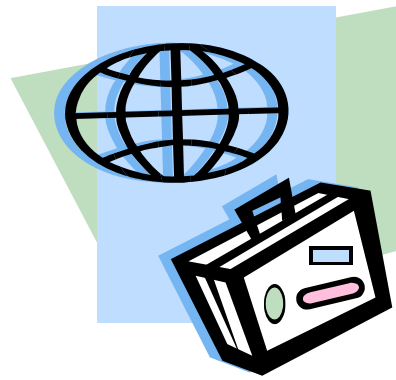




Residential Life



Student Handbook

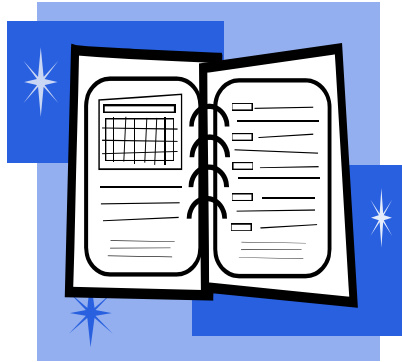
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Overview



North Broward Preparatory School opened up its campus to residential students in 2001 and residential life has been an integral part of the experience of many North Broward students since. The residential program allows students to live in a diverse environment with individuals from other cultures, religions, countries and socio-economic backgrounds. It affords students the opportunity to develop independent living skills, social awareness and tolerance for others. The residential community at North Broward Preparatory School exudes a spirit of inclusiveness, family and vitality.



Boarding Schedule during the Academic Week

7:00 am	Wake up time
7:30 am	Room Inspection and Breakfast
7:45 am – 3:00 pm	House Closed
3:00 pm	Check In / Teacher Help Available
3:30 pm – 5:30 pm	Activities
4:30 pm	Kitchen Crew (Conditionals)
5:30 pm	Dinner
6:15 pm	Open Time
7:00 pm – 9:00 pm	Prep Time
9:00 pm – 10:00 pm	Open Time
10:00 pm	House Cleanup
11:00 pm	Lights Out



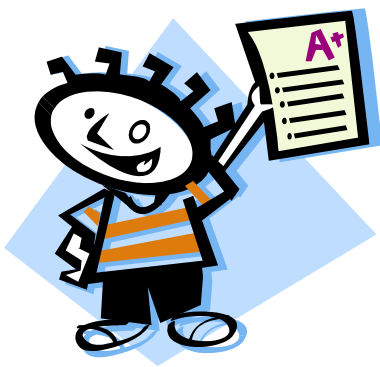
Academic and Social Standings:

Students are granted independent status if they have an A average with only one grade below an A- and have had no Dean's conditionals for the half trimester.

Students are placed on normal status if they have a B average with only one grade below a B- and have had no more than one Dean's conditional for the half trimester.

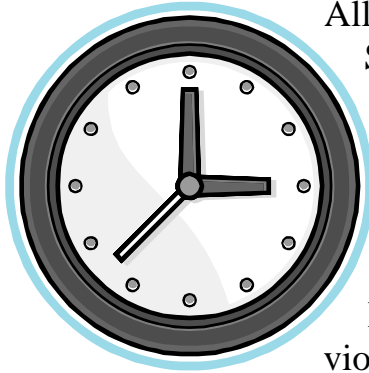
Students are placed on academic or social probation if their GPA is below a B average, or if they have any D's or F's, if they have received more than one Dean's Conditional for the half trimester, or if they have been subject to repeated residential discipline.

Standings will be updated at each half trimester.



Appropriate Times to be on the Residential Halls (Residents)

Students may not be on the Residential Halls from 7:45 am until 3:00 pm on any day that school is in session. If a student is ill, they must report to the Upper School Nurse's office prior to 8:00 am.



All students must be in the residential halls at 10:00 pm Sunday through Thursday and remain there until 7:15 am. On Friday and Saturday nights, all students must be in the residential halls at 11:00 pm and may depart in the morning only after checking out with the Housemaster on Duty.

