

INTERNATIONAL SCHOOL OF BROWARD  
STUDENT PARENT HANDBOOK



**STUDENT & PARENT  
HANDBOOK**

**2023-2024**

Click here for Student Code of Conduct: <https://www.browardschools.com/Page/38107>

***PREPARING TOMORROW'S  
GLOBAL LEADERS***

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## **Welcome to the International School of Broward**

This goal of this incredible learning community is to strive toward academic, artistic and athletic excellence.

As a school family, our aim is to provide the best educational experience possible within a safe and nurturing environment.

You are joining a community, dedicated to the **SUCCESS** of each and every student.

You are expected to be immersed in the whole-school experience. Your daily commitment to yourself and your school is necessary. Pumas have P.R.I.D.E. (Personal Responsibility Involves Daily Effort).

Each day is an opportunity to demonstrate intelligence, enthusiasm, energy, mutual respect, and a desire to develop and grow academically and as a human being.

You are encouraged to make good things happen - to be charitable around your school, as well as in the community.

Begin each day with positivity, and a commitment to end the day with more knowledge than when the day began.

Commit to personal goal attainment. If you do not plan where you want to be, you will never get there.

This *Parent-Student Handbook* is a guide to outline ISB's expectations for a successful and productive school year.

Commit to yourself to make this the best year of your life!

Educationally yours,

ISB Administration

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## **INTRODUCTION**

The International School of Broward (ISB) is a special place for students. Students are provided with a solid educational foundation which is paramount to the development of their intelligence. Students have the opportunity to acquire the skills, abilities and attitudes needed to succeed in higher educational settings and beyond. ISB offers a nurturing and supportive environment, which enables each student to become self-confident, knowledgeable, cultured and effective communicators. ISB's innovative and comprehensive curriculum tailors its programs to an ever-changing world in order to prepare students to become global citizens able to pursue career goals that will enrich their lives and benefit society as a whole.

ISB students:

- **Enhance their marketability by becoming bi-lingual**
- **Attain an understanding of the principles of moral reasoning, which promotes integrity, honesty, and a sense of fairness and justice**
- **Acquire knowledge and skills to conduct research**
- **Experience enjoyable, life-long learning opportunities**
- **Obtain personal growth in the areas of higher learning, critical thinking, problem solving and innovative decision making**
- **Gain confidence and an independent spirit to explore new roles, ideas and strategies**
- **Improve strategic thinking to approach unfamiliar settings and situations with confidence**
- **Develop a sense of personal commitment to action and service**
- **Learn to respect the beliefs, values and traditions of diverse global cultures with understanding and consideration of differing points of view**
- **Increase multi-language proficiency**
- **Explore creative mediums such as the performing arts**

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## **ADMISSION INFORMATION**

### **A. ENROLLMENT**

1. The International School of Broward (ISB) accepts enrollment applications year-round.
2. All new students interested in attending the ISB must complete and return an enrollment application to the school's registrar, along with a copy of the student's transcripts. If the student does not have a copy of his/her transcript, the student and/or parent/guardian will need to sign a "Request for Records" form from the student's last attended school. These records will only be used to verify existing credits.

Some classes are only available at specific times and accelerated or remedial coursework need to be taken into account when scheduling a student. An application cannot be approved until a student has brought in transcripts, current report card, current schedule, and immunization records to appropriately place students in classes.

3. If a student's latest assessment results are not available, the new students will be subject to placement tests as part of the enrollment application process to determine the student's academic level.
4. Within seven (7) working days, parents will be notified of the enrollment status. If a student is not accepted because of lack of space, they will be placed on a waiting list and will be selected via a lottery system.
5. Please note that parents are required to complete 20 "volunteer" hours per family each school year. Failure to fulfill the volunteer requirement by the end of the school year may result in a student not being re-admitted at the ISB the following school year. All obligations should also be met by the closing of the school year.

### **B. FEES**

The International School of Broward (ISB) is a tuition-free charter school.

Students enrolled in activities such as **before/after care or extracurricular activities** that occur before or after regular school hours may incur a fee which covers the cost of personnel and materials. Please see the before/after school and extra-curricular activities forms for more information regarding fees. These services are not always offered. Students who participate in after school test preparation programs for the CNED, SAT, ACT, BAC, or AP exams will also be assessed a fee. Fees must be paid prior to beginning the month's activities in order to participate in an activity. These services are not always offered.

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**Student planners** are an integral part of our school's program. It is an organizational and communication tool that will help students track homework, projects and events, and is used for all passes out of class.

Students that have not properly stored their classroom books after each class may be subject to a \$5.00 recovery fee per book. These books will be stored in a secured book room until the recovery fee has been paid. This fee will help offset the cost of replacement should it become damaged by wind, mildew, or rain, while emphasizing the need for responsibility.

Students have the option of purchasing lunch in school or bringing their own lunch from home. Lunch served in the cafeteria is warm and nutritious; available at \$5.00 per tray.

Please note that the use of the refrigerator or the microwave is strictly prohibited at ISB. Sandwiches and salads are strongly encouraged. Additionally, please note that lunch can be purchased weekly or monthly. Students will not receive a lunch on the honor system. All fees must be paid in advance. Students in grades 6-11 must remain in the cafeteria during lunch. Students may not go off campus during this time or order food to be delivered. Twelfth grade students may go off campus for lunch as long as they have a valid driver's license and written consent from their parent/guardian on file.

### **C. NON-DISCRIMINATION POLICY**

The International School of Broward (ISB) does not discriminate against any person, regardless of the person's religion, national origin, age, race, creed, color, disability, condition, sexual orientation, or gender.

## **STUDENT RESPONSIBILITIES**

### **A. ATTENDANCE POLICY**

All students at the International School of Broward (ISB) are expected to attend their academic session and be on time. Regular attendance is important for achievement and success in school. Students are encouraged and expected to attend school regularly. Students need to be in school at 8:00 a.m. as first period begins promptly at 8:00 a.m. Students who come in after 8:15 a.m. will need to report to the main office to obtain a pass before they can be admitted to class.

If a student must be absent from school, the parent/guardian of the student must contact the school at (954) 987-2026 within 48 hours of an absence.

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**EXCUSED ABSENCES**

An excused absence or tardy may be granted if the student is not in school for any of the following reasons:

- Student illness
- Immediate family member illness
- Death in the family
- Religious holiday
- Required court appearance
- School sponsored event
- Exceptional cases of family need
- Field trip
- Alternative to suspension programs or in internal in-school suspensions are not considered absent

Excused absences, with the appropriate verifiable documentation, will not count against the average attendance percentage. Additionally, any prolonged absence due to illness or other documented reason, will also be excused.

