

The North Broward Preparatory Schools Student/Parent Handbook

Upper Campus



The North Broward Preparatory School s Student/Parent Handbook is intended to provide the Schools' families with a quick and easy reference to the information needed during the course of a typical School year. 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 fewer distractions and greater effectiveness. All of these procedures and guidelines are vital to The North Broward Preparatory Schools' community.

Every attempt has been made to be sure that the information contained in this handbook is organized in a way that provides easy access to the information herein. The School reserves the right to amend the handbook at any time. Updates and additions to this handbook, as well as information about the daily activity and accomplishments of the School will be found at the Schools' Internet website (<http://www.nbps.org>). Your presence and participation in our School community shows a commitment to support our School its mission, goals, and standards of conduct. Please take time to peruse your handbook in order to familiarize yourself with The North Broward Preparatory Schools' policies and objectives.

North Broward Preparatory Schools Student/Parent Handbook 2007-2008

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Mission Statement

We, the members of the North Broward Preparatory Schools' community, are committed to developing each child's unique style of learning within our academically challenging program. We encourage enthusiastic life-long learners who value themselves and others as productive responsible citizens in an ever-changing technological world. We believe that all students will learn when their needs are the primary focus of all the decisions impacting the work of the School.

We believe that our curriculum offers a myriad of teaching approaches to accommodate a student body with vast differences in learning needs.

We believe that providing students with opportunities in the arts is an integral part of developing a well-rounded individual.

We believe that providing opportunities for physical activities and encouraging healthy choices will foster both a sound mind and body for life.

We believe that the integration of technology into the curriculum is essential for providing students with the necessary skills to become global citizens.

We believe that a student's self-esteem is enhanced by the mutual trust and positive relationships developed within the School community.

We believe that within a supportive environment, the School's Honor Code enhances the personal and social education of our students.

We believe that a safe and physically comfortable learning atmosphere promotes student learning.

We believe that students will become confident, self-directed, independent learners when they are actively engaged in the learning process.

We believe that students need to apply their learning in meaningful contexts and need to be able to demonstrate their understanding of essential knowledge and skills using a variety of assessment tools.

Philosophy

Our faculty is dedicated to maintaining high academic standards while also fostering the development of character and integrity. The School emphasizes self-discipline, cooperation and responsible citizenship and incorporates both social and physical development into a diverse curriculum. The North Broward Preparatory Schools strive to be a unified, cooperative and responsive community committed to promoting in students a desire to learn and the skills necessary to pursue their goals. We believe that learning takes place most effectively in an environment of mutual respect and shared responsibility.

Values

Informed by our mission and our philosophy, our values are best defined by the ongoing quest for excellence. That means that we encourage our students to do their very best in all they pursue rather than have them compare themselves to others. Reinforcing that concept, we assign high priority to creative teaching and high standards of personal conduct for all adults who serve as role models for our students. Finally, we want our students to develop critical thinking skills so that they can defend what they believe.

Vision

The School's central vision is to challenge our students to accept responsibility for their own learning with the support of teachers and staff members who care about their future. In that way, we fulfill our responsibility to students to empower them to succeed both in college and in life.

Environment

The North Broward Preparatory Schools' program strives to provide a vibrant, challenging, and invigorating experience for everyone involved – vibrant, because it creates an atmosphere of excitement and anticipation; challenging, because it calls for the full development of innate talents; invigorating, because it results in a sense of pride and accomplishment.

Each student possesses gifts unique to him or herself. The mission of The North Broward Preparatory Schools has been constant throughout the years. Our students will graduate having identified their personal learning styles in a way that will allow them to better utilize this information in their future academic, professional, and personal endeavors.

Non-Discrimination Policy

Admission and participation in our educational program is open to all eligible students who meet our qualification requirements regardless of race, color, disability, national origin or ethnicity.

Student Disability Accommodations

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

NBPS Upper School (Grades 6 -12) Information

Contact Sources

General Information

Please note that all callers will be asked electronically to direct their own call to one of four locations: the High School, the Middle School, Lighthouse Point Academy or the administrative offices (Headmaster, Registrar, Admissions, Business Office, etc.).

Administration

Mr. Philip E. Morgaman is President. The president is in charge of the development of a School program dedicated to the highest standards and operating principles. Working with the Board of Trustees, the President is responsible for the employment of the Headmaster, articulation of the mission of the School and the design of policy and financial requirements of that mission.

Mr. David Hicks is Headmaster. The Headmaster is responsible for the articulation of the School's mission, the supervision and coordination of the Principals' efforts and the design and implementation of the day-to-day operating rules and regulations for the entire School, grades PK -12. The Headmaster is also the person who works directly with the Board of Trustees and the Parent Teachers Association (PTA). (954) 247 -0011 (ext. 376)

Dr. Jeanne Korn is Assistant Headmaster of Institutional Development. The Assistant Headmaster oversees new and existing student enrollment. In this regard, the Assistant Headmaster develops strategies to both retain and attract students. The Assistant Headmaster oversees all of the School's advertising, marketing and open house events. (954) 247 -0011 (ext. 303)

Ms. Peri-Anne Chobot is the Dean of Faculty who is responsible for overseeing faculty performance. In this regard, The Dean of Faculty assists the faculty on a daily basis providing advice on instruction, classroom management, and student -parent communication. The Dean of Faculty coordinates in -house faculty training programs and ensures that all faculty members maintain their credentials. (954) 247-0011 (ext. 393)

Mr. Greg Vest is the Director of Operations who is responsible for all "Non-Academic areas in the school, including maintenance, transportation, security, support staff, and the school nurses. (954) 247-0011 (ext. 337)

Ms. Yvonne Procyk is the Special Assistant to the Headmaster and responsible for all his appointments. She liaises on his behalf wherever appropriate, including with the Board of Trustees and the leadership of all Meritas schools. She helps coordinate the school calendar, and edits the bimonthly newsletter, The Quill. (954) 247-0011 (ext. 309)

Ms. Patricia Sammons is the Operations Office Coordinator, responsible for organizing the Director of Operations appointment also supports the non- academic areas in the school including maintenance, transportation and security. (954) 247-0011 (ext.384).

Ms. Mary Anne Holck is an administrative assistant in the main administration offices. The administrative assistant makes appointments for the President of The North Broward Preparatory Schools, in addition to greeting parents and visitors to our School. (954) 247-0011 (ext. 312)

Middle School (grades 6 -8)

Mr. Anthony Della Costa is the Principal of the Middle School. The Principle is responsible for overseeing the implementation of the curriculum, and of procedures regarding trimester examinations, daily assignments, weekly syllabi, and homework for the Middle School. Questions of Middle School policy should be directed to the principal (954) 247-0011 (ext. 311).

Ms. Patrice Rogers is the Assistant Principal of the Middle School. The Assistant Principal is responsible for assisting the principal in the preservation of the health, welfare, morale, and activities of the middle School. The Assistant Principal oversees all matters related to student activities and course scheduling (954) 247-0011 (ext. 311).

Ms. Carmen Mendez is Secretary to the Middle School Principal and Assistant Principal and is responsible for their appointments and for the coordination of all Middle School office services (954) 247-0011 (ext. 301).

High School (grades 9 -12)

Mr. Daniel Tuchman is the Principal of the High School. The Principal is responsible for overseeing the implementation of the curriculum, and of procedures regarding trimester examinations, daily assignments, weekly syllabi, and homework. Questions regarding the High School academic program can be addressed to the principal. (954) 247-0011 (ext. 367).

Mr. Bruce Fawcett is the Assistant Principal of the High School. The Assistant Principal is responsible for assisting the Dean of Faculty in the preservation of the health, welfare, morale, and activities of the high School. The Assistant Principal oversees all matters related to student activities and course scheduling (954) 247-0011 (ext. 341).

Ms. Joan Thomas is Secretary to the High School Principal and Assistant Principal and is responsible for their appointments. The Secretary is responsible for the coordination of all High School office services (954) 247-0011 (ext. 372).

Lighthouse Point Academy Program

Ms. Peri-Anne is Dean of the Lighthouse Point Academy. The Dean is responsible for overseeing the School's program for students with specific learning disabilities in grades 4 through 12. In this role, the Dean recruits, trains and supervises all of the LPA faculty members, including classroom observations and evaluation. The Dean provides day -to-day guidance to faculty, administration and staff to implement and maintain programs that promote the goals of the LPA program. The Dean also oversees the guidance department. The Dean is available for conferencing with parents and teachers, mediating concerns and answering general questions regarding LPA and guidance. (954) 247-0011 (ext. 328)

Mrs. Donna Ahlbum is Attendance Officer and the Administrative Assistant for Lighthouse Point Academy and Guidance Services. She is responsible for appointments for the Dean of the Lighthouse Point Academy. She is also responsible for recording attendance. (954) 247-0011 (ext. 329)

Guidance Counseling

Mrs. Nicole Vredenburg and Ms. Kimberly Blow , High School Guidance Counselors, are the individuals to contact with questions regarding counseling policy for the High School student and can be reached at Mrs. Vredenburg (954) 247-0011 (ext. 348) and Ms. Blow (954) 247 -0011 (ext. 356).

Ms. Shira Caswell is the Middle School Guidance Counselor. Each student has a faculty advocate with whom he/she has contact on a daily basis. The guidance counselor is the individual to contact with questions regarding counseling policy for the Middle School student. (954) 247 -0011 (ext. 390)

Office of College Advising

Ms. Heidi Teplitz, Director of the Office of College Advising, is responsible for the design and implementation of the college advising program, administrator of the PLAN and PSAT tests, serves as College Advisor for one-third of NBPS seniors and juniors, and can be reached at (954) 247-0011 (ext. 218).

Ms. Patricia Skelton and Ms. Karen Siegel, Associate Directors of College Advising, serve as College Advisors to one-third of NBPS seniors and juniors. They can be reached at (954) 247-0011 (Ms. Skelton ext. 394; Ms. Siegel ext. 212).

Ms. Jamie Thomas, College Advising Administrative Assistant, welcomes visitors, directs questions to the appropriate people, helps process applications, maintains student records, coordinates college admission visitations, helps coordinate PSAT and PLAN testing, and schedules appointments with College Advisors when they cannot be contacted directly. She can be reached at (954) 247-0011 (ext. 308).

Admissions, Financial Aid, and Academic Scholarship Programs

Dr. Jeanne Korn, Assistant Headmaster oversees our Admissions, Financial Aid and Academic Scholarship programs. She also manages our marketing and advertising. Dr. Korn can be contacted on 954 247-0011 (ext. 359).

Ms. Jackie Fagan, Director of Admissions is responsible for responding to inquiries about the Upper School Program, distributing the written information required for admissions, and for answering all questions regarding the status of an admissions application. The Director of Admissions is responsible for the administration of any test or the procurement of any information required in support of the admissions application. Upon receipt of a formal admissions application, you may expect a written confirmation of the status of the application. Questions on the testing or status of the receipt of any required supportive information should be directed to the Ms. Fagan on (954) 247-0011 (ext. 303). The Director of Admissions is also responsible for the processing of applications for the High School Academic Scholarship (students entering grade 9) and Upper School Financial Aid Programs (students entering grades 6 -12). Inquiries for either of these programs should be addressed to the Director of Admissions (954) 247-0011 (ext. 303).

