

A. D. Henderson University School & FAU High School

2025-2026 Faculty and Staff Handbook

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FACULTY AND STAFF HANDBOOK

This Faculty Handbook is designed to assist you in your daily responsibilities at A. D. Henderson University School and FAU High School. This handbook is intended to identify school procedures and day-to-day operations. It does not, however, replace School Advisory Board Policy, Florida Statutes, or the Collective Bargaining Agreement.

A copy of the teacher contract should be in your possession or you can obtain one from Human Resources. In addition to this handbook, the latest [School Policies and Procedures](#) can be found on the school's website.

It is the responsibility of each teacher and staff member to become familiar with the contents in this handbook.

SCHOOL OVERVIEW

[A.D. Henderson University School](#)

A. D. Henderson University School (ADHUS) is a public elementary and middle school on the campus of Florida Atlantic University in Boca Raton. [Florida Statute 1002.32](#) Developmental Research (Laboratory) Schools requires that a laboratory school's population be a representative sample of state-wide, public school enrollment based on gender, race, socioeconomic status, and academic ability. For this reason, A. D. Henderson's K-8 program uses a lottery system to select students. Annually, ADHUS receives in excess of 3,000 new applications for approximately 70-80 available spots.

Potential students complete an online application by January 1st of each year for admission consideration. Lottery selections and enrollment invitations are contingent upon receipt of the required enrollment documentation, subsequent school review, and screening. Students are randomly selected to most closely represent the public school student population of the state of Florida. Should the random lottery fall short of a representative sample of public school enrollment, the Office of PK-12 Schools and Educational Programs is authorized to select from the pool of applicants in order to meet the necessary state criteria for admissions.

[FAU High School](#)

FAU High School was established as a fully-immersed, early college high school that serves academically talented students. As such, a rigorous selection process is required. FAU High School admissions criteria are based on the competitiveness of applicants. To be eligible for consideration for admissions, an applicant must meet minimum academic requirements as described on the [FAU High School Admissions site](#). The criteria for admissions shall not have the effect of restricting access by persons of a particular race, color, ethnicity, religion, sex, sexual orientation, national origin, gender identity, disability, socioeconomic status, or any other characteristic protected by law.

A. D. Henderson University School and FAU High School are not part of one of the 67 county public school districts but rather are part of Florida Atlantic University Lab School District, one of four public

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laboratory school systems under the auspices of the State University System.

Mission

A.D. Henderson University School and FAU High School endeavors to: (1) demonstrate best practices in teacher education; (2) innovate, develop, and provide students a challenging curriculum, balanced with innovative academic support; and (3) conduct and support emerging educational research.

Vision

A.D. Henderson University School and FAU High School is a national exemplary model for school systems and teacher preparation programs improving education for diverse student populations through innovative, faculty-developed research and curriculum.

PROFESSIONAL

Attendance

Policy and Procedures

Arriving Late

The teachers and paraprofessionals' work hours are from 7:30 a.m. to 3:30 p.m. Other staff, please refer to your offer letter or hours indicated in Workday. Verify the correct hours with your supervisor.

Sick and Personal Days

- Full-time (employees with benefits) faculty accrue four hours of sick leave for each full bi-weekly pay period worked totaling 10 sick leave days annually.
- Employees must accrue the leave hours before they can be used.
- Sick leave hours are cumulative and do carry over to subsequent school years.
- For in-unit faculty, reasons for use of sick leave are listed in your [UFF-FAU Collective Bargaining Agreement](#) (CBA), Article 17.
- In accordance with the UFF-FAU (CBA), Article 17.13, in-unit faculty may be granted one day of leave per year for emergencies or for other personal reasons and that day will not be charged to any of the employee's leave balances. An additional four personal days (non-cumulative) of leave per year may be granted for emergencies or personal reasons. The hours for personal leave days are taken from accrued sick leave hours. It is important to remember that, per the CBA, except in

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the case of emergencies, 1) the employee shall provide two days' notice of intended leave and 2) such leave may not be used on the day immediately preceding or following a holiday.

- Personal days are not cumulative and do not carry over to subsequent school years. Any unused personal days roll over as sick leave time. If you are running late and are delayed, please contact your level administrator or supervisor to report your anticipated time of arrival.

If reporting an absence, please allow for a minimum of one day's notice prior to the absence. In the event of an emergency, contact your supervisor prior to the work day starting to ensure appropriate notice. Follow the directions below when reporting an absence:

- In addition to the electronic request entered through [SmartFindExpress](#), you must submit a Time Off request through [Workday](#).
 - In Workday, click on the Absences icon
 - Click on Request Time Off
 - Click on Calendar Date
 - On the bottom click on the green icon – (1 day request time off)
 - Type is ALWAYS Sick Leave Time Off
 - Daily quantity is in hours, if a full day is needed, enter 8. You DO NOT need to add hours for multiple days, that field should remain 8 hours unless you are taking a half day.
 - Click SUBMIT

Permission to Leave Campus

Approval to leave campus is required from your grade level administrator. Once approval has been given and in order to properly document insurance and worker's compensation issues, faculty and staff **must sign out with the front office before leaving campus for any reason during the contract day.**

Substitute Procedures

Emergency Absence

For emergency sick days, it is important to call in or submit your absence online as soon as possible. The system calls out to subs from 3:00 pm-9:30 pm each evening and then again beginning at 6:00 am. If an absence is submitted after 9:30 pm, it will not begin filling the job until 6:00 am on the day of absence.

If you do not receive a job number and an email with your request, then the request was not submitted correctly and will not be filled. You can also log in to your SmartFind Express (SFE) profile online and check the status of your sub assignment at any time after you submit your request. If you have an emergency and cannot submit your sub request to SFE, please contact your grade level administrator immediately.

Substitute Folders

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Substitute folders must include emergency sub plans, classroom management details, allergy and emergency information. Please see the [Faculty and Staff Absence Guide](#) for additional information. Sub plans for planned absences must be prepared and left for the sub by 7:30 a.m. on the day of your absence. If you are unable to come in to prepare for the sub, please email your team leader your plans and copy the substitute coordinator and an administrator as soon as possible. You can also attach plans and resources to your sub request when entering it online.

Planned Absence

All planned absences must be entered into the SmartFindExpress (SFE) sub system and [Workday](#) by the employee in advance, **even if no sub is required**. Go to the SFE site <https://fauschools.eschoolsolutions.com/> or call 561-623-9017 to enter the absence. You may put the absence in the system up to 180 days in advance. Personal days must be entered at least 2 days in advance. All absences require approval by the administration. A substitute will be assigned to the job prior to approval if needed.

Digital Substitute Folders

Prior to the first day of school a digital substitute folder, that includes emergency sub plans, classroom management details, allergy and emergency information, will be submitted. [See the checklist for the Digital Sub Folder.](#)

Sub Plans: Field Trip

When planning a field trip that will require sub coverage for students remaining on campus, please plan for coverage as outlined in the field trip procedures found on the internal website.

Communication

Conferences or Presentations Materials

Powerpoint templates and letterhead are available for download from the [Creative Service Request page](#). All presentations must use one of these templates or a template developed through the Creative Service Request process.

Copyright Guidelines

ADHUS/FAUHS shall abide by all provisions of the copyright laws:

1. Commercial materials, whether printed or non-printed, may not be duplicated without prior written permission from the owner or copyright holder.
2. ADHUS/FAUHS does not sanction or condone illegal duplication in any form, the use of illegally duplicated materials, or the improper use of commercially duplicated materials.
3. Procedures and guidelines for the legal duplication of materials for instructional purposes may be obtained by your administrator.

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4. Employees who willfully infringe upon current copyright laws may be subject to disciplinary action.

Creative Services Request

Awards, Banners, T-Shirts, Branded Materials or Communications

Creative services requests include the design and development of awards, banners, brochures, clothing, email graphics, flyers, invitations, medallions, pins, plaques, postcards, posters, signage, social media graphics, trophies, websites, web graphics, etc. must follow guidelines found [here](#) to request any creative services.

Distribution of Materials

All requests for the distribution of non-school related literature by children or staff shall have prior written approval from the grade level administrator and be submitted at least two weeks prior to distribution.

Email/Internet

All employees are issued an FAU email and an ADHUS Google email. Some access to applications and resources are managed directly by FAU Office of Information Technology (OIT). The electronic mail system shall be used for communications with faculty, staff, principal, and, as appropriate, parents. Email should be checked when it does not interfere with instructional time. For all (including parental) communications, please be aware of what you include in your message, as the email is a public document when sent through a school computer. If there is any concern about the topic and its impact on a student and/or personnel, plan to communicate in person or by phone. Adhere to professional ethics obligations when using email or electronic communication about students or school business, whether you're using school district computers or your personal devices.

Family Education Rights and Privacy Act (FERPA)

The [Family Education Rights and Privacy Act](#) of 1974, as amended, as well as the implementing regulations thereto, is a “federal law designed to protect the privacy of educational records, to establish the rights of students to inspect and review their educational records, and to provide guidelines for the correction of inaccurate and misleading data through informal and formal hearings.” With limited prescribed exceptions, educational institutions may not release personally identifiable information or non-directory information about a student without written permission from (i) the student’s parent, or (ii) the student if over the age of 18 or attending a postsecondary institution (an “eligible student”). Florida Statute §1002.22 offers similar protections and provisions under state law.

Specifically, FERPA affords parents and eligible students certain rights with respect to student education records, including:

1. The right to inspect and review the student’s education records;



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2. The right to seek amendment of the student's education records that the parent or eligible student believes is inaccurate, misleading, or otherwise in violation of the student's privacy rights;
3. The right to consent to disclosures of personally identifiable information contained in the student's education records (except to the extent otherwise authorized by law without consent);
4. The right to file a complaint with the US Department of Education concerning alleged failures by the institution to comply with the requirements of FERPA.

Internal Google Site

An [Internal Staff Google Site](#) serves as a resource for forms, policies, and updated information.

Regular updates and information are shared on the site to mitigate the number of emails sent to staff and faculty.

Parent and Family Communication - Newsletters

The school sends emails to school families each week. The purpose is to inform parents about upcoming events, send approved flyers, and reminders. Send any additional information you may wish to include in this communication to your grade level administrator for approval. The school also distributes a monthly electronic newsletter to families and staff. To view past issues or subscribe to the Community Newsletter, use the links below.

