



# NORTH BROWARD PREPARATORY SCHOOL

A NORD ANGLIA EDUCATION SCHOOL

## Upper School Student - Parent Handbook 2020-2021

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## **Mission Statement**

North Broward Preparatory School is an international community committed to accelerating each student's academic achievement and personal growth. We foster critical thinking skills, provide opportunities for the discovery of interests and instill the virtue of civic responsibility. Our challenging, yet nurturing environment, prepares our students to excel in their top choice colleges and universities.

This handbook specifies school procedures and guidelines so that faculty and students can conduct the real business of the School - the academic, physical, personal, and social development of our students - with a minimum of distractions and a maximum of effectiveness. The rules and regulations contained in this handbook are not meant to be all-inclusive. Rather, they are broad guidelines that presuppose the good judgment of students and parents in all circumstances. All of these procedures and broad guidelines are vital to the North Broward Preparatory School's community. Your presence and participation in our school community is a commitment to support NBPS, its mission, goals, and standards of conduct.

The Student - Parent Handbook together with the published Residential Life Handbook and the Student - Parent Athletic Handbook, which are included as appendices to this Handbook, should clearly address the great majority of situations that are likely to arise during the school year. NBPS reserves the right to amend this Handbook at any time and publish changes to the school community in a timely fashion.

### **Non-Discrimination Policy**

North Broward Preparatory School actively seeks and admits qualified students. The school does not discriminate on the basis of race, color, creed, national or ethnic origin, gender, disability or sexual orientation in the administration of its educational policies, admissions policies and other school-administered programs.

### **18-Year-Old Students**

A student who continues to be enrolled and attend North Broward after reaching 18 years of age agrees to comply with all student parent obligations outlined in this handbook. In addition, even after the student turns 18, North Broward will continue to share all academic, health and medical, disciplinary reports and other information with the student's parents/legal guardians throughout the student's enrollment.

# Academics

## **Academic Probation**

Any student who has excessive absences or whose cumulative or trimester GPA drops below a 2.0 or who earns two grades below a C- on a report card may be placed on “Academic Probation” and the parents will be contacted to formulate a plan focused on academic improvement. Any student who remains on “Academic Probation” for more than two trimesters jeopardizes his/her continued enrollment at the School. Students on Academic Probation also jeopardize their eligibility to participate in extracurricular activities including Fine Arts and Athletics. Continued participation in extracurricular activities will be at the discretion of administration.

## **Community Service**

North Broward Preparatory School students are required to accumulate 100 hours of community service. These hours must be documented by completing and submitting the Community Service Verification form (see [Appendix A](#)) that can be found in the High School office or on the school website (nbps.org). IB CAS hours may be used to help fulfill the community service requirement.

Requirement will be adjusted according to year of entry:

- 9<sup>th</sup> grade – 100 hours
- 10<sup>th</sup> grade – 85 hours
- 11<sup>th</sup> grade – 60 hours
- 12<sup>th</sup> grade – 30 hours

## **Courses for Advancement**

The faculty and administration at North Broward Preparatory School believe that the classroom environment provides the greatest potential for student learning and interaction. However, the school recognizes that some students may demonstrate a need to challenge themselves academically beyond their current level of study in a subject area. The purpose of course advancement is to offer such students the opportunity to move ahead by enrolling in an accredited online/summer school course that may lead to course advancement. Placement in the next level course will be determined by the final grade earned on the online/summer course and the grade earned on the North Broward Preparatory School proficiency test for the equivalent course, held at the start of the school year. Completion of an online/summer course does not guarantee a placement in a higher-level course at NBPS and will be contingent upon space availability. The division leadership will approve courses taken for advancement on a case-by-case basis.

## **Credit and Grade Point Average**

Students will receive graduation credit for courses in which they earned a grade of 60% or above. Students will not receive credit for a course in which they earn a grade of 59% or below, or courses in which they receive an Incomplete; these grades are considered failing grades (see Failure). Students and families are able to view the live gradebook for each class in Canvas. As soon as a teacher inputs an assignment/assessment grade into Canvas, students and parents can view it.

## **Credit Recovery**

It is expected that core graduation requirements be completed at North Broward Preparatory School. Exceptions to this may be made on a case-by-case basis and require the prior written consent from the Division Leadership.

## **Daily Academic Schedule**

Every middle school and high school class meets on Monday for 50 minutes, and on either Tuesday, Wednesday, Thursday, or Friday for 90 minutes. The upper school day begins at 8:25 and ends at 3:35 on Monday, Tuesday, and Friday. Classes end at 2:35 on Wednesdays and Thursdays. In addition to academic classes, students meet in advisory groups for 35 minutes on Wednesdays and Thursdays. There are eight versions of student schedules which differ based on individual course selections (4a+5a; 4a+5b; 4a+5c, 4b+5a; 4b+5c; etc.). High School students will be assigned and follow one of the versions of the schedule. Middle School students will follow grade level versions of the schedule below to accommodate grade level lunches. NBPS also has schedules for hybrid and virtual learning. All models can be found [here](#).

## **Day Field Trips to the Township**

By agreeing to enroll your child(ren) in North Broward Preparatory School you give the school permission during the school year to periodically transport your child(ren) to the Township Center for the Performing Arts to observe Fine Arts performances conducted and directed by NBPS personnel and performed by NBPS students and those affiliated with NBPS. Students will travel by bus and will be accompanied by NBPS chaperones. NBPS leadership will announce these trips in advance.

## **Drop/Add Period**

Students should think of their course selections as a commitment. We encourage students to take full advantage of all of the resources at NBPS as they make their choices, and we expect that students will maintain these decisions. We recognize, however, that changes may be necessary in some circumstances. In the Middle School and High School the drop add period for trimester 1 begins the first week of school and lasts for approximately two weeks for course revisions (missing courses and incorrect placements). In the Middle School the drop add period for electives will be during the first two weeks of the second and third trimesters. In the High School the drop add period for trimester electives during the second and third trimesters will be considered on a case-by-case basis. The existence of this drop/add period does not, however, guarantee that it will be possible for a student to make the schedule change that he/she wants to make. For this reason, it is very important to select the right classes in the spring and ensure that each student is set up to succeed throughout the year. All add/drop decisions may involve the student, parent(s), teacher, and/or Administration.

## **Dual Enrollment/Online Courses**

NBPS students may enroll in non-NBPS courses at any time; granting NBPS credit may be considered for students who enroll in college/online courses if:

- The NBPS schedule is impacted and we cannot schedule a required class for graduation.
- Our current offerings do not meet the academic needs of a student, for example, if they are accelerated in a discipline and we cannot offer a course commensurate with student interest and ability.

## **Extra Help**

Providing outside-of-class extra help to students in need of help is a component of the expectations that NBPS has for its faculty. Teachers are given the latitude to establish regular periods before the beginning of the school day (7:45-8:15 a.m.) and after school (dismissal until 4:00 p.m.). Such extra help sessions are designed for special skill review for an upcoming test, as well as for concept(s) clarification related to a given assignment. Extra help may be scheduled either at the request of a student or at the request of a teacher. Students are expected to keep scheduled extra help appointments. Medical and/or dental appointments are generally the only acceptable reasons to miss a

scheduled appointment.

School policy prohibits a teacher from providing tutoring to his/her students for personal financial gain. The only exception to this restriction is, with prior administrative approval, a teacher may be permitted to tutor one of his/her students due to a lengthy period of student excused absence when there is no other adequate and reasonable alternative.

## Failure

A course failure may jeopardize a student's academic trajectory. In order to meet graduation requirements and/or be promoted to the consecutive grade level, students must retake the course in the next academic year (if possible) or must enroll in an approved summer program (see "Credit Recovery"). For specific courses, a grade of 60% does not indicate sufficient mastery for promotion to the next course in the sequence. Please refer to the course handbook for more specific information.

## Final Exams

NBPS requires all students to sit for the end of the third trimester, final exams. All students are expected to be in regular dress uniform during exam sessions. If a student fails to meet dress code expectations they will not be allowed to sit for the exam unless they can resolve the dress code issue. Students who miss a final exam due to an unapproved absence, or dress code issue, will receive a zero for that assessment and may not receive credit for the course. Students wishing to reschedule a final exam must submit a completed Request For Rescheduling Final Exam form (see Appendix B). Some courses may not require students to sit for a final exam as determined by the teacher and approved by Division Leadership.

## Grade Scale

A+	96.5-100	B+	86.5-89.4	C+	76.5-79.4	D+	66.5-69.4	F	0-59.4
A	92.5-96.4	B	82.5-86.4	C	72.5-76.4	D	62.5-66.4		
A-	89.5-92.4	B-	79.5-82.4	C-	69.5-72.4	D-	59.5-62.4		

## Grade Weighting

Grade weighting will be provided for those grades earned in Honors, IB, and AP courses. The report card and transcript will reflect the actual grade earned in the course; when a student's trimester grade point average (GPA) and cumulative GPA are calculated, the calculations will include the grade weighting below.

- College Prep = 1.0
- Honors = 1.15
- Accelerated (AP Courses, IB Courses and Scientific Research Course) = 1.30

## **Graduation Requirements**

Students at North Broward Preparatory School must earn twenty-four high school credits and complete 100 hours of documented community service in order to graduate. Distributional requirements are listed below. Students earn one credit for each full-year course and 1/3 credit for each trimester course.

- 4 credits of Math (Algebra I and beyond)\*
- 3 credits of Science (Biology, Chemistry, Physics)\*
- 4 credits of English\*
- 4 credits of Social Science core subjects\*
- 2 credits of World Language in the same language (French, Spanish, or Mandarin) completed sequentially in high school.\*\*
- 1 1/3 credits (4 trimesters) of Fine Arts and/or Academic Technology
- 2/3 credits (2 trimesters) of Personal Fitness, Weight Training, Dance, Tennis, Yoga, Pep Band, 2 seasons of a High School sport; or some combination thereof
- 1/3 credit (1 Trimester) of Health
- 1/3 credit (1 Trimester) of Personal Branding
- 100 hours of documented community service

\*Credits must be earned in successive years in high school during the regular academic year.

\*\* An international student who holds foreign VISA and whose first language is not English is not required to take World Language courses for graduation English courses fulfill the foreign language requirement for non-native English speakers.

## **Honor Roll**

Honor Roll and High Honor Roll designations are determined at the end of each trimester based on that trimester's GPA. Students with a GPA between 3.5 and 3.69 earn an Honor Roll designation. Students with a GPA of 3.7 and above earn a High Honor Roll designation. Honor Roll certificates are mailed home to families at the conclusion of each trimester.

## **Independent Practice (Homework)**

The faculty subscribes to the position that out-of-class independent practice (homework) assignments fulfill an integral curricular function. These assignments may serve one or more vital needs in each instance, including preparation for the ensuing classes, individual practice of basic course skills, review of problem-solving techniques, testing one's understanding of course content, helping to orient and organize students for time-structured assignments, and providing teachers with individual accounts of student progress in all these areas. These assignments are given with the understanding that the student's preparation response will be a daily one, avoiding unnecessary last minute stress. Students are urged to budget their time effectively. This is an important learning experience and appropriate preparation for college.

## **International Baccalaureate Program (IB)**

The International Baccalaureate Organization, an internationally recognized and respected institution of learning, provides educational opportunities for learners of all ages through the delivery of their Primary Years, Middle Years, and Diploma Programs. At North Broward Preparatory School, we are proud to include the IB Diploma Program among our high school course options for students in grades 11 and 12. Students may choose to take IB classes to either enhance the value of their high school experience as a course candidate or to earn a full IB diploma issued by the International Baccalaureate Organization at the end of their two-year program of study.

At the heart of the IB Diploma Program is the “[Learner Profile](#)”, which comprises characteristics and qualities valued in strong students, good citizens, and engaged community members. The aim of the IBO is to foster a love and curiosity for learning, develop problem-solving skills for an ever-changing world, and create conditions where international-mindedness and awareness for the greater good can thrive. We believe in the value of a motivated and responsible student who seeks a well-rounded and challenging education. As such, we are pleased to offer a wide array of courses within the [six disciplines of the IB Diploma Program](#) to suit a variety of interests and strengths among our students.

In order to support our students enrolled in IB courses, we ask them to sign a Participation Agreement and full diploma candidates also sign a Declaration of Commitment which serve as a contract between the school and the student who essentially agrees to meet all expectations inherent in each subject area and to exemplify the qualities associated with the Learner Profile. We expect full engagement from our students with respect to independent practice, preparation for lessons, engagement during class, and revision for assessments. In the event that a student is deemed to be struggling in any given course, our hope is to intervene early enough to address any difficulties found to be impeding the student’s progress. We understand that the rigors of the IB Diploma Program can be challenging, and the surest way to success is through commitment on the part of all stakeholders.

### *Academic Honesty and the IB Diploma Program*

In a world with rapidly changing technology and growing complexity of perspectives, in which a workforce of flexible, knowledgeable, and principled contributors will be needed to anticipate and solve potentially complicated problems, we aim to prepare our students for active and responsible citizenship, where the definition of intellectual property and the distinction between right and wrong are sometimes unclear. Academic honesty is the foundation that will prepare our students to compete in institutions of higher learning, and subsequently allow them to contribute in the complex context of the real world. As such, in our school we advocate strong organizational skills and effective time management to promote authentic investment in Diploma or Course candidacy that will result in a sense of accomplishment earned through honest effort. The IBO defines malpractice as behavior that may lead to a student or group of students gaining unfair advantage. Conduct (intentional or unintentional) considered as malpractice includes, but is not limited to, plagiarism, collusion, duplication of work, or misconduct on an assessment or during an examination.

In all IB classes, teachers explain practices designed to inculcate academic honesty and reinforce strategies to avoid malpractice. Any evidence of academic dishonesty is investigated, and in cases of confirmed academic dishonesty, immediate consequences are assigned as outlined in the above Consequences for Academic Dishonesty table. Academic integrity is expected in all courses instructed at NBPS, but in the case of internal and external assessment completed for IB submission, students must be prepared to sign a Declaration of Authenticity before their work can be submitted for marking and/or moderation. Each student signs his/her name after having read the following statement:

*I hereby certify that this assessment represents solely my own work, that no one has written it for me, that I have not copied another individual's work, and that all sources that I have used have been properly cited and clearly documented. I understand that any investigation of misconduct concerning any aspect of my work may lead to my disqualification as a Course or Diploma candidate in the IB Diploma Program.*

In the event of an inquiry concerning malpractice initiated by the IBO, the school will comply with all requests to complete statements and provide any and all requested documents needed to complete the investigation. Upon completion of the review, the IBO will either clear the student of all suspected malpractice and award the relevant certificate or diploma; or confirm evidence of misconduct, and in that case the student will forfeit any eligibility for Course or Diploma candidacy. We take our position as an IB school very seriously, and we expect the same level of integrity and commitment on the part of our teachers, students, and parents.

The IBO's expectations for referencing the ideas of another are very clearly explained in the following document: [Effective citing and referencing](#). Students have access to this document as well as to [other sites](#) we encourage them to use to ensure that academic integrity is upheld. With respect to the Theory of Knowledge and Extended Essay production, as well as all other written tasks completed throughout the two-year program and submitted to the IBO for marking and/or moderation, the role of the teacher or supervisor is critical in tracking student progress in order to be able to authenticate a student's work.

Internal and External assessments for all IB courses currently on offer at NBPS can be found in this document: [IB DP Assessment Components](#). Prior to final submission of any written work submitted to the IBO for external marking and/or moderation, students must upload their work into the NBPS [Turnitin.com](#) site, receiving a match of less than 15%. Papers that receive a similarity percentage of 15% or above will be reviewed before submission status can be determined. Where questions arise regarding the authenticity of work submitted, students are called in for formal interviews to explain their intentions and the development of their ideas in a given task. If the IB Coordinator is not satisfied that the work is entirely a result of the student's own effort, documentation is not signed to authenticate the work and the task is not submitted to the IBO. We place great emphasis on the importance of the process behind all tasks designed for submission to the IBO. Where process is not evident, discussions necessarily ensue for the purpose of authentication of work produced and reinforcement of principles valued by both the IBO and NBPS. In keeping with guidelines established for internal assessment components, all structured preparation time prior to the delivery of oral assessment is supervised and closely monitored to ensure that preparation spaces, examination rooms, and rules governing the conduct of oral examinations are strictly observed.

Timelines and guidelines are established each year for the completion of the Written Assignment, Written Task, TOK Essay and Extended Essay. The timelines are designed to provide ample opportunity for guidance and feedback from teachers, and to allow for the teachers in turn to be able to authenticate a student's work through the developmental process of each task. As with all other written work submitted to the IBO for external marking and moderation, we require students to upload their work to Turnitin.com to check for plagiarism. In addition, teachers review all work carefully for discrepancies between drafts and disparity between a student's writing style and language level and finished drafts presented for IBO submission before signing off on any task.