Mr. Nathan Wright is the Director of Residential Life, organizes and supervises the residential and international student programs, including the admissions process, at The North Broward Preparatory Schools. (954) 247.0011 (ext. 227).

Ms. Irene Fernandez is Secretary to the Director of Admissions responsible for their appointments and all headmaster and admissions department office services. All requests for assistance from either of those offices should be made to Ms. Fernandez (954) 247-0011 (ext. 350).

Registrar

Ms. Anita Nabhan, Registrar, is responsible for the maintenance of all School student records. Questions regarding policy guiding the processing of grade reports, transcript mailings, and any other student School records should be directed to the Registrar. (954) 247-0011 (ext. 319). The Registrar is also responsible for assisting with any questions concerning Edline.

Alumni

Ms. Anita Nabhan, Director of Alumni, is responsible for all alumni events and general contact with alumni.

Finance

Ms. Janice Coleman is the Director of Finance, she oversees the business, financial and technology affairs for NBPS. She can be reached at (954) 247-0011 (ext. 345). The business office staff contact information is below.

Ms. Stacy Ho-On: Business Office Manager	ext 392	Ho-Ons@nbps.org
Ms. Julie Esterman: Billing Coordinator	ext 226	Estermanj@nbps.org
Ms. Cheryl Amick: Purchasing Coordinator	ext 373	Amickc@nbps.org
Ms. Jillian Warshaw: Business Office Assistant	ext 314	Warshawj@nbps.org

Transportation Services

Mr. Jerry Maher, Director of Transportation Services, is in charge of all School transportation. He is responsible for the coordination of all daily bus schedules, shuttle bus services between the Upper and Lower School campuses and activity trip transportation. Questions about bus transportation policy and schedules should be directed to the Director of Transportation Services. (954) 444-9511 He reports directly to the Director of Operations, Greg Vest (ext. 337).

Maintenance

Mr. David Taylor, Is the Director of Maintenance, he oversees all building and ground maintenance services on the Coconut Creek and Coral Springs campuses. The Director of Maintenance directs the efforts of all the members of the maintenance support staff. Requests for maintenance services and/or information of maintenance policy should be directed to (954) 247-0011 (ext. 318). The Director of Maintenance reports directly to the Director of Operations, Mr. Greg Vest (ext. 337).

Lost and Found

Questions of lost and found items should be directed to the Dean's Office (954) 247 -0011 High School (ext. 323) and the Middle School (ext. 379) A charge may be levied to recover lost items. Any items not claimed by the end of each trimester will be donated to charity.

Food Services

Mr. Magnus Meekins, Director of Food Services is in charge of the Student Union and all lunch and banquet food services. Daily menus will be published monthly on the Schools' website ("About NBPS") at <http://www.nbps.org>. Additional questions about the items on the daily menu, special dietary needs, or clarification of general food services policy should be directed to the Director of Food Services. (954) 247-0011 (ext.349).

Note: Questions about the financial standing of individual lunch accounts is a business matter, not food services, and should be directed to the Billing office (954) 247 -0011 (ext. 226)

Conduct/Discipline

While all violations of School policy are ultimately the responsibility of the Headmaster, the first contact when dealing with matters of discipline is made with the Dean of Students.

Mr. Rex Nottage is the Dean of Students to the High School. He is responsible for assisting the Dean of Students in implementing the areas as outlined in the above paragraph. He has specific responsibility for the management of detentions. (954) 247-0011 (ext. 323).

Mr. Derrick Mays is the Dean of Students to the Middle School. He is responsible for assisting the Dean of Students in implementing the areas as outlined in the above paragraph. He has specific responsibility for the management of detentions. (954) 247-0011 (ext. 379)

Library Media Services

Ms. Bonnie Marshak, School Librarian, is responsible for all library services, including direction on the use of the Internet as an information resource tool. Questions of the library media program and policy should be directed to the Librarian (954) 247-0011 (ext. 365).

Technology Services

Phone: 954-247-0011 ext. 366 - Fax: 954 -247-0046

Ms. Chari Distler Driscoll, Director of Technology, is responsible for resource services to members of the faculty, staff, and student body grades PK -12 and the overall design of Technology Services. Questions of policy and of services provided by the technology program of the School should be directed to the Director of Technology. (954) 247-0011 (ext. 334).

Mr. Philip Wernersbach, Technology Center Manager, questions relating to technology should be addressed to the Technology Center Manager. (954) 247-0011 (ext. 229).

Mrs. Darlene Swan, Administrative/Technician, is the contact for information on repairs and laptop orders. (954)247 -0011 (ext. 366)

Medical Health Services

Ms. Brooke Ferrer, LPN, is in charge of coordinating all health services including attending students who become ill during the day, maintaining the records of health and emergency care information, calling parents to retrieve ill children, attending to minor campus injuries, or coordinating special accommodations for special physical or medical conditions. All reports or questions of contagious disease or special physical or medical conditions, including the requirement for reporting the student usage of prescription drugs during the School day, should be directed to Ms. Ferrer (954) 247 -0011 (ext. 310).

Interscholastic Athletic Program

Mr. Daniel Haney, the Director of Athletics for North Broward Preparatory Schools and Director of Athletics for the Meritas family, is responsible for overseeing all the Athletic Departments associated with the Meritas Family and for all activities related to the professional operation of the North Broward Preparatory School's Athletic Department. (954) 247-0011 (ext. 313) or fax (954) 247 -0122.

Mr. Scott Williams, the Associate Athletic Director, works closely with and assists the Athletic Director in the day to day operation of the Athletic Department. The Associate Athletic Director is responsible for student eligibility/compliance, communicating with the FHSAA, overseeing athletic fundraising, and managing the athletic budget. Questions regarding any school or state policies for boys or girls teams at the high school level for interscholastic athletic programs should be directed to the Associate Athletic Director at (954)247-0011 (ext. 201).

Ms. Tricia Amrhein, the Assistant Athletic Director and Sports Information Director, works closely with and assists the Athletic Director and Associate Athletic Director in the day to day operation of all High School and Middle School Athletics. The Sports Information Director and Assistant Athletic Director is also responsible for the coordination of all website material and media relations for the athletic department, recognizing teams and student athletes for their achievements, overseeing the scheduling for all Athletic Teams and managing the day to day operations of the athletic office. (954) 247-0011 (ext. 358).

Mr. Craig Dunn, the Middle School Athletic Director, works closely with and assists the Athletic Director and Assistant Athletic Directors in the day to day operation of Middle School Athletics and is responsible for all activities related to the operations of all Middle School Athletics. The Middle School Athletic Director is also responsible for all activities related to the operations of the School Intramural Program, compiling the schedules for all Athletic Teams, and overseeing the scheduling of transportation for all athletic events. (954) 247-0011 (ext. 364).

Ms. Jena Cameron, the Athletic Trainer is responsible for the prevention, assessment, treatment, and rehabilitation of all injuries that occur to NBPS athletes. She will provide immediate care when needed. She will also be heavily involved in the rehabilitation and reconditioning of any injury that should occur to an NBPS athlete. (954) 247-0011 (ext. 322)

Note: Updated rosters, schedules, and results for both middle and high school teams may be found on the athletic website (www.nbps.org), or by calling the Athletic Department at (954)247-0011 (ext. 358).

PSTA, Board of Trustees

Mr. David Hicks, Headmaster, is the School's liaisons with the Parent Teacher Association and School Board of Trustees. Questions about parent programs for the Upper School or suggestions for agenda items for the Board should be directed to Mr. Hicks at (954) 247-0011 (ext. 376).

School News and Website Information

Mr. Robert Leigh is in charge of School Information appearing on the School's Internet website (<http://www.nbps.org>). Questions and/or suggestions for items to be included on the website should be emailed to him at leighr@nbps.org.

The School Day

Elementary School (PK-5) 8:00a.m-2:50p.m.

Middle School (Grades 6-8) 8:20a.m.-3:25p.m.

High School (Grades 9-12) 8:00a.m.-3:00p.m.

The Coconut Creek Upper School Campus consists of the Lower School (Elementary School, grades PK-5), Middle School (grades 6-8), and High School (grades 9-12). At the Upper School, the formal school day begins at 8:00 a.m. The doors to the school building at the Coconut Creek Upper School campus will open at 7:30a.m. Shuttle bus transportation is scheduled to depart from Dan Witt Park at 7:15a.m. daily. There will be two separate buses, one for Elementary School and one for middle and high school. They will be arriving at the Upper School campus at approximately 7:45a.m.

Students remaining on campus after School dismissal and not involved in a formal School activity are expected to maintain a level of behavior that assures both the physical safeties, acceptable level of sound, and adherence to School rules and regulations that are required during the School day. The Library Media Center will be open until 5:00 p.m. Monday through Friday and students are invited to use that facility for quiet study, research, and homework.

Shuttle bus transportation will depart the Upper Campus on the following schedule:

Elementary School shuttle-
3:00p.m. from Upper Campus to Dan Witt Park

Coral Springs shuttle-
3:45p.m. from Upper Campus to Coral Springs

Middle and High School shuttle-
3:45p.m. from Upper Campus to Dan Witt Park

In High School, each academic day consists of seven class periods, special help sessions or meetings with advisory groups, and a lunch period. In addition, students participating in an after-school study lab, athletic, co-curricular, or extra-curricular even will have a somewhat longer School day.

In the Middle School, each academic day consists of seven class periods and a lunch period. Students will have scheduled advisor/advisee meeting times daily. As with the High School students, Middle School students who participate in an after-school study lab, athletic, co-curricular, or extra-curricular event will have a somewhat longer School day.

Attendance

Regular attendance is essential to the satisfactory completion of the year's work, regardless of grade level. It is expected that every student, except in case of illness or other unavoidable reasons, attends School. Academic difficulty may result from irregular attendance or frequent tardies. Parents are asked to avoid scheduling routine doctor and orthodontist appointments during School hours.

Note: If a student is absent more than 8 days during a trimester (excused or unexcused per course), an adjustment in the grade will be made and may result in an "F" for the grading period A. A student may make an appeal if there are extenuating circumstances (i.e. an extended illness that is documented by a doctor's note; death in family, etc.). In order for a student to participate in an extracurricular activity or School trip, he must arrive by the start of Period D and not have an early dismissal prior to Period D.

Absentee Make-Up Homework

Students absent from School regardless of the reason must assume responsibility for all work missed during the absence. While it is not the School's intention to penalize students for absences, the following guidelines are in effect for make-up work without academic penalty. Individuals returning from excused absences (illness, School approved trips, family emergencies) are expected to complete all missed work, including tests, within a time equal to the number of School days missed. Individuals returning from unexcused absences (pleasure trips, early vacations, etc.) or as a result of disciplinary suspensions are expected to complete all work no later than the end of the day of return to School. Work not completed in accord with the above guidelines may be subject to academic penalty. Questions of whether an absence involving a trip is to be classified excused or unexcused should be clarified in advance of the trip with the Assistant Principal or Principal.