- [Link for Past Issues](#)
- [Link to Subscribe](#)

School Calendar

The school calendar is available on the school's website. Kindergarten through grade 9 follow the [A.D. Henderson University School Calendar](#) and grades 10-12 follow the [FAU Academic Calendar](#). Middle School students are on an A/B schedule and the information is housed on the [Middle School Rotation Calendar](#).

School Advisory Body

The [School Advisory Body](#) consists of parents, teachers, community and business representatives, and administrators. SAB serves as both a governing body as well as the School Advisory Committee (SAC). It is SAB's role to establish and approve policies and to provide general oversight, guidance and input on school operations and curriculum. Additionally, SAB participates in a "Needs Assessment" for the school and assists in the preparation and approval of the School Improvement Plan. The body utilizes collaborative management skills and consensus building when establishing goals.

Continuing Education, Certification, and Professional Learning

Certification - Professional Educator

Each teacher is required to hold a valid teaching certificate in the state of Florida. Teaching certification validity and alignment with teachers' assignments are monitored annually. Teachers will be notified during the expiration year of their teaching certificate. While teachers should keep a personal record of professional learning hours/points earned each year, the district maintains approved inservice points in [PAEC](#), an online professional development management system. Inservice hours completed in 2017 or later are housed in PAEC. Previous years' professional development records must be maintained by each individual teacher.

A copy of the most recent teaching certificate for every teacher is kept on file. Teachers new to the school, with a change in certification area, or with a name change, must provide a copy of their certificate to the personnel operations manager.

Inservice points can be earned through participation in approved professional learning activities at FAU Lab Schools, college/university coursework, attendance at workshops, online training, and by hosting a student teacher. Grade and/or team professional learning community engagements are also ways to accumulate inservice points. To review the courses eligible for renewal go to the [FDOE Florida Educator Renewal site](#).

To verify your inservice points, visit the PAEC website. If you do not have a PAEC account, you will be able to request one using your FAU email address. Attendance at FAU Lab Schools professional learning activities is recorded on a meeting roster for every activity. Be sure to sign the meeting roster to document your attendance. If seeking credit for participation in workshops, online trainings, and other off-site professional learning activities, pre-approval must be obtained by providing appropriate documentation indicating the following 1) how new learning will improve performance and/or student outcomes, 2) alignment to school mission and vision, and 3) implementation of new learning, and 4) the anticipated work product/outcome.

Earning Inservice Credit

In-service points are determined based on the learning activity, and are earned for participation in professional learning activities if appropriate documentation is provided and received prior approval. Inservice points are housed in PAEC. Professional learning inservice points are not awarded for attendance at conferences, general meetings, or business.

Renewing Your Certificate

To renew your certificate, ensure that you have established a certification account with the FDOE's Bureau of Educator events Certification system, VERSA, at <https://flcertify.fldoe.org/datamart/login.do>. For additional information regarding the requirements and process for certificate renewal see the [Renewal of a Professional Certificate](#) slide deck.

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Transferring Inservice Points from Another Florida School District

Each school district in Florida uses the [Florida Department of Education Inservice Teacher Education-Transfer Record](#) form to transfer a teacher's inservice record from one district to another. If you wish to transfer points, contact your previous school district's Certification or Human Resources Office to obtain the form. Complete the form and submit it to the previous district personnel. Verification of the points will be emailed to the requesting teacher.

Athletic Coaching Certificate

Each person who is employed and renders service as an athletic coach shall hold a valid temporary or professional certificate or an athletic coaching certificate. The athletic coaching certificate may be used for either part-time or full-time positions. This requirement does not apply to any athletic coach who volunteers and who is not employed by any public school district of this state. In addition to a coaching certificate, all coaches must hold and maintain certification in CPR, first aid, and the use of an AED.

Conference Attendance and Presentations

In an effort to increase faculty and staff knowledge, enhance skills, and disseminate information and research conducted at A. D. Henderson and FAU High School, attendance and presentations at local, state, and national conferences and events are encouraged. Funding for these types of activities is allocated in various ways through grants, foundation, and general funds; however, travel must be prioritized and aligned to school and district priorities and mission. To that end, all travel to conferences for any purpose must be pre-approved by the appropriate administrator(s). In addition, it is expected that you share or present your conference learning through a podcast, video or other digital presentation. See the [Travel and Conference Participation Procedures](#) for additional information.

FAU Courses: Employee Educational Scholarship Program (EESP)

Employee Educational Scholarship Program (EESP) waivers for college courses are available for eligible full-time employees after six months of full-time employment. Eligible full-time employees at FAU may enroll for up to six (6) credit hours of graduate or undergraduate instruction per term (Fall, Spring, and Summer). Access [Employee Educational Scholarship Program \(EESP\)](#) requirements and the EESP form to apply.

The principal and superintendent must approve each EESP request; therefore, it requires timely planning. To be considered, the process must be complete by 12:00pm the day before the Drop/Add date for the semester. To apply, complete the EESP request through "Create Request" process in Workday. The request will be routed to the appropriate approvers. Human Resources (HR) will send you an email confirming receipt. Approval is pending HR review and submission to the Controller's Office.

Professional Learning Plan

Professional learning is ongoing and job-embedded at ADHUS/FAUHS, and is designed to support faculty in continuing the development of expertise in instructional practice and content knowledge. Annually, prior to the development of the following school year's professional learning plan, faculty are asked to provide feedback on the previous year's professional learning, and to identify continued professional learning aligned with professional growth goals, curricular initiatives, and student and teacher needs. Effective professional learning activities reflect the following principles:

- Focuses on educators as central to student learning
- Focuses on individual, collegial, and organizational improvement
- Respects and nurtures the intellectual leadership capacities of educators, principals, and others in the community
- Reflects best available research and evidence-based practice in teaching, learning, and leadership and is differentiated in its approach
- Enables educators to develop further expertise in subject content, teaching strategies, uses of technologies, and other essential elements to teach to higher standards
- Promotes continuous inquiry and improvement and is monitored for quality delivery and is evaluated using data on classroom instruction and student achievement
- Aligns vertically and horizontally
- Requires substantial time and resources that are allocated through a clear district-wide process

All professional learning completed at ADHUS/FAUHS should be documented by a sign-in sheet or other evidence of participation. PL activities are traditionally pre-arranged during Pre-Planning Week, Teacher Planning Days, or Professional Learning Days. These activities are mandatory for instructional staff unless your supervisor makes other arrangements for you to obtain the content. Documentation of in-house professional learning, including Professional Learning Days, is maintained as part of the annual Professional Learning Plan.

Clinical Educator

Eligibility to serve as a clinical educator/cooperating teacher to a full time student intern or 90-hour practicum student includes the following:

- At least 3 years of classroom teaching experience in kindergarten through grade 12
- Successful completion of clinical educator training, available after 3 years of service
- Effective or highly effective ratings on the performance evaluation for the prior 3 years
- Certified or endorsed in reading, for those supporting developing educators in grades K-3

Serving as a clinical educator for a student teacher is a valuable professional learning experience. As such, teachers can earn 60 inservice points for when serving as a clinical educator for a student completing a full semester of student teaching.

Guiding Accelerated Teacher Effectiveness (GATE) Program

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The GATE Program (GATE) is for teachers new to education as well as veteran teachers new to ADHUS/FAUHS. The goal of GATE is to accelerate teacher effectiveness through collaboration and support. GATE intends to improve the initial teaching experience of newly hired educators, whether early-career or veteran, thereby having a positive impact on student learning. This is accomplished by pairing the new educator with a GATE mentor to support the development of instructional and other professional practices. The program activities and components are designed to provide support to new educators as they master the criteria of the [Florida Educator Accomplished Practices](#) (FEAPs) and Marzano Focused Teacher Evaluation Model.

This year-long program provides the opportunity for the mentor and new educator (mentee) to engage in professional activities that will assist in a smooth transition as well as to support the mentee's new learning and development through the analysis of student data, and observations and feedback. Refer to the GATE program handbook for specific information.

Professional Learning Communities (PLCs)

Dedicated time is allocated for teachers to collaborate to analyze their practice, student work, and to discuss instructional strategies. Teachers are encouraged to test their practices, examine the results, and discuss as a team to determine areas of success and improvements.

Research Expectations

Research at ADHUS/FAUHS is directly linked to our mission. Faculty and staff may be involved with research in two main ways: by participating in a university-driven research study or by initiating an action research study. University-driven research studies in our school are mediated by the Office of PK12 Schools and Educational Programs ([OPK-12 Research Committee](#)).

The OPK12 Research Committee facilitates research collaborations with the PK12 Schools and Educational Programs, including A.D. Henderson University School, Florida Atlantic University High School, Pine Jog Environmental Education Center, and the Stiles-Nicholson STEM Teacher Academy. The goals of the committee are to establish collaborations with FAU (and other) researchers to study our programs, schools, and students; review collaboration requests to assess fit based on our mission and ensure that university and school research protocols are in place where appropriate; and ensure that the research and findings are disseminated both to our school and to the broader discipline.

The school's action research activities occur as a part of the [Comprehensive Educator Research Program](#) which provides professional learning and opportunities for faculty and staff to engage in education research, scaffolded by experience level. The goals of Comprehensive Educator Research Program are to:

- Support faculty and staff as teacher-scientists who use scientific inquiry to generate evidence-based knowledge for the benefit of student learning and teacher professional growth.
- Develop and implement innovative curriculum plans, teaching activities, technology, and student management strategies aimed at increasing student achievement and produce results with scientific merit.

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- Commit to supporting teacher preparation and engage in collaborative partnerships with teacher education programs to provide novice and advanced students in education with examples of model teaching, field experiences, internships, advising and mentoring.
- Pursue grant writing to secure funding that supports teaching, research, and service.

Each K-12 classroom plays an integral role in the success of research and in our mission to serve as an exemplary educational institution. Full cooperation and collaboration with researchers are expected of all faculty and staff. The research director will communicate all information and classroom participation timelines with project participants. Faculty are encouraged to pursue research endeavors, as it is an essential component for promotion and continuing status. This unique, research-infused mission is what makes us an exemplary model for PK-12 programs across the nation.

