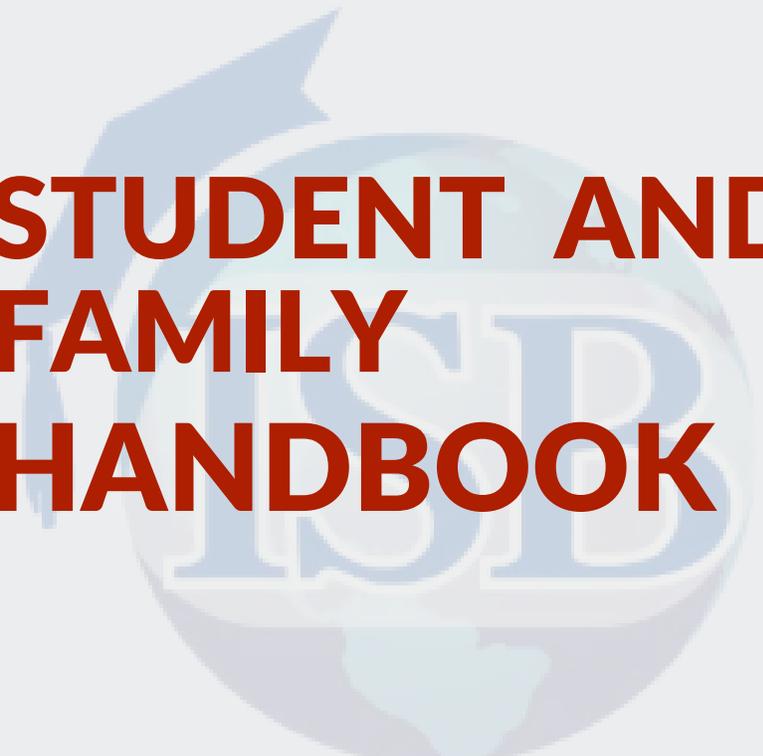


INTERNATIONAL SCHOOL OF BROWARD

A RISE EDUCATION SCHOOL



STUDENT AND FAMILY HANDBOOK

PREPARING TOMORROW'S
GLOBAL LEADERS

2025 / 2026

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Welcome Message



Dear ISB Families,

It is with enthusiasm and great pride that we welcome your family to International School of Broward. We are a High-performing School of Excellence, focused and determined to provide you and your child with the best quality education available.

Our students will be enriched by the dynamic and caring educators of our school. In addition to the wonderful instructional staff, we have implemented processes and structures that are needed to create a school environment that is conducive for learning. We have built a school curriculum that addresses the needs of all of our students. It is our belief that, "There is a brilliant child locked inside every student" -- Marva Collins.

The faculty and staff of International School of Broward are guided by the principles of knowledge, respect, diversity, cooperation, responsibility, and communication. As a learning community, we are dedicated to attaining a mastery of disciplines. We encourage and foster respect for property, others, and ourselves regardless of ethnic, racial, or socioeconomic differences, as we prepare our students for an ever-changing world.

The ongoing partnership between parents and teachers is vital to your children's success at ISB. We offer many opportunities for parents to become involved in our school community, such as helping with PTO sponsored activities, fundraisers, volunteering or serving on the School Advisory Committee. It is important that we coordinate our energies and efforts toward building and sustaining our learning community. We welcome you to submit any suggestions or concerns to our Main Office or email us at info@isbcharterschool.org.

This handbook is designed to provide you with information regarding campus policies, procedures, and daily schedules as well as to identify tentative dates for special activities and events. Additionally, you will find information on special programs and parent organizations. Please read the handbook carefully as it is designed to answer many of the questions you may have about ISB and to help you take advantage of all we have to offer. Some pages in the handbook require signatures of both the parent/guardian and the student. These pages will be provided separately and required to be returned as part of the First Day Packet.

We look forward to meeting each one of you. The entire staff at International School of Broward welcomes you and your child to a year of growth, joy and success!

Educationally yours,
The Administration and Staff
International School of Broward

Vision and Mission

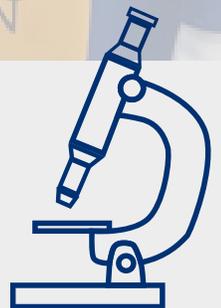
Mission

Inspiring students to achieve potential and personal goals through activities that are developmentally appropriate, individually paced, and personalized to each student's academic performance and interest.

Vision

We strive to extend values beyond the classroom by making sure skills and concepts taught in the classroom are authentically useful in the world beyond school.

We believe in offering a multicultural and friendly environment in which students can successfully learn basic skills and core academic content, develop their special talents and social competencies

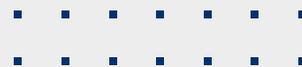


Introduction

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.

1 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
-



**“ISB does not
discriminate against anyone
because of race, color, religion,
sex, national origin, or
disability.”**



School Information and Contacts

1 Phone

Campus Main Office: 954-987-2026

Fax: 954-987-7261

Broward County Public Schools: 754-321-0000

2 Websites

School Website:

<https://www.isbcharterschool.org/>

Broward County District Web Site:

www.browardschools.com

Florida Department of Education:

www.fldoe.org

FOCUS Family Portal:

<https://fl-familyportal.cambiumast.com/#/>



Admissions and Enrollment

1 Enrollment

The International School of Broward (ISB) accepts enrollment applications year-round.

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.

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.

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.

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.

Admissions and Enrollment

2 Fees

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

Students enrolled in activities such as before/after care (if offered) 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.

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 \$10.00 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.

School Calendar

1 BCPS Calendar

ISB aligns closely with the Broward County Public Schools (BCPS) calendar for major academic dates and district observances. This includes, but is not limited to:

- Start and end dates of the academic year
- Report card distribution dates
- District-scheduled early release days
- Recognized holidays and teacher planning days

2 ISB Calendar

In addition to the district calendar, ISB maintains an in-house school calendar that includes:

- School-specific events and activities
- Club and extracurricular meeting schedules
- Assessment and assignment deadlines
- Parent involvement opportunities
- ISB-exclusive early release days



New! In-House Early Release Days

For the 2025–2026 school year, ISB is implementing a set of in-house early release days to support instructional planning, student development activities, and school operations. These dates will be shared in the Welcome Packet and through parent communication channels.

Hours of Operation

- **Office Hours: 8:00 AM- 3:00 PM**
- **Student Arrival Window: 7:45 AM – 8:00 AM**
- **Instruction Begins: 8:00 AM**
- **Dismissal Time: 3:00 PM**
- **Early Release Days: 12:30 PM dismissal**
- **In-House Early Release Days: 12:00 PM dismissal**



We are not responsible for students on campus before 7:45 am or after 3:30pm unless assigned by a teacher or administrator.

Attendance and Tardiness

1 Attendance

Consistent attendance is essential for academic achievement. ISB expects all students to attend school daily, arrive on time, and remain for the full instructional day. Frequent absences and tardiness interrupt learning and may hinder academic progress.

Reporting an Absence- Parents/guardians must report their child's absence to the front office by 9:00 AM. A note or documentation may be requested upon the student's return.

Excused Absences Include:

- Personal illness
- Medical or dental appointments (with documentation)
- Death in the family
- Religious holidays
- Court appearances

Unexcused Absences Include:

- Vacations or family trips during school days
 - Oversleeping
 - Missing the bus
 - Unverified reasons
-

Attendance and Tardiness

2 Tardiness

Punctuality is essential to student learning and classroom continuity. Students are expected to be in class by 8:00 AM. Any student arriving after this time will be marked tardy. **Students who arrive after 8:00 AM are considered tardy and must be signed in by a parent or guardian at the front office.** Chronic tardiness may result in a parent conference and administrative intervention.

Procedure for Tardy Arrival:

1. The parent or guardian must park their vehicle in a designated parking space. Vehicles may not be left unattended in the car line.
2. The student must be accompanied into the front office.
3. A Tardy Sign-In Form must be completed by the parent or guardian. This log ensures accurate attendance records and verifies the reason for the tardy.