Academic honesty in the IB educational context (see [Appendix C](#))

## **The Lighthouse Point Academy Program (LPA)**

The Lighthouse Point Academy program has been designed to present the core elements of the NBPS curriculum to students of average to gifted intelligence who have been diagnosed with mild cognitive learning differences and who require personalized accommodations. LPA learning environments feature small student-teacher ratios and greater differentiation. While the curriculum is comparable to college prep offerings in conventional NBPS classes, the personalized pacing and learning supports more effectively help students with varied learning styles. While LPA delivers curricular content, it also places a premium on learning as a process. LPA courses are available in English, Social Studies, Mathematics, Science, Spanish (HS only) and Writing Across the Curriculum (MS only). The LPA course sequence matches the Florida requirements for the State University System, and each LPA course meets state standards. LPA graduates receive a standard NBPS diploma.

The LPA program fully supports the NBPS Mission Statement by striving to provide an atmosphere that fosters the development of interests as well as the growth of students' confidence. This environment is strengthened by close contact with a caring and dedicated faculty, staff, and administration. LPA actively encourages students to develop their own sense of self-awareness, learning strategies, and appropriate social and community responsibilities.

## **Make-up Work**

A student who is absent is required to complete all course work missed. If the absence is reported properly, (see attendance) the student shall have the number of days he/she was absent from school to complete and submit make-up work for credit. Assignments and due dates are posted on Canvas. It is the student's responsibility to consult with his/her teacher(s) before or immediately upon returning to school regarding any questions related to make-up assignments or quizzes/tests.

Absences due to out-of-school suspension follow the same make-up guidelines.

Note: Any missed assessments due to student absences that extend vacations (summer, fall, winter, or spring) or are due to skipping may result in a zero.

## **Minimum Enrollment and Balancing Class Size**

The school reserves the right to cancel a class that does not meet a minimum enrollment number and to redistribute students within different sections of a course in order to balance class sizes.

## **Other Course Requirement Specifics**

- Once the graduation requirement for a particular subject has been met, any additional credits taken within that discipline will count toward elective credit.
- All students must be scheduled for a minimum of 5 academic classes and one elective per year.
- Students are only permitted to enroll in one study hall per trimester.
- Students who intend to enroll in Colleges and Universities outside of the United States, should consult with a college counselor to ensure they are meeting requirements.

## **Senior Exams**

All final exams for seniors for all College Prep and Honors classes will be administered after their last day of required attendance. Alternative summative assessments in some classes (projects, presentations, etc.) will be administered according to the directions provided by the teacher of that course with division leadership approval. The list below includes additional expectations for seniors with regard to final exams.

- Seniors taking an AP and/or IB course must sit for their respective exams at the scheduled time
- Seniors are required to be in compliance with school dress code in order to sit for their exam(s).
- Fusion students taking non LPA classes sit for their required exams according to the senior final exam schedule published in April
- Once seniors have taken an external assessment in their AP or IB class they do not have to attend that class
- Seniors should not be on campus if they do not have an exam
- If a senior has an extenuating circumstance that requires him/her to be on campus then the senior should report to the Café, Learning Commons or to a designated study hall
- At the teacher's discretion, seniors may be exempt from NBPS class exams if:
  - They have earned an A- average for the year in year long classes or an A- for the trimester average in trimester long classes up through the week before exams.
  - They have no more than 3 absences in the 3rd trimester (school sponsored events do not count as absences in this case; however, skipping, excessive tardies, and/or absences throughout the year may result in revocation of this privilege).

## Summative Assessment Guidelines

To ensure that grades across the school are accurate, consistent, meaningful, and supportive of student learning, we have adopted **five basic grading guidelines** for all teachers as they grade students in their classes. These guidelines are consistent with the school's pledge to individualize learning and differentiate instruction to the greatest extent reasonably possible.

**Guideline # 1 – Grades Relate to Learning Goals:** Assignments posted in the grade book are linked to the Standards and Benchmarks taught in the given marking period. Graded work in the class must connect to the learning goals of the class.

**Guideline # 2 – Extra Credit:** No extra credit will be given at any time. Instead, teachers are expected to give students extra support, which may include a second opportunity to demonstrate mastery.

**Guideline # 3 – Second Chance to Demonstrate Mastery:** In order to maximize their potential, students may be allowed a second chance to demonstrate their understanding of classroom learning goals. Mastery of learning objectives is our first priority.

When a student does not demonstrate substantial mastery on a summative assessment (defined as a grade of “B” / percentage score of 83), the student may initiate a meeting with a teacher to engage in a re-learning plan and demonstrate readiness to re-assess.

**Guideline # 4 – Formative Assignments Are Not Graded:** Formative assignments receive feedback and are recorded, and will not count toward the final grade in the course.

Teachers are expected to give clear feedback on formative assessments. For quality learning to occur, students need an opportunity to practice in an environment where they can take risks and struggle without drastic consequences, even if they initially fail.

Teachers can and should use purposefully designed assignments that may be completed at home as part of the total series of summative assessments over the course of a grading period. When using work completed at home as a summative assessment, teachers need to be clear with students that the assignments will count as part of the final grade.

**Guideline # 5 – Late Work:** Submitting work on time is an element of the learning process and contributes to the achievement of high academic standards. Submission of assignments is expected on the date set by the teacher unless the student has an excused absence. Students will not be eligible to reassess on a summative unless all formative work is completed, and turned in on the original due date.

- Grades on summative assessments submitted late may be reduced up to 5% per day at the discretion of the teacher.
- Teachers may not accept late assignments after the 5-day grace period at their discretion.

### Summative Assessment Schedule by Academic Department (unit tests, papers, large drafts, projects)

MONDAY	TUESDAY/WEDNESDAY	THURSDAY/FRIDAY
No summatives	WLC/Social Science/ Math	English/ESOL/ Science/Tech

## **Summative Reassessment Guidelines**

- Substantial mastery will be understood to be a score of a B (83) on a summative assessment. Students scoring at a B (83) or higher will not be eligible for a re-assessment opportunity.
- Eligibility for reassessment is contingent upon legitimate completion and submission of all formative work on the date it is due.
- Students scoring below a B (83) may have a single opportunity to demonstrate mastery and improve their score on a re-assessment. Re-assessment only occurs after a discussion with the teacher and the implementation of a re-learning plan.
- The maximum score that can be obtained on a summative re-assessment is a B (83). In the unlikely event that a student underperforms on a re-assessment, the higher of the two scores (up to a B (83)) will be taken for a grade.
- Students must submit the “Request for Re-Assessment Form” within two school days of receiving the graded summative assessment. Once initiated, a re-assessment cycle is expected to be completed within a time period agreed upon by the teacher typically within 5 school days after the student has submitted a Request for Reassessment Form. The teacher and student will collaboratively determine the best time and method for completion of the assessment task(s).
- The reassessment will typically take place outside of regular instruction time, during study hall, and/or before/after school.
- There is no reassessment for end of course exams.

## **Transcripts and Letters of Recommendations**

Students and/or parents may request transcripts and/or letters of recommendations from the Registrar’s Office at any time. In order for the school to release letters of recommendation, the student’s account must be in good standing. Official transcripts with the school seal (often required by other schools) can only be sent from the Registrar’s Office at the request of the receiving school.

## **Transfer Credits**

All transfer students are required to turn in an official transcript(s) from their previous school(s) within two weeks of enrolling at NBPS. The Scheduling Team (Middle School/High School Leadership Teams) will evaluate the transcripts and determine the number of credits that will be recognized and those credits required to fulfill all of the graduation requirements. NBPS will recognize and give credit for courses completed before high school (e.g. Spanish I or Geometry), but students are still required to meet the minimum graduation requirements with credit earned from courses completed while in high school. All outside approved credits will be displayed on the NBPS transcript but will not impact the grade point average.

## **Withdrawal from a Class**

After the add/drop period, a student must withdraw officially from a class in order to leave it. Parent permission is required to withdraw from a class.

# Attendance

Attendance at school and in all classes is required and is viewed as the most basic student and parent responsibility; all students are expected to attend school regularly and on time. The importance of regular, daily attendance as a basis for academic achievement cannot be overemphasized. Parents are expected to inform the attendance office (954-247-0004) before 8:25 a.m. of any absence or tardy. Any absence that remains unreported beyond 5 days will result in a student being ineligible to make up any missed academic work.

Students may miss a total of 7 school days or 7 class periods from any individual course earning credit per trimester. This includes all absences that are not school sponsored. Examples of school-sponsored activities include NB Fine Arts and NB Athletic events, and field trips. Students who exceed the number of allowed absences will be referred for administrative review by a committee consisting of the Dean of Students, Division Principal/or other members of the leadership team. During the review process all available information regarding student absences will be reviewed and a decision will be made to determine specific consequences. The consequences can include but are not limited to loss of privileges, inability to turn in /makeup work missed, loss of credit, repeating of a course, adjustment of re-enrollment eligibility, and/or immediate removal of a student from the school community. The school reserves the right to review each student's situation on a case-by-case basis and make determinations as appropriate.

Parents will have the opportunity to participate in the review process by submitting any pertinent information to the committee prior to the review. After a decision has been made on the status of the student, a meeting will be held with the Dean of Students to inform the family of the status of the student and or any consequences decided upon by the committee.

In the absence of prior notification, parents will receive communication each day for any student who has an absence during periods 1, 2 or 3 via the school automated phone notification system.

## **Planned Absences**

Students who are aware that they will be absent from school due to non-school related activities, religious observances, or at the request of their parent/guardian must complete a ***Pre-Arranged Absence Form*** which is available in the division offices. This form must be completed and submitted by the end of the school day, prior to the student's absence.

Student absences that extend a vacation (summer, fall, winter, or spring) are not permitted and may result in a zero on all missed work.

## **School and Class Attendance**

A full day of attendance is defined as a student being present for six (6) of seven (7) periods on Monday, for three (3) of the four (4) extended periods on Tuesday and Friday, and for at least two (2) of the three (3) extended periods on Wednesday and Thursday.

For the purposes of this policy, class attendance is defined as the student being present and in class for the majority of an assigned class period.

The teacher shall maintain the official record of attendance by class period of instruction. In addition, attendance tracking reports will be run by the Dean's Office to identify and address concerns with student attendance and to facilitate better communication with families.

Students are not permitted to attend school-sponsored functions or participate in interscholastic athletics or other sports and/or extracurricular activities unless they have been in attendance for a full day, as defined herein.

**Skipping class will result in an unexcused absence and all assignments due or missed during that absence cannot be made up and will receive a zero.**

If a student skips a class there are additional disciplinary consequences that may include losing the ability to participate in any extracurricular activities including athletic competitions scheduled for that same day. A pattern of skipping (summative assessments, scheduled classes, assemblies) will result in continued communication with parents as well as additional loss of privileges including but not limited to participation in school activities and attendance at school events and may ultimately jeopardize enrollment status. *Seniors who skip class will also lose senior privileges which may include senior study hall and off campus lunch.*

### **Tardiness**

**Morning** - It is the Students responsibility to be on time for school each day. Students should be in first period no later than 8:25 a.m. Students who are tardy because of a late school bus will be excused. No other excuses are acceptable for being tardy. Students who arrive after 8:25 a.m. must check in at the security gate upon arrival where they will be logged in and issued an admittance pass to go directly to class. Emergencies however do occur and for this reason we will accept three (3) parent excused tardies from 1st period per trimester. After that all tardies will be marked unexcused.

**During the day** - Students should not remain in class after the ending bell. Teachers will not keep students to finish a test or converse. Should additional time be needed to discuss any situation, a plan should be made for meeting when neither teacher nor student has a class obligation. Passing time between classes is considered efficient; but emergencies do occur and for this reason the first two (2) unexcused tardies per trimester carry no penalty. Each unexcused tardy thereafter will result in consequences per school policy.

## **Behavior**

### **Student Conduct and Discipline Code**

The faculty, staff, and administration are committed to providing to all of our students and to each one of our families the very best and most positive learning experience and home/school relationship possible. We place a premium on student achievement, responsibility, and accountability, with faculty, staff, and parent guidance and support.

We recognize that the establishment and maintenance of a positive and purposeful learning environment and educational atmosphere are achieved only through the cooperative and mutually supportive efforts of students, parents, faculty, staff, and administrators, alike.

Maintaining a safe, secure, orderly, and purposeful environment is among our highest priorities at North Broward Preparatory School. Consequently, the Student Conduct and Discipline Code is established in this handbook to clearly communicate the expectations of the school for student behavior in grades 6 – 12.

The Four Precepts of the Honor Code call for exemplary behavior on the part of each North Broward Preparatory School student as seen in a willingness to practice good citizenship and principled and ethical decision-making. A “Golden Rule” philosophy of personal behavior, a positive, purposeful attitude toward schooling, an openness to the viewpoints of others, and a respect for diversity are personal attributes that help students comport themselves to the high behavioral expectations of North Broward Preparatory School. While we embrace the notion of individuality, we recognize the necessity to operate within a framework of expectations designed to ensure appropriate behavior compliance. Therefore, we will not tolerate behaviors that detract from our ability to realize

the mission and goals of our school.

## Honor Code

*As a member of the North Broward Preparatory School community, I pledge to conduct myself at all times honorably and in a way that shows pride in myself, my family, my school, and my community. As a person of honor, I will show:*

- **Respect For Academic Honesty** in all my scholastic efforts. Not only will I not cheat, represent the work of others as my own, allow others to copy my work or plagiarize, but I will also at all times use my best efforts to accomplish the highest academic achievement of which I am capable.
- **Respect For Others** in all my words, expressions, and actions. I will be kind and polite to teachers, staff and fellow students, and refrain from hurtful remarks about appearance, race, religion, family, intelligence and sexuality. I will respect people's privacy. I will not deprive them of their right to be happy and successful in the School community.
- **Respect For Property** at all times. Not only will I not steal, deface, destroy or litter, I also will at all times treat my School as I would my home and the property of others as private and not to be touched without their permission. I will take pride in my campus and go out of my way to always see to it that my School keeps its quality and appearance to a level in which I can take pride.
- **Respect For Myself** in everything I do. I understand that my academic work, my conduct with others, my attitude toward property, my personal honor, and the honor of my school community are my personal responsibility. I will uphold this code by observing it myself and helping the School community to observe it too. I understand that if I observe violations of this Honor Code and do not stand up and uphold it, I have violated the code and dishonored myself, my School, my fellow students and my parents. I accept my responsibility not to passively participate in a violation by allowing it to continue even though I know it to be wrong.

*By pledging myself to this Honor Code that has been adopted by the students of the School with the approval of the faculty and administration, I accept my responsibility to do the right thing because I know it is right.*

## Supportive and Productive Language

North Broward Preparatory School expects all students, teachers, administrators, and parents to use supportive and productive means of communication with one another while on campus, at school-based events, and online. We appreciate open and honest conversations as well as opportunities to challenge one another on ideas through productive dialogue. In the classroom, we encourage students to express themselves and have honest conversations that reflect mature discourse. This supportive and productive language section is in relation to the use of profanity and derogatory language made toward or about an individual or a group of people.

## Profanity

Use of profanity in the classroom and hallways is prohibited. In the NBPS honor code, students learn about the concept of respect. This is characterized as a moral and upright character that is present in situations when staff is and is not present. We expect our students to conduct themselves in accordance with the spirit of respect, whether in the classroom, in the hallways, and online. We will seek to work with students if they should use profanity and provide disciplinary actions as necessary.

## Derogatory Language or Hate Speech

The role we play as educators shapes the attitudes and behaviour of future generations all over the world. We must ensure that our students are educated in a way that accurately reflects the world in which they live and instills the importance of equality. We must help our colleagues to recognize and break any patterns of unconscious bias. We stand against inequality and discrimination in any form.

Derogatory language is defined as a term, slur, or phrase expressing negative connotation or low opinion of

someone showing a lack of respect, usually used to express criticism, hatred, or disregard. Hate speech is defined as “abusive or threatening speech or writing that expresses prejudice against a particular group, especially on the basis of race, religion, or sexual orientation.” Because we are a school that is supportive of our diverse population, we cannot allow such divisive language to be used in our school setting.

We understand that all individuals may or may not agree with one another in classroom debates, yet healthy dialogue can lead to increased learning and awareness. While teachers are present within the classroom to monitor such discussions, we know that conversations often carry over to the hallways. At all times, we expect students to be respectful and cognizant of their language when not in the presence of teachers and other staff. These parameters around language are designed to promote a safe and welcoming environment for all of our students and staff.

## **Academic Honesty**

North Broward Preparatory School values academic honesty. The Academic Honesty Policy represents our effort to promote and sustain a culture of learning where students are committed to a learning community of the highest integrity by carrying out academic tasks with honesty in all courses offered in our North Broward Preparatory School, International Baccalaureate, and Advanced Placement programs. In addition to being subject to all consequences listed below, students found to be in violation of the expectations for academic honesty may lose additional academic and extracurricular privileges.

