



NORTH BROWARD PREPARATORY SCHOOL

A NORD ANGLIA EDUCATION SCHOOL

Residential Life Parent/Student Handbook 2022-2023

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Overview

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

NBPS Administrative Team

Head of School - Bruce Fawcett

Assistant Head of School - Chris Petruzzi

High School Principal - Tanya Lynch

High School Assistant Principal - Marjorie Dougherty

High School Assistant Principal - Tamara Wolpowitz

Middle School Principal - Alexander Birchenall

Middle School Assistant Principal - Kerri Diaz

Director of College Advising - Brian Johnson

Residential Life Administrative Team

Director of Residential Life - Jonathan Volpi

Residential Operations Manager – Patti Sammons

Residential Academic Director – Jonathan Henn

Residential Life Nurse - Chelsea Mirto

Residential Life Medical Assistant - Nadia Rozier

Campus Manager – Anna Miranda

Residential Student Coordinator – Debbie Scheiber

Residential Activities Coordinator – Lawrence Strainge

Residential Dorm Parents

Roger Atangana

Siobhan Berkel

Joey Brown

Nikki Brown

Carlo Bruno

Janet Campbell-Jones

Tamar Forrest

Ed Garces

Dennae Greene

Kevin Jackson

Gardner Michel

Rick Veiga

Flor Vigil

Darlene Wells

International Village Address

<Name of Student>

The North Broward Preparatory School

7600 Lyons Rd

Coconut Creek, Florida 33073

800 Bldg. <Specify Suite and Room (ex. D103-A)>

International Village Emergency Contact Number

954-907-1166

Residential Daily Routine

Weekday Schedule (*subject to change*)

7:15am	Wake Up
7:15am-8:15am	Breakfast
8:15am	International Village Closes
7:45am-8:20am	Teacher Extra Help Available
8:25am-3:35pm	School Hours (<i>Early Dismissal on Wednesday & Friday</i>)
3:35pm-4:00pm	Teacher Extra Help Available/Dorm Check-In
4:00pm-6:00pm	Extra Curricular/After School Participation
5:30pm-6:30pm	Dinner
7:00pm-8:30pm	Evening Prep Time
8:30pm-9:45pm	Down Time/Free Time
10:00pm	Curfew / Nightly Room Inspection (Grades 6-12) (All students must be inside the residential village facility and report to their assigned floors) All deliveries (food, groceries, etc.) must arrive by 10PM
10:00pm	Middle School students in assigned suite to prepare for lights out, all electronics collected and stored for the evening (Grades 6-8)
10:00pm-10:30pm	Completion of Nightly Rituals - grades 6-12 (<i>showers, brushing teeth, phone calls to friends and family, etc.</i>)
10:30pm	Lights Out (Grades 6-8)
10:30pm	Clean and Close Common Areas (laundry rooms, snack rooms, lounge)
10:45pm	Room Check-In (<i>All Students Must Be In Their Rooms</i>)
11:00pm	Lights Out (Grades 9-12)

After School Trip Requests

Students may have access to school transportation for approved trips. Trips are prioritized and scheduled based on the following criteria:

- Medical (doctor visits and/or pharmacy)
- Academic Needs
- Athletic, Fine Arts, and/or school-sponsored activities
- Non-school-sponsored enrichment activities (ex. dance class, martial arts, etc.)
- Non-essential trips (ex. restaurants, apple stores, etc.) will be reserved for the weekend and will be done on a first come, first serve basis and must be scheduled in advance.

*Residential life staff's priority is to ensure the safety and security of the students on campus which requires us to limit the number of trips after school during the academic week.

Meals

All meals will be served in the High School Student Union. Students are expected to clear their dining tables and dispose of their trash in the appropriate areas after they have finished their meals.

Pastoral Care

Students will meet with staff on a consistent basis in an effort to foster stronger relationships as well as to discuss any concerns (social, emotional, and academic). The Residential Life team will send a report to the parents/agents as needed to provide updated information on their life as an NBPS student.

Structure for Meetings:

- General check-in
- Academic review and/or discussion
- Extracurricular participation check
- Roommate/suitemate relationships
- Questions, Comments, or Concerns (Anything that the student may want to discuss with a staff member and vice versa).

Weekly Hall Meetings (Wednesdays 8:00pm)

Students **must** be in attendance and conduct themselves in an appropriate as well as respectful manner throughout the Hall Meeting. Attendance will be taken. Upcoming school activities, residential enrichment topics, weekend events, and student requests/needs will be discussed during scheduled hall meetings. Students are encouraged to share constructive suggestions and ideas to improve the quality of their time at NBPS. Students should prepare their schedules and outside travel needs to coincide with weekly hall meetings.

Monthly Residential Family Dinner

As a means to foster a deeper sense of community and togetherness, we will be having a Family Style Dinner every month complete with a special menu, music, and games. All students and staff are required to attend unless they have signed out for that time. The residential facility will be closed during this time.

The family dinner provides students the ability to meet with the Residential Administration team as well as the opportunity to highlight student achievements and celebrate student successes amongst their peers. Enrichment activities may be organized for students to introduce, discuss and develop independent living skills and to enhance their overall boarding experience. Topic-based discussions, group activities, team building, and general directions may be incorporated into our monthly family dinner activity.

Room Inspection

Room inspection will be conducted daily after students have left for school during the academic work week. Evening room checks will be focused on ensuring students are no longer engaging in personal activities and they are straightening up their rooms according to the guidelines below. This will assist students by ensuring they have fewer tasks to complete first thing in the morning before students depart for school.

Room inspection is to include the following criteria: Beds must be neatly made, waste baskets neatly placed outside student suites in the hallway, desks neatly organized, floors cleared of items, all clean clothes neatly put away/folded, and all dirty clothes are placed in an approved laundry hamper and all valuables secured safely.

Dorm Parents will speak to each student that does not pass room inspection to ensure they understand why they did

not meet expectations and what corrective action needs to occur moving forward.

Lights Out

All nightly routines must be completed prior to lights out. Failure to comply with these restrictions will result in the confiscation of any devices in use and disciplinary consequences for the student. Middle school students will have all electronics collected thirty (30) minutes prior to lights out to ensure proper sleeping habits are established and maintained.

Students are not permitted to visit the rooms or suites of other students after lights out. All students must be in their assigned room and assigned bed at lights out.

Below are the times for lights out for the week.

Sunday - Thursday

Grades 6-8 10:30PM

Grades 9-12 11:00PM

Friday - Saturday

Grades 6-8 11:00PM

Grades 9-12 12:00AM

Room Searches

Searches of rooms, personal belongings, or individuals will be determined by the Residential Administration team for any observed behaviors or items that represent a violation of school rules and code of conduct. If any prohibited items are discovered during the search or if the search reveals any other violation of school rules, the items will be confiscated and the student or students found to be in possession will be subject to disciplinary actions. All prohibited items that are confiscated will be discarded following the completion of a thorough investigation. Local law enforcement may be called to confiscate or identify any substance or object in question.