Failure to follow this procedure will result in a parent phone call. Repeated failure to sign in may result in a loss of student privileges, including participation in school events or activities.

Important Attendance Policy Reminder:

- Every four (4) tardies will be equivalent to one (1) unexcused absence.
- ISB follows Broward County Public Schools' attendance policy, and excessive tardies or unexcused absences may lead to administrative action.

Families are urged to make timely arrival a daily priority and partner with the school to uphold punctuality expectations.

Absences

3 Absences

Consistent attendance is essential to academic success. However, we understand that certain circumstances may necessitate a student's absence.

Absence Reporting and Documentation:

- When a student returns to school following an absence, a written note signed by a parent or guardian must be submitted to the front office. This note should clearly state the dates of absence and the reason for the absence.
- If a student is absent for more than three consecutive days, a physician's note is required.
- **Parents may report absences by calling the front office before 9:30 AM on the day of the absence.**

Acceptable Excused Absences:

- Illness
- Death in the family
- Religious observance
- School-sponsored event or activity (pre-approved)

Students with excused absences will be permitted to make up any missed assignments in accordance with the grade-level make-up policy. If an absence is unexcused, the student will receive a zero (0) for all missed assignments, tests, or class projects.

Absence Due to Illness: While regular attendance is vital, students should not attend school when they are unwell or exhibit signs of illness, including fever. Parents are asked to use their best judgment in preventing the spread of illness.

For contagious illnesses, such as strep throat, chickenpox, conjunctivitis, or head lice, please notify the school immediately so proper precautions can be taken.

Guidelines for Common Ailments:

- **Strep Throat:** Student may return 24 hours after the first dose of antibiotics, provided they feel well enough.
- **Conjunctivitis (Pinkeye):** Return is permitted 24 hours after starting antibiotic treatment.
- **Head Lice (Pediculosis):** Students may not return until treatment has been administered and all nits are removed. Trained school personnel must verify the child is lice-free before readmittance. Routine head checks will be conducted, and any suspected cases will result in immediate parent contact.
- **Chickenpox:** Students may return when all lesions have crusted over.

Parents are strongly encouraged to examine their child's hair weekly to help prevent lice outbreaks and to maintain regular hygiene habits.

Arrival and Dismissal Procedures

Ensuring a smooth and safe transition during arrival and dismissal is a shared responsibility between the school and families. Please adhere strictly to the following procedures:

Morning Drop-Off:

- Begins at 7:45 AM. Students may not exit vehicles before this time.
- School staff will be present to supervise and facilitate a safe and orderly drop-off.
- Parents/guardians must remain in their vehicles.
- The instructional day begins promptly at 8:00 AM.

Afternoon Pick-Up:

- Dismissal starts at 3:00 PM and ends by 3:15 PM.
- **Supervision Notice:** Students (and siblings) who remain on campus beyond 3:30 PM without authorization or enrollment in a supervised program will be considered in violation of school policy. This may be treated as trespassing, and appropriate disciplinary or legal action may be pursued in accordance with district guidelines.
- Only individuals listed on the child's authorized pick-up list may retrieve a student. Photo ID is required.
- Siblings are not permitted to remain after school while another sibling attends an activity.
- Parents who fail to comply will be considered in violation of our arrival and dismissal policy. This will force our administration to take further actions that may involve the authorities.

Early Sign-Out:

- Requests for early sign-out must be made before 2:30 PM.
 - Parents must report to the front office and sign out their child.
 - Early dismissals are discouraged and should be reserved for emergencies or unavoidable appointments.
-

Uniform Policy

To promote a positive school identity, reduce distractions, and maintain a safe learning environment, ISB enforces a strict uniform policy. All students must be in uniform daily unless otherwise approved for special events.

1 Required School Uniforms

- All school clothing, (tops, bottoms, winter wear, jackets, PE clothing) MUST be purchased from ALL UNIFORM WEAR.
- Belts must be worn with all bottoms that have loops.
- All bottoms must be worn at the waist (not below).
- All shirts must be neatly tucked into bottoms at all times.

NOTE: Students who violate the uniform policy will receive consequences in addition to their parents being called to bring the required uniform.

Consequences for violations of the school uniform policy are outlined in the *Student Code of Conduct Behavior Expectations and Discipline Procedures* section of this handbook, posted on the school's website, or you may request a hard copy from the office.

Uniform Policy

Tops

- White, blue, or yellow oxford shirt with ISB school logo
 - T-shirts and polo shirts are not permitted
-

Bottoms

- Boys: Navy blue or black short or pant
 - Girls: Navy blue or black skorts, skirt, jumper or short
-

**Seniors

- Boys and Girls: ISB Navy Blue Blazer
-

Shoes

- Closed Toe black or navy comfortable dress shoes and socks
-

Sneakers

- Navy blue, black or white ONLY on PE Days with full PE attire
 - Colors or patterns on sneakers are NOT permitted
-

Socks

- Solid navy blue, black or white crew or knee high are required (Mandatory)
 - Ankle sock are to be worn with PE attire ONLY (navy blue or black pantyhose on cold days) cut off tights NOT allowed
-

Belts

- Navy blue or black. (Mandatory)
-

Cold Weather

- ONLY ISB Sweater, Sweat Shirt, or Jacket can be worn - No exceptions.
-

Uniform Policy

2 Additional Information

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 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

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.

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.

There is a zero-tolerance policy for dress code violations.

Uniform Policy

2 Additional Information

- Shorts, skorts, jumper, and skirt MUST not be shorter than 3 inches above the knee.
- All uniforms must be worn appropriately
- Hair MUST be well groomed

Students may NOT wear the following:

- Sneakers- ONLY permitted with PE attire.
- Cut off Tights to the ankle or colored socks.
- Jeans/Denim shorts, skirts, pants, or jackets.
- JEANS ARE NOT PERMITTED on any uniform day even in weather below 50 degrees.
- Leggings, jeggings, cargo shorts/pants capri pants.
- Skirts or Shorts shorter than 3 inches above the knee.
- Shirts, sweaters, or jackets with a logo other than the official ISB logo.
- Hoodie jacket/sweatshirt/sweater.
- Sandals, shoes without a back, boots, shoes with lights or sounds.
- Scarves/bandanas/hats.
- No flashy hair color or weave (purple, red, green blue, etc) /colored beads (white or navy beads ONLY)
- Visible body piercing.

There is a zero-tolerance policy for dress code violations.

Lockers

2 Additional Information

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**. 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.

Student Code of Conduct

ISB is committed to fostering a learning environment that is safe, respectful, and conducive to academic achievement. Students are expected to demonstrate behavior that reflects integrity, responsibility, and respect for others at all times.

1 Core Behavioral Expectations:

- Treat peers, staff, and school property with respect
- Follow directions given by school personnel
- Maintain honesty and integrity in actions and communication
- Use appropriate language and voice levels
- Refrain from physical contact or altercations

Prohibited Conduct Includes but is Not Limited To:

- Disruptive behavior in class or on campus
- Verbal abuse, teasing, or bullying
- Physical aggression or fighting
- Defiance toward staff members
- Academic dishonesty (cheating, plagiarism)
- Use or possession of drugs, tobacco, or alcohol
- Bringing weapons or dangerous objects to school

Positive Behavior Supports:

Students will be recognized and rewarded for positive behavior through classroom-based incentives, school-wide acknowledgments, and student-of-the-month programs.

Student Code of Conduct

2 Student Rights

STUDENTS HAVE THE RIGHT:

- To be treated with respect.
- To be part of a positive educational environment.
- To be educated in a safe environment.
- To focus on their educational goals.
- To help maintain and to take pride in the school's facilities.