Definitions of Academic Dishonesty include, but are not limited to the following:

- Plagiarism (i.e., using someone else’s ideas or words without giving credit to that person, including direct quotes, paraphrasing, or summarizing)
- Copying by any means other students’ homework (students who are observed in common areas looking at their own and another student’s lab notebook, worksheet, or any other homework assignment would be assumed to be in violation of this rule regardless of the exact wording of their work; equally, students submitting assignments with identical phrases in free-response sections would be assumed to have violated the policy)
- Allowing one’s homework to be copied. In this regard, all homework is considered individual work unless otherwise stated by the teacher. As such, no student should physically give his/her homework to another student. If copying occurs, it will be presumed that the student who gave his/her homework to the copying student allowed the homework to be copied. This presumption may be reconsidered upon submission of evidence to the contrary
- Using written formulas, hidden reference sheets, notes, codes, or keywords on one’s person or objects for use on any test, quiz, presentation, or assignment without prior permission from the teacher; also, carrying such materials with the intention of using them on a test or exam
- Looking at another student’s test or quiz during its administration or using programmed material in watches, calculators, phones, or computer programs without permission from the teacher
- Giving answers or questions to another student during or after a test or quiz; receiving answers or questions from a student who is or has already taken a test or quiz (students engaged in any form of unauthorized communication while in the possession of a test or quiz may be presumed to be in violation of this rule)
- Using technology to plagiarize, copy, or share work with another student (including but not limited to copying and pasting in whole or in part material from the internet, purchasing material from the internet to be submitted as one’s own work, using a translation program for a world language class, presenting lab data found on the internet as one’s original work, using e-mail to share individual homework assignments)
- Taking credit for work done by someone else (e.g. family members or tutors) including submitting rough drafts or similar created by another person\*
- Presenting invented data (e.g. lab results for lab activities that have not actually been conducted), information, or cited sources (in a bibliography) as authentic

- Any deceitful means used on school assessments or external assessments\*\* such as the SAT, PSAT, ACT, TOEFL, IB and/or AP exams, including but not limited to stealing electronic or paper copies of tests from teachers' classrooms or computers; receiving copies of tests, quizzes, or assignments from students who took the class in previous years; possessing unauthorized teachers' materials; taking credit for work not completed (as in group assignments); submitting the same assignment for credit in multiple classes without teachers' permission, or registering for off-site testing with the intent to deceive
- Any other behavior that could be reasonably construed as academic dishonesty, including class-specific expectations explained in teachers' syllabi
- Students submitting assessments for external review are expected to abide by guidelines published by the IB and College Board. (See Appendix C).
- Work submitted by students for internal or external assessments may be submitted to turnitin.com or screened by teachers and/or administrators to ensure authenticity.

*\* All written work is expected to be individual work unless otherwise stated by the classroom teacher. Although it is acceptable to talk with classmates, friends, and family members about what you are studying and thinking, do not compose written work collaboratively, and make sure that written work you submit for credit is presented entirely in your own words when quotation marks or other appropriate citations are not used.*

*\*\* The ETS Office of Testing Integrity as well as the IBO and College Board have mechanisms to identify and investigate suspected cheating on coursework and external assessments. NBPS and the governing body of the examination in question may administer consequences for academic dishonesty on externally monitored and assessed courses. For example, if ETS or the IBO raises suspicion about the validity of a student's results NBPS has an obligation to conduct their own investigation that could lead to consequences beyond those levied by ETS or the IBO. This could severely impact possible college admission and a student's status at NBPS.*

#### Consequences for Academic Dishonesty

<b>FIRST OFFENSE</b>	<b>SECOND OFFENSE</b>	<b>THIRD OFFENSE</b>
Assignment must be redone for any potential credit up to 83%	Zero on Assignment	Zero on Assignment
Offense documented in Student Information System	Offense documented in Student Information System	Offense documented in Student Information System
Parent Contact	Parent Contact	Parent Contact
Saturday Detention	In-School Suspension	Out-of-School Suspension
Referral to Student Formation	School Behavior Contract	Recommendation for Expulsion

#### **Bullying and Harassment Policy**

The North Broward Preparatory School is committed to creating a learning environment where all students feel safe and secure. Guided by principles of collaboration and purposeful action, our goal is to advocate for social justice and engender a climate that goes beyond tolerance and instead celebrates the innate differences among human beings. To accomplish this we strive to educate all stakeholders, inclusive of students, parents, faculty, staff and administration, and our larger community, to understand what bullying is, what the consequences of bullying may be, and what actions are required to ensure the safety of all persons while in our learning environment.

We are committed to creating an ethos where bullying and harassment are never tolerated, where victims are

never responsible for being targets of bullying, and where bystanders are empowered and do take a stand against bullying. We believe the most important tool to end bullying is to become aware; our primary efforts are to educate and inform, and we establish clear policy in support.

**Definition:** Bullying is unwanted, aggressive behavior that involves a real or perceived power imbalance. The behavior is repeated, or has the potential to be repeated, over time. Bullying includes actions such as making threats, spreading rumors, attacking someone physically or verbally, dehumanizing gestures, and excluding someone from a group on purpose ([www.stopbullying.gov](http://www.stopbullying.gov)).

There are four types of bullying:

1. **Physical:** includes behaviors such as hitting, kicking, or any other form of violence toward another.
2. **Verbal:** includes behaviors such as name calling, teasing, insulting or threatening - spoken or in writing.
3. **Relational:** includes behaviors such as gossiping, intentional exclusion, and rumor spreading.
4. **Cyber:** includes behaviors such as but not limited to sending inappropriate texts, emails, or instant messages; posting inappropriate pictures, videos, or messages about others in blogs, on Web sites, or any other type of social media; using someone else's username to spread falsehoods, rumors, or lies about someone or something, making a fake profile or harassing another person.

As a school we believe that for every instance of bullying, thoughtful and timely education must result and appropriate consequences will be issued. Consequences may range from additional education and counseling up to disciplinary actions as severe as suspension or expulsion.

As advocates of global citizenship and respect for all persons regardless of age, gender, origin or belief, all members of the NBPS community are expected to prevent, report, and prohibit bullying between members of the school community at all times while on and off campus.

### **How do we approach bullying at North Broward Preparatory School?**

It is the school's position that the language we choose when discussing behavior should always address the behavior rather than the individual, thus creating an environment where students are encouraged to change their behavior. We strive to create a climate where students make positive decisions, have the opportunity to learn from their mistakes, and our goal is for all students to feel safe as members of the North Broward community. In the event that an individual or group of students feels that they are being bullied, the following steps are in place to give students a safe way to report to a trusted adult.

1. **Tell an Adult:** Individuals (students or parents) should feel comfortable telling any trusted adult in school if they are aware of any bullying behavior toward themselves or others. The adult will then share this information with the appropriate staff members which may include administration, the dean's office, or guidance.
2. **Conduct an Investigation:** The school will look at the incident report and determine if further information needs to be collected. Students, parents, and teachers may be contacted to gather further information or to discuss the incident.
3. **Plan of Action:** An appropriate plan of action will be taken based on evidence collected. This may be a social intervention such as a mediation, a disciplinary intervention (as stated in the rubric of consequences below), or other actions deemed necessary to create a safe and comfortable environment for all students.

<b>Level 1: Student Conflict</b>	<b>Possible Action &amp; Consequences</b>
<p>Conflict occurs when two or more students disagree about their perceived goals or desires. Instances of conflict usually take place amongst students with the same relative amount of power. Conflict arises from disagreements about what they want, what they believe, or what they should do. Conflicts tend to arise suddenly, and often have a “back and forth” nature.</p>	<p>Conflict resolution and mediation with Dean’s Office and/or Guidance Office.</p> <p>Parent notification</p> <p>Documentation in ISAMS</p>
<b>Level 2: Documented incident of harassment, teasing, or exclusion</b>	<b>Possible Action &amp; Consequences</b>
<p>Harassment is unwarranted, unwanted, and aggressive behavior targeted at an individual or group that creates an uncomfortable environment. This includes but is not limited to jokes, slurs, and other verbal and nonverbal conduct related to race, religion, sexual orientation, gender, ethnicity, national origin, and disability. Harassment may also include unwanted or offensive sexual conduct.</p>	<p>Investigation of the incident</p> <p>Parent notification</p> <p>Documentation in ISAMS</p> <p>Depending on the outcome of the investigation consequences can range from mediation or verbal warning to an external suspension from school.</p> <p>Disciplinary Observation</p>
<b>Level 3: Bullying</b>	<b>Possible Action &amp; Consequences</b>
<p>Bullying is unwanted, aggressive behavior that involves a real or perceived power imbalance. The behavior is repeated, or has the potential to be repeated, over time. Bullying includes actions such as making threats, spreading rumors, attacking someone physically or verbally, dehumanizing gestures, and excluding someone from a group on purpose.</p>	<p>Investigation of the incident</p> <p>Parent notification</p> <p>Documentation in ISAMS</p> <p>Depending on the outcome of the investigation actions may include referral for outside counseling, and consequences can range from a level of suspension and Disciplinary Observation to possible expulsion from school.</p>

### **Displays of Affection and Other Forms of Inappropriate Student interaction**

Displays of affection between students are inappropriate and unacceptable in the school environment at all times, including school events that are scheduled outside the academic day.

In addition, any sexual conduct on campus, on school buses, or at school-related events is prohibited. Any unwanted or offensive sexual conduct occurring on school property must be reported to the administration.

## Disciplinary Policy

At North Broward Preparatory School the enforcement of school rules is a responsibility of every member of our community. If any member of our community observes violations taking place they are responsible for reporting that violation to the Dean's Office.

The Dean's Office is responsible for investigating the report and determining appropriate responses. All students are expected to fully cooperate with school investigations. Failure to fully cooperate may result in disciplinary actions. For minor conduct violations the response can vary depending on the nature of the incident and discipline history of the student. Major conduct violations may result in the consequences defined below. A comprehensive matrix of disciplinary offenses and consequences can be found in Appendix F.

*Saturday Detention:* Saturday detentions are assigned by the Dean's Office, held on Saturday mornings, and are supervised by the Dean's Office. Detentions are generally three hours in length.

*Suspension:* For major offenses the Dean's Office and school administration may deem it necessary to create a separation of a student from the school community. When this occurs, students may be suspended internally or externally. Students who are *externally* suspended from school will automatically be placed on Disciplinary Observation. During periods of suspension, students are not allowed to participate in school run extracurricular activities, including athletic practices and competitions.

- *Internal Suspension:* Served in the Dean's Office. Students will complete all class assignments while serving their suspension, and work will be submitted to teachers for full credit. Attendance will be noted as a school required absence from class. No electronic devices will be allowed while in Internal Suspension unless approved by the Dean.
- *External Suspension:* Served at home. It is the student's responsibility to communicate with teachers and complete work that was missed. Upon return to school the student may submit completed work for full credit. The student also has the responsibility of coordinating any make-up assessments with individual teachers. Attendance will be noted as a school required absence from class.

*Disciplinary Observation:* A Disciplinary Observation is a probationary period that occurs after a student returns to school from any external suspension or the student has exhibited a pattern of continuous misconduct. The period of probation will last a minimum of 30 days but may be extended through the remainder of the school year and possibly the next year. At the onset of a Disciplinary Observation the student and parents will meet with the Dean of Students either in person or virtually to discuss behavior expectations and student responsibilities during the observation period. The student and parents must acknowledge the terms of a prescribed disciplinary observation contract. During Disciplinary Observation the Dean's Office will closely monitor student behavior and progress through regular mandated check-in meetings and teacher reports. In addition, students on Disciplinary Observation are not permitted to attend school sponsored overnight field trips unless approved by administration. If a student is deemed to have violated the terms of the Disciplinary Observation they will receive a level of consequence agreed upon in the initial meeting. Consequences for violation of Disciplinary Observation could be as severe as a recommendation for student expulsion.

*Expulsion:* Students may be expelled for serious first offenses, repeated violations of the school honor code, or conduct resulting in significant damage, disruption, or harm to the school community and its reputation. In addition, any misdemeanor or felony offense, whether on or off campus, may be grounds for expulsion. Recommendations for expulsion are initiated by the Dean's Office, and go before a disciplinary committee to determine whether or not to issue the expulsion. The final decision rests in the hands of the Head of School.

## Hazing

The School prohibits all forms of hazing. Hazing refers to any activity expected of a student in order to join or continue membership or participation in any group where the activity produces or could be expected to produce mental, emotional, or physical discomfort, humiliation, embarrassment, harassment, or ridicule to the student regardless of the student's willingness to participate.

Hazing activities include, but are not limited to, sleep deprivation, restrictions on personal hygiene, yelling, swearing, insulting or demeaning verbal abuse, being forced to wear embarrassing or humiliating attire, consumption of vile or other non-food substances, consumption of alcohol, smearing of skin with vile substances, brandings, writing or markings on one's clothes, physical beatings, paddling or other physical abuse, performing sexual simulations or sexual acts, stunts or dares that could result in physical injury or harm to a student's mental, emotional, or social well-being, any act in violation of the law or school policy, and any other activity that could fall within the definition of hazing.

A student violates this policy whenever he or she engages, assists, or attempts to engage or assist in the planning or committing of any hazing activity, whether on or off school property.

Each student is also responsible for immediately reporting any hazing activity or plans for any hazing activity to the school administration. The failure to make such a report is also a violation of this policy.

When the administration becomes aware of any actual or planned hazing activity, the situation will be promptly investigated. Students found to have violated this policy will be subject to disciplinary action.

## Matrix of Infractions and Consequences

The *Matrix of Infractions and Consequences* specifically identifies prohibited student conduct and lists the range of consequences that may be imposed for each infraction. When assigning a consequence, or a combination of consequences for misconduct, the Dean, the Principal, or the Principal's designee shall give consideration to factors such as the nature of the infraction, the student's past disciplinary record, the student's attitude, the student's age and grade level, and the severity of the problem. It is acknowledged that this Matrix is not an all-inclusive list of inappropriate actions on the part of students to which the school may have to respond. In such cases, the best professional judgment of school administrators following a gathering of information and assessment of the facts shall determine the ultimate disposition of the offense. (See Appendix F)

## Prohibited Items and Materials

Items that are disruptive and/or can cause a safety hazard do not belong in school. At NBPS our main responsibility is to provide an environment that is safe and conducive to learning. The possession of items that in any way may be considered dangerous is strictly forbidden and can result in disciplinary action up to and including expulsion from school. Specifically, North Broward Preparatory School prohibits the following items on the school campus:

- All weapons, facsimiles of weapons or any device that may be used to harm others. This includes toy guns, tools, chains that may be attached to wallets, etc.
- Matches, lighters, firecrackers, knives or fireworks.
- All controlled substances such as tobacco, e-cigarettes, vape pens, drugs or alcohol.
- Mopeds/Scooters (unless used for transportation to and from school and student must purchase a parking decal)
- Laser pointers (unless for class usage)

- Large amounts of money, card collections etc.
- Live animals cannot be brought to school unless a previous arrangement has been agreed upon by the Principal or his/her designee.
- Skateboards, hoverboards, and rollerblades are not permitted on campus unless authorized by administration.

## **Reporting of Disciplinary Infractions**

If information regarding disciplinary action is requested in any college application, the student is responsible for directly reporting the disciplinary action, whether incurred at North Broward or a previous school.

## **Responsible Use Of Technology**

Technology enhances the learning experience of all NBPS students. Students are expected to use this technology in accordance with our Responsible Use Policy. (See Appendix G)

## **Rules of Conduct: Transportation**

All forms of school transportation are an extension of the school, and as a result all school rules apply. NBPS bus drivers are vested with the authority and the responsibility to monitor and control the behavior of students when they are on a school bus or when the school bus is present at the bus stop.

Student conduct that distracts the driver, endangers the health and safety of others, or demonstrates a willful disregard for transportation rules shall be reported to the student's division principal or to his/her designee as a discipline referral. Specific Transportation Rules of Conduct can be found in Appendix H.

## **Search & Seizure**

The school recognizes its responsibility to maintain order and security. Accordingly, administrators or their designees are authorized by parents according to the signed enrollment agreement "to inspect and conduct a search of any place or item on the School campus or at any School-related event including, but not limited to, the Student's locker, book bag, backpack, clothing, vehicle, computer, or personal electronic devices. Inspections and searches may be conducted on a routine or random basis or as deemed necessary. Students must provide any passwords, combinations or other access required to inspect such places or items upon request by a School administrator. Inspection of electronic devices includes laptops, phones, cameras, and any other electronics, including the contents of the same (texts, emails, photos, images, address books, social media, applications, etc. whether such message or information was sent over the School's system or any personal account). Further, the Parents authorize the School to seize and permanently retain property disclosed by an inspection or search which is considered potentially harmful, dangerous, illegal, or inappropriate, or the possession of which is a violation of the School's rules, community standards, and/or local, state, or federal law." School administrators may use any legal method to conduct searches and may also request the assistance of law enforcement officials to conduct inspections and searches of any place or item on campus or at a school related event including but limited to the items/places listed above. Additionally, the school may opt to utilize canines to assist in searches on campus.

