



**NORTH BROWARD
PREPARATORY SCHOOL**

A NORD ANGLIA EDUCATION SCHOOL



UPPER SCHOOL STUDENT - PARENT HANDBOOK 2023-2024

Head of School:
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High School Principal:
Mrs. Tanya Lynch

Middle School Principal:
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MISSION

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

VISION

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

OVERVIEW

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.

NBPS values the diversity of our community, and we recognize the importance of celebrating that diversity. As such, we are committed to providing equitable opportunities for all students and carrying out equitable policies.

ACADEMICS

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 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
- 1/3 credit (1 trimester) of Confronting Bias, Working Towards Equity (class of 2025 onwards)
- 100 hours of documented community service

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

** Students may study ESOL in lieu of a world language.

DUAL ENROLLMENT

Dual enrollment will be approved for NBPS students if our current offerings do not meet the academic needs of a student because the student is accelerated in a discipline and we cannot offer a course commensurate with student ability. Approved dual-enrollment courses must appear on the NBPS transcript and will carry accelerated GPA weighting.

ONLINE COURSES

NBPS students may enroll in online Florida Virtual School (FLVS) 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 ability.

- Students need to take a course for credit recovery.
- Students may take FLVS courses to accelerate their academic pathway if pre-approved by NBPS. Students will be required to take an end of course test given by NBPS to accelerate to the next level.

NBPS students who receive any Step Up For Students scholarship will be billed the fee for the full FLVS course. Please see [FLVS site](#) for more information.

CREDIT LOSS / RECOVERY

Students who do not earn at least a grade of 60% will not receive credit for the course and the failing grade will be calculated into their overall GPA. 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 at North Broward Preparatory School or must enroll in an approved summer program. Exceptions to this may be made on a case-by-case basis and require the prior written consent from the Division Leadership.



COMMUNITY SERVICE

We require all North Broward Preparatory School students to contribute to their communities by volunteering for at least 100 hours during the course of their four years of high school. Volunteering is a great way to develop extra-curricular involvement and give a student a sense of his or her strengths and talents. Completion of community service activities also creates opportunities for building resumes for college and job applications.

Proof of completion of the community service activity, verified by a supervisor or adult leading the activity, must be included with any submission in order to be approved. Community service hours need to be submitted using the Passport for Good App that students will learn to access during N.E.S.T. at the beginning of the year.

What is considered community service?

- Volunteer work must be completed during your “free time,” on weekends, after school, during lunch-time, during school breaks or vacations. Volunteering at a place of worship, an animal shelter, an environmental non-profit, a local charity, and even helping with school events like theater productions or other activities led by school staff, have all been popular choices for students. Some upper and lower school teachers enjoy adding a teacher’s assistant to their classes, so do not be afraid to ask a teacher to be a TA in the classroom. We also have Service Clubs here on campus. (Students cannot earn credit for being a TA and cannot have a study hall during the same trimester).

- What is **not considered** community service?
 - The donation of money or items
 - Any paid work (summer camp job, paid babysitting, paid work at a parent’s company, etc.)
 - Required work for a school course
 - Attending school club meetings (including NHS and honor societies)

★ Students who join North Broward Preparatory School in the following years are required to complete the respective amount of community service hours in order to graduate.

- 9th grade – 100 hours
- 10th grade – 85 hours
- 11th grade – 60 hours
- 12th grade – 30 hours

Please contact a High School Counselor if you have any questions or need assistance.

TRANSCRIPTS AND LETTERS OF RECOMMENDATIONS

Students and/or parents or guardians 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.



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
- AP Courses, IB Courses and Accelerated Scientific Research = 1.30

GPA CALCULATIONS (STILL UNDER REVIEW)

Cumulative GPA Calculation:

- At the end of each academic year, the final year-end grade for each course will be used to calculate the cumulative GPA.
- The grade percentage for each course will be multiplied by the course weighted value, and the total grade points will be divided by the total credit hours attempted.

Year-to-Date (YTD) GPA Calculation:

- YTD GPA represents the cumulative GPA up to a specific point in the current academic year.
- YTD GPA is calculated by including the grade points earned in all completed courses up to that point.

Trimester Course Grades:

- Trimester grades will be reported on the report card for each course.
- These grades will represent the student's performance for that specific trimester and will not factor into the cumulative GPA until the final year-end grade is available.

Report Card Grades:

- Report Card grades will be reported at the end of each trimester.
- These grades will reflect the student's performance up to that point in the course but will not be used in GPA calculations until the final year-end grade is available.

Beginning with the Class of 2027, all classes will be included in the GPA calculation, with the exception of:

- Pass/Fail classes
- Physical Education classes
- Personal Branding
- Health
- Student Government

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. Report Cards are not dynamic documents that automatically update if a change needs to be made. Parents should contact the Registrar for updated Report Cards.

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.

FORMATIVE ASSESSMENT / INDEPENDENT PRACTICE

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.

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.

SUMMATIVE ASSESSMENT GUIDELINES

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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. Students must complete all formative assessments related to the summative assessment and submit them on time to be eligible to re-assess.

Guideline # 4 – Formative Assignments Are Not

Graded: Formative assignments receive feedback, 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

Summative Assessment Schedule	
Week A	Math, Social Science, Tech / FA
Week B	English / ESOL, Science, WLC

Summative Assessment Schedule by Academic Department

- Substantial mastery will be understood to be a grade 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. Students can arrange with their teacher to take the reassessment in the Testing Center during school hours.
- There is no reassessment for end of course exams.

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/guardians will be contacted to formulate a plan focused on academic improvement. Any student who remains on Academic Probation for more than two trimesters jeopardizes their 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.



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 [here](#). Some courses may not require students to sit for a final exam as determined by the teacher and approved by Division Leadership.

SENIOR EXAMS

All final exams for seniors for 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 must 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 no longer 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 them 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 class 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).



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.

HONOR SOCIETY

Please review Honor Society criteria [here](#).