STUDENTS ARE EXPECTED:

- To maintain respectful and responsible behavior towards each other and towards staff members.
 - Not to use foul, obscene, or profane language or gestures towards anyone for any reason.
 - To maintain academic integrity by not engaging in cheating, plagiarism, forgery, or other acts of dishonesty.
 - Not to engage in unwanted touching or hitting of others, regardless of intent.
 - Not to possess, use or be under the influence of any tobacco product, alcohol or controlled dangerous substances at any time during school hours, including all school sponsored activities, either on or off campus.
 - Not to possess any item that could be considered dangerous, including, but not limited to, real or toy weapons.
 - To remain within the building unless permission to leave has been granted by a building administrator.
 - To place all electronic communication and entertainment devices including but not limited to cell phones, ear pods and headphones in their lockers from the start of school until the end of the school day.
 - During testing or any other time identified by administration, middle school students will be required to turn cell phones into the front office when entering the building. Phones will be collected and returned to each student at the end of the day.
 - To dress in an appropriate manner that neither disrupts nor distracts from the educational process.
 - To refrain from wearing any headwear within the building, including hats, scarves, and bandanas. Headwear worn for religious purposes is permitted with parental permission.
 - To keep all food and all drinks in the cafeteria.
 - To keep school equipment and facilities clean and free from vandalism.
-

Student Code of Conduct

3 School Wide Expectations

- Students will arrive to school each day, on time, prepared to learn, and in full uniform.
- Students will complete all homework assignments thoroughly and on time.
- Students will show respect to others at all times and will not disrupt the learning taking place in the classroom.
- Students will respect the learning taking place in classrooms by walking quietly through the halls with their hands at their sides.

4 Classroom Expectations

Students are expected to:

- Manage time well.
- Follow rules and expectations.
- Be organized.
- Demonstrate responsible citizenship.
- Have a college focus.
- Set high goals for themselves.

Expectations regarding homework assignments.

Students are expected to:

- Complete daily homework assignments.
 - Try to do their best every single day.
 - Turn in homework on time every day.
 - Check homework before handing it to the teacher.
 - Have someone at home double-check their work.
 - Ask for help if they do not understand something.
 - Make no excuses.
-

Student Code of Conduct

5 Student Behavior Expectations Guide

At ISB, student conduct is grounded in three core expectations:

- **Be Safe**
- **Be Respectful**
- **Be Responsible**

Students are expected to follow these expectations at all times and in all areas of campus. The following guide outlines specific behaviors aligned with each expectation by location:

Daily Expectations

- **Be Safe:** Walk on the right; keep hands, feet, and objects to yourself; enter classrooms only when an adult is present; follow the school dress code.
 - **Be Respectful:** Use kind words and actions; follow adult directions the first time; speak in a kind, soft voice; respect others' space and property.
 - **Be Responsible:** Listen attentively; take care of personal and school belongings; clean up after yourself; use problem-solving skills.
-

Student Code of Conduct

5 Student Behavior Expectations Guide

Before School

- Be Safe: Remain outside classroom until invited in; keep hands, feet, and objects to yourself; walk calmly; follow safety patrol instructions.
- Be Respectful: Speak respectfully; use appropriate language and knocking; respect space and property.
- Be Responsible: Arrive on time; go directly to your destination.

After School

- Be Safe: Walk calmly; stay in line until dismissed; stay on sidewalks; walk bikes off campus; leave only with permission.
- Be Respectful: Follow directions promptly; respect others' space.
- Be Responsible: Inform the office with written notice for transportation changes; go directly to your destination; leave quietly.



Student Code of Conduct

5 Student Behavior Expectations Guide

Hallways

- Be Safe: Walk forward and on the right; stay clear of doorways; keep traffic flowing.
- Be Respectful: Follow directions the first time; walk quietly; hold doors for others.
- Be Responsible: Have a pass; go directly to destination; pick up trash.

Common Areas

- Be Safe: Walk calmly; hold railings; keep hands, feet, and objects to self.
- Be Respectful: Speak kindly; admire displays with eyes only.
- Be Responsible: Use trash cans.

Drinking Fountain

- Be Safe: Keep fountain germ-free; wait patiently.
- Be Respectful: Use manners; limit drink to 5 seconds.
- Be Responsible: Clean up after yourself.

Assemblies

- Be Safe: Enter/exit in a single-file line; stay seated.
 - Be Respectful: Applaud appropriately; listen attentively.
 - Be Responsible: Sit in assigned area.
-

Student Code of Conduct

5 Student Behavior Expectations Guide

Restrooms

- Be Safe: Wash hands; keep water and soap in sink; walk; one per stall.
- Be Respectful: Respect privacy; always flush; dispose properly.
- Be Responsible: Use time wisely; keep restroom clean; report issues.

Cafeteria/Dining Area

- Be Safe: Walk calmly; hold tray with both hands.
- Be Respectful: Use manners; raise hand; wait your turn; eat your own food.
- Be Responsible: Clean your area; throw away garbage; use lunch card correctly.

Walking to the Playground

- Be Safe: Walk calmly on right side; keep hands and objects to yourself.
- Be Respectful: Speak kindly; respect space.
- Be Responsible: Walk directly to destination.



Student Code of Conduct

5 Student Behavior Expectations Guide

Playground

- Be Safe: Use equipment properly; report injuries; walk around games.
- Be Respectful: Share, take turns; include others; listen to adults.
- Be Responsible: Pick up equipment; report issues or visitors; take ownership of actions.

Physical Education (PE)

- Be Safe: Walk; stay in designated areas; keep body under control.
- Be Respectful: Include others; be a good sport; wait your turn.
- Be Responsible: Use equipment properly; wear correct shoes; enter only with adult.

Office

- Be Safe: Enter calmly; check in at counter.
- Be Respectful: Use a soft voice; wait patiently; be polite.
- Be Responsible: Have a pass; enter/exit through office entrance only.



Student Code of Conduct

5 Student Behavior Expectations Guide

Teacher's Room

- Be Safe: Walk calmly; keep hands and objects to self.
- Be Respectful: Follow directions; respect learning space.
- Be Responsible: Bring materials; begin work promptly.

STEM Lab

- Be Safe: Enter calmly; walk on the right.
- Be Respectful: Use whisper voice; use equipment properly.
- Be Responsible: Return equipment and materials on time.

Computer Lab

- Be Safe: Walk; push in chairs.
- Be Respectful: Use a kind voice; respect equipment.
- Be Responsible: Return materials to proper place.

Field Trips/Special Events

- Be Safe: Stay with your group; inform adults before leaving group.
 - Be Respectful: Use manners; respect speakers and space.
 - Be Responsible: Clean up; represent RISE positively.
-

Student Code of Conduct

5 Student Behavior Expectations Guide

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.
-

Student Code of Conduct

5 Student Behavior Expectations Guide

- 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
-

Student Code of Conduct

5 Student Behavior Expectations Guide

- **Hands-Off Policy:** To ensure student safety and reduce conflict, ISB enforces a strict hands-off policy. Students must refrain from all physical contact, including horseplay, hugging, pushing, or other forms of physical interaction. This policy applies to all school settings, including transitions and outdoor play, unless contact is teacher directed for educational purposes.
 - **Respectful Language Policy:** All students are expected to use respectful and inclusive language. Derogatory, offensive, or discriminatory language is strictly prohibited. Labeling inappropriate remarks as a “joke” does not excuse their impact. Students should be mindful of the rule: If someone cannot change something in 30 seconds or less, it should not be pointed out.
 - **No Toys/Games in School Policy:** There will be no electronic or non-electronic toys allowed in school or on school buses. No personal stereos, handheld electronic games, etc., will be permitted at any time, not even at recess. These items will be confiscated by teachers and only returned directly to parents/guardians.
 - **Reporting and Accountability:** Any student behavior that violates the code of conduct should be reported to school personnel. The administration reserves the right to investigate and apply appropriate consequences in alignment with school and district policy.
-

Student Code of Conduct

5 Student Behavior Expectations Guide

Electronic Devices Policy

To ensure a focused and distraction-free learning environment, ISB maintains a strict policy regarding the use and possession of student cell phones and digital devices.

Grades 6–12

- All students are required to submit all personal electronic devices (including cell phones, smart watches, and wireless headphones) upon entering the building each morning.
- Devices will be securely stored and returned at dismissal.

Additional Guidelines

- Late arrival does not excuse a student from submitting their device. Students must check in their items immediately upon arrival, regardless of the time.
- Failure to submit a device, whether intentional or due to forgetfulness, will result in the device being confiscated.
- Confiscated devices may only be retrieved by a parent or guardian from the front office.