Financial Procedures

As recipients of state and federal funds, we must establish and maintain a system of internal controls. All transactions conducted by Florida Atlantic University Schools (FAUS) are closely regulated and monitored by State, Federal, and University provisions. Financial guidelines are defined for faculty and staff on uniform procedures and standard practices, when purchasing and/or contracting for commodities/goods and services in a legally compliant manner, as well as when traveling. Administrator approval is required for all expenditures. Unauthorized purchases will not be reimbursed.

Classroom Supplies

Each faculty member with a teaching assignment is typically allocated school funds at the beginning of the year to be used for the purchase of supplies/materials to support the educational process in your classroom. The Classroom Teacher Supply Funds will be managed by you to be used to purchase items for your classroom using retailers/vendors of your choice. These funds will be processed by FAU's Payroll Department and will be directly deposited into your bank account. All eligible faculty must complete an acknowledgment form and submit it to the Finance Director. Payroll will not process payments without a signed acknowledgment form.

Copy Paper

Copy paper is available at all of the copy machines throughout the school. If you would like to have additional copy paper in your classroom, please make sure to purchase it with your Classroom Teacher Supply Funds.

Fund Raising

The school recognizes the need for school-related organizations to be involved in fundraising activities. Such activities may be conducted in the name of the school when it is found to be in the best interest of the school program. Parents are encouraged to participate in fundraisers. Under no circumstances are students to sell door-to-door. The administration must approve all fundraisers before any commitments are made. All requests for money from students or parents must be authorized by the administration.

Purchasing

FAU uses a cloud-based system called [Workday](#), an on-demand financial management and human capital management software. The system is completely accessible online and requires a user password and login. Users may login to the system to manage information, request time off, access pay stubs, purchases, expenses, and other related tasks.

Request for Materials and Supplies

Teachers are expected to take ownership of identifying the curriculum materials, instructional resources, and classroom supplies necessary to deliver exceptional learning experiences for students. Discuss your instructional materials and equipment needs with administration with clear justification for how these resources will improve student learning and achievement. Where there are justifiable needs and if funds are available, orders can be made using the regular purchasing procedures. See [Requisition Process 25-26](#) for additional information.

Travel

Before Your Trip

All travel must be pre-approved by the administration. For conference or workshop travel and participation requests, complete the Travel/Conference Request Form which can be found on the internal website and in the [Travel & Conference Participation](#) procedures. All estimated costs must be indicated as part of the travel request. The form is routed for approval. If the travel is approved, you will be provided the TAG (funding source) and other pertinent information to complete a Spend Authorization (SA) in Workday. The SA must include the affected dates with the projected costs, agenda/overview of the event or meeting, and TAG supporting the travel. The SA must be completed, at a minimum, 10 business days prior to the trip. Do not register for any workshop, conference, or commit to other travel until it has been approved. Click [here](#) for additional guidance on completing SAs.

During Your Trip

Maintain original receipts for airline flights, hotel rooms, conference registration, airline baggage fees, transportation, airport or other parking, and other incidental costs. You do not need to maintain receipts for meals because reimbursement is established by state law. Meals are reimbursed on overnight travel according to the following time frame: breakfast can be claimed when travel begins before 6:00 am and extends beyond 8:00 am (\$6.00); lunch is provided when travel begins before 12:00 noon and extends beyond 2:00 pm (\$11.00); and dinner when travel begins before 6:00 pm and extends beyond 8:00 pm (\$19.00). You may not claim meals if they were provided as part of your conference and will be required to provide an agenda indicating sessions and meals to support your reimbursement request.

After Your Trip



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Within 30 days after returning from your trip, you must complete the Expense Report linked to the approved SA in Workday. All documents submitted with the expense report must be in PDF format or will not be accepted. Upload all of the accompanying documents and receipts and include a description of the expense in the “Memo” field of the Expense Report. This allows the Finance Director to identify and track expenses by memo field. The Expense Report will be reviewed for approval by your supervisor and the Finance Department. Processing of approved reimbursements may take up to 3-4 weeks. Click [here](#) for additional guidance on completing Expense Reports. Don’t forget to share or present your conference learning through a podcast, video or other digital presentation. For a more detailed description of the travel procedures, review the [Conference Travel Approval Procedures](#).

Vehicle Requests

A request to borrow a school vehicle must be submitted 24 hours in advance of the date and time intended for use. Complete all sections of the [Vehicle Request Form](#), unless otherwise noted. Please be aware, completion of the form does not indicate approval of your vehicle use request. You will receive an email confirmation if your request has been approved. Once in the vehicle, you are responsible for documenting mileage, monitoring gas, and securing the vehicle while in your care.

Professionalism - Expectations and Opportunities

Committees

Throughout the school year, it will be necessary to appoint committees that will have a variety of assigned tasks. Serving as an active committee member provides teachers the opportunity to have a voice in the total operation of the school. Generally, committees will be formed for short-term assignments. Some will be designated as standing committees and will function throughout the year.

Developing Educators

A.D. Henderson University School and FAU High School’s (ADHUS/FAUHS) mission includes serving as an institution to demonstrate best practices in teacher education. In an effort to support the preparation of developing educators and to inform educational practices, ADHUS/FAUHS works in collaboration with FAU and other colleges and universities to provide quality field and clinical experiences. To ensure a diverse and strong cadre of faculty prepared to support developing educators, clinical educator training is encouraged and supported. For more information about serving as a clinical educator see qualifications on page 13 and speak with your administrator.

Evaluations

A.D. Henderson University School & FAU High School is committed to a cycle of continually updating the evaluation system to reflect state models, emerging best practices, and policy changes. The primary purpose of the evaluation system is to implement a performance-feedback loop that provides a sound basis for teacher improvement and professional growth that will increase student learning. This is

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accomplished through an evaluation of teacher effectiveness and subsequent discussions between the teacher and a supervisor or other observers.

A.D. Henderson University School & FAU High School faculty utilize the Marzano Focused Teacher Evaluation Model. All veteran classroom teachers at A.D. Henderson University School & FAU High School will have a minimum of one walkthrough or informal, and one formal observation annually. All teachers new to A.D. Henderson University School & FAU High School will have a minimum of one walkthrough, one informal and one formal observation annually. All first year teachers will have a minimum of one walkthrough, one informal and two formals annually. The final evaluation rating is weighted as follows: 64%- Instructional Practice, 35%- Student Growth Measures, and 1% Professional Growth Plan. Annually, administration will work with teachers to review the evaluation model and processes to obtain feedback and to consider enhancements to the evaluation system.

Parent-Teacher Organization (PTO)

All faculty and staff are encouraged to become a member of the [A.D. Henderson & FAU High School PTO](#) to help us maximize the impact of educational and extracurricular experiences for all students at ADHUS/FAUHS.

Planning Days

The majority of the time during teacher workdays is to be used by the employee for planning instruction, recording grades, reviewing student cumulative folders, and/or creating instructional material or activities. The length of the workday may not be reduced or increased on planning days. A one-hour lunch period may be authorized within the planning day. Children and pets of faculty/staff members are not authorized to access the building on planning days without prior approval unless otherwise approved and arranged by administration.

Professional Attire

As a laboratory school, we frequently have educators, legislators, university officials, and other guests tour and visit our campus. Regardless of the position you hold at ADHUS/FAUHS, you represent the organization, not only by your attitude and presence, but by your appearance. More importantly, we serve as role models to our students. A professional and neat appearance conveys to our students, parents and visitors that we embrace excellence and pride at ADHUS/FAUHS.

Promotion

A unique feature of the laboratory school model is the opportunity for faculty members to engage in professional growth and research to earn a promotion and additional salary increases. In accordance with Article 23.4 of the FAU/UFF Collective Bargaining Agreement, ADHUS/FAUHS faculty members may seek promotion to the rank of University School Accomplished Instructor (3% increase), University School Assistant Professor (7% increase), University School Associate Professor (8% increase), or University School Professor (9% increase) through a rigorous process of peer review. Promotion indicates

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a commitment to teaching excellence and professional growth at ADHUS/FAUHS and FAU. The [Criteria for Promotion](#) and application are distributed annually by the school UFF representative. Faculty members up for promotion use the online e-portfolio system [Interfolio](#) for submitting and reviewing materials for promotion.

Teacher of the Year

The Florida Department of Education's Teacher of the Year Program recognizes and honors outstanding classroom teachers who have demonstrated a superior capacity to inspire a love of learning in students of all backgrounds and abilities. Florida's public school system has made significant progress in student achievement, and research shows the most important factor in raising student achievement is the quality of the teacher. Recognizing teachers who make a difference in the lives of students is a priority for the Florida Department of Education.

The Florida Department of Education presents an award check from the FDOE to the District Teacher of the Year and is distributed during the Teacher of the Year Roundtable. Each year, nominations are held for District Teacher of the Year and candidates are chosen and voted upon by ADHUS/FAUHS faculty and staff. The District winner will be expected to complete a nomination packet, which includes a video submission, 3 letters of recommendation, and a digital photo. For further details visit [FLDOE Teacher of the Year Program](#) and download the Teacher of the Year Nomination Packet.

Teacher Leadership

There are many opportunities for teachers to assume leadership roles including grade level sponsor, PLC Leaders, club advisors, or team leaders. Teachers may also play active roles on committees as chairs or at the district level with presentations. Additional opportunities are available through athletic coaching or as leaders of academic competitive teams. More information can be found on the school's internal website and from your grade level administrator.

Tutoring

School-Sponsored Tutoring

School-sponsored tutoring is provided based on specific academic needs and eligibility criteria. If a student qualifies for school-sponsored tutoring, families will be contacted directly with details regarding the support available. This tutoring is offered at no cost to families and is scheduled outside of regular instructional time (i.e., before or after school).

Private Tutoring

Parents may request private tutoring services from faculty or staff members. However, teachers may not privately tutor students who are currently assigned to their class. Private tutoring may take place on campus but must occur outside of contractual responsibilities and school-day requirements. Participation in private tutoring may not interfere with attendance at meetings, professional development, school events, or any other required duties.

Human Resources

Collective Bargaining

All contracted, full-time faculty are encouraged to read and understand their rights provided by the FAU Board of Trustees and The [UFF-FAU Collective Bargaining Agreement](#). ADHUS/FAUHS has a UFF faculty member on-site representative available for questions and support.