Academics

Academic Standing

There are three types of Academic Standing that students may hold: Independent, Standard and Structured.

Independent:

- Includes students who have at least 4 As and no other grades below a B-.
- These students have demonstrated considerable skill and management of their academic responsibilities.

They can study when they feel the need, up until lights out, and are not obligated to adhere to the mandated study hours of 7-8:30pm (Monday through Thursday).

- Independent status is a privilege and can be revoked based on behavior.

Standard:

- Includes students who have a C- or above in all classes, but do not qualify for Independent Status.
- These students are obligated to study during the mandated study hours of 7-8:30pm (Monday through Thursday), but can study in their dorm rooms (with doors open) and are regularly checked by dorm parents and residential admin to ensure they are on-task.

- Students on Standard status are approved to study in the Learning Commons.

Structured:

- Includes students who have a D+ or below in an academic class and/or required academic elective for graduation (i.e. Personal Branding/Health).
- Students at this level are required to report to a designated study area during Prep Time. In this setting, they are expected to organize their work and stay on task. Students are carefully monitored by Dorm Parents and/or content area specialists throughout Structured Prep Time. Students are to turn in their cellphones and cannot use them during this time without prior approval from the Dorm Parent on duty.
- Students on Structured status work from 7-8:30pm in the designated study area.
- Any student who arrives late or misses Structured Prep Time without a valid reason will be scheduled for After School Detention on the following day. Any student who misses Structured Prep Time without a valid reason will also be scheduled for Saturday Prep Time to make up for that missed time.

Extra Help Sessions

Extra Help Sessions are provided both before and after school by classroom teachers.

Unless otherwise specified by the teacher, students should make an appointment with their teacher prior to arriving for extra help. The classroom teacher will determine the number of extra help sessions the students should attend each week based on their academic progress in the class.

If a student is given an Extra Help Ticket, that student must attend extra help and have their teacher sign the Extra Help Ticket to confirm that the student attended an extra help session during the week.

Senior Study Hall

Residential seniors with senior study hall have the privilege to remain in the dormitory for period 1 or period 2, as well as return to the dorm for period 6 or period 7 (on the corresponding days when it is either the first or last class of the day). Students utilizing these privileges will check in with the Dorm Parent at the front lobby desk.

Senior study hall is a privilege and can be revoked on account of negative behavior.

Private Tutoring

In addition to Extra Help Sessions and Structured Prep Time, we offer private tutoring (provided at an additional cost and with parental consent). Private tutors consist of North Broward Prep teachers and content area specialists. Private Tutoring can be started/stopped at any time (with parental consent) based on the needs of the student.

iSams & Canvas

iSams and Canvas are the online school information systems used at North Broward Prep School. These systems are what teachers use to communicate and inform students, parents, guardians, and/or agents of grades, assessments, deadlines, and any other pertinent information related to the classroom.

Prep Time & Late Lights

All students not on Independent academic status (please refer to Academic Standings) must check in by 7PM with a Dorm Parent for Prep Time.

During Prep Time, students are to be on task and actively engaged in their studies. Students who are allowed to study in their rooms must be at their desks and keep their doors open so that Dorm Parents may easily monitor and provide assistance when needed. Group work is allowed only with the approval of the Dorm Parent on duty. Students may listen to music (Independent & Standard only) when studying, provided they are using headphones. If the music is noted as a distraction, this privilege may be revoked for the individual student. Cell phone usage is not permitted during prep time without prior approval from the Dorm Parent. Students on structured status cannot arrange tutoring during prep time without prior approval from residential administration.

If a student recognizes that his or her studies will not be completed during prep time and would like to continue, that student must ask for permission to have “late lights” from the Dorm Parent on duty. This request must come before 10:30 pm that night, and the student must move to a study room if studying after lights out. A student will usually be granted late lights provided that they have managed their time wisely before and during prep time (3:35pm - 8:30pm), Monday - Thursday.

Note: There are no late lights on Sundays. Middle school students are not permitted late lights.

Any violation of the Prep Time procedures will result in greater restrictions and consequences as well as additional support being arranged by the administration.

Standardized Testing: ACT/SAT/TOEFL

ACT & SAT: Students should register to take the ACT & SAT choosing the North Broward Preparatory School as their test site. The test dates are available at the Residential Office and/or at the College Advising Office.

ACT & SAT Transportation: The school will provide transportation for students taking the SAT/ACT exam at school or location within a 5-mile radius of their dorm.

TOEFL: ETS now offers an online version of the exam that students can take while on campus. We recommend that students use this format when testing during the school year. Students can go to ETS.org to create their account and register for the test. Students cannot miss class to take this version of the TOEFL without prior approval from Residential Administration.

The TOEFL iBT® Home Edition is a safe and convenient option for students who prefer to take their test at home rather than at a test center. Students can arrange with their Dorm Parent to have access to an empty room/study room when testing so they have a quiet place to take the test with no interruptions or distractions.

The test is:

- identical in content, format and on-screen experience to a test taken at a test center
- taken on your own computer at home and monitored by a human proctor online through ProctorU®
- available 24 hours a day, 4 days a week, with appointments as early as 24 hours after you register

*Students are not permitted to take the SAT/ACT/TOEFL or any other standardized test outside of the local area or out of state. Out of state travel may be restricted on weekends that standardized testing is taking place.

Due to limited spaces at test centers, students are encouraged to register for their exam at the start of the registration period.

College Advising Policy and Procedures

North Broward Prep has an exceptional college advising program. We encourage students to take the most rigorous academic curriculum they can successfully manage while participating in a wide array of extracurricular activities. Our college advising program assists students in working to the best of their ability inside and outside of the classroom as they plan for their post-secondary education.

College advisors meet with all Upper School students (9th - 12th Grades) individually and in groups. Throughout the year, meetings are held with students and parents covering topics related to the college planning process.

The college advising office limits the number of applications filed to no more than ten (10) universities/colleges. A student's school account will be charged a nominal fee for each additional request.

Visiting a college advisor is not an excuse for students to miss class. During the school day, meetings with college advisors are by appointment only.

College Tour Policy

Students intending to miss regularly scheduled classes in order to visit a college must fill out the *blue form* provided by the college advising office.

Below are the criteria needed for an "approved" college tour request. If a college tour is approved, then

transportation arrangements will be made through the Student Coordinator.

Criteria needed for approval:

1. Students must meet with his/her college advisor first to discuss their plans to visit a college/university prior to making any travel plans and/or scheduling any campus tours.
2. The student's college advisor must sign the *blue form* (located in the College Advising Office), which acknowledges that the college advisor supports the student's request.
3. Confirmation of a college tour on the date(s) you request to visit.
4. Parent/Agent approval via REACH boarding app.
 - *Seniors may travel unattended, only if they are in good academic and behavioral standing. Upon approval, students will be required to provide the school with all of their travel information.
 - **All underclassmen must travel with an approved adult chaperone in adherence to school policy and guidelines.
 - All information regarding college visits must be submitted to your Campus Manager at least one week prior to your planned trip.
 - All college visits are subject to review in accordance with the school's attendance policy.
 - For college visits over school breaks (i.e. Thanksgiving, Spring, and Winter Break), students must be with an adult host that is at least 25 years old.
 - Virtual Campus Tours do not require approval if taking place outside the school day and it does not conflict with other school-related obligations (i.e. Prep Time).

