany all students remaining after school for any reason. The student's parent must provide written permission and have it approved by a teacher or an administrator prior to the child remaining after school hours (2:30). Students may not remain at school unsupervised. Please remember, students who are not picked up by 3:15 (12:30 on Early Release Days) will be checked into the Late Pick Up Program due to safety and supervision concerns. Parents will be charged a \$20 supervision fee and additional fees as stated in the *Fee Policy*. Any family accruing three late pick-up fees will be required to have an administrative conference to determine further attendance at FAUS.

Attendance: Student

Please refer to the separate *Attendance Policy* for complete information concerning important attendance requirements. Please note: students attending FAUS must be in attendance at least 150 days of 180 days in the school year. Students absent more than 30 days may 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 at least ½ day the school day of the event.

Regular and timely attendance to class is necessary for good academic performance and to meet state statutory requirements for attendance. Please see the *Attendance Policy* on the FAUS website or request a copy in the front office. **There are significant changes in the attendance and tardy policies which may affect your child's continued attendance at Florida Atlantic University Schools if absence or late arrival becomes repetitive.**

Cellular Phones and Electronic Devices

Parents

Use of cellular phones is prohibited in the drop-off and pick-up circles due to safety concerns. Please turn all phones to silent alarm while in the classrooms, at events or during performances.

Students

Cellular phones must be turned off and stowed in backpacks or lockers during the school day. Students are permitted to use cellular phones in the afternoon only while in the circle where they are picked-up by parents. Any further use of a cell phone must be made in advance with an administrator or under the supervision of a faculty member. Inappropriate use of a cell phone will result in a discipline referral and parent contact.

Electronic devices or games of any kind are not permitted at school without the prior permission of a faculty member or administrator. As with cell phones, unauthorized use of such devices will result in a discipline referral.

Communication/Conferences

Communication

Communication between school and home is essential to the success of every child and the school. Teachers in grades K-5 send weekly newsletters to parents regarding classroom events, curricular involvement, and recognitions. Teachers in grades 6-9 and special areas will send a monthly newsletter to assist in keeping parents informed about curriculum and special events. *Friday Communication Folders* will also be sent home each week with student work or notices from school. *Friday Folders* are required to be returned on Monday of each week or the first day after a holiday. Report card dates are coordinated with *Friday Folders* and weeks that involve a Friday holiday will result in folders being sent on Thursday. The following chart has been organized to support positive communication between home and school. Specific requests (conferences, etc.) must be in writing, signed, and dated, by email or a phone message must be left at the office for the specific teacher. Parents are requested to notify school personnel in the following sequence if there are concerns:

- 1. The 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 and leave a message for the teacher to return a call, send a written request to set up a conference, or **email** a teacher with a conference request. Email lists are available on the schools' website or upon request at the front office.
- 2. The 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 assistant principal in regard to all other school-related issues. It may be that the assistant principal will refer the individual to the principal, teacher, guidance counselor, or other appropriate contact for additional information.
- 3. The Principal/Director:** 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 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 assistant principal in regard to all other school-related issues. It may be that the assistant principal will refer the individual to the principal, teacher, guidance counselor, or other appropriate contact for additional information.
- 4. The Assistant Dean, PreK-12 Schools and Educational Programs:** Following a conversation with the principal, parents may request a conference with the Assistant Dean to further discuss the issue. The Assistant Dean will meet with the Principal/Director to gather information about the issue and will contact the parents to arrange a conference.

Conferences

Parent and teacher communication are 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. All students in grades 3-9 are provided a *Student Planner*. Teachers may direct students to use the planners in different ways, but this method of communication has been found to be highly effective in assisting students to develop good organizational skills as well as to provide an effective communication tool between teachers, students, and parents.

Teachers are encouraged to have a minimum of one (1) conference with all parents during the school year. Conferences can be face-to-face or by telephone. All conferences need to be scheduled through the teacher of concern. Contacting the teacher may be through phone message at the front office or email contact. The school guidance counselor is also available by appointment for group conferences as needed. Contact the school guidance counselor to schedule conferences when more than one teacher is involved. If you need to cancel an appointment, please call the school office as soon as possible.

The School Advisory Body has established a *Dispute Resolution Policy* which is available on the school website or in paper copy at the front office upon request. The policy defines the process to follow in the event that there is a dispute regarding a school matter. The form to file a dispute claim is also available on line or upon request in the school office.

