

**PEMBROKE PINES  
ACADEMIC VILLAGE  
CHARTER HIGH SCHOOL**



**"Blueprint for Success"**

**Parent-Student Handbook**

**2016-2017**

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Robin Battle, Assistant Principal  
Alma Llanos, Assistant Principal  
Helen Yanez, Assistant Principal  
Anne Thomas, Guidance Director  
Steven Bruns, Behavior Specialist  
Melissa Sabatier, Behavior Specialist  
Cindhia Velez, Behavior Specialist

## **Department Chairpersons**

Faran Fagen, Electives  
Marianne Guzman, Mathematics  
Miriam Hernandez-Davis, Science  
Carrie Hyacinth, Social Studies  
Ilsend Ciafre, Foreign Language  
Judi Oltmans, Media Specialist  
Dana Ostendorf, Exceptional Student Education Specialist  
Sheila Portuondo, English  
Shannon Torres, Curriculum Specialist  
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## **Guidance Department**

Krystal Maycock, 9th Grade Counselor  
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Julia Saye, 11th Grade Counselor  
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## **Pembroke Pines Charter H.S. Liaison**

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## **Pembroke Pines Charter High School Parent-Student Handbook 2016-2017**

### **FROM THE PRINCIPAL**

Dear Parents/Guardians and Students:

Welcome to the 2016-2017 school year at Pembroke Pines Charter High School. You are joining a learning community whose goal is academic, artistic and athletic excellence. In doing so, you will become a member of a large family made up of school administrators, teachers, parents, support staff and students. As a family unit we have two main goals: to provide the best educational experience possible for each student and to make PPCHS an enjoyable place to be.

The easiest road to remaining anonymous in high school is not to become involved in the high school experience. By doing so you not only remain nameless but you also affect what other members of the student body experience. We need your energy, sparkle, and enthusiasm to develop an environment of good feelings, mutual respect, and pride.

May I encourage you, as we begin the 2016-2017 school year, to make good things happen, to give of yourself to your school and companions - in short, to become the person you are capable of becoming - here, now!

To achieve our goals we must have a set of expectations that govern everybody and are understood by all. The design of this Parent-Student Handbook is to help all understand what is expected, to guide you through the year and to make your stay at PPCHS productive and happy.

There is no excuse for abdicating either your responsibilities or just the plain fun of lively years in high school. Do not leave the delightful memories, the priceless moments to others. Let the "others" be you, so that when high school is over you will not know the meaning of the word "regret." Have a great year!

Peter Bayer  
Principal

## **MISSION STATEMENT**

**The Pembroke Pines Charter Community will provide a challenging educational foundation to prepare students for college success and responsible citizenship.**

## **PPCHS VISION**

Pembroke Pines Charter High School, in collaboration with students, parents and the community, endeavors to create a challenging and supportive organization of lifelong learners. It is our vision to actively engage in a continuous process of intellectual, emotional and social growth that is unified in direction, yet diverse in approach and instruction.

## **INTRODUCTION**

This handbook has been prepared to explain and clarify the procedures, policies, and regulations at Pembroke Pines Charter High School. Communications between the school and the home are a vital part of today's educational scene. In order to meet the needs of our students, it is essential that we make every effort to communicate openly and frequently. We shall endeavor to ensure the success of our students through our reporting procedures, formal/informal parent-teacher communication, and by using the JupiterEd gradebook program to send emails to parents regarding student progress and teacher expectations. We at the Charter High School are committed to sustaining a supportive school culture.

It is equally important that you keep teachers informed of any developments which might influence your child's performance at school. Frequently, parents are reluctant to call the school with information or questions; however, we welcome and encourage your involvement. The information you share with us will help us to better meet the needs of your child. If, as parents/guardians, you are uncertain of anything, please do not hesitate to contact us by phone.

The PPCHS Parent-Student Handbook provides you and your child with necessary information including graduation requirements, expectations, rights and responsibilities. We expect that you and your child will go over the contents of the handbook and return the signed acknowledgement form that has been attached. It is our hope that every student has a very successful 2016-2017 school year.