NOTE: Students should not purchase flights or hotel accommodations until their trip has been approved. If plans change, students must alert their College Advisor and Residential Administration immediately.

International Village Life

Residential Rooms

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

- No nails in walls or furniture;
- No writing or painting on walls or furniture;
- No adhesive materials may damage walls; push pins are allowed.
- No rearranging or removing the furniture within the room without prior approval by administration.
- No offensive materials may be posted in the International Village
- No materials covering AC vents.
- No bikes and/or non-motorized equipment are to be stored in student rooms or suites.

Students must seek Campus Manager approval for any items not referenced in the handbook.

Materials that are drug, alcohol, or smoking-related; sexually explicit or suggestive; gender offensive; or offensive to political or sexual orientation are prohibited. Residential Administration are the arbiters of what constitutes appropriate decorations.

Additional furniture purchases are not permitted (i.e. lounge furniture, office chairs, bookcases, etc.) without prior approval from Administration. Items that assist in organizing clothing/shoes that fit on the floor or shelf of the closet are allowed. All non-approved items will be removed from the room and the student will be responsible for returning the item(s).

Students with a single room will be provided additional flexibility in regards to decorating their rooms and purchasing furniture items pending approval from their Campus Manager.

*Standard closet dimensions: 4ft. (Length) - 2ft. 4in. (Width) - 3ft. 5 ½ in. (Height)

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

Damage to Facilities

Damage to the residential facilities should be reported immediately to residential life staff. Additionally, regular inspections of all residential halls will be carried out to ensure that any observed damage is reported. Students are responsible for avoidable damages (damage that is the consequence of careless, willful, and/or malicious actions) and losses that occur in student residence halls. Damage fees shall be determined by the Facilities department on the basis of labor and material costs. Charges are assigned equally to all occupants of the designated room, suite, or floor if the individual(s) responsible are not identified. Students are not allowed to paint, renovate, or modify their rooms,

and must hang decorations and/or art in accordance with protocols.

*Any violation of the above protocols is a violation of residential life policy and will result in disciplinary actions/fees.

Guests of the Residential Halls/Rooms

Non-residential students and other approved guests may visit the residential facility common areas except during school hours, prep time, and after 10:00pm.

- All guests must sign in at the front desk and present a photo ID
- All guests to the International Village must be escorted to approved areas by student (host)
- Guests are expected to follow the school's Honor Code and the Residential Life expectations while visiting the dorm.
- Day students are only allowed in the common areas within the dorm. All suites and bedrooms are off-limits to day students.

Guests who do not follow the school's Honor Code or the Residential Life expectations may be asked to leave the residential village and/or restricted from visiting in the future.

Residential students are not permitted to be in another student's room unless the student they are visiting is present at the time.

Any violation of the above protocols is a "trespass" violation and will result in disciplinary actions for the guest and resident.

Food Delivery Policy

All deliveries must arrive on campus by 10 pm (including weekends).

Appropriate Times to be in the International Village

Students are not permitted in the International Village during the school day. If a student is ill before school, they must report to the International Village infirmary prior to 8:20 am. During school hours students must report to the Upper School Clinic (across from the Middle School office) if not feeling well.

All students must physically check in with their Dorm Parent after school. If a student is staying after school (clubs, sports, extra help, etc.) he/she must inform their Dorm Parent. Students signing out to leave campus after school must report to the International Village, complete a leave request in REACH and physically sign out with a staff member at the front desk.

Failure to follow these protocols is a "whereabouts" violation and will result in disciplinary actions.

Residential Student Curfew

All residential students must check into the International Village by 10:00pm unless they are on an approved overnight sign-out or have prior approval by a campus manager.

All Residential students are required to report to their assigned floor by 10:00pm (Sun-Thurs) and 11:00pm (Fri-Sat)

Public/Private Displays of Affection (PDA)

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

In addition, any sexual conduct on or off campus is prohibited. Failure to follow these guidelines is a “Public/Private Display of Affection (PDA)” violation and will result in student restrictions and additional disciplinary actions for repeat offenders.

Additionally, students are not permitted to be in the same bed with another student of the same gender or opposite gender at any time.

*Any unwanted or offensive conduct on or off school property must be reported immediately to school staff or residential life administration.

Television, Movies, Music and Video Games

Students may only watch age-appropriate movies (Rated-G through PG-13) and play appropriately themed games (Everyone – Teen) in common areas. Any student playing music, which contains inappropriate language, will be disciplined as if they had used that language themselves. Residential staff have the final say on what is deemed appropriate for a student to watch/play/listen to.

Students are not permitted to have large audio equipment, televisions, large monitors, desktop computers, video recording equipment or game systems in their rooms unless approved by Administration. Students are able to utilize approved items during their free time periods up until 30 minutes prior to lights out.

Middle school students are not permitted to have a monitor in their room.

Electronic Usage/ Gaming Policy

We understand and recognize that electronic gaming has specific benefits as a means to relax and socialize. That being said, ensuring that students do not spend exorbitant amounts of time gaming while not attending school and personal obligations is a relevant area that we must pay special attention to. Students that are exhibiting the following behaviors will be limited to the amount of time spent on their electronic devices.

- Consistent non-attendance to class or after-school requirements
- Lights out infractions
- Late departure from dorm
- Reports of being non-attentive in class
- Prep Time infractions (i.e. failure to attend structured prep time)

Kitchens, Lounges, and Laundry Rooms

Students have the responsibility to maintain these common areas. These areas must be kept clean, safe, and free of damage. Kitchens, lounges, and laundry facilities are closed during prep time unless students are on Independent Status.

The laundry room is open to all students during the week. Students are responsible for washing their clothing and linens on a regular basis. Students must properly label the washer/dryer they are using and remove their items in a timely manner once it is done to ensure all students have access to the machines.

The lounge/kitchen/laundry room areas close at 11pm, Sunday - Thursday, and 12am on Friday and Saturday.

Any clothing left in the laundry room at the end of the night will be collected and held for 24 hours. Any unclaimed items will be donated.

Personal Care and Hygiene

Maintaining a high level of personal hygiene is not only critical for one's own health but also extremely important when sharing communal living spaces (i.e. dorm rooms, restrooms, and lounges). Below are some highly recommended practices for students residing in a boarding community.

- Shower daily especially after physical activity
- Shower shoes should be worn in the showers when in use
- Change and wash bed linens every other week
- Wear clean clothes daily and accumulated dirty laundry should be laundered at least once a week (students have multiple opportunities each week to launder their clothes)
- Applying deodorant daily is highly recommended
- Brush and floss teeth at least twice a day, especially after meals
- Students must have and use their own hand towels for handwashing in their suite. (minimum of 2 is recommended)
- Washing one's hands regularly especially after using the restroom to help prevent the spread of germs and/or bacteria. Students should wash their hands for a minimum of 20 seconds.
- Practicing proper restroom etiquette (i.e. cleaning out showers/sinks after use especially concerning leaving behind hair, flushing toilets after each use, disposal of personal hygiene products in restroom trash receptacles after use and throwing away all paper products in the trash receptacles)

*All beds must have a fitted sheet on the mattress and a pillowcase on the pillow.