This policy is enforced to protect instructional time, uphold digital safety standards, and maintain a productive learning environment. Repeated violations may result in disciplinary action.



Student Code of Conduct

6 Social Media

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.

Student Code of Conduct

6 Social Media

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. 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.

Student Code of Conduct

6 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

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

Discipline Procedures

Discipline at ISB is administered with the intention of correcting inappropriate behavior while helping students understand the impact of their actions. We promote restorative practices, when appropriate, to foster accountability and resolution.

1 Behavior Management Philosophy

- The code of conduct at International School of Broward exists to protect the rights of all students and adults and to establish a safe well-ordered environment where students and teachers can focus on quality teaching and learning. Mutual respect, good manners, and positive behavior are essential elements of the daily operations at ISB.
- School authorities will hold students and parents strictly accountable for any action which interferes with the learning process, good order, and/or the day-to-day operations at ISB.
- ISB has adopted the following stated Discipline Policy and Procedures to monitor, assist, and or further reprimand those individuals who violate school code and procedures.



Discipline Procedures

2 Disciplinary Procedures and Student Rights

ISB discipline policy includes:

SEARCH OF PERSON OR PROPERTY

When a student is suspected of being in possession of items considered harmful and dangerous, s/he will be given the opportunity to surrender those items voluntarily, if this does not occur, then s/he will be searched by the administration.

STUDENTS' RIGHTS

Students have the right to feel safe from threats and bodily harm. Disruptive behaviors are never acceptable, and when they occur, they will result in time out, exclusion from participation in class activities, suspension or expulsion.

Additionally -

The Broward County School Board passed a Code of Student Conduct that lists violations and disciplinary actions that must be taken to manage misconduct. The Code of Student Conduct can be found online at the district website at

<https://www.browardschools.com/codeofconduct>

Discipline Procedures

3 ISB Demerit System

At ISB, all student behavior infractions, regardless of severity, are systematically documented by teachers using a **Behavior Log**. This log allows for consistent record-keeping and promotes fairness in addressing conduct issues. Each entry on the log represents a documented offense, along with any redirection strategies or consequences administered.

Once a student has accumulated three (3) documented offenses, accompanied by three opportunities for redirection or classroom-level consequences, the matter will be elevated to an **administrative referral**. The administrative team will then determine the appropriate number of demerits to assign based on the nature of the infractions.

Demerit System Overview

- The demerit system is based on the principle that all student infractions should be recorded, and consequences should reflect the cumulative impact of those infractions over time.
- Parental notification will be made when a student is issued demerits.
- Once a student accumulates fifteen (15) demerits, an Administrative Detention, Saturday Detention, or in-school suspension may be assigned.
- A student will not be assigned more than two (2) Administrative or Saturday Detentions per semester.
- On the third (3rd) instance that would otherwise result in detention, the student will instead be assigned an Out-of-School Suspension.

This system is designed to support student accountability, ensure transparent communication with families, and promote a safe and respectful school environment through consistent disciplinary practices.

Discipline Procedures

3 Demerit System

* * * Administrative Discretion and Use of Behavior Matrix

The nature of incidents and corresponding consequences under the demerit system are ultimately at the discretion of the administrative team. While the BCPS Behavior Matrix is used as a general guide to maintain consistency and transparency, it does not limit the school's ability to respond appropriately to the context or severity of each situation.

Demerit Infraction	Demerits	Administrative Action
***Includes But Not Limited To:		***Includes But Not Limited To:
Disruptive Behavior (Classroom, Hallway, Cafeteria)	5	After School Detention/Loss of After-School Activities and Clubs
Disruptive Behavior (Playground, School Grounds)	5	After School Detention/Loss of After-School Activities and Clubs
Disruptive Behavior (Bus)	5	After School Detention/Loss of After-School Activities and Clubs/Saturday Detention
Dress Code Violation	5	After School Detention/Loss of After-School Activities and Clubs/Loss of In School Special Assemblies or Privileges such as: Field Day, Prom, or Field Trips
Obscene Language (toward teacher or other staff)	15	In School Suspension/Out of School Suspension
Obscene Language (toward peers)	5	After School Detention/Loss of After-School Activities and Clubs/Loss of In School Special Assemblies or Privileges such as: Field Day, Prom, or Field Trips
In Hallway or Other Area w/o Pass	5	Lunch Detention
Cut Class	5	After School Detention/Loss of After-School Activities and Clubs/
Tardy to Class	5	Lunch Detention/After School Detention
Cell Phone Possession or Any other Electronic Device (Smart Watches, Wireless Earbuds, etc.)	5	Confiscation/Parent or Guardian Must Retrieve Devices
Defacing School Property (writing, tearing, destroying property)	15	Must Make Restitution/In School Suspension/Out of School Suspension
Headwear/hats (unauthorized)	5	Lunch Detention/After School Detention
Hitting, play-fighting, kicking	8	After School Detention/Loss of After-School Activities and Clubs/Loss of In School Special Assemblies or Privileges such as: Field Day, Prom, or Field Trips
Cafeteria Etiquette	5	Lunch Detention/After School Detention
Fighting	15	Out of School Suspension
Bullying	15	Out of School Suspension/ Referral for Possible Expulsion
Stealing	15	Out of School Suspension
Other _____		
25 Demerits Within a Marking Period	25	Administrative Conference/Behavior Plan Implemented

Click Here to Access a Downloadable Copy

[Demerit System](#) 

Discipline Procedures

4 Additional Discipline Reminders

SUSPENSION AND EXPULSION

The Principal may recommend to the Board of Directors to expel a student for any of the following:

- Possession, use of or transmission of a weapon including, but not limited to, a gun, knife, razor, explosive, ice picks or club.
- Possession, used of or transmission of a substance capable of modifying mood or behavior.
- Using any article as a weapon or in a manner calculated to threaten any person.
- Committing a serious breach of conduct including, but not limited to, an assault on school personnel or on another pupil, lewd or lascivious act, arson, vandalism or any other such act, which disrupts or tends to disrupt the orderly conduct of the school activity.
- Engaging in less serious but continuing misconduct including, but not limited to, the use of profane, obscene, or abusive language, or other acts that are detrimental to the educational function of the school.

Note: School employees will not be held liable for wireless communication devices (cell phones, camera telephones, or pagers) that are lost, stolen, or confiscated.

- Florida Statute 1006.07 (2)(e) requires school districts to notify parents that students who use wireless communication devices (cell phones, camera phones, or pagers) in the commission of a criminal act may face school disciplinary action and/or criminal penalties.

The Board of Directors makes all recommendations for expulsion to the School District of Broward County.

Prior to an expulsion, the student has the right to a fair hearing as outlined by the Code of Conduct.

Discipline Procedures

5 Grievance Procedure

If a student or his/her parents feel they have a grievance or complaint, they should do the following:

1. Thoroughly evaluate the concern, ensuring that all relevant facts are obtained from your child and school personnel.
2. Arrange a conference with the child's teacher.
3. Arrange a conference with the school administration by calling, emailing, or using the ISB App.
4. Contact ISB Governing Board (information available in front office and on website).

Parents and families are expected to conduct themselves in a respectful and professional manner when communicating with faculty and staff regarding any concerns or grievances. Constructive dialogue and mutual respect are essential to fostering a positive and collaborative school environment

- Parent grievances or concerns must be taken to the building administrator and given ample time to address. The building administrator will provide due diligence and return communication to the parent within 24-48 hours.
- Parents may contact the ISB Board of Directors (see listing on school website or in main office lobby) if they feel that a concern still exists.

The ISB School Board meets monthly to discuss matters pertaining to school operations. All parents and community members are welcomed to attend. Schedules may be requested in front office or on the school website.

Discipline Procedures

5 Additional Discipline Reminders

- Any administrative referral that results in the assignment of five (5) or more demerits will result in immediate parent contact and the issuance of an appropriate consequence by the administrative team.
- ISB upholds a **zero-tolerance policy for bullying**, whether it occurs on school property or electronically. This includes phone communication, social media activity, and internet-based harassment. All reported incidents of bullying will be investigated promptly, and appropriate disciplinary measures will be taken to ensure student safety and well-being.