It is important to emphasize that the initial contact and responsibility for any work missed due to a School absence is that of the student and parents. While every effort will be made to assist any student in covering work missed during absences, teachers are instructed not to penalize other students during class time by spending disproportionate amounts of time with students returning from absences. Parents planning trips during School time are expected to assume the responsibility for finalizing academic make-up arrangements with the Assistant Principal before beginning the trip.

Absences/Signing Out

Attendance is taken promptly at the beginning of each School day. Students entering the location of any class or class meeting after that time are recorded as being tardy. **Students who arrive after 8:30 will obtain a pass from the Middle School, High School, Dean or Security Offices.**

If a student is going to be absent or late to School parents should leave a message on the attendance line (954) 247-0004. This should be done before the start of School. Students who are tardy on a regular basis will be held accountable. Upon reaching the 5th tardy in a trimester, each subsequent tardy will result in a removal from the first period class and a zero for that class period.

Students in all grades must be signed out by a parent (or an adult previously authorized in writing by the parents) in the Dean's Office whenever they leave School within regular school hours regardless of the purpose. Students must sign back in if they return to School within those same School hours on the same day.

Students who drive to School may be excused by a note from a parent or guardian. If a student is to leave School at any time other than the normal dismissal time a note stating; the time, the reason for leaving and a phone number where the parent can be reached during the day should be presented to the Dean of Students Office before first period. If no such note is provided then a parent or guardian must come to School and sign the student out in person. Students cannot be dismissed by any other means.

Academic Information

Course Requirements

Throughout the Upper School all students in both The North Broward School and Lighthouse Point Academy receive instruction in departmentalized courses in English, mathematics, natural and physical sciences, history and social sciences, foreign languages, art, music, drama/theater, the computer sciences, and health and physical education. The North Broward Preparatory Schools' High School transcript will include all courses completed during grades 9 -12. Any High School level course work taken before the 9th grade will be noted on the transcript, but not be counted toward the GPA or toward the 24-credit requirement.

Middle School (grades 6 -8): A minimum of five (5) academic and two enrichment classes are required of all North Broward School and Lighthouse Point Academy Middle School students. The North Broward School Middle School students complete one unit of credit in English, social science, natural science, foreign language (except for 6th grade) and mathematics. Sixth grade middle school students also are required to take a four week trilogy of classes that include life skills, keyboarding and study skills. All middle school grade students may elect to take music, drama/theatre/art, Study halls, physical education, and computer science classes

The *Lighthouse Point Academy* program, referred to as LPA, has been designed to present the same elements of the North Broward Preparatory School curriculum to students of average to gifted intelligence who have been diagnosed with a specific learning disability and who require a more personalized program. The students work in smaller groups with specially trained educators. The program offers accommodations of curriculum and teaching that more effectively help students with different learning styles. Lighthouse Point Academy emphasizes the process involved in learning as well as the content of curriculum. Lighthouse Point Academy students participate in all North Broward Preparatory School's activities, including athletics, fine and performing arts, computers, field trips, and extracurricular activities. Lighthouse Point Academy (LPA) students maintain the same schedule as The North Broward School students with one exception: during the Middle School years, emphasis is given to additional language arts study while foreign language study is delayed until the High School years. The LPA student also benefits from an extensive reading program called Expressways to Reading.

High School (grades 9-12): A minimum of twenty-four credit units earned in grades 9-12 is required for graduation. All High School students are required to take a minimum of five (5) academic courses each trimester. Also required is completion of 100 community service hours by the time of graduation (see Community Service section). Courses required among the academic credits are outlined below. Academic elective selections complete the credits required to earn either The North Broward School or Lighthouse Point Academy diploma. Only courses designated as "academic" will be included in the GPA.

During grades 9-12:

English: trimesters)	4 years	Computers/Fine Arts:	2 years (6
Mathematics:	4 years	Physical Education:	2 trimesters
Social Sciences:	4 years	Health:	1 trimester
Natural Sciences:	3 years (LPA 4 years)	Interim Courses:	1 per year
Foreign Language:	Level 3 in 1 language or 2 years in 2 languages	Total number of credits required for graduation:	24

No grades taken at other Schools or colleges are included in the North Broward Preparatory Schools' GPA. To qualify, the Valedictorian and Salutatorian must have been in continuance enrollment at NBPS since the beginning of Grade Ten. The administration may declare a tie based on equal or very similar grade point averages.

Accumulation of High School Credits and Course Failures

Students are required to earn a minimum of 24 credits during the four years of high School in order to graduate. (See "Course Requirements.") A failing grade ("F") earns no credit; if a failure makes it impossible for a student to earn the twenty-four credits necessary for graduation, the only option will be to repeat the year (no other rules or circumstances would prevent that).

If a student fails two or more classes, he/she may be required to repeat the grade. These situations will be taken on a case-by-case basis to be determined after a conference with the student's parents and the Principal and/or Assistant Principal /Dean of LPA.

Any student that fails twice in a single subject area (e.g. math) during the course of Middle School or during the course of High School may not be invited back to NBPS.

A grade of "D" results in promotion to the next grade or subject-level except in foreign language in which case the student must earn at least a C- in order to move on to the next level. The Principal and the Assistant Principal/Dean of LPA will review all Upper School students who have failed one or more courses for either one trimester or the year in order to determine their academic status for the following year.

When retaking a course at NBPS, during the year or summer, both courses stay on the transcript and both grades stay in the GPA. Any course taken off campus, as a retake or for enrichment, will go under additional credits and is not included on the GPA.

Requirements for Honors and Advanced Placement Courses

To be enrolled/registered in an Honors or Advanced Placement course, the student must have an A- average in the previous level of that course. Other considerations will be taken into account, including but not limited to: trimester exam grades, work habits, standardized test scores, placement testing, writing samples, attendance, and behavior. In order to remain in an Honors or AP subject area, the student must maintain a B in the course the previous year. This policy applies to an accelerated math and language program as well. Additionally in order to register for an Honors or Advanced Placement course, approval from the appropriate department chair and/or Principal must also be granted.

Credit for summer academic work of any kind for Upper School students must be approved in advance by the School administration. Summer courses and off -campus courses completed during the School year will not automatically receive credit towards meeting The North Broward Preparatory School s' graduation or course prerequisite requirements; only those courses approved in advance by the Chair and administration will count towards meeting the School s' graduation requirement.

Course Drop -Add

No class may be changed after the Drop-Add period except at the request or direction of the School administration. The Drop-Add period for trimester and year-long academic courses is the first fifteen (15) School days of the trimester or year. The Drop-Add period for non-academic courses is the tenth School day of the trimester or year. Dropping a course after these deadlines could result in a W (withdrawal) for that course appearing on the transcript. Any student wishing to discuss a change in his/her schedule or drop-add a course must present a completed course change request form to the Assistant Principal. Department Chair approval may be necessary.

Activity/Athletic Program Eligibility

The North Broward Preparatory School s is a member of the Florida High School Activities Association (FHSAA) which dictates minimum standards for student eligibility in co and extra -curricular activities at the high School level. The FHSAA also outlines expectations for fair and equitable play and provides state championship play starting at the district level. *"The FHSAA requires that as long as a 2.0 cumulative grade point average the student will be academically eligible for participation. If a student in the ninth or tenth grade falls below the 2.0 cumulative grade point average requirement, the student will be allowed to*

participate on a semester-by-semester basis if the student (a) earns a 2.0 grade point average on courses taken in the previous semester alone, (b) signs an academic performance contract with the School, and (c) attends summer School as necessary. Once, however, the student enters the 11th grade, he or she must have and maintain from that point forward the 2.0 cumulative grade point average to be eligible.”

Therefore, at The North Broward Preparatory Schools, if a student falls below the 2.0 as described in the FHSAA bylaws stated above, the School will certainly abide by the rule that deems the student ineligible for the following semester. *Note: Individual coaches and co-curricular and extracurricular sponsors may apply a higher standard in order for full participation in an activity.* But, also, if at any time during the semester a student’s academic performance falls below what the School and parents mutually agree the student’s natural ability dictates should be expected, the student may be restricted from participation in that activity (or activities) until a satisfactory level of performance has been reestablished. Such a removal is expected to be short term. Further, it is expected that the combination of student, parent, advisor, teacher(s), and activity sponsors working in harmony to affect such a result will be the most effective avenue to success. **Note:** The Activity/Athletic Program eligibility guidelines apply to High School students (grades 9-12) or Middle School students participating on a Varsity or Junior Varsity team. On Middle School teams and activities (including sports, performing arts, etc), eligibility and participation are dealt with on a case-by-case basis by the Principal and Assistant Principal

Note: In order for a student to participate in an extracurricular activity, he or she must arrive by Period D and not have an early dismissal unless accompanied by a doctor’s excuse.

Homework

The North Broward Preparatory Schools Middle and High School programs endorse homework as one of the most important contributors to the learning process. Homework is assigned as a tool for preview of up-coming discussions, and the more effective assimilation of subject matter previously presented. It is graduated in terms of length according to grade level and difficulty of material. Homework is also supported as a means of learning both short and long-range responsibility and teaching a student to become an independent learner. Parents should consider homework as a contract between the School and the child.

Assignment Pages

Consistent with the priority both The North Broward School and Lighthouse Point Academy place on teaching students organizational skills, teachers will publish a weekly listing of both class work and homework. The assignments will be published no later than Sunday evening on the teachers’ homepages found on the School’s website at www.nbps.org. ***With the assignments available on the Internet, it will not be necessary to come by or call the School for absentee homework assignments when the student is absent.*** It is important to note that all assignments listed, are subject to change should the rate of progress in the class vary from that anticipated.

A concerted effort on the part of the entire faculty is made daily to teach how to study as well as what to study. Also, a concerted effort is made to help each student identify “how he/she learns best,” and to develop strategies of approaching subject matter in a way that takes that method into consideration.

Most students work at different rates and with different learning styles. Therefore, it is impossible to make assignments that fit into specified time limits for everyone. The emphasis is on mastery of concepts, not quantity of material. The faculty will seek to give only the quantity of work that the student should reasonably be expected to accomplish within a reasonable amount of time.

The daily schedule will generally provide time for middle School students to begin homework due the next School day during advisory. However, there should not be an occasion where the student will be able to say, “I finished my homework in class.”

The Lighthouse Point Academy homework policy is based on the belief that homework should be used to reinforce and practice skills learned in class, and to develop appropriate study habits. Because of

organizational, memory, and processing difficulties, students with learning disabilities need a significant amount of structure and preparation in order to work independently at home. With this in mind, teachers begin the School year with smaller amounts of homework, and add to it as the year progresses and these study skills are mastered. The amount of homework varies from student to student, with those who are capable of more independent work being required to do more. As part of the development of organization and study skills, LPA students are required to carry a homework assignment journal.

Grading System

In The North Broward Preparatory School's program grades are reported using "A" through "F" designations.