Failure to follow these protocols is a “whereabouts” violation and will result in disciplinary reactions.

Guests of the Residential Halls

Day students of the same gender may visit residential facilities during “Open Halls” times between 3:00 and 5:00. All visitors must enter through the front doorway and check in with the Housemaster on Duty. Same gender day student visitors may come at other times, only with the express permission of the Housemaster on Duty.



A student of the opposite gender may visit only during “Open Halls” times. All visitors must enter the front doorway and check in with the Housemaster on Duty. Opposite gender visitors are restricted to the lounges and may never enter a residential hallway.

Any violation of the above protocols is a “trespass” violation and will result in disciplinary reactions.

Meals

Attendance at dinner and weekend brunches is mandatory for all. Food will be served buffet style in the Middle School Student Union unless otherwise announced. All students must check in with the Housemaster on Duty at the meal.



If a student needs to miss a meal for any reason, they must speak with their housemaster in advance.

Evening Prep Time

Students on academic probation must report to the library prior to the start of Evening Prep and remain there for the entire duration.

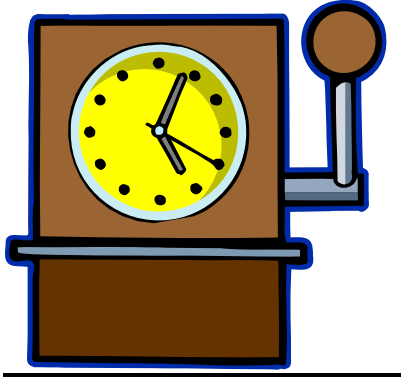
Students on normal status may study in their rooms or in the library but must report to one place or the other and remain there for the entire duration.

For the entire duration of evening prep, students must remain in their room with their door open.

Computers may be used for school work only, and internet access may be restricted. Students may not do laundry, order/prepare food, use telephones or televisions, listen to music (even with headphones), or distract other students.

Students on independent status are not required to be present for evening prep. However, if they remain on the Residential Halls they are subject to the same rules and restrictions as the other students.



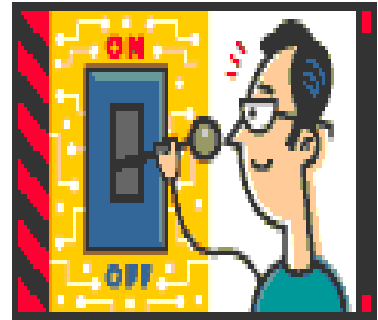


Evening Check-In

Each student must be present on their residential hall during evening check-in.

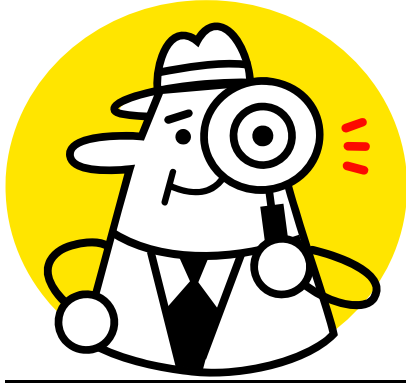
Lights Out

All bedtime rituals must be completed prior to Lights Out. After lights out, students may not use any electronic devices for any reason until 6:00 am. Failure to comply with these restrictions will result in the confiscation of any devices used and disciplinary reactions for the student.



Late Lights

Late lights time is exclusively for individual quiet study. Students who request late lights should do so before 9:00 P.M. and must work for the entire period between prep time and lights out. During late lights, there is no pairing up for study, no noise, no wandering about the halls, and no use of phones, kitchen, or laundry facilities. Abuse of the privilege will result in its curtailment



Room Inspection

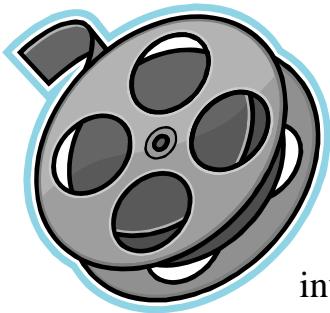
Housemasters will inspect each room each day to ensure its cleanliness. Beds must be made, trash emptied, desks straightened, floors cleared, and all clothes put away. All bathroom countertops must be cleared as well. Food is not allowed in student rooms at any time.