Computing Policy

The IRM (Information Resource Management Department) 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, FAUS 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 and will adhere to the "FAU Code of Computing Practice" adopted by the University. Parents and students must read FAUS' *Internet Policy & Guidelines* and submit a signed *Acknowledgement Form* before they are allowed to access the Internet.

Discipline

The *Code of Conduct* policy will be discussed during the first week of school and is available on the schools' website. Teachers will review the document with all students. Parents and students will need to review the document and sign off on the acknowledgement form before the deadline. Please note: All discipline rules will apply during the After School Program's hours of operation. Please refer to the *Student Code of Conduct* for more information.

Early Release of Students

Students will not be released to persons other than parents or legal guardians unless the identity and authority of the person has 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. When a student is leaving school before the regular dismissal time, a note must be sent with the student. Teachers will deliver all such requests to the main office for verification before the child is released. Students must be released through the front office. The parent/guardian must "sign out" the student at the school office. If the student returns before the end of the school day, he/she must report to the office to "sign in" and get an *Admission Slip* to return to class. **PLEASE DO NOT REQUEST EARLY DISMISSALS within 15 minutes of a dismissal time** as this interferes with the general dismissal procedures and compromises school safety and security measures.

Exceptional Student Education (ESE)

Florida Atlantic University Schools provides a variety of ESE services at the school site. However, due to the small nature of the school and the extensive variety of ESE possibilities, students identified as needing ESE services currently not available will have parents contacted for further guidance related to school placement. The instructors and staff at FAUS work closely with parents and the guidance department to provide interventions for students through 504 plans and on-going attention to the Individual Education Plan (IEP). Please contact the guidance counselor for more information.

Fees

Please refer to the 2009-2010 *Fee Policy* for details. Make a special note that there are significant changes in the Board approved policy that may impact your child's attendance at the Florida Atlantic University Schools or access to school records.

Activity Fees are used to support student activities, field trips, special event tickets, bus use, school day student insurance, swimming pool, sports, extracurricular clubs and related expenses that are not typical instructional expenditures in Florida public schools. These fees also provide one PE uniform and yearbook per child at no cost.

Activity Fees 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 *Activity Fee Policy*. The full policies are provided on the schools' websites, but in general students qualifying for free meals pay no fee; while those on reduced pay 50% of the normal fee. Applications for Free and Reduced-Price School Meals are available in the front office.

Field Trips

Field trips are arranged periodically by faculty as an enhancement to the learning process. Prior written permission of the parent/guardian 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).

Parents volunteering to chaperone and/or serve as drivers on school-sponsored activities must assure the school that they possess valid liability and collision insurance. Parents volunteering as chaperones should arrange for separate care of younger children during the time of the trip. Only students registered in the class may accompany a group on a field trip.

Teachers plan experiences for students outside the classroom whenever appropriate and convenient. Such trips provide meaningful educational experiences for students and are encouraged. Whenever possible, FAUS vehicles are used to transport students on field trips.

Food Services

Breakfast Program

Breakfast will be served from 7:30 - 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 enter the building at 7:30 a.m. and report directly to the cafeteria for breakfast. They are to remain in the cafeteria until the first bell rings at 7:55 a.m. A paraprofessional supervises the breakfast program.

Lunch Program

Participation in the school lunch program is not a requirement. Students may bring their lunch to school each day, if they wish. Please read all options for meal program participation. Free or reduced-price lunch is available for those who qualify.

Please Remember

- Students may not bring carbonated beverages or drinks to school.
- Beverages in glass containers are prohibited.
- There are no refrigerators or microwaves available for the students.
- Students allergic to milk may substitute juice with lunch. A doctor's note will need to be on file in the office.

Cafeteria Guidelines

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

Grading & Pupil Progression

Florida Atlantic University Schools provides a comprehensive program of general and advanced education based on *Florida's System of School Improvement and Accountability*, Goal 3 which encourages students to make maximum use of their educational opportunities and to function effectively as productive individuals. Our curriculum is correlated to the *Sunshine State Standards* as required by Florida law. A complete description of pupil progression criteria and student grading can be found in the *Pupil Progression Plan*. A copy of this document is available at the front desk or on the schools' websites.