A student will receive no credit for a course in which he or she receives an "F". Further, the student will be required either to repeat the course or complete special pre-approved summer work as a condition of re-enrollment in the next course level. To receive recognition for any summer work, pre-approval by the School administration is required. In addition, a student may be required to retake an NBPS exam before credit is awarded in order to ensure the summer work was comparable to our curriculum.

Assessments for Lighthouse Point Academy Middle School students will be identified in concert with the grade level of achievement represented. For example, seventh grade students earning a B grade based on the completion of work encountered on a sixth grade level will have both facts recorded on the report card.

Letter grades are the standard utilized in both The North Broward School and Lighthouse Point Academy programs. Seldom will numerical grades based on a 100-point scale be used. However, a conversions scale for The North Broward Preparatory School's middle (grades 6-8) and High School (grades 9-12) is listed below:

A+	97-100	B+	87-89	C+	77-79	D+	67-69
A	93-96	B	83-86	C	73-76	D	63-66
A-	90-92	B-	80-82	C-	70-72	D-	60-62
						F	(below 60)

Academic Probation

Any student whose cumulative or trimester GPA drops below a 2.0 or who earns two grades below C -on a report card will be placed on academic probation and parents will be contacted. If the grades or GPA don't return to acceptable levels the following grading period, a parent meeting will be called in order to formulate a plan. Any student who remains on academic probation for more than two trimesters jeopardizes his/her continued enrollment at the School.

Test Days

In an attempt to avoid having a student scheduled for a number of major tests or reports on any one day, two days per week have been earmarked for each core academic subject as outlined below. Quizzes, which may be either announced or unannounced but not weighted as much as 50% of any major test or report in the teacher's grading system, may be given on any day.

Monday: Social Studies and Science

Tuesday: English and Math

Wednesday: Science and Foreign Language

Thursday: Social Studies and English

Friday: Foreign Language and Math

Please note that on occasion tests will be given in academic elective subjects on days other tests in the major subjects are also scheduled. Every effort will be made by those elective subject teachers to check the

master test schedule and avoid as many conflicts as possible. However, just as in life, there are those days when such conflicts are unavoidable. We suggest every effort be made to make such instances into a learning situation.

Grade Reports, Communications, and EdLine

Parent -teacher conferences are scheduled on a formal basis during each fall. All parents of students are urged and expected to attend these conferences. Parents with questions and concerns are always encouraged to contact the advisor and/or teachers. In consideration of the great demands placed on teachers, parents should refrain from engaging teachers in a discussion at times when their attention needs to be on their classes. We encourage parents to call email or schedule a conference with the teachers if you have any questions or concerns regarding your child. In the Middle School teachers meet frequently to discuss student progress. If it is determined that a full conference with all subject area teachers is warranted, the advisor will arrange a mutually agreeable time with the parent(s). Recommendations and strategies for improvement and implementation will be made during the course of the conference.

LPA parents are also invited to attend parent -teacher round table discussions. At these meetings, the parents, LPA administration, all of the student's teachers, and often the student, discuss progress and set goals. Parents are invited to email or call for appointments for these meetings.

Edline:

Midterm Reports are posted on Ed line after the mid -point of each trimester for all The North Broward Preparatory Schools' students. Parents may access their child's grade on the 15th and 30th of each philosophy includes frequent contact between the parent and School. A unique username and password are provided and are required to access the system.

It is important to note that scheduled written reports summarizing student progress should confirm philosophy includes frequent contact between the parent and School. In all instances, but especially those where a student is experiencing difficulty with either the depth of material or submitting assigned work on time, the School expects the parent to play an active role in the process of finding a solution. It is understood that if an issue is to be addressed in a timely fashion, the parent should be informed by the teacher or advisor of the need to meet and discuss the matter before it becomes of crisis proportion. Acceptance of that responsibility is the School s' pledge to each parent.

Extra Help/Tutoring/Tutorial

Extra-help sessions are the norm, not the exception for students in both the North Broward School and Lighthouse Point Academy Programs. Seldom will there be a class period where time is not spent working with individual students. Finally, teachers not engaged in School activities are also routinely available before or after School Mondays through Fridays in their classrooms on an appointment basis for extra help until 4:00 p.m. Extra-help sessions are designed for special skill review for a test, or clarification of an assignment. Either the student or teacher may initiate extra -help sessions. When such sessions are requested in advance by the teacher, only approved medical or dental excuses are acceptable reasons for absence.

School policy prohibits a teacher from tutoring one of his/her own students for financial gain. Exception: with administration approval, a teacher may tutor a student for money who is behind in his work due to a lengthy excused absence if there is no adequate alternative.

It should also be noted that daily after School (until approximately 5:00 p.m.) the library will be made available for students who wish to study in a quiet place. This study area is not to be confused with a study hall or extra help/tutoring session.

Middle School Advisor -Advisee Program

The Advisor-Advisee Program which is a “single-gender” program, provides the student with an adult member of the faculty with whom there is regular contact and a focal point for the student, his/her teachers, and parents to direct questions of academic and personal progress. The advisor also serves as the student advocate when the occasion arises.

College Advising Office Policies

I. Release of educational records form

By senior year, each college applicant submits to the College Advising Office a “Release of Educational Records” form that the student and a parent have signed. The form authorizes NBPS 1) to send official transcripts and other educational records to institutions to which a student applies; 2) to submit letters of recommendation and to answer questions on application forms; and 3) to notify college admissions office of significant changes in an applicant’s status or qualifications after applications or other materials have been sent.

II. Letters of recommendation

An official “School” letter of recommendation is written for each college applicant by an NBPS College Advisor based on the student’s academic and personal records, the “Student Information” and “Parent Questionnaires”.

Many colleges and universities also request recommendations from an applicant’s teachers. It is the student’s responsibility to ask teachers for recommendation letters and to provide teachers at least two weeks before deadlines with properly filled out forms along with the date by which the letters need to be submitted to the College Advising Office for mailing in NBPS packets supporting applications.

School and teacher letters of recommendation are as enthusiastic and supportive as students’ records and accomplishments permit. Such letters are confidential communication between NBPS and colleges and are not released to students or to parents.

III. Test scores

Because college admission offices usually require “official” reports of applicants’ standardized test scores, students are responsible for contacting the College Board or the ACT on-line, by telephone, or by mail to have SAT or ACT test scores sent directly to colleges and universities. NBPS cannot send official test reports for students.

IV. Reporting honor, discipline, or attendance issues, and violation of law

Some college applications including the Common Application ask students and/or School officials whether an applicant has been 1) suspended, removed, dismissed or expelled from School for violating major School academic rules or behavioral misconduct; 2) convicted of a misdemeanor, felony or other crime; or 3) absent from School for a substantial period.

Any student in such a situation should talk to his or her College Advisor before filling out applications to discuss ways of presenting circumstances and lessons learned. Because colleges and universities that ask an applicant such questions will also ask the applicant’s College Advisor for confirmation, it is important that accounts of circumstances be truthful and consistent.

When a college admission officer requests additional information about an applicant’s conduct, NBPS College Advisors initially ask that the applicant be contacted for an explanation. If the college or university continues to be concerned about the conduct or the way it has been reported, the College Advisor will then respond to questions about the situation.

High School Interims

Students in the High School (grades 9-12) will be required to participate in a two-week interim program every Spring. Interim courses offer highly concentrated presentations of information relating to a single time, place, topic, or activity. These classes may involve work on- or off-campus (or both), and will, in some cases, have fees associated with them. High School students will be required to participate in the interim program every year that they are enrolled in The North Broward Preparatory Schools, and will earn a quarter-credit for each interim course that they take. Regular classes will be suspended during the interim period, and the interim classes will follow goal- oriented curricula including readings, homework, projects and examinations.

Since participation in the interim program is considered part of the regular School program, all standards of student attendance, conduct, rules, and regulations will apply during all interim activities, whether on or off -campus. Major disciplinary infractions while on School -sponsored trips may result in a student being sent home at the parent's expense.

Middle School Expeditions (MSE)

Students in the Middle School (grades 6 -8) will have the opportunity on an annual basis to participate in a number of overnight trips. While this trip will have academic overtones and objectives, of even greater import will be the stated purpose of promoting peer relationships and the demonstration of positive interpersonal skills.

Students opting not to attend the MSE will participate in our on-campus program. Therefore, all School activity either on or off campus will be considered part of the School program and subject to all standards of student conduct rules and regulations. Major disciplinary infractions while on School -sponsored trips may result in a student being sent home at the parent's expense.

Community Service

Beginning with the ninth grade year, community service is introduced as an experience essential to all students' understanding of the importance and personal gratification gained in assisting their community, their School or their fellow man.

Students in the High School (9-12) are required to complete 100 hours of community service during their four years at NBPS. **Mr. Daniel Tuchman** is coordinator of the community service program. He is responsible for arranging and publicizing community service opportunities available for the students and approving all any community service projects. Information on community service projects available to students may be found on the Edline Community Service Page. Community Service hours cannot be earned for any work that is paid. Questions regarding the community service program should be directed to Mr. Tuchman at (954) 247 -0011 (ext. 341).

Completion of community service hours is a requirement for both a North Broward School and Lighthouse Point Academy diploma. A student may not be allowed to participate in his or her graduation ceremony, or receive an official School diploma until all community service hours have been completed.

Academic Honors Recognition

Honor Roll

Middle and High School Honor Rolls will be published at the end of each trimester on the basis of an average of all academic courses (courses meeting at least five times per week and graded on an A, B, C system). To attain the distinction of Highest Honors, a student must earn a grade -point -average (GPA) of no less than 3.70, and no failing or unsatisfactory performance or effort in any course. To attain the distinction of Honors, a student must earn a grade -point -average of no less than 3.50, and no failing or unsatisfactory performance or effort grade in any course.

Honor Societies

The North Broward Preparatory School is a member of The National Honor and National Junior Honor Societies which promote appropriate recognition for students whose accomplishments in the areas of scholarship, character, leadership, service, and citizenship are outstanding.

Membership in the Dominus Lumen Chapter of the National Junior Honor Society is open to seventh and eighth grade students, who have attended the School for the equivalent of a minimum of one trimester, and who have compiled a **cumulative** grade point average beginning with the sixth grade of 3.67. Membership is granted by faculty nomination and election of students who meet scholastic requirements, and on the basis of leadership, service, character, and citizenship. Students remain active in this chapter until the ninth grade. The Thomas More Junior Chapter is the corresponding NJHS chapter in Lighthouse Point Academy and reflects similar high academic standards.

Membership in the Lumen Dominus Senior Chapter of the National Honor Society is open to tenth and eleventh grade students, who have compiled a cumulative grade point average of a 3.85 beginning with the ninth grade. All nominees must attend the School for the equivalent of a minimum of one trimester. Membership is granted by faculty nomination and election of students who meet scholastic requirements, and on the basis of leadership, service, character, and citizenship. Students remain active in this chapter until graduation.

The Thomas More Sr. Chapter is the corresponding NHS chapter in Lighthouse Point Academy and reflects similar high academic standards.