**UNEXCUSED ABSENCES**

An unexcused absence may be granted for any of the following reasons:

- Any absence that is not excused
- Any absence where the student fails to provide appropriate verifiable documentation. Students must provide a written documentation accounting for each absence on the first day upon returning to school
- Leaving school early without proper authorization

Parents are encouraged to monitor their child's attendance and progress on Power School. Alerts can be set to receive reports daily, weekly, biweekly, or monthly. This is extremely urgent to monitor as after 10 absences, the student will fail all classes. Note: School suspensions are considered unexcused absences.

**SUSPENSIONS**

Make-up work for credit and grade is allowed for all students. It is the student's responsibility to get the missed work. All work is due on the day of return from the suspension. Students are NOT allowed to participate in any school activities during the suspension period.

**EMERGENCY CONTACT SHEET**

Every student is required to have an Emergency Contact Sheet. This sheet is used for signing students out of school and to contact parents/legal guardians in the event of an emergency.

- No student will be signed out of school without an Emergency Contact Card on file
- Only people whose names appear on the Emergency Contact Card can be authorized by a parent to sign a student out of school



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- Parent authorization is required if someone other than the parent is signing a student out and an e-mail or fax that is signed by the parent must be submitted

prior to the child's release. It is also extremely important that parents and legal guardians remember that they should notify the front office whenever they will be out of town. Students need to have a dated, signed and notarized statement, in their file, designating another person as the individual who accepts responsibility and authority for the student in case of an emergency while the parent is out of town

## **B. TARDY POLICY**

For the security of ISB students and staff, during the school day gates will remain locked. All Students must report to the main office to sign in. All parents and visitors must report to the main office to access the school.

## **NON-ATTENDANCE AND EARLY SIGNS OF TRUANCY**

### **IT IS IMPORTANT TO BE IN SCHOOL EVERY DAY**

If your child is not in school, he or she may be showing early signs of truancy through a pattern of non-attendance (SB Policy 5.5).

### **WHAT IS A PATTERN OF NON-ATTENDANCE?**

A student may be establishing a pattern of non-attendance when a student:

- has an accumulation of tardiness, early sign outs, and/or absences (excused and unexcused) that exceed 5 days in one marking period or 10 days in 2 marking periods o
- is absent and unexcused 5 days in 30 calendar days or 10 days in 90 calendar days (Florida Statute 1003.26 (b))
- A student may be placed in the **Early Warning System** for close monitoring if the student's attendance is below 90 percent (regardless of reason)

A student establishes a pattern of non-attendance when he or she has an accumulation of 15 unexcused absences within 90 calendar days, with or without a parent's knowledge (habitual truant) (Florida Statue 1003.01 (8)).

Parents and students may verify absences at any time at school or at home by contacting the school or by accessing electronic attendance records through Virtual Counselor.

If after an accumulation of absences as noted above, the principal and/or his designee determines that the reasons for time out of school are invalid, the principal/designee shall refer the student to the child study team (Collaborative Problem Solving Team) to determine if early patterns of truancy are developing and provide appropriate interventions (Florida Statute 1003.26)(1)(b), and/or the State Attorney's Office will be notified due to

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non-compliance with compulsory school attendance laws. However, if the principal and/or his/her designee determine that the reasons for the absences are valid and there are no early signs of truancy, the parent must provide a note (to be kept on file at the school) that provides the reasons for those absences. No further action will be taken.

**CLASS CUTTING/SKIPPING**

Once students arrive on campus they must attend all class in a timely fashion. If a student is not in class, they must have an official school pass issued by a staff member. Each afternoon a cut report will be processed and forwarded to all school staff for review. Any student present in class, but absent in later classes without written permission will be given a referral. Failure to follow through with a teacher directed consequence will result in an administrative referral. Repeat behavior may result in suspension from school.

**C. DRESS CODE**

**Students are expected to wear the school uniform with logo as follows:**



**Top:** White, light blue or yellow oxford shirt or polo shirt

with ISB logo

**Bottom:** Navy blue or black uniform pants, skirts, skorts or shorts (no more than 3 inches above the knee).

Belts must be worn

No jeans, leggings, sweatpants, or basketball shorts



**Jacket/Blazer/Sweater**

ISB hoodless jackets and sweaters with ISB logo only

Blazers for Senior Dress Days (Mandatory)

**PE Uniform**

ISB T-shirt – grey

ISB Navy mesh shorts

Sneakers/Athletic shoes



**Shoes/Footwear**

Black Dress shoes hard or soft bottom

Tennis Shoes/Sneakers – PE Only

No slippers

No flip flops or slides of any kind

**Other**

No hats, bandanas/scarves, caps, or sunglasses

No facial piercings are allowed in the school.

No unnatural colored hair (green, blue, pink, gold, red, etc.)

Each student must maintain a neat, clean, and professional appearance always

Pants must be at waist with belt

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No cargo pants or shorts  
Clear book bags are required

**For all Students:**

All students must dress in PE uniform to earn PE credit. Parents will be notified of students out of uniform. Students who are not wearing their school uniforms as outlined above will be subject to appropriate disciplinary actions including internal/external suspension. Students will be asked to remove items and the items will be held in the office.

Students not conforming with the dress code will not be admitted to class and may be deemed absent for class period(s).

**Shoes:** Slippers, “slides” and flip flops are never allowed. In the event a child needs to wear a special shoe due to a medical injury; a note from a doctor needs to accompany your child. If the student is in a class which requires active movement, (i.e. PE, dance, drama) he or she may be placed in an alternate classroom until a medical release form is provided allowing the student to return to full activity and proper shoes for the activity are worn.

**PE UNIFORMS/DANCE UNIFORMS:** are allowed only during class time. Once class is over, students are expected to change back into their required dress uniforms.

Any student violating the school uniform policy, as outlined below, will receive a uniform infraction and possibly parent contacted for student to be sent home depending on the nature of the dress code infraction.

- No hats, caps, sunglasses, or facial piercings are allowed at school.
- No cell phones, I-pods, games, walk-mans, or radios are permitted in the classroom or hallways
- Each student must maintain a neat, clean, and professional appearance at all times – *Parents are asked to encourage students to properly cleanse and groom each day*
- Shirts should be tucked into pants/skirts
- Pants must be at the waist and a belt must be worn
- Conservative socks must be worn (no pictures, labels, characters, etc.)
- Large bangles, earrings and flashy jewelry are not permitted
- No see-through, back drift, or sweat pants are allowed
- Hoodies are not permitted to be worn
- Make up or combs/brushes used during instructional time will be confiscated and not returned

Administration may authorize a *Jeans Day Friday* or other special clothing events. This will only be done by announcement (flyer, group advisor notices, PA, phone message, etc.) prior to the event, along with guidelines for the event. Students should not take it upon themselves to assume alternate dress will be allowed without prior announcement of same.