Electronic devices such as stereos and computers should be turned off and all windows must be closed and locked.

Dress Code

All school rules concerning earrings, shoes, skirt length, tight clothing, and general appearance apply. Students are not required to be in uniform, however all clothing must be in good condition, clean, and without offensive slogans or references to alcohol, tobacco, violence, or narcotics. Footwear must be worn at all times one is outside of their room.

The housemasters have the ultimate say on all clothing matters.



Television, Movies, and Video Games

The content of programs is restricted at the discretion of the housemaster. Viewing of material which is sexually explicit, or involves the glorification of drugs, will not be allowed.

It is *the students'* responsibility to restrict viewing to programs legally rated for their age group.

The viewing of movies and television programs, and the playing of video game consoles, is not allowed within student rooms.



Mail



Housemasters will deliver mail to the students each evening.

Mail should be addressed in the following format:

<Name of Student>
The North Broward Preparatory Schools
7600 Lyons Rd
Coconut Creek, Florida 33073

Telephones

All residential students are required to have a cell phone. Students who do not have a cell phone will be provided one by the school, at a cost to the student.



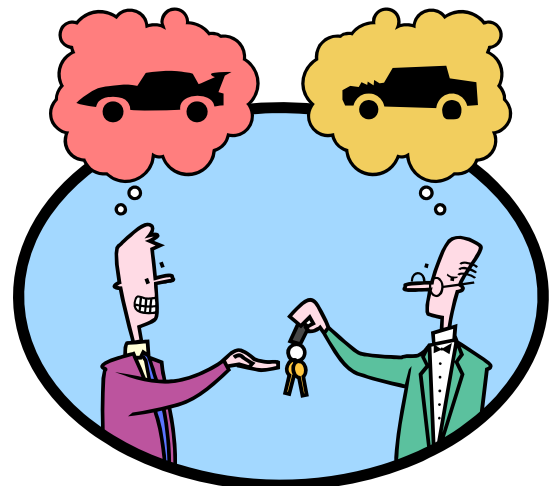
The cell phone must be carried and turned on whenever the student is off campus.

Failure to answer one's cell phone when called by a member of the residential faculty is a serious offense.

Cell phones used inappropriately, or at inappropriate times, will be confiscated. Students whose phones have been confiscated are automatically gated.

Cars

Only students with written permission from the Director of Residential Life may have a car on campus. Students may only use their vehicles to travel during an exeat weekend. Residential students may not drive other students in their cars or use them during the week without express permission from the Director of Residential Life.



Leaving Campus

Students must sign out on the House sign out sheet and have a Residential Faculty member initial the form before departure. Upon return to campus, students must sign back in. Students must have their cell phone turned on prior to departure.

Fraudulent use of this sheet, intentional or otherwise, is a violation of the honor code sections 2 and 4. All students are subject to all aspects of the honor code while off campus. All students must carry their cell phone when off campus. It is the student's responsibility to ensure the cell phone is operating during this time. Failure to answer a call from the housemaster/mistress would be considered a serious infraction.



The Weekend Program

Weekends start after school on Friday and end at 6 pm on Sunday. The Academic Week schedule is followed for Sunday evening. Residential Halls are open each regular weekend and the expectation is that all students will be staying for the entire weekend. Each weekend will feature a variety of planned activities. Any student with suggestions for activities should communicate those to the housemasters or to the Director of Residential Life.

Leaving Campus for the Weekend

Students in Normal or Independent Status may request an exeat (“authorized leave”) if they have the requisite parental approval and must request this of the housemaster no later than the Tuesday prior and must confirm with the Director of Residential Life that they are authorized to depart no later than the Thursday prior. In order to be authorized, it must be confirmed that there will be an adult present at the location they are headed to who will take responsibility for the student for the entire weekend.