The following guidelines will give further help in defining leadership, service, character, and citizenship:

-Leadership- an individual student exercises influence on peers in upholding School ideals, exemplifies positive attitudes and inspires positive behavior in others, demonstrates academic initiative and is thoroughly dependable in any responsibility.

-Service- volunteers dependable and well-organized assistance, is gladly available, and is willing to sacrifice, works well with others and is willing to take on difficult or inconspicuous responsibilities, participates in outside activities.

-Character- consistently exemplifies desirable qualities of behavior, upholds principals or morality, ethics, and follows the honor Code: shows courtesy, concern, and respect for others, observes instructions and rules punctuality, and faithfulness both inside and outside of the classroom.

-Citizenship- understands the importance of civic involvement, has a high regard for freedom and justice, and respects the American form of government.

Health and Safety

Immunization

By Florida State Law, nonpublic Schools must require each student upon his/her initial entrance into School, to present a Florida Certificate of Immunization (blue original form -copies are not accepted) and a physical examination performed within one year of enrollment. Students who are exempt for religious or medical grounds need to provide a Florida Certificate of Immunization Exemption Form approved by county health officials.

Special Physical Requirements

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

Emergency Medical Attention/Health Form

In cases where emergency medical attention may be needed or recommended, every attempt will be made to contact parents or guardians immediately. In those cases where parents or guardians cannot be located in a timely fashion, the School will refer to the latest information on file in the standard emergency medical permission information forms requested annually.

No student will be allowed on any overnight or trip in excess of 100 miles from the School campus unless the '07-'08 Health and Emergency Contact Information Form is on file with a copy of their Health Insurance prescription card when applicable in the Schools' health office. It is the responsibility of a trip advisor to have the original of the form available on the trip at all times to be used in the unlikely event emergency medical attention would be necessary, and the gaining of essential health information when immediate contact with a parent or legal guardian would be difficult if not impossible.

Medication

Current health information is essential to the well being of each child. When a student is on any type of medication that needs to be administered during School hours, his or her parent or legal guardian must provide the School with prescription or non prescription instructions. All prescription medication requires a Broward or Palm Beach County Medication Authorization form from the prescribing physician.

Parents should give clearly labeled medication to the office and/or health staff weekly or monthly. The office and/or health staff will be responsible for its safekeeping and timely administration, but it is the student's responsibility to report to the nurse's office at the appropriate time.

Should the dosage change during the year, the parent should notify the School in writing.

Under no circumstances should a student carry any type of medication on his or her person while on the campus without authorization from the School nurse (prescription or non-prescription). **Violation of this policy will be classified as a major infraction and may result in suspension or expulsion.**

Illness

Students feeling ill during School hours will be directed to report to the nurse's office. **Students are not**

permitted to call home for permission to leave School from any phone. A member of the office staff will make that call. Students are not allowed or expected to leave School without his/her parent/guardian's knowledge and permission.

Note: If a student is signed out of School due to being ill during the day will not be permitted to return to School to participate in any extra or co-curricular activities until the following day, this includes athletic and fine art events. Parents are asked not to send a child to School if he/she is ill or a source of contagion to other children.

Students who arrive at School late due to illness may only participate in extra or co-curricular activities after School hours if the arrival is before Period D and a parent's or physician's permission has been received to do so. A student who misses School on the day before a weekend School activity for any reason including illness, must provide the sponsor with a parent or physician's permission to participate.

In all cases, a student will not be expected to leave campus during School hours until School officials have contacted a parent/guardian, or written permission is received. Adherence to all sign-out procedures as defined elsewhere in this handbook is required. Violation of this policy will be classified as a major infraction and may result in suspension or expulsion.

Contagious Diseases

Any student attending School must not be in the stage of contagion because of the threat it can cause to others on campus.

When learning that a child has contacted a contagious disease, parents are required to notify the School of the nature of the disease. Parents of other students who may have been exposed will then be notified as a means of alerting them to the exposure. Failure to notify School officials of such contagion may result in suspension or expulsion from School.

Re-entry to School after an absence for a contagious disease must be approved by the Principal and will be based on a doctor's statement noting the student no longer is in the stage of contagion which poses a threat to others on campus.

Emergency Closing Procedures

Emergency closing procedures and information will be made available on the School's website (www.nbps.org). The North Broward Preparatory Schools will follow its own closing procedures.

The following TV stations will also have School closing information: WPEC News 12 (CBS)
WPLG channel 10
WSVN channel 7

Office of Student Formation /Guidance

The Office of Student Formation is found at the heart of the mission of The North Broward Preparatory Schools. Our administration, along with the student body, developed the unique set of guidelines that govern the attitude and actions of our students-The Honor Code. This office was created to ensure that these core beliefs are thoroughly understood and instilled in each and every student in the School. Our unusual name grew out of our specific intent to

Promote positive self-esteem, *Form* kind and honest personal relationships, *Form* a safe community, *Form* self-discipline, integrity and most importantly to *Form* a deep belief that individuals can, through cooperation, create a distinctive place of vitality, creativity and support.

To this end, the Office of Student Formation develops and implements programs that seek to educate our students and their families in ways that will assist them in facing the challenges of growing up in a complex and ever - changing society.

Importantly, The Dean of Students carefully integrates these concepts into the thoughtfully designed discipline system that reflects our desire to constructively *Form* responsible children. Each stage of this system will help the students better understand their own thoughts and actions as well as the principles of the Honor Code. They will instruct the student in good judgment with the strong belief that they wish to contribute positively to our community.

The Guidance Department is responsible for individual and group counseling, individual and group testing regarding students, mediations, family issues, and NBS accommodations. The Guidance Department as part of the Office of Student Formation is committed to assist the student academically, socially, and emotionally.

Guidance files are kept separate from the cumulative files and are never merged. Guidance files are never forwarded or released without the expressed written consent of the parents. Confidential psycho - educational assessments are kept in Guidance files and are never forwarded or released without the expressed written consent of the parents.

Any disclosures from a student to an employee of the School that indicates that the child may be in an unsafe situation will result in immediate notification to the guidance counselors or Principals. Parents and/or appropriate authorities may then be contacted.

Conduct Philosophy

Friendliness and cooperation provide the main theme of School spirit. Rules are few but well defined. The School day is planned carefully to make orderly conduct natural. When unsociable behavior occurs, it should be handled firmly but always with the aim of helping the child to understand himself/herself better and to grow in self-control.

The North Broward Preparatory Schools strive to be a community of individuals in which the spirit of cooperation, mutual respect, and a willingness to accept personal responsibility is fostered. We believe that honesty, respect for self, and concern for the person and property of others are fundamental values. In support of that belief, top priority is placed on the establishment of a personal relationship between all students and members of the faculty and staff.

For reports of infractions of School policy the Dean of Students will be contacted. For reports of Honor Code infractions, students may see any advisor or member of the administration. In the case of Honor Code infractions, referring students must have one corroborating witness.

The School has the right to suspend or dismiss any student who fails to observe the School's standards of student conduct. In addition, promotion and renewal of student enrollment are dependent upon citizenship as well as academic progress. In all cases, the School will determine the severity of the situation and act accordingly. If disciplinary action is necessary, it will always have as its essential purpose the instruction of the child in his/her personal responsibility for the orderly life of the School community. In all cases involving major offenses and/or repeated minor offenses, parental involvement is an essential part of the process.

The Honor Code

Helping students develop character, a sense of personal responsibility, a sense of caring and compassion for each other, and involvement in their relevant communities is at the heart of the educational process at The North Broward Preparatory Schools. As a result, the Honor Code, which was written and adopted by the students themselves, is more broadly encompassing than typical independent School Honor Codes. In addition to academic honesty, our Schools' Honor Code provides a values framework for life in the School community including respect for others, respect for property, and respect for self. Students are encouraged and expected to uphold these values on a daily basis with their friends on the playing fields, in the classroom, and at School events. Our Schools' Honor Code represents an empowerment of the students and an expectation that they must take responsibility along with the faculty and staff for upholding what they know to be right. The Honor Code below is introduced and discussed at length over the first week of School culminating in the Honor Code Pledge Ceremony. Thereafter, it governs student values throughout the School year.

The Code

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

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

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

Academic Honesty

(Honor Code Section 1)

Any transgression of academic integrity is viewed as extremely serious. Consequences will be both academic and disciplinary.

Academic Honesty

When you submit an assignment and put your name on it, you implicitly declare that the work is your own, unless you specifically indicate that you have worked with others or used published sources. If you are in doubt about the degree to which you are allowed to work with your colleagues on any assignment, or if you have questions about the published sources that you can use, then ask the teacher.

If your behavior gives you or someone else an unfair advantage over other students, or if your actions somehow enable you or someone else to complete an assignment without doing the intended learning activity, then you are guilty of cheating. Below are some examples of cheating behaviors. Bear in mind that the list is not complete.

- ◆ copying all or part of another student's assignment
- ◆ allowing another student to see an assignment that you have prepared
- ◆ bringing unauthorized materials to a quiz or examination
- ◆ communicating with another student during a quiz or examination
- ◆ copying from another student on a quiz or examination
- ◆ making a quiz or exam paper available for another student to copy from
- ◆ communicating any information about a quiz or examination before all of the students in all sections of the course have taken it
- ◆ paraphrasing, quoting, or summarizing published material without giving credit to the source.

If an incident of cheating or plagiarism occurs, it will be handled in the following manner:

1. The teacher will report the incident to the Dean of Students and to the High School Principal. The teacher will show the Dean of Students the evidence of the cheating incident. The Dean of students will discuss the matter with the student and inform the parents.
2. The student will receive a zero on the assignment and will not be able to make up the assignment or the test. This rule also applies to trimester and final exams.
3. A letter describing the incident will go into the student's file. It will remain in the file for one calendar year. If there are no further incidents of cheating during the year, the letter will be removed. During this period, the student will be ineligible for any academic honors. The student also will be ineligible for student leadership positions, such as Student Government, National Honor Society, and Student Advocates. If the student is already in the one of these organizations, he or she will be suspended from the group for a period of time specified by that organization.
4. If a second offense of cheating occurs, all of the above items apply and there will be additional punitive action. Records of a second incident will remain in the student's file indefinitely.

Bullying

(Honor Code Section 2)

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

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

Drugs, Alcohol and Tobacco

(Honor Code Section 4)

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

Weapons

(Honor Code Section 4)

A student may be expelled immediately if he/she has a weapon of any kind in his/her possession either while on the School campus or during a School sponsored trip or off -campus function.

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

Honor Court Hearing Procedures

The Honor Code system is an important part of the character development of our students. Students accept responsibility for enforcing the shared community values represented by the Honor Code not in lieu of but in addition to the faculty and staff. Students accept the obligation to refer Honor Code violations to the Dean or Associate Dean of Students together with at least one corroborating witness. If it is determined that the referral has merit, the referred student is interviewed. If the referred student admits the violation, the administration determines the consequence of the violation unless it is a matter of first impression and potentially serious enough to merit suspension or expulsion. In the case where a referral has resulted in a denial by the referred student, a hearing will be scheduled. The hearing will result in a decision of guilt or innocence by the panel.