*Any restroom or maintenance concerns must be reported to a staff member immediately. Please refer to the reporting section in the handbook.

Food Preparation in Dorms

Many students enjoy preparing their own food in the dorms. In order to ensure the safety of all students, we have

established the following guidelines and policies.

Any food preparation involving an electric appliance must take place in the snack lounge. Cooking/food preparation is not permitted in student rooms, which includes the preparation of tea and coffee.

Students must clean appliances, utensils, and countertops once they have finished their food preparation. All appliances must be stored/kept in the snack lounges or pantry and not in student rooms. Students are not permitted to own or operate any items that utilize open sources of heat (ex. hot plates, griddle, grills, wok, etc.) without staff supervision.

All Fire/safety practices and procedures must be adhered to.

Residential Life will provide a limited amount of approved cooking appliances in each facility. Students are not permitted to purchase any cooking appliance(s) without prior approval from their campus manager.

All food prepared in the snack lounges must be consumed in the snack lounge or lounge areas in the dorm.

Extending School Breaks

As published in our 2022/23 Student Parent Handbook, "Excessive absences or a pattern of absenteeism is cause for disciplinary action and may result in a range of consequences including loss of privileges and participation in school events or extracurricular activities, grade reduction, loss of credit from classes, and may jeopardize continued enrollment at the school."

Please note that extending Summer, Fall, Winter, and/or Spring Break goes against our attendance expectations. Any missed assessments due to student absences that extend vacations (summer, fall, winter or spring) or are due to skipping may result in a zero.

Dress Code

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

We strive to assist our students in developing a sense of pride regarding their personal appearance. As part of an elite residential program, we expect our students to look and act the part. We do not intend to dictate the type of clothing to be worn after school or on weekends but occasionally find it necessary to say what shall **NOT** be permitted. We expect students to wear appropriate attire. Students who are wearing offensive/inappropriate clothing will be asked to change their attire immediately.

Guidelines for after-school/weekend-appropriate dress, personal appearance, and hair color:

- See-through apparel are not to be worn.
- All pants and shorts must be worn at the waist with no visible undergarments. Additionally, all appropriate undergarments must be worn when outside of your suite.

- Footwear must be worn at all times when outside their suite. Discretion will be used as to the appropriateness and safety of certain types of shoes for specific activities.
- Shorts and shirts must have full coverage

*Residential Life staff have the ultimate say on all clothing matters.

Mailing Information

Dorm Parents will work with Prefects to collect the mail and distribute it daily in the dorm. All student packages mailed to the dorm will be kept in a secure area and must be signed for by the student before receiving it.

As part of our responsibility to ensure the safety and security of students, we require that the students open all packages in the presence of a Dorm Parent.

Any items that are prohibited (alcohol, drugs/paraphernalia, cigarettes/e-cigarettes, weapons) will be confiscated and appropriate consequences will be issued by the administration for any restricted items found in the student's possession.

Items that can pose a health risk (supplements, diet pills, medication, etc.) will be reviewed by the school nurse prior to being given to the student.

Food and Storage

- Students are only permitted to store non-perishable foods in their residential student rooms.
- All non-perishable food must be properly stored in the approved bins.
- We recommend that students limit the number of items purchased weekly in order to ensure there is sufficient storage space.
- Perishable items that are stored in the snack lounge refrigerators will be discarded if not labeled.

Roommate Relationships

Roommate Relationships

The quality of the relationship between roommates is a major determining factor in one's satisfaction with dorm life. Some of the primary components of a positive roommate relationship are the assertive expression of one's needs, the recognition and respect for the unique needs and lifestyles of others, and the positive management of conflict.

Students are expected to take primary responsibility for ensuring the development and maintenance of positive roommate relationships. Students are strongly encouraged to invest themselves fully in working together with roommates to resolve any differences by speaking directly to roommates in sharing concerns, expressing feelings in a respectful manner, and jointly negotiating a resolution to the conflict.

If you find that there is a conflict that you and your roommate cannot resolve together, you have the additional resources of both Prefects and Dorm Parents within the International Village to assist you.

On occasion, a student will attempt to resolve problems by talking to a roommate who is unresponsive. In other cases, a student may be having a difficult time approaching the roommate. In either of these situations, students should seek the help of their Dorm Parent. Residential staff members can assist students in expressing themselves to their roommates in order to resolve any roommate differences.

Students must complete the roommate conflict resolution process prior to any room reassignments being considered and/or approved.

Here are some of the things students can expect:

- Your roommate may be new to the school too, so you can learn how to navigate campus life together.
- Your roommate can introduce you to a different culture or new points of view.
- You may have a roommate who likes to do the same things as you.
- At first your roommate's habits, personality, or schedule may seem very different from yours, but with time and positive communication, you will adapt to living together.

Strategies for Success

Communicating often and openly is essential for any successful relationship. If you need help discussing something with your roommate, take advantage of the resources your school provides. Talking to Prefects or your Dorm Parent (DP) is a good starting point. Some tips for building and maintaining a positive relationship with your roommate/suitemates are: establish expectations, respect them, compromise, and be courteous.

Here are some other tips for maintaining a good relationship with your roommate.

- **Establish Expectations and Respect Them:** A strategy that has worked for students is coming to an agreement with your roommate early in the year that set the guidelines for how you would prefer to live alongside each other. For example, you both may agree that if one person is trying to study, the other will use headphones when listening to music or playing video games. After you agree on guidelines, respect them. Having agreed-upon expectations for the room will help eliminate potential conflicts.
- **Compromise:** You and your roommate won't agree on everything, so you'll both have to make some

compromises. For instance, if one of you likes to go to sleep early, the other student may agree to keep only the desk light on and not have guests over once you are in bed for the night.

- **Be courteous:** If you behave politely to your roommate, your roommate is likely to follow your lead. Wish your roommate luck on an exam. Ask if you can pick up something while you're running errands. When you have to live with someone every day, it's very important to remain on good terms.

Living harmoniously with a roommate requires communicating, compromising, and respecting differences. Mastering these life skills may be the most valuable lesson you'll learn outside the classroom. Sharing a space with another person provides you an opportunity to learn to empathize and adapt to the needs of others, and you may learn more about yourself in the process.

Roommate Assignments

Our school/program philosophy is to encourage integration in every opportunity afforded to our students which starts with their room placement. Whenever possible we place students from different countries in the same suite in order for English to be the common language and to foster cultural understanding/sensitivity. Integration is one of the main pillars of our residential life program. As we determine room placement we consider the following; gender, grade, nationality and personal interests.

How to Set up Mediation

Students should contact a Dorm Parent (DP) and/or Residential Admin, either by email or in person, to explain their concern(s) and to request a mediation.