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 and remediation or alternative placements based upon an in depth evaluation of the student.

Students may be retained twice in grades K-8 based on the criteria set forth in the *Pupil Progression Plan*. A mandatory Child Study Team meeting will be scheduled to discuss placement options for any student recommended for a third retention. Previous retentions 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 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 during the probationary period.

Math Placement Procedures

Grades 1-5

Students may be given math inventory tests at the beginning of each school year. Students whose scores indicate the need for further acceleration may be recommended for placement into the next grade class or mathematics sequence. Complete records are evaluated and consultations conducted before these recommendations are made.

Grades 6-8

Beginning in the 6th grade, students may be placed in advanced math classes based on FCAT scores and/or teacher recommendations. All placements made beyond the use of FCAT 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 Pupil Progression Plan. Transferring students are students who enter the school after the start of the school year.

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
3. Scholarship performance during trial placement

Diagnostic assessments 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-Schooled environment. An Academic Improvement Plan (AIP) will be written if necessary.

Assessments

All students in grades 3-11 will take the Florida Comprehensive Assessment Tests (FCAT). Students in grades 4, 8 and 10 will also take the Florida Writes portion of the FCAT. Science FCAT is required of students in grades 5, 8 and 11. Students in grades K-2 will take the Stanford Achievement Test form 10 (SAT10) and all kindergarten students will take the School Readiness Uniform Screening System (SRUSS). FAU High School students also are required to take the College Placement Test (Accuplacer), a math placement test, ACT/SAT and related assessments. The costs of the SAT/ACT are borne by the FAU High School as provided in the Pupil Progression Plan. Students may also opt to take the Advanced Placement (AP) test, also paid by FAU High from activity fees. Parents will be notified in advance of the dates and times for test administration. The FCAT and SAT-10 tests are achievement tests to identify student learning gains or readiness for school. Students are encouraged to study for or take related classes for the SAT/ACT/AP tests. The school counselors can provide additional information regarding specific tests.

Missing Assignments & Tests

Students will be allowed one day to make up missing work and tests for each day of an *excused absence*. The 200p-2019 *Attendance* Policy states: Students will have one (1) day to make up work for each day absent up to a maximum of five (5) days. All work received after the five-day period will be graded at 70% of the maximum score allowed for the assignment. A record of the absence must be on file in the office. At the beginning of the school year the teachers will distribute specific grade-level requirements concerning missing assignments. 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 illness.

Grading Criteria

Grades 3 - 12 Percents	Grades 3 - 12 Letter Equivalent	Grades 3 - 12 GPA (unweighted)	Grades K-5 Sunshine State Standards/Grade Level Expectations	Grades K-5 Standards Code	Grades K5 Performance Levels
90-100	A	4.0	Student meeting standards	X	On or above grade level
80-89	B	3.0	Not Assessed this marking period	O	Experiencing difficulty with grade level work
70-79	C	2.0			
60-69	D	1.0	Needs Development	#	Performance below grad level
0-59	F	0.0			
Conduct Codes		Grades K-5			
Acceptable		X			
Area of Concern		*			
Conduct Codes		Grades 6 - 8			
Conduct Is Very Constructive To Learning		E			
Conduct Is Generally constructive To Learning		S			
Conduct Is Detrimental To Own Learning		N			
Conduct Is Detrimental To Own Learning And Learning of Others		U			

Note: A more comprehensive description of the grading scales is available in the Pupil Progression Plan, Section X, *Grading Policies and Practices*.
Note: Students must be in attendance at least 70 percent of the days in a marking period to receive a grade.

Homework

Research indicates that meaningful homework along with parent support results in better student academic performance. of students. Homework provides practice and support to concepts provided during the school day. It is also used to prepare for future concept acquisition and exploration of areas of interest for individual students through targeted or teacher-designed skill development. Homework also assists in developing good study habits and responsibility.

Parents/guardians can assist children with their homework by providing a quiet work space with minimal distractions, plenty of materials, and supervising to ensure students stay on task. Parents/guardians are encouraged to verify completion of homework, but not to mask student difficulties by completing work for the child or correcting all practice sets. This direct involvement with homework should diminish as a child enters middle school and develops independent work skills.

Homework policies are established at each grade level and with each teacher. It is the student and parent's responsibility to become 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. In an effort identify approximate considerations for time spent on homework, the following guideline is provided. If at any time your child experiences homework that exceeds these guidelines over a regular period of time, please contact your child's teacher for a conference.