In addition to reading the ISB handbook, Broward County Public Schools also requires you to read the ***Broward County Public School Code of Student Conduct*** available online-
<https://www.browardschools.com/codeofconduct>

All families will receive a signature form which confirms receipt and review of the documents. All signed forms will be returned to ISB along with the additional signature pages found in the ***First Day Packet***



Academic Policies

At ISB, academic excellence is a top priority. Our instructional practices are designed to challenge students while supporting their unique learning needs. Teachers assess student progress regularly using a variety of methods, including classwork, homework, projects, quizzes, tests, and participation.

1 Grading Scale

Grading Scale:

- A = 90–100 (Outstanding Achievement)
- B = 80–89 (Above Average)
- C = 70–79 (Satisfactory)
- D = 60–69 (Needs Improvement)
- F = 0–59 (Unsatisfactory)

**** Note ****

In accordance with the Charter Agreement with Broward County Public Schools, any student who is working below grade level will not receive a letter grade higher than a "C" on their quarterly report card.

2 Honor Roll Requirement

Founder's Honor Roll - Students must earn all A's on their report card to qualify for the Honor Roll. Eligibility is restricted to those with no unexcused absences and no marks of 'N' (Needs Improvement) in conduct."

Principal's Honor Roll - Students must earn all A's and B's on their report card to qualify for the Honor Roll. Students with unexcused absences or marks of 'N' (Needs Improvement) in conduct are not eligible

RISE-ing Star Award – Students who do not qualify for other Honor Roll categories but demonstrate academic growth by improving at least one letter grade in a core subject (while maintaining all other grades from the previous term) may be recognized for Most Improved. Students with unexcused absences or marks of 'N' (Needs Improvement) in conduct are not eligible for this recognition

Academic Policies

3 FOCUS Grading Portal

ISB utilizes FOCUS, an online grading portal that provides real-time access to student academic progress. This platform is the primary method of communication regarding grades and serves as a vital tool for families to stay informed and proactive about student performance.

- Parents are expected to monitor their child's grades regularly through PowerSchool. With real-time updates, parents and students can view grades as they are posted, offering a clear and current snapshot of academic standing at any given time. Due to this accessibility, the responsibility of staying informed no longer rests solely on the teacher. Statements such as "I was unaware my child was failing" are no longer valid or acceptable.
- While teachers will reach out if patterns of academic decline, missing work, or motivational concerns arise, **it is ultimately the responsibility of parents and students to know how to access and navigate the FOCUS platform.** We strongly recommend downloading the Team BCPS app to your smartphone for frequent and convenient use.

By using FOCUS actively, parents and students can take a collaborative and timely approach to academic success. If support is needed to access the platform or reset credentials, please contact the front office for assistance.



Academic Policies

4 Curriculum

The International School of Broward - Comprehensive Curriculum for middle and high school students preparing them to be global leaders: Language Academy Science Academy and Cyber Security CTE Program Law Studies Academy

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.

5 School Issued Planner

Each student at ISB is issued a high-quality school planner at the start of the year. **This planner is a required daily tool for logging home learning assignments, missing tasks, and serves as a vital form of school-to-home communication.**

- Students are expected to use their planner consistently and responsibly. Important items such as login credentials, Clever badges, and other essential information will be manually secured inside the planner. It is the student's responsibility to maintain the agenda in good condition and bring it to school each day.
 - In the event the planner is lost or stolen, a replacement may be purchased in the front office for \$8.00 while supplies last.
-

Academic Policies

6 Homework Support

If a student does not understand his or her assignment after trying to do it at home, there are several places that provide homework assistance to students. Use the following web address to be directed to several sites recommended by Broward County Public Schools. www.browardschools.com

Homework should be completed by students.

Parents may help in the following ways:

- Show an interest in your child's work by asking questions or having a discussion.
- Provide a place and time for quiet study.
- Assist in practicing with spelling words and number combinations.
- Encourage home reading and listen to your child read.
- Review the homework for neatness and completeness.
- Refrain from doing the work for your child.
- Discuss problems related to home study with your child's teacher.

If the student is still unable to complete the assignment, please contact the teacher for further clarification and support. Together we will help your child succeed.

7 Study Habits

Here are a few tips on how to work towards academic success:

- * Come to school prepared to work with all necessary supplies.
 - * Be sure that you understand all assignments given.
 - * Ask for help from school personnel if assignments need to be explained further.
 - * Have a specific quiet place at home to study, away from distractions such as televisions, radios, etc.
 - * Take home all necessary books needed for assignments.
 - * Review and proofread all assignments after completion.
 - * Use the public library regularly and checkout books to READ!
 - * Set your bedtime and wake-up times so that you get enough rest.
 - * Be proud of yourself for putting forth your best effort and doing a job well done.
 - * Take advantage of any after school tutoring sessions, Saturday Academy, web resources, etc.
-

Academic Policies

8 Late and Make-Up Assignment Policy

ISB emphasizes the importance of academic responsibility and timely task completion. While expectations may vary slightly between 6-8 and High School, the following general guidelines apply to all students:

- **Late Submissions:** Students are expected to submit all assignments, even if late. However, assignments submitted past the due date will receive reduced credit, as determined by the teacher's grade-level policy. This encourages accountability while still allowing students to demonstrate understanding of the material.
- **Absences and Make-Up Work:** In the event of an excused absence, students are expected to complete all missed assignments. Families must remain in proactive communication with teachers when a student is absent to ensure clarity around missed content and expectations for make-up work.
- **Work in Advance:** Teachers will not prepare work in advance for anticipated absences, including travel. Due to the dynamic nature of classroom instruction, where lessons are continuously adapted based on student pacing and needs, assignments are provided upon return, with appropriate extended time allotted for completion.

These procedures are in place to maintain instructional integrity while supporting student learning and accountability. We ask for family cooperation in promoting consistent attendance and communication with school staff.

Academic Policies

8 Honors and AP 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. Academic foreign languages above the second year, and math courses above Algebra II are also 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 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.

Academic Policies

8 Honors and AP Classes

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.

9 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.

Academic Policies

10 Early Admission

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

11 Grading Policies

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. Students must receive a D (60%) or above in all academic subjects to be promoted to the next level.

Academic Policies

11 Grading Policies

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

Academic Policies

12 Graduation Requirements

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.

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

Total.....20 credits

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

Academic Policies

12 Grading Policies

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.



Academic Policies

12 Graduation Requirements

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.

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



Academic Policies

13 Virtual Course Offerings

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 along with a current list of available courses.

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



Special Programs and Support Services

ISB is committed to providing support for students with diverse learning needs. Our academic and behavioral support services are tailored to ensure all students reach their full potential.

1 Targeted Tutoring and Academic Boot Camps

To support academic success and ensure students meet grade-level expectations and state standards, mandatory tutoring is provided for selected students. These sessions begin in the fall semester and are generally held twice per week for one hour each.

- **Target Tutoring-** Parents will receive advance notification if their child is required to participate. Attendance is mandatory for all assigned sessions. If a student misses two consecutive sessions or two sessions within a two-week period, the school will contact the parent to schedule a parent-teacher conference, and future attendance may require a parental escort or involvement to reinforce accountability.
 - **Saturday Academy-** offers an additional academic support opportunity for students in need of further assistance to meet grade-level benchmarks. These sessions are held twice per month, typically from 9:00 AM to 12:00 PM, beginning in the fall semester. Participation is by invitation, and parents will be notified in advance.
 - **Pupil Progression-** International School of Broward adheres to the Broward County Public Schools' Pupil Progression Plan for students in Grades K-8. Parents are strongly encouraged to monitor their child's academic progress regularly via the PowerSchool Parent Portal, which provides real-time access to grades and academic standing.
-

Special Programs and Support Services

ISB is committed to providing support for students with diverse learning needs. Our academic and behavioral support services are tailored to ensure all students reach their full potential.