Students have no reasonable expectation of privacy in areas controlled by the school, or for their personal effects left there. Areas controlled by the school include all property owned and monitored by the school, including but not limited to school lockers, buses, desks, and cars on campus. The school may make reasonable regulations regarding the use of such areas and may search them or any personal effects of students (e.g. purses, wallets, computers, phones, backpacks, book bags, lunch boxes, etc.) found in those areas without prior notice to, or consent of the student.

When feasible, the search should be conducted as follows:

1. In the presence of a school administrator or adult witness
2. In cases of searches of a student's person, by an administrator or designee and adult witness of the same gender as the student
3. Outside the view of others, including students. Immediately following the search of a student, the person who conducted the search shall make a written report. The written report shall be submitted to the Principal and forwarded to the Head of School. The parents/guardians of a student searched in accordance with this policy shall be notified of the search.

**Seizure of Property**

If a search conducted in accordance with this policy produces evidence that the student has violated or is violating either the law or the school's policies or rules, such evidence may be seized and remanded to the custody of an administrator; disciplinary action may be taken. When appropriate, such evidence may be transferred to law enforcement authorities.

**Tobacco & Smoking Policy**

North Broward Preparatory School is a smoke-free community. NBPS students may not possess or use tobacco products in any form, on or off campus. Tobacco use of any kind is not permitted in the school, residential life program on or off campus. This includes but is not limited to traditional cigarettes, e-cigarettes, chewing tobacco, pipes, cigars, hookahs, vaping, snuff, or any other forms of tobacco/smoking related products. Possession or use of electronic cigarettes, or the likeness of a cigarette, including but not limited to herbal cigarettes, is also prohibited. Smoking of any kind on campus is a serious violation of the NBPS Student Code of Conduct. Violations will result in disciplinary action and repeated violations could require a mandatory cessation program at the student's expense and will result in a recommendation for expulsion.

Consequences for smoking violation

FIRST OFFENSE	SECOND OFFENSE	THIRD OFFENSE
Internal suspension (length to be determined by Dean of Students after investigation of events).	External suspension (3-5 days)	Recommendation for Expulsion to Discipline Committee.
Parent Contact	Parent Contact	Student will be on External Suspension until Committee Review of Recommendation for Expulsion.
Incident Documented in ISAMS	Mandatory Smoking Cessation program	Parents will be updated on student status after committee review.
Possible Privilege suspension	Placed on Disciplinary Observation	Incident documented on ISAMS.
	Incident Documented in ISAMS	

# Counseling

## College Advising

The College Advising Office (CAO) encourages students to take the most rigorous academic curriculum they can successfully manage, while participating in a wide array of extracurricular activities. Our advising program assists students in working to the best of their ability inside and outside of the classroom as they plan for their post-secondary education.

Advisors meet with grade 9 and 10 students in groups. Individual meetings begin in grade 11 or upon request. Throughout the year, meetings are held with students and their parents covering topics related to the college planning process:

- High school curriculum
- Standardized testing
- Extracurricular involvement
- College selection
- College applications and deadlines
- NCAA registration for student athletes
- Financial aid and scholarship opportunities

Naviance, an online college planning resource, is available to our families. Prior to senior year, students and parents are required to sign a ***“Release of Educational Records”*** form, authorizing NBPS to send official transcripts and educational records, counselor reports, and recommendations to colleges. The CAO suggests that seniors limit their college applications to no more than ten. There is a fee of \$25 per additional request beyond the initial ten allotted.

During the college exploration and application process, students are expected to:

- Meet with their assigned college advisor as necessary (either through student initiative or at the request of the college advisor)
- Search for colleges and universities with assistance from the college advisor as needed
- Work with the college advisor to secure teacher letter(s) of recommendation
- Submit required paperwork in a timely manner
- Inform the college advisor of all colleges/universities to which they will apply and sign/submit transcript request forms in a timely manner
- Complete their own applications, essays and supplemental writing with assistance from the college advisor as needed
- Send their standardized test results (SAT, SAT Subject Tests, ACT, TOEFL) directly from the testing agency to their colleges and universities in a timely manner.

## Guidance Counseling

The purpose of the school Guidance Counseling program is to impart specific skills and learning opportunities in a proactive, preventative and/or responsive manner, ensuring all students achieve school success through social/emotional and academic experiences. The school counselor designs and implements programs and services to meet the needs of students at various growth and development stages including:

- Counseling individuals and small groups of students with identified concerns or needs
- Planning and implementing individual Advisory programs addressing character and leadership development

- Interpreting psychoeducational, cognitive, aptitude and achievement tests
- Facilitating identification and monitoring of students with learning differences
- Identifying, requesting, and documenting accommodations appropriate for both classroom and standardized testing (e.g. MAP, ACT, SAT, IB)
- Counseling students with disciplinary concerns
- Acting as liaison with students, parents/guardians, mental health professionals, teachers and administrators to ensure student success
- Providing psychological referral services when appropriate

### **Physical Threat Policy (Self and/or Others)**

As educators we have the responsibility to ensure the safety of our students. The North Broward faculty and staff are required to report and act on ***ANY AND ALL STATEMENTS OF THREAT.***

**A Guidance Counselor, NBPS Leadership team member, or their designee will immediately verify the students statement or actions that suggest or imply an intent to physically harm themselves or others.**

#### **Steps that may follow include:**

- The parent will be called to pick up their child, and the student will not be allowed to return to classes until he/she is evaluated by a **psychiatrist or psychologist.**
- The student may only return when they can provide a note on the doctor's letterhead that states he/she is **not** a threat to him/herself or others.
- Student and parent/guardian must first present the required note to the Guidance Department for review.
- Following review of the note the student may be approved to return to classes.

## **Communication**

### **Conferences**

Parent-teacher conferences can be arranged with any teacher at any time and are encouraged as a means to discuss not only the academic progress of a child, but also to address questions or concerns of a more non-academic nature. Individual conferences with teachers must always be scheduled in advance out of respect for teachers and parents' schedules.

To help facilitate communication, there are parent conference day opportunities during the first and second trimesters of the school year. These dates are on the Master School Calendar. In addition to these dates, conferences with individual teachers may be arranged by emailing the teacher. Conferences with more than one teacher may be scheduled through the Guidance Counselor and/or division leadership in the same way.

### **Emergency Closing Procedures**

Emergency closing procedures and information will be made available on the school's website. Information will also be sent via iSams and email. The North Broward Preparatory Schools will follow Broward County's closings, but may re-open at its own discretion.

The following TV stations will also have school closing information:

- WPEC News 12
- WPLG Channel 10
- WSVN Channel 7

- WTVJ News 6, NBC affiliate for Broward

## **Emergency Notification**

SkyAlert is a telephone broadcast system that enables school personnel to notify all households and parents by phone within minutes of an emergency or unplanned event that causes early dismissal, school cancellations, or a late start. The home phone and guardian cellphones will be called simultaneously. There will also be an email sent to all emails on file. Subscription to SkyAlert is automatic.

## **Parent, Student, Family Contact Information**

All NBPS families can edit their telephone numbers and email addresses through their ISAMS portal. Please notify the Admissions office if you are not able to process contact information changes. This is very important, as we depend upon having the correct information in order to communicate with you in a timely manner.

## **Progress/Grade Reporting**

Canvas is a communication tool that students and parents should use to efficiently manage their time at NBPS. Parent and student login information will be provided early in the school year. Parents and students are both reminded that Canvas provides only a snapshot of student progress and any questions should be addressed immediately with teachers. For grades, the final point of reference is the teacher's grade book. Note that independent practice assignments can change and teachers are required to inform their students of any changes not reflected in the teacher's weekly posts. Formal grades are computed at the end of each trimester. Report Cards are made visible to parents on ISAMS shortly after each marking period ends.

**Canvas** is an online learning management system that provides information about student performance and work in an easy to access format. **ISAMS** is a student information system that houses all attendance, final grades, and records.

# **Health and Safety**

## **Emergency Information**

For the 2020-2021, NBPS will be shifting all student medical information and school forms to Magnus Health SMR (Student Medical Record), an online student records database. Parents are required to create a Magnus account for each child and upload/sign the required forms. ***The form must be completed in its entirety.*** Each form will be read prior to the first day of school in order to individualize students' health needs during the school year. Parents have continuous access to your student's health record as well as the ability to make updates when needed. You will also have the option to take the digital health file with you after your student graduates. [Magnus FAQ's](#)

## **Communicable Diseases**

All students attending school must not be in the contagious stage of a communicable disease because of the threat it can pose to others on campus. When learning that a child has contracted a contagious illness/disease, parents are required to notify the school of the nature of the illness/disease. Parents of other students, who may have been exposed, will then be notified. Re-entry to school, after an absence for a contagious illness/disease, must be approved by the school nurse, and will be based on a doctor's statement noting the student is no longer in the contagious stage of the illness/disease. Failure to notify school officials of such contagion may result in suspension or expulsion from school.

In order to reduce the spread of contagious disease or illness NBPS reserves the right to require the use of personal protective equipment. During the 2020-2021 school year face masks will be worn when social distancing is not possible to protect ourselves and others. The school will follow the guidance of CDC and local health officials and will communicate updates to the community as information is available.

## **COVID-19**

All students and/or families will be required to self-report to the Health Office if they test positive for COVID-19 or if they experience any symptoms associated with COVID-19. Students and employees who have been in “close contact” with any person with COVID-19 symptoms or who has tested positive for COVID-19 must also report to the Health Office. The Health Office will contact the Broward or Palm Beach County Health Department once informed of a positive case, as required for reporting, contact tracing, and instructions. Decisions on a plan of action for the infected individual and any other individuals who had been in contact with that person will be based on direction from the County Health Department, proximity to and the duration of time that the infected individual spent with other people, and Centers for Disease Control (CDC) and Florida Department of Health guidelines.

NBPS Health Office will provide a return to school guidelines and a plan for safe return in coordination with the Florida Health Department. In order to prevent the spread of COVID-19 in our community social distancing and face coverings will be required throughout campus. Please refer to our COVID reopen plans. Students who are at home due to symptoms monitoring or illness will have the opportunity to join classes through our Virtual Learning Experience until cleared to return to in person classes.

## **Illness**

Students who become ill during the school day will be directed to the school Clinic. If a student has symptoms consistent with COVID-19, they will be assessed by the Health Office Staff, wearing appropriate personal protective equipment (PPE), and brought to a stand alone isolation area until they can be driven home. Students are not permitted to call home for permission to leave school. Should it be necessary for your child to leave school because of illness, the school nurse will contact you. **Please make sure that all phone numbers in your Magnus portal are current. Changes of contact phone numbers are to be made through Magnus Health App.**

Any student signed out during the school day due to illness, will not be permitted to return to school or participate in any after school activities until the following day. **If your child has a fever, diarrhea or is vomiting, he/she will be sent home. Students must be “fever and/or symptom free” for 24-48 hours *without the use of fever-reducing medication, or other medications* prior to returning to school. Time frame will be dependent upon illness.** In order to be excused for health reasons from any part of the curriculum, including Physical Education, a written request for such an excuse must be presented.

A PHYSICIAN’S STATEMENT IS REQUIRED FOR ANY EXCUSED ABSENCE FROM PHYSICAL EDUCATION OR OTHER ACTIVITY FOR MORE THAN ONE WEEK.

## **Return to school after an Illness or Injury**

Students who have been absent for more than three (3) consecutive days need to have a physician’s note stating they are ‘fit to return to school.’ Communication with the nurse is important in order to assess the need for contact with the physician. For return to school guidelines related to COVID-19 the school nurse will provide return to campus guidelines. Students should also receive additional guidelines from their physician and the local health department.

Any student that returns to school accompanied with a physician’s note after an illness or injury must turn a copy in to the nurse. Any specific instructions re: child’s health or safety at school per a physician or parent

(verbal/written) needs to be addressed directly with the nurse when the student returns to school. This will enable the nurses to ensure the safety and well being of every student at North Broward.

## **Immunization**

The Florida Certification of Immunization, Form 680, is required for entry and attendance in all Florida schools. This form is only available from and must be completed by a Florida physician/health care provider or a Florida county health department. All non-Florida immunization records must be transferred to the Form 680. This can be done at the Broward County or Palm Beach County Health Department, free of charge on a walk-in basis. North Broward Preparatory School complies with Florida statutes and Department of Health guidelines regarding immunization schedules.

Florida State Law requires that all Seventh grade students must receive the Tetanus, diphtheria, and pertussis (Tdap) booster before the start of seventh grade. You may refer to the Florida School Requirements form for additional immunization requirements.

***Students not in compliance with immunization requirements will not be permitted to attend school.***

There is no exemption from immunization in Florida for personal or philosophical reasons. Requests for religious exemption must be presented on a Department of Health Religious Exemption Form (DH 681). **ONLY County Health Departments issue Form DH 681.** Should your child be exempt from immunization for medical reasons, Part C of the immunization card (Form DH 680) **must** be completed and signed by a physician granting permanent medical exemption.

## **Physical Examination**

All students, upon their initial entrance into school, must present certification of a physical examination performed within one year of enrollment. Documentation of this examination is to be on State of Florida Form DH 3040, available at your physician's office or County Health Department office. For students transferring to a Florida school, a comparable form from another state is acceptable if it has been completed within the prior 12 months. The physical examination must be completed in the United States. Physical examination may be obtained from your physician, health care provider or a walk-in-clinic.

## **Insurance**

In the event a student is injured at school, The North Broward Preparatory School secondary insurance will cover the portion of medical costs, which is not covered by the parents' own insurance policy. The claim form is available at the school and must be submitted to the insurance company no later than ninety days from the date of injury. The parent will need to submit proof of charges, along with the Benefit Statement (EOB), showing what the parent's primary insurance will pay. The Nurse's Office should be contacted for any concerns or requests.

## **Medical Appointments**

All medical and dental appointments should be scheduled after school hours if possible. If this is not possible, students should be in touch with their teachers prior to their absence by using the Pre-Arranged Absence Form about missing assignments and assessments. Parents should complete the Early Dismissal Form located on the NBPS website. The student will be called out of class upon the parent's arrival to collect him/her. Sign out from school is required. In the Middle School students should be signed out from the Middle School Office. In the High School students should be signed out from the Dean's Office.

## Medication

An Authorization for Medication Form must be filled out for those students who require daily prescription medication to be administered at school. A separate prescription medication Authorization Form must be filled out should the student require more than one medication to be administered. **By Florida School Regulations, all prescription medication must be in the original pharmacy container, noting all information pertinent to the student.** Should the dosage change during the school year, a new Authorization for Medication Form, must be submitted with the new regime noted.

An Authorization for Medication Form, signed by the parent or legal guardian, must be filled out for those students who require prescription medication for a temporary condition (example: antibiotics, etc.). Medication must also be in the original pharmacy container noting all information pertinent to the student. Parents are to bring medication to the school nurse, who will be responsible for its safekeeping and timely administration.

An Authorization for Medication Form must be filled out for each over-the-counter medication to be administered during the school day. All over-the-counter medications must be in the original packaging and given to the school nurse. At the end of the school year, parents must pick up all medications from the nurse. Medications will not be kept in school over the summer.

If your child requires an Epipen, please have one available the first day of school. The Epipen must be in the pharmacy box with all pertinent information noted.

**Middle and High School students, who may require the use of an Epipen or an inhaler,** will be permitted to carry it in their backpacks. The medication must be in pharmacy packaging with all directions for usage clearly stated. Medication packaging that states "Take as directed" is not acceptable.

Students diagnosed with Type 1 or Type 2 Diabetes will be evaluated individually and will be permitted to carry their medication and supplies with them. Additional supplies should be kept in the Health Office. Students requiring an Individualized Health Plan can fill out the required Care Plans in the Magnus Health Portal.

### Over-the-Counter Medication

The nurse's office has a supply of OTC medications listed on the consent form in Magnus Health that can be dispensed as needed with the signed consent of the parent. Students should not be sent to school with OTC medications to be taken on their own.

## Head Lice

Head lice are tiny, wingless, grayish-tan insects that live and breed in human hair. The eggs, called nits, are easier to see than the lice themselves and are usually attached to the hair shafts close to the scalp, behind the ears and on the nape of the neck.

Head lice are very easily transmitted from one child to another. Itching is the most common symptom of head lice infestation. **Due to the close contact of the children at school, NBPS' "No Nit" policy requires that any student with head lice be sent home immediately and be free of nits before returning to school.** Any student treated for head lice, must report to the nurse, upon returning to school. If the nurse finds nits, the child will be returned home until he/she is completely nit-free. A strictly enforced "No Nit" policy helps prevent transmission and re-infestation and reduces the need for additional treatment.

If any student in your child's classroom is found to have head lice, all parents in that grade will be notified. Please help us prevent any outbreak before it starts. Head lice are very common in warm climates, and preventive checks at home are the most effective means in the management of head lice.