SCHEDULING

DAILY ACADEMIC SCHEDULE

High School

Every high school class meets on Monday for 50 minutes and on either Tuesday-Thursday or Wednesday-Friday for 90 minutes. The high school day begins at 8:25am and ends at 3:35pm on Monday, Tuesday, and Thursday. High school classes end at 2:35pm on Wednesdays and Fridays. In addition to academic classes, students meet in advisory groups for 30 minutes on Wednesdays and Fridays. There are four lunches in the high school which are determined by a student's 4th and 5th period classes. A Flex Period will occur on Mondays that students are required to attend. High School students will be assigned and follow one of the versions of the schedule. The High School master schedule can be found [here](#) on the first page.



Middle School

Every middle school class meets on Monday for 50 minutes and on either Tuesday-Thursday or Wednesday-Friday for 90 minutes. The middle school day begins with homeroom at 8:05am and ends at 3:35pm on Monday, Tuesday, and Thursday. For both middle school and high school, classes end at 2:35pm on Wednesdays and Fridays. 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. The Middle School master schedule can be found [here](#) on the second page.



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. 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. Drop/add decisions may involve the student, parent(s), guardians, teacher, College Guidance and/or Administration.

High School

The drop/add period for Trimester 1 begins the first week of school and lasts for approximately two weeks for course revisions (i.e., missing courses and incorrect placements). The drop/add period for trimester electives during the second and third trimesters will be considered on a case-by-case basis and must be completed within the first week of the new trimester.

Middle School

In middle school, the drop/add period takes place during the first two weeks of each trimester for students to request elective changes. Those changes will be based on availability, and a request does not guarantee a change. Any student missing a core or elective course in their schedule should report to the Middle School Office for assistance during the period in which the course is missing.

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 cannot be a TA and have a study hall within the same 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.

For information about individual courses and our Scope and Sequence, click [here](#).

WITHDRAWAL FROM A CLASS

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



ACADEMIC SUPPORT SERVICES

Our Academic Support Team works collaboratively with members of the school community to support student learning and academic growth.

Our team provides the following services in order to meet the needs of students:

- Review student academic progress weekly
- Identify students in need of academic support
- Meet with students to review grades, discuss current academic standing, and to develop an academic plan for successful improvement
- Work directly with students who are placed on Academic Probation (*students whose cumulative or trimester GPA drops below a 2.0 or who earns two grades below a C- on a report card*)
- Parents will be contacted to formulate a plan focused on academic improvement
- Interpret Neuropsychological Educational Evaluations to support students with accommodations
- Support teachers in understanding the elements of a student's Neuropsychological Educational Evaluation and what it looks like in classroom practice
- Identify campus resources that can help students academically
- Create individual support plans for students returning from approved extended absences
- Assist with schedule changes
- Assist with course counseling for new and returning students
- Recommend and help students/parents schedule private tutoring

TEACHER 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. High School 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.). Middle School extra help sessions will be provided before the beginning of the school day (7:45-8:05) and after school (dismissal until 4:00.) Middle school teachers will post their extra help schedule on Canvas. 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 their 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 or her students due to a lengthy period of student excused absences when there is no other adequate and/or reasonable alternative.

TUTORING

Tutoring services available upon request.



THE LIGHTHOUSE POINT ACADEMY PROGRAM (LPA)

The Lighthouse Point Academy program has been designed to present the core elements of the NBPS curriculum to college preparatory students who have been diagnosed with mild learning differences and who require a differentiated learning experience. LPA learning environments feature small student-teacher ratios and greater individual oversight. 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 by providing a metacognitive atmosphere that fosters students as they grow into globally aware young adults with potential and purpose. 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.

INTERNATIONAL BACCALAUREATE PROGRAM (IB)

The International Baccalaureate Organization (IBO), 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 rigor of their high school experience 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.



ARTS ACADEMY

The Arts Academy inspires tomorrow’s artists to make a positive impact on the world. We empower our career-minded artists with the dispositions and skills to achieve their goals beyond North Broward Preparatory School by focusing on artistic excellence, collaboration, venture artistry, and creative engagement with today’s audiences.

Arts Academy students train with professionals from our diverse faculty and staff to guest artists from top arts

organizations. We offer pathways in visual art, dance, music, media arts, and theatre. In addition to their academic schedule, students hone their skills and develop their unique artistic voice through their core arts classes (12 credits) and afterschool performances, productions, and competitions.

The Arts Academy is ideal for developing artists who want to spend more time engaged in their arts, potentially pursuing a college and career path in their arts discipline.

SUMMER PROGRAMS

The NBPS Summer Academic Program offers courses for enrolled NBPS students to enrich and to accelerate their learning. Registration opens in mid-February, and sessions run from early June through early July. We have course offerings for rising grades 8-12, including Confronting Bias, Health, Personal Branding, Personal Fitness, electives that vary by summer, and select math courses. Our summer school courses are fully virtual, with the exception of Summer Personal Fitness.



FIELD TRIPS

DAY FIELD 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.



INTERNATIONAL TRIPS

The international travel opportunities for high school students are designed to offer enriching and educational experiences to students by providing them with the chance to participate in yearly trips to Tanzania and Switzerland, and other locations determined by the World Language department. These trips are carefully selected for their significant educational value and, in some cases, service-based components. The trips are planned to ensure that participating students have a positive and safe experience while representing their school and community on an international stage. These trips are not covered by tuition.

Eligibility and Application

High school students who meet the eligibility criteria can apply for participation in the international trips. However, due to limited spots and the desire to maintain a diverse representation, students are required to submit applications to be selected for these opportunities. The application process typically involves a review of academic progress, recommendations, and an assessment of the student's suitability for international travel.

Educational and Service-based Trips

The yearly trips offered to high school students may include visits to both Tanzania and Switzerland. These destinations are chosen for their educational significance and cultural diversity. While the primary focus of these trips is to enhance students' understanding of various subjects, they may also involve service-based components, such as community outreach or volunteer work.

Adherence to Travel Sponsors' Rules

Selected students must agree to abide by the rules and guidelines set forth by the travel sponsors. These rules are in place to ensure the safety and well-being of all participants, promote a positive representation of the school and its values, and create a respectful and inclusive environment during the trips.