## **A MESSAGE FROM THE ADMINISTRATION**

A safe, orderly, and positive environment is necessary for students to achieve success. In order to meet the needs of our students and the community we serve, the faculty and staff sets high standards for all students. Everyone plays a vital role in our school community.

We resolve discipline problems by working with parents and by using every available means to ensure that the education of every student is uninterrupted. We respect the rights of our students and will endeavor to treat every student fairly and consistently. We ask that our students take responsibility for attending school regularly, behaving respectfully, and actively engaging in

learning. **Conduct that denies the rights of others to learn will not be tolerated.** Academic achievement must remain the priority of our school if students are to become productive citizens.

	Normal Day Monday, Thursday, Friday		Early Release Day		High School Study Day		Block Day Tuesday (Odd 1, 3, 5) Wednesday (Even 2, 4, 6)		
	Hours	Length	Hours	Length	Hours	Length		Hours	Length
Period 1	7:15 - 8:05	50 Minutes	7:15 - 7:50	35 Minutes	7:15 - 7:42	27 Minutes	Period 1 or 2	7:15 - 8:55	100 Minutes
Period 2	8:12 - 9:02	50 Minutes	7:56 - 8:31	35 Minutes	7:48 - 8:15	27 Minutes	Break	8:55 - 9:05	10 Minutes
Period 2 ANNOUNCEMENTS	9:02 - 9:06	4 Minutes			8:15 - 8:18	03 Minutes	Homeroom	9:05 - 9:40	35 Minutes
Period 2 HOMEROOM	9:06 - 9:35	29 Minutes					Period 3A or 4A	9:50 - 10:40	50 Minutes
Period 3	9:42 - 10:32	50 Minutes	8:37 - 9:12	35 Minutes	8:24 - 8:51	27 Minutes	LUNCH A	10:45 - 11:16	31 Minutes
Lunch A*	10:39 - 11:10	31 Minutes	9:18 - 9:42	24 Minutes			Period 3A or 4A	11:21 - 12:11	50 Minutes
Period 4A	11:16 - 12:06	50 Minutes	9:48 - 10:23	35 Minutes	8:57 - 9:24	27 Minutes	Period 3B or 4B	9:50 - 11:30	100 Minutes
Period 4B	10:39 - 11:29	50 Minutes	9:18 - 9:53	35 Minutes			LUNCH B	11:35 - 12:06	31 Minutes
Lunch B**	11:35 - 12:06	31 Minutes	9:59 - 10:23	24 Minutes			Period 5 or 6	12:16 - 1:56	100 Minutes
Period 5	12:13 - 1:03	50 Minutes	10:29 - 11:04	35 Minutes	9:30 - 9:57	27 Minutes	ANNOUNCEMENTS	1:56 - 2:00	4 Minutes
Period 6	1:10 - 2:00	50 Minutes	11:10 - 11:45	35 Minutes	10:03 - 10:30	27 Minutes			
Common Planning	2:00 - 2:30	30 Minutes							

**Lunch A – S/U Buildings**

**Lunch B – C/D/M/PE**

**Lunch A - Odd - M/D/C Even - U/S/Band**

**Lunch B - Odd - U/S/ PE Even - M/D/C/PE**

Early Release Days are 9/15, 10/27, 1/12, 2/23, 3/23, 6/08

There are 8 High School Study Days – 9/01, 10/06, 11/03, 12/01, 1/19, 2/02, 3/02, 4/06

PPCHS has two lunch periods each day. Students should report to Lunch A or B depending on which building they are in for 4<sup>th</sup> period. On Block days students report to lunch depending on which building they are in for 3<sup>rd</sup> period (odd day) or 4<sup>th</sup> period (even day). For this reason, all students attending lunch must report to the cafeteria. Students are not permitted to roam the campus. Students who would like to use the **library during lunch** will be escorted by PPCHS media personnel 15 minutes into each lunch period.