Students who are under administrative sanctions during a special event may not participate.

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Students not conforming to the dress code will not be admitted to class and will be deemed absent form that class period.

**Uniform Violations and Consequences**

1st Violation: Warning and Parent call or note sent home  
2nd Violation: After-school detention and parent call  
3rd Violation: Students will be sent home or parents may bring uniforms before students are permitted back in class (student may be marked absent from classes they miss due to the violation.

\*After the 4th Violation: students may be suspended from school for up to 3 days.  
See Discipline demerit and referral information.

**GENERAL POLICIES**

**A. BOOK BAGS AND PERSONAL ITEMS**

**Clear Book bags (Backpacks) only!** Backpacks, folders or any other personal items must not display patches, entertainment insignias, drawings, obscene words, gang signs or any other items that would be deemed inappropriate, offensive or reflect negatively on the International School of Broward. All bags may be subject to search and seizure if warranted.

**B. CARE OF SCHOOL PROPERTY**

Students are expected to respect school buildings and property. Trash receptacles are provided throughout the building and grounds for proper disposal of waste. Walking in landscaped areas is prohibited. Marking or defacing school property is a serious offense incurring an out-of-school suspension or expulsion. Any student who misuses school property will be required to make full restitution for damages. This includes taking care of assigned textbooks and classroom furniture. All textbooks need to remain covered.

Chewing gum in the school building is forbidden. All food should be consumed in the cafeteria or assigned outdoor area. A student who disregards this rule may incur disciplinary actions after school which could result in clean-up duties after school hours.

**C. SCHOOL CAFETERIA**

While in the Cafeteria each student is required to show good manners, courtesy, consideration of others and be responsible to clean his or her personal area. Students **MUST** remain in their assigned areas during lunch periods. Each grade level will have a designated area. Trash receptacles are provided for the disposal of trash and each student is required to dispose of the trash from the top of his/her table and the area surrounding it before the lunch period is over or immediately upon the request of a staff member.

No student is allowed to leave the dining area during the lunch period without a written pass to some other area of the school. A student is not allowed to leave the school grounds during the lunch period. Vending machines may be used only during lunch hours during the school day. Please bring exact change. The school is not responsible for providing change to the student nor is the school responsible for refunds.

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**D. FIELD TRIPS**

Scheduled field trips will be educational in nature and considered part of the curriculum. Many times there will be a nominal cost involved for transportation, entry fees, etc. which must be assumed by the student. It is necessary for parental permission to be granted before any student can accompany his/her class on a field trip. An authorized in-school permission slip must be on file at the school before a student will be allowed to leave the building. If a student is suspended from school after paying for a fieldtrip, he/she will not attend the trip nor receive a refund. Deposits are also nonrefundable. In addition, all students must be up- to-date with obligations in order to be eligible for the trip. Any money turned in despite this request will be applied towards previous obligations instead.

**E. GANG SYMBOLISM AND DRUGS**

Student behavior, dress, signing or symbolism intended to represent gang affiliation will not be tolerated on school grounds or at school sponsored events. Violation of this policy will result in discipline, suspension, or expulsion. The International School of Broward works in conjunction with the Hollywood Police Department to determine what is gang or drug related.

**F. HALL PASSES**

No student is allowed to be outside of the classroom without a pass. The use of a hall pass (student planner) to leave the classroom will be strictly enforced. The pass will specify the time and destination of the student. The classroom teacher will issue a hall pass to a student who is requesting permission to use the restrooms. Such request should only be used for urgent situations. It is important for all students to remain in class for optimal learning, therefore, permission to leave the classroom will only be granted twice a day.

**G. LOCKERS**

As lockers are limited in quantity, they are available to students on a first-come, first-serve basis. Students, who wish to take advantage of the school's lockers, must rent a lock directly from the school for a \$0.00 fee.(for 2023-24) Larger sports lockers are available for a \$0.00 fee and are offered to athletes the first week of school. After this week, larger lockers will be available to any students who wish to upgrade on a first-come first-serve basis. Students should never share their lock combination with other students, nor is a student permitted to change locks or lockers without prior permission from the main office. If this occurs, the lock will be cut off at the student's expense. Students should report damaged lockers or missing or broken locks immediately to the main office. Parents do not have access to student lockers during school hours. Please be advised that all lockers are subject to search.

- The school will keep a log of each student locker # and combination code
- Students will be assigned locker # according to their grade level (6-12)
- Middle school students' lockers will be located opposite side of the Media Center
- High school student's lockers will be located in PE Wing
- ISB will re-issue a lock at a cost of \$5 if a student loses his/her lock.
- Students are not permitted to use personal locks on their lockers.
- Parents will be responsible for any cost incurred due to the cutting of personal locks.

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## H. CELL PHONES, iPADS, GAMES and other electronics

Cell phones will be collected at the start of each class period and promptly returned to the student at the end of class period. No phone usage during class time. Phones should also be **OFF and OUT OF SIGHT** during school hours including lunch time. Cell phones will be confiscated if seen by any teacher or staff member. Telephones or other electronics must not be seen on the person (back pocket, shirt pocket, etc.). At principal's discretion, parent may be required to pick up a confiscated phone (mandatory for repeated offenses).

- First Occurrence - Phone is confiscated and held until the end of the school day
- Second Occurrence - Phone is confiscated for two school days and parents may retrieve phone at the end of the day
- Subsequent and Repeated offenses will be considered habitual defiance and appropriate consequences will be incurred up to and including out of school suspension.
- The inappropriate use of other electronic devices (including, but not limited to, personal digital assistants, handheld computers, etc.) are subject to the same rules listed above.

Failure to turn over phone to teacher, security or other staff member is considered insubordination and a violation of the Broward County Code of Conduct. The offense may result in parent conference, detention, or suspension. (See Discipline demerit and

## I. CODE OF CONDUCT

The International School of Broward recognizes that a positive learning environment cannot exist without maintaining order and discipline conducive to learning. This Code of Conduct is intended to standardize procedures to ensure that the rights of every student at the school are upheld.

All students at the school are required to know and follow the *Code of Conduct*. When students do not follow the rules, they are expected to accept the consequences. A student's attitude towards the rules of the school is very important. Students will be expected to follow the *The Code Book for Student Conduct* (<http://www.browardschools.com/Parents-Students/Parent-Student-Pages/Code-Of-Conduct>), or go to [www.browardschools.com](http://www.browardschools.com) for additional information.

Corporal punishment is not permitted. No employee will threaten, inflict or cause to be inflicted unreasonable, irrational, or inappropriate force upon a student. Good sense and judgment should always prevail.