Technology & Textbooks

Cell Phones

All residential students are provided with a cell phone plan (SIM Card) with a U.S. number. Students must provide their Dorm Parents with their cell phone number if they are using a phone plan (must be a U.S. phone number) other than the one provided by the school. Students are required to save the phone numbers of their dorm staff for both safety and to ensure effective means of communication.

Students must keep their cell phones with them and on at all times when outside of the dorm or off campus. Failure to answer one's cell phone when called by a member of the residential faculty violates the Residential Life safety guidelines and the student may be subject to disciplinary restrictions.

Cell phones used inappropriately, or at inappropriate times, will be confiscated, which will result in the loss of sign-out privileges and additional consequences may apply.

Laptops

Laptops are issued to all newly enrolled residential students. Students may keep their laptops throughout their enrollment at NBPS. Students are not allowed to have more than two (2) laptops. Students choosing to purchase their own laptops are permitted to do so. It is advised that students use their school-assigned laptop for all schoolwork and use their personal computer for all other recreational uses. Our school's technology department can assist with minor technical issues and troubleshooting.

Students are responsible for any accidental damage to their school laptops and will be charged an additional fee for repairs.

iPads

Every student will receive a school-issued iPad for the current academic year. iPads are on loan to each student and must be returned at the end of the school year in good condition. Students who do not return their iPad along with the case, charger, and charging cables will be billed for the replacement items. School-issued iPads are to remain with their original configuration established by the tech department at NBPS.

Students will receive a copy of the [Responsible Use Guidelines](#) upon receipt of their iPad.

Activities & Clubs

Weekend Activities

During each weekend several activities will be planned for students to enjoy the local areas of interest such as sporting events, movies, concerts, beaches, shopping excursions, museums, and everything else that South Florida has to offer.

Each week the upcoming trips will be posted within REACH. Students will have the opportunity to sign up for as many activities as they choose each weekend. Please note that certain activities have a limited number of participants, therefore, the slots will be filled on a first-come, first, serve basis. Students should also check to make sure the scheduled times of activities they have signed up for do not overlap and conflict with each other.

Most activities do not incur additional costs for the student. There are some activities that will require students to pay an additional fee, any additional fee will be noted within the activity description in REACH. Students must bring their cell phone and school ID with them to all activities. Participation in the activities is dependent upon student academic/disciplinary standing.

For activities that require tickets to be purchased in advance, students that sign up will be expected to attend. Students who do not attend the event they signed up for will be charged for the cost of the pre-purchased ticket and/or may be prohibited from attending future trips.

Students who return to the bus late at the end of activity will not be permitted to attend the following day's/weekend's activities. All school and residential expectations apply when attending weekend activities.

Extracurricular Clubs/Activity

Residential students are strongly encouraged to participate in at least one of the following each trimester:

- Athletics
- Fine Arts
- Official School Club
- Intramurals

A list of all school-sponsored clubs, fine arts, and athletics will be provided at the beginning of the school year.

Students will need to receive permission from their parent(s) and Residential Administration before joining any non-school sponsored clubs that have an additional fee (horseback riding, martial arts, gym, etc.) and may require transportation to their facility.

Food Committee

The Residential Life Food Committee's focus is on the continued improvement of the residential life meal plan. The

committee consists of students, residential life administrators, and the Director of Dining Services.

Weekend Activity Suggestions

We encourage students to share weekend activity ideas with Prefects. The Prefects will bring any student suggestions to the Residential Administration whose focus is on ensuring that all students are provided a wide variety of weekend activities throughout the school year.

Leaving Campus

Off-Campus Sign-Out Requirements

All students must have completed pre-arrival forms on file in Magnus Health before any permissions will be granted.

Signing Out (Grades 9-12)

Steps for Signing Out:

- Submit a leave request in REACH

Students must sign out with the Dorm Parent on duty before leaving campus. Upon return to campus, students must check in with the Dorm Parent on duty to sign in. While off campus, students must have their charged cell phones turned on at all times. If a student leaves campus in a vehicle, they must first request permission from a Dorm Parent (the Dorm Parent will confirm the driver can transport the student off campus). In addition, the person who is transporting the student must meet with the Dorm Parent, present identification, and sign out with the Dorm Parent before the student is allowed to leave campus.

Students must return for Prep Time. Students on independent status may return by curfew (10:00pm) as long as they have informed their Dorm Parent and received approval of their plans.

Students are expected to be at the location they have signed out to. If their plans change they must contact the **residential life phone (954-907-1166)**. Failure to notify staff in advance of changing your plans (i.e. location) is a whereabouts violation.

Day student drivers are not permitted to be utilized for overnight sign-out transportation unless going to said student's home and confirmation of parent supervision has been obtained.

Failure to follow these protocols is a "whereabouts" violation and may result in disciplinary actions.

Returning to Campus

- Students must return to campus with the approved individual they signed out with unless previously approved by residential administration.
- Transportation services must be approved in advance and students must return with the same service that was approved. Any changes to transportation must be communicated to and approved by a Campus Manager.

Leaving Campus for the Weekend

Students may check out for the weekend, but they must follow the proper procedures and have the proper permissions. An adult, at least twenty-five years of age, must be present in the residence at all times where the student will be staying for the weekend. Students who want to take advantage of this privilege must first submit a leave request in REACH prior to Thursday evening at 10PM.

Students staying with someone other than a parent must include all of the required host information (first and last

name, address, phone number, email address) when submitting their leave request. Failure to provide all the required information may result in their travel plans being denied.

The ultimate decision will be made by the Campus Managers. Students can check the status of their submitted plans within REACH.

Students leaving for the weekend must sign out with the Dorm Parents at the designated location. The driver picking up the student must meet with a Dorm Parent and provide identification when signing the student out.

International Village sign-out location: **Reception desk on the 1st-floor lobby**

All students must report back to the International Village from their weekend overnight leave requests no later than 10:00 p.m. on Sunday night, unless other arrangements have been approved prior to departure. Students who do not follow these procedures will meet with the Residential Admin Team to determine the extent of the violation and the appropriate consequence will be issued.

Please note:

- Students who do not attend school on Friday due to illness will not be permitted to sign out that day, unless staying with their natural parents.
- Students who do not fulfill their academic obligations during the school week (i.e. attending Structured Prep Time) could lose the ability to sign out for the weekend.
- Students who return late to campus on Sunday night will not be permitted to sign out the following weekend.

***Weekend sign-outs will not be permitted for the first two weeks after their arrival unless with family members or pre-approved from the Director of Residential Life. We recommend that students take this time to focus on acclimating themselves to the dorm environment and their school schedules.**

Overnight sign-outs are not permitted during the academic work week (Sunday - Thursday) unless the student is signed out with their parents.

Leaving Campus For Scheduled Breaks (Thanksgiving/Spring Break)

Students leaving campus during school breaks must request approval from the Residential Administrative Team at least two weeks prior to their departure.

All travel plans during school breaks must be submitted in REACH. If a student is not going home or on a school trip (Thanksgiving and/or Spring Break) they must ensure all of the required information of their host is included.