FAU Human Resources Information

There are numerous resources available on the [FAU Human Resources](#) page. The annual payroll schedule can be found on the university's website under Payroll Policies. As a part of the FAU community, all ADHUS/FAUS employees must be aware of and adhere to the University policies. Review and access the policies at [University Policies and Procedures Manual](#).

Notification of Misconduct or Arrests/Charges

All instructional and administrative personnel must self-report in writing to the principal any arrest for a felony offense or for a misdemeanor offense listed in s. 435.04(2) within forty-eight (48) hours. Such self-report is not considered an admission of guilt and is not admissible for any purpose in any proceeding, civil or criminal, administrative or judicial, investigatory or adjudicatory.

FAU Lab Schools will temporarily remove instructional personnel from the classroom within twenty-four (24) hours after notification by law enforcement or a self-reporting employee of his or her arrest for a felony offense or for a misdemeanor offense listed in s. 435.04(2).

In addition, all instructional and administrative personnel shall self-report any conviction, finding of guilt, withholding of adjudication, commitment to a pretrial diversion program, or entering of a plea of guilty or nolo contendere for any criminal offense other than a minor traffic violation within forty-eight (48) hours after final judgment. Driving under the influence (DUI) and driving while intoxicated (DWI) convictions are not considered minor traffic violations and must be reported. Failure to comply with the state of Florida self-reporting rule will result in disciplinary action up to and including termination of employment.

Personal Business on School Time

No employee may conduct personal or private business on school time except for emergencies approved by the principal. School equipment and supplies are for school use only and shall not be used to conduct personal or private business or any other activity that is not connected with the school.

Personal Property, Use Of

Personal items brought to school for classroom or office use are the employee's responsibility including repairs or replacement.

Professional Conduct

Principles of Professional Conduct for the Education Profession in Florida Administrative and instructional personnel, as defined by Florida Statute, must adhere to the [Rule 6A-10.081, Florida Administrative Code, Principles of Professional Conduct for the Education Profession in Florida](#). These ethical principles are intended to maintain a professional working and educational environment, and to ensure that students' interests and protection are at the forefront of all educator actions.

Resignations

All resignations shall be filed with the principal within ten working days or fourteen calendar days prior to the proposed effective date of resignation.

School Equipment

When computer equipment is broken or missing, notify the Technology Team immediately using the [Technology Request Form](#). Equipment must be kept in good working order.

Telephones / Cell Phones

School telephones are for school business and are to be kept for that use. If personal calls must be made, they should be made before and after student school hours. Please limit incoming personal calls to emergency calls only. Cell phones should be silenced or turned off during instructional time. If they are in the vibration mode, please do not answer during student contact time unless it is an emergency. Refrain from texting during student contact time, unless it is part of the lesson.



CURRICULUM AND INSTRUCTION

Classroom Procedures Arrival, Dismissal, and Lunch

Arrival and Dismissal

7:30 a.m.	First Bell	Students may enter the school building.
7:55 a.m.	Warning Bell	Students are to be admitted into classrooms
8:00 a.m.	Late Bell	Students are required to bring late passes after the late bell
2:30 p.m.	Dismissal Bell	Elementary (K-5)
2:45 p.m.	Dismissal Bell	Middle (6-8) and High School (9)

Students enrolled in before care are allowed entry at 7:00 a.m.

Dismissal Procedures

The school dismisses students using the [School Pass](#) program, an electronic student management platform. Students are either designated as walkers, car riders, or aftercare students.

Early Departures

Parents are to be encouraged to communicate early departures with their child's teacher. The front office staff will notify the classroom teacher to send a child to the office for early departure. Parents cannot request early release for students after 2:00 p.m. (2:15 p.m. middle school) except in cases of emergency.

Noon Dismissal Schedule

When there is an early dismissal schedule, a revised dismissal schedule will be in place. Students are dismissed from school at staggered times to relieve congestion in the hallways.

Cafeteria/Lunch

Teacher and student lunchtime is 30 minutes. Elementary teachers are responsible for arriving at the lunch area on time and for picking up their students at the scheduled time. Please allow students to use the restrooms before lunch.

Attendance Procedures

[Section 1003.23, F. S.](#), requires that, "the attendance of all public K-12 school students shall be checked each school day in the manner prescribed by rules of the State Board of Education and recorded in the teacher's register or by some approved system of recording attendance. Students may be counted in attendance only if they are actually present at school or are away from school on a school day and are engaged in an educational activity which constitutes a part of the school-approved instructional program for the student."

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Students attending A. D. Henderson University School and FAU High School must be in attendance according to the [Attendance & Tardy Policy](#). Those students who are not in attendance in accordance with the policy may not be eligible for promotion at the end of the school year.

The school day is from 8:00 a.m. to 2:30 p.m. (2:45 p.m. for middle/high school students). **Students not in their classrooms by 8:00 am will be marked *tardy* unless faculty are advised of a traffic concern or some other issue that delayed students from being on time.** Parents will need to sign tardy students in at the front office and the student must present an admission slip to the classroom teacher.

Homeroom teachers will keep accurate records of student attendance. All elementary teachers enter attendance into [Focus](#) by 9:30 am each school day. All middle and high school teachers will complete attendance in Focus during the beginning of each block. The school maintains automated attendance records for all students and must produce hard copy reports on demand for state auditing and monitoring purposes.

When a student is absent for more than 3 days, the student must be under the supervision of a doctor in order to receive an excused absence. A doctor's written statement must confirm that the student's condition requires absence for more than three (3) days. For any questions or clarification please contact the school nurse

The participation of a student in any extra-curricular activity is dependent on attendance in school on the day of the event. Any student who has an unexcused absence during the school day will not be eligible to participate in any extra-curricular activity on that day.

When a student is absent, parents/guardians are required to communicate the reason for the absence. Any communication received from parents/guardians must be forwarded to the attendance manager. If an absence is lengthy and parents feel the child is able to complete work at home, they may contact the teacher to arrange for work that might be completed at home. The teacher has 24 hours to prepare the assignment. *Following three consecutive absences, homeroom teachers will call the parent and notify administration.*

Student Absence for Religious Reasons

State Board Rule 6A-109514 requires school districts to develop rules regarding student absence for religious instruction or religious holidays. Parents or guardians must, within five days prior to an expected absence for religious reasons, notify the school in writing and request that the student be excused from attendance. A written excuse shall not be required upon return to school, and no adverse or prejudicial effects shall result to any student availing himself to this provision. Students shall be permitted to make up missed work according to school procedures without adverse effects when absent because of their observance of their religious holiday. Should questions arise regarding this rule, the principal shall grant parents a conference.

Teacher Responsibilities - First Period

1. Check your mailbox prior to the first period in the event there are materials that need distribution.
2. Mark attendance.
3. Model the correct behavior for the Pledge of Allegiance.
4. Display and encourage student attention to the morning announcements.

Secondary teachers (grades 6-9) are responsible for taking attendance for every period within the first fifteen minutes of class.

Classroom Maintenance

Changing Locations

If you are planning an activity on a particular day that necessitates you changing the location of your class, you must alert your grade level administrator and provide the class name and period to the front office.

Custodial Assistance

The primary duty of the custodial staff is to maintain the premises and perform minor repairs. Emergency clean-up (spills, vomit, toilet overflow, and leaky plumbing) are to be reported to the Front Office. All other requests are to be in writing via the [Maintenance Request Form](#) and will be taken care of in a timely manner. *Do not report any maintenance needs verbally that are not an emergency.*

Classroom appearance should be of concern to all. Encourage students to pick up papers from the floor, clean out desks, put materials away properly, and keep table and desk tops clean. This is part of an effective end-of-the-day routine.

Lost and Found

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

Master Calendar Requests

A master calendar/event request form must be submitted for administrative approval for all school-related events and functions taking place on and off-campus. This includes but is not limited to guest speakers, field trips, photographers, and all other events or functions. Check the school's [Master Calendar](#) found on the internal website for availability of the room or other location.

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The Master Calendar/Event Request Google Form [found here](#) must be submitted at least 30 days prior to the event. Failure to submit your request at least 30 days in advance may result in denial of the request and/or cancellation of the event. Verbal requests and approvals are not valid.

Once your request has been approved, you will receive notification via email. If your request has been rejected, please review the comments in the notes section to revise the request. Once revised, you must resubmit the request. If your event is canceled or changed after your approval has been received, you must notify your grade-level AP or supervisor immediately.

Safety in Private Spaces Act

In accordance with [s. 553.865 F.S.](#), also known as the Safety in Private Spaces Act, students are required to use the restrooms and changing facilities respective to their sex at birth. The school provides a number of separate, single-unit bathroom facilities. When a single-unit bathroom is unavailable, a transgender student should be provided access to a faculty single-unit restroom.

Any employee who willfully enters a restroom or changing facility designated for the opposite sex, for any reason other than those identified in subsection (6), and refuses to depart when asked, may be subject to disciplinary action..

Uniforms

Students in grades K-8 are required to adhere to a dress code. Grade 9 students are held to dress code expectations. The [School Dress Code](#) contains specific information.

Classroom Management and Discipline

Each teacher is responsible for maintaining discipline within the classroom. Teachers are encouraged to use various classroom management techniques before referring a student to the office. The teacher is the key to good discipline. The best discipline occurs when the teacher is prepared and the instruction is continuous.

All disciplinary referrals need to be submitted in a timely manner in the Focus system. An administrator will reference the corresponding grade level [Discipline Matrix](#) to issue appropriate consequences. All disciplinary referrals must be based on the policies in the [Code of Student Conduct](#). Check with your team leader or assistant principal if you have questions concerning disciplinary issues or policy.

Classroom & Grade Level Activities

Classroom Celebrations

Classroom celebrations may be held as determined by the teacher/administration. The room must be left clean. Only commercially prepared items may be served, no home-baked goods are allowed and healthy options should be available in accordance with the [Health & Wellness Policy](#). It is the teacher's



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responsibility to inform parents of guidelines for classroom celebrations. All visitors must sign-in through the front office. Students' dietary restrictions must be considered for all classroom celebrations.