The students' agenda is the primary means of communication with parents. This is updated daily by teachers in order to maintain ongoing communication on students' progress. Parents/guardians are also encouraged to regularly check the web site, www.homeworkhero.com, to verify their student's assignments and to stay informed of their child's grade through the use of Pinnacle on-line. Parents/guardians will be issued codes to go directly to their child's grade page in Pinnacle and have access to the teacher's grades for their child at any time.

Grade	Time	Grade	Time
Kindergarten	15 minutes	5th Grade	75-90 minutes
1st Grade	30 minutes	6th Grade	1 1/2 -2 hours
2nd Grade	45 minutes	7th Grade	2-2 1/2 hours
3rd Grade	30-60 minutes	8th Grade	2-2 1/2 hours
4th Grade	60-75 minutes	9-12th Grade	2-3 hours *

(* For college level course work, the expectation is 2 hours of homework per one hour of in class work.)

Report Cards/ Reporting Student Progress

Report cards are issued on a quarterly basis as indicated on the school calendar. Report cards will go out in Friday Folders and parents are asked to sign and return all envelopes by the following Monday. Students attending FAUS must be in attendance at least three 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 30 days per year may not be eligible for promotion at the end of the school year.

Requirements for Honor Roll

Grades 3, 4 and 5

A student must have A or B grades in the five academic and Special Area classes. The distinction of "Honor Roll Student" is a privilege and carries with it the requirement of no more than 2 disciplinary referrals per quarter.

Grades 6-12

Students must have grades of A or B in all subjects, equivalent to a 3.0 G.P.A.

The distinction of "Honor Roll Student" is a privilege and carries with it the requirement of no more than 2 disciplinary referrals per quarter.

See *National Junior Honor Society* for more information.

Scholarship

Henderson Scholars - Students in grades three through eight who achieve an "A" average in all subjects and do not have conduct ratings of "N" or "U", and no grade of "C" in any subject at any time are recognized as Henderson Scholars and presented with a certificate.

Administrators' List - Students in grades six through eight are eligible to be named to the Administrators' List. Students in grades three, four, and five must earn an "A" each marking period in five major subjects. Students in grades six, seven, and eight who achieve an "A" average in all subjects and do not have conduct ratings of "N" or "U", and no grade of "C" in any subject at any time are recognized as Henderson Scholars and presented with a certificate.

Group Gifts

Our experience shows that collections of money among the students for the purpose of surprise parties or teacher gifts can create unfair financial burdens, hurt feelings, and even theft of the collected funds. For this reasons it is our policy to prohibit such collections among the students. Parents are urged to help students observe this policy.

Guidance Services

Florida Atlantic University Schools employs two full time guidance counselors. Counselors assist students, parents, and staff members with student guidance, academic advising and Exceptional Student Education services. Guidance counselors are available by appointment only to discuss student issues with parents/guardians. This includes those wishing to review ESE or testing information. The number is 561-297-6973. See Exceptional Student Education (ESE) for more information.

Florida Atlantic University Schools PTO, Inc.

The school's parent and teacher organization is FAUS PTO, Inc. FAUS PTO plans family-oriented and fund-raising events during the school year. The program for these events includes opportunities for students to attend and participate. Please see a FAUS PTO representative for a form to become a member (A membership form is sent home with the Information Packet and is available on line at the schools' websites).

Homeroom

A seven period schedule is designed for middle and high school students. However, all students receive periods of instruction in academic and special areas. When the doors open in the morning, students should return library books or go to their lockers. During homeroom attendance is taken at all grade levels, announcements are made, news of interest is given by the teacher and a school wide salute to the Flag is observed. A bell will sound to start each day and to end the day. All middle and high school classes are coordinated through the teachers for start and stop times. A schedule is provided for all teachers, parents, and staff members as well as all students in grades 6-12.

Internet Policies and Guidelines

Internet access, through FAUS' network, is a powerful educational resource, which will allow 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.

Just as students learn social codes and behaviors, which are acceptable at school, they must also learn the correct procedures and rules for using this network of information services. We require all students to adhere to these 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 as indicated in the *Student Code of Conduct*.