For students staying with a host, final approval will be based on parent and host approval via REACH as well as a member of the Residential Life Administrative Team contacting the host directly and confirming proof of identification.

***Students should not purchase their flight ticket unless they are going home for the break. All other travel plans should be purchased once they have final approval from the school.**

Homecoming & Prom Weekends

Students are only permitted to sign out during these weekends with natural parents. Students must be picked up from campus by their parents or utilize approved transportation services in order to arrive at their verified location safely.

Students who wish to use a limo service for homecoming and/or prom must submit the following information two weeks prior to the event.

- Name and contact information of car service
- List of all passengers (first and last names)

Pre-Arranged Absences

Students who are aware that they will be absent from school due to non-school-related activities, religious observances, or at the request of their parent/guardian must complete a **Pre-Arranged Absence Form**, which is located in either the high school, middle school, or residential life offices. This form must be completed and submitted by the end of the school day prior to the student's absence. All students are expected to submit any missed work upon their return to school.

If you are going to be absent from school you need to submit the following items:

- Submit all travel plans, including host information into REACH
- Completed Pre-Arranged Absence Form
- Flight Itinerary (if applicable, once your plans have been approved)
- Transportation plans (schedule car service or name of the person picking up student)

Updating Permissions

Any requests that involve student leave requests with individuals not related to the student require prior approval from the Residential Life Administration Team.

This includes but is not limited to the following:

- Former students or alumni
- Individuals under the age of 25
- Individuals exhibiting or who have previously exhibited questionable behavior/character

Note: Individuals who violate NBPS/ Residential Life rules, guidelines, and expectations will be removed from campus by security and the student will not be permitted to sign-out to said individual in the future. In addition, individuals may be restricted from coming onto school campus/property.

Transportation

Airport transportation is included in residential student boarding fees for the following times:

- August - Fall arrival
- December - Winter Break departure
- January - Winter Break return / Mid-year arrivals
- May/June - End of school year

Transportation to and from the airport during other travel periods will be arranged by the Residential Student Coordinator at an additional cost upon request. This transportation service must be requested at least 48 hours in advance.

Students are responsible for paying for the car service at the time the service is booked. A minimum of 24 hours notice must be provided for all cancellations to avoid being billed for the service.

Students must use the transportation service approved by the Residential Administrative Team. The Residential Administrative Team may approve the use of personal drivers on a case-by-case basis.

Public Transportation

High School students may receive permission to use Alternate Transportation services such as public/local bus service provided proper procedures have been followed and approval has been granted from the Residential Life Staff. Alternate transportation privileges will be directly connected to academics and behavior.

Ride Sharing Services (Uber, Lyft, Etc.)

While we (NBPS) do not advocate or condone the use of any particular ride-sharing service(s) for our students, we understand that parents may desire for their child to utilize these services for a variety of reasons. The following guidelines are designed to promote safety and set clear expectations with regard to the use of Public transportation and ride-sharing services.

Students that qualify must adhere to the following policy:

- Permission to utilize ride-sharing services must be received from the parents or legal guardian in writing (verified parent email address on file) that will be added to the student's permission file.
- Permission will be granted only to students that are 18 years of age or older.
- Students are not permitted to travel alone unless approved by the Residential Life Administration.
- All destinations must be approved by a member of the Residential Life Administrative Team.
- Students are responsible for cost/payments for services rendered.
- All booking confirmations must be presented to a staff member at the front desk of the International Village before departing.
- Ride-sharing services will not take the place of approved airport transportation services for student travel unless approved by Residential Life Administration.

Loss of Privileges can result from the following but are not limited to:

- Students leaving campus without approval or have not signed out in the appropriate manner via REACH.
- Students that travel outside of the designated parameters or designated times for travel.
- Students that travel alone without prior approval from Residential Life Admin.
- Students that return to campus late.
- Students that pick up or ride with students that do not have permission to utilize ride-sharing services.
- Students involved in whereabouts infractions by traveling to locations that were not approved in advance or secondary locations that were not approved prior.

Cars

Residential students are **not** permitted to own or operate their own cars or personal vehicles unless approved by Residential Life Administration. Residential students are also not permitted to drive another student's vehicle at any time.

Middle school students are **not** permitted to be transported in cars driven by students.

End-of-Year Checklist and Summer Storage

Residential students are required to complete and turn in their end-of-year checklist. All personal items must be removed from the residential facility before students depart for the end of the school year. Students will be provided with the option of using a storage service to store personal items over the summer. The parent/student assumes responsibility for all items put into storage and the fee for the storage company must be paid for by the student and/or parent directly to the approved storage vendor.

Third-party vendors or individuals not approved by the school will not be allowed on campus to collect and store student belongings over the summer.

Health & Safety

Health and Permission Forms

All Health and Permission forms must be submitted in Magnus Health within the first ten days of school. Students may not be permitted to attend class until all pertinent forms have been submitted and verified.

Students will be informed within the first 5 days of school if there are missing forms so they will have time to contact their family/agent to get their documentation sent.

Medication Policy

Please visit our [School Clinic](#) webpage for additional information to be submitted prior to your student's arrival.

North Broward Preparatory School Medication Policy requires that the NBPS Nursing Staff be notified of all prescription and over-the-counter (OTC) medications for all boarding students. Students may not possess, deliver, or self-administer medication unless authorized by a school nurse. Prescription or OTC medications, including cold medication and nutritional supplements, may not be mailed directly to students but must be mailed or delivered directly to the Health Center. Medications given to students during school vacation breaks must be delivered to the Health Center upon arrival back on campus.

NBPS may not give medications without a signed doctor's order and parental consent. Doctor's orders, therefore, must be provided any time a medication is started, anytime there is a dose change, or anytime a medication is discontinued. Over-the-counter medications may be dispensed as appropriate only if parents or guardians have submitted a signed and authorized over-the-counter consent form. School nurses will supervise the storage and administration of all medications and follow Florida Department of Public Health guidelines for delegating medication administration to non-nursing personnel (e.g. administrators, teachers, house parents, coaches).

NBPS may not accept or store large containers of medications (as when purchased by mail order or in bulk). Parents and guardians are responsible for keeping track of when medications need to be refilled or mailed. School nurses may provide courtesy emails when medication is running low through our Magnus health portal. Please keep a supply of medication at home for your child's weekend or vacation use, especially for 5-day borders. School nurses will, however, package meds for weekend visits to other students' homes.

All student health forms can be accessed by logging into your child's Magnus Health Portal. Should you experience any difficulties logging into your child's account or should you have any questions about any of the student health forms, please contact NBPS Health Center **by email** at residentialmedical@nbps.org.

PHARMACY CONTAINERS THAT STATE "TAKE AS DIRECTED" ARE NOT ACCEPTABLE.

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

Students diagnosed with Type 1 or Type 2 Diabetes will be evaluated individually and will be permitted to carry their medication and supplies with them. Extra supplies (juice, fast-acting glucose, and **Emergency glucagon**) should be kept in the Health Office and on their designated floor.

