



NORTH BROWARD PREPARATORY SCHOOL

A NORD ANGLIA EDUCATION SCHOOL

Lower School Student - Parent Handbook

Academic Excellence Since 1957

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Introduction

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 Schools' community. Your presence and participation in our school community is a commitment to support our School, its mission, goals, and standards of conduct. The School reserves the right to amend these rules at any time.

NBPS Mission Statement

Inspiring global citizens to create their future and live with purpose.

Vision

To be a world-leading community of learners where transformative experiences help every individual realize their potential.

Values: Success For All

- **Empowerment**: Encouraging individuals to take ownership of their future and make meaningful choices, while developing metacognition and self-direction.
- **Meaningful Engagement**: Cultivating a sense of purpose, passion, and significance in students' lives, while fostering perseverance and goal-directedness.
- **Global Citizenship**: Fostering a sense of global awareness, empathy, and responsibility, while understanding diverse perspectives and practicing compassion.
- **Well-being**: Nurturing intellectual, emotional, social, and physical growth, while providing comprehensively supportive activities, and cultivating essential life skills and habits.
- **Innovation**: Igniting creativity, critical thinking, problem-solving skills, and adaptability while cultivating curiosity, open-mindedness, and resourcefulness.

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.

Administration and Support Staff Contacts - Lower School

Mr. Bruce Fawcett, Head of School
email: bruce.fawcett@nbps.org

Mrs. Jessica Oakes, Lower School Counselor
email: jessica.oakes@nbps.org

Mr. Chris Petruzzi, Assistant Head of School
email: chris.petruzzi@nbps.org

Mrs. Kathy McBrien, RN School Nurse
email: kathy.mcbrien@nbps.org

Mrs. Kathleen Malanowski, Principal
email: kathleen.malanowski@nbps.org

Mrs. Justine Lenkowsky, Admin. Assistant
email: justine.lenkowsky@nbps.org

Mrs. Sarah Evans, Assistant Principal
email: sarah.evans@nbps.org

Ms. Diane Pearsall, Transportation Director
email: transportation@nbps.org

Faculty

A directory of the lower school faculty can be found on the NBPS website at www.nbps.org. Teachers may be contacted via email. Each teacher's email is set up as follows: firstname.lastname@nbps.org

2023-2024 Calendar

August 21, 2023	First day of school for ALL students - Trimester I begins
September 4	Labor Day - No School
September 6	Lower School Back to School Night
September 25	Yom Kippur - No School
October 13	All School Parent/Teacher Conferences - No School for Students
November 17	Trimester I Ends
November 17	Half Day - Lower School dismissal 12:00 pm
November 20 - 24	Fall Break
November 28	Trimester II Begins
December 20	Last School Day before Winter Break - No Extended Care
December 21 – January 5	Winter Break
January 8, 2024	Classes Resume
January 15	Dr. Martin Luther King Jr. Day - No School
January 26	All School Parent/Teacher Conferences - No School for Students
February 19	President's Day - No School
March 1	Grandparents Day – Lower School- Half Day dismissal 12:00 pm
March 1	Trimester II ends
March 4 - 8	Spring Break
March 12	Trimester III begins
March 29	Good Friday – No School
May 3	Portfolio Conferences - No School for Lower School students
May 27	Memorial Day - No School
May 31	Fifth Grade Move-Up 1:00 pm

June 4
June 5, 2024

Kindergarten Graduation 9:00 am
Last Day of School – **Half Day** 12:00 pm Dismissal - No Extended Care

Please note that the above calendar is subject to change. If there should be an instance where a change is necessary, the School will make every attempt to provide notice of the change(s) in a timely manner. The most accurate school calendar can be found on the NBPS Webpage.

Academic Information

Grading Scale

For consistency in our grading, starting in second grade, the following scale is used in the Lower School:

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 62.5-64.4	
A- 89.5-92.4	B- 79.5-82.4	C- 69.5-72.4	D- 59.5-62.4	

Report Cards

The academic year is divided into three 12-week trimesters. At the end of each marking period, parents receive a written report of their children's progress on iSAMS. In second through fifth grade, the reports employ the conventional letter grades for academic subjects in addition to progress towards academic standards.

Progress Reports

Midway through each trimester, all students will receive a Progress Report detailing their academic progress. This Progress Report will be posted under the portfolio tab in iSAMS.

Homework

Homework is the time students spend outside of the classroom in assigned activities to practice, reinforce or apply newly acquired skills and knowledge and to learn necessary skills of independent study. Homework at the Lower School serves several purposes: to reinforce and supplement units of learning, to foster good study habits, organizational skills, responsibility, and to connect communication between home and school. It is essential that a consistent, clear and reasonable homework policy be established at every grade level that enables students to be successful.

Homework can be assigned Monday through Thursday. Homework will not be assigned on the evenings of a religious holiday, evening conference and/or school-sponsored event.

Academic Probation

Any student who has a D or an F average or who is achieving far below expectations by the midterm or end of a trimester can be placed on **Academic Probation** at the discretion of the school. Academic probation is a serious situation. Upon this determination, the parent and the child study team **MUST** meet in a conference to develop a formal academic action plan

designed to improve the child's performance and facilitate learning needs. An academic action plan may include, but is not limited to, the following:

- o After school tutoring
- o Monitoring of homework or class work via daily or weekly reports to be signed by teacher and parent
- o Parent/teacher conferences at regular intervals (i.e. every six weeks) to ensure consistent home/school communication
- o Educational testing

Students placed on academic probation risk being prohibited from participation in extracurricular sports or performing arts activities during the duration of the probation. They also may be prohibited from holding an office in any student organization or serving as a Student Government (SG) representative. **If adequate progress has not been shown, a student may be subject to non-renewal of enrollment for the following school year.** The School will make every effort to act in the best interest of the student to ensure academic success prior to ever taking this action.