Parent Conferences

Parent conferences are an excellent tool to improve student behavior and performance. Teachers are encouraged to have a minimum of one (1) conference with all parents during the school year. Conferences can be face-to-face, by telephone, or online. During the conference, keep the following tips in mind:

- Be positive and helpful
- Be specific about behavior and performance
- Provide supportive documentation and various student work samples
- Discuss student strengths and areas of concern.
- Summarize teacher, parent, and student responsibilities at the end of the conference.
- Provide recommendations that could aid in the student' success.

All correspondence to and from parents that is specific to the child must be documented in Focus. Ensure that all communication is dated. Focus provides a log for communication with students and families. All communication regarding academic progress or behavior must be logged in Focus and reviewed regularly with your grade-level administrator.

Schedules

Each elementary teacher will post a daily schedule in their classroom that is visible to students. Class and master schedules, class lists, and room assignments can be found in Focus.

Grading and Recordkeeping

Students in grades K-9 have grades reported in the Focus system; the grade will also be included on the report card. There are different scales, categories, and/or requirements for the different grades. Refer to the charts below for specific criteria for grades. Student code of conduct must also be documented by the teacher. Any questions on grading requirements are to be directed to the grade level administrator and any questions about Focus will be directed to the Focus/MIS representative. Information is also included regarding Honor Roll in grades 3-8.

Awards Honor Roll

Students in grades 3-8 are eligible for two types of honor roll recognition at the end of a marking period. Students in grade 9 are eligible for honor roll at the end of each semester. Refer to the [Student - Parent Handbook](#) for honor roll criteria.

End of the Year - Academic Awards

Administrators' List – ADHUS's highest academic honor. Students in grades 3-8 are eligible to be named to the Administrators' List if they earn an "A" each marking period in all subjects, and the requirement of "S" or "E" conduct grades. Students will be recognized with a certificate at the End of Year Award Ceremony.

Henderson Scholar - Students in grades 3-8 who achieve a final grade average of "A" in "each" subject, have no grade of "C" in any subject at any time, "S" or "E" conduct grades are recognized as a Henderson Scholar. Students will be recognized with a certificate at the End of Year Award Ceremony.

Honor Roll all Four Quarters – Students in grades 3-8 who achieve Honor Roll status all four quarters. The Honor Roll student must earn an "A" in the majority of all subjects and no less than a "B" in the remaining subjects each quarter and "S" or "E" conduct grades.

Comments and Conduct Grades

Comments are optional. You may select from a list of comment codes in Focus or enter a custom comment of your own. All core subjects and elective courses need to include a conduct grade defined below.

- Excellent (E) - Conduct is Very Constructive to Learning
- Satisfactory (S) - Conduct is Generally Constructive to Learning
- Needs Improvement (N) - Conduct is Detrimental to Learning
- Unsatisfactory (U) - Conduct is Detrimental to Own Learning and Learning of Others

Grade Books / Focus

Each teacher is required to keep accurate, up-to-date grades in [Focus](#). Grades must be updated in Focus weekly. Guidelines, expectations and best practices include the following:

1. Select the correct category for homework, class work, assessments, etc.
2. Be consistent with procedures from student to student and from class to class and in accordance with grade level procedures.
3. Use a descriptor for the assignment that is easily understood by students and their parents.
4. Follow grading expectations by grade band
 - a. Grades for K-2 are based on points. Plan for at least 6 grades per subject per quarter (it is not weighted).
 - b. Grades for 3rd-5th are weighted (65% assessments & 35% classwork/homework) and are automatically set up in their gradebooks. Plan for at least three assessment grades per subject per quarter and 5 homework/classroom grades per subject per quarter.
 - c. Grades for 6-8 core classes: Plan for two grades per week and at least two assessments per quarter.

Grade Changes

Once the posting window has closed, all grade changes must be submitted in writing and approved by the Assistant Principal before changes can occur. Teachers will complete a “Grade Change Request Form”, and submit it signed and dated by their grade level administrator.



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Grading Scales

All core and elective courses will follow the grading scales as stated below:

Grades K-2 Grading Scale	Grades 3-9 Grading Scale	Dual Enrolled Grading Scale
O = Outstanding 90%-100%	A = 90-100	A, A+, A- will be converted to a 95
M = Meeting Expectations 80%-89%	B = 80-89	B, B+, B- will be converted to a 85
P = Making Progress 70%-79%	C = 70-79	C, C+, C- will be converted to a 75
AC = Area of Concern 69% or below	D = 60-69	D, D+, D- will be converted to a 65
	F = 59 and below	F's will convert to a 59

High school and dual enrolled course weightings will be applied as stated below:

Regular Courses	Honor Courses	Dual Enrolled 1000-2000 Level Courses	Dual Enrolled 3000-6000 Level Courses
A= 4.00	A= 4.5	A= 6.00	A= 6.5
B= 3.00	B= 3.5	B= 5.00	B= 5.5
C= 2.00	C= 2.5	C= 4.00	C= 4.5
D= 1.00	D= 1.5	D= 3.00	D= 3.5
F= 0	F= 0	F= 0	F= 0

Incomplete Grades

In the case of incomplete grades, a student with an excused absence will have **2 days** to complete missing assignments for every day absent.

- Incomplete grades shall be reported/posted with the letter grade of "I" on the report card.
- If a student DOES NOT make up the work assigned within a two week period of time, he/she will receive a grade of "F" for the missed work or any unfinished portion thereof, unless specifically approved by the grade level administrator.
- All Incompletes will become Fs at the end of the next grading period.

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Mid-Year and End-of-Year Final Exams

- Students in Elementary/Middle School courses are NOT required to take mid-year / final exams.
- Students enrolled in a high school credit earning course are required to take mid-year and final exams.
- Mid-Year and Final Exams carry a weight of 20% of the overall grade.
- Students' final, end-of-year grade will be calculated as such: Semester 1 = 40%, Semester 2 = 40%, Final Exam = 20%.
- All three term grades will be calculated as 40/40/20 to earn the final grade posted on the report card.

Weighted Grading Categories

Grades 3-8 have weighted categories in core subjects (Math, Social Studies, Language Arts, Science. These weights apply to ALL assignments in core courses throughout the year. They are as follows:

Grades 3-5 Core	Grades 6-8 Core
Assessments = 65%	Assessments = 40%
Homework/Classwork = 35%	Classwork = 25%
	Quizzes = 20%
	Homework = 15%
TOTAL = 100%	TOTAL = 100%

Weighted Grading Categories for Middle School Electives

Theater, Chorus, and Dance electives are weighted as follows:

- Participation = 40%
- Assessments/Performance = 25%
- Organization = 20%
- Homework = 15%

Non-weighted courses

All Kindergarten through Grade 2, Grade 9 HOPE, and Middle School Elective course grades are non-weighted. These courses, excluding Dance, Theater, and Chorus, are graded using an average of total points to calculate a final grade.

Withdrawals and New Students

Students in each marking period who have withdrawn still receive report card grades if they were in attendance for 3 or more weeks into the quarter. The same applies for new students; they should have 3 or more weeks of grades to generate grades for a report card.

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Grade Performance Levels

Performance levels are assigned at the end of the year only. Codes and explanations are defined below:

Above Level (A) - After skills/concepts/processes have been introduced and the student has had adequate time to practice, the student who demonstrates understanding and is performing at the appropriate level for the grade will be marked with this indicator.

Below Level (B) - After skills/concepts/processes have been introduced and the student has had adequate time to practice, the student who demonstrates little understanding or is performing markedly below what the appropriate grade level will be marked with this indicator.

On Level (O) - After skills/concepts/processes have been introduced and the student has had adequate time to practice, the student who demonstrates marginal understanding or is performing slightly below what is expected for the grade level will be marked with this indicator.

Grading and End of Course Exams (EOC)

Algebra 1 and Algebra 1 Honors

- Students must pass the EOC with level 3 or higher to earn credit and to satisfy the standard diploma assessment requirement or have a passing concordant score.
- EOC test results count as 30% of the final course grade.
- Final grades use the following calculation: Semester 1 = 35%, Semester 2 = 35%, EOC = 30%

Geometry and Geometry Honors

- EOC test results count as 30% of the final course grade.
- Final grades use the following calculation: Semester 1 = 35%, Semester 2 = 35%, EOC = 30%

Biology 1 and Biology 1 Honors

- EOC test results count as 30% of the final course grade.
- Final grades use the following calculation: Semester 1 = 35%, Semester 2 = 35%, EOC = 30%

M/J Civics

- EOC test results count as 30% of the final course grade.
- Final grades use the following calculation: Semester 1 = 35%, Semester 2 = 35%, EOC = 30%

Florida Civic Literacy Exam (FCLE)

- High School students enrolled in a US Government class as defined in 1003.4283(3)(d),F.S. are required to test.
- A passing grade is 60% correct.

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Grade Forgiveness/Repeated Course

Dual Enrolled

Students in dual enrolled courses who wish to repeat a university course are governed by university policy. Only the higher semester grade earned will be used in computing the GPA; however, the transcript will display both course attempts and grade earned. No additional credits will be awarded for a repeated course that was previously passed.

Middle School

Students in grades 6-8 taking a high school level course for high school credit and earn a grade of C, D, or F may replace the grade with a grade C or higher earned subsequently in the same or comparable course(s). In the case of grade forgiveness, only the new grade shall be used in the calculation of the student's GPA. No additional credits will be awarded for repeated courses that previously passed.

High School

Any student receiving a grade D or F in a required high school course may repeat the course. A grade of C or higher earned subsequently in the same or comparable course may replace a grade of D or F.

In the case of grade forgiveness, only the new grade shall be used in the calculation of the student's GPA. No additional credits will be awarded for a repeated course that was previously passed.

Recordkeeping

Address Updates for Students

Each year parents or guardians are required to complete a re-enrollment form for each student, updating address, phone number, and other pertinent information. Parents are required to notify the school of any changes to this information during the school year. If you are notified of a change in this information, forward updates to administration and the school registrar (adhusrecords@adhus.fau.edu) immediately so that Focus can be updated.

Cumulative Folders

Student cumulative records are housed in the records room in the main office. Classroom teachers may preview them once the school year begins. In order to view a student's record, contact the registrar.