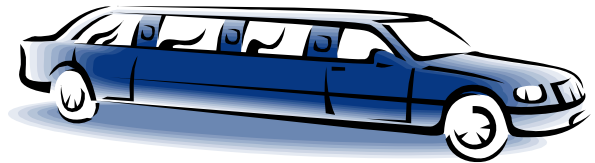
Residents taking an Exeat MUST depart for the weekend on Friday (or the last day of school before the vacation) by 6pm, and return on Sunday (or the last day of vacation) at 6:00 pm.

Airport and Rail Transportation



School transportation will be available on the day of any school vacation dismissal. This transport will service both the Deerfield Beach Tri-Rail Station and Fort Lauderdale/Hollywood International Airport.

This transportation service must be booked at least 48 hours in advance through the Assistant Director of Residential Life and will be charged a fee for this service.



Residential Rooms



Residential rooms may be decorated accordingly to reflect student personality and taste with the following restrictions:

- no nails in walls or furniture;
- no writing or painting on walls or furniture;
- no adhesive materials that may damage walls;
- furniture may not be moved out of rooms or blocking egress windows;
- and no offensive materials may be posted.

This includes materials that are drug, alcohol, or smoking related; sexually explicit or suggestive; gender offensive; or offensive to political or sexual orientation. Housemasters and the Director of Residential Life are the arbiters of what constitutes appropriate decorations.

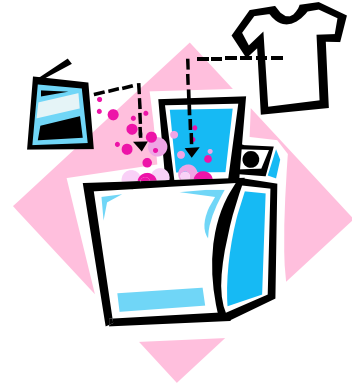
Music must be played in a way in which it can not be heard outside the bedroom. Headphones are highly recommended any student playing music which contains inappropriate language will be disciplined as if they had used that language themselves.



Practicing or playing musical instruments is not permitted in the residences without the permission of the housemaster.

Kitchens, Lounges, and the Laundry Area

These common areas are for student use and are the students' responsibility to maintain. They must be kept clean, safe, and free of damage. Kitchens, lounges, and laundry facilities are closed during evening prep. A laundry and dry cleaning service is also available at cost to the student.



Hall Cleanup

Common spaces are cleaned each evening by a cleanup crew.

Fire Safety and General Security

All houses are equipped with fire alarms, there are smoke detectors in each room, and each entrance is alarmed. Evacuation procedures are posted clearly in all rooms. Evacuation procedures are practiced at least once in the night and once in the day every trimester.



Unless an emergency situation exists, no one except authorized school personnel may touch any fire, electrical equipment, or security equipment; including lights, fuse boxes, fire alarm boxes, switches, wiring, alarm box, alarm sensors, and fire extinguishers. Tampering with fire and safety equipment poses a serious threat to the community and will be dealt with seriously by the school.

Housemasters and Residential Assistants

On a day-to-day basis, the Housemasters run the Residential Halls and are there to help students achieve their personal and academic goals. In addition to the Housemasters, Residential Assistants work to ensure proper supervision, guidance, and continuity of programming.



The Assistant Director of Residential Life

The Assistant Director of Residential Life, is responsible for assisting the Director of Residential Life guiding the day to day activities of the students, including weekend programming. The Assistant Director also works to coordinate communicate between parents and staff members, coordinates the logistics of student travel, and assists in the admissions process for new students at The North Broward Preparatory Schools.

Director of Residential Life

The Director of Residential Life, oversees the residential and international student programs. In this role, the Director recruits, trains, and supervises the residential faculty members, guides the day to day activities of the students, and coordinates the recruitment and admission of residential students at The North Broward Preparatory Schools.