Parent-Teacher Conferences

We encourage parents to call, email, or request a conference with any teacher or administrator at any time there is a concern regarding their child. In consideration of the great demands placed on teachers, we require that parents schedule appointments with their teacher to discuss concerns or questions. Parents must refrain from initiating impromptu conferences with teachers during the school day. In addition, we ask that parents meet with the teacher and attempt to resolve their concern(s) prior to contacting an administrator. Teachers are professionals trained to handle the majority of issues regarding their students.

In addition to regularly scheduled progress reports, parent-teacher conferences have been scheduled during each trimester. Each of these conferences take place during school hours on designated conference days. Classes will not be held on parent-teacher conference days.

Publications

The *Sunday Post* is a weekly teacher publication, designed to update parents about the academic program in their child's class.

Lower School updates are sent bi-weekly through the Eagle Update, email and the school website.

Attendance Policy

Students' regular attendance is essential to their academic success. Regular attendance also develops their sense of personal responsibility and commitment. We rely on parents' good judgment to keep students at home if they have symptoms of an illness or a condition that may be contagious to other students. **Parents must call the school office (954) 941- 4816 when their child is absent.**

Work missed due to an absence can be accessed through teacher assignment pages and a subsequent conversation with the teacher. It is the student's responsibility to complete all work assigned during an absence. Teachers are not responsible for tutoring the child who has missed school. Parents are responsible for making sure all missed assignments are completed. In order to receive full credit, assignments must be presented or arrangements made on the first day when returning to school to complete missing work. Tests or quizzes missed must be made-up within three days following the student's return to school.

For an extended absence (three or more days) due to illness, for every day the student has missed, he/she will receive one day to make up any missed work. A doctor's note will be requested. After 3 consecutive absences due to illness, only a physician's note will be accepted to excuse the absences. Complete this [Illness Notification Form](#) to notify your division school nurse and provide documentation..

Absenteeism in excess of 24 days for any reason may jeopardize a student's grades and/or promotion to the next grade level. The School may request a doctor's note for documentation purposes, as Florida law requires that students be in school for a set number of hours/days each academic year.

Pre-Planned or Extended Absence

Families are strongly discouraged from taking children out of school for any reason, including family vacations or trips. North Broward Preparatory Schools' calendar is published well in advance so that parents and students can make plans that do not interfere with school time. It is our experience that removing a child from class for an extended period of time has an adverse effect on academic progress.

In the event of an unavoidable pre-planned absence, arrangements must be made with the principal. It is the sole responsibility of the parent to ensure that the required work is completed in a timely manner to be determined by the teacher..

Tardiness

It is the responsibility of parents to ensure that their child is in class by 8:00 a.m. to enable him/her to begin the school day. Children who are tardy are placed at a disadvantage by missing valuable instructional time. Tardiness is disruptive to the instructional process for the entire class. After 8:00 a.m. students must report to the office with their parent to be signed in. The student will be issued a late slip and escorted to class. Children who arrive late (who miss any portion of the school day) are marked tardy on their permanent record. Excessive tardiness may result in consequences affecting academic achievement. A student who accumulates five and one-half (5 ½) hours of absence due to tardiness, late arrival, or early release during the regular school day shall be deemed absent for one school day.

Parents may call the school office (954 - 941 - 4816) when their child will be tardy for any reason.

Arrival, Dismissal and Extended Care

For the safety of our children, parents must not use cell phones during arrival and dismissal and children must never be left unattended.

Arrival Procedures

Morning Extended Care Program: 7:15 a.m. – 7:45 a.m.

Students utilizing our complimentary Morning Extended Care Program may arrive beginning at 7:15 a.m. Parents are expected to walk their children into the cafeteria and sign them into the program. Parents must never leave children in an unsupervised location.

Morning Drop Off: 7:30 a.m. – 8:00 a.m.

Beginning at 7:30 a.m. and ending promptly at 8:00 a.m. North Broward personnel will be waiting in the drop off area at the west side of the building. Please pull slowly into the drop off area moving up as far as possible. Faculty and Safety Patrol students will assist students during the drop off procedure. **Parents must remain in their cars.**

Late Arrival: After 8:00 a.m.

ALL students arriving after 8:00 a.m. are considered tardy and must report with their parent to the main office to be signed in. Children who arrive late (who miss any portion of the day) are marked tardy on their attendance record.

Dismissal Times and Procedures:

Monday/Tuesday/Thursday

PK and K at 2:45 p.m.

1st-5th Grades at 3:00 p.m.

Bus students at 3:00 p.m.

Wednesday

PK and K at 3:05 p.m.

1st-5th Grades at 3:15 p.m.

Bus students at 3:00 p.m.

Special Early Release Day

PK and K at 11:45 a.m.

1st-5th Grades 12:00 p.m.

Bus students at 12:00 p.m.

FRIDAY DISMISSAL EACH WEEK: 1:45 pm for PK and K. 2:00 pm for Grades 1-5.

Inclement Weather Arrival and Dismissal

When a red flag is posted at the security station at the main campus entrance, this indicates we are under a severe weather alert. When the red flag is posted during dismissal, **parents must come to the entrance doors on the west side of the building and escort their child(ren) to their vehicles.** Parents should follow the regular car line path and wait until they arrive at the dismissal doors before retrieving their child. Parents may also park in any available spots and wait for the weather to subside. Likewise, during morning arrival, if a red flag is posted at the main entrance, parents should follow the flow of traffic and escort their children to either of the two west entrance doors.

Car Pickup

Parents should arrive at the designated time and pull up to the furthest available spot. A faculty member will bring your child/children to your vehicle. **Parents must remain in their car during dismissal.** During severe weather dismissal will be suspended until the weather clears. Parents, at their discretion, may pick up students by parking their cars and entering the building through the main entrance or west entrance to the building.

Authorization of Alternate Transportation

No student will be able to leave the School with anyone other than his/her parent or a person(s) listed as an authorized contact in iSAMS, our Student Information System. For the safety of each child, parents or legal guardians must send in a written permission note or email to their child's teacher on the morning they are authorizing the release of their child to another person. Photo identification is required for persons unknown to the school and given permission by parent or guardian to pick up their child. Please contact the lower school front office (justine.lenkowsky@nbps.org) and/or your child's teacher to authorize a dismissal change.