# Parent Information

## Expectations for Parents - Supportive Parent Protocols

The decision of parents to enroll their child in North Broward Preparatory School initiates their participation in a “**Social Contract**,” which governs all forms of school related interaction between and among parents and between parents and school personnel. **Civility, consideration, and mutual respect** are the minimum requirements for every interaction encounter and for all forms of communication used. The intent of the Supportive Parent Protocols is not to deprive any person who has a legitimate relationship with North Broward Preparatory School of his/her right to freedom of expression. Rather, the intent of the Supportive Parent Protocols is to maintain, to the greatest extent reasonably possible, a **safe, orderly and purposeful, harassment-free workplace for students, teachers, administrators, other staff, and parents/legal guardians of the students of North Broward Preparatory School.**

In the interest of establishing and maintaining a climate of civility, consideration, and mutual respect on the campuses of North Broward Preparatory School and/or at any venue at which activities associated with the school are being conducted; and with an interest in focusing the collective actions of parents, teachers, administrators, and other staff on constructive, positive collaboration to do what is best for our students at all times and in all places, **the following expectations shall be met.**

### Expected Level of Behavior

- All NBPS personnel will treat parents and other members of the public with civility, courtesy, and respect.
- All parents will treat teachers, administrators, and other school staff with civility, courtesy, and respect.

Unacceptable/Disruptive behavior includes, but is not necessarily limited to, the following:

- Behavior which interferes with or threatens to interfere with the safe, orderly, and purposeful operation of a classroom, an employee’s office or office area, areas of the school facility regularly open to parents/guardians and the general public, areas of the school facility which are not open to parents/guardians and the general public, or any other venue in which the School conducts any aspect of its business.
- Using loud and/or offensive/abusive language, swearing, cursing, profane language, racial epithets, or any visible display of temper/anger.
- Threatening to do bodily, physical, or emotional harm to a teacher, administrator, other staff member, student, other parent, or any other person on the campuses of North Broward Preparatory School or at any other venue in which the School conducts any aspect of its business, regardless of whether or not the behavior constitutes or may constitute a criminal violation.
- Damaging/destroying or threatening to damage/destroy School or School owned property of any kind
- Any other behavior, which disrupts or threatens to disrupt the orderly operation of the School in the conduct of any aspect of its business.
- Abusive, threatening or obscene E-mail, voice mail, or any other form of electronic, written, and/or vocal communication that harms or has the potential to harm the school’s reputation or the reputation of a member of the school community
- Parent/Guardian Recourse - any parent/guardian who believes that he/she was subject to unacceptable/disruptive behavior on the part of a teacher, administrator, or other staff member should immediately notify the staff member’s immediate supervisor.

## **Authority of School Personnel**

### **Authority to Direct Persons to Leave School or School Owned Property**

*Any individual who displays any of the following behaviors may be directed to immediately leave the School or School Owned Property by a Division Principal, Assistant Head of School, Head of School, or, in their absence, any school employee lawfully in charge of the school at that time.*

- Disrupting or threatening to disrupt the School or any facet of its operations in any manner
- Causing or threatening to cause bodily, physical, or emotional harm to any School personnel, student, or any other person lawfully on the premises of any campus or property of North Broward Preparatory School.
- Any behavior, which is threatening to cause, is damaging to or otherwise compromising the health, safety, or well being of any student, North Broward Preparatory School staff member, parent/guardian, or any other person lawfully on the campus of North Broward Preparatory School.
- Using language and/or tones that are loud and/or offensive or menacing.
- Coming into any School or onto any School Owned Property without authorization or legal right to do so.

*In any case, if a person who is properly informed that he/she is directed to leave campus refuses to do so, the administrator or other authorized personnel shall seek the assistance of law enforcement and request that law enforcement take such action as may be deemed necessary. If, as a result of having been directed to leave campus, an individual threatens personal harm, the administrator or other authorized school personnel may contact law enforcement.*

### **Authority to Deal with Persons Who Are Verbally Abusive**

If any member of the School Community or general public uses obscenities or speaks in a demanding, loud, insulting, and/or demeaning manner, the employee to whom the remarks are directed shall calmly and politely warn the speaker to communicate civilly if a conversation is to continue. If the verbal abuse (or abuse in any other form) continues, the employee to whom the remarks, gestures, etc. are directed may, after having given appropriate notice to the speaker, immediately terminate the meeting, conference/discussion, or telephone conversation. If an abusive offender is physically on campus, the staff member may request his/her administrator to direct the speaker to promptly leave the campus. He/she the offender refuses to comply with such direction, the conventions referenced in (A) Authority to Direct Persons to Leave School or School Owned Property shall apply.

### **Abusive, Threatening, or Obscene E-mail and/or Voice Mail Messages**

If any employee of North Broward Preparatory School receives an e-mail or voice mail message, which is abusive, threatening, demeaning, or obscene, the employee is not obligated to respond to the email or to return a phone call in response to such voicemail message. The employee should refer any such received communication to his/her immediate supervisor. If the message contains a threat of any kind, the employee should consult with the Head of School or Assistant Head of School for the purpose of contacting law enforcement.

### **Final Dispute Resolution Authority of the Head of School**

The Head of School, in his/her role as Chief Administrator of North Broward Preparatory School, after consideration of the facts related to any element of the Good Parent Protocols expressed herein, may, on behalf of North Broward Preparatory School and at his/her sole discretion, impose sanctions up to and including the withdrawal of enrollment of an offender's child/children and the permanent separation of the family from the North Broward Preparatory School community. The Undersigned Persons agree that the determination of the Head of School in this regard shall be final, absolute, and determinative in all cases, and that such signatures expressly waive any and all right to contest such decision for any reason in any forum, whatsoever.

*Withdrawal of enrollment privileges, for any reason, does not relieve the Undersigned Persons of the responsibility for full payment of the entire year's financial obligations.*

## North Broward - Parent Association

North Broward Preparatory School's active Parent Association (NB-PA) is a social organization, which exists to further the School's mission through volunteer work within the School and to sponsor special events designed to develop and promote a sense of "esprit de corps" among all constituencies of the School.

### Below is the list of this year's NB-PA Officers:

<i>President</i>	<i>Abby Elmúdesi</i>
<i>Secretary</i>	<i>Camille Fournel</i>
<i>Treasurer</i>	<i>Natalie Little</i>
<i>VP Programs</i>	<i>Lauren Munoz &amp; Kristin Singh</i>
<i>VP of High School</i>	<i>Joy Rabbini</i>
<i>VP of Middle School</i>	<i>Carla Hayman</i>
<i>VP of Lower School</i>	<i>Alyssa Glenn</i>
<i>VP New Family Relations</i>	<i>Melissa Schneider</i>
<i>Faculty Liaison</i>	<i>Stacey Amelchenko</i>

North Broward Preparatory School offers many opportunities for parents to become involved. If you have any questions regarding these events/activities, please feel free to call (954) 247-0011 Ext. 496. The NBPS Year at A Glance (YAAG) and School calendar contain a brief description of some of the events and activities the NB-PA has planned for the upcoming school year.

### Re-enrollment Process

It is the responsibility of the parents to register and/or re-enroll their student(s) for the coming year. The Registration and Re-enrollment "Tuition Schedules" are distributed in January. If this information is not received by the end of January, please contact the business office. Testing for new applicants begins in January. The enrollment deposit is non-refundable and will be retained by the school notwithstanding notification of withdrawal per the "Terms and Conditions." Tuition deposit holds a "classroom place" until the first tuition payment is due. Please review "Terms and Conditions" and "Tuition Schedule" for specifics on registration, enrollment, reenrollment, and cancellation processes including deadlines, fees, and procedures.

## Security and Emergency

### Arrival and Dismissal Procedures

*North Broward Preparatory School is committed to developing the safest and most efficient student pick-up and drop off system possible. The system depends on NBPS faculty and staff, parents and students being knowledgeable about the expectations and guidelines set forth below:*

- Focus on the staff directing traffic and follow the traffic signs to your destination. ***Cell phone usage is prohibited while driving on campus.***
- All Middle School and Lower School families will receive a colored name placard to be placed on the car's dashboard during pick up. Drivers must display colored placards every day to ensure an efficient dismissal process.
- Once you arrive at your destination, be considerate of those who may be behind you and pull as far up as

you can so that others can pull into the circle as well.

- Limit conversations outside of the vehicle. Say your goodbyes during the ride to school. Practice being in and out of the car in as little time as possible.
- During pick up try to arrive at the suggested times for pick-up. The times are staggered as a convenience for you. Let the system work for you!
- Do not leave your vehicle unattended in the pick up/drop off line. If you must get out of your vehicle park in one of the assigned guest parking spots located in each parking lot. If all guest spots are occupied the parking lot located behind the tennis courts should be utilized.
- Do not park in the spots that are assigned to staff. Even if you think you will only be a minute the person's spot that you are taking could only be seconds behind you.
- Only pick up and drop off at your child's designated spot. For example, do not drop off a high school student in the middle school circle just because the line looks shorter.
- Once at your child's designated pick up/drop off remember to pay attention to the flow of traffic. If the traffic moves you move.
- Be polite and patient if you should have to communicate with another parent in the line. Remember our community is watching!

## **Deliveries During the Day**

Should a student forget an essential item, it can be left at the appropriate division reception desk. Parents should ensure that the student's name is clearly marked on the item. The student will be notified to pick up items from the office. Parents should contact the division reception desk prior to coming to campus to set up an appointment.

## **Disruptions to School Routines Due to Safety**

Student safety is North Broward's primary concern. As such, the school will schedule drills to establish routines for the effective evacuation and shelter of our students. Additionally, the school reserves the right to start school late or dismiss students early, or shelter-in-place to reduce risk to students. Parents will be notified via the SkyAlert system for ALICE drills, campus evacuations, and early/late dismissals.

## **Early Dismissal**

A parent/guardian wishing to arrange early dismissal for a student(s) must complete and submit the Student Early Dismissal Form [www.tinyurl.com/StudentEarlyRelease](http://www.tinyurl.com/StudentEarlyRelease) as early as possible on the day of dismissal. This form may be submitted up to 5 days in advance. In the event that an emergency arrives and a student must be picked up and the early dismissal form has not been submitted, please contact the Dean's Office or Middle School office for assistance.

Early dismissal for high school students is coordinated in the Dean's office in the 300 building.

Early dismissal for middle school students is coordinated through the middle school office.

### ***If a student driver is leaving school early without an authorized person picking them up:***

- Parent submits early release form.
- Student reports to the Dean's Office at the time of dismissal. After signing dismissal log a pass issued by the Dean's Office must be presented at the security gate for dismissal.

### ***Middle School Procedure - If a parent/guardian is picking up a student for early dismissal:***

- Parent submits early release form.
- The administrative assistant will call the student out of class upon the arrival of the parent or other

authorized person once that person arrives at the middle school office.

- The authorized person will then sign the student out on the dismissal log located in the Middle School office and a dismissal pass will be issued.
- The pass issued must be presented at the security gate for dismissal.

***High School Procedure - If a parent/guardian is picking up a student for early dismissal:***

- Parent submits early release form.
- The student will report to the Dean's office at the time of dismissal to sign the dismissal log and receive the dismissal pass.
- The authorized person picking up will wait at a prearranged location in their car for the student.
- The pass issued must be presented at the security gate for dismissal.

***If a parent is having someone else pick the student up early*** (who is not on the pick-up list):

- Parent submits early release form
- Proper ID must be presented
- Sign the "Early Dismissal" log in the office with the proper information (This is ALWAYS done if a student leaves early)
- A dismissal pass will be issued and must be shown at the gate for security purposes upon departure

***If a student driver is picking up a sibling from Middle or Lower School for early dismissal:***

- *Parents will submit in advance a student early dismissal form per child.*
- The administrative assistant will verify the dismissal form with a communication to parents and enter the dismissal time in ISAMS.
- The dismissing teacher will send the student out of class to the Dean's Office for dismissal. The student driver will report to the Dean's Office and sign out on the dismissal log located in the Dean's office and a dismissal pass will be issued.
- The Student Driver will then proceed to the Division Office ( Middle or Lower) pick up the rider and sign out the rider.
- The pass issued must be presented at the security gate for dismissal.

***Note: In the event of an emergency, all dismissals must be done through the Middle School Office or Dean's Office.***

### **Fire Drill/Emergency Exit Procedures**

- The signal for a fire drill/emergency is a very loud alarm with a blinking emergency light.
- Students are to line up at the door behind the teacher and leave the classroom in single file. Students should leave all personal items in the classroom.
- The last student out of the room should turn off the lights and close the classroom door.
- Teachers will lead the class silently out of the building and to their designated areas.
- Teachers will take and report attendance; students should remain silent and remain in line.
- Students and teachers may not re-enter the building until notified by the administration and/or security.

### **Hours of Operation**

- Business office: 8:00 a.m. – 4:00 p.m.
- Reception: 7:30 a.m. – 4:00 p.m.

- Upper School: 7:45 a.m. – 4:00 p.m.

## **Late Arrival**

Students who are late must check in at the security gate, where they will be logged in and issued an admittance pass to class upon their arrival. Students should report directly to class upon arriving at school late. In the event that the Raptor System is not operational security will provide a handwritten pass at the gate for the student to proceed to class.

## **Active Threat Procedures**

In the event of an intrusion into the school by any “unwanted element” bent on harming members of our school community, the school will immediately contact local authorities and implement ALICE procedures. Students and staff will be notified of an emergency via the intercom system.

## **Visiting Campus**

Without the express permission of the school as granted through the Middle School Principal or the High School Principal, Upper School students may not invite friends, relatives, or any person who has no formal affiliation with North Broward Preparatory School to visit with them during the school day.

The Admissions Office, as part of the standard prospective student inquiry process, is authorized to schedule “Eagle Visit Days” which usually pair a prospective new student with a currently enrolled student.

All persons visiting the school, with the express prior permission of the school to do so, are required to be cleared through Security and to register at the appropriate Division Office on campus. A visitors badge will be issued and must be worn in plain sight. No visitor is permitted to enter classrooms or walk the campus without prior approval.

We encourage our alumni to come on campus to visit with students and staff during scheduled lunch periods following prior arrangement and approval by the Dean’s Office. Alumni athletes wishing to workout must develop a schedule that is approved by the athletic department and the Dean of Students prior to beginning any workout. NBPS expects that returning alumni are respectful of the learning environment so as not to disturb classes.

## **Volunteers**

Parent volunteers should check-in at the security kiosk or the main office reception desk. A name badge will be provided and it should be worn until the volunteer leaves campus.

# **Student Life**

## **Cell Phone Usage**

All students are permitted to bring cell phones to school. Administration is not responsible for any damage, theft, and or loss of these devices.

Cell phones may be used as a technological tool during class time, with teacher permission, to enhance the academic experience. All cell phone use must adhere to the policies and practices provided in the Responsible Use Policy (RUP). Please refer to Appendix G for further information.

Middle School students are not permitted to use their cell phone during the school day without teacher approval. Middle school students needing to call home may use the phone in the Middle School office. Students who violate the middle school cell phone policy are subject to consequences.

High School students may use cell phones with discretion and proper etiquette during transition times and during lunches. Phones must be silenced when entering classrooms and students are expected to abide by specific classroom rules about cell phone use.

If a staff member observes a student using a cell phone inappropriately, inside or outside of the classroom, they reserve the right to confiscate the phone and return it to the Dean's office. Disciplinary consequences may be imposed.

## **Community Service**

In an effort to realize the principles of responsibility, honesty, and respect, the community service requirement provides opportunities for North Broward students, faculty, and staff to work within our own environment, and in the Greater South Florida community, and around the world. Committed to direct human service and active involvement in community development, the members of the NBPS community have much to offer our neighbors and are keenly aware of how much our neighbors have to teach us. The process of working with, learning from, and helping others brings participants a deeper understanding of themselves and their potential, the hope that change is possible, and that caring does make a difference. Throughout the year, students have opportunities to make a commitment to an on-going service activity, as well as to participate in intensive service projects, which range from a few hours to a full day. Students are required to complete 100 hours of community service prior to graduating from NBPS. In order to earn credit towards the requirement, students need to submit a completed Community Service Verification form (see [Appendix A](#)) for their experience. Students may earn credit for community service projects performed outside of the school on condition that the school receives proper documentation. IB Diploma students may apply CAS hours toward this requirement in eleventh and twelfth grades.

## **Clubs**

NBPS encourages students to participate in our club program. High school clubs meet at least twice per month and must be sponsored by an NBPS faculty/staff member and chartered by the student government legislature. Students interested in chartering a club should contact members of the Student Government for further guidelines. Clubs support the general interests of our students and may be academic, social, artistic or athletic. Many have a community service component. The High School Club Fair is held in mid-September during lunch periods.

Middle School students are encouraged to participate in after-school clubs and activities. New clubs can be proposed and created by students and teachers, based on interest, each school year by meeting with MS Administration. Final meeting days and times will be determined during the first weeks of school. The Middle School Club Fair is held in mid-September where students can gather information and sign-up.