Expectations and Policies

Participants in the international travel program are expected to conduct themselves in a manner that reflects positively on their school and community. They are required to adhere to the following expectations and policies:

Responsible Behavior

Students are expected to demonstrate responsible behavior throughout the trip, following all local laws and customs.

Academic Commitment

Participants must maintain their academic responsibilities while traveling, and must make pre-arrangements to complete any missing assignments or tasks required by their teachers. Respect and Inclusion: Students should show respect and consideration towards fellow participants, locals, and cultural norms. They are expected to embrace and learn from diverse cultures.

Health and Safety

The well-being of students is of utmost importance. Participants must follow safety guidelines and instructions given by travel supervisors or sponsors.

Punctuality

Students are required to be punctual for all planned activities and events during the trip.

Communication and Cooperation

Participants should actively engage in group activities and maintain open and respectful communication with travel supervisors and fellow students. Due to the nature of some of these trips, use of cell phones or daily communications cannot be guaranteed.

Consequences for Non-Compliance

Failure to adhere to the expectations and policies outlined in the travel program may result in disciplinary actions. In severe cases, students who are unable to meet these requirements may be asked to return home at their parents' expense.

MIDDLE SCHOOL FIELD TRIPS

Middle School students have the option to participate in overnight grade level trips.

Students who don't participate in these will be able to participate in alternative local day trips. Trip details and event specific waivers are shared with students and families prior to any off campus activity.



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.

After 3 consecutive absences due to illness, only a physician's note will be accepted to excuse the absences.

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 or guardians 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



ATTENDANCE

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 Thursday, and for at least two (2) of the three (3) extended periods on Wednesday and Friday.

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 student's responsibility to be on time for school each day. High school students should be in first period on Monday, Tuesday and Thursday and 2nd period on Wednesday and Friday no later than 8:25 a.m. Middle school students should be in their designated Homeroom class no later than 8:05 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 the tardy bell 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 the first class of the day 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 after class 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; however, 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.

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 this [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.

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 their 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.

ATTENDANCE

EXTENDED LEAVE OF ABSENCE

The health and well-being of our students are of utmost importance. We recognize that there may be situations where a student needs an extended absence due to medical or mental health reasons. To ensure the proper handling of such cases, the following medical extended absence policy is in effect:

Definition of an Extended Leave of Absence

An extended leave of absence is defined as an extended period of absence from school due to a student's medical condition or illness, which requires ongoing medical or psychological treatment, recovery, or rehabilitation. This absence typically exceeds five consecutive school days.

Procedure for Requesting an Extended Leave of Absence

When a student needs an extended absence due to medical or psychological reasons, the parent/guardian must promptly notify the principal in advance. Ideally, the principal should be informed at least one week before the anticipated absence. If this is not possible due to the nature of the medical emergency, the parent/guardian should notify the principal as soon as possible.

Required Documentation

To request approval for a medical or psychological extended absence, the parent/guardian must provide the principal with valid and official medical documentation supporting the need for the extended absence. This documentation should include a detailed medical statement from a licensed healthcare or mental health professional, explaining the student's condition and the recommended duration of the absence.

Principal's Review and Approval

Upon receiving the request for an Extended Leave of Absence and the required medical documentation, the principal or designated school administrator will review the information to assess the validity and necessity of the extended absence. The principal will then grant approval if the medical documentation adequately supports the request.

Communication with Teachers and Support

Once the Extended Leave of Absence is approved, the Learning Support Team will communicate with the student's teachers to inform them of the situation and make necessary arrangements for accommodating missed coursework and assignments. The Learning Support Team will also provide academic support to help the student

catch up on missed lessons. A school counselor will be available to provide emotional support and guidance upon return to school.

Reevaluation of the Extended Leave of Absence

For extended absences exceeding ten school days, the principal or school counselor may request periodic updates from the parent/guardian and the healthcare or mental health professional regarding the student's condition and progress. This information will help the school to evaluate the ongoing need for the extended absence and ensure appropriate support.

Reintegration Plan

When the student is ready to return to school after the extended absence, the school will work with the student, parent/guardian, and teachers to create a reintegration plan, if necessary, to ensure a smooth transition back into the regular academic routine. Documentation stating that the student is cleared to return to school from the healthcare/mental health professional must be provided prior to the student's return.

Please note that this Extended Leave of Absence Policy is subject to review and may be updated as necessary. We believe that clear communication and the provision of medical documentation will help us better support our students' health and academic success.



STUDENT CONDUCT

POLICIES AND PROCEDURES

RESTORATIVE JUSTICE

Restorative Justice is an approach to conflict resolution and discipline that emphasizes repairing harm caused by a student's actions and restoring relationships within the school community. It seeks to involve all parties affected by an incident and encourages dialogue, empathy, education, and accountability.

Restorative Justice practices provide opportunities for individuals to reflect on their actions, understand the impact on others, and actively participate in finding solutions that promote healing and growth.

STUDENT CONDUCT

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 relationships 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.



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 B](#).

Saturday Detention: Saturday detentions are assigned by the Dean's Office, are 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 regularly 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.

DRESS AND GROOMING CODE

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/guardians 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 that meet acceptable criteria of dress code policy. Hair, including facial hair, must be kept neat and clean. 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.

UPPER SCHOOL DRESS GUIDELINES

All upper 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

All skirts/shorts must be no shorter than fingertip length when measured with arms resting at sides

- Students 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 Softe style shorts must be worn underneath.
- 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 length 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.*



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.
- Dennis Uniform purchased collared shirts with NB Logo – White, Tan, Navy, & Navy Striped or Navy and White Striped [No club/athletic collared shirts].
- Dennis Uniform purchased college sweater with NB Logo.
- NBPS sweatshirts may be worn during the regular school day. Sweatshirts may not be cut or modified.

BOTTOM OPTIONS:

- Dennis Uniform purchased Blue or Khaki pants with NB logo
- Belt (black, blue or brown) as needed
- 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. Students 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).
- Students may wear solid black, brown, white or navy leggings under their school uniform.

SHOE OPTIONS:

- Clean athletic shoes
- Casual shoes with closed toe and heel covering
- House shoes or slippers of any kind are not permitted.