Early Dismissal

If you must sign out your child for early dismissal, please call the office at 954-941-4816 in advance and come into the office to sign-out your child. Early dismissals are documented in compliance with Florida State Law.

Early Release Days

On calendar planned early release days, all students not riding buses must be picked up at the Schools' designated dismissal time. Bus service will be provided for regularly scheduled bus riders at the early dismissal time.

Afternoon Extended Care Program

At the end of the regular school day, all students who are not in an extra-curricular activity will be signed into the Afternoon Extended Care Program. Children in the program will be in the cafeteria or at the playground. Parents should enter the building through the main doors and will need to sign their children out. The Extended Care Program ends promptly at 5:30pm. Please plan on arriving a few minutes before 5:30pm to allow ample time to park, enter the building and sign out your child.

Extended Care Phone: (954) 941-4816

The cost for Afternoon Extended Care is \$1,200 per trimester, or \$3,250 for the year. Parents must complete the aftercare enrollment form for each trimester or for the year. Daily rates, when applicable, are \$30 per hour. School accounts will be billed toward the end of each trimester.

Extended care begins at 3:30 pm on Monday, Tuesday, Wednesday and Thursday, and at 2:30 pm on Friday. Any child remaining in Afternoon Extended Care after 5:30pm will be charged an overtime rate of \$20.00 per ten-minute segment.

Extended care is **NOT** available on the following days: **12/20/23 (faculty holiday party) and 6/5/24 (last day of school).**

Emergency Dismissal

For the safety of our students, in the case of tornado or hurricane warnings, the School will close. In the unlikely event this does happen while students are at School, parents will be notified by phone and email to pick up their children. No students will be able to leave with

anyone other than their parent without written permission. This is why it is essential that parents complete the Emergency Release portion of the Student Information Form.

Emergency Closing Procedures

Emergency closing procedures and information will be emailed to parents according to their information in iSams. Emergency closing information will also be made available on the school's website (www.nbps.org) and through push messages on the NBPS app. North Broward Preparatory School will follow Broward County's "**Closings**", but may "**Re-Open**" at its own discretion.

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.

Emergency Procedures

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.
- 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.

Lockdown 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 Lock Down via the intercom system.

Visiting Campus

Without the express permission of the school as granted through the Lower School Principal, students or parents 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 an "Eagle Visit Day" which usually pairs a prospective new student with a currently enrolled class for the day.

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.

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. Weekly, or regularly volunteers must complete clearance paperwork with our Human Resources department.

After School Activities

After-School Enrichment – A variety of programs offer students the opportunity to explore different educationally enriching courses. These enrichments are offered Monday through Thursday from 3:30-4:30pm and on Fridays from 2:30-3:30pm. Enrichment class sign up is available two weeks prior to the start of each trimester session. This information is emailed to parents for enrichment registration.

School Clubs - Sessions are held weekly, after the school day. Days and times of clubs are determined by faculty sponsors for each club.

Extra Help Sessions – Sessions are held following dismissal until 4:00 pm one day per week in the student’s classroom to reinforce, remediate and/or clarify specific skills or concepts. Extra help sessions are not meant to serve as ongoing tutorial sessions. Teachers will notify parents of their specific extra help day.

Dismissal from the above after school activities will be at the end of each activity. The teacher or instructor will dismiss students from the West side of the main building. Parents must receive students for dismissal from the instructor. Students who have not been picked up within five minutes of the conclusion of the activity will be escorted to the extended care program.

FOR SAFETY AND SECURITY REASONS, THE SCHOOL FACILITIES, INCLUDING THE PLAYGROUNDS, WILL NOT BE AVAILABLE FOR RECREATIONAL USE BY STUDENTS WHO ARE NOT SIGNED INTO EXTENDED CARE. PARENTS, WHILE ON CAMPUS AT ANY TIME, ARE REQUIRED TO MONITOR THEIR CHILDREN'S BEHAVIOR AND KEEP THEIR CHILDREN WITH THEM AT ALL TIMES.

Lower School Parent Responsibilities

North Broward Preparatory School believes the research that supports the correlation between a positive home-school relationship and academic achievement. This positive and constructive working relationship between the School and a student’s parents or guardians is essential to the accomplishment of our educational mission. The School accordingly reserves the right to terminate or not renew a student’s enrollment contract if it concludes that the actions of the student, parent or guardian make such a positive and constructive relationship impossible or otherwise seriously interferes with the School’s educational purposes. **Withdrawal of enrollment privileges, for any reason at any time, does not relieve the family of the responsibility for the payment of the entire year’s tuition and fees.**

By sending a child to North Broward Preparatory School, parents are expressing a belief in the philosophy and expectations of the School as well as faith in the professionalism of its faculty and administration. Therefore, parental support of all of the school's policies and disciplinary actions - even when these pose an inconvenience - must be maintained without complaint or defensiveness. Furthermore, disciplinary action by the School should be reinforced at home both verbally (by discussing proper behavior with the child) and by additional measures (e.g., careful supervision of study habits or conduct with peers while at home, additional disciplinary action, etc.) when necessary.