## **Driving & Parking Privileges**

Student driving and parking on campus is a privilege extended to eligible licensed NBPS students. The student parking privilege is conditioned upon payment of the required parking fee, the affixing of an assigned parking decal to the windshield of the student's vehicle, and a safe, responsible, and courteous driving record. Students wishing to drive and park on campus must comply with the policy and process outlined in the Student Parking Policy (see Appendix J). Repeated parking violations or parking on campus without authorization may result in the revocation of parking privileges and could result in the vehicle being towed at the owner's expense.

Students are not allowed to access their vehicle during the school day without permission from the Dean of Students.

***The issuance of a parking decal authorizing a student to park a vehicle on the campus of North Broward Preparatory School constitutes an implied consent by the student to a search of the vehicle for which the decal is issued upon reasonable suspicion that illegal, prohibited, harmful items or substances, or stolen property may be contained therein. Each student who parks a vehicle on the school campus is presumed to know what is contained in his/her vehicle and will be held accountable for anything which may be found in the vehicle.***

## **Fundraising**

Any student fundraising effort requires the prior approval of both the Division Principal and the Director of Student Life. Students will be expected to complete and submit the NBPS Fundraiser Request Form. (See Appendix K) Submission of this form DOES NOT automatically result in the approval of a fundraising initiative.

## **Le Cafe**

Le Café is a place where students can purchase food and convene to study or just relax. It is primarily a high school student privilege however middle school students can visit Le Café to purchase items before and after school. The hours for Le Café are:

- Before school from 8:00 a.m. -8:20 a.m.
- Tuesday and Wednesday during break from 9:55 a.m.-10:05 a.m.
- During both lunches
- After school

Purchasing food from Le Café during a passing period cannot result in a student being late for a class or consuming food in class. As a result the purchasing of food during a passing period is strongly discouraged. Abuse of Le Café privileges may result in loss of those privileges.

## **Learning Commons**

The Learning Commons is open 7:30 a.m.-9:00 p.m. Monday through Thursday and Friday 7:30 am – 5 :00 pm. Click the link to access the [Learning Commons Policies and Procedures](#). (See Appendix L)

## **Lockers**

North Broward Preparatory School will provide each middle school student with a lock and locker combination in grades 6 - 8. High school students wishing to be assigned a school locker may request one through the Dean's office. All lockers made available for student use on the school premises, including, but not limited to, lockers located in the hallways, physical education, athletic dressing rooms and fine arts classrooms, are the property of NBPS. These lockers are made available for storing school supplies and personal items necessary for use at school. The lockers are not to be used to store items that are forbidden by state law or school rules, or items, which cause, or can reasonably be foreseen to cause, interference with educational purposes.

A student who uses an NBPS locker is presumed to have no expectations of privacy for that locker or the locker's contents. NBPS is not responsible for personal property brought onto campus.

NBPS will retain access to student lockers by keeping a master list as well as a master key. Students may use their own locks as a matter of convenience but must provide the combination or key to the Dean's Office in the event the locker shall need to be accessed by NBPS officials. If no key or combination is presented to the Dean's Office any

unauthorized locks may be removed without notice and destroyed.

Locks and lockers will be made available to all students that participate in P.E. in the available locker rooms as well as for any athletic locker room during participation in a school sport.

#### Locker Locations

- 6<sup>th</sup>-8<sup>th</sup> grade lockers will be primarily located in the 400 building hallways.
- On the rare occasion, and by request only, a high school student may be assigned a locker in the 400 building as a matter of convenience to his/her schedule.

#### Use of Lockers

- Students will be expected to keep their lockers in a clean and orderly manner.
- Students should not share a locker or a locker combination with other students.
- Students should not write on or otherwise vandalize their locker by writing on or in the locker.

At the end of each academic year all students will be expected to complete a thorough clean out of their assigned locker, where all items are removed from the locker. NBPS will complete a cleaning of all lockers during the summer months when school is not in session. Any contents that remain in a student locker will be either discarded or given to a local charitable organization.

### **Lost and Found**

Upper School lost and found items will be located in the Dean's Office (upstairs in the 300 building).

### **Personal Property**

Students should not bring unnecessary personal property to school that disrupts the learning environment and/or the safety of others. Items that are deemed by the administration to be disruptive to the learning environment will be confiscated.

Parents are also reminded that NBPS does not insure student property. If your child brings personal property to school and it is lost or destroyed, there is very little that we can do to provide relief. All necessary personal possessions should be clearly marked with the student's name and grade level (this includes textbooks).

All items in our lost and found box located in the 300 building Dean's Office not claimed by the end of the year will be donated to a local charity.

### **Residential Life Program**

North Broward is proud to maintain a residential program in which students from around the world are housed on campus while attending NBPS. Several countries are represented, offering a rich diversity of cultures and languages.

International boarding students enroll to experience a U.S. education, often with the goal of being admitted to U.S. colleges and universities. In addition, boarding students from within the U.S. seek the quality education that NBPS provides. The residential program is intended for students in grades 6-12.

Any non-residential student who would like to enter the dorms should get permission from the dorm parent on duty and sign in at the visitor log. All guests entering the dorms must enter through the main lounge doors and not

through alternate doors or windows. Guests must stay in the main lounge of the dormitory and are not permitted to enter the adjacent hallways or student rooms.

## **School Store**

The Campus Store is a place where students can purchase NBPS apparel and snacks. It is primarily a high school student privilege during the school day. Middle school students can visit the store before/after school and during the lunch period only.

## **Senior Privileges**

With parent approval and a completed Senior Privilege Release Form, seniors may leave campus during lunch except when notified by the school administration. Seniors choosing to leave campus must leave within the first fifteen minutes of lunch and check out with security using their North Broward ID. Upon returning, students must collect their ID from security and arrive at their next class on time. Seniors who are tardy two times may lose this privilege. Residential students must have an "approved permission" form on file to be eligible to go off campus for lunch with a day student driver.

A senior earning 5 tardies to school will also lose their senior lunch or study hall privilege for the trimester.

There are no off campus privileges for 9<sup>th</sup>, 10<sup>th</sup> or 11<sup>th</sup> grade students. Underclassmen that leave campus will be subject to disciplinary action.

## **Student Government**

The Student Government (SG) provides service to the NBPS community by promoting student leadership, coordinating school activities and acting as a means of communication between the student body and faculty/administration. The SG is composed of student elected representatives.

## **Student Identification Cards**

All Upper School students will be issued a photo ID card on day one of school. The student ID card is the primary way that we identify students, staff, visitors or vendors. The school issued ID must be worn around the neck, on the school issued lanyards, at all times during normal school hours. The ID card is considered a part of the daily dress code for all students and staff. The ID card will have a computer chip inside that will allow all persons while on campus to gain entry into the main buildings on campus and in addition will allow for purchasing items in LeCafe, and the School Bookstore. It will also allow circulation privileges in the Learning Commons. Lost or damaged cards should be reported immediately to the Dean's Office and will need to be deactivated prior to the issuance of a replacement card. Cards will be replaced in the Dean's Office for a charge of \$20. Cash is not accepted in the Dean's Office. After replacement the student account will be billed. Students and staff are required to have their ID cards while in attendance on any school-sponsored activity.

All Upper School students will be issued a photo ID card on day one of school.

## **Student Rights and Responsibilities**

Students attending North Broward Preparatory School have a right to a high quality college preparatory education, which includes the right to equal educational opportunities without regard to race, national origin, gender, religion, sexual orientation, or disability.

Students are vested with other fundamental **rights**. Among these are the rights to:

- Learn in a safe and orderly environment
- Be treated with dignity and respect
- Respectfully express opinions and personal points of view
- Peacefully assemble
- Be secure in their personal property
- Limit access to their student records
- Be informed of the rules of conduct and expectations for dress and grooming
- Receive reasonable and fair treatment
- Experience fair, equitable, and consistent enforcement of school rules, protocols, and policies.

In any school community, there are always corresponding **responsibilities** that accompany established rights. It is this balance of rights and responsibilities that generates a well-developed individual, as well as a successful school community. The following declaration outlines the fundamental responsibilities of all students who attend North Broward Preparatory School:

*“Responsible Students Make the Difference”* Students are required to:

- Attend school regularly.
- Treat others with respect.
- Treat school property and the property of others with respect.
- Respect the privacy of others.
- Have in their possession only those items allowed by law and/or rules and policies of North Broward Preparatory School.
- Listen courteously to the opinions and points of view of others.
- Come to class with all necessary items and be prepared to learn.
- Take advantage of their learning opportunities.
- Report hazardous or dangerous conditions to an adult in authority.
- Report any threats to do harm of which they are aware to an adult in authority.
- Submit original work.
- Not interfere with the learning of others.
- Abide by the rules, policies, and guidelines set forth by the school and its faculty, staff, and administration.

## **Student Dress and Grooming Code**

### **Dress Code Expectations**

Responsibility for the dress and appearance of students enrolled in North Broward Preparatory School primarily rests with students and their parents. To assist students and parents in making appropriate fashion and grooming decisions for school, North Broward Preparatory School has adopted a prescribed school uniform for each Division of our school.

All students are expected to be in full compliance with these expectations all day long, every day of the school year. Teachers and staff are expected to enforce the Student Dress and Grooming Code on a consistent daily basis. Parents are expected to ensure their child’s compliance to the stated expectations of the Student Dress and Grooming Code and to support the faculty and staff in its administration. NBPS administration has the responsibility to determine the appropriateness of any clothing and/or hairstyle worn by students, and require students to take corrective action as needed

North Broward Preparatory School has established the following Student Dress and Personal Grooming Guidelines

for the appearance and dress of students on campus and at any school-sponsored activity. Students shall not dress or groom themselves in a manner that causes a disruption to the orderly operation of the school.

*Students will:*

- Follow all Student Dress Guidelines and/or policies related to student dress in the Student/Parent Handbook.
- Wear clothing and hairstyles, which are not disruptive to the educational environment. Hair including facial hair must be kept neat and clean and be of a natural hair color. Platinum silver, purple, pink, blue, neon colors, etc. for example, are not acceptable. Portions or strands of hair that are noticeably different colors are not consistent with dress code expectations.
- Wear appropriate closed toe and heel shoes at all times..
- Wear athletic shoes with socks for physical education classes.
- Undergarments are to remain unexposed.
- Meet appropriate standards of cleanliness.
- Wear shorts and skirts that are appropriate uniform length, with coverage that is considered appropriate for school.
- Wear pants and shorts fastened and worn at the waist.
- Follow all school uniform rules on Exam Days, including AP, IB and Trimester Exams.

*Please note:* All polo shirts must have the current NB logo.

### **Extreme Cold Weather Dress Guidelines**

Students are expected to wear NBPS uniform clothing at all times with the exception of approved dress down days. When the predicted temperature during the school day is 50 degrees or below students may wear an additional non-NB jacket over their school uniform.

### **High School Dress and Grooming Code**

All high school students are expected to be in proper school uniform from the moment they arrive on campus until the end of the scheduled school day.

Daily Uniform Attire: High School Males

*Top Options:*

- Dennis Uniform purchased polo shirts with NB Logo – White, Tan, Navy, & Navy Striped or Navy & White Striped [No club/athletic collared shirts]
- Dennis Uniform purchased Dry-Fit shirt with NB Logo – White or Navy
- Dennis Uniform purchased short sleeve oxford shirt with NB Logo – White, Light Blue, or Pinstriped. NBPS sweatshirts may be worn during the regular school day.

*Bottom Options:*

- Dennis Uniform purchased Blue, or Khaki pants with NB logo
- Dennis Uniform purchased Blue, Plaid or Khaki shorts with NB logo
- Belt (black, blue or brown) as needed

*Shoe Options:*

- Clean athletic shoes
- Casual shoes with closed toe and heel covering

Formal Uniform Attire: High School Males

- School Blazer with embroidered crest or NB sweater vest
- Long sleeve white oxford button-down shirt with NB logo– Sleeves of long sleeve shirts not rolled up
- School tie – traditional or bow tie (NB issued only)
- Khaki uniform pants (only) with school NB Logo (Shorts or Blue long pants are not a part of the Formal Dress Uniform)
- Brown, blue or black dress belt
- Brown or black shoes (Sneakers or tennis shoes are not allowed on formal dress uniform days.)

*High School Male Guidelines:*

- The tie must be tied and worn at the neck.
- All shirt buttons, including the top button, must be buttoned.
- The shirt must be tucked in at all times.
- On formal dress days **Formal Uniform Attire** is to be worn from the beginning to the end of the school day.

Daily Uniform Attire: High School Females

*Top Options:*

- Dennis Uniform purchased collared shirts with NB Logo – White, Tan, Navy, & Navy Striped or Navy and White Striped [No club/athletic collared shirts]. NBPS sweatshirts may be worn during the regular school day.
- Dennis Uniform purchased Dry-Fit shirt with NB Logo – White or Navy
- Dennis Uniform purchased short sleeve oxford shirt with NB Logo – White, Light Blue, or Pin-Striped
- Dennis Uniform purchased college sweater with NB Logo.

*Bottom Options:*

- Dennis Uniform purchased Blue or Khaki pants with NB Logo
- Dennis Uniform purchased Blue, Plaid or Khaki 7 ½ inch shorts with NB Logo (Short length may not be altered in any way including hemming or rolling.)
- Dennis Uniform purchased Blue, Khaki, or Plaid skirts with NB Logo.  
(All skirts must be no shorter than fingertip length when measured with arms resting at sides. Young ladies who opt to wear skirts that do not comply with the dress code expectations will earn a Saturday detention on their second violation and will lose the privilege of wearing skirts if there is a third violation).
- Female students may wear solid black, brown, white or navy leggings under their school uniform.

*Shoe Options:*

- Athletic shoes
- Casual shoes with closed toe and heel covering

Formal Uniform Attire: High School Female

- School Blazer with embroidered crest or NB pullover sweater vest with embroidered crest
- Long sleeve white oxford button-down shirt with NB logo – Sleeves of long sleeve shirts not rolled up
- The shirt must be tucked in (360 degrees) at all times.
- All shirt buttons, except the top button, must be buttoned
- Khaki uniform skirt, skort, or pants with NB Logo (**Shorts are not a part of the Formal Dress Uniform**)
- Dress shoes with closed toe with heel covering (Sneakers or tennis shoes are not allowed on formal dress uniform days.)
- Sweatshirts are not allowed on formal dress uniform days.

*High School Female Guidelines:*

- All skirts/skorts must be no shorter than fingertip length when measured with arms resting at sides (Young ladies who opt to wear skirts that do not comply with the dress code expectations will earn a

Saturday detention on their second violation and will lose the privilege of wearing skirts if there is a third violation).

- When skirts are worn, Navy “Sofee” shorts must be worn underneath.
- Female students may wear solid black, brown, white or navy leggings under their school uniform.\
- *Any student with three or more violations for an inappropriate skirt will lose the privilege of wearing a skirt and will only be allowed to wear shorts or long pants for the remainder of the trimester.*

## **Middle School Dress and Grooming Code**

All middle school students are expected to be in proper school uniform from the moment they arrive on campus until the end of the scheduled school day.

Daily Uniform Attire: Middle School Males

*Top Options:*

- Dennis Uniform purchased Dry-Fit shirt with NB Logo – White, Tan or Navy [No club/athletic collared shirts]. NBPS sweatshirts may be worn during the regular school day.

*Bottom Options:*

- Dennis Uniform purchased Blue or Khaki pants with NB Logo
- Dennis Uniform purchased Blue, Plaid or Khaki shorts with NB Logo (Shorts should not be altered in any way and may not be rolled to appear shorter).
- Belt (black, blue or brown)

*Shoe Options:*

- Casual or Athletic shoes with closed toe and heel covering

Formal Uniform Attire: Middle School Males

- Long sleeve white oxford button-down shirt with School NB logo
- School tie – traditional or bow tie (Blue and Gold Only)
- Khaki uniform pants with school NB Logo
- Brown or black dress belt
- Shoes with closed toe and heel covering. Middle school students may wear clean sneakers on formal dress uniform days.

*Middle School Male Guidelines:*

- The tie must be tied and worn at the neck.
- All shirt buttons, including the top button, must be buttoned.
- The shirt must be tucked in at all times.

Daily Uniform Attire: Middle School Females

*Top Options:*

- Dennis Uniform purchased collared shirts with NB Logo – White, Tan, Navy [No club/athletic collared shirts]. NBPS sweatshirts may be worn during the regular school day.

*Bottom Options:*

- Dennis Uniform purchased Blue or Khaki pants with NB Logo
- Dennis Uniform purchased Blue, Plaid or Khaki 7 ½ inch shorts with NB Logo (Shorts should not be altered in any way and may not be rolled to appear shorter).
- Dennis Uniform purchased Blue, Khaki, or Plaid skirts or shorts with NB Logo. (Skirts and shorts should not be altered in any way and may not be rolled to appear shorter).