I. Making a Referral

- A. Any student or staff member can make an Honor Court referral if there is at least one corroborating witness. Referrals are made to the Dean's Office, who will

consult with the Advocate General to determine whether or not to convene an Honor Code hearing.

- B. Staff members retain the ability to impose discipline for any Honor Code violations they observe without convening a hearing.
- C. Honor Court hearings can be held (a) to determine guilt or innocence, (b) assess punishment when a violation is admitted or (c) address a matter of first impression or a matter of great public concern.

II. Notice to the Referred Student

- A. The referred student must be provided written notice of the alleged misconduct (including date, time and place of misconduct) and the provision(s) of the Honor Code violated. The notice will also provide the referred student with the date, time and place of the hearing. The notice will also inform the referred student of his right to representation, right to present evidence, right to cross-examine witnesses against him and the right to have his parents present. The notice will be hand-delivered to the student and sent home to the family.

III. Pre-Hearing Conference

- A. All witnesses must be identified two days (48 hours) prior to the hearing at the Pre-Hearing Conference with the presiding Administrative Officer. Advocates will have to explain the basis of each witness's testimony. Irrelevant or duplicative witnesses will not be permitted. Students will be given a pass excusing them from their schedule to attend the hearing.
- B. All exhibits must be identified two days (48 hours) prior to the hearing at the Pre-Hearing Conference with the Presiding Administrative Officer. Advocates will have to explain the basis of each exhibit. Advocates will be asked to stipulate to the evidentiary foundation of relevant exhibits.
- C. Only those witnesses and exhibits permitted by the Presiding Administrative Office may be introduced at the hearing.
- D. Pre-Hearing Motions. Advocates may ask the Presiding Administrative Officer to limit or exclude a witness, piece of evidence, scope of examination. Any expert testimony must be approved at the Hearing Conference. In addition, advocates may seek stipulations of facts and make requests for judicial admission of facts at this conference.
- E. Plea Procedure. The Presiding Hearing Officer will discuss the possibility of reaching a settlement between the School community and referred student.

IV. Hearing Procedure

- A. Opening Statements. Each advocate will be permitted a brief (three minutes) opening statement.
- B. Prosecution case in chief. The advocate for the School will present his/her case first. Each witness will be subject to cross-examination. One round of re-direct examination will be permitted. No second round of cross-examination will be permitted.
- C. Defense case in chief. The advocate for the referred student will present his/her case second. Each witness will be subject to cross-examination. One round of re-direct examination will be permitted. No second round of cross-examination

will be permitted.

- D. Witnesses will be sequestered during the hearing to avoid prejudice.
- E. Panel questions. Members of the panel and the Presiding Administrative Office can ask questions directly to any witness at any point during the hearing.
- F. Closing statements. Each advocate will be permitted a brief closing statement (three to five minutes). The advocate for the School will argue first, the advocated for the referred student will argue second. No rebuttal will be permitted without prior permission from the Presiding Administrative Officer.
- G. Hearings will be recorded.

V. Panel Deliberations

- A. After closing statements the panel will deliberate and make a recommendation to the Administration regarding the student's guilt or innocence. A finding of guilt requires a two -third vote of the Panel Members.
- B. If they find a violation, Panel Members will recommend punishment. Panel Members will be provided the referring students prior disciplinary infractions, which they may consider in recommending punishing. In addition, Panel Members may consider the punishment given in prior hearings.
- C. The Administration will review the recommendations of the Panel and announce their decision. The family of the referred student will receive a written statement regarding the outcome of the hearing.

VI. Requests for Reconsideration

- A. Requests for reconsideration must be made in writing within five business days to the Headmaster. The Administration will review such requests and render a written decision within 10 business days.

VII. Confidentially

- A. All Honor Court proceedings are confidential. Panel Members and advocates are strictly prohibited from discussing the proceedings. Violation of the confidentially requirements will be considered a violation of Section 2 of the Honor Code, Respect for Others.

VIII. Attire

- A. On the hearing day, all student participants are to wear NBPS dress clothes to School.

IX. Results

Without identification of the referred students, the results of all Honor Code hearings will be announced to the student body in summary format. In addition, a record will be maintained for use by future Panel Members.

Cellular Phones, Beepers, Radios/Cassette Players/CD Players, Laser Pen Pointers

HS Student are permitted the use of cellular phones outside of the buildings during the transition of classes. MS Students are not permitted to use cellular phones during the hours of 8:00 a.m. and 3:25 p.m. The use of audible beepers, or laser pen pointers on campus during the School day is not acceptable. The use of small

portable radios and/or cassette players, and CD players are not acceptable during the School day (unless authorized by a teacher, during class, for educational purposes). Students who do not keep such items turned off and out of sight will have the item confiscated and submitted to the Dean's Office. Only a parent may retrieve confiscated items.

Food and Drinks

(Honor Code Section 3)

Food and/or drinks in the classroom, gymnasium, or library are not allowed at any time. The Student Union, Middle School Cafeteria, Le Café, Gymnasium Foyer, and "designated outdoor areas" where trash receptacles are located are the only areas where food and drink are allowed.

Neatness of School Grounds

(Honor Code Section 3)

The North Broward Preparatory Schools believe that self-discipline, organization and structure in all daily encounters are among the most important objectives that can be set for their students. Included in this emphasis is the demonstration of pride they have in their environment, and in the maintenance of a campus that is as neat, clean and orderly as possible at all times. The Schools are environmentally aware institutions.

Habitual littering and the purposeful defacing or damage of any type to the campus buildings, grounds, or equipment are all considered major offenses of the School's Honor Code of conduct and may result in suspension or dismissal from School.

Vandalism/Graffiti

(Honor Code Section 3)

Students who vandalize or deface the property of the School or of another individual are subject to paying for the property and further disciplinary action. Vandalism and/or graffiti are by definition a purposeful act. If such damage is by accident, the student is to report the damage to a teacher or to a member of the administration immediately. While the expense for such damage may still be the responsibility of the student, prompt reporting of the damage may be the difference between the act being classified as an accident rather than vandalism or graffiti.

Student Driving/Parking

The North Broward Preparatory Schools Coconut Creek Campus is private property. The driving and parking of motorized vehicles on campus grounds is to be considered a privilege reserved for High School students who have been allocated parking spaces by the Dean's Office.

A speed limit of 20 miles per hour in the non-building areas, and 10 miles per hour in the building areas, unless otherwise posted, shall be observed. Students are not allowed to enter the parking lot or a car nor drive on campus during School hours without the consent of an administrator. Anyone who is found unauthorized in a car, allows unauthorized students in their car, drives recklessly, or does not follow prescribed driving or parking rules, may lose his/her privileges to drive and park on campus both during and after School hours as well as other disciplinary action deemed necessary.

Students will be assigned parking places for a fee of \$250 per year. Assigned parking spaces will be assigned on a first come/first served basis. The High School Student Government in conjunction with the Senior class will be responsible for collecting fees, enforcing parking regulations and maintaining a litter-free parking area. All fees collected go to helping to fund student activities such as Prom, etc.

Student vehicles should be parked only in their designated marked space found in School parking lots identified for student access. Parking is prohibited on the grass or along driveways, circles, turn-around, emergency lanes, and delivery areas. Student vehicles are not allowed in parking areas identified for

members of the faculty and staff, visitors, bus, maintenance and delivery vehicles, or the handicapped. The School is not responsible for damage to vehicles on campus.

Students will be required to provide a photocopy of his or her driver's license, register the license number, make and model of any vehicle to be driven and parked on campus, and written acknowledgement that he or she understands the importance and agrees to follow all speed limits and other regulations governing use of the School's driveways and parking areas.

The driving privilege may also be removed as a disciplinary consequence related to attendance or other matters.

Uniform Dress Code

Dress and appearance standards are at all times to be maintained in the manner and style which is, in the sole opinion and discretion of the School administration, appropriate for an independent college preparatory school. Parents are asked to help the School in carrying out the NBPS dress standards by supporting the letter and spirit of the code, and seeing that their sons and daughters are properly attired when they leave for School each morning. Students not in correct uniform will be sent to the Dean's Office. At the discretion of the Dean's Office the student may be disciplined and/or removed from class until an appropriate replacement items is brought in.

The North Broward Preparatory Schools endorse a student uniform dress code during class hours and School sponsored trips or off -campus activities. In addition, the Schools' emphasis is on neatness and appropriate taste in the matching of all acceptable items. All items are expected to be free from threadbare and torn conditions. Shirts, blouses, shorts and trousers are expected to be neat and clean, and shirt will be tucked. Trousers and shorts are to be worn in unaltered fashion at the waistline with a belt. Hair should be shaped, well groomed, and of natural color. For males, hair should be above the collar. No facial hair is permitted. Piercing of ears within reason for female students is the only acceptable form of body piercing allowed. No body piercing for boys is acceptable. New clothing items must be purchased from Prep Connection, Glades Road, Boca Raton, in the colors and styles listed on their order form. Any clothing items from prior years with the School's name or logo may be worn as long as they are in acceptable condition. During the School day, sweat pants may be worn only for physical education classes. Either zippered or regular NBPS sweatshirts may be worn to class, but only as outerwear over the acceptable knit shirts or blouses. Shorts, skirts or culottes must be of appropriate length (approximately 2 inches above the knee). The School has instructed Prep Connection not to shorten those items in a manner violating School regulations. Clothing required as a condition of participation in a School activity or organization may be purchased from Prep Connection and also worn as School attire on pre-announced occasions (i.e. School blazer, tie, band or chorus polo shirts, etc.). For safety reasons, no student may wear flip -flops or sandals.

Guidelines for dress-up and dress down days will be provided by the Dean of Students.

All students are expected to be in proper NBPS dress up attire on dress days throughout the year.

Dress Uniforms

The Dress Uniform (*required of all Middle and High School Students*) is as follows:

HIGH SCHOOL BOYS: School Blazer with Embroidered Crest, long sleeve white oxford button down shirt, school tie, khaki uniform slacks, brown or black dress belt, brown or black socks, and dress brown or black shoes.

HIGH SCHOOL GIRLS: School Blazer with Embroidered Crest or alternatively, School pull over sweater with Embroidered Crest, long sleeve white oxford button down shirt, khaki uniform skirt or pants, and closed toe brown or black dress shoes.

MIDDLE SCHOOL BOYS: Long sleeve white oxford button down shirt with Embroidered Crest, School Tie, khaki uniform slacks, brown or black dress belt, brown or black socks, and dress brown or black shoes

(clean new sneakers allowed for boys and girls on a dress up day).

MIDDLE SCHOOL GIRLS: Long sleeve white oxford button down shirt with Embroidered Crest, khaki uniform wrap skirt, or pants and closed toe brown or black dress shoes (clean new sneakers allowed for boys and girls on a dress up day).