All members of the community can actively support the educational process by implementing and adhering to the following:

1. Review and follow the arrival and dismissal procedures explained on the back of your dismissal card.
2. Ensure that your child arrives on time prepared for school. After the start of the academic day parents must conduct any unfinished business through the office. Lunches, notices, and other articles should be brought to the office. A member of the staff will distribute items to the students at an appropriate time.
3. Direct all messages to the office. They will be delivered to your child at an appropriate time during the day. Social date messages are not considered emergencies. These arrangements must be made at home. **No student will be able to leave the School with anyone other than his/her parent or legal guardian, or persons listed on the Emergency Release portion of the Student Information Form without written permission.**
4. Communicate with faculty and administration regarding the academic, social, and emotional needs of your child. Parents wishing to speak with a particular teacher must request an appointment. Teachers will respond to parental communication within 24 hours. Use the School's email or voicemail to contact a teacher.
5. Ensure that your child is following all aspects of the dress code when attending school.
6. Keep your child's records up to date. Notify the School office of any changes in contact or health information.
7. Be supportive of the School when talking to your child or when discussing the School in your child's presence.
 - a. Support and encourage your children to do their work, but refrain from doing it for them.
 - b. Set aside an appropriate time and place for your child to do school work.
 - c. Set realistic expectations and praise your child for fulfilling them.
8. Encourage your child to participate in an appropriate number of extracurricular activities and other commitments by:
 - a. Urging them to honor the commitment, even when problems arise.
 - b. Help provide transportation, etc., as needed.
 - c. Support the child's efforts by attending games and performances whenever possible.

NBPS 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 Good 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

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 Email, voicemail, or any other form of electronic, written, and/or vocal communication.

Parent/Guardian Recourse

Any parent/guardian who believes that they were 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

(A) 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.

1. Disrupting or threatening to disrupt the School or any facet of its operations in any manner
2. 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.
3. 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.
4. Using language and/or tone that is loud and/or offensive or menacing.
5. 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.

(B) 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.

(C) Abusive, Threatening, or Obscene email and/or voicemail Messages

If any employee of North Broward Preparatory School receives an email or voicemail 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 Headmaster or Deputy Headmaster for the purpose of contacting law enforcement.

(D) Final Dispute Resolution Authority of the Headmaster

The Head of School, in his 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 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 Headmaster 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.

(E) 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.

- d. Contact an administrator or school office immediately, if any unexpected circumstance occurs which alters your child's normal dismissal routine.

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.

Conduct - The Honor Code

Helping students develop character, a sense of personal responsibility, a sense of caring and compassion for each other, and involvement in their relevant communities is at the heart of the educational process at North Broward Preparatory School. In addition to academic honesty, our Honor Code provides a values framework for life in the community, including respect for others, respect for property, and respect for self. Students are encouraged and expected to uphold these values at all times, both on campus and off-campus, with their friends on the playing field, in the classroom, at school events and in their community. The Honor Code below is introduced and discussed at length during the first week of school.

NBPS 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:

1. **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.
2. **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.
3. **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.
4. **Respect for Myself** in everything I do. I understand that **my** academic work, **my** conduct with others, **my** attitude towards 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 observe it too. I understand that if I observe violations of this Honor Code and do not stand up and uphold it, that 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.

Students show respect for property by appropriately maintaining school equipment that is given to them for their use during the school year. This includes, but is not limited to, textbooks, classroom desks and chairs, laptops, and iPads. Failure to suitably maintain such equipment will result in an equally appropriate consequence. Furthermore, in order to help

maintain school grounds, littering, gum chewing and otherwise defacing school property is also prohibited. One of the consequences for damaging, defacing or otherwise not showing respect for school property may include a charge to the parents to cover the cost of repair and/or replacement of such property.

Students should always remember they are members of a community, and regardless of age or grade level, they should conduct themselves in a manner respectful of the rights of others. Bullying, rudeness, disrespectfulness, vandalism, and dishonesty in any form (stealing, cheating, plagiarizing, or lying) will not be tolerated and may be grounds for dismissal.

Students are expected to treat each other with dignity and respect and are entitled to freedom from any kind of personal harassment. No form of harassment will be tolerated, whether it is related to, but is not limited to, race, color, religion, nationality, language, physical appearance, gender and physical and/or mental capacity. Harassment is defined as unwelcome, harmful behavior towards another person. Harassment can take the form of, but is not limited to, verbal and/or written remarks, gestures, innuendoes, gossip, symbols or physical contact. All concerns relating to harassment must be reported immediately to a teacher or an administrator.

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).

There are four types of bullying:

Physical: includes behaviors such as hitting, kicking, or any other form of violence toward another.

Verbal: includes behaviors such as name calling, teasing, insulting or threatening - spoken or in writing.

Relational: includes behaviors such as gossiping, intentional exclusion, and rumor spreading.

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.

Level 1: Student Conflict	Possible Action & Consequences
<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>
Level 2: Documented incident of harassment, teasing, or exclusion	Possible Action & Consequences
<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>
Level 3: Bullying	Possible Action & Consequences
<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</p>

We believe that everyone should be able to participate and enjoy North Broward Preparatory School equally, and feel safe and secure.

Prohibited Items and Materials

Students are prohibited from possessing, using, selling or purchasing any tobacco, alcoholic beverages or other mind-altering substances on or near school property or at school-related activities. Off-premises possession, use, sale or purchase of tobacco, alcohol or other mind-altering substances is also prohibited.

Students are prohibited from making threats or threatening gestures toward others. If a student threatens himself/herself, another student, or faculty member, he/she will be sent home immediately and cannot return to school without written clearance from a psychiatrist stating that the student is not a danger to himself/herself or others.

Students are prohibited from bringing any type of weapon (knives, guns, fireworks, etc.) to school or school-sponsored events. This is a serious offense that can result in the immediate removal of a student from the School.

Search and Seizure

The School reserves the right to inspect and conduct a search of a student's locker, book bag, backpack, and any other possessions or property on the school premises or on a school-sponsored excursion. Inspections and searches may be conducted on a routine or random basis or as deemed necessary. Further, the School has the right to seize and permanently retain property disclosed by an inspection or search which is considered potentially harmful, dangerous, illegal, and inappropriate or, the possession of which, is a violation of the school's rules, community standards, and/or local and state law.

Teachers and administrators will deal with infractions of the School's behavior policy in a manner appropriate to the specific offense and to the individual child. If disciplinary action is necessary, it will always have as its essential purpose the instruction of the child in his or her personal responsibility to the orderly life of the school community. In the case of major disciplinary infractions, parents will always be expected to be involved and to be supportive of the School's decisions.

Lower School Student Management

The ***Lower School Discipline Policy*** sets forth the philosophical framework for student management in the Lower School and enumerates the array of response options that will be used in instances of student misconduct.