FTE - Survey Week

In order to earn state funding, the district must verify each K-12 student has been in both membership (enrollment) AND attendance during each assigned 11 day FTE window that occurs in October and February each year. At the end of each 11 day survey window, teachers sign and date an attendance verification report. Reports are due the Monday following the close of the FTE verification window signed and properly dated in blue or black ink. Return report to the MIS Coordinator.



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Legal Name of Student

Any student who enrolls in a public school must register under the name of the child as shown on the birth certificate unless or until such time as a final court order verifies a legal name change. Moreover, a school must refer to a student by the name, pronoun, and biological sex when born, unless a parent has provided written permission in Focus to use a different name. School staff, students and contractors may not be required by school personnel to use the student's preferred name or pronoun.

Where a child's name is legally changed, all school records shall be updated to show both the original name and the acquired legal name. A parent may request that their child be called by a name other than their legal name by adding a preferred name or nickname in Focus. However, all legal documentation such as cum folder, test information, report cards, attendance records, notes to the office, etc. must carry the full legal name.

Report Card Distribution

Report cards for Quarter 1, 2, and 3 are issued electronically through the student and parent Focus portal and available for downloading and printing if desired. Final report cards will be posted once the EOC scores are received.

Schedule Changes - Middle School/High School

Under certain circumstances it may be necessary for a student to drop or change a class. Teachers should not advise or encourage a student to request a schedule change. Refer any questions to administration, as they are the only ones authorized to make a schedule change.

Withdrawal of Students

The parent or guardian of any student who withdraws at any time during the school year must notify the school office at least one day in advance of the student's withdrawal. The office should be notified of the reason for withdrawal, the destination, and the date of the student's last day. All equipment and textbook fees must be paid before a transfer can be issued.

Curriculum and Resources

Digital Citizenship

Students are expected to use the network to pursue intellectual activities, seek resources, access libraries and information. Refer to the [Technology Policy](#) for additional information. For personal safety and the safety of others, remind students to exercise caution when communicating with people outside their personal network. If students feel there is a problem or feel uncomfortable with the information someone is giving, students should be encouraged to tell the school site administrator, teacher, or technology representative immediately. By the same token, students may not harass other users. Unwanted online communications can be considered harassment. If a student is asked to discontinue sending email or in any other form of contact, students are obliged to stop all contact immediately.

Florida State Standards

All teacher lesson plans and instruction for [ELA](#) and [Math](#) must be aligned with Florida's B.E.S.T. Standards. Social Studies and science standards as well as resources for all courses can be found in [CPalms](#).

In addition, [Section 1003.42, Florida Statutes](#) outlines topics that must be taught as part of required instruction. Each year schools must ensure that students receive instruction that promotes civic responsibility, character development, historical understanding, and digital safety. Our plan for required instruction can be found [here](#).

Homework

Homework serves as a valuable tool for reinforcing classroom learning and helping students develop independent study skills and responsibility. However, educators must be mindful of the cumulative homework load, especially in middle school where students juggle multiple classes with different teachers and assignments. The goal should be meaningful practice that enhances learning without overwhelming students or creating undue stress for families.

Lesson Plans

Lesson plans must be kept up-to-date and available for administrative viewing, either on the teacher desk or computer.

Media Use

Teachers are responsible for showing appropriate media in the classroom. All media are to be used for educational purposes only and listed in your lesson plans. PBS programs may be copied for classroom use.

Physical Education

State statute (1003.455) requires 150 minutes weekly for physical education, of which 30 minutes must be uninterrupted, unless a student is enrolled in a remedial course. The master schedule allows for this requirement.

Recess

In addition to the requirements in subsection (3), 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.



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State Assessments

The rules and procedures set forth by the Florida Department of Education for test administrators or proctors of statewide assessments must be followed as outlined in the assessment manual. The school's [assessment schedule and testing calendar](#) provides specific information regarding times and locations. As testing approaches, a detailed weekly schedule will be shared and any necessary training will be provided. Anyone associated with state testing must attend the annual training.

It is important to maintain the appropriate documentation required for test administration and that these documents are accurate and legible. The Florida Department of Education and/or ADHUS/FAUHS may need to utilize these documents for appeals and other investigations. Failure to adhere to these policies and procedures may result in disciplinary action, including the possible loss of your teaching certification.

Syllabus - Middle School / High School

It is the responsibility of the teacher to provide each student with a course syllabus. A copy of the syllabus for each course must be available to parents. Copies of course syllabi must also be provided to the grade level administrator by the first day of school (or beginning of the course) and kept in the substitute folder.

Textbooks

Textbooks will be assigned to teachers by the assistant principal/designee and grade level chair or team leader. The teacher will issue books to students and set up a designated system for monitoring and student accountability. When students are issued books, the student will write his/her name in ink in each book. The teacher shall follow strict accounting by recording the assigned numbers to each student. Alert students that periodic textbook checks will take place throughout the year.

Immediately report any lost/damaged textbooks to the assistant principal/designee who will give you the charges to be assessed. Florida law requires that principals and teachers collect from the student, his parent, or guardian for the books which the pupil may have lost or damaged as referenced in the [Instructional Materials Policy](#). No charge is made for ordinary wear of books in the course of the year. However, if a book is damaged to a great extent, the student will pay part of the list price. Any writing, marking, tearing, ripping, etc., shall be considered a total loss and the student shall be charged the maximum list price. Every teacher will be held accountable for his or her classroom textbook inventory.

Extracurricular and After School Activities

After School Student Supervision

A faculty or staff member must accompany all students remaining after school for any reason. The student's parent/guardian 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.). Students may not remain at

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school unsupervised. Students who are not picked up by 3:15 p.m. (12:30 p.m. on Early Release Days) will be checked into the Late Pick-Up Program due to safety and supervision concerns. Parents will be charged according to the late pick-up fees outlined on page 2 of the [Fee Policy](#).

Assemblies and other Student Events

All programs and events must be approved by administration and requested through the Master Calendar/Event Request Google Form found on the [internal website](#). Planning is the responsibility of the class or club sponsor. The Principal retains the right to cancel an event. If assembly occurs during the time a teacher is responsible for students, the teacher is expected to attend and supervise students.

Athletics / Athletic Eligibility

Students attending A. D. Henderson University School and FAU High School may be eligible to participate in a variety of sports programs. Specific information about the elementary and middle school athletics program can be found [here](#) and high school athletics can be found [here](#).

Clubs and Extracurricular Activities

There are many different clubs at A. D. Henderson University School and FAU High School due to the generosity and commitment of members of faculty and staff. Any faculty member interested in proposing a club can refer to the Student Clubs, Organizations, and Athletics Guidelines, found on the [internal website](#) for more information. Supplements are provided for club sponsors and are dependent on the level of commitment and responsibilities required by club activities.

Field Trips

Teachers may arrange for students to take field trips as the culmination of the instructional program. Teachers must get approval for a trip from administration prior to the planned trip. Only students in the class may attend the field trip. A permission slip must be on file for EVERY student leaving campus for any field trip. All field trips must be requested a minimum of one month in advance through the [Field Trip Request Form](#). Verbal requests and approvals are not valid. Approved Field Trip Requests will receive an email notification. If the request is rejected, review the comments in the notes section to revise the request. Once revised you must resubmit your request.

Any parent or guardian chaperoning an overnight trip must be fingerprinted and Level II background screened and cleared within 24 hours of the field trip. A parent or guardian chaperoning a local or out of town trip must sign-in and be cleared through the Lobby Guard security system in the front office within 24 hours of the field trip. Please see the front office for details. Parents volunteering as chaperones must arrange for separate care of all siblings not enrolled in the class during the trip.

Field trips are generally financed by the student and paid through the Marketplace. The cost of any chaperone must be factored into the cost per student. Additionally, a 14.19% overhead fee must be also factored into the total cost of the trip.

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Once approved, a Spend Authorization must be submitted for all chaperones attending the trip. When submitting an Expense Report, in addition to the required travel documentation required by FAU, the trip organizer must include a copy of students who paid and the amount paid per student.

Henderson Enrichment School Program (HESP)

The Henderson Enrichment Program (HESP) is an educational before care and aftercare service that operates from 7:00-7:55 am and 2:30-6:00 pm according to the approved yearly calendar. HESP services are available to students in grades K-9. Faculty and staff may register their children to attend aftercare, space permitting. HESP information is available on the [school website](#). Activities and fees are described in a separate Afterschool Parent Handbook, which is also available on the [HESP website](#). The HESP email address is hesp@adhus.fau.edu.

Student Support Services

School Counseling

The School Counseling Team provides comprehensive services to students K-12th grade in alignment with the American School Counselor Association (ASCA) standards. School Counselors will be responsible for the following:

- Consulting with teachers and parents to assist in meeting the needs of academic, social/emotional and college/career readiness goals
- Supporting the Multi-Tiered System of Supports (MTSS) in identifying students who need Tier 1 strategies
- Participating in the School Based Team (SBT) as part of the collaborative problem solving process within assigned caseload
- Providing workshops for parents/teachers relating to effectiveness in their respective roles
- Aligning and providing school counseling classroom lessons with the school-wide character education plan
- Assisting in crisis intervention
- Contacting community resources to provide for a student/family needs
- Assisting teachers and other staff members in the transition of students from one level or school to another
- Referring a student for individual counseling experiences in order to foster positive self-concepts, self-understanding, and conflict resolution

English for Speakers of Other Languages (ESOL)

A.D. Henderson/FAU High school uses an inclusion model to deliver instruction to English Language Learners (ELL) with ESOL strategies incorporated within each lesson. This means the instruction for ELL students is equal in amount, sequence, quality, and scope to that provided to non-ELL students. All ELL students are taught in mainstream inclusion classes. Each classroom teacher is responsible for incorporating ESOL strategies, accommodations, and the [English Language Development Standards](#) into

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daily lessons and must provide evidence in unit/lesson plans which are checked by school administrators during ongoing classroom walk-throughs and formal and informal teacher evaluations.