Prefects

Prefects are responsible for working with the housemasters to assure that the basic operations of the residential halls are running smoothly and to nurture and support the general morale of the residential community.

Residential Life Specific Consequences

Consequences will occur for violations of residential expectations such as socializing during prep, failing room inspection, or not being ready for lights out include the following:

Gated: When students are gated, they are unable to leave the residence halls during free time without the express permission from the Housemaster.

Roomed: When students are roomed, they are unable to leave their room until lights out without express permission from the Housemaster. In addition, they may have no visitors in their room and their door shall remain closed. Rooming begins after prep time.

Campused: When students are campused, they are unable to leave campus in the afternoon. In addition, their exeat privileges may be revoked.

Early Lights Out: When students have early lights out, they must go to bed thirty minutes earlier than usual. Sometimes early lights out may be even earlier.

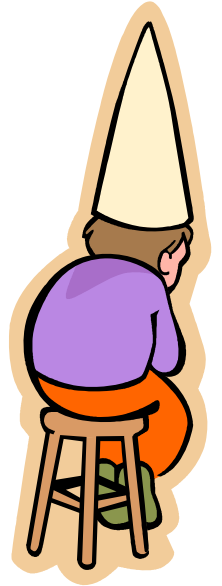
Early Wake Up: When students have early wake up, they must get up earlier than normal and complete assigned chores.

Extra Cleaning Duties: To be determined by housemaster.

Housemaster's Conditional: Afternoon work detail supervised by the Housemasters.

Confiscation: Any item used inappropriately may be confiscated. Durations of confiscations are at the discretion of the housemaster. In some instances, the item may only be returned to the parents.

The infractions above are only the most common. In addition to those listed, housemasters may administer any of these sanctions (or those of their choosing) whenever it is warranted.



Other Major Rule Violations

Any violations of major school rules, which occur within the residential halls or outside of the academic day, will be referred to the Director of Residential Life for an immediate response.

Students who are found in possession of, or under the influence of, alcohol or drugs (including paraphernalia) will be expelled.

Residential Disciplinary Consequences

MINOR OFFENSES

Late Leaving Dorm	"Roomed after Prep Time"
Failed Room Inspection	"Work Crew Duty"
Missed Meal	Roomed / Early Lights Out
Inappropriate Language	"Roomed"
Inappropriate Behavior	"Roomed"
Study Hall Issues	Extra Study Hall
Inappropriate Laptop Use	Loss of Laptop
	<u>Except Study Hall / Class</u>
Late for Lights Out	Early Lights Out



FIRST	Offense would be 1 day punishment
SECOND	Offense would be 1 week punishment
THIRD	Offense would be a "Teacher's Conditional"

All documentation of "Notifications" and "Conditionals" will be forwarded to the Dean's. Any student with a conditional will not be allowed to leave campus on the weekend. You will then ramp up according to the Dean's Office policy for Conditionals.

MEDIUM OFFENSES

Lying:	Teacher's Conditional - > Dean's Conditional - > In School Suspension ->Expulsion
* Whereabouts:	Teacher's Conditional - > Dean's Conditional - > In School Suspension -> Expulsion
Bullying:	Teacher's Conditional - > Dean's Conditional - > In School Suspension -> Expulsion

First Offense can fall anywhere on chart, subsequent offenses ramp up

SERIOUS OFFENSES

Smoking	(Including possession)	In School Suspension - > Expulsion
Fighting		In School Suspension - > Expulsion
Stealing		In School Suspension - > Expulsion

Second Offense of either will be Expulsion

MAJOR OFFENSES

Alcohol	(Including possession)
Drugs	(Including possession)
Drug Paraphernalia	
Lit objects inside a building	(Including smoking)
Stealing	

**Whereabouts is being in the wrong place at the wrong time (off campus without signing out, in a car without permission, in a building at the wrong time, in the other gender's building when not allowed, etc.)*