2 Intervention

Intervention Programs:

- Small group instruction
- Targeted tutoring and remediation
- Saturday Academy (based on student need and availability)
- Academic contracts for at-risk students

Exceptional Student Education (ESE): Students with identified disabilities receive services according to their Individualized Education Plans (IEPs). Accommodations and modifications are implemented in collaboration with families and support staff.

English Language Learners (ELL): English learners receive support through pull-out instruction, sheltered content instruction, and accommodations that facilitate language acquisition.

Counseling Services: A school counselor is available to assist with academic, behavioral, emotional, and social development. Students may be referred by staff or request support directly.

Field Trips and Activities

Field trips and extracurricular activities provide students with enrichment opportunities that complement classroom learning. Participation is a privilege and requires academic and behavioral eligibility.

1 Field Trip Guidelines

Chaperones and Volunteer Guidelines

- Parents may be invited to serve as chaperones for field trips. Chaperones are expected to assist the teacher in maintaining safety, order, and supervision throughout the trip. Parents selected to chaperone in an official capacity **may not bring non-ISB children with them**, as full attention must be given to the responsibilities of supervision. Approved chaperones will receive volunteer service hours for their participation.
- All chaperones are expected to dress appropriately and professionally to model respectful behavior and represent the school positively in public settings.

Student Participation

- Participation in field trips is considered a privilege, and students represent ISB while off campus. Parents are encouraged to review appropriate behavior expectations with their child prior to each trip to help ensure a safe and enjoyable experience for all participants.
- **Although students will not be excluded from field trips solely due to prior behavior concerns, if a student has exhibited a pattern of disruptive behavior, the school may require a parent or guardian to accompany the child in order for the student to participate.**

Permission and Preparation

- Written parent permission is required for each field trip. A detailed field trip packet will be sent home prior to the event, outlining the date, time, destination, cost (if applicable), dress code, and any additional instructions. It is essential that signed forms are returned promptly, as students will not be permitted to participate without a completed permission form on file.
-

Field Trips and 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.

1 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.

2 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.

Field Trips and Activities

2 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

3 Eligibility for 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.

- A student must maintain a unweighted 2.0 GPA or higher
 - 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.
 - A student must be reported present for the day in order to participate in athletic and extracurricular activities.
 - 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 1st of the current school year shall be ineligible for further participation.
-

Field Trips and Activities

ISB is proud to offer a variety of school-sponsored events throughout the year, including but not limited to dances, ceremonies, academic clubs, Field Day, and Prom. These events are designed to promote community, recognize student accomplishments, and enhance the overall student experience.

2 School-Sponsored Events: Expectations and Eligibility

Participation in school events is a privilege-not a right- and is contingent upon the following criteria:

- **Academic Standing:** Students must maintain satisfactory academic performance in accordance with school expectations. Failing grades may result in ineligibility for participation in extracurricular events.
- **Behavior and Conduct:** Students are expected to model respectful and responsible behavior at all times, both on and off campus. Participation in school events may be revoked if a student has demonstrated a pattern of misconduct or has accumulated persistent demerits under the school's behavior system.
- **Parent/Guardian Consent:** Written permission from a parent or legal guardian is required to attend school-sponsored events. Additional requirements, such as transportation waivers or dress code agreements, may apply and must be completed in full prior to participation.

Event-Specific Conduct

Events such as Prom and Field Day require a high level of maturity, responsibility, and adherence to school norms. Students must arrive on time, comply with all staff directions, and follow event-specific guidelines, including dress code, behavior expectations, and respectful interactions with peers and staff.

Students who engage in inappropriate behavior at any school event, whether through disrespect, disruption, or violations of school policy, may be removed from the event and may face additional disciplinary action. Future event privileges may also be forfeited.

Field Trips and Activities

ISB is proud to offer a variety of school-sponsored events throughout the year, including but not limited to dances, ceremonies, academic clubs, Field Day, and Prom. These events are designed to promote community, recognize student accomplishments, and enhance the overall student experience.

2 School-Sponsored Events: Expectations and Eligibility

Revocation of Privileges

Students who accumulate repeated demerits or receive multiple administrative referrals may lose the privilege to participate in one or more school-sponsored activities, including major events such as Prom or Field Day. This consequence is intended to reinforce personal responsibility and to preserve the integrity and safety of these important community celebrations.

ISB is committed to providing enriching experiences that reward effort and character. We ask that students and families work in partnership with the school to uphold the standards that allow these events to be enjoyable and meaningful for all.



Technology and Acceptable Use

International School of Broward adheres to the federal requirements and guidelines stipulated under TITLE XVII--CHILDREN'S INTERNET PROTECTION ACT. Visit <http://www.ifea.net/cipa.html> to view this document in its entirety. (Additional rules and regulation documents may be included during the school year.)

1 Technology Use and Internet Policy

ISB is committed to integrating technology into student learning while promoting safe, responsible, and ethical use of all digital tools. All students and families are required to review and sign the ISB Use Handbook and Agreement, which outlines expectations in detail. The handbook can be accessed here: [Student Laptop Handbook](#), and the **signed agreement must be submitted to activate student laptop privileges.**

Educational Purpose

Technology and internet access at ISB are provided strictly for educational purposes. Approved uses include:

- Classroom instruction and assignments
- Academic research
- Career and college exploration

Use of school devices or internet for entertainment or non-academic purposes is prohibited unless specifically approved during designated periods.

Internet Access and Security

All internet activity is filtered and monitored through Firebox 700 security software, which blocks inappropriate content and logs access to restricted material. ISB reserves the right to place reasonable limits on what students may access or post online.

Technology and Acceptable Use

1 Technology Use and Internet Policy

Student Email and Communication

Students are issued internal-use-only email accounts for communication with teachers, administration, and classmates. These accounts are monitored and may only be used under direct teacher supervision. Outside email services (e.g., Gmail, Yahoo) are not permitted on school devices.

Technology Use for Remote Instruction

In the event of remote or hybrid learning:

- Laptops will be provided to all students who need them. Families with multiple students may check out up to two devices.
- Parents must attend a brief orientation on supporting their child with virtual platforms such as Google Meet, Microsoft Teams, and others.
- ISB will provide training and technical support throughout the year.
- Families are financially responsible for all loaned devices and must return them in good condition.

***Think Before You Click!
Respect, Responsibility,
and Digital Safety First.***



Technology and Acceptable Use

2 Unacceptable Use

The following activities are strictly prohibited:

1. Personal Safety & Privacy

- Posting personal contact information
- Agreeing to meet individuals online
- Failing to report inappropriate messages

2. Illegal Activities

- Unauthorized access to any system or account
- Spreading viruses or intentionally damaging systems
- Engaging in unlawful behavior using school devices

3. System Security

- Sharing passwords
- Attempting to bypass security features
- Downloading software without approval

4. Inappropriate Language

- Use of obscene, profane, or disrespectful language
- Harassment or cyberbullying
- Posting false or harmful information

5. Privacy & Copyright

- Reposting private messages without consent
- Plagiarism or unauthorized use of copyrighted materials
- Use of AI tools unless directed by a teacher

6. Resource Misuse

- Downloading large files without permission
- Sending spam or chain emails
- Subscribing to non-academic mailing lists

7. Accessing Inappropriate Content

- Viewing or sharing material designated for adults
 - Accessing hate speech, violence, or illegal content
-

Technology and Acceptable Use

2 Additional Information

Student Responsibilities

Students must:

- Use school-issued devices for academic purposes only
- Log out after each session and store devices safely
- Report technical issues immediately
- Bring laptops charged and ready to school daily (if applicable)

Disciplinary Action

All student activity is subject to monitoring. Violations of this policy will result in disciplinary consequences, which may include:

- Loss of technology privileges
- Demerits and administrative referral
- Suspension or legal action in severe cases

Parents may request access to their child's email or web activity history. ISB will cooperate fully with local, state, and federal authorities in the case of suspected illegal activity.

Limitation of Liability

ISB does not guarantee uninterrupted service or the accuracy of online content. The school is not responsible for damages, including data loss, due to system errors or student misuse. Families may be held financially liable for intentional damage or negligence.