At the beginning of each school year, middle/high school students and parents of all students, will be required to sign a form which indicates that they are aware of the school rules and proper procedures for using the Internet and FAUS network, and the consequences which will result if these rules are broken. By signing this form, students are agreeing to comply with the rules of FAUS. This signed statement becomes a permission slip for students to access the information highway. Please refer to the *Internet Policy* for more information on this topic. The policy is available on line or upon request in the front office.

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 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.
2. Be examined by a qualified physician and passed 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.
3. Be covered by school-approved insurance or the equivalent.
4. Have written permission from parents before they can practice or participate in any sport. This statement must be notarized.

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 sixth grade are eligible to participate in team sports during the first nine 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.

The limit of opportunity for eligibility for each student shall be three consecutive years from the time he or she first enters the 6th grade, unless an unforeseen hardship has occurred during this eligibility. Any student who has been promoted as the result of a child study team decision will be considered to be ineligible for the 1st nine weeks of their placement year (Note: An example of this situation would be a student being promoted after having been twice retained).

Failure in more than one (1) academic subject during a given nine week grading period shall cause a student to be ineligible for practice and competition the following nine week grading period. An "I" Incomplete will be considered the same as an "F" 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, a 2.0 or its equivalent in all electives, and have satisfactory or better conduct for the previous nine-week period to be eligible. Grades earned in summer school will be calculated to determine the courses passed during the previous term. Grades for courses taken in summer school will be calculated with grades for the last marking period of the previous year to determine GPA. 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 FAUS cannot participate in any athletic contest at the school until the student/athlete has been in attendance five school days. The athlete will remain ineligible until all records have been transferred to and received by FAUS. Any student who practices with, or participates under game conditions with any junior varsity or varsity team of a senior high school will be declared ineligible for further competition in that sport at the middle school level until the following school year. To be eligible to compete in the play-offs and championship a student athlete must have been eligible to compete in 50% of their school's regular season contests.

Leave of Absence Request

Students who are currently in attendance may be granted a leave of absence for a maximum of one year. Leaves are granted as stated in School Board Policy 5.0

The student's parent must apply for a leave in writing. Leaves are typically granted for one academic year or the remainder of an academic year by the Principal/Director. If leave is granted, re-entering is based on space availability and eligibility for sibling preference will not apply until the spring following readmission.

Locks, Lockers, & Storage Areas

Students in the 6th through 9th grades are assigned lockers. There is a \$10.00 fee for locks lost or damaged. Personal locks may not be used on any school lockers. All backpacks must be stored in lockers during the school day. Teachers have accommodated this need through changes in school supply requests and coordinated efforts to reduce the weight of material carried between classes. Students are not permitted to have backpacks with wheels at any grade level. However, students with certain medical conditions are exempt from this policy. The parent **must** provide the school with a doctor's note stating the specific illness or condition that requires the student to use a rolling backpack. Rolling backpacks must also be stored for the school day.

Under Florida law, FS. 1006.09, 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.

Media Center Policies for Students

The school Media Center is open from 7:30 a.m. until 3:30 daily. Media Center passes for before and after school research and checkouts are available for students from the Media Center staff.

Books are checked out for two weeks at a time. They may be rechecked if the student wishes. No fines will be charged for overdue books. Notices will be sent for overdue books that are one week late. Parents will be billed the mandatory replacement cost for lost or damaged books.

Students may check out magazines, AV software, and/or reference books to a classroom during the school day. Student checkout forms are available in the Media Center. These materials should be returned to the Media Center at the end of the class period during which they were used. AV equipment is available for student use in the Audio-Visual Viewing room and other Media Center areas. Instruction is available in the proper use of such equipment either on an individual basis, or in Library Skills and Media Classes.

Medical

FAUS has a registered nurse on duty in the clinic from 8:00-3:15. The nurse is 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 encouraged to keep ill children home. Our clinic has only two beds available for children to rest until a parent is able to pick them up. Students who are too ill to function in the classroom will be brought to the office by the teacher, by another student (grades 3-12 only), or sent with an aide or volunteer. Decisions are made on an individual basis whether or not to contact parents. However, parents will be notified in all incidents of injury to and about the head. The school nurse will notify teachers immediately if the child will not be returning to class.