FORMAL UNIFORM ATTIRE

On formal dress days, formal uniform attire is to be worn from the beginning of the school day to the end.

HIGH SCHOOL

TOP OPTIONS:

- Long sleeve white oxford button-down shirt with NB logo
 - All shirt buttons, including the top button, must be buttoned.
 - The shirt must be tucked in at all times.
 - Long sleeves are not to be rolled up.
- School tie – traditional or bow tie (NB issued only)
 - The tie must be tied and worn at the neck.
- School Blazer with embroidered crest or NB pullover sweater vest with embroidered crest
- 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
- Sweatshirts are not allowed on formal dress uniform days.

BOTTOM OPTIONS:

- Khaki uniform skirt, short, or pants (only) with NB Logo
 - Shorts are not a part of the Formal Dress Uniform

SHOE OPTIONS:

- Dress brown or black shoes with closed toe with heel covering
- Clean and well-kept sneakers or athletic shoes

MIDDLE SCHOOL

TOP OPTIONS:

- Long sleeve white oxford button-down shirt with NB logo
 - All shirt buttons, including the top button, must be buttoned.
 - The shirt must be tucked in at all times.
 - Long sleeves are not to be rolled up.
- School tie – traditional or bow tie (NB issued only) OR School Blazer with embroidered crest OR NB pullover sweater vest with embroidered crest
 - The tie must be tied and worn at the neck.
- School Blazer with embroidered crest or NB pullover sweater vest with embroidered crest
- 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
- Sweatshirts are not allowed on formal dress uniform days.

BOTTOM OPTIONS:

- Khaki uniform skirt, short, or pants (only) with NB Logo
 - Shorts are not a part of the Formal Dress Uniform

SHOE OPTIONS:

- Dress brown or black shoes with closed toe with heel covering
- Clean and well-kept sneakers or athletic shoes

SPIRIT DAY DRESS

Every Friday is an NBPS Spirit Day, which is an opportunity to show your school spirit. Students have the choice of wearing any NBPS top (team, club, organization, etc.). Students must wear regular NBPS bottoms. Athletic teams may wear their NBPS team 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 attire.

SENIOR PRIVILEGE - TRI-3 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.

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.

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. [\(See Appendix A\).](#)
- 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

FIRST OFFENSE	SECOND OFFENSE	THIRD OFFENSE
Assessment will be given a zero; however, the student will have the opportunity to reassess and earn up to 83% if there is evidence of legitimate completion and submission of all formative work on the date it is due. If all formative work has not been completed the student may earn up to a 50% on reassessment.	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

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 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. 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 language level and finished drafts presented for IBO submission before signing off on any task.

For information about Academic Honesty in the IB Educational Context, [click here](#).

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.

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.

[\(See Appendix C\)](#)

USE OF ARTIFICIAL INTELLIGENCE (AI) TECHNOLOGY

NBPS recognizes the importance of exploring technological advancements and preparing our students for the future. Artificial intelligence (AI) is a rapidly advancing technology and will become an integral part of our lives. A constructive use of AI technology can enhance student learning, and we must use AI responsibly and ethically.

The use of AI tools should be in line with North Broward Preparatory School's Academic Honesty, Honor Code, and Responsible Use policies. We recommend you review these policies. Students are prohibited from providing personally identifiable information, school and organization names, and confidential information to AI tools. Therefore, complementing existing NBPS policies, work generated by AI tools must be identified as such and appropriately cited. Students using AI technologies are expected to abide by any additional guidelines set forth by the teacher.

AP AND IB GUIDELINES FOR USING AI

The College Board (Advanced Placement) statement on use of artificial intelligence (AI) is below. All NBPS AP classes will follow this policy unless otherwise explicitly stated in each individual assignment directions issued by the teacher.

“Students are categorically prohibited from using any and all Artificial Intelligence tools (e.g. ChatGPT or DALL-E) or essay writing services (e.g. Chegg or Course Hero) to guide, brainstorm, draft, or create student work related to any AP assessment, including written projects and performance tasks. The AP Program reserves the right to validate student work submitted for AP African American Studies, AP Art and Design, AP Computer Science Principles, AP Research, and AP Seminar with plagiarism detection tools and other investigative efforts to identify non-student generated work. Any use of Artificial Intelligence tools or essay writing services will be considered an exam violation and may result in the cancellation of a student’s AP score(s).”

The International Baccalaureate Organization (IBO) statement on use of artificial intelligence (AI) is below. All NBPS IB classes will follow this policy unless otherwise explicitly stated in each individual assignment directions issued by the teacher.

“The IB believes that artificial intelligence (AI) technology will become part of our everyday lives—like spell checkers, translation software and calculators. We, therefore, need to adapt and transform our educational programmes and assessment practices so that students can use these new AI tools ethically and effectively. The IB is not going to ban the use of such software but will work with schools to help them support their students on how to use these tools ethically in line with our principles of academic integrity.

Students should be aware that the IB does not regard any work produced—even only in part—by such tools, to be their own. Therefore, as with any quote or material from another source, it must be clear that AI-generated text, image or graph included in a piece of work, has been copied from such software. The software must be credited in the body of the text and appropriately referenced in the bibliography. As with current practice, an essay which is predominantly quotes will not get many, if any, marks with an IB mark scheme.”

STUDENT CONDUCT

TRANSPORTATION RULES OF CONDUCT

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 F](#).

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 the Dean of Students after investigation of events).	External suspension (3-5 days)	Recommendation for Expulsion to Discipline Committee.
Parent Contact	Parent Contact	Students will be on External Suspension until the 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	

OFFENSES

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

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.

BIASED INCIDENTS

A biased incident is “biased conduct, speech or expression that has an impact but does not involve criminal action.” Acts that are defined as Biased Incidents, including but not limited to acts of discrimination, harassment, hate speech, or any other behavior that targets individuals based on their race, ethnicity, gender, sexual orientation, religion, disability, or other protected characteristics will be addressed by our Bias Incident Response Team (BIRT). The Bias Incident Response Team (BIRT) will consist of school administrators, counselors, teachers, and other relevant stakeholders. This team will investigate and assess the severity of the incident before determining next steps and possible disciplinary consequences.