Damaged Devices and Financial Responsibility

Parents/guardians are financially responsible for damage to school-issued laptops or peripherals resulting from neglect or misuse. Failure to cover repair or replacement costs may result in:

- Restricted access to grades and report cards
 - Denial of participation in extracurricular activities until balances are paid
-

Health and Safety Protocols

ISB will adhere to all health and safety guidelines set forth by the Centers for Disease Control and Prevention (CDC) and local health authorities regarding the spread of viruses and other communicable illnesses. This includes but is not limited to: protocols surrounding face coverings, hygiene practices, sanitization, and social distancing, as required. Updates to policies will be communicated to families as public health recommendations evolve.

1 Health Guidelines

Student Illness During the School Day

- If a student becomes ill during the school day and it is determined that they would be better cared for at home, the parent or guardian will be contacted promptly. Students who exhibit signs of illness will not be permitted to remain on campus in order to safeguard the health of the broader school community.

Chronic Medical Conditions

- Parents and guardians are required to inform the school of any chronic medical conditions their child may have. This information is critical in the event of an emergency. Conditions such as severe allergies, asthma, diabetes, heart conditions, or seizure disorders must be disclosed to ensure appropriate emergency care can be administered. Parents should provide relevant medical documentation and clearly communicate any prescribed emergency treatments or medications.



Health and Safety Protocols

1 Health Guidelines

Medication Administration

School staff are not permitted to administer any medication, including over-the-counter medications, unless the following are on file:

- A completed Medication Authorization Form, signed by both a licensed physician and the parent/guardian.
- All medication must be stored in the front office and will be administered only by designated, trained school personnel.
- Authorization forms are available at the front office and must be renewed annually or when medication changes occur.

Injury and First Aid Procedures

In the event a student is injured during school hours:

- A Student Accident/Incident Report will be completed and filed for every occurrence.
- Minor injuries (such as scrapes or bruises) will be treated in the school office by trained staff using basic first aid protocols.
- Parents will be immediately notified in the case of more serious injuries. If a parent is unreachable, emergency contacts will be called.
- For any situation where a student is immobile or the injury is deemed critical, paramedics will be contacted immediately, and the parent or emergency contact will be notified without delay.



Health and Safety Protocols

2 Student Safety and Emergency Procedures

Student Release and Identification Requirements

- To ensure the safety of all students, only individuals listed on the student's official Emergency Contact Form will be permitted to pick up a student during the school day. All individuals must present a valid photo ID upon arrival.
- No student will be released to any individual not listed on the emergency contact form.
- No student will be released to any individual who fails to present valid identification, even if their name appears on the emergency contact list.
- Please ensure that all authorized contacts are updated promptly and accurately to avoid delays or complications during student pick-up.

Family Educational Rights and Privacy Act (FERPA)

- The Family Educational Rights and Privacy Act (FERPA), a federal law enacted in November 1974, protects the privacy and accuracy of student educational records.
- Under this law, parents and authorized school personnel with a legitimate educational interest may access a student's records. In special circumstances, parents may authorize additional individuals or agencies to access these records by providing written consent.

Custody and Guardianship Documentation

- To prevent school involvement in private family matters, parents and guardians are required to submit legal documentation that indicates custody rights or guardianship arrangements. These documents will be kept in the student's confidential file.
 - In the absence of legal documentation, school officials will release students and/or records only to individuals listed on the student's Emergency Contact Form.
-

Health and Safety Protocols

2 Student Safety and Emergency Procedures

Emergency Dismissal Procedures

- An Emergency Dismissal Information Card will be sent home at the start of the school year.
- Regular fire, lockdown, and emergency drills are conducted throughout the school year

Parents must:

- Provide specific instructions for their child in the event of an emergency dismissal.
- Return the completed card to the school by the designated deadline.
- Review and discuss emergency procedures with their child to ensure they are aware of the appropriate steps to take.
- It is the responsibility of the parent/guardian to ensure all emergency information remains current throughout the school year.

**Click here for additional
BCPS safety information:**
<https://www.browardschools.com/Page/51934>



Health and Safety Protocols

3 Florida Statute and Updates

International School of Broward Pursuant to Section 1002.33(16)(b), Florida Statutes, complies with the following statutes:

Section 1006.07(4)(a), relating to emergency drills.

Section 1006.07(6)(c), relating to adopting an active assailant response plan.

Section 1006.07(7), relating to threat assessment teams.

Section 1006.07(9), relating to School Environmental Safety Incident Reporting.

Section 1006.12, relating to safe-school officers.

Section 1006.1493, relating to the Florida Safe Schools Assessment Tool.

Section 943.082(4)(b), relating to the mobile suspicious activity reporting tool.

Section 1012.584, relating to youth mental health awareness and assistance training.

Section 1001.11(14) relating to the Family Reunification Plan and includes updates adopted within HB 1473 and the following administrative codes:

1. Rule 6A-1.1107, F.A.C. (School Environmental Safety and Incident Reporting)
2. Rule 6A-1.0018, F.A.C. (School Safety Requirements and Monitoring)
3. Rule 6A-1.0019, F.A.C. (Threat Management)

Additional details regarding safety protocols can be found in the *Emergency Procedures* section later in this handbook



Parent Communication and Involvement

Effective communication between home and school is essential to the academic success and well-being of all students. At ISB, we are committed to fostering a strong partnership with families through clear, timely, and consistent communication.

1 Parent Communication

School-to-Home Communication Tools

- **Take Home Folders:** All students should possess a designated folder designed to house school notices, handouts, and/or teacher newsletters. Parents/guardians are expected to review the contents, sign any documents, and return the folder to the homeroom teacher the following Monday.
 - **Student Planners:** Students in grades 6–12 are issued a high-quality agenda book at the start of the school year. This planner is used daily for recording home learning assignments, logging missing tasks, and serving as a communication tool between school and home. Important information such as login credentials and Clever badges will also be attached. Students are expected to maintain this planner responsibly. A replacement fee of \$15 will apply if the planner is lost or stolen.
 - **Teacher Newsletters:** Classroom-specific updates and reminders may be included with in the Take Home Folder to keep parents informed of weekly goals and expectations.
 - **School Newsletter:** A monthly school-wide newsletter is published on our website at www.isbcharterschool.org. Printed copies will also be available in the front office.
 - **Formal Notices and Informal Notes:** Additional communication may be sent home throughout the week. Parents should make it a daily habit to check their child's backpack and planner for important information.
-

Parent Communication and Involvement

1 Parent Communication

FOCUS: Academic Communication Portal

FOCUS is ISB's primary platform for sharing real-time academic updates, including:

- Current grades
- Missing assignments
- Attendance records
- Teacher comments

This portal is a critical communication tool for both parents and students. It is the parent's responsibility to actively monitor their child's academic progress through FOCUS. Grades are updated regularly and may fluctuate throughout the term. As up-to-date academic information is readily accessible through the portal, parents are expected to remain informed about their child's progress throughout the grading period.

Parents are strongly encouraged to download the Team BCPS/FOCUS mobile app and check it frequently. While teachers will reach out if significant academic or motivational concerns arise, the portal should be used proactively to stay informed. Students should also learn to navigate the program independently as part of their personal responsibility and academic development.

Academic Transparency

Due to the availability of real-time grades through FOCUS and regular teacher outreach, there should be no instance where a student's academic standing comes as a surprise. It is the shared responsibility of both students and parents to stay updated and address concerns in a timely manner.

Parent Communication and Involvement

2 Parent Communication

Email Communication

Email is our **primary** mode of school-to-home communication. Parents are expected to check their email daily to remain informed about announcements, teacher correspondence, behavior updates, and important school events.

Parent Surveys and Feedback

At various points during the school year, families will be asked to complete surveys regarding school performance and programming. An End-of-Year Survey will also be conducted to collect valuable feedback on strengths and areas for improvement. Your input is essential in shaping the future of ISB.