The goal of the ***Lower School Discipline Policy*** is to foster the development of students who make good choices based on the context of the situations in which they find themselves. All members of our school community play vital roles in the collaborative management of student

behavior. NBPS teachers assume the primary role for the management of student behavior during school. Their classroom and grade level policies emphasize positive reinforcement; thus, behavioral infractions are viewed as teachable moments. Effective communication between and among teachers, parents, and administrators ensures the collaborative support needed to guide Lower School students as they mature, and helps them acquire the social and emotional skills associated with the behavioral expectations of NBPS. Teachers and administrators frequently utilize reflective “Think Sheets” and discussions with students in conjunction with assigning consequences for behavioral infractions to help students assess their actions, identify problem behaviors, and understand better alternative responses to guide their actions in the future.

The ***Range of Consequences*** used in the Lower School represents the most common, but not all, of the potential responses for student misconduct. These consequences are tools that both teachers and administrators use when responding to student behavioral issues. When assigning a consequence, or a combination of consequences for misconduct, the teacher, Assistant Principal, Principal, or the Principals’ designee shall give consideration to factors, such as the nature of the infraction, the student’s past disciplinary record, attitude, age, grade, maturity, and the severity of the problem. Parents are contacted when inappropriate student conduct results in a behavioral consequence.

The most commonly used consequences to modify or eliminate inappropriate Lower School students’ behavior at NBPS are:

- Verbal Warning
- Verbal and/or Written Apology
- Student Call Home to Parent (Explanation of Misconduct)
- Written Reflection
- Loss or Suspension of Privilege(s)
- Confiscation
- Restitution
- Housekeeping Helpers
- In-School Detention
- After-School Detention
- In-School Suspension
- Out-of-School Suspension

Disciplinary Terms

Referral

A Referral may be assigned for any failure to follow the rules and expectations of the School and are the main consequence used at the School. They can be assigned with or without a detention. The teachers and administrators may assign referrals during recreational time and/or after school. More significantly, Referrals also form the basis of a thorough discipline tracking and communication system designed to identify problem students.

Suspension: Internal/External

A suspension is the removal of a student from the classroom or school community. An administrator will determine the length of the suspension. Any suspension will result in the loss of the privilege of participation in all extracurricular activities, including all day and overnight trips for the duration of the suspension.

Behavioral Probation

Students placed on behavioral probation:

- (1) May be prohibited from participating in extracurricular activities/programs for the duration of the probation
- (2) May be prohibited from holding an office in any student organization or serving as a Student Government Association (SGA) representative
- (3) May be subject to increasing sanctions, up to and including removal from the school community, if they continue to demonstrate unacceptable behavior.

Physical Threat Policy (Self and Others)

At NBPS, we have the responsibility to provide children with the best education possible. If educators or employees at an educational institution come into contact with a student who threatens to harm himself or herself and/or others, this policy is designed to provide mandated procedures which staff will follow.

ANY AND ALL STATEMENTS OF THREAT ARE TO BE HANDLED IN THE FOLLOWING MANNER:

If a staff member hears a student or receives information about a student making any statements that involve harming themselves or others, they ARE REQUIRED to physically escort or arrange a staff member to escort that student to the Guidance Department or Division Principal.

A guidance counselor will assess the student for suicidal/homicidal ideation.

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 can return to the Guidance Department with a note on the doctor's letterhead that states he/she is **not** a threat to him/herself or others. Once that note is approved by Guidance he/she can return to regular classes.

Guidance Services

NBPS endeavors to educate the whole student. We encourage parents to notify an administrator or the child's teacher if there are social or emotional issues that interfere with the academic success or welfare of the student.

Student Disability Accommodations

The School makes its programs and services accessible to individuals with disabilities. The School welcomes all requests for reasonable accommodations and will attempt to provide them to qualified students with learning differences or physical disabilities, to the extent that such requests do not cause a fundamental alteration to the School's programs and to the extent that they do not create an undue hardship.

The first step in requesting an accommodation for a student identified as having a disability is to provide the School with documentation of the condition from a qualified professional, such as a physician, psychiatrist, or psychologist. Parents must submit in writing a current complete evaluation administered by a qualified professional. **A written evaluation report must be no more than three years old.** Evaluation results are confidential and are maintained separately from the student's permanent record.

With a current psychological evaluation on file, the School will be able to extend accommodations it deems as reasonable and appropriate for our school setting. Substantial curriculum changes are not reasonable within the NBPS program.

It is essential that parents notify the School of any special circumstances, such as hearing and sight limitations, special medication, or other situations unique to their child. It is the responsibility of the parent to notify the School, in writing, of any conditions that are dangerous to the well being of the child.

Transportation Services

Bus Pick-Up and Drop-Off

YOUR CHILD SHOULD BE READY 5 TO 10 MINUTES BEFORE THE BUS IS DUE TO ARRIVE.

During the first two weeks of school, the times for pickup and delivery will vary, but routes will finalize into definite patterns as parents, students, and bus drivers become accustomed to the routine.

Please be home or at the designated drop off when your child is due to arrive; otherwise, the driver is instructed to bring your child back to school. We must have written permission from parents if they feel their child is responsible enough to come home to an empty house.

NBPS maintains bus lists in order of pick-up and drop-off for each transportation route. Our drivers notify the office of any breakdowns, and we then notify the parents.

Bus Conduct

Students are expected to abide by school and bus rules. NBPS reserves the right to remove students from the bus, either temporarily or permanently, if their behavior warrants such action. Any Honor Code violation will result in a consequence from an administrator. We enlist parental cooperation in working with our drivers to ensure a safe and pleasant ride for all children. Any act that impairs the safety of the bus riders, as well as other motorists, will not be tolerated. **Below is a list of rules that must be followed** in order to ensure your child's safe trip to and from school.