The rules of the *Code of Conduct* apply to any conduct whether the student is:

- On School grounds during the school day or immediately before or after school hours
- On school grounds at any other time when the school is being used by a school group
- On or off school grounds at any school activity, function, or event

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- Traveling to and from school, including actions on any school bus, van or public conveyance.

Under this *Code of Conduct*, the following definitions will apply:

- Student:** a person-adult (18 years old) or minor enrolled at ISB
- Parent:** (a) an official care-giver of a minor child, including but not limited to mother, father, step-parent, grandparent, or court-appointed guardian, including DHS workers and /or group home employees as identified at the time of admission or amended in writing thereafter, or an emancipated minor (proof required);
- (b) for young adult student aged 18-19, parent or guardian with whom the student currently resides;
- (c) for married and independent adults, students aged 18-19.

The following behaviors are considered **Offenses** at ISB and will result in corrective action up to and including a suspension or dismissal, at the discretion of the Principal:  
(Also see Demerit Consequence list)

- **Failure** to wear student ID bag
- **Truancy**- absent without permission
- **Dress code violation**-not dressed according to ISB dress code
- **Disruption**- Interfering with school policies or classroom routine
- **Cheating**-copying someone else’s work or in any way trying to take
  - credit for work not done by the student him-/herself
- **Profane language**-use of obscene, vulgar, or unacceptable language
- **Sexual Misconduct**-improper public display of affection in the school
  - building or at any school-related activity, such as kissing, notes, etc.;
  - this
  - is not an all – inclusive list but intended to outline some activities that may constitute sexual misconduct
- **Smoking**- smoking in the school building is strictly prohibited
- **Sleeping**- activity which results in the student’s non-performance
- **Disobedience of the lawful instruction of a staff member**- no student
  - will disobey the lawful instructions of an Administrator, teacher,
  - instructional aide, or other staff member of ISB
- **Out of Bounds**-no student may be in any part of the building or on the grounds (including the restrooms, parking lot, classrooms, or offices) unless specifically scheduled to be there or unless he/she has received permission from an appropriate authority
- **Possession of prohibited items**-students may not have cellular phones or compact discs unrelated to schoolwork, or food/beverages in unauthorized areas
- **Incomplete assigned activities**- failure to finish academic work
- **Failure to provide name and identification to school employees**-
  - refusal to provide ISB staff with the student’s name, identification, or
  - other necessary information including, but not limited to, current telephone number, address, etc.

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- **Theft**- taking the property of another without right or permission
- **Fighting or Violence**- engaging in physical contact with one or more students
- **Vandalism**- willful destruction of school or student property
- **Gang Activity**- engaging in gang activities
- **False Fire/Bomb Alarm**- willful intent to cause panic by submitting false information
- **Arson or Attempted Arson**- setting fire, or attempting to set fire, to any school or building property
- **Drugs and Alcohol**- the use, possession, concealment, sale, or transmission of any drug, alcoholic beverage, or other illegal or controlled substance
- **Dangerous or Illegal Instruments**- the use, possession, concealment, sale, or transmission of any dangerous or illegal instruments, including but not limited to weapons, firework, etc.
- **Wrongful Conduct**- actions that impede, obstruct, interfere with, or violate ISB's mission, philosophy, and or regulations
- **Destruction and/or intentional harm to person or property**
- **Disrespect of the rights of others or another's property**- willful destruction or rudeness towards others, including staff and students
- **Conduct which endangers others**- any form of physical contact which jeopardizes others, including but not limited to horse-play and throwing objects

## **J. STUDENT DETENTIONS**

There are two types of detentions: teacher detentions and general detentions.

1. **Teacher Detention:** Students are expected to serve teacher detention when it is issued. Students who fail to serve teacher detention will be issued a general detention. Teacher detentions may be issued to be served during lunch time or after school and will last approximately 15-30 minutes. During teacher detention, the student and teacher might discuss the problem and seek an alternative solution. Teachers will give students work to do while the student is serving teacher detention.
2. **General Detention:** Students serve detention after school up to an entire week. Students are given general detention considering how serious the offense is and/or behavior displayed. General detention will be an administrative decision and may become a part of students' record. These detentions will be issued 24 hours ahead of time so that transportation arrangements can be made. The students may be given an FSA writing prompt and/or a reflective exercise to do during this time.

## **K. Suspensions**

General guidelines for suspensions are as follows:

- The Administrator reserves the right to suspend a student based on the offense committed by the student.
- No suspension shall exceed ten school days.
- The Administrator will attempt to notify the affected parent by phone and will issue a written notice to the student of the intention to suspend, which



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will cite the reason for the suspension

- If the student is under age 18, the parent will also be sent a copy of the suspension notification by US mail within one calendar day to the parent/guardian. The notice shall include the reason for the suspension and the right of the student to appeal to the Administrator or the Board of Trustees
- The student shall be given the right to appear at an informal hearing before the Administrator and respectfully challenge the reason for the intended suspension (or otherwise explain mitigating circumstances)
- The parents can be present during the hearing
- The International School of Broward and the School Board of Broward County Public Schools can expel a student and ISB will cooperate with the School Board regarding any potential expulsion proceedings
- Students on suspension cannot participate or attend any school related activities. Students attending such school related functions are subject to additional disciplinary actions

## **L. TRESPASSING**

- After school hours, students who are not involved in an after school activity such as tutoring, sports, or an extracurricular club are not to reenter or remain on campus without proper authorization. Students who remain on campus or in the immediate front area of the school after 3:30 p.m. will be placed outside of the gate. Students who appear on campus while on suspension and/or expulsion are subject to additional disciplinary action for trespassing.
- Please note the following important points:
  - \* Students will be released at 3:00 pm
  - \* Students enrolled in after school activities are not allowed to leave campus.
  - \* All students enrolled in an after school program (tutoring, sports, clubs) are required to report to the cafeteria for their activity and check-in.
  - \* All students not enrolled in any after school activity are required to leave campus by 3:30 pm. NO Students are allowed to stay on campus (including the front of the school).

## **M. CHANGE OF PERSONAL CONTACT INFORMATION**

It is the parent's and student's responsibility to inform the International School of Broward of any change of address, telephone number, or email address. Any other relevant information must also be updated in the office as soon as possible.

We use this information to contact you in case of an emergency, for medical issues, discipline concerns, and conferences.

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## **N. SOCIAL MEDIA POLICY**

### 1.0 Purpose

The purpose of this policy is to provide guidelines to staff, students and parents on the use of social media at the International School of Broward.

### 2.0 Definition

“Social Media” means any form of online publication or presence that allows end users to engage in multi-directional conversations.