Your child will be allowed to stay in the clinic for the equivalent of one period (50 min.) if they are feeling ill. If, at the end of that time, he/she is not able to return to class, parents will be contacted to arrange pickup. Children cannot be allowed to remain in the school: with a fever over 100°, a questionable rash, vomiting, or any illness that might be considered contagious to others. Other responsible adults can 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 eighteen without written consent from the parent. Students remaining in the clinic longer than the allowed time may be transported to the 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. Students are not permitted to keep any medication, prescription or over the counter, with them. If a child with severe asthma needs an inhaler with him/her at all times, this can be arranged with the school nurse with proper documentation from the physician or nurse practitioner.

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 doctors' note is required by the Federal Lunch program guidelines if a student cannot drink milk and needs juice at lunch.

Parents are encouraged to give medicine before or after school, if at all possible. Parents must personally deliver and pick up any medication that is dispensed through the clinic. A parent may report to the office for a child to be excused from class so that he or she can administer medicine.

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 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, may not be brought to school without a completed and signed (by physician and parent) Medication Permission Form. All forms must be renewed each school year. The form may be obtained from the child's physician. Under no circumstances will any drugs be dispensed without a current form on file. All medication must be in the original container with a current date, the doctor's name and directions. 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 drugs. The teacher 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 must be brought to school and shown to the teacher (middle school students should show it to the teacher they are with at time of the intended dismissal). The student must deliver the note to the front office before they are dismissed.

Parents must come to the office to sign out the students. The 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. Returning from the appointment, the student is to report to the 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, and Character. Information regarding qualifications for membership, membership process and service of these organizations can be found on the school's website.

Pets

Parents are asked to cooperate with the school regarding the bringing of pets or other live specimens to school for any purpose. Teachers will send written notices home if and when specimens are wanted. Parents are requested to keep pets inside vehicles while on school grounds.

Physical Education (PE)

All students will wear PE uniforms (Henderson shirt and shorts) and gym sneakers with socks during P.E. class time. It is recommended that kindergarten students wear sneakers with Velcro straps if they have not mastered tying a knot. Swimsuits are required for swimming class. The suit should be blue in color.

The locker room is a changing area for students dressing out for physical education. Students must be ready for

class five minutes after the bell rings. The P.E. instructor is responsible for the supervision of the students. The P.E. Department is not responsible for clothes or valuables left in the locker room or P.E. area. The lost and found is located in the clinic. All P.E. suits left in the locker room will be sent to the office and placed in the lost and found.

The student must follow all the rules found within the student handbook as well as those posted in the P.E. and swimming areas. Students must notify their P.E. teacher of all accidents or incidents, of any degree, which occur in the P.E. area. Kindergarten and first grade students will be taught notification procedures at the beginning of each marking period or until learned. The teacher who was monitoring the student at the time of the accident will turn in a written accident report to the office. This report must be turned in before the end of the school day. An accident form may be immediately requested in more severe cases. See */Interscholastic Extracurricular Activities* and the separate *Student Conduct and Discipline Code* for more information.

Pupil Progression Plan

Florida Atlantic University School's *Pupil Progression Plan* clearly defines state and FAUS district grade-level proficiencies, grading criteria, and promotion and retention criteria. Please refer to this extensive document for more information. It is available in the front office for review or on-line at the schools' websites.

Research & Development

FAUS' research and development efforts are to support its commitment to provide a quality educational program to all students, improve teacher education, and serve schools in the State of Florida. Research and development at FAUS is derived from the school mission, college researchers, and state directives. Please refer to the annual *Research & Development Guidelines* for more information. Please review any requests for participation in research projects as we depend on each child's participation as part of our Mission. All researchers are required to present an approval of their research proposal by the FAU Institutional Research Board and for those in any contact with children to pass a security background check before working with FAUS students.

Recess

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

Recreation Program

The recreation program is limited to the students who remain in the after care program of the school. This is largely due to the fact that the recreational areas of the school, such as soccer and softball fields, are used by the City of Boca Raton's Recreation Department as well as scheduled use for athletic events involving FAUS.

Reporting To Parents on Student Progress

Parents are informed of student progress at regular intervals as identified on the School 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. Teachers will keep the guidance office informed of student progress, including the names of students who are failing or who have made honor roll. Parents are encouraged to stop by the office to sign for the Pinnacle code for their child so that they can regularly monitor grades from home or office internet access.