Disciplinary Consequences

For acts that are deemed as Biased Incidents, the Deans Office will assess the severity of the act and assign disciplinary consequences accordingly. The severity of the act will be determined based on various factors, including the impact on the victim, intent, repetition, and the potential for restorative intervention. Disciplinary consequences may result in detentions, or in severe cases, suspension or expulsion.

Restorative Processes

For Biased Incidents that can be addressed without disciplinary actions, students will meet with the Cultural Intelligence and Inclusion (CQ) Committee. The CQ Committee will consist of the Cultural Intelligence & Inclusion Coordinator, administrators and a counselor(serving as a student advocate). The purpose of these meetings will be to discuss the incident with the student involved and collaboratively agree upon actions that will help the student restore them self back into the community.

During these meetings, the CQ Committee will encourage open dialogue, active listening, and reflection. The committee members will provide guidance, support, and help the student understand the impact of their actions on others. The committee will work with the student to identify strategies for personal growth, develop a plan for restorative actions, and facilitate opportunities for repairing harm caused by their behavior. These actions may include apologies, community service, mentoring, educational workshops, counseling, or any other appropriate measures determined by the committee.

Confidentiality and Privacy

Restorative Justice processes prioritize confidentiality and respect for the privacy of all parties involved. All discussions, outcomes, and records related to disciplinary incidents will be treated as confidential, in accordance with relevant laws and policies. Personal information will only be shared on a need-to-know basis, ensuring the privacy and dignity of all individuals involved. The Restorative Justice Policy reflects our commitment to nurturing a safe and inclusive learning environment. By emphasizing accountability, empathy, education, and personal growth, we aim to address disciplinary incidents and biased incidents in a manner that promotes healing, understanding, and community restoration. This policy encourages all members of our school community to actively engage in the restorative process, fostering a culture of respect, empathy, and positive relationships.

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

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.

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.

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.</p> <p>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>	<ul style="list-style-type: none"> • Conflict resolution and mediation with the Dean’s Office and/or Guidance Office. • Parent notification • Documentation in ISAMS
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.</p> <p>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>	<ul style="list-style-type: none"> • Investigation of the incident • Parent notification • Documentation in ISAMS • Depending on the outcome of the investigation consequences can range from mediation or verbal warning to an external suspension from school. • Disciplinary Observation
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>	<ul style="list-style-type: none"> • Investigation of the incident • Parent notification • Documentation in ISAMS • 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

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.

OFFENSES

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 act, 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.

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.

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.

[\(See Appendix B\)](#)

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.

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 or parent.

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 provides 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.

COMMUNICATION

CONTACT INFORMATION

You can find our list of contacts [here](#).

COMMUNICATION PROTOCOLS

For the communication protocol for academic questions or concerns, click [here](#).

PARENT-TEACHER 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/guardians' 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 NOTIFICATIONS

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.

PARENT PARTNERSHIP

EXPECTATIONS FOR PARENTS

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 their 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 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 they are 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 their 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 their 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 their 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.

PARENT PARTNERSHIP

18-YEAR-OLD STUDENTS

A student who continues to be enrolled and attends 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.

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:

President	Robyn McClure
Vice-President	Lisa Sunshine
Secretary/Parliamentarian	Erin Greener
Treasurer	Ruta Hanna
High School Liason	Lori Dubin
Middle School Liason	Judy Hull
Lower School Liason	Brittany Tuber
New Families Coordinator	Jennifer Canter
Events and Programs Coordinator	Mindy Matlock
Volunteer and Community Service Coordinator	Michelle Bylow
Faculty Liaison	Stacey Amelchenko

North Broward Preparatory School offers many opportunities for parents to become involved. If you have any questions regarding these events/activities, please reach out to Robyn McClure, NB-PA President, via email at nbpa-president@nbps.org.

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, re-enrollment, and cancellation processes including deadlines, fees, and procedures.

COUNSELING

COLLEGE ADVISING

The College Advising Office (CAO) supports students, empowering them to work to the best of their ability, inside and outside of the classroom, as they plan for their post-secondary education. Advisors host group and classroom meetings with grade 9 and 10 students to help set academic and personal goals, and provide resources to help identify the best-fit college and career options. An individualized college search and application process begins in 11th grade and personal guidance is provided through to students' university enrollment. Our advising team encourages students to take the most rigorous academic curriculum they can successfully manage, while pursuing personal interests through meaningful engagement in the wide array of extracurricular activities offered at NBPS and throughout their community.

Annual meetings are held with students and parents of every grade covering topics related to the college planning process:

- High school curriculum
- Standardized testing
- Extracurricular involvement
- College applications and deadlines
- NCAA registration and recruitment 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 transcript request beyond the initial ten allotted.

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

- Meet regularly with their assigned college advisor (either through student initiative or at the request of the college advisor)
- Develop a balanced list of colleges and universities with assistance from the college advisor that match a student's interests, goals, academic profile, and financial plan

- Brainstorm, workshop, and edit a personal statement, college essays, and resume with sufficient time for advisors to provide knowledgeable feedback and students to adopt suggestions while using their own voice
- 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 submit transcript requests in a timely manner
- Send their standardized test results (SAT, ACT, TOEFL, etc.) directly from the testing agency to their colleges and universities, or self-report scores through online portals, in time to meet individual colleges' deadlines.

SCHOOL COUNSELING - Social & Emotional

The purpose of the School 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 similar identified concerns or needs
- Planning and implementing individual programs addressing character and leadership development
- Interpreting psychoeducational, cognitive, aptitude and achievement tests
- Planning and implementing school-wide events that target social and emotional growth
- Counseling students with suicidal ideation, self-harm and suicidal attempts
- 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

HEALTH AND SAFETY

EMERGENCY 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 complete their 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 Health Portal](#)

SUICIDE OR SELF-HARM POLICY

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 Counselor, NBPS Leadership team member, or their designee will immediately verify the student's statement or actions that suggest or imply an intent to physically harm themselves or others.