## 2016-2017 SCHOOL CALENDAR

### FIRST QUARTER

August 15-19	Employee Planning (1-5)	Mon-Fri
August 22	Start 1 <sup>st</sup> Quarter –Students Report (46 Days)	Monday
September 01	HS Professional Study Day (1) (10:30 AM Release)	Thursday
September 05	Holiday – 1	Monday
September 15	Early Release - (1) (11:45 PM Release)	Thursday
September 22	Interim Reports Issued	Thursday
October 03	Day off	Monday
October 06	HS Professional Study Day (2) (10:30 AM Release)	Thursday
October 12	Day off	Wednesday
October 27	Early Release - (2) - (11:45 PM Release) - End 1 <sup>st</sup> Quarter	Thursday
October 28	Employee Planning – (6)	Friday

### SECOND QUARTER

October 31	Start 2 <sup>nd</sup> Quarter (39 Days)	Monday
November 03	HS Professional Study Day (3) (10:30 AM Release)	Thursday
November 08	Employee Planning (7)	Tuesday
November 11	Holiday - 2	Friday
November 17	Report Cards Issued for First Quarter	Thursday
November 23	Days off	Wednesday
November 24	Holiday -3	Thursday
November 25	Day off	Friday
December 01	HS Professional Study Day (4) (10:30 AM Release)	Thursday
December 01	Interim Reports Issued	Thursday
December 26- Jan. 06	Winter Break	
January 02, 2017	Holiday – 4	Monday
January 12	Early Release -3- (11:45 PM Release) – End 2 <sup>nd</sup> Quarter	Thursday
January 13	Employee Planning – (8)	Friday

### THIRD QUARTER

January 16	Day off	Monday
January 17	Start 3 <sup>rd</sup> Quarter (47 Days)	Tuesday
January 19	HS Professional Study Day (5) (10:30 AM Release)	Thursday
February 02	Report Cards Issued for Second Quarter	Thursday
February 02	HS Professional Study Day (6) (10:30 AM Release)	Thursday
February 16	Interim Reports Issued	Thursday
February 20	Holiday – 5	Monday
February 23	Early Release – 4 (11:45 PM Release)	Thursday
March 02	HS Professional Study Day (7) (10:30 AM Release)	Thursday
March 23	Early Release - (5) - (11:45 PM Release) - End 3 <sup>rd</sup> Quarter	Thursday
March 24	Employee Planning – (9)	Friday

### FOURTH QUARTER

March 27	Start 4 <sup>th</sup> Quarter (48 Days)	Monday
April 06	HS Professional Study Day (8) (10:30 AM Release)	Thursday
April 10-14	Spring Break	
April 20	Report Cards Issued for Third Quarter	Thursday
May 04	Interim Reports Issued	Thursday
May 29	Holiday – 6	Monday
June 08	Early Release- (6) - Last Day of School (10:30 AM Release)	Thursday
June 09	Employee Planning – (10) - Last Day for Teachers	Friday
June 28	Report Cards Issued for Fourth Quarter	Wednesday

## **GUIDANCE**

It is the function of the guidance department and each counselor's goal to help the student to reach his/her highest potential in school and help the student plan intelligently for his/her adult life.

Information and other assistance are given through assemblies, classroom visits, and individual conferences. Students may come to the guidance office before or after school, during lunch or with permission of the teacher, to request a conference with the counselor. Both students and their parents are encouraged to make contact with counselors throughout the year. Information regarding career and education opportunities, college admissions, financial aid, curriculum offerings, testing dates and personal assistance is available.

## **ACADEMICS**

As part of our charter, all core classes have a maximum of 25 students. 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 spring for the following year. These selections are final except for changes needed after completion of summer school, and when courses are 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 spring. Students and parent will have an opportunity to choose and review course selections prior to the development of the master schedule.

## **HONORS, ADVANCED PLACEMENT, & CAMBRIDGE CLASSES**

Honors and advanced course work are offered for academically proficient students. Both course content and requirements are rigorous. PPCHS offers honors tracks in all academic core classes. Students are eligible to receive one additional quality point in each of their core classes by selecting an honors course, securing teacher approval and fulfilling the honors requirements in the course syllabus. In addition, academic foreign languages above the second year, and math courses above Algebra II are considered honors courses. In addition to Honors courses, there are a wide range of 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. The Cambridge Program is a highly rigorous, internationally implemented program to prepare students for college. Students in grade nine (9) will explore the IGCSE or PreAICE Courses. Students in grades ten-twelfth (10-12) will register for AS/A Level coursework. Students in grades ten-twelfth (10-12) are eligible to earn the AICE Diploma.