Boarding students will be permitted to self-administer over-the-counter vitamins (without iron). Boarding students will be permitted to self-carry/administer diabetic medications, asthma inhalers, topical dermatology creams, and oral contraception pills. All examples above require approval from the school nurse before a student can self-carry/administer.

The school nurse reserves the right to reassess self-administration of medication or to revoke privileges.

Students should avoid caffeine stimulants or high-energy drinks (Monster, Red Bull, etc.) in the Residential Village.

Student Illness

If a student feels too ill to attend school in the morning they must report to a residential clinic. The nurse will determine whether a student will remain in the clinic or attend school for the day. Should a student become ill during school hours, they must report to the school clinic (located across from the middle school office) who will determine if the student needs to remain in the clinic, return to class or receive immediate medical attention.

- Any student who is determined to be in need of medical attention will be taken to the doctor (**all fees and payments not covered by insurance are the responsibility of the parent and/or student**). Students who are deemed too ill to attend school will remain in the Clinic and may not attend any activities, on or off campus for the remainder of that day (except for meals).
- Laptop and cell phone use may be limited while in the clinic.

Non-emergency medical or dental visits requested by a student or parent are subject to an additional transportation fee.

- Non-emergency medical visits are appointments that are requested by the student or parent for medical treatment, such as orthodontic, dermatology, physical, eye exams, etc.
 - Transportation for medical visits outside the local area (ex. West Palm Beach, Miami) will be outsourced to an approved car service. The student will be responsible for the cost of the service.

Securing Money and Personal Belongings

The safeguarding of all students' personal belongings is paramount to the Security Policies and Guidelines of NBPS. The responsibility falls on each individual student to be aware of and adhere to the safety policies put in place for their protection. While theft is not common in our school, it can happen. If an item is presumed stolen, the school is not responsible for its replacement, however, the Admin Team will file the necessary police report (for the parents to file with their insurance company) and conduct a thorough investigation. North Broward Preparatory School will not accept any responsibility for any items not secured in a student's bedroom safe supplied to each student by the school.

- Students are not allowed to store more than \$200 dollars in the dorm room safe and should refrain from bringing irreplaceable or expensive items to school. Any additional funds must be secured in the administrative office safes. Cash deposit/withdrawal documentation will be attached to funds secured on behalf of any student choosing this option. Students can come to the residential administrative office at a coordinated day/time with the Campus Manager to deposit/withdraw cash.
- Students should secure all valuables before departing for breaks (Fall, Winter, Spring, and Summer). Extended

leave from the residential village (i.e three day weekends, college visits, pre-arranged absence, etc.) requires that students secure all valuables in their personal safe prior to their departure from the residential village.

***Failure to follow these protocols is a “safety” violation and will result in disciplinary actions.**

Any cash, jewelry and/or other small valuable items must be stored in the student room safes.

Students must keep their safe code private from all students and staff, and are advised to change their code regularly. Students that find their room safes are malfunctioning must report the issue to the residential administration immediately. In this circumstance, all items kept in the student’s safe will be secured by the administration until the necessary repairs have been made.

Reporting

Students must contact a residential staff member immediately regarding any issues they may have that involve facility damage, health, or safety concerns. It is imperative to report any incidents immediately in order for said reports to be investigated and/or resolved in a timely manner.

Fire Safety and General Security

All Residential Halls are equipped with fire alarms. There are smoke detectors in each room, suite, and all hallway/common areas. Evacuation procedures are posted clearly in all residential suites and are practiced at least once in the evening and once during the day every trimester.

Unless an emergency situation exists, no one except authorized school personnel may touch any fire, electrical equipment, or security equipment including lights, fuse boxes, fire alarm boxes, switches, wiring, alarm box, alarm sensors, and fire extinguishers.

Tampering with fire and safety equipment poses a serious threat to the community and will be addressed as a disciplinary infraction by the school.

Each student is permitted to have only one power strip with no more than six outlets in their room for safety.

Electronics, rechargeable batteries, and/or charging devices that are purchased outside of the US must be reviewed and approved by the residential administration prior to use in the dorm. Any electronic devices in a student’s possession that may pose a safety concern will be confiscated by residential staff and returned to the student when it is time for them to return home.

Candles (with or without wicks), incense, oil lamps, oil/wax diffusers that sit on light bulbs, or other items with the capability of an open flame or burning ember are not permitted in any residence hall and are subject to confiscation or forfeiture. Students are allowed to use UL-approved electric or battery-operated candle products. If you need assistance determining whether a certain product is allowed, check with your Campus Manager.

Van Transportation

All students are required to wear a seatbelt when traveling in the vans. Respect and appropriate conduct is expected from all students while being transported by staff. All purchased items and trash are to be removed at the conclusion of all van trips.

Residential Swimming Pool(s) Usage Policy

The swimming pools utilized by the residential village are made available for the safe/recreational use of the students and staff. They are to be used responsibly by members of the community who will adhere to the following rules:

- No swimming without adult supervision.
- Students must always obtain permission from the Dorm Parent (On-Duty) to use the pools.
- No one ever swims alone. All swimmers must use the “Buddy-System”.
- The pool(s) may only be used during approved hours.
- No thong-style bathing suits permitted.
- There is no horseplay in the pools and/or in the deck areas surrounding the pool.
- No glass is to be used in the pools and/or in the deck areas surrounding the pool.
- No diving, acrobatics, or other dangerous ways of entering the pools are allowed.
- No food or drinks are allowed around the pool deck.

Behavioral Expectations

Behavior

We expect our students to display positive attitudes that reflect the mission and values of the North Broward Preparatory School. As North Broward Preparatory School students, you represent the school at all times.

Students are required to follow all school and residential program rules at all times. Violations will always warrant a conversation intended to correct inappropriate behavior. Rule violations may also result in consequences. Students can address rule expectations and concerns with Residential Life Administration.

Residential Life Specific Consequences

While all North Broward Preparatory School students will receive the same consequences for infractions that occur during the school day. Residential students remain on campus throughout the evening and as such, they are always bound by school rules and policies. Nevertheless, this also warrants a different matrix of consequences to help students learn from poor decisions made, develop good habits, and ultimately demonstrate positive growth and development.

Residential-specific consequences are:

After School Detention: Detention will take place in the 1st-floor study room after school Monday, Tuesday, and Thursday from 4-5pm and Wednesday & Friday from 3-4pm.

Saturday Prep Time: Any student on Structured status that is not adhering to his or her academic obligations during the school week will be added to the Saturday Prep Time list. A student on the Saturday Prep time list may not sign out for the weekend until after attending Saturday Prep Time.

Note: A student on the Saturday Prep Time list cannot sign out overnight on Friday.

Only a parent or legal guardian may sign out (in person) a student that is scheduled for Saturday Prep Time.

Breakfast Check-In: The student is awoken early and is required to check in with an administrator at breakfast.

Confiscation: The administration may confiscate items (computers, cell phones, Ipads, etc.), which might tempt a student to not comply with residential expectations and policies. In most cases, students will receive these items back in a short period of time, though more dire cases may require longer confiscation periods.