Mid-Term Reports

Midterm grades are given for all students in grades 3-9. Mid-term reports are not normally issued to parents of K-2 students. However, teachers will keep all parents 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 are not provided for any university student.

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.

Reporting Schedule

See the 2008-2009 School Calendar for dates of mid-term reports and report cards. Teachers may send home additional reports as needed.

Written Communication With Parents

The teacher will see that notices sent to parents are clear and concise. The teacher is responsible for all communications sent to parents including those sent by FAU students as a part of projects or by parents for class or school wide activities. The teacher will obtain approval from an administrator before sending out notices. Friday Folders will be the regular vehicle for sending notices to parents. Time sensitive notices that require a deviation from the norm may require that individual classes or school wide notices go out occasionally.

Research Projects

From time to time undergraduate and graduate students as well as professors from the university work with selected students as part of a research project. All projects must be approved by the at the university level by the Institutional Research Board, then by the FAUS Research Committee and/or Coordinator of Research and forwarded to Administration for final approval. Parents/guardians will be informed in writing of the nature of any study in which their child participates. Students are expected to cooperate in all approved projects. The teacher will file a list of FAUS students participating in each project in the school office. The privilege of attending Florida Atlantic University Schools 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 safety officer is charged with identifying areas of concern and monitoring status of safety issues. The following procedures have been developed to help provide a safe, orderly environment for the students attending FAUS:

Visitors

1. ALL VISITORS MUST REPORT TO THE MAIN OFFICE BEFORE ENTERING THE SCHOOL. This includes, but is not limited to: volunteers, parents, family members, service personnel, FAU students, former FAUS students, and guests.
2. Visitors and volunteers must sign in, provide a photo ID, and wear an official Name Tag while on campus. School personnel will report to administration all unauthorized visitors on campus.
3. Parents reporting for conferences must also check in at the front office and wear an official tag.
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.

Doors

All doors will be locked at 8:00 a.m. Visitors must report to the office through the front door on the first circle (west entrance). Staff members will monitor doors at all times. Students are not to open any outside doors for anyone.

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 Alert Now phone system would be activated. In order for the Alert Now system to be effective it requires that we have an accurate data base with current parent contact information. Please notify the front office anytime you change phone or email contact information.

School Improvement Plan (SIP)

The *School improvement Plan* is a state-mandated document written annually by the School Advisory Council, with input from all concerned stakeholders, and approved by the school's Advisory Board. The SIP outlines strategic goals and objectives aimed at improving many varied aspects of FAUS. All staff members and parents are invited to attend SAC meetings to offer input for this important document.

Special Events or Programs

From time to time during the school year special events are planned that require extra effort from all teachers. These events are in the best interest of students and are a part of their total educational experience. All teachers cooperate in preparing for special events. Students must be in attendance at least ½ day in order to participate in special events or programs.

Student Code of Conduct

The *Student Conduct and Discipline Code for 2009-2010* describes the rights and responsibilities of FAUS students. It also lists rules that have been made regarding those rights and responsibilities. Students, parents/guardians, and all the people who work in the school need to observe these rules to deal with problems and potential problems. Since parents/guardians 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 Student Code of 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. This very important document will be reviewed with students during the first week of school. Parents of all students will need to sign the *Acknowledgement Form* and return it to the school within the timeframe designated on the form. Parents of students not returning the form will be contacted by administration or guidance for a conference to complete the necessary signatures. Middle and high school students are also required to sign that they have received and reviewed the document.

Supervision of Students

Teachers, administration, staff and aides supervise students before school 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 bikes are to leave the campus within five minutes of the dismissal bell. Because supervision does not begin until 7:30, students are not to be dropped off prior to that time.

After School Program

Students enrolled in the After-School program report to their assigned classrooms after school. They do not leave the building. Please refer to the section *After School Program* for more information.

After School Student Supervision

An adult must accompany all students remaining after school for any reason. Students may not remain at school unsupervised. Please remember, students who are not picked up by 3:30 (12:30 on Early Release Days) will be checked into the Late Pick Up Program due to safety and supervision concerns. Parents will be charged a \$20 supervision fee for each day this occurs. Any family accruing three late pick-up fees will be required to have an administrative conference to determine further attendance at Florida Atlantic University Schools.