Social Media includes: Facebook, Twitter, Texting, YouTube, blogs, Wikis, Instagram, Second Life, social bookmarking, all other document sharing and email.

### 3.1 Common Code of Online Conduct

While the rules especially applicable to staff, students and parents vary in some particulars, a common code of conduct in the use of social media should be observed by all.

Anyone using Social Media should be aware that there are criminal and civil sanctions that can be brought against the person posting certain types of statements. Make sure to cite other people’s work. Do not make any untrue, libelous or threatening statements. It is your responsibility to be truthful, respect the opinions of others and conduct yourself as a responsible member of the on-line community.

### 3.2 Be transparent

Do not misrepresent who you are and never assume the identity of another person.

### 3.3 Be reflective

Think before you communicate online. If you are upset or angry, give yourself time to calm down. Consider whether a negative communication you receive even requires a response. If it does, respond factually, not emotionally.

### 3.4 Be respectful.

Employees, parents and students are a diverse group of people with many different customs, viewpoints and beliefs. Communications that are racist, pornographic, threatening or bullying are never appropriate. Broad generalizations (“all teachers...,” “all students...”) are almost never accurate.

### 3.5 Be factual.

Add to the information available to others, not just the noise.

### 3.6 Write well

In a school environment, everyone should try to express themselves effectively. Re-read and edit, if necessary, your posts or emails for form and content. Check spelling, avoid slang and do not use excessive abbreviations. Use proper grammar, capitalization, and punctuation. Send a polished communication, not a confused draft.

### 3.7 Own your mistakes

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If you make a mistake, correct it. If another calls you on a mistake, own up to it. Apologize, if an apology is due.

#### 3.8 Keep confidences

Do not violate the privacy of others. Social media may seem private, but it is both public and durable —many people you don't know are likely to see what you write or post, and it may last for a very, very long time, possibly forever!.

#### 3.9 Make proper attributions

Follow copyright law and fair use protocols. When quoting or relying on another's work, make a proper citation to your source. When using a hyperlink, double check that it goes to the correct place and to appropriate content.

#### 3.10 Be smart

People often share too much information electronically. People who reveal the names of their pets, parents, children or other details may give hackers the clues to passwords. Information about planned vacations can be used by burglars. Think about how information can be used and misused.

#### 4.1 Staff, Governing Board Members, PAC Members, or the members of any Board's Committees are subject to the following specific rules regarding use of Social Media.

#### 4.2 Regardless of the electronic media you are using, whether you are using it at school or home, what equipment you are using, and whether or not you make a disclaimer, all electronic communications and postings may be regarded by the ISB as reflecting upon you as a school employee, parent, or student. Social Media seems private, but it is public.

#### 4.3 Get Permission

Do not post photos or movies of students, parents, or staff members without their permission. Do not use photos or movies taken at school without permission. Do not post photos or movies that contain students or any post that discusses students with any third party without written, current administrative and parent consent. FERPA is fully applicable to online information about students, and such information is presumed to be private.

- Behavior that is Unacceptable in Person is Unacceptable Online. If you would not say it in person, do not say it online.
- Represent the School Well- Consider how to present the school in the best light and what approach will build a stronger school community. Do not circulate rumors or unsubstantiated information. You are fully responsible for what you post
- Respect the Power of Public Media - Honor the wishes of fellow students that information (e.g., compromising stories) be kept private. Always remember that posted information may seem private, but is highly public

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- Do not threaten, harass or bully others using Social Media. You are responsible for your statements and can be held criminally or civilly liable for your statements. If you are threatened, harassed or bullied contact your parents or the police immediately
- Students, Parents, and Staff Members should never engage in “friending” one another through Social Media. Any responses to public pages need to be in an appropriate and school-appropriate fashion

#### O. Behavioral Threat Assessment

What is Behavioral Threat Assessment – Procedure that uses an instrument to determine a possible threat to the school, staff, student body or individual(self). The instrument is used by the school to address early identification, evaluation, early intervention, and student support. The school has developed a threat assessment team that carries out the legal procedures under State Law.

## ACADEMICS

### A. THE CURRICULUM

The International School of Broward – Comprehensive Curriculum for middle and high school students preparing them to be global leaders:

Language Academy

Science Academy

Law Studies Academy

### B. ACADEMIC SESSIONS

The academic year comprises of two semesters. Students take six classes per semester and earn one-half credit for each class in which they attain a passing grade. Course selections normally are made in the summer for the following year. These selections are final except for courses cancelled due to low enrollment. Schedule changes will only take place to rectify academic misplacement or to balance class size. Weigh your choices carefully as you are committing to the courses you choose. Teachers are hired and the master schedule is developed based on the course requests which students make in the summer. Students and parent will have an opportunity to choose and review course selections prior to the development of the master schedule.

### C. HONORS AND ADVANCED PLACEMENT CLASSES

Honors and advanced course work is offered for academically proficient students. Both course content and requirements are rigorous. Students are eligible to receive one additional quality point in each of their core classes by selecting an honors course, securing teacher approval and fulfilling the honors requirements in the course syllabus. In addition, academic foreign languages above the second year, and math courses above Algebra II are considered honors courses. In addition to Honors courses, there are several Advanced Placement classes offered. Advanced Placement (AP) is the enrollment of eligible students in courses offered by the College Board. Postsecondary credit for an AP course shall be awarded to students who score at least a 3 on a 5-point scale on the corresponding AP exam. The prerequisites vary according to the discipline. Students enrolled in advanced placement classes are required to take the appropriate advanced placement exams. If the student passes the AP exam, he/she will receive

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college credit. AP classes include: AP French, AP Spanish, AP English Language, AP English Literature, AP United States History, AP Micro Economics, and AP Macro Economics.

The following guidelines for extra quality points are used in the computation of an individual's weighted GPA:

Honors:	1 quality point
AP:	2 quality points
Dual Enrollment:	2 quality points

**Note:** To earn the extra quality points requires a minimum grade of **C**.

In addition, students will only sit for the Brevet, BAC or Advanced Placement (AP) exam(s) if they are meeting all requirements: making adequate progress or taking the appropriate enrichment courses to prepare for the exams, and recommended by their teacher(s). Being enrolled in an AP or BAC course does not guarantee sitting for an exam.