Steps that may follow include:

- The student will be interviewed by the school counselor and NBPS Leadership member to verify the statements or actions.
- Based on the interview information, the school counselor will determine the level of risk

- If the level of risk is considered to be high, NBPS will contact a professional team to come to the school and assess the student. That team will transport the student to the hospital if their assessments determine a crisis. A parent will be called and notified of the situation and will meet the 3rd party team at the hospital.
- 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.
- Students and parents/guardians 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 and a return meeting will be scheduled.

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 upon return. After 3 consecutive absences, only a physician's note will be accepted to excuse the 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.



HEALTH AND SAFETY

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.

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.

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.

Influenza (Flu) Return to Campus Information:

Students with Influenza must remain home and not participate in school sponsored activities for at least 24 hours. They must 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.

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.

HEALTH AND SAFETY

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 and prior to entrance into each school division, 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. Out of the state/country physical exams will be accepted that are signed and stamped by a licensed physician within the 12 months prior to enrollment.

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 this [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. Proper sign-out procedure from school is required. Middle School students should be signed out from the Middle School Office. High School students should sign out from the Dean's Office.

HEALTH AND SAFETY

MEDICATION

Students are NOT permitted to have medication in their possession. Middle and High schoolers who require inhalers, EpiPens, or Diabetic Medication are only permitted. An Authorization for Medication Form must be filled out for those students who require daily 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. If non-compliance or a change in status occurs, an Administrator, the student, parent/guardian or School Nurse may call for an immediate review of self management.

Over-the-Counter Medication

The nurse’s office has a supply of over-the-counter (OTC) medications listed on the consent form in Magnus Health that can be dispensed as needed with the signed consent of the parent. Students are NOT permitted to carry 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’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.

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 appears shorter.
- Once at your child's designated pick up/drop off area, 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/Guardians 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/Guardians 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/Guardians will be notified via School Messenger for ALICE drills, campus evacuations, and early/late dismissals.



A parent/guardian wishing to arrange early dismissal for a student(s) must complete and submit this [Student Early Dismissal Form](#) (to be updated soon) at least one hour prior to the time of dismissal or up to 5 days in advance. Early dismissals will end 35 minutes prior to the end of each school day. In the event of an emergency that results in the need to pick up a student early, and the early dismissal form has not yet 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.

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

- Parent/Guardian submits early release form at least 24 hours prior to dismissal.
- The Middle School Office will be closed for lunch every day 11:30-12 PM. No dismissals during that time.
- Students may be dismissed early only until 3 PM on Monday, Tuesday and Thursday and 2 PM on Wednesday and Friday.
- The student will report to the Middle School Office at the time of dismissal to sign the dismissal log and receive the dismissal pass.
- The parent/guardian may also come in to the Middle School Office to pick up their child, but this is not required. 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/Guardian submits early release form at least 24 hours prior to dismissal.
- Students may be dismissed early only until 3 PM on Monday, Tuesday and Thursday and 2 PM on Wednesday and Friday.
- 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/Guardian submits early release form at least 24 hours prior to dismissal.
- Students may be dismissed early only until 3 PM on Monday, Tuesday and Thursday and 2 PM on Wednesday and Friday.
- 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 leaving school early without an authorized person picking them up:

- Parent/Guardian submits early release form at least 24 hours prior to dismissal.
- Students may be dismissed early only until 3 PM on Monday, Tuesday and Thursday and 2 PM on Wednesday and Friday.
- Student reports to the Dean's Office at the time of dismissal. After signing the dismissal log, a pass issued by the Dean's Office must be presented at the security gate for dismissal.

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

- Parents/Guardians will submit, at least 24 hours in advance, an early dismissal form for each child.
- The administrative assistant will verify the dismissal form with communication to parents and enter the dismissal time in ISAMS.
- The dismissing teacher will send the student driver 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) to sign out and pick up 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.

Middle School students are prohibited from using cell phones during supervised portions of the school day, **including class time, lunch and recess**, unless they are explicitly needed in order to enhance the current academic experience, as described below. Any Middle school student 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.

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.

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.

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 approved by the Student Government Organization Committee. The application for a temporary club will come out via email at the beginning and end of the school year. 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 Virtual Club Fair will be published and shared via email mid-September.

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 D](#)). 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 their vehicle and will be held accountable for anything which may be found in the vehicle.

STUDENT LIFE

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 this [form](#). Please note that submission of the 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

- 7:30am-6:00pm Monday -Thursday,
- 7:30am-5:00pm on Friday,
- 10:00am-2:00pm on Saturday.

Click the link to access the **Learning Commons Policies and Procedures**. [See Appendix E](#)

LOCKERS

Any Upper School Student (6-12th grade) wishing to be assigned a school locker may request one through the Dean's office using this [Locker Request Form](#). 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:

- 6th-8th 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 their 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).

STUDENT LIFE

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/Guardians 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 9th, 10th or 11th 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 LIFE

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.

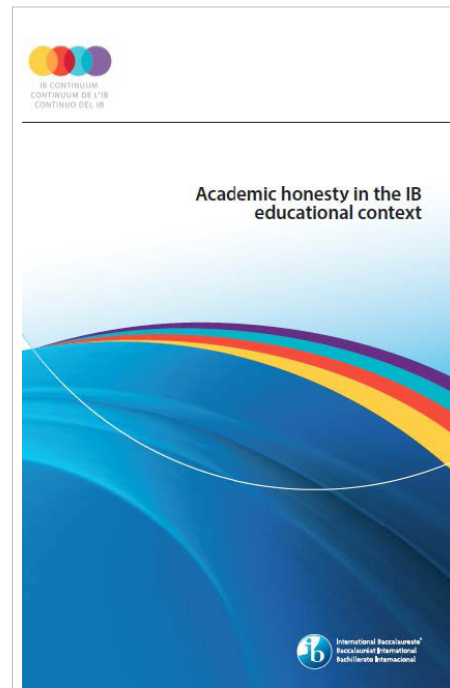
In any school community, there are always corresponding responsibilities that accompany established rights. It is this balance of rights and responsibilities that generates a well-developed individual, as well as a successful school community. The following declaration outlines the fundamental responsibilities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

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.