## HONORS, ADVANCED PLACEMENT, & CAMBRIDGE QUALITY POINTS

The following guidelines for extra quality points are used in the computation of an individual student's weighted grade point average:

Honors	1 quality point
AP/AICE	2 quality points

**Note:** In order to earn the extra quality points, a minimum grade of C is required.

## EXCEPTIONAL STUDENT EDUCATION (ESE) PROGRAM

The Exceptional Student Education Program is implemented in accordance with the Florida State's Procedures for Exceptional Education. Student needs are met in the least restrictive environment. Individual Educational Plans (IEPs) are reviewed and implemented annually.

The staffing/review committee determines and records on the Individualized Education Plan, the appropriate set of State Minimum Performance Standards and type of diploma the student shall work toward.

A Staffing/Individualized Education Program (IEP) committee may determine that the student be permitted additional time or less time to complete a course. All decisions regarding this time modification (MOD) must be specified on the student's IEP. A MOD does not count as an attempt for grade point averaging purposes. For more information please contact Dana Ostendorf.

## GRADING AND REPORT CARDS

Grades are issued for each nine-week period. The report cards are distributed to the students approximately one week after the close of the grading period. The final report card in June is mailed directly to the home address. At the mid-point in each nine-week grading period, an Interim Report is emailed home for all students. Parents are encouraged to contact the Guidance Department if they do not have access to email. This report is not intended to predict the grade that will appear on the next report card, but rather to indicate the student's achievement range at the midpoint in the grading period. Parents must be notified prior to the end of the quarter if the student is failing a course. Additionally, parents of any student whose grade has fallen to a D must also be notified prior to the end of the quarter.

The grading system used in the high schools - including numerical grades, letter grades and quality points will be as follows:

<u>Numerical</u>	<u>Letter</u>	<u>Quality Points</u>
90-100	A	4.0
87-89	B+	3.5
80-86	B	3.0
77-79	C+	2.5
70-76	C	2.0

67-69	D+	1.5
60-66	D	1.0
0-59	F	0.0
INCOMPLETE	I	0.0

An “I” is given as an opportunity for students to make up incomplete course work or for students who require additional time to demonstrate mastery of course standards. Missing work should be made up prior to the 40<sup>th</sup> day of the next marking period. If the work remains incomplete or unsatisfactory at the end of this period, the “I” will revert to an “F”. The Principal may extend the deadline.

Determination of class rank and National Honor Society eligibility are made using a student’s weighted grade point average. The weighted average includes any extra quality points earned from honors, advanced placement and dual enrollment classes. The unweighted grade point average, which is computed without the extra points that are included in the weighted average and without the extra points provided by "+’s", is used for determining athletic eligibility, club membership, and meeting graduation requirements.

At the high school level, credit is granted on the semester basis. One-half credit is given for passing a semester’s work in a course. The semester grade for each course is determined by totaling the points earned in both nine week grading periods with the points earned on the semester examination.

**PPCHS ONLINE COURSE ENROLLMENT POLICY**

In Florida, students and their parents have choices when it comes to the student’s education. Your family has selected the City of Pembroke Pines Charter School (PPCHS), a charter school of choice, as opposed to participating in other educational choices offered in Florida. Therefore, other choices, such as virtual instruction, may not be available to your student. Certain students may be required or elect to also attend virtual classes. Doing so will be subject to the rules and criteria adopted by PPCHS set forth below. Moreover, the specific courses available or approved for virtual instruction are limited by PPCHS.

Pursuant to §1002.45(1)(a)(1), Florida Statutes, PPCHS provides virtual instruction through Edmentum Incorporated. The Edmentum online program provides students the opportunity to obtain course credit, meet the distance learning graduation requirement, or advance their learning by taking select required courses (e.g., the HOPE course) through its online program. Only those courses offered by PPCHS through Edmentum will be approved to fulfill this requirement, but approval is limited to specific courses authorized by PPCHS through its sole discretion. The Edmentum program is offered by PPCHS throughout the school year and during the summer for current PPCHS students who meet course criteria requirements and virtual course application deadlines. Such applications will be reviewed on a first come, first served basis.