**DUAL ENROLLMENT**

Students enrolled at the ISB may be enrolled concurrently in college level courses under the following criteria: (a) Classification as a junior or senior properly enrolled in courses which will fulfill requirements for graduation from high school, and (b) Unweighted grade point average of 3.0 or higher, with the recommendation of the principal and guidance director. Juniors or seniors who have met the above requirements may be eligible to attend Broward College classes. Academic credits earned in these college level courses also earn high school

credit. Students enrolled in this program shall receive one honors point for college level (1000 level) courses and two honors points for college level (2000 level) courses completed with a grade of "C" or above providing they correspond to a high school honors course. Credits earned shall be recorded in the student's academic record using the course number and title used by the post-secondary institution. Note that Dual Enrollment is no longer Tuition-Free. Students wishing to register for coursework will incur a **fee for each class (see administration)** chosen and this does not include the required textbooks. The International School of Broward does not profit from this fee. These are fees incurred directly from the college and are paid directly to the Institution.

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**EARLY ADMISSIONS**

At the completion of the junior year of high school, a student may enter the Early Admissions Program under the following criteria: (a) Successful completion of the junior year of high school, having earned a minimum of eighteen credits in grades 9, 10, and 11, and all other requirements with the exception of English 4 and American Government/Economics; (b) Successful completion of the Florida BEST Standards; (c) Acceptance by a post secondary institution authorized by Florida Law or by an accredited postsecondary institution; (d) Enrollment at the ISB for at least one calendar year prior to seeking early admission; (e) Maintenance of an unweighted 3.0 cumulative G.P.A.; (f) Completion of at least 24 hours of credit in college

**D. AFTER SCHOOL CARE**

If offered, after school care is from 3:00-5:00 p.m. (ask for before/after school and extracurricular flyers at the main office)

**E. GRADING**

Each student is required to complete his or her coursework. Students must receive 60% (D) or better to pass.

Each senior will also be required to keep a portfolio of his/her accomplishments. The portfolio will be reviewed by the school's counselor and administration before the student is deemed ready for graduation.

**Grading Periods:**

Students will be administered a test monthly, receive one (1) progress reports each five (5) weeks, one (1) report card every nine (9) weeks, two (2) Student Evaluation Plans, one (1) midterm grade, and one (1) final exam given in May/June. In addition, monthly ISB generated standardized exam will be given. Students must receive a D (60%) or above in all academic subjects to be promoted to the next level.

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Grades will be noted numerically on a scale of 0-100. It will be recorded in your child's report card in numbers and letters.

**Weekly grade:**

Students will be graded every week. This note will include: participation, class work, homework, projects, quizzes, tests, and computer based assignments depending on their content area.

**Quarterly grade:**

- Average of the weekly grade
- Average of the monthly tests

**Final Grade:**

- Average of the 4 marking periods
- Midterm
- Final exam (May/June)

**Homework:**

All incomplete homework will affect the weekly grade. Homework is assigned in class and posted on Google Classroom for students to access.

**Achievement Tests:**

In the fall, students in grades 6-10 will take the Benchmark Assessment in fall. Each spring, students in grades 6-10 are also administered the Florida Standards Assessment (FAST). The ISB recommends that students get plenty of rest and come to school on time in order to be prepared to take the test.

**College Entrance Test**

The Preliminary Scholastic Assessment Tests (PSAT) test is administered at ISB each year. The results give students an indication of what to expect on the Scholastic Assessment Tests (SAT) and the American College Test (ACT). College bound high school students are required to take either the SAT or the ACT sometime between their sophomore and senior years. Scores will be reported to the school BRACE counselor. Information on how to register and prepare for these tests is available at the main office. In addition, the

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BRACE/Guidance counselor will be meeting with students to evaluate their status regarding testing and availability.

**F. CONFERENCES / OPEN HOUSE**

We will have two evening open houses each year to give parents the opportunity to meet with their teachers and check on their children’s progress. Conferences are also strongly encouraged throughout the year. To set up a conference, please fill out the necessary forms in the main office or email us your request. You may request individual conferences with a teacher at any time by emailing the teacher. Please allow up to 72 hours for a group conference date and time.

**G. TRANSFERRING CREDITS**

Students’ credits from former schools are transferable to the ISB. A “Request for Records” will be sent to the student’s previous school. If a student has an official transcript, it is recommended that he/she attaches it to the initial enrollment application and submits it to the main office as soon as practicable after completing the application.

Note: An official transcript must have a raised seal. ISB will provide each high school graduate an official transcript confirming that the high school diploma was conferred.

**H. GRADUATION REQUIREMENTS FOR MIDDLE SCHOOL**

Credit hours in the following subjects must be earned in order for a student to graduate:

English/Language Arts.....	3 credits
Math.....	3 credits
Social Studies.....	3 credits
Science.....	3 credits
Performing or Fine Arts.....	1 credit
Computers.....	1 credit
Physical Education.....	1 credit
Language Elective.....	3 credits
Electives (Performing Arts or..... Foreign Language, other)	2 credits
<b>Total.....</b>	<b>20 credits</b>

**Eighth grade students must pass all core classes in order to be promoted to high school (Broward Policy 6000.1).**



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**I. GRADUATION REQUIREMENTS FOR HIGH SCHOOL**

Credit hours in the following subjects must be earned in order for a student to graduate:

English/Language Arts.....	4 credits
Math.....	4 credits
Social Studies.....	3 credits
Science.....	3 credits
Performing or Fine Arts.....	1 credit
Computers.....	1 credit
Physical Education.....	1 credit
Language Electives.....	4 credits
Electives .....	3 credits

(A minimum of one semester **MUST** be taken online through Broward Virtual School or Florida Virtual School. Driver’s Ed **does not count** towards this requirement).

**Total.....24 credits**

Students earn credits by passing academic competencies through the computer based courses and off-line assignments. Students take pre- and post- tests to demonstrate mastery of the competencies.

Other requirements for graduation include the following:

- Volunteering a minimum of 40 hours
- Minimum of 95% attendance during the three months prior to completing all other graduation requirements
- Passing the FSA
- Passing the prescribed academic curriculum
- Keeping a portfolio of academic work and accomplishments

**ISB students are eligible to earn a general high school diploma once all requirements have been met. Advanced Placement (AP) courses are encouraged for students who can handle the work load, as they may earn college credit for passing AP Exams with a level 3 or above. Students enrolled in CNED study program are eligible to take exams for the French Baccalaureate Diploma (BFA) once requirements and exams have been conferred.**

\* Social Studies credits must include one (1) credit of American History, one (1) credit of World History, half (½) credit of American Government, and half (½) credit of Economics.

**J. FORGIVENESS RULE**

A student may elect to repeat a course for credit and/or in order to improve his/her record.

A student may repeat a course in which a “D” or “F” was earned. When the same or comparable course is repeated and a “C” or better is subsequently earned, the failing grade

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of the first attempt will then be “forgiven” or excluded from the grade point average. The record will show all courses taken.