STUDENTS ARE EXPECTED TO:

1. Enter and leave the bus in an orderly, single file line.
2. Be silent while the bus is proceeding across any railroad crossing.
3. Obey the bus driver.
4. Read or participate in quiet conversation that has no detrimental effect on others.
5. Refrain from shouting or gesturing to persons on the road.
6. Stay in their seat for the whole trip.
1. Keep hands and head inside the bus windows.
8. Deposit trash in proper receptacles.
9. Use appropriate language at all times.
10. Refrain from any behavior that is detrimental to the safety of others.

STUDENTS ARE NOT ALLOWED TO:

1. Throw any objects inside or outside of the bus.
2. Leave their seats while bus is in motion or without permission.
3. Eat, drink, or chew gum on the bus.
4. Strike, push, tease, or otherwise abuse another student.
5. Shout, stomp feet, clap hands, whistle, etc. Loud and sudden noises can lead to accidents.
6. Board or leave the bus except at the regular stops, unless the student has written parental permission on each occasion.
7. Damage or deface the bus in any fashion.
8. Have in their possession any form of weapons, objects used as weapons, drugs, tobacco, alcohol, matches, or lighters. **Possession of any such substances on a bus or school property is grounds for dismissal.**

Every effort will be made between the bus driver and student, and then, bus driver and parent, to define any problematic behavior and acknowledge a course of action to prevent that behavior or any other violation of the rules, from recurring. If persistent, the behavior must be reported to the Director of Transportation Services and an administrator. **Unacceptable behavior, especially when the bus is moving and/or which endangers the safety of others, will result in the loss of bus privileges and a behavioral consequence.**

Guest Riders

If your child wishes to bring a friend home on the bus, NBPS is willing to comply, as long as there is room on the bus. **Written permission must be submitted to the school office by the parents of BOTH students at least one day in advance.** Copies of the written permission must also be given to the bus driver. **There is a transportation charge of \$20.00 to provide the service.** If a seat is unavailable on that particular day, parents will be notified.

Health and Safety Requirements

Emergency/Health Information

NBPS will continue storing all student medical information and school forms to Magnus Health SMR (Student Medical Record), an online student records database. Parents and or guardians 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.

• **Emergency Health Care Information must be entered into Magnus Health. Parents/guardians must log onto MyMagnus.com using their personal code and login credentials.**

[Magnus Health Portal](#)

Return to school after an Illness or Injury

Students who have been absent for more than three (3) consecutive days need to have medical documentation. **After 3 consecutive absences, only a physician's note will be accepted to excuse the absences.** Complete this [Illness Notification Form](#) to notify your division school nurse of 3 or more days

of consecutive absences.

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.

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 will be required to inform the health office in order to keep track of communicable 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. The school will follow the guidance of CDC and local health officials.

- COVID-19 Return to Campus Information:
 - 1) If your child test positive for COVID-19 and is symptomatic:
 - They must remain home and not participate in school sponsored activities for five (5) days from the date their symptoms began. Day of symptom onset=Day 0
 - Your child can return to school on day 6 if they are fever-free for 24 hours and your symptoms are improving.
 - 2) If your child test positive for COVID-19 and are asymptomatic:
 - They must remain home and not participate in school sponsored activities for five (5) days from the date of their positive test.
 - Day 0 = the date of a positive test if you are asymptomatic.
 - 3) If you were exposed to someone who tested positive for COVID-19:
 - If symptoms of COVID-19 develop, stay home.
 - If asymptomatic, continue to monitor their symptoms of COVID-19 for 10 days after exposure.
- Influenza Return to Campus Information:
 - Students with the flu should be isolated in the home, away from other people. They should also stay home until they have no fever without the use of fever-control medicines (Tylenol or Motrin) and they feel well for 24 hours. Remind your child to protect others by covering his or her mouth when coughing or sneezing.

Illness

Students who become ill during the school day will be directed to the school Clinic. All students entering the clinic must have a pass from their teacher. If a student has symptoms consistent with contagious illness, they will be assessed by the Health Office Staff, and a parent/guardian will be notified for student pick-up. 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 contagious 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, they will be sent home. Students must be “fever and/or symptom free” for 24 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 physician request for such an excuse must be presented.

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. 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.

Emergency/Health Information

The following forms/and or information **MUST** be submitted to the Health Offices:

- Certificate of Immunization (Florida Form DH680 issued by a physician's office).
 - A new Certificate of Immunization is required for ALL NEWLY ENROLLED STUDENTS.
 - A new Certificate of Immunization is required for returning students only if a new immunization has been given.
- School Entry Health Examination (Florida Form DH3040 is preferred)
 - A School Entry Health Examination documenting the results of a physical examination given within the last 12 months is required for all newly enrolled students.
 - A School Entry Health Examination for returning students is required only if requested.
- **Emergency Health Care Information must be entered into Magnus Health. Parents/guardians must log onto MyMagnus.com using their personal code and login credentials.**

Medication

UNDER NO CIRCUMSTANCES ARE STUDENTS PERMITTED TO CARRY OR SELF ADMINISTER ANY TYPE OF MEDICATION ON CAMPUS OR DURING ANY SCHOOL SPONSORED ACTIVITY.

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. This form is to be signed by the parent or legal guardian and must be given to the school nurse. 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, available on Magnus Health 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 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 safe-keeping and timely **administration**.

Over-the-Counter Medication

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.

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's "No Nit" policy requires that any student with head lice be sent home immediately and be required to be professionally treated before returning to school.** Documentation of treatment is required to be submitted to the nurses office prior to returning to campus.

Head lice are very common in warm climates, and preventive checks at home are the most effective means in the management of head lice.

Physical Education and Recess

Parents requesting that their child be excused from Physical Education for health reasons must bring a written request to be excused to the school office. **A PHYSICIAN'S STATEMENT IS REQUIRED FOR ANY EXCUSED ABSENCE FROM PHYSICAL EDUCATION OF MORE THAN ONE WEEK.**

Students will be permitted to wear their P.E. uniforms only on the days they have Physical Education.