Telephones

General use of the office telephones by students is discouraged. No phone calls should be allowed for missing assignments, musical instruments, lunches, or after school plans. A teacher may send a student to the office with a note authorizing use of a phone when necessary. Students may not use phones in the Media Center, music department, or physical education/swim office during the school day. Teachers will encourage students to come to school prepared and to make social and transportation plans ahead of time. Please refer to the section in this document regarding "cell phones."

Textbooks

Each student at FAUS is provided a textbook or other major tool 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 (1006.42) 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, and 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/guardian. Please note that all unpaid fees will be handled as per the Board approved *Fee Policy*.

Traffic and Parking

Traffic circles are for drop off and pick up only. Do not park your car in either of the circular drives at any time. Please, *never* leave your car unattended with the motor running anywhere on campus.

Dropping Off and Picking Up Students

The biggest change in parking is the repainting of our parking lots. **All red zones are reserved for faculty and staff parking as part of university police services. Parking for parents and guests is limited to the East parking lot in standard yellow lined spaces. Please do not park in a red zone as it will result in a traffic ticket.**

First Circle (West- Main Entrance) – Drop Off and Pick Up for grades K-2 / 6-7 and all car pools or families with the youngest rider in grades K-2 or 6-7.

Second Circle (East Entrance) – Drop Off and Pick Up for grades 3-5 / 8-12 and all car pools with the youngest rider in these same grades.

Students riding in car pools or vehicles with siblings need to establish a plan to always be dropped off and picked up at the youngest rider's assigned circle. Students must then proceed to the designated areas while waiting for the bell to begin the school day.

Traffic movement is an on-going problem with so many vehicles trying to get to the same area at the same time. Please cooperate with the following plan.

1. Enter the campus at the main entrances.
2. Proceed to the designated circle to drop off children.
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 use cell phones while in a drop-off or pick-up circle.**
5. Exit through the west parking lot at the four way stop, even if you want to turn left.
6. Parking spaces are available in the west parking lot if you need to enter the building for any reason. There is additional parking space in lot 56 across the street.
7. 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.
8. The busiest times are 7:50-8:00 am and the first fifteen minutes after the dismissal bell.

Transportation

The school does not provide transportation to and from school for its students. The school does maintain two school buses to transport students on field trips, to classes at other locations on campus, and as members of a team or performing group. When scheduling field trips that extend beyond the school day, the cost of the driver must be included in the total cost of the trip. Accepted standards of behavior to promote safety are required at all times.

Uniform/School Dress Code

In order to be sure that the teaching/learning process proceeds in an orderly manner with minimal distractions, uniforms are mandatory for all students in grades K-12. Uniforms must adhere to the regulations specified in the dress code rules.

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.

It is important to note that the Dress Code Guidelines have been updated. There are new vendors with strict guidelines for style, color, and logo design. Please refer to the 2008-2009 Dress Code Guidelines for specific information when purchasing uniforms for the 2008-2009 school year.

The uniform guidelines are also printed in the student agendas for grades 3-9. Students in grades 10-12 do not typically use the agendas but remain responsible for the material provided in the summer packets.

Valuables

Parents/guardians are urged to see that students do not wear valuable jewelry or bring large amounts or cash to school. The school cannot assure responsibility for valuables or cash brought to school. School staff will take due care to help guard against loss of personal belongings, but will not bear responsibility for any loss. Please label your child’s personal belongings and clothing so that lost items may be returned quickly and with the least amount of lost class time and hurt feelings.

Found articles are kept in Lost & Found located in the clinic or in the school’s safe. All unclaimed articles of clothing will be donated to charity at Thanksgiving, the winter break, the spring break, and at the end of the school year. Please be sure to periodically check *Lost & Found* for missing items.

Volunteers

Teachers will supervise the activities of the volunteers or part-time students/employees and will certify that all duty requirements are met and will report all problems to the office manager or an administrator in a timely manner. Part-time volunteer positions are available to assist in the classroom in several categories and come from several sources including:

1. Field experience students - 90 hours per semester for elementary education students.
2. Guided field experience students -90 hours per semester with specific duties.
3. Ninety-hour observer-participants from Secondary Ed and/or ESE majors.
4. Parent volunteers coordinated through the FAUS PTO and the teacher.

Withdrawal, Student

The parent or guardian shall notify the school at least a week in advance of a student's withdrawal. Parents will be made aware of any books or 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 FAUS.