## **K. VIRTUAL COURSE OFFERINGS 2022-2023**

Florida Virtual School –

Students may register for an FLVEd course offering contingent upon counselor and administrator approval. Courses are approved for previously failed coursework and for classes not offered at the International School of Broward. Additional information is available at [www.flvs.net](http://www.flvs.net) along with a current list of available courses.

## **L. FLVed COURSE SELECTION CODES**

- **SUS** denotes a course which meets the Florida State University System requirement as a core academic course
- **BF** denotes an eligible course for all the Bright Futures Scholarship Programs.
- **BF/Gold Seal only** denotes an eligible course for the Florida Gold Seal Vocational Scholars Award only
- **BF/Medallion and Scholar Only** denotes an eligible course for the Florida Medallion Scholars Program and the Florida Academic Scholars Program
- **NCAA** denotes a course which meets the NCAA requirement and a core course
- **AP** denotes a course where Advanced Placement credit may be earned

## **M. STUDENT INVOLVEMENT ACTIVITIES**

Numerous clubs and activities are available to challenge and provide an outlet for the interests of students. Joining an organization is a terrific way to meet new friends and enhance your middle and high school years. Meeting times will be mentioned during the afternoon announcements.

Eligibility: To be eligible to participate in interscholastic extracurricular activities, a student must maintain a cumulative unweighted GPA of at least 2.0 on a 4.0 scale each semester. Students must also pass at least 5 out of 6 classes each grading period. The Athletic Director, coach, and/or sponsor will monitor eligibility. Additionally, students must be in attendance for at least half the school day in order to participate in any extracurricular activity.

### **NATIONAL HONOR SOCIETY**

In order to participate in National Honor Society, you must have 2 letters of recommendation supporting a leadership role, one of which must be a leadership role on campus, 60 documented Service Learning Hours and have a 3.5 GPA. Contact the NHS sponsor for more information.

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**STUDENT GOVERNMENT ASSOCIATION**

The International School of Broward encourages all members of the student body to participate in the Student Government Association (SGA). Class elections take place in the fall. Upper Classmen and SGA elections also take place at this time. All Class and Student Government Association (SGA) Officers once elected must be enrolled in the leadership course.

Eligibility: In order to run for an office, the candidate must: have a 2.5 unweighted grade point average, not have received any unsatisfactory conduct grades for the marking period prior to the election, must be a member of the SGA for the marking period prior to the election, must complete a petition, and have 15 documented Service Learning Hours prior to the end of the semester before the election is held. To run for President of the SGA, a candidate must be a senior during his/her term of office. If you are interested in participating in SGA, please see the SGA sponsor for more details.

**N. ELIGIBILITY REQUIREMENTS FOR PARTICIPATION IN ATHLETICS**

All interscholastic athletics and activities are meant to contribute to the overall academic excellence achieved by a student participant. The following rules and consequences are seen as the basic conditions that must be met by a student who wishes to represent his or her school through athletics/interscholastic competition or performance.

1. A student must maintain a unweighted 2.0 GPA or higher
2. Students who are serving an external suspension cannot practice or participate in athletic/interscholastic competitions or performances and may be subject to further sanctions or penalties.
3. A student must be reported present for the day in order to participate in athletic and extracurricular activities.
4. In high school, a student may no longer participate in sports if they will reach 19 years and 9 months by the beginning of the season. In middle school, any student who has attained the age of 15 prior to September 1<sup>st</sup> of the current school year shall be ineligible for further participation.

Co-curricular activities are an integral part of the educational program. These activities reflect the mission of the school and provide opportunities that support and extend academic learning. A sufficient variety of interest clubs and athletic teams ensure that all students have opportunities to participate in this valuable part of their middle or high school experience. Interaction among students and school staff through co-curricular activities provides opportunities for the development of interpersonal skills, problem solving techniques, and citizenship.

Students may be denied the privilege of participating in field trips, social and/or extracurricular activities if said student(s) have been disruptive, violate the Student Code of Conduct, or fail to conform to school rules and regulations. The final decision on whether or not the student may participate shall be made by the principal with documentation and input from the affected staff.

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**O. Volunteer Hours**

The school year is 180 days. Parents have ample opportunity throughout the year to help your child's school and are required to donate parental involvement hours (volunteer) at ISB for 20 or more hours. (Field trips, fundraising, lunch help, dismissal help, etc.).

Parents that cannot fulfill this obligation are asked to please help in alternate ways throughout the year. Check with the school Activities Director, or the principal. We'd like nothing more than to have you on campus to encourage and model *paying it forward* for our students.

**SCHOOL FACILITIES**

**A. SCHOOL LOCATION**

The official address of International School of Broward is:

**International School of Broward  
3100 N. 75<sup>th</sup> Avenue Hollywood  
FL 33024  
(954) 987-2026 Office  
(954) 987-7261 Fax**

**B. HOURS OF OPERATION**

ISB opens daily at 7:45 am and closes nightly at 3:00 pm, Monday through Friday. Voice mail messages can be left for calls received after school hours.

**C. SMOKING AND EATING**

State law prohibits smoking in the building. Food and beverages are not allowed in any classroom or the computer labs at any time. Vending machines are available in the student cafeteria for use during assigned break times.

**D. PARKING**

Parking in our school's lot is a privilege. All cars must be registered and have a parking pass to park in the designated lot. Cars, which are inappropriately or illegally parked, or cars parked that may cause a safety hazard may receive a warning or be towed at the owner's expense. Students must abide by local speed limits set forth by the Hollywood Police Department. If a student drives to school, he/she may park in the school's parking lot with a valid parking pass.

Note that if a student who drives to school is tardy three times to his/her first period class during a quarter, parking privileges will be suspended for two weeks.

**E. TRANSPORTATION**

The school does not provide transportation but will work with students and parents to ensure that transportation is not a barrier to education

**F. VISITORS**

Parents, graduates and other visitor are always welcome with *advance notice* to the ISB

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office, except in case of an emergency. Only children attending the ISB will be permitted in the classroom during school hours. If a child would like to visit the school, an appointment for a tour must be scheduled in advance with the main office

All visitors are required to report to the school office prior to their visit. All visitors must sign in upon arrival and sign out before leaving the building and must wear a visitor's pass while in the building. A driver's license or photo ID will be required at check-in.

Visitors must pre-arrange any meetings or visits with teachers or the principal or designee prior to entering the building. Visits should be limited to ½ hour unless other arrangements have been made for an extended meeting.

Parents are asked ***not*** to attempt a parent-teacher conference while students are in the classroom.

#### **G. EMERGENCY PHONE CALLS**

Students may provide the school's telephone number to relatives *for emergency purposes only*. The main office will take a message and forward it to the student as soon as possible. *Students are not permitted to make cell phone calls from the main office (unless a staff member allows them to use it), nor may they use their cell phones during the school day*. The student will be instructed to speak with the principal, if a special circumstance arises.