**As a charter school of choice, PPCHS may, but is not required, to provide virtual instruction through a limited number of Florida Virtual School (FLVS) “seats” which, if available, may be reviewed and distributed on a limited basis by grade level, application request, and course selection. Only certain limited courses will be permitted to be completed through either Edmentum or FLVS. The following additional criteria will be reviewed in considering whether or not to authorize all online instruction courses whether through Edmentum or FLVS:**

- Academic courses offered at PPCHS during the school day may not be eligible for online instruction. If available through the Edmentum program, it will not be available utilizing FLVS.
- High school students are required to fulfill an online course requirement as a graduation requirement. PPCHS offers half credit courses through Edmentum to meet the distance learning graduation requirement. Courses such as Critical Thinking, Parenting Skills, or Career Decision Making are not courses required for graduation and will not be calculated by post-secondary admission applications, and are the types of courses that will not be offered by PPCHS through Edmentum nor approved for FLVS.
- PPCHS students may be approved to enroll in only one (1) FLVS course at a time, provided it is approved by PPCHS. Only a limited number of courses will be budgeted and approved each fiscal year. The student's grade level, date of request, and course requested will be considered in the approval process and no additional applications will be considered when funding allocations are reached in any fiscal year.
- Students failing to complete an FLVS course once approved by PPCHS, regardless of whether the student was passing or failing the course, will forfeit any future opportunity to register for any additional FLVS courses.
- A student athlete registering with the NCAA Eligibility Center seeking credit recovery will register through the Broward Schools Co-enrollment "night school" program which offers a prescriptive model approved by the NCAA for credit recovery.

Since there is a finite enrollment capacity for online classes, an FLVS online request application is posted at the high school website. PPCHS students should not register at the FLVS website until the PPCHS FLVS online request application has been approved.

**8<sup>th</sup> grade Matriculation Notice:** 8<sup>th</sup> grade students who intend to matriculate to PPCHS must apply for an FLVS course (with the current middle school) no later than April 1<sup>st</sup> of the school year prior to 9<sup>th</sup> grade. If approved by the current middle school, the course must be completed no later than June 30<sup>th</sup> of the summer prior to entering 9<sup>th</sup> grade.

### **Mid-Term & Final Exam Exemptions**

The first period exam each day is scheduled from 7:15am to 8:45am. The second period exam each day is scheduled from 9:00am to 10:30am. Buses will leave the campus at 10:45 AM. If your student does not ride the bus, please arrange a way home for them when school is dismissed. Students will not be marked absent for the periods they have exempted final exams. If the student has exempted the first period exam, he or she does not have to come to school at 7:15am, they can report to the second period exam classroom at 9:00am. Late students will not be admitted in the classroom. Parents do not have to call the attendance desk to excuse their children from the periods that they have exempted exams.

If a student has exempted the two exams scheduled for the same date, the student does not have to come to school at all and will not be marked absent. If a student is on campus during an exam period he/she has exempted, the student will be sent to the cafeteria for study hall during the period of the exempted exam. If your student is absent for a final exam, he/she must arrange to make up the exam with their teacher. Students will not be allowed to take their final exams if not wearing uniforms and closed shoes. All students must be in proper uniform in order to attend class all the way to the last day of school and final exam days. And please remember that flip flops are not allowed in school, ever. Students are not allowed on any other campus after they leave school. This includes all other charter school campuses.

## **HOMEWORK POLICY**

Regular, purposeful homework is an essential part of a student's education. Homework is an integral factor in fostering the academic achievement of students and in extending school activities into the home and the community. Regular homework provides opportunities for developmental practice, drill, the application of skills already learned, the development of independent study skills, enrichment activities, and self-discipline. Homework should provide reinforcement and extension of class instruction, and should serve as a basis for further study and preparation for future class assignments. **Student's Responsibilities**

1. Completing assigned homework as directed and in the spirit in which it was assigned.
2. Returning homework to the teacher by the designated time.
3. Submitting homework assignments that reflect careful attention to detail and quality of work.
4. Devoting a minimum of 30 minutes each day to reading as an additional part of the homework assignment.