WHEN REQUIRED: The Dress Uniform will be worn every Wednesday of the School year and at other times (Honor Court Hearings, Team Game Days, etc.) as announced. The School will make every effort to schedule special assemblies, etc. on Wednesdays to minimize extra dress up days. With the exception of the Honor Code Induction Ceremony, jackets for high school boys and sweater vests for middle school girls do not have to be worn before October 1 or after May 1 unless otherwise announced. Teachers may allow high School students to take off the blazers in class but they must be worn outside of class.

The School's existing uniform policy will apply on all other days.

Trips

The North Broward Preparatory School considers both the participation of students while on the campus and on School sponsored trips or off-campus sponsored activities as part of the regular School program. Therefore, all School activity either on or off campus will be considered part of the School program and subject to all the rules and regulations of standards of student conduct. Major disciplinary infractions while on School sponsored trips may result in a student being sent home at the parent's expense. No student will be allowed on any overnight or trip in excess of 100 miles from the School campus unless the '07-'08 Health and Emergency Contact Information Form is on file in the School nurse's office.

Miscellaneous

Transportation Services Shuttle

Shuttle bus service will be running from both Dan Witt Park and the Lyons Road Coconut Creek Upper School campus. The following is a schedule of the departure times:

Lighthouse Point Shuttle

7:15 a.m.	from Dan Witt Park to Coconut Creek Campus
3:00 p.m.	from Coconut Creek Campus to Dan Witt Park (elementary School)
3:45 p.m.	from Coconut Creek campus to Dan Witt Park (MS/HS)

Coral Springs Shuttle

7:00 a.m.	from Coral Springs campus to Coconut Creek campus
7:30 a.m.	from Coconut Creek campus to Coral Springs campus
3:00 p.m.	from Coral Springs campus to Coconut Creek campus
3:45 p.m.	from Coconut Creek campus to Coral Springs campus
4:15p.m.	from Coral Springs campus to Coconut Creek campus

Anticipated travel time between campuses is approximately 20 -25 minutes. Parents are expected to be at the destination ready to pick up their child when the bus arrives.

Extended care for Lower School students is offered, however there will be no shuttle bus from the Coconut Creek Campus to Dan Witt Park for the Elementary School children after extended care. The safety of the younger children is always a concern. While the Upper School Dean of Students will be available to assist with the transportation and security system on the Coconut Creek campus, there will be no on-going supervision for the younger students. In the unlikely event that there is a Lower School student who habitually is not picked up immediately upon arrival of a shuttle bus at the Coconut Creek campus, shuttle

bus privileges will be revoked.

Students are expected to conduct themselves in a satisfactory manner with no unruly horseplay, loud noise, misuse of School property or facilities, or other unacceptable behavior allowed. All rules and regulations in effect during the School day will be considered in effect during that time. A student displaying unacceptable behavior will face both disciplinary action and loss of the privilege to remain on campus after School hours.

Community Bus Service

A published schedule of community service bus routes is finalized prior to the beginning of the School year. Description of the tentative routes and procedure is available to all parents prior to the start of School in both the Middle School and High School Offices. Questions regarding the registration procedure, routes, and fees should be directed to the Transportation Director, **Mr. Jerry Maher** at (954) 247-0006 ext. 306 or (954) 444 -9511.

Students should be ready 5 to 10 minutes before the bus is due to arrive. During the first two weeks of School the times for pickup and delivery will vary, but routes will finalize into definite patterns as parents, students, and bus drivers become accustomed to the routine.

Parents are asked to be home when their child is due to arrive; otherwise, the driver is instructed to bring the child back to School. Written permission is required from the parent if it is felt the child is responsible enough to come home to an empty house.

Bus lists in order of pick-ups and drop -offs are available at the School office after the routes are finalized. Drivers notify the office of any breakdowns. Parents are asked to call the transportation department at (954) 247-0006 or Jerry Maher at (954) 444-9511 as early as possible on days their child will not be using the community bus service.

Guest Riders

Bringing a friend home on the bus is acceptable if room is available. Written permission is required from the parent from both the host and guest student at least one day in advance. There is a nominal charge of \$10.00 for the friend per ride.

Bus Behavior

A NBPS School bus is an extension of the School campus. Regular School procedures, including the rules and regulations and Honor Code for ALL students, prevail. The School reserves the right to remove students from the bus either temporarily or permanently if their behavior warrants such actions. We enlist the cooperation of the parents in working with the drivers and the School to ensure a safe and pleasant ride for the child.

Any act that impairs the safety of the bus riders as well as other motorists, or in any way defaces or damages a bus is unacceptable. The following list of student expectations sets the basic ground rules for what defines acceptable behavior.

Students ARE EXPECTED to:

- Enter and leave the bus in an orderly manner. Single file with no pushing or shoving is expected.
- Be silent when the bus is proceeding across any railroad crossing.
- Cross the road in FRONT of the bus after receiving clear signal from the driver.
- Obey all instructions of the bus driver.
- Read or participate in quiet conversation and refrain from shouting to anyone in the bus.
- Refrain from shouting or signaling to persons outside the bus.
- Use headphones with radios, cassette, CD players, or computers.
- Select a seat and once seated, stay in that seat for the entire trip.
- Avoid standing in a moving bus.
- Deposit all trash in a proper receptacle.

Students MAY NOT:

- Put arms, head, or legs out of window.
- Use any abusive or profane language or gestures.
- Throw any objects inside or out of the bus.
- Leave their seat while bus is in motion or without permission.
- Chew gum, eat or drink, on the bus.
- Strike, push, tease, or otherwise abuse another pupil.
- Shove, stomp feet, clap hands, whistle, etc.
- Board or leave the bus except at the regular stops unless the student has written parental permission on each occasion.
- Damage or deface the bus in any fashion.
- Use cell phones after campus departure.

As is true of all student and faculty or staff relationships at The North Broward Preparatory Schools, every effort will be made between the bus driver and student, and the bus driver and parent to define any problem(s) and acknowledge a course of action preventing that behavior or any other in violation of the rules from recurring. If persistent, the behavior must be reported to the Director of Transportation Services and Dean of Students (Upper School) or Assistant Principal (Lower School). Unacceptable behavior, especially when the bus is moving and/or when the safety of people on or around the bus is in question may result in the loss of bus privileges.

Student Identification Cards

All Middle and High School students will be issued photo ID cards. These cards will be used primarily for dining charges in the Student Union and library circulation privileges. Students should carry their ID cards with them at all times. Lost cards can be replaced at the Attendance office for a charge of \$5.00; repeated losses may incur additional charges.

Lunch/Food Services Program

The food service program for the Lyons Road Upper School campus features a combination of hot and cold lunches. Students may bring a packed lunch and purchase beverages and miscellaneous snacks from vending machines. They may also select a nutritiously balanced hot or cold lunch option from the School food services program. All lunches will be billed using the card-swipe system. If a student comes to lunch without this ID card, a charge will be assessed. Lost ID cards will be replaced at a cost of \$5.00.

The announcement of the School food services menu will be posted on the NBPS Web-Site (<http://www.nbps.org>) each month.

Daily School food service meals will include a choice of hot entree, salad bar, soup/sandwich combo, or combination of any of the three. A choice of beverage will also be included.

Vending machine and a la carte items from the food service program will be available to those not electing the School lunch option. **Vending machines are OFF LIMITS to middle School students during the School day.**

Students are expected to remain in the Student Union area until it is announced that they are free to return to the classroom building and/or locker area. Students are expected to assist in the maintenance of the Student Union environment and lunchroom facilities. This includes the discarding of their trash, returning trays, dishes, and eating utensils to the dishwashing area, and maintaining a clean table and surrounding area.

Important: Students are not to bring food or drinks into the classroom, gymnasium area or in the library at any time. The Student Union, Middle School Cafeteria, Le Café, Gymnasium Foyer, and “designated outdoor areas” where trash receptacles have been located are the only areas where food

or drink is allowed.

In all cases, we ask that respect for the environment, pride in the campus setting, and common sense dictate the appropriate use of trash receptacles. All acts of graffiti, flagrant littering, vandalism, misuse of School equipment or facilities, or property damage are not only major disappointments, but will be considered major violations of the Honor Code and subject to severe consequences.

Lockers

All students in both the Middle and High School on the Coconut Creek Campus will be assigned a locker. Students who are participating in either physical education classes or the interscholastic athletic program may also be assigned an athletic locker in the gymnasium locker room.

The lockers are located throughout the campus. While there is plenty of visibility and lighting in the locker areas, and the campus will be patrolled during the evening by School security personnel, it is strongly recommended that locks be used at all times.

Locks will be issued to each student at the beginning of the School year. Only those issued through the main office will be acceptable. Locks will be issued on the opening day of School and will include instruction on operation by the advisor/homeroom teacher. Replacement locks may be purchased through the School office for \$5.00.

Gymnasium Lockers

Gymnasium lockers will be assigned to students scheduled in physical education classes and/or participating in the interscholastic athletic program as numbers permit. While it is suggested locks be used, no locks will be assigned. It will be left to the policy of the physical education teacher or coach regarding the locker/lock practice to be followed. Students are not to leave valuables in an unlocked locker or on the floor of the locker room. Locks will be available for sale through the Athletic Director's office for use in the gymnasium locker rooms.

Important- please note: In the case of both the book/coat lockers and the gymnasium lockers, the School reserves the right to enter any locker at any time. Always sensitive to the rights of the individual, our prime concern is for the physical health, safety, and welfare of everyone.

Telephone Messages

Only in case of dire emergencies will classes be interrupted for delivering of messages to students. Examples of emergency messages are: illness or death of a family member or change in schedule necessitating the student leaving the School immediately due to a family emergency.

Transportation arrangements should be made prior to leaving home. School personnel will not be able to deliver messages about changes in transportation or other such non-emergency matters.

The use of cellular phones or audible beepers on campus during the School day is not acceptable unless approved by a member of the administration Students identified with such equipment will have the item(s) confiscated and submitted to the Dean's office. Only a parent may retrieve confiscated items.

Vibrating beepers may be used. Students will then be able to reply using one of the courtesy phones located in each office on campus at a time in their schedule where no conflict with a scheduled class or meeting would occur.

Drop -off/Pick -up Driveway System

Drivers who transport students to and from School are asked to use **extreme caution** in following the published pick-up/drop -off system instructions for all driveway and parking lot locations. The design of the turn -around areas has been divided into two--distinct patterns one for busses and one for automobiles.

The first turn -around area encountered is for automobiles. This is also the area for visitor parking. Drivers are urged to pay special attention to heeding the 15 -mile per hour speed limit posted after approaching the turn -around areas.

Traffic flow procedures are mailed home prior to the beginning of School. Parents are asked to follow these instructions and to heed the directions provided by the individuals who direct traffic. For student safety, drivers are asked not to allow students to enter or depart cars until the car is immediately in front of that area. **Drivers are also asked not to leave their cars while standing during the times of 7:30 a.m-8:30 a.m. and/or the 2:20-4:00 p.m. drop-off, pick-up times.**

No parking along the driveway or on the grounds will be allowed except in areas for special events as marked. Temporary parking areas during construction are to be expected and will be clearly marked.