### *Shoe Options:*

- Clean athletic shoes
- Casual shoes with closed toe and heel covering

### Formal Uniform Attire: Middle School Females

- NB pullover sweater with embroidered crest
- Long sleeve white oxford button-down shirt with the NB logo
- Khaki uniform skirt, or pants (with belt) with NB logo
- Shoes with closed toe with heel covering. Middle school students may wear clean sneakers on formal dress uniform days.

### *Middle School Female Guidelines:*

- The shirt must be tucked in at all times.
- All skirts must be no shorter than fingertip length when measured with arms resting at sides.
- All shirt buttons, except the top button, must be buttoned.
- Female students may wear solid black, brown, white or navy leggings under their school uniform.
- *Any student with three or more violations for an inappropriate skirt will lose the privilege of wearing a skirt and will only be allowed to wear shorts or long pants for the remainder of the trimester.*

## **Out of Uniform (Dress Down) Day**

Respectful, modest, and appropriate attire is required on “Out of Uniform” Days. Student dress must comply with the Student Dress Down Guidelines below.

### *Students will not wear the following:*

- Excessively tight or short shorts, dresses, or skirts. (Full length leggings will be permitted)
- Swimwear (other than for swimming activities)
- Pajamas
- Any open toe or open heel shoe
- Torn clothing that exposes an inappropriate amount of skin.
- Anything see-through or sexually suggestive
- Halter-tops, backless dresses or tops, spaghetti straps, tube tops, tank tops, muscle shirts
- Shirts or blouses tied at the midriff, clothing improperly fastened, or any bare midriff clothing
- Bandanas
- Apparel, emblems, insignias, badges, or symbols that promote the use of alcohol, drugs, other illegal activity or vulgarity
- Apparel or insignia that are identified with gang involvement, participation, or membership.
- Clothing or garments that are associated with or promote violence
- Blankets
- Unsafe jewelry of any kind (Large Hoop Earrings)

## **Spirit Day Dress**

Every Friday is an NBPS Spirit Day, which is an opportunity to show your school spirit. Students will have the choice of wearing any NBPS top (team, club, organization...). Students must wear regular NBPS bottoms. Athletic teams may wear their NBPS team or jerseys or shirts on Spirit Days. These T-shirts may not be cut or modified. Students who elect not to participate with Spirit Day wear must wear the daily uniform dress.

## **Senior - College Shirts**

We are proud of our senior class and want them to feel proud of their accomplishments. Starting at the beginning of trimester 3 seniors may wear the sweatshirt/t-shirt of the college or university they will be attending next year.

## Appendix A: Community Service Verification

### NORTH BROWARD PREPARATORY SCHOOL

#### COMMUNITY SERVICE VERIFICATION

2020 - 2021

Beginning with the ninth grade, students are required to spend 15 hours during their freshman year, 25 hours during their sophomore year, 30 hours during their junior year, and 30 hours during their senior year in community service, for a total of 100 hours. Please refer to your student handbook for additional information. *Please return completed form to Kim Blow, Guidance.*

STUDENT NAME: \_\_\_\_\_

CURRENT GRADE: \_\_\_\_

NAME PLEASE

Instructions: Complete the following information for community service hours earned. You may document up to three activities on each community service verification form. This form must be completed in order to receive credit for hours performed.

NAME OF COMMUNITY SERVICE PROGRAM: \_\_\_\_\_

COMMUNITY SERVICE DESCRIPTION:

SUPERVISOR'S SIGNATURE: \_\_\_\_\_

SERVICE DATE: \_\_\_/\_\_\_/\_\_\_

SUPERVISOR'S PHONE # : (\_\_\_\_) \_\_\_\_\_ - \_\_\_\_\_

**SERVICE HOURS EARNED: \_\_\_\_**

NAME OF COMMUNITY SERVICE PROGRAM: \_\_\_\_\_

COMMUNITY SERVICE DESCRIPTION:

SUPERVISOR'S SIGNATURE: \_\_\_\_\_

SERVICE DATE: \_\_\_/\_\_\_/\_\_\_

SUPERVISOR'S PHONE # : (\_\_\_\_) \_\_\_\_\_ - \_\_\_\_\_

**SERVICE HOURS EARNED: \_\_\_\_**

NAME OF COMMUNITY SERVICE PROGRAM: \_\_\_\_\_

COMMUNITY SERVICE DESCRIPTION:

SUPERVISOR'S SIGNATURE: \_\_\_\_\_

SERVICE DATE: \_\_\_/\_\_\_/\_\_\_

SUPERVISOR'S PHONE # : (\_\_\_\_) \_\_\_\_\_ - \_\_\_\_\_

**SERVICE HOURS EARNED: \_\_\_\_**

**Appendix B: Request For Rescheduling Final Exam**

**REQUEST FOR RESCHEDULING FINAL EXAM**

Name of Student: \_\_\_\_\_ Date of Request: \_\_\_\_\_

Course: \_\_\_\_\_

Scheduled Exam Date and Time: \_\_\_\_\_

New Requested Exam Date and Time: \_\_\_\_\_

Reason: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
Parent Signature

\_\_\_\_\_  
Dorm Parent Signature (Residential)

\_\_\_\_\_  
Student Signature Parent Signature

Please obtain signature of teacher prior to turning form into High School Office for approval

APPROVED

NOT APPROVED

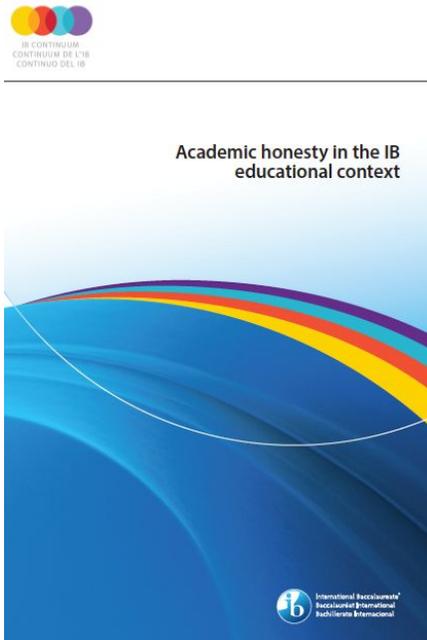
If you are a residential student please obtain signature from Mr. Kervin Saunders. Day students must obtain signature from Mrs. Tanya Lynch **All students must submit this signed request to the HS Office.**

\_\_\_\_\_  
Director of Residential (residential students only)

\_\_\_\_\_  
High School Principal

## Appendix C: Academic honesty in the IB educational context.

<http://www.ibo.org/globalassets/digital-toolkit/brochures/academic-honesty-ib-en.pdf>



**Appendix E: Pre-Arranged Absence Form**

Students who are aware that they will be absent from school due to non--school related activities, religious observances, or at the request of their parent/guardian are asked to complete a **Pre-Arranged Absence Form**, which is available in the High School Office and Residential Office. This should be completed by the end of the school day, prior to the student’s absence, or the absence may be considered unexcused. Any student excused for an extended absence must make up all work missed as determined by his/her teacher. Please collect your teachers’ signatures and comments below for all classes you will miss. Thank you.

**Student Name**

**Grade**

**Date(s) of Absence(s)**

**Reason for Absence**

*Please note that the decision about whether the absence is excused or unexcused rests with the school*

Additional Items for Residential Students: *(You only need to submit the items that apply to your travel plans)*

- Email from parent/agent
- Host form and copy of host ID
- Transportation Plans approved/scheduled
- Flight itinerary

Parent / Guardian / Dorm Parent’s Signature \_\_\_\_\_

HS Principal / Residential Life Admin Signature \_\_\_\_\_

- Excused
- Unexcused

Period	Class	Teacher’s Signature	Comments
1			
2			
3			
4			
5A			
5B			
6			
7			
Advisory			

Please return completed form along with any other required documentation to the High School or Residential Office prior to your absence.

**This form does not necessarily excuse absence.**

For Residential Office use only:

Parent/Agent email confirmed  Host Contacted  Car Service Booked/Paid  Approved  Denied

## Appendix F: Matrix of Consequences

The **Matrix of Infractions and Consequences** specifically identifies prohibited student conduct and lists the range of consequences that may be imposed for each infraction. When assigning a consequence, or a combination of consequences for misconduct, the Dean, the Principal, or the Principal's designee shall give consideration to factors such as **the nature of the infraction**, the student's **past disciplinary record**, the student's **attitude**, the student's **age and grade level**, and the **severity of the problem**. It is acknowledged that this Matrix is not an all-inclusive list of inappropriate actions on the part of students to which the school may have to respond. In such cases, the best professional judgment of school administrators following a gathering in information and assessment of the facts shall determine the ultimate disposition of the offense.

Key: M – Mandatory Consequence, O – Optional Consequence

INFRACTIONS  (Z – indicated next to an infraction indicates that the infraction requires a <b>Mandatory Recommendation for Expulsion</b> from the Dean's Office)	Verbal Reprimand	Loss of Privilege	Confiscation	Restitution	Parking Decal Revoked	Vehicle Towed at Owner's Expense	Bus Probation/Suspension/Expulsion	Work Detail/ Detention	School Behavior Contract	Saturday School	In-School Suspension	Out-of-School Suspension	Recommended for Expulsion	Referred to Law Enforcement
Academic Dishonesty/Honor Code Violation	See Handbook													
Aggression		O					O	O	O	O	O	O	O	O
Alcohol <b>(Z)</b>		O	M									M	M	O
Arson <b>(Z)</b>		O										M	M	M
Assault of Staff Member <b>(Z)</b>		O										M	M	M
Battery <b>(Z)</b>		O										M	M	M
Battery of Staff Member <b>(Z)</b>		O										M	M	M
Bomb Threat <b>(Z)</b>		O										M	M	M
Breaking & Entering/Burglary <b>(Z)</b>		O										M	M	M
Bullying/Harassment		O								O	O	O	O	O
Honor Code Violation	Dependent on Nature of Infraction													
Confrontation	O	O					O	O	O	O	O	O		
Contraband/Drug Paraphernalia		O	M		O		O	O	O	O	O	O	O	O
Disrespect	O	O					O	O	O	O	O	O		
Disrupting Campus	O	O			O			O	O	O	O	O	O	O
Dress Code Violation	O	O	O					O	O	O	O			
Drug Sale/ Distribution <i>Excluding Alcohol</i> <b>(Z)</b>		O	M									M	M	O

Drug Use/Possession/Under Influence (Z)			M									M	M	O
Electronic Device Misuse		0	0				0	0	0	0	0	0	0	0
Explosives (Z)		0	M									M	M	M
Extortion		0		M								M	O	O
Failure to Report to Det./Sat. Sch.		0			0			0		0	0	0		
False Accusation		0								0	0	0	0	0
False Alarm		0										M	O	O
Fighting		0								0	0	0	0	0
Firearms Violation (Z)		0	M									M	M	M
Forgery		0	M				0	0		0	0	0	0	0
Gambling		0						0	0	0	0	0	0	0
Gang-Related Activity		0			0				0		0	0	0	M
Hate Crime (Z)		0										M	M	O
Hazing	0	0						0	0	0	0	0	0	0
Horseplay	0	0					0	0	0	0	0	0		0
Illegal Organization		0							0		0	0	0	
Inappropriate Act	0	0	M				0	0	0	0	0	0	0	0
Inattentive Behavior	0	0						0	0	0				
Insubordination		0					0	0	0	0	0	0		0
Larceny/Theft		0	M	M			0	0	0	0	0	0	0	0
Lying/Misrepresentation	0	0					0	0	0	0	0	0		0
Medication Violation	0	0	M					0	0	0	0	0		
Off-Campus Felony		0			0		0		0			0	0	0
Open Defiance		0					0		0		0	0	0	
Repeated Misconduct		0			0		0	0	0	0	0	0	0	
Robbery (Z)		0	M	M								M	M	M
Sexual Battery (Z)		0										M	M	M
Sexual Harassment		0								0	0	0	0	0
Sexual Misconduct (Z)		0							0			M	M	O
Sexual Offenses (Z)		0							0			M	M	O
Skipping Class		0			0			0	0	0	0			
Skipping School		0			0			0	0	0	0			0
Stalking		0										M	O	O
Disruption of School		0										M	O	O
Tardiness		0			0			0	0	0	0			
Threat/Intimidation		0					0	0	0	0	0	0	0	0
Tobacco Use/possession		0	M				0	0		0	0	0		
Trespassing		0			0						0	0	0	M
Unauthorized Area	0	0						0	0	0	0	0	0	0



## Appendix G: Responsible Use Policy (RUP)

# NBPS Responsible Use Policy

The mission of North Broward Preparatory School (NBPS) is to foster critical thinking skills, provide opportunities for the discovery of interests and instill the virtue of civic responsibility. The school provides ongoing student instruction that develops graduated digital citizenship for using technology as a tool to achieve this mission. Information and Communication Technology is an integral part of NBPS' curriculum across subjects and grades in developmentally appropriate ways. All members of the NBPS community understand that using digital devices (whether personal or school owned) and the NBPS network is a privilege, and when used in accordance with the NBPS Responsible Use Guidelines, they will keep that privilege. All members of the NBPS community agree to follow the NBPS Code of Conduct, school rules and commit to the following responsible use guidelines.

I will:

- Use digital devices, networks and software in school for educational purposes and activities.
- Keep my personal information (including home/mobile phone number, mailing address, and user password) and that of others private.
- Show respect for myself and others when using technology including social media.
- Give acknowledgement to others for their ideas and work.
- Report inappropriate use of technology immediately.

The Responsible Use Procedure will be reviewed each school year together with students and teachers and will provide a springboard for teaching and learning around topics such as Internet safety, digital citizenship and ethical use of technology. It is incumbent upon every member of the community to follow the rules for appropriate and responsible use. Whether using a personal or school owned device, the school network or a mobile hotspot, all members of the community are expected to conduct themselves according to these guidelines and follow the NBPS Code of Conduct at all times.

### Responsible Use Guidelines

Any use described below is deemed "responsible" and consistent with the NBPS Responsible Use Policy for Technology. The final decision regarding whether any given use of the network or Internet is acceptable lies with the Head of School or designee.

1. **I am responsible for all accounts given to me by NBPS, be they for email, hardware, software, or external services.** I understand that passwords are private and that I should not share my passwords with anyone. I understand that I am responsible for all activities taking place under my accounts. I will not allow others to use my account name and password, or try to use that of others. I understand that I will be in violation of the law if I attempt to electronically capture another person's password. I understand that it is important to log off the devices and services when I am no longer using them so another user cannot use my password.
2. **I am responsible for my language.** In accordance with the NBPS Code of Conduct, I will use appropriate language in my email messages, online postings, and other digital communications with others. I will not use profanity, vulgarities or any other inappropriate language as determined by the school.

3. **I am responsible for how I treat other people.** In accordance with the NBPS Code of Conduct, I will use email, social media and other means of communications (e.g. blogs, chat, messaging, discussion boards, etc.) responsibly. I will not send or post hateful or harassing mail, make discriminatory or derogatory remarks about others, disrupt or otherwise interfere with a virtual school experience, or engage in bullying, harassment, or other antisocial behaviors while in school, in a virtual school experience, or out of school.
4. **I am responsible for my use of the NBPS Network.** I will use NBPS technology resources responsibly. I will not search, retrieve, save, circulate or display hate-based, offensive or sexually explicit material. I will not search, retrieve, save or circulate images or information about weapons using any NBPS technology resources unless authorized by school administrator/teacher as part of a school assignment. I understand the use of the NBPS network for illegal or commercial activities is prohibited.
5. **I am responsible for my conduct on all online sites.** I understand that as a member of the NBPS community I am always an ambassador for that community, and my actions online represent our community. Actions taken on internal or external services should not negatively impact the school learning environment and/or my fellow students, teachers and administrators. Any attempt to disrupt the learning in our virtual school experience is a violation of this rule.
6. **I am responsible to be honest while online.** I understand that impersonating, spoofing, or pretending to be someone else is forbidden. This includes, but is not limited to, sending out email, creating accounts, or posting messages or other online content (e.g. text, images, audio or video) in someone else's name, impersonating classmates or other members on the community in a virtual school experience, misrepresenting your actions while in a virtual school experience, and misrepresenting your participation in the virtual school experience.
7. **I am responsible for protecting the security of the NBPS Network.** I will not attempt to bypass security settings or Internet filters, or interfere with the operation of the network by installing or using illegal software including file sharing, shareware, freeware, or VPNs on school devices.
8. **I am responsible for safeguarding NBPS property.** I understand that vandalism is prohibited. This includes but is not limited to accessing, modifying, or destroying equipment, programs, files, or settings on any technology resources. I understand that I need authorization from a school administrator/teacher to use personal electronic devices that I bring to school, including, but not limited to personal computers, or any other digital device. I understand that it is my responsibility to keep my iPad in its protective NBPS case; to keep my iPad away from hazards that may result in liquid damage, broken screens, popped keys and ripped cases. I understand it is my responsibility to immediately report any damage to my iPad to the Technology Helpdesk in order to assess and repair my device.
9. **I am responsible for respecting other people's property online.** I will obey copyright laws. In accordance with our Academic Dishonesty Policy, I will not plagiarize or use other's work without proper citation and permission. I will not illegally download materials protected by copyright including, but not limited to, art, images, digital plans, music and movies.
10. **I am responsible for following NBPS Digital Publishing Guidelines whenever I publish anything online.** I will follow all guidelines set forth by the NBPS and/or my teachers when publishing schoolwork

online (e.g. to a website, social media, blog, wiki, discussion board, podcasting or video server). I understand that it is unsafe to post any personal information about myself, including but not limited to: my address, phone number or other private information. I will not post photos of students with their last names on any online site, including but not limited to: social media, blogs, wikis, and discussions forums .