Mandatory Parent Meetings

ISB requires annual parent orientations for all new and returning families. These meetings ensure that parents are informed of policies, expectations, and updates for the upcoming year. Additional meetings may be held throughout the year based on grade level, academic programming, or student needs. Please make attendance at these meetings a priority.



[Click here to access the Faculty and Staff Directory and send a direct email message.](#)

[Faculty Directory](#)



Parent Communication and Involvement

1 Parent Communication

Conduct and Communication Protocols

When teachers or staff reach out with concerns regarding student behavior, it is with the intent to support the student's growth and uphold a positive learning environment. Accusations against staff of bias or targeting are not conducive to problem-solving. Parents are expected to approach these conversations respectfully and collaboratively to develop action plans or acknowledge appropriate consequences.

Parent-Teacher Conferences and Appointments

- Mandatory Parent-Teacher Conferences will be scheduled twice per academic year. Attendance at these conferences is required, and we ask that every effort be made to attend to discuss your child's progress and support needs. If you are unable to keep a scheduled appointment, please contact the school to reschedule.
- Additional Conferences may be scheduled as needed. While our teachers welcome collaboration, we ask that conferences be arranged in advance and held during mutually convenient times (before or after school hours). Parents are kindly asked not to approach teachers for impromptu meetings before or after class without a prior appointment.

**We value your partnership
and thank you for your
active involvement in your child's education.**

Parent Communication and Involvement

2 Parent Engagement

At ISB, we believe that strong partnerships between home and school are essential to student success. Parents are encouraged to become active participants in school life through several key engagement opportunities outlined below.

Parent-Teacher Organization (PTO)

The Parent-Teacher Organization plays a vital role in fostering collaboration between families and the school. Because children spend a significant portion of their day at school, their growth and development are a shared responsibility. Active parental involvement through the PTO supports the overall goals and continued improvement of ISB.

- All parents and guardians are encouraged to become active members of the PTO.
- PTO officers are elected annually in accordance with school bylaws and district/state guidelines.
- The PTO organizes school-wide fundraisers throughout the year. Proceeds directly benefit students through the purchase of educational materials, resources, and equipment.
- PTO board meetings are held regularly and are open to all members of the school community. General PTO meetings allow all members to vote on proposals and contribute to important decisions.



Parent Communication and Involvement

2 Parent Engagement

Parent Participation at Governing Board Meetings

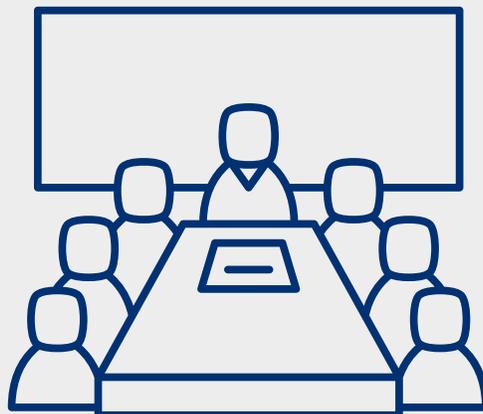
Parents are invited and encouraged to attend ISB's monthly Governing Board meetings.

- Meeting dates and times are posted on the school website and in the main lobby.
- If a parent would like a concern addressed at a Governing Board meeting, they must first present the concern to the school principal or executive director.
- If the concern is not resolved at the school level, it may be escalated and placed on the Board agenda for formal discussion.

School Advisory Council (SAC)

The School Advisory Council is a representative group of stakeholders that collaborates with the school principal to provide guidance on operational and instructional matters.

- The SAC includes elected parent members who serve one-year terms, with elections held each May.
- The Council meets monthly at the school to discuss topics related to school improvement, academics, and community engagement.



Volunteer Hours and Procedures

Parent and guardian involvement is a key component of our school culture. ISB encourages families to support school initiatives through volunteer service and active participation in school life.

1 Parent Volunteer Hours

In order to foster a supportive and active school community, families are required to contribute volunteer hours each school year.

- Parents must complete 20 hours per child, with a maximum of 30 hours per family, regardless of the number of children enrolled.
- Volunteer hours may be earned through:
 - On-campus assistance
 - At-home support (e.g., assembling materials)
 - Donations of classroom or school supplies
 - Participation in school events or committees
- Volunteer opportunities are announced at school meetings, shared by classroom teachers, and available throughout the school year.
- Parents are responsible for logging their hours through the school's designated system. Receipts for supply donations should be submitted directly to the child's teacher for credit.

Please note: Families who do not meet the volunteer hour requirement may forfeit re-enrollment preference for their child and any siblings in the following academic year.

Emergency Procedures

Student and staff safety is a top priority at ISB. Emergency procedures are in place to prepare for a variety of situations, including weather events, intruder threats, and fire emergencies.

1 Drills and Preparedness

- Fire, lockdown, tornado, and evacuation drills are conducted regularly.
- Students are expected to follow directions quickly and remain silent during all drills.
- Staff are trained annually on emergency protocols.

2 Communication in Emergencies

- Parents will be notified through the school's mass communication system in the event of an emergency.
 - Please ensure contact information is accurate and up to date.
 - Do not attempt to contact students directly during emergencies; wait for official school updates.
 - Reunification Procedures: In the event of an off-site evacuation, families will be informed of the reunification location and process. Identification will be required to pick up a student.
-

Transportation

ISB strives to provide safe and timely transportation for eligible students. Parents are encouraged to review and reinforce transportation expectations with their children.

1 Car Riders

- Follow all arrival and dismissal procedures as outlined in the *Arrival and Dismissal* section of this handbook
- Do not exit your vehicle in the car line. Staff will assist students.
- Remain courteous and patient during high-traffic times.
- Display provided vehicle ID tag for easy identification during dismissal.

2 Walkers and Bike Riders

- Students must have parental permission to walk or bike to school.
- Helmets are required for students riding bicycles.
- All walkers and bikers must be escorted across the street by school staff or a safety officer.
- Walkers and bikers must use designated paths and crosswalks.

3 Private Bus

- Follow all arrival and dismissal procedures as outlined in the *Arrival and Dismissal* section of this handbook
 - Parents must communicate with the bus company in cases of absence.
-

Transportation

ISB strives to provide safe and timely transportation for eligible students. Parents are encouraged to review and reinforce transportation expectations with their children.

1 After School Activities and Clubs

- Parents are responsible for arranging timely transportation and avoiding early pickup during afterschool activities, as this disrupts the flow of the program
- Parents must remain informed of the start and end times for all afterschool clubs, athletic events, and enrichment programs.
- Repeated late arrivals for pickup may result in the student being removed from the program

2 Changes in Transportation Arrangements

- All changes to a student's transportation plan must be submitted in writing or by phone to the front office.
- Verbal requests (through carline or in-person messages) will not be accepted to ensure accuracy and student safety.
- To maintain smooth operations, please avoid frequent or last-minute changes, as these can be disruptive and overwhelming to front office staff.
- Whenever possible, maintain a consistent routine to support student security and school-wide efficiency.



Acknowledgement Forms

At the start of the school year, families will receive a *First Day Welcome Packet* containing important documents that **require review and signature**. These forms serve as formal acknowledgment of school policies and student expectations.

1 Forms

Forms May Include:

- Student/Parent Handbook Acknowledgement
- Technology Use Agreement
- Emergency Contact Information Update
- Media Release Form
- Health Information Update
- Transportation Agreement (if applicable)

2 Important Notes

- All required forms will be sent home during the first week of school.
- Parents/guardians must carefully review, sign, and return all forms by the posted deadline.
- The due date will be clearly indicated in the *First Day Welcome Packet*.
- Email reminders will be sent periodically to assist with completion.





Contact Information

☎ 954-987-2026

✉ info@isbcharterschool.org

🏠 3100 N. 75th Avenue, Hollywood, FL 33024

🌐 [www.https://www.isbcharterschool.org/](https://www.isbcharterschool.org/)



International School Board of Directors Members:

Lorraine Tracey

Josephina Barbot

Dr. Christ Ann Magloire

To contact any members of the Board, please send an email to boardofdirectors@isbcharterschool.org or ask for the Board receptionist at (954) 987-2026