Appendix A: Academic honesty in the IB educational context.



[PDF LINK](#)

STUDENT RIGHTS AND RESPONSIBILITIES

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 Mandatory Recommendation for Expulsion from the Dean’s Office to the Discipline Committee.)	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	Saturday School	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 Use/Possession/or Distribution (Z)		O	M									M	M	O
Arson (Z)		O										M	M	M
Assault and/or Battery (Z)		O										M	M	M
Bias Incident	O	O			O			O	O	O	O	O	O	O
Bomb Threat (Z)		O										M	M	M
Breaking & Entering/Burglary (Z)		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 Use/Possession/or Distribution(Z)			M									M	M	O
Electronic Device Misuse		O	O				O	O	O	O	O	O	O	O
Explosives (Z)		O	M									M	M	M
Extortion		O										M	O	O
Failure to Report to Det./Sat. Sch.		O			O			O		O	O	O		
False Accusation		O									O	O	O	O
False Alarm		O										M	O	O
Fighting		O								O	O	O	O	O
Firearms Violation (Z)		O	M									M	M	M
Forgery		O	M				O	O		O	O	O	O	O
Gambling		O						O	O	O	O	O	O	O
Gang-Related Activity		O			O				O		O	O	O	M

APPENDIX B: MATRIX OF CONSEQUENCES

INFRACTIONS (Z – indicated next to an infraction indicates that the infraction requires a Mandatory Recommendation for Expulsion from the Dean’s Office to the Discipline Committee.)	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	Saturday School	Out-of-School Suspension	Recommended for Expulsion	Referred to Law Enforcement
Hate Crime (Z)		O										M	M	O
Hazing	O	O						O	O	O	O	O	O	O
Horseplay	O	O					O	O	O	O	O	O		O
Illegal Organization		O							O		O	O	O	
Inappropriate Act	O	O	M				O	O	O	O	O	O	O	O
Inattentive Behavior	O	O						O	O	O				
Insubordination		O					O	O	O	O	O	O		O
Larceny/Theft		O	M	M			O	O	O	O	O	O	O	O
Lying/Misrepresentation	O	O					O	O	O	O	O	O		O
Medication Violation	O	O	M					O	O	O	O	O		
Off-Campus Felony		O			O		O		O			O	O	O
Open Defiance		O					O		O		O	O	O	
Repeated Misconduct		O			O		O	O	O	O	O	O	O	
Robbery (Z)		O	M	M								M	M	M
Sexual Battery (Z)		O										M	M	M
Sexual Harassment		O								O	O	O	O	O
Sexual Misconduct (Z)		O							O			M	M	O
Sexual Offenses (Z)		O							O			M	M	O
Skipping Class		O			O			O	O	O	O			
Skipping School		O			O			O	O	O	O			O
Stalking		O										M	O	O
Disruption of School		O										M	O	O
Tardiness		O			O			O	O	O	O			
Threat/Intimidation		O					O	O	O	O	O	O	O	O
Tobacco Use/possession		O	M				O	O		O	O	O		
Trespassing		O			O						O	O	O	O
Unauthorized Area	O	O						O	O	O	O	O	O	O
Unauthorized Assembly		O						O		O	O	O	O	O
Unauthorized Items	O	O	O				O	O		O	O			
Unauthorized Publication		O	O					O	O	O	O	O	O	O
Unsafe Act		O			O		O	O	O	O	O	O	O	O
Vandalism		O		O	O		O	O	O	O	O	O	O	O
Vehicle/Parking Violation	O	O			O	O		O		O	O	O		O
Weapons Violation/Possession (Z)		O	M									M	M	M

NBPS RESPONSIBLE USE POLICY

The mission of North Broward Preparatory School (NBPS) is to inspire global citizens to create their future and live with purpose. 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 acknowledgment 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. 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. NBPS may exercise these rights with or without notice. Further, the use of a password

does not guarantee confidentiality or privacy or restrict NBPS's right to access electronic communications.

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 a 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.

11. I am responsible for the use of NBPS owned content and material that may be published online. I will not use the NBPS name (all iterations and abbreviations), logos, and school owned images in any way that is inconsistent with the NBPS Digital Publishing Guidelines or Code of Conduct and will seek permission from a principal or the school's marketing manager before creating any online accounts, pages, groups, videos, or posts containing NBPS property or material. A school official should have administrative access to these approved accounts, pages, and groups.

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 Pre-K 3-12 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. 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)

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
- 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 the 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. 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 at least one hour prior to the time of dismissal 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.

The mission of the North Broward Preparatory School Libraries is to enrich classroom curriculum and support student and faculty research by curating a strong resource collection; to create and teach information literacy lessons that enable students to critically analyze and ethically use information sources; to support student reading through challenging reading incentive programs, book groups, visiting authors and a world class fiction collection; and to provide flexible learning space for collaboration, research, study, and respite for students, faculty and families.

Read our full library policy [here](#).

Hours

The Learning Commons is open 7:30am-6:00pm Monday through Thursday, 7:30am-5:00pm on Friday, and 10:00am-2:00pm on Saturday.

Virtual Library and Catalog

Our Virtual Library can be accessed using this link, and the library catalog can be accessed online through this link.

Book Check-out

Up to five books may be checked out for three 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

Two small group rooms are available for student and faculty use. Rooms may be reserved, or used on an as needed basis. Reservations may be made at the Circulation Desk or by emailing lc@nbps.org. Rooms seat up to 4 students. 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 and power bank charger policy

iPads and power bank chargers may be checked for use during the school day and must be returned by library closing. Students register at the Circulation Desk. 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 emailing lc@nbps.org. 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.