Physical activity is highly valued at NBPS. On non-PE days and on PE days if the class schedule allows, students will participate in outdoor recess, weather permitting. Recess is supervised by classroom teachers who monitor the games and activities. Sports that require equipment are not permitted during recess and permitted games are at the discretion of the teaching team. Students participate in recess safety lessons at the beginning and mid-point of the year, or as needed.

Animals on Campus

Many children on campus have, or may unknowingly have, dangerous allergic reactions to different animals. **Animals are not permitted on campus without prior administrative approval. Please keep family pets at home.**

Lunches and Snacks

As approved by the teacher, students may bring a light, healthy snack from home for the mid-morning or afternoon snack. Classroom snacks are also provided by Flik as part of the dining plan.

PLEASE DO NOT SEND ANY NUT CONTAINING PRODUCTS TO SCHOOL FOR SNACK IN THE CLASSROOM. This includes items for class parties, academic celebrations and individual snacks. Your cooperation is expected to provide an optimal health environment for all of our students.

Lunch is served on campus for all students. The lower school administration, classroom teachers, and campus FLIK manager are available to assist with all dietary needs and restrictions.

A complete hot lunch will include an entrée, vegetable, drink, and dessert. There are also daily salads, fruits, soup and sandwich selections in addition to the main meal of the day.

Candy, gum, and beverages in glass bottles, including soda, are NOT permitted at school at any time.

Birthday Parties, Invitations, and Cards

Classroom Birthday parties are not permitted. Parents may order a small treat to be provided by Flik Dining to be eaten during the lunch period or recess time. Students are given an out of uniform day on their birthday or the following day after a weekend. Summer birthdays will be acknowledged with an out of uniform day in May.

Holiday cards and Valentine's may be distributed in the classroom, providing that **all** of the children in that class are receiving one.

Parents must mail invitations for parties held outside of school.

Dress Standard

Appropriate dress and grooming help create a positive learning environment at The North Broward Preparatory Schools. Parents are required to help the School in carrying out adopted dress standards by seeing that their children are properly attired when they leave for School each morning.

North Broward Preparatory School endorses a uniform student dress and appearance code during class hours and school-sponsored trips or off-campus activities. A North Broward Preparatory School field trip t-shirt is required on all off-campus field trips. This includes a navy uniform shirt and khaki bottom or the yellow field trip T-shirt and khaki bottom. All parents will need to purchase these 3 items for their children. Teachers will specify appropriate attire in advance of the field trip depending upon the location and nature of the trip. Students may not attend the field trip unless dressed in proper attire.

In addition, the School's emphasis is on neatness and appropriate taste in appearance. All items of clothing are not to be threadbare or torn. Shirts and blouses must be tucked in; trousers or shorts must be worn with a belt in unaltered fashion at the waistline. Pre-Kindergarten and Kindergarten students are excused from having to wear belts. Shorts, skirts, dresses, or skorts may not be worn shorter than two inches above the knee. **All**

sweatshirts, sweaters and jackets to be worn inside during the school day must be uniform outerwear with a NB logo.

Hair should be shaped, well groomed, and of natural color. Piercing of ears, within reason, is the only acceptable form of body piercing allowed.

P.E. uniforms may be worn only on days scheduled for Physical Education. Only the P.E. uniform t-shirt should be worn on PE days. All other spirit shirts may be worn on Friday only. On P.E. days only, when the temperature early in the morning is 65 degrees or lower, navy blue sweatpants may be worn. Friday Spirit dress may include any NB logo shirt or spirit/event shirt with uniform bottoms. All uniforms and NB outerwear must be purchased at:

**Dennis Uniforms
7602 N.W. 6th Avenue
Boca Raton, FL 33487
(561) 226-9803**

New students admitted after the start of school **MUST** have uniforms on the first day of attendance.

Only items listed below are acceptable:

Color: Plaid, solid khaki, navy and white.

Girls: Shorts
Skort
Dress
Skirt
Polo shirt with logo
Navy NBPS monogrammed cardigan
School sweatshirt/sweatpants
School jacket
PE uniform

- blue mesh shorts
- gray PE shirt

Boys: Shorts
Trousers
Polo shirt with logo
School sweatshirt/sweatpants
School jacket
PE uniforms

- blue mesh shorts
- gray PE shirt

Shoes: Sneakers or closed shoes

The school administration reserves the right to disallow any form of dress, make-up, appearance, or grooming that, in the opinion of the administration, is not appropriate.

Students may wear non-uniform clothing on their birthdays. On special occasions, the school administration may allow students to wear non-uniform clothing or special attire.

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, event). Students must wear regular NBPS bottoms and a belt. T-shirts may not be cut or modified. Students who elect not to participate with Spirit Day wear must wear the daily uniform dress.

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 45 degrees or below students may wear an additional non-NB jacket over their school uniform.

FAILURE TO COMPLY WITH THE SCHOOL'S UNIFORM DRESS CODE WILL RESULT IN A CONSEQUENCE AND COULD RESULT IN A STUDENT BEING SENT HOME.

Lost Articles

Parents must mark all items of clothing with their child's first initial and full last name in permanent marker. Lost articles found on the school campus are placed in a Lost-and-Found container, which is located in the front office. If students lose an article, they should check in the Lost-and-Found container. Articles that remain unclaimed are given to charity.

Please do not send a child to school with an item of great value. Students are not permitted to bring electronic games or equipment without prior administrative approval.

THE SCHOOL IS NOT RESPONSIBLE FOR ANY ITEMS THAT ARE LOST, STOLEN, OR MISPLACED.

Media Center and Classroom Text Policy

If a student loses or damages a textbook or library book, the parents will be billed for the actual cost of the book.

Defacing of books in any way, including writing in, underlining, highlighting, etc. is not acceptable and will result in the student's replacement of the book. Report cards will be withheld in June for any students who have not returned their books or paid for lost books.

Internet Acceptable Use Policy

Our students have the privilege of supervised access to the Internet. The Internet is a global network that will provide our students with access to a wide range of information and the ability to communicate and share ideas with people throughout the world. Use of the Internet for educational projects will assist in preparing them for life and success in the 21st century.