Unauthorized vehicles left late or overnight will be investigated and subject to towing. School security personnel will patrol the campus during nighttime and weekend hours. Request s for permission to leave a vehicle overnight or over the weekend should be made to the Dean of Students office.

Visitors

Students may not invite friends or relatives from other School s to visit them during the School day. Prior authorization from the Admissions Office is required and the visiting student must have applied for admission to NBPS prior to any authorized visit. All visitors, including relatives, are asked to register in the Dean's office upon their arrival and not to enter classrooms or hallways.

Library Media Center

The North Broward Preparatory Upper School s' Library Media Center is opened from 7:45 a.m. until 5:00 p.m. Monday through Friday during the School year, including the lunch hour.

Books may be checked out for two weeks and renewed upon request. There will be a charge of \$.05 per day for overdue materials/books. A student is responsible for books that they check out and will be required to pay for those lost or damaged. School policy prevents the release of any official School records for accounts in arrears. This will include the holding of report cards for charges to students with lost or overdue library books, or owing library fines.

Procedure for Responding to Challenged Library or Text Materials

Patrons, who wish to challenge materials that are part of the Schools' library collection or text /supplemental instructional materials, should first discuss the challenge with the Library Media Specialist or appropriate Department Chair. In either case, the division head should be present. If the patron is still dissatisfied, he will be asked to complete the NBPS Reconsideration of Library or Text/Supplemental Instructional Material form.

Upon receipt of the form, the headmaster and President shall be informed. An advisory committee under the direction of the Board of Trustee Executive Committee will be appointed by the President to consider the challenge. The Challenge Committee shall consist of members of the Library Media staff, teaching staff, administration, board, and designated PTA representative. The Committee will review the material in question and discuss the value to the School program. The Committee will make a recommendation to the Executive Committee of the Board of Trustees for final action. The patron will be notified of the decision.

Technology Acceptable Use Policy: Grades 6-12:

www.nbps.org/tech_center

The North Broward Preparatory Schools believe that an appreciation, understanding, and working knowledge of computers and electronic media are essential in the preparation of our students. To that end, computer systems, applications, network infrastructure and services are deployed and maintained across all of the School's campuses.

This policy document governs the acceptable use of all North Broward Preparatory Schools systems and information. It covers both systems and information owned by the School s as well as any system that is connected to a School network and information traveling over a School network. The policy applies to all students, faculty, staff and any other users of the network. Each user must sign a document annually affirming that they have read this policy and by signing the Student/Parent handbook the student is responsible for abiding by the policy. Throughout this document the use of the word "inappropriate" is defined as "inappropriate in the opinion of the School's administrators".

Laptops

The North Broward Preparatory School s' Technology Program will support the use of a regular PC laptop computer for students in grades 6 -12. Certain Apple Macintosh computers are also supported. All laptops that the Technology Center will fully support must be purchased through the School's approved vendor. Students who purchase their laptops outside of the School will receive support at the discretion of the Director of Technology. All laptops will be configured to suit School policies and may have several software programs installed. Any program which interferes with School technology policies may be removed from a laptop.

Whether or not the students use equipment they own, or equipment owned by the School all NBPS students must adhere to the following policy:

- Students will register and configure all laptops at the Technology Center prior to using the laptop on the NBPS network.
- Students will not attempt to use a laptop on campus which has not been configured for the NBPS network by the technology staff.
- Students will use the equipment properly and not try to go around network security and will not use proxy bypassers.
- Students will contact The North Broward Preparatory Schools Technology Center if they have any problem with their Laptop. Most warranty repairs and software issues can be completed at the Technology Center if purchased through the school vendor.
- If the laptop is lost or stolen either on or off campus, the parent should contact the police, obtain a police report and supply a copy of the report to their insurance company. It is highly recommended that all students purchase insurance to cover theft or loss of their laptop. NBPS is not responsible for loss or theft of student laptops.
- Parents must accept financial responsibility for any loss or damage to their child's laptop computer, charger, and power cord regardless of the reason on or off the campus.
- It is understood that the laptop is intended for School work and not for recreational use.

Downloads

While on campus, a student is not allowed to download any file not directly related to School work. Such files include games, wave files or MP3 files on campus. Inappropriate downloads will be considered a direct violation of the Honor Code and will be dealt with accordingly. The use of games is prohibited on campus.

Emails

Students have their own Email account. Any Email executable attachments, such as a game, zip files, wave files, or programs, etc., are not allowed. The content of emails is subject to the expectations and consequences of the Honor Code. The School reserves the right to inspect email, instant messages, and chat rooms for inappropriate conduct and to take other appropriate action. Do not assume that any message or materials on your computer or the School's system are private.

Internet

All students have access to the World Wide Web. This access is for direct classroom research. Use of any Laptop or School computer for any inappropriate surfing, downloads, or game playing is unacceptable. If a student accesses an inappropriate site in error, it is the responsibility of the student to report it to the Technology Center to avoid disciplinary action. Students are not allowed to post personal contact information about themselves or other members of The North Broward Preparatory Schools community on the Internet. Examples of personal contact information are home addresses, telephone numbers, School address, pictures, names or student surveys, etc. Students should not meet with someone they have contacted online without parental approval.

Hacking

No user is allowed to perform hacking activities on or from a School system or network. Users must not scan, test or attempt to compromise computer or network security measures. Users must not deliberately run programs or perform other activities that cause a system to stop working or 'crash'. Viruses, worms, bots and other malicious systems are not allowed on the network. A user must not monitor or access another user's information. Any hacking attempt will be considered a direct Honor Code violation. Access or attempt to access any of the School's restricted LAN sites/or programs will be considered a direct Honor Code violation.

Software

Commercial software is copyrighted, and each purchaser must abide by the licensing agreement published with the software. There is no justification for the use of illegally obtained software. The School will not, in any way, be held responsible for a student's illegal software brought to School for personal use.

Hardware Repairs

All laptops purchased through the School vendor in need of hardware repairs, should be taken to the Technology Service Center when not functioning correctly. Students must bring their laptop to the Technology Center during the designated, posted hours. All students must have a written pass from a teacher unless it is before or after School. Any laptop not purchased through the School's vendor needs to have their hardware repaired at the place of purchase.

Most Warranty repairs will be completed at our on-campus Warranty Repair Center. Software issues are not covered under the warranty. NBPS is not responsible for any data loss and students should back-up data before bringing their laptops to the Technology Center. Students are responsible for all damages caused to their computer equipment regardless of the circumstances. Tampering with people's data including the transmission of computer viruses will be considered either theft or vandalism under the Honor Code

Chargers

Most laptops are not designed to hold a charge for a full day of School It is very important that students charge their laptop every night and bring their charger to school every day.

Replacement chargers and batteries for laptops purchased through the school vendor can be purchased through the Technology Center. Students are responsible for their charger and power cord.

Loaners/Rental Laptops

Loaner and Rental computers are available for all students. A loaner is available for students that purchased their laptop through the school vendor. Rental laptops are available at \$25.00 per day for students that purchased their laptops from their personal vendor. Loaner/Rental agreement forms must be filled out each year and signed by the parent, prior to the student requesting a loaner/rental. The student is responsible for damage, loss, and theft of the loaner/rental computer. Loaner/Rental agreement forms can be found on Edline in the Technology portion of the website. Students in need of a loaner/rental need to request one from the Technology Center. It usually takes up to 24 hours for a loaner to be set up for a student. The Technology Center sets up each loaner individually for the student and to make sure that all of the programs need for school are on them.

Lost and Found

All laptops found on campus unattended will be returned to the Deans Office. Students must have their Student ID Card to retrieve their unit. There will be a \$15 fee charged for all "Lost and Found" units. Lost, damaged, or stolen laptops must be replaced in order to keep up with School work. Lost, damaged, or stolen laptops are not the responsibility of The North Broward Preparatory Schools.

Passwords

Students will be required to set a unique log -on password for their laptop that they will be required to change often. It is a student's responsibility to keep their password a secret. All students will be responsible for any activity on their computer or done with their user account. It is very important that students do not give out their password.

Monitoring

The School reserves the right to monitor and audit all network activity, with or without notice, by any user at any time. All users of the School's information systems consent to audit and monitoring by the School when they use School information and information systems. Users must not have any expectation of privacy when using a School information system, even when a system is used for authorized personal use. For example, e-mail messages, Internet and intranet use, file and application data, and information stored on a PC, CD or flash drive may be monitored by the School at any time. The School may monitor any part of any information system to detect unauthorized activity, identify intrusions, and verify compliance with this and other School policies. Monitoring may also take place to optimize the network performance and perform other maintenance, auditing and operational activities.

The School Honor Code and the rules and regulations governing the use of all School facilities and equipment are considered in effect when using the NBPS networking system and any piece of equipment considered part of the technology program- either on or off the School premises. Consequences for violating these rules will include, but not necessarily be limited to the suspension of all technology and/or computer privileges including Email, Internet and Intranet access, the use of the student's laptop and all School computer equipment. In the event of loss of equipment or Technology privileges, students may incur potential academic penalty for work requiring the use of the computer. Students may also incur disciplinary action.

While the School takes steps to prevent unauthorized use of the Internet, it is understood that such measures are not 100% foolproof. The failure of the Student or the Parent/Guardian(s) to abide by the terms contained in the said Technology Acceptable Use Policy can result in expulsion of the Student. Expulsion of the Student will not relieve the responsibility for the payment of the entire year's financial obligation.

Campus Transfer Policy

By resolution of the Board of Trustees, all requests by parents seeking to transfer their child(ren) from one NBPS campus to another will be governed by this policy.

1. Only those parents who submit a signed re-enrollment contract, including deposit, prior to the published due date for re-enrollment can request a transfer. ***Parents who fail to submit an enrollment contract by the published due date for re-enrollment will not be considered for a transfer.***
2. Transfer requests must be made in writing to the Headmaster and be received no later than the published due date for re-enrollment.
3. Because class space is limited, families who have other children currently attending their desired campus or whose primary residence is geographically closest to their desired campus will be given priority.
4. After all priority transfer requests have been reviewed, the School will consider transfer requests in the order in which they were received by the Headmaster.
5. The School will seek to advise those who have requested a transfer no later than April 1st.
6. If there is an increase in the matriculation fee, parents will be responsible for paying the increased fee.
7. Financial Aid is campus based and is determined to meet the needs of each campus separately. Financial Aid is therefore not transferable from one campus to another. Parents requiring Financial Aid in order to complete a requested transfer should present a completed application for financial aid at their desired campus no later than 15 school days prior to the deadline for transfer requests in order to permit action by the Financial Aid Committee prior to the deadline.

PARENTS CAN EXPECT THIS FROM US

Fulfilling our mission of academic excellence and positive personal development

A safe, caring environment

Clear communication

Opportunities to be involved

Consistent values and discipline

WE EXPECT THIS FROM OUR PARENTS

To agree with our mission and support it

To respect all members of the School community

To support our values and discipline

To provide a quiet place for study

To communicate with us about your child

To attend meetings of the School and Parent Associations

To seek information and facts