APPENDIX F: TRANSPORTATION RULES OF CONDUCT

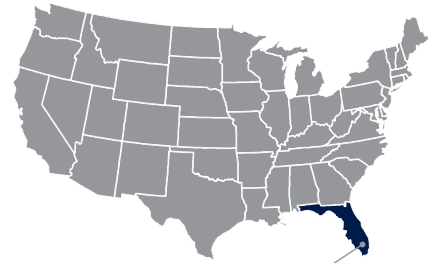
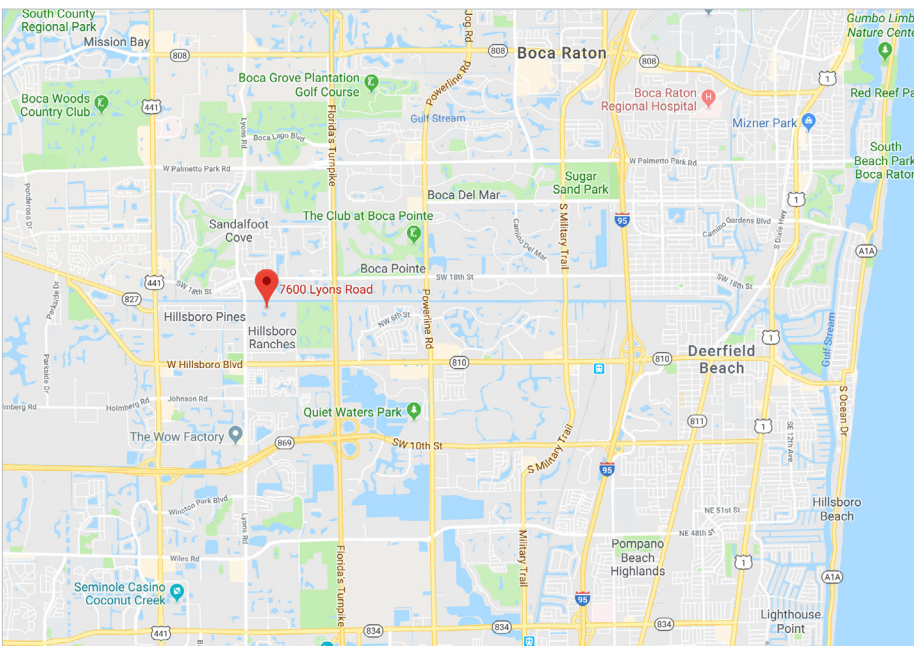
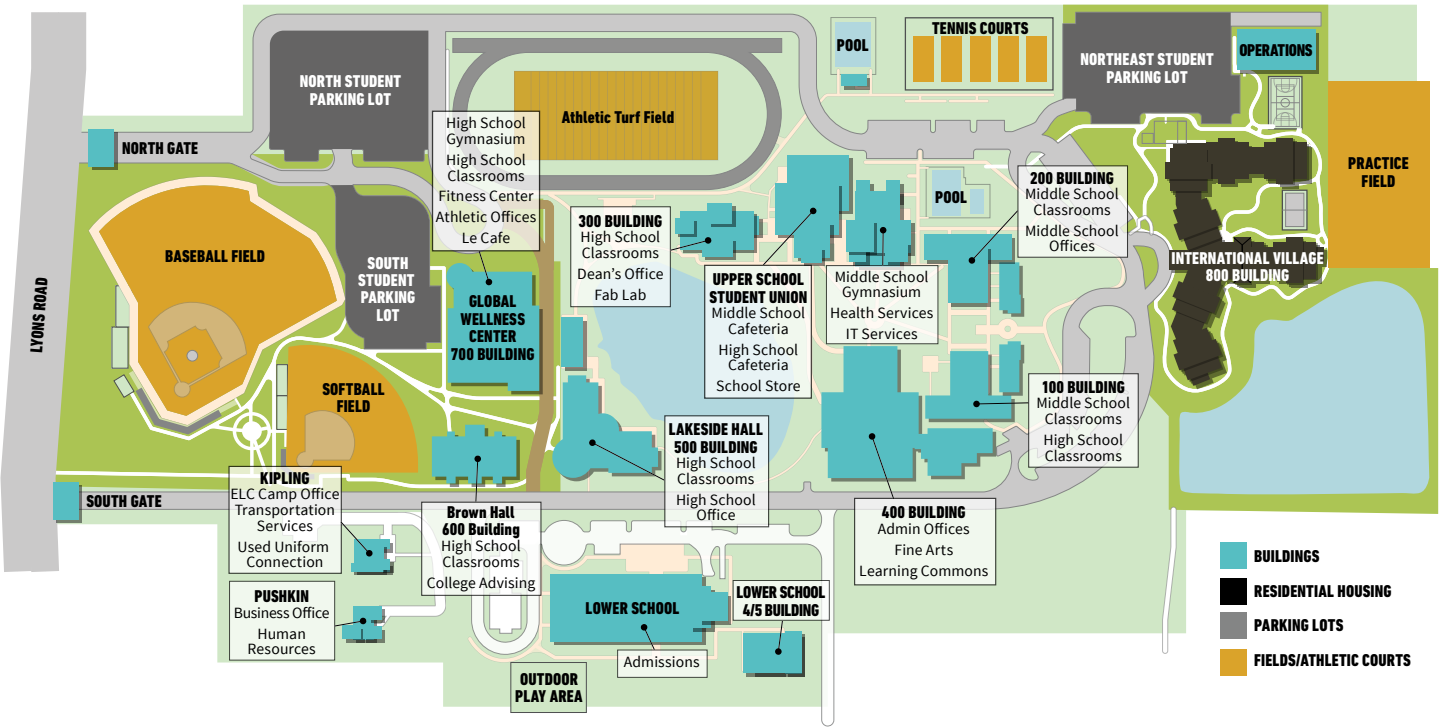
- Students must be at the bus stop on time. The driver cannot wait for those who are tardy.
- Students are to either remain with their parent(s) or with the individual designated by their parent(s) at the bus stop or remain at least five feet off the roadway at all times while waiting for the arrival 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.

CAMPUS MAP



NORTH BROWARD PREPARATORY SCHOOL

7600 Lyons Rd
Coconut Creek, FL 33073



NORTH BROWARD PREPARATORY SCHOOL

A NORD ANGLIA EDUCATION SCHOOL

7600 Lyons Road
Coconut Creek, Florida 33073

www.nbps.org