## **SAFETY**

#### **A. DRILLS and FIRE ALARMS**

When the fire bell rings, students are required to exit the building in an orderly fashion. Instructions for leaving the building are posted in each classroom. Students will participate in all drills as required. Students are required to follow the specific instructions as the drills are timed and recorded for regulation purposes.  
(Active Shooter, Tornado, Fire, other)

#### **B. WEATHER-RELATED SCHOOL CLOSINGS**

In the event that the school should need to be closed for weather related emergency, such as a hurricane or other event, students and parents should watch the local TV and Radio stations for updates on the ISB's status. The ISB will follow the same opening/closing schedule as Broward County schools.

#### **C. REPORTING INJURIES**

If a student is injured at the ISB, he/she must immediately report the injury to a teacher or other ISB staff member so that an Injury Report can be completed.

#### **D. HARASSMENT**

Harassment is any form of hostility, conduct, or language that creates an intimidating or offensive school environment. Sexual harassment can consist of unwelcome sexual advances, unwelcome touching, verbal remarks, or requests/demands for sexual favors.

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No student or parent/guardian shall harass another student or any ISB staff member. Any student who believes he/she has been harassed by a student or any person employed by ISB should immediately report the incident to an ISB staff member. If there is any reluctance to discuss the matter with staff, the incident should be reported to the principal. If the student is uncomfortable in reporting to the principal, a parent or guardian should make the report. Reported incidents shall be investigated immediately.

The incident and report will be kept as confidential as the circumstances permit. The results of the investigation will be thoroughly discussed with the student and/or parent/guardian if the student is under the age of 18. Corrective action(s) will be taken as deemed necessary.

#### **E. BULLYING**

Bullying means systematically and chronically inflicting physical hurt or psychological distress on one or more students or employees. It is further defined as unwanted purposeful written, verbal, nonverbal or physical behavior, including, but not limited to, any threatening, insulting, or dehumanizing gesture, by an adult or student, that has the potential to create an intimidating, hostile, or offensive educational environment or cause long term damage; cause discomfort or humiliation; or unreasonable interfere with the individual's school performance or participation. Bullying components can be defined in the acronym RIP:

- Repeated – occurs more than once
- Imbalance of Power– when a student, adult, or group is older, larger, or perceived to be smarter and/or more popular than the other and unfairly takes advantage of the unlevel playing field
- Purposeful – deliberate goal or intent is carried out repeatedly and is often characterized by an imbalance of power.

Bullying may involve, but not limited to:

1. Unwanted teasing
2. Threatening
3. Intimidating
4. Stalking
5. Cyber bullying
6. Physical violence
7. Theft
8. Sexual, religious, or racial harassment
9. Public humiliation
10. Destruction of school or personal property
11. Social exclusion, including incitement and /or coercion
12. Rumor or spreading of falsehoods

#### **F. DRUG-FREE SCHOOL**

In accordance with Federal law, the ISB prohibits the use, possession, concealment, or distribution of drugs by students on school grounds or in the school building.

Drugs include alcoholic beverages, steroids, and dangerous/controlled substances as defined by state statute or any substance that could be considered a “look alike.”

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Any student who violates this policy will be subject to disciplinary action, up to and including dismissal from the ISB.

If a student comes to school under the influence of drugs, and is under the age of 18, the parent or guardian shall be notified and the student will be sent home for the day. Appropriate disciplinary action(s) will be in accordance with the Code of Conduct.

**G. LOST AND FOUND**

Any personal items that have been left at ISB will be taken to the main office. If students find personal items that belong to others, they should turn the items into the main office as soon as possible. The ISB is not responsible for lost money, jewelry, electronic devices, or any other personal items.

**H. DESK AND STORAGE AREAS**

Desks and other storage areas provided to students for their use remain the property of the ISB. Students, by statute, have no expectation of privacy in any storage area assigned to them. No student shall lock or otherwise impede access to any storage area.

**I. NON-CUSTODIAL PARENTS**

Access to records will be in accordance with the Family Educational Rights and Privacy Act of 1974. Upon request, non-custodial parents\* shall be entitled to exercise all parental rights to the extent that such rights are not restricted by a legally binding instrument or court order.

**\*A non-custodial parent refers to the parent who does not have custody of the child but who does have the right to information about the child's education.**

**POLICY & PROCEDURE FOR PARENTAL COMPLAINTS**

Any parent or guardian may file a complaint regarding a violation of school policies, regulation, rules, or procedures, or any federal, state, or local law to the Governing Authority of the ISB by filing the same with the principal of ISB.

To file a complaint with the principal, the parent shall deliver the written complaint containing:

- the student and parent's name (anonymous complaints will not be processed),
- the signature of the complainant
- the complainant's name and phone number, and
- the specific violation of the school policy, regulation, rule and procedures, and/or federal, state or local law. The complaint may be delivered via email, in person or by U.S. Mail.

Upon receipt of any complaint, ISB shall perform the following steps:

1. Immediately date stamp the complaint.
2. Notify the President of the Board of Directors and/or the attorney for the Board of

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Directors.

3. Send a letter/email of acknowledgement to the complainant within 10 business days. The letter should address the general procedures that will be followed.
4. Investigate as directed by the President of the Board of Directors. This process may include the following:
  - a) Collaborating with other offices, employees, and personnel within the school.
  - b) Conducting a telephone or personal interview and/or conference(s) with complainant and other necessary parties; and/or
  - c) sending written correspondence
5. The Administrator will keep an investigation log and inform the President of the Board of Directors of the investigation process and findings.
6. The investigation will be based on fact and findings specific to the allegation(s) stated in the complaint. The reason for the decision will be outlined in the letter of findings.

**The Board of Directors** will issue written notice to the Complainant of:

**Compliance** – findings were unsubstantiated, and school has complied; or

**Non-compliance** – noting the areas of non-compliance, recommending possible changes/technical assistance and requesting that the school respond to Complainant with a corrective action(s) plan letter within 15 business days.

All documentation of the complaint, findings, and corrective action(s) plan must be recorded and filed appropriately.

**International School Board of Directors Members:**

Lorraine Tracey  
Josephina Barbot  
Yvan Beaumeige  
Dr. Christ Ann Magloire

To contact any members of the Board, please send an e-mail to [boardofdirectors@isbcharterschool.org](mailto:boardofdirectors@isbcharterschool.org) or ask for the Board receptionist at (954) 987-2026 or fax to (954) 987-7261.

**We encourage all parents/guardians to read the parent and student handbook and the Code of Conduct with their child(ren).**