Exceptional Student Education (ESE)

Pursuant to 1002.32(3)(e), F.S., ADHUS /FAUHS offers exceptional educational programs as determined by the research and evaluation goals of the school, and the availability of students for efficiently sized programs. At ADHUS /FAUHS, 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 students with disabilities are direct instruction, support facilitation, and consultation. Our ESE team provides the majority of services in the general education classroom. The classroom teacher is responsible for implementing the accommodations, the modifications, and the instruction the student receives in the general education classroom. IEPs are reviewed with teachers during pre-planning week. Teachers can access copies of their students' IEP on the ESE tab in Focus. The ESE team consists of an ESE Coordinator, elementary and middle school ESE teachers, a speech language pathologist, and a contracted occupational therapist.

Multi-Tier System Supports Team (MTSS)

The main purpose of the MTSS is to act as an in-house problem solving group of professionals who develop educational strategies to help children learn. The MTSS consists of ESE department members, counselors, administrators, reading coaches, and teachers. The goals of MTSS are to maximize individual student achievement. Any student experiencing academic or behavioral problems may be a candidate for the Multi-Tier System of Supports. Some specific goals of the MTSS include:

- Identifying struggling students
- Providing teachers with support
- Determining appropriate interventions
- Ruling out additional factors that may hinder student progress
- Collecting additional data
- Monitoring and recommending referrals for additional screenings and evaluations

If parents are concerned about their child's progress, they should first confer with the classroom teacher. If further support is needed, the MTSS may be utilized to develop intervention plans or refer the child for further educational evaluations.

School Based Team (SBT)

When teachers identify students who appear to have learning and/or behavior challenges, they should confer with the principal, assistant principal, school counselor, or ESE coordinator to determine the appropriate course of action. If a referral is made to the School Based Team, teachers should understand that this may not result in evaluation and placement in a special program. It will, however, indicate that interventions will be devised to help the student function in a more positive way. Please **do not** inform the parents that their child(ren) needs a special education program.

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State and Federal Law require that certain procedures be followed before students are referred for psychological assessment and possibly special education placement. The law is designed to protect the student, his/her parents, and school personnel. Complete a [School Based Initial Referral Form](#) when appropriate. The goal of the staffing team is to help children, to identify and meet individual needs, and to provide an appropriate education for all of our students.

Students with Disabilities as Defined in Section 504

Section 504, part of the Rehabilitation Act of 1973, protects the civil and constitutional rights of persons with disabilities. By law, teachers and school staff are required to implement the accommodations as written on a student's Section 504 Accommodation Plan. Only the multidisciplinary Section 504 team can modify or change accommodations listed in the plan. Plans are reviewed with teachers during pre-planning week. Teachers can access copies of their students' 504 plans on the 504 tab on Focus.

The ESE Coordinator is responsible for any student being evaluated and found eligible for a 504 Plan as well as the annual update meetings. The ESE Coordinator is responsible for annual update meetings for high school students with 504 plans.

Students in Housing Transition

The federal McKinney-Vento Homeless Assistance Act (MVA) states that children and youth who lack a fixed, regular, and adequate nighttime residence are considered homeless. Each child of a homeless individual and each homeless youth shall have equal access to the same free, appropriate public education as provided to other children and youths according to the [Homeless Student Education Plan](#). Additional resources can be found [here](#).

HEALTH AND SAFETY

Medical

Accidents

A.D. Henderson University School & FAU High School has a registered nurse on duty in the clinic from 7:30 a.m. to 3:30 p.m. each school day. All accidents must be reported to the nurse immediately. The nurse is available to assess and treat accidents. If the nurse is unavailable, please contact an administrator or their designee. In the event of a life-threatening emergency call 911.

Employee Accident/Incident Report

If you are injured while at school, alert your administrator and the HR Personnel Manager immediately even if you do not go for medical treatment at that time. This is for your protection in case of later complications. To reduce injuries, ask for custodial assistance by completing a [Maintenance Request](#)

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[Form](#) rather than climbing on chairs, bookcases, ladders, or lifting heavy objects. Refer to the [Florida Division of Workers' Compensation](#) for additional information.

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Student Accident/Incident Report

If a child is injured at school, report the injury to the school nurse immediately. In most cases, parents/guardians will be contacted to determine a course of action in the event of non-emergency injuries. Emergency services will be contacted in more serious cases.

A student [accident/incident report](#) must be filled out and given to the nurse before you leave school that day even if it is not a very serious injury. This is for your protection and the protection of the school. Please remember to report all injuries whether you witness them or not.

Clinic

Students who become ill and are unable to stay in class may be sent to the nurse. Parents will be called to make arrangements for the student to go home. Any student sent to the nurse must have a Clinic Pass. Teachers should refer students who have any visible or suspected health problems to the school nurse. A copy of the school's [Clinic Policy](#) is available on the school's website.

Contagious Diseases/Infestations

If you suspect students of having a contagious disease or infestation, send them to the clinic immediately with a clinic slip. If a parent notifies you that their child is suspected of having a contagious disease, please notify the office immediately. Infestations include, but are not limited to nits/lice, ringworm, scabies, and impetigo. If a student is sent home with a contagious disease, the nurse will notify you. The student will need a note from a healthcare provider to return to school.

Eye Protection Devices

Students, teachers, and visitors shall wear eye protective devices whenever engaged in or observing an activity or the use of hazardous substances that may cause injury to the eye.

Medication

Occasionally, a student has to take prescription medication during school hours. In those cases, the following information must be provided.

- Healthcare provider's "**Authorization to administer medication in school**" form must be signed and on file in the clinic stating the name of medication, dosage, and time interval.
- Signed authorization from parent

The school nurse will coordinate this program under the direction of the principal, and will maintain a file for each student receiving medication during school hours and under the supervision of the school. The nurse will review files on a monthly basis to assure each individual student is effectively monitored. The school nurse will follow these procedures:

1. Medication must be stored in their original container with the original pharmacy label.

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2. Medication must be secured by school office personnel/nurse and administered by an adult designated by the principal. Medication is **never** to be kept in the classroom except for an epinephrine auto-injector or for students with asthma, short-acting bronchodilator and its components. Students are allowed to carry emergency medication if it has been ordered and documented by a healthcare provider.
3. A record of the following is to be maintained by the nurse:
 - a) name of drug and dosage
 - b) dates of all administrations
 - c) expiration dates of all medications
4. Medication or treatment may not be given until the form is completed and properly labeled medication is received. This includes over the counter medication.
5. Orders are valid for one school year.
6. Medications must be sent on all field trips.

Students are allowed to possess and use headache medication while on school property or at a school-sponsored event without a physician's note as long as the medication is regulated by the USDA for over-the-counter use. However, students may not share medication.

Safety Plan and Procedures

Annual Training

Bloodborne Pathogens Training

All FAU employees with the potential for occupational exposure to Bloodborne Pathogens (BBP) in the workplace must receive training as mandated by OSHA. Occupational exposure includes reasonably anticipated skin, eye, or mucous membrane contact with blood or other potentially infectious material while performing job duties.

The training explains transmission of BBP in the workplace and emphasizes safe work practices and control measures to reduce occupational exposure. Training is required at the time of assignment and at least annually. Duration is approximately one hour. After the initial face-to-face bloodborne pathogens training, the annual refresher course is available online at [FAU EH&S Safety Training](#).

CPR, AED, and First Aid

The average response time for first responders once 911 is called is 8-12 minutes. For each minute defibrillation is delayed, the chance of survival reduces by approximately 10%. Fortunately, with CPR/AED training, which takes just a few short hours, you can gain the skills necessary to help save a life. The school goal is for all employees to earn CPR/AED certification. All athletic coaches must be CPR certified. The certificate is valid for two years.

Child Abuse/Neglect Mandatory Reporting

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State law requires a state university administrator, upon receiving information from another institution employee, to report known or suspected child abuse, neglect or abandonment (including physical, sexual and/or emotional abuse) that occurred on university property or at a university-sponsored event directly to the Department for Children and Families (DCF) via the Florida Abuse Hotline at (800) 962-2873 or via <http://myflfamilies.com>. According to this policy, children are defined as people (including students and others) under 18 years old. Prior administrative notification is not required, but suggested. For more information on reporting, refer to FAU's Child Abuse and Neglect Reporting Requirements at <http://www.fau.edu/hr/reptchildabuse.php> or the Florida DCF abuse website located [here](#).

Stop Bleed Kit / First Aid

Life-threatening bleeding can happen in people injured in serious accidents or disasters. Instead of being a witness, you will become an immediate responder. Instructors may visit campus during pre-planning to teach the proper usage of training materials specially developed to teach bleeding control techniques. They will not only instruct you, they will be available to check your movements as you practice three different bleeding control actions. View [this video](#) for an overview of the stop-the-bleed kit and this [video](#) about how to use the items in the kit.

Campus Security

It is the responsibility of every faculty and staff member to note and report to the administration any situation that may present a health or safety hazard. Teachers should be on alert for hazards and make every effort to keep students away from such hazards.

All personnel must keep a watchful eye on areas adjacent to their classrooms, corridors, and lawn and field areas. Whenever strangers or any unauthorized person is seen, it should be reported immediately to the office. This includes students from other schools whom you may recognize. Any person on the school property without authorization from the office is a trespasser. All visitors on campus should be wearing a visitor's tag.

Classroom Doors (Gates and Other Access Points)

Classroom doors and instructional spaces must remain locked at all times. Report broken classroom door locks to your supervisor immediately. Classroom fobs should never be given to students to lock or unlock doors at any time.

In accordance with s. 1006.07, F.S., doors, gates and other access points that restrict ingress and egress on campus must also be kept locked and closed, 30 minutes before the start of the school day until 30 minutes after the end of the school day. If for some reason, a door must be unlocked, a staff person must be standing or seated at the door to monitor and restrict access. Never prop open a door under any circumstance.

Florida statute mandates that violations of this requirement must be reported immediately to the principal. Statute also mandates that certified personnel violating this requirement are subject to

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progressive discipline as outlined in the FAU/UFF Collective Bargaining Agreement for in-unit faculty and FAU Regulation 5.012- Employee Standards and Disciplinary Procedures for all other employees.

Comprehensive Safety Plan and Procedures

ADHUS & FAUHS maintains a comprehensive [School Safety Plan and Procedures](#). The plan provides information on how to handle the most common emergencies that may occur at a school. These include severe weather/ tornado drills, active assailant threats, bomb threats, chemical spills, fires, gas leaks, major utility failures, and medical and mental health emergency procedures. In the event of an emergency situation, utilize the intercom system to notify the office and follow the school's emergency procedures. Respond immediately to any alarm.