Residential Saturday Detention: Residential students who demonstrate behavior that negatively impacts the school, residential program or neighboring communities will be assigned a Saturday detention on campus. A Saturday detention provides an opportunity for student(s) to review expectations with a member of the administration, engage in meaningful conversations regarding the importance of complying with school expectations and give back to the overall school community at large in the form of cleaning details or completion of similar menial tasks.

Behavioral Gating: The inability to leave the residential facility for any reason unless traveling to and from school as well as during meal times.

- Randomized Daily Check-Ins
- Gym, field, and pool not allowed
- Phones must be turned on at all times
- Includes one Saturday Detention

Internal Suspension: Internal suspension denotes that a school infraction warrants a student be removed from actively participating in a normal school day setting. Internal suspension will be conducted in the Dean of Students' office. Student(s) will report to the office of the Dean after breakfast and prior to the start of the first period of the school day. Cell phones are to be given to the administrative assistant in the office and the student will report to the internal suspension classroom for the entirety of the school day. The Dean's office will communicate with the teachers of the student(s) on internal suspension and the student(s) will be expected to work diligently on class assignments posted on Canvas. The Dean of Students will meet with each student to review the expectations of internal suspension and any violation of said expectations may result in additional days added to the duration of the suspension or alternate consequences.

External Suspension Level 1: Students issued a level one external suspension are to return to the International Village after they have finished breakfast and their suspension will be supervised by a member of the residential life staff in the appropriately designated area. Students are to adhere to all academic and behavioral expectations as outlined for internal suspension.

External Suspension Level 2: Students issued a level two external suspension are to be removed from the school campus and the residential facility for a predetermined period of time. Parents are to make arrangements for their student to either return home or stay with an approved adult host that is at least 25 years of age or older for the duration of the suspension.

Major Rule Violations

Any violations of major school rules will be referred to the NBPS Leadership Team for a final decision towards consequences. Dorm parents will assign a temporary consequence to immediately address the issue or concern. Any offense that includes major damage, bodily harm, or security/safety hazards will be addressed by the Residential Administrative Team immediately and may result in immediate suspension and/or possible dismissal.

The most serious of these offenses (Ex. alcohol, drugs/paraphernalia, physical altercations, possession of restricted items, theft, misuse of allowable items and lit objects inside a building) may result in immediate suspension and/or possible dismissal.

Theft

Students should not take, borrow or remove any items from another student that they have not personally purchased for themselves. Students should never assume that just because an item belongs to a friend that he/she has permission to take it.

Theft includes everything from taking money/valuables to taking someone's food from the snack lounge without prior permission.

Ways to Prevent Theft

- **Don't leave items unattended.** Most thefts occur as a product of opportunity. If you leave your valuables unsecured and/or out in plain sight, it's easier for them to go missing. Don't leave valuable items like tablets, wallets, jewelry and phones in the open where everyone can see them. When you're in the library, gym, student union, at sports practice, band practice or any other place in public, keep an eye on your belongings. Don't leave them out on tables or benches. Better yet, keep them zipped up in a backpack and with you at all times.
- Place your valuable items in your assigned lockable safe. It is the student's responsibility to secure their valuables. Do not share your combination with your roommate, suitemates and/or friends.

Reporting Theft

If a student believes they are a victim of theft, they should report the incident immediately to a staff member. Students will be asked to complete an incident report and list all missing items as well as when (date and time if possible) the items went missing. The Residential Administrative Team will take the appropriate steps to investigate and recover any missing items when actionable information has been provided that lead to the individual(s) involved.

Tobacco/Vaping Free Policy

Tobacco use of any kind is not permitted in the school, residential life program or on/off campus. This includes but is not limited to traditional cigarettes, e-cigarettes, chewing tobacco, pipes, cigars, hookahs, vaping, snuff, or any other forms of tobacco/smoking-related products.

Smoking of any kind on campus is a serious violation of the NBPS Student Code of Conduct. The consequences for smoking on campus will be the same for day and residential students. Specific consequences are identified below:

- First offense will result in a minimum of two (2) days of internal suspension.
- Second offense will result in a three (3) day level 1 external suspension in the International Village, student(s) will be placed on a Disciplinary Observation contract for a predetermined length of time.
- Third offense will be referred to the NBPS leadership where a recommendation for possible expulsion will be made.

Residential 5-Day Boarding Policy and Procedures

Families that elect for their student to be a five-day boarder, choose to have their student remain in the residential facility during the academic work week only and return home on the weekends. Once the academic work has been completed, students are to depart the campus no later than 6:00 p.m. from the approved location (International Village lobby) and must submit a leave request via the REACH boarding application. All standard sign-out procedures must be followed before leaving campus (i.e. student's room must be clean, and organized and their leave request has been approved by parent and/or host). Five-day boarders are to return to campus by 10:00 p.m. on Sunday night or they may return Monday morning prior to the start of the school day. Students that return on Monday mornings should arrive to campus early enough to drop off their personal belongings in the International Village, have breakfast and be in attendance for their first-period class of the day before the late bell rings. Excessive tardies to first-period class will trigger a response from the Dean's office as it pertains to the school's attendance policy.

Weekend stays in the International Village may be permitted from time to time if a special weekend event or activity is scheduled that a five-day boarding student would like to attend. A request to remain in the International Village

overnight during the weekend must be submitted to the residential administrative team 24 hours in advance and approval must be granted in order for said student to remain in the residential facility. Excessive overnight stays during the weekend without prior approval may result in additional boarding fees charged to the student's school account.

Residential to Day Student Policy and Procedures

North Broward Preparatory School, being the arbiters of I-20's issued to international students enrolled at our school, holds a level of responsibility for ensuring that all students, whether international or U.S. citizens are living in a safe and well-supervised environment.

Students eligible for a status change must;

(1) Complete at least one year within our boarding program (2) Be in good academic standing (3) Have no major disciplinary violations (4) Have an excellent attendance record.

Parents/legal guardians must provide NBPS leadership with the following information:

1) The Full Name of Natural Parent(s) that will live with the student:

- Proof of Legal Guardianship (If not living with natural parents must be 25 years of age or older)
- State Driver's License or State Photo ID

2) A Copy of a valid U.S. Visa or Green Card, if not a U.S. citizen (Visitor's Visa; B1/B2 Visa is not acceptable)

3) Home Address and Proof-of-Address:

- Utility Bill
- Closing Statement or Rental Agreement (Must span the length of the academic school year)
- Florida Driver's License

If your request to become a day family is approved, a member of administration will contact the family to set up an appointment to go over the expectations of living off campus, registering once a year with SEVP, and completing any forms required by Homeland Security such as the AR-11 change of address form, etc. In addition, our Operations Team at their discretion may conduct periodic site visits to your home.

Any violation or deviation from the requirements detailed above will result in **Forfeiture of tuition** and/or possible suspension/expulsion of student from North Broward Preparatory School. Tuition must be paid in full within ten (10) business days from the time the new day student contract is issued for it to be considered fully executed.