## UNACCEPTABLE AND IRRESPONSIBLE USE

Any of the following uses is deemed “unacceptable and irresponsible” and a violation of the NBPS Responsible Use Policy. This list does not include all possible violations. The final decision regarding whether any given use of the network or Internet is acceptable lies with the Head of School or designee. Disciplinary action may be taken for unacceptable and irresponsible use of the network or Internet or damage to NBPS technology property.

- Unauthorized use of copyrighted material, including violating NBPS software licensing agreements
- Sending or posting electronic messages and/or content that are abusive, obscene, sexually oriented, threatening, harassing, damaging to another’s reputation, illegal, or intended to bully
- Use of technology resources such as chat rooms, social sites, and games in a manner that causes disruption to the educational program
- Use of school technology resources to encourage illegal behavior or threaten school safety
- Use of social media, messages, private cloud storage and/or email, on or off campus, personal or otherwise, in violation of the NBPS Social Media Policy which include any violation of the following; confidentiality of student records, health or personnel information concerning students, employees, school records (including evaluations and private email addresses), copyright law, harming others by knowingly making false statements about a student, employee, or the school system.
- Personal, political use to advocate for or against a candidate, officeholder, political party, or political position. Research or electronic communications regarding political issues or candidates shall not be a violation when the activity is to fulfill an assignment for class credit.
- Use of any means to disable or bypass the NBPS Internet filtering system or other security systems
- Attempting to destroy, disable or gain access to school computer equipment, NBPS data, the data of other users, or other networks connected to the NBPS system, including uploading or creating computer viruses
- Encrypting communications or files to avoid security review
- Posting personal information about yourself or others (such as addresses and phone numbers) other than as needed to conduct school operations
- Forgery of electronic mail messages or transmission of unsolicited junk e-mail
- Use related to commercial activities or for commercial gain
- Use that violates the student code of conduct or employee standards of conduct, or is unlawful
- Wasting school resources through the improper use of the computer system

## CARE FOR SCHOOL ISSUED DEVICES

The NBPS Technology department assigns devices to each student in grades PK3-12 each school year. Each device is inventoried, along with any accessories provided to the student. At the end of each year, any student leaving the NBPS community will be expected to surrender all school owned devices and equipment, including accessories. Failure to return any equipment or accessories will result in the family being charged to replace the missing device or accessory.

Students are expected to protect their devices by utilizing the supplied cases and support accessories. All devices and accessories are expected to be kept clean and in good condition.

During the course of the school day, accidents may occur that damage a device or cause it to become non-operational. Any device or accessory that becomes damaged should be brought to the Technology Helpdesk at

the first possible opportunity, or support should be contacted via [virtualstudenthelp@nbps.org](mailto:virtualstudenthelp@nbps.org). Loaner devices are available and all efforts will be made to minimize the impact on the learning process. Devices that are repeatedly damaged (more than two incidents) may be subject to the student being billed the repair or replacement costs for the device. This determination will be made by the Technology Staff, in consultation with the Business Office.

## CONSEQUENCES FOR INAPPROPRIATE USE

One or more of the following consequences may be imposed:

- Suspension of access to the system
- Revocation of the computer system account
- Removal of device access
- Replacement costs billed for any damaged equipment
- Other action, including disciplinary action, in accordance with School policy and/or the Student Code of Conduct (as applicable)

## NBPS COPPA Compliance Form

NBPS utilizes several computer software applications and web-based services, operated not by this school, but by third parties. In order for our students to use these programs and services, certain personally identifying information, generally consisting of the student's name and email address, must be provided to the web site operator. Under a federal law entitled Children's Online Privacy and Protection Act (COPPA), these websites must provide parental notification and obtain parental consent before collecting personal information. For more information on COPPA, please visit

<http://www.ftc.gov/privacy/coppafaqs.shtm>.

Each website operator is bound by COPPA to maintain the confidentiality of the information collected. They are also required to post a privacy policy describing their practices. A full list of the operators in use by the district, as well as links to their respective privacy policies may be found on our website at:

<http://www.nbps.org/COPPACompliance> (coming soon)

COPPA permits a school district to consent to the collection of this information on behalf of all of its students, thereby eliminating the need for individual parental consent given directly to each individual website operator.

The NBPS Responsible Use Policy, when completed below and on file with the district, will constitute consent for your child to make use of the services listed. It will also constitute consent for our schools to provide personally identifying information for your child consisting of first name, last name, Student ID #, an email address and a username to the operators listed.

# NBPS Responsible Use Policy Acknowledgement Form

North Broward Preparatory School (NBPS) provides employees and students access to its technology resources for educational and other school-related purposes. Technology resources include, but are not limited to, computers, software, online services, mobile devices (e.g., laptops, iPads, access via cell phones, etc), e-mail, and Internet access. These resources are available in school and, in some cases, via remote access. Use is a privilege and users agree to comply with all provisions of the NBPS Responsible Use Policy.

I am aware that NBPS reserves, and will exercise the right, to review, audit, intercept, access and, if necessary, disclose all matters on the school's technology resources when legitimate purposes require it. I am aware that the District may exercise these rights with or without notice. I am aware that use of a password or code does not guarantee confidentiality or privacy or restrict the District's right to access electronic communications.

## STUDENT / STAFF:

I understand and will abide by the NBPS Responsible Use Policy. Should I commit any violation, my access privileges may be revoked and school disciplinary and/or appropriate legal action may be taken.

Name (please print):

Grade(if applicable):

Signature:

Date:

## PARENT OR GUARDIAN:

As the parent or guardian of this student, I have read the NBPS Responsible Use Policy. I understand that access to these resources is for educational and school-related purposes. I recognize that it is impossible for NBPS to restrict access to all controversial materials, and I will not hold them responsible for materials acquired on the network. I hereby give permission to issue accounts for my child and certify that the information contained in this form is correct.

Parent or Guardian's Name (please print):

Signature:

Date:

## Appendix H: Transportation Rules of Conduct

- Students must be at the bus stop on time. The driver cannot wait for those who are tardy.
- Students are to either remain with their parent(s) or with the individual designated by their parent(s) at the bus stop or remain at least five feet off the roadway at all times while waiting for the arrival of the school bus.
- Parents are not permitted to be on the school bus.
- Students must ride their assigned bus and cannot board or depart the bus at any stop other than their authorized stop, without written authorization from their principal. (Prior written request of the parent is required.)
- Students are to enter and exit the bus in an orderly fashion. During transit, students are to sit in their assigned seats, if required.
- Students are expected to obey the driver or any other adult in authority on the bus at all times, following directions as given.
- Students are to remain seated and face the front of the bus at all times when the bus is moving. At all times, all parts of the student's body are to remain inside the bus.
- No eating or drinking is permitted on the school bus.
- No glass or breakable containers are allowed on the school bus.
- No reptiles, insects, animals, or marine life are allowed to be transported on a school bus.
- Absolute silence is required of students at all railroad crossings.
- Bulky objects that cannot be held by the student in his/her lap and for which there is no room on the bus for storage are not permitted on the school bus. No objects may block aisles or emergency exits.
- No items are to be thrown or propelled out of bus windows. Students will be disciplined for violation of this rule, and parents will be held responsible for any damages that may result from such an act.
- No littering, throwing, or propelling of objects is permitted inside the school bus.
- Defacing or vandalizing a school bus is forbidden. Restitution will be required for any damage caused by a student.
- No profanity, obscene language, offensive gestures, or offensive materials of any nature are permitted on the school bus.
- After disembarking, those students who may need to cross the road are expected to cross approximately twelve (12) feet in front of the stopped school bus.
- Students are expected to adhere to the Responsible Use Policy (Appendix 1) and the directive of the bus drivers.

Violation of the Transportation Rules of Conduct may result in:

- **Bus Probation:** The student is placed on probation for a defined period of time, during which another violation of the Transportation Rules of Conduct or any on-board violation of the **General Rules of Conduct** may result in the student being placed on bus suspension, or other sanctions, up to and including, out-of-school suspension and/or expulsion, when warranted.
- **Bus Suspension:** Violation of Bus Probation or violation of the Transportation Rules of Conduct or any on-board violation of the **General Rules of Conduct** may be grounds for suspension of bus riding privileges for a period of time not to exceed ten (10) days per occurrence. However, the consequences for such violations are not limited to suspension of bus riding privileges. Other sanctions, up to and including out-of-school suspension and expulsion, may be imposed when warranted.

**Bus Expulsion:** Repeated violations, or a single serious violation of the Transportation Rules of Conduct or the **General Rules of Conduct** on the school bus, may be grounds for the revocation of a student's bus riding privileges for a period of time up to the remainder of the current school year. However, the consequences for such violations are not limited to the revocation of bus riding privileges. Other sanctions, up to and including out-of-school suspension and expulsion from school, may be imposed when warranted.

## Appendix J: Student Parking Policy

Each student requesting on-campus parking must apply online for one of the 263 available parking spots associated with the Global Wellness Center (GWC) and the International Village. Registration for these spots begin in June 2019. The first 120 seniors to register will be given parking spots. The remaining 143 spots will be filled by students on a first come, first served basis.

North Broward Preparatory School students, who are licensed to drive, may drive and park on school premises as a matter of privilege, not of right. As such, the following processes and restrictions apply to students driving a vehicle to campus:

### Application

- Each vehicle must have an application form completed, accepted, and on file with NBPS.

### Decals

- If the application is received in time, the parking decal will be mailed out in mid-August with the summer mailer (YAAG).
- For applications received after the YAAG is mailed, you will receive an email when your decal is ready to be picked up at the High School office before the first day of school.
- Upon approval of your application, a parking fee of \$540 will be charged to your NBPS account.
- All students will receive a green parking decal and are permitted to park in any of the three student lots.
- Decals must be clearly displayed on the lower inside windshield of the driver's side.
- If the student switches vehicles during the year, the decal must be transferred to the new vehicle by contacting the Security Office at [security@nbps.org](mailto:security@nbps.org).
- Parking without a decal is strictly prohibited.

### Parking Restrictions

- Students may only register for parking if they hold a current, valid driver's license.
- Students may park anywhere in student designated lot, with the exception of reserved parking spots.
- Students may NOT park in faculty lots or quest parking spots.
- The School reserves the right to place warning notices, boot, or tow (at the owner's expense) any parked car that is parked without an appropriate decal or that is parked in a non- designated parking area or space.
- Any student or vehicle accumulating three warning notices may have parking privileges revoked for the remainder of the school year.
- No refunds will be issued if parking privileges are revoked.

### Access to Vehicles

During the school day, vehicles and student parking lots are off limits to students without a pass from the Dean of Students, Principal, or Assistant Principal.

### Driving On or Leaving Campus

If a student is reported for driving in an unsafe or inconsiderate manner on campus, or violating any laws related to driving on or while leaving campus, a student's driving privilege may be revoked. In particular, when on campus:

- Observe the campus speed limit of 15 mph.
- Passengers must be safely seated and buckled within the vehicle.
- Do not carry more passengers than your vehicle's stated maximum capacity.
- Remain on paved roads only; do not pull on to the grass to avoid traffic.
- Only leave and enter the campus by the designated entrances.

### Early Dismissal For Student Drivers

A student may be signed out by a parent in person, or the student must provide a signed Early Dismissal Form for Student Drivers (found on the NBPS.org Web site) when they arrive at school. Completed forms must be submitted no later than 8:15 am and must contain a specific time and reason for dismissal along with a daytime contact telephone number for verification. The school will not accept parental permission for early dismissal by telephone, email, or fax.

### Consent

Any student who exercises driving and parking privileges gives consent to school authorities to conduct a search of the vehicle and its contents without notice or consent, and without a search warrant, irrespective of vehicle ownership. School authorities will conduct vehicle searches whenever there is reasonable suspicion to believe that illegal and/or unauthorized materials or contraband may be contained within.

## Appendix K: Fundraiser Request Form

Brief description of the requested event:

Which divisions will participate (**Bold** all that apply) LS MS HS?

1. Student(s) submitting request (include grade):

2. Today's Date:

3. What club will be sponsoring the event?

4. Is this a fundraiser or collection drive?

5. How will the money/collected items be used?

6. Where would you like to hold the event?

7. When would you like to hold the event?

8. How and where will money/items be collected and stored (cash box, collection bins, etc.)

9. How will you publicize this event?

10. Is there anything else administration should know in order to consider this request?

### Food Sale Guidelines:

- There will be a limited number of food sales. They will be held either during lunch or after school. Please indicate two dates that interest you and, if approved, your date will be provided. \_\_\_\_\_
- Due to the limited number of food sale dates, all sales will go through an approval process. Creativity and innovation will be considered in this process.
  - No food will be sold before school or during class time.
  - No nuts or candy can be sold, except for pre-approved holiday candy gram sales.
- Limited to one food sale/dress down day per organization. (Dress down days have already been approved for 2019-2020)

*Faculty Sponsor of Event: signature* \_\_\_\_\_

As the adult in charge, you have the primary responsibility to provide leadership for this student to conduct this fundraiser. This includes but is not limited to providing material support, appropriate supervision, food choice supervision, and oversight of collection, especially if money is involved.

All Forms must have the appropriate approvals and be returned to Ms. A:

High School – Tanya Lynch Middle School – Genevieve Hoppe Lower School - Kathleen Malanowski Fine Arts - Chris Petruzzi

\_\_\_\_\_  
Principal/Director Approval

\_\_\_\_\_  
Dept. Approval, if necessary  
(Fine Arts, Athletics, SG)

\_\_\_\_\_  
Stacey Amelchenko  
Director of Student Life

## **Appendix L: Learning Commons Policies and Procedures**

### **Hours**

The Learning Commons is open 7:30 a.m.-9:00 p.m., Monday through Thursday and Friday 7:30 am – 5:00 pm. Extended hours coming soon, check the Virtual Library for updates at <http://www.nordangliaeducation.com/our-schools/florida/north-broward-preparatory-school/academics/nbps-virtual-library>.

### **Catalog stations**

Four iPads are stationed on columns in the Learning Commons. Reference apps are for student use. The library's online catalog is searchable via an app; these iPads are not for extended use, but for quick reference only. The library catalog may also be searched via the Internet at <http://library.nbps.org>.

### **Book Check-out**

Up to five books may be checked out for two weeks at the Circulation Desk. No books will be allowed to a student who has overdue books. Overdue notices and bills for lost items are sent directly to parents.

### **Small group rooms**

Small group rooms are available for student and faculty use. Rooms may be reserved, or used on an as needed, what's available, basis. Reservations may be made at the Circulation Desk or via the Virtual Library at <http://www.nbps.org/academics/library/learning-commons>. Rooms seat up to 6 students, no more than one student per chair allowed in room. Rooms are to be used to serve academic needs.

### **Print Bar policy**

Students may photocopy and print at the Print Bar, on an as needed basis. A three-hole-punch, stapler, whiteout, scissors, etc., are kept at Print Bar for student use.

### **iPad policy**

iPads may be checked out for a 24-hour period. Students register at the Circulation Desk. Students may use apps currently downloaded on iPads, including Database apps. Student contract signed at time of check-out assures liability for any damage to iPads rests with students, and parents will be billed replacement value if damage occurs.

### **Reading Garden**

The Reading Garden has several Adirondack chairs and tables for students to use, for reading and respite. Learning Commons Policies apply. This space may also be reserved via the Circulation Desk or Virtual Library. Enjoy the butterflies.

### **Discipline**

No food is allowed in the Learning Commons, and water is the only drink allowed. Students may use the Learning Commons before and after school, and via a pass issued during the school day by a faculty member. All students must deposit a pass at the Circulation Desk upon arrival during the school day, to be signed by Library staff when leaving. Discipline in the Learning Commons is expected at a higher level, students who are not able to follow the Librarian's protocol may be walked to the Dean's Office on first offense. We will work together to live up to the good discipline our space deserves.

### **Suggestion Box**

Please drop ideas in the Suggestion Box located at the Circulation Desk. Want to see a book in our collection that's not there? Have an idea about something that will make the space work better? Is there something that would help you that we could provide? Stop by the Circulation Desk, write it up, and drop it in the box, we will love hearing from you.