Drills and Emergency Procedures

In accordance with 6A-1.0018, each school must hold emergency and fire drills. Schools must conduct six (6) fire drills and six (6) emergency drills that are not concurrent with fire drills. Four of the 6 drills must address active threats (Code Yellow / Code Red). The remaining two (2) drills address other emergency events such as severe weather (e.g. tornado). The drills will vary across days and times.

Bomb Threat

A bomb threat may come to the attention of the receiver in various ways. It is important to compile as much information as possible. Immediately call 911 and report to a school administrator. Do not pull the fire alarm. If there is an immediate and imminent threat to the school building population as a result of a bomb threat, school staff and students are either secured in a safe location or evacuated to a better location.

Code Yellow Lockout and Code Red Lockdown (Active Assailant)

Code Yellow Lockout and Code Red Lockdown drills and procedures are explained in the Crisis Response Team Procedures. These procedures are used when there is an immediate and imminent threat to the school building population. School staff and students are secured in the rooms they are currently in and no one is allowed to leave until the situation has been safely resolved or evacuated safely. Most commonly implemented when a building has an intruder, but lockdowns could be used for a variety of reasons. Code Red has no movement and Code Yellow includes limited movement.

Emergency Evacuation / Hazardous materials

Our school has natural gas in certain areas of the campus, which include the kitchens and science lab. When a gas leak is suspected, the school is required to follow the evacuation routes established for a fire drill with a modification to avoid the area of the gas leak. Call 911 and evacuate the building.

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Fire / Fire Alarms / Evacuation Drills

The school is required to have a minimum of six (6) evacuation drills a year. The school administrator is responsible for providing staff with an evacuation plan. All primary and secondary exit routes should be clearly posted. Guidelines for all emergency drills are located in the Crisis Response Team Procedures which include exit routes, meeting locations, and drill expectations. All fires, with or without damage, or fire alarms initiated, must be called into the local Fire Department.

Severe Weather/Tornado Drill

In order to prepare for severe weather, the school will conduct tornado drills. One drill should be conducted in the beginning of the school year and the second drill may be conducted during “Severe Weather Awareness” week.

The school utilizes the [FAU Thor Guard Weather Alert](#) system to send notifications to cell phones. The system is designed to provide information and alerts for all outdoor events. Any severe weather bulletin affecting Palm Beach County will also trigger the [FAU Emergency System](#). The alert will provide important emergency information including severe weather conditions and what safe actions should be taken. If severe weather conditions affect a school, the administration will initiate severe weather procedures. Students will either shelter in place or evacuate to a safer location.

Hurricane Preparedness

Hurricane season extends from June 1 to November 30 each year. In the event that it becomes necessary for the campus to close in preparation of a hurricane, all staff will follow the procedure for [severe weather preparations](#). The Principal will issue an announcement that will be forwarded throughout the campus and also provided to the local news media.

Keys / Fobs / Owl Cards

Report lost keys or fobs to the Personnel Operations Manager immediately. Owl cards can be replaced at the [Owl Card Center](#) located in the FAU Student Union in Boca Raton and in the Administration Building in Jupiter.

Medical Emergency

For minor medical emergencies, contact the school nurse via radio. For major medical emergencies, call 911 and contact the front office.

Mobilize Rescue System

Each faculty member is issued a Mobilized Rescue System kit and should have the Mobilize Rescue app downloaded to manage severe emergencies. Faculty must bring their rescue pack with them during any drills.

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School Resource Officer

The Florida Atlantic University Police Department provides school resource officers to assist in the provision of a safe and secure campus for our students, faculty, and staff. If you have a concern about a situation, call the School Resource Officer 561-297-4339.

Student Identification Badges

Each student is issued a school identification badge that includes the student's number, picture and barcode on the front. Students use their ID badge to scan in and out using the Focus kiosk and to buy school meals. Teachers can also use the student badge to check students' schedules using the Focus app on their cell phones. It is imperative that students come to school wearing their ID badge daily. If a student does not have a badge by 8:00 am, it will be necessary to make an additional badge and the student's account will be charged accordingly.

School Closures / FAU Emergency Procedures

In the event of an emergency on the FAU campus, safety information is posted to the [FAU Advisory website](#). If the emergency impacts our buildings/campus, information will be posted as a banner to the [A.D. Henderson University School website](#) and the [FAU High School website](#). Additional information is available on the [FAU Department of Emergency Management Website](#).

Teacher Emergency Clipboard

An emergency clipboard and stop-the-bleed kit are located near each classroom's "safer space" location. The Teacher Emergency Information Packet should be kept in your clipboard along with an updated roster, medical information, and school map.

Student Supervision

It is extremely important for students to be supervised at all times. Lawsuits based on negligence can be avoided if appropriate supervision is constant. When sending primary age students on errands, send students in pairs.

Before, After, and During Class Changes

Staff members are responsible for assisting in the corridors before and after school. Teachers should be at their doors beginning at 7:55 to welcome students and secondary teachers should be outside their classrooms during class period changes to supervise students. We are all responsible for student safety. A duty schedule will be distributed during the pre-planning week. Staff assigned to posts are expected to be at the assigned location and on time. Please make arrangements for coverage if you are not going to at your assigned duty.

Persons Other Than a Parent Conferring with Students

A school staff member must be present when persons other than a parent or guardian are conferring with a student, with the exception of a law enforcement officer or HRS officials performing official duties in the course of an investigation. Law enforcement officers or HRS officials must identify themselves to the principal or principal's representative before being allowed to confer with a student.

Persons other than law enforcement officers or HRS officials may talk with students only if their identity, authority, and purpose can be established. The student Emergency Health and Safety Information Card, completed at the time of registration, shall be used to determine who has authority to speak with the student. Positive identification, such as a driver's license, shall be used to verify identification.

The principal or designee shall notify the parent or guardian whenever a law enforcement officer interviews a student in school unless otherwise notified in writing by the law enforcement officer.

Playground Supervision

Classroom teachers must supervise students on the playground. Never leave students unsupervised. All physical contact games are strictly prohibited.

Releasing Students

Students may only be released for early dismissal through the main office - never directly from the classroom. If a parent, guardian, or other adult comes to your classroom requesting to pick up a student, direct them to the office to complete the proper checkout procedures. If someone persists or becomes difficult about this requirement, contact the office immediately for assistance.

Visitors

All visitors must check in at the school office to get a visitor's badge before going to any area of the school. Any visitor not displaying a badge should be directed to return to the front office immediately.

School Safety Policies

Anti-Bullying and Anti-Harassment

It is the policy of ADHUS/FAU High that all of its students and school employees have an educational setting that is safe, secure, and free from harassment and bullying. The district will not tolerate bullying and harassment of any type. Conduct that constitutes bullying and harassment, as defined herein, is prohibited. For more details regarding definitions of bullying and harassment and procedures for reporting, see the [Policy Against Bullying and Harassment](#).

Anti-Discrimination Policy

Discrimination or harassment on the basis of age, religion, race, national origin, color, sex, sexual orientation, marital status, parental status, disability or any legally protected class is prohibited in the admission, selection, scheduling, or other treatment of any student in any activity or educational program. Moreover, the [FAU Office of Equity and Inclusion](#) expressly prohibits discrimination and harassment, and provides definitions and procedures for handling complaints and investigations.

Compliance, Safety Rules and Procedures

Instructional personnel or administrators who knowingly violate safety rules and policies must be reported to the school superintendent for disciplinary action (s. 1006.07, F. S.).

Drug-Free Workplace

Florida Atlantic University is committed to providing a campus environment free of the abuse of alcohol and the illegal use of alcohol and other drugs. The presence of illegal drugs on the school campus should be reported immediately. If you, as a faculty or staff member, become aware of possible drug use by a student or adult, contact the appropriate Assistant Principal, Principal or School Resource Officer and provide the name of the student or employee and the reasons for your suspicions.

The university has also adopted and implemented programs that seek to prevent the illicit use of drugs and the abuse of alcohol by university community members. For more details review the Drug Free Workplace Statement on the [FAU Department of Human Resources website](#).

FortifyFL

Within the first five (5) days of each school year, teachers must provide students with instructions on the use of FortifyFL in accordance with Section 943.082(4)(b), F.S. Instruction on FortifyFL must be developmentally appropriate and must include the consequences of making a threat or false report involving school or school personnel's property, school transportation, or a school-sponsored activity.

Smoking

Smoking is prohibited inside and outside all school facilities and all school vehicles in compliance with the Florida Clean Indoor Air Act.

Threat Assessment Policy

Recognizing concerning behaviors or threats is an important first step in keeping students and staff safe. Concerning behaviors and threats should be reported to your supervisor immediately according to the [Threat Assessment Policy](#). Each year the threat assessment policy is reviewed with staff. Our school has a School Based Threat Management Team that will process the report according to Section 1006.07(7)(c), F.S.

Weapons

Weapons and use of weapons are prohibited on school property which includes buses, school-sponsored activities, and any vehicle on school property or at a school-sponsored activity. Prohibited items include but are not limited to any pointed or sharp instrument such as an ice pick, penknives, or razor blades. Students may not possess common pocket knives, plastic knives or blunt-bladed table knives.

Any violation of the items listed above is a serious breach of conduct may result in an out-of-school suspension and principal recommendation for dismissal from further attendance at A.D. Henderson University School & FAU High School. Refer to the [Code of Student Conduct policy](#).

Firearms / Explosives

Students may not have in their possession (including storage in a school locker or an automobile), sell, distribute, display, transfer or use any firearm or explosive, whether operable or inoperable. Fireworks of any type are included in this category. Possession of a firearm or weapon on school property or in attendance at a school function is grounds for disciplinary action and may result in criminal prosecution (s. 1006.07, F.S.). Please refer to the *Student Code of Conduct* and the *Discipline Matrix* for additional information.

Non-Weapons Used as Weapons

If a student uses as a weapon any article or substance not normally considered a weapon (such as rocks, pens, pencils), the student may be suspended and the principal may recommend dismissal from further attendance at A.D. Henderson University School & FAU High School.

NOTE: For students with disabilities, the mandatory penalties in this policy are subject to the procedures for discipline of students with disabilities.