Students will have Internet access in all classrooms, the Media Center, and the STEAM Lab. The use of the Internet is a privilege. Viewing of any inappropriate material will result in discipline, including, but not limited to, suspension of the student's Internet access privileges. While the school takes steps to prevent unauthorized use of the Internet, it is understood that filtering measures are not 100% foolproof. Accessing or saving of inappropriate material, such as pornography, will not be tolerated.

All students are expected to abide by the Acceptable Use Policy that follows:

1. Students will gain authorization from the teacher or other authorized personnel to access the resources of the Internet.
2. Students will demonstrate ethical behavior when using the Internet. Ethical behavior includes, but is not limited to: not posting personal information about others and/or themselves; not using any language that is disrespectful; not vandalizing data of any person, including school files; not downloading or creating computer viruses; only using one's own account and password; and obeying all copyright laws.

Violations of the Acceptable Use Policy, as outlined above, will lead to disciplinary action and may result in dismissal. The School reserves the right to inspect student's use of the computers, including email, texts, and social media.

Technology Policy

Computers, iPads and smartphones are powerful tools, with several key advantages:

1. They give us instant access to information located worldwide.
2. They allow students to participate in web-based activities.
3. They have powerful editing tools that allow students to make great looking presentations and professional-quality documents.
4. Used well, they can reduce our use of paper dramatically.
5. They allow us to store drafts of our work, to edit regularly, and to track our progress in writing and other disciplines.
6. They allow us to communicate efficiently with each other, track grades, and keep accurate and up-to-date records.

Like any tool, electronic devices have appropriate and inappropriate uses. We recognize that inappropriate uses of these devices can be extremely attractive and distracting and, for this reason, it is necessary to have stringent rules in place to ensure that we use technology appropriately.

Appropriate Classroom Use

In our classrooms, school-owned laptops, desktops, and iPads are used for teacher-directed exploration, research, and writing. This use affords students valuable experience in care and operation of these important technology tools. Student use of technology during school hours will be under teacher supervision and for educational purposes.

Field Trips

During the year, many classes attend field trips that enhance the academic program. **Transportation will be provided when required. All students must go to and return from the trip with the School and must wear appropriate field trip attire. This includes a navy uniform shirt and khaki bottom or the yellow field trip T-shirt and a khaki bottom. Teachers will specify appropriate attire in advance of the field trip depending upon the location and nature of the trip.**

Overnight field trips, or those located at least 100 miles away from the campus, require an Emergency Health Care Form from every student. Faculty members will accompany the students on such trips.

Students are expected to follow all school rules during a field trip. Field trips, both day and night, are considered an extension of a child's academic experience. Consequences for inappropriate behavior will be given. Students may be asked to remain at School during subsequent field trips that school year. Students taking medication are required to continue their medication during field trips.

Student Directory and Information

North Broward Preparatory School provides members of the school community with a student directory located in iSAMS. This is a useful communication resource that is to be used for school-related activities and social functions. Please respect the privacy of North Broward Preparatory Schools' families. **Class lists and personal directory information cannot be used or distributed for commercial purposes.**

The School may modify this handbook from time to time; therefore, the online version is always the official version. When changes occur, you will be notified via the school's newsletter regarding such changes.

[Nord Anglia Education Personal Information Collection Statement](#)

Parent / Student Handbook Honor Code Acknowledgement

Parent Acknowledgment

Parents Can Expect This From Us:

- Fulfilling our mission of academic excellence and positive personal development
- A safe, caring environment
- Open communication
- Opportunities to be involved
- Consistent values and discipline

We Expect This From Our Parents:

- Agreement and support for our mission
- Providing a quiet place for students to study
- Honest communication about your children
- Attendance at school meetings
- Support and reinforcement of the Honor Code
- Seeking information and facts directly from the school and not from informal sources

To eliminate any misunderstanding with regard to the contents of this handbook we ask that you read it carefully. Please return the page below to your child's homeroom teacher on or before Friday, September 1, 2023.

We as parents/guardians have read North Broward Preparatory Schools' Lower School Student/Parent 2023/2024 Handbook and agree to abide by the rules, policies, and guidelines as stated in this document.

_____ Date _____
(Parent Signature)

(Print Parent Name)

Student Acknowledgment

I understand North Broward Preparatory Schools' Honor Code and agree to follow this code.

_____ Date _____
(Student Signature)

(Print Student Name)

(Homeroom Teacher)



PHOTO & VIDEO RELEASE FORM
North Broward Preparatory School

I, _____ (print name), have agreed to allow Nord Anglia and its school, North Broward Preparatory School, its nominees and assigns (collectively, the "School") the right to record my son's or daughter's image, voice and performance by any and all mechanical, electrical, digital and photographic means in connection with his or her attendance of the School and other related activities (such recordings and any portion thereof and all copies and reproductions thereof, together with the use of my son's or daughter's name in connection therewith, are collectively referred to as the "Released Material").

I hereby consent to and grant to the School the worldwide perpetual right to use, reproduce, exhibit, distribute, broadcast, edit or otherwise exploit the Released Material in any and all media now known or hereinafter devised. I understand and agree that the Released Material is and shall remain the sole property of the School. I acknowledge that neither I nor my son or daughter will be compensated for any uses made of the Released Material. This release shall be binding on me as well as my heirs, executors and assigns.

This release shall be governed in accordance with the laws of the State of Florida, United States of America.

I hereby warrant that I am the legal parent or guardian of the student named, and free to give this permission, consent and release which I have read and understand.

Print Student's Name

Parent or Guardian's Signature

Date

Print Parent or Guardian's Name

Relationship to student

North Broward Preparatory School



**North Broward Preparatory School
Lower School**

7600 Lyons Road
Coconut Creek, FL 33073

Tel: (954) 247-0011
Fax: (954) 247-0177

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Principal
E-mail: kathleen.malanowski@nbps.org

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Assistant Principal
E-mail: sarah.evans@nbps.org