NOTE: Students can receive additional help through the National Honor Society, which offers tutoring. Students may also schedule a tutoring session with teachers.

### **Parents'/Guardians' Responsibilities**

While it is understood that parents/guardians are not responsible for providing a great deal of assistance to their child in completing homework, there is still much that parents/guardians can do to promote good study habits. Parents'/guardians' responsibilities include:

1. Providing an environment conducive to study.
2. Providing continued interest and concern for the child's successful performance in school, through, encouraging and supporting the child in his/her performance of homework assigned.
3. Indicating an interest in assignments and assisting, if possible, when requested by the child, but not to include performing the work for the child.
4. Supporting the school in regard to the child being assigned homework.
5. Requesting assignments for the child when short-term absences are involved.
6. Assuring that the child reads for a period of at least 30 minutes each day in addition to any other assigned homework.

## **PLAGIARISM AND CHEATING**

Any student caught cheating on any assignment or test for first offense shall receive a zero for that assignment or test, the parent shall be contacted by the teacher, and the teacher will submit a referral to the administrator. The student's Second Offense will result in a Saturday School Detention. The importance and value of honesty should be stressed at all times.

### **ELIGIBILITY REQUIREMENTS FOR PARTICIPATION IN INTERSCHOLASTIC EXTRACURRICULAR ATHLETICS AND ACTIVITIES**

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

1. A high school student must have a cumulative 2.0 grade point average on a 4.0 unweighted scale, or its equivalent, at the conclusion of each semester to be academically eligible during the next semester (s. 1006.15(3)(a)1, Florida Statutes).
2. Students who are serving an external suspension cannot practice or participate in athletic/interscholastic competitions or performances and may be subject to further sanctions or penalties.
3. A student must be reported present for the day in order to participate in athletic and extracurricular activities.
4. Age Limit – 19 years 9 months (seniors) or 19 years on or after September 1 (all others)
5. Physical Evaluation and Consent and Release from Liability Certificate

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

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

**Note:** If Pembroke Pines Charter School is financially penalized by the BCAA or the FHSAA due to the decisions or actions of a student/athlete or the parent, the parent is obligated to reimburse PPCHS for the loss of funds.

New Clubs will submit a proposal/purpose, a membership roster signed by at least 20 students and the potential club's sponsor, and a sample meeting agenda to demonstrate the club's goals between **May 1<sup>st</sup> and June 1<sup>st</sup>** of the school year.

For more information regarding Clubs please contact Robin Battle, Assistant Principal [rbattle@pinescharter.net](mailto:rbattle@pinescharter.net).

## **STUDENT ATTENDANCE POLICY**

Regular school attendance is vitally important to a student's academic achievement. Parents and students may verify absences at any time at school or from home by contacting the Attendance Clerk at (954) 538-3700 or by accessing electronic attendance records through Virtual Counselor and JupiterGrades. Both excused and unexcused absences will be counted when determining a student's pattern of non-attendance. A student may be establishing a pattern of non-attendance in any of the following situations:

- when he or she has an accumulation of tardiness, early sign outs, and/or absences (excused and unexcused) that exceed 5 days in one marking period or 10 days in 2 markings periods, or
- when he or she is absent and unexcused 5 days in 30 calendar days or 10 days in 90 calendar days.
- when he or she has an accumulation of 15 unexcused absences within 90 calendar days, with or without a parent's knowledge.

Sanctions for high school students who have a pattern of non-attendance may include: not earning class credit; repeating a class; referral to Children In Need of Services (CINS) or Families In Need of Services (FINS); suspending or preventing them from obtaining their driver's license; or requiring the student's parents to appear in court. It is important for parents receiving Temporary Assistance to Needy Families (TANF) payments from the state to know that if their child has a pattern of non-attendance, payments may be suspended.

The attendance policy is contained in the Broward County Code of Student Conduct so it is very important for parents to carefully review, sign and return the acknowledgement form in the copy you receive at the beginning of the school year. If a student is establishing a pattern of non-attendance and the principal and/or his designee determines that the reasons for time out of school are invalid, the principal/designee will refer the student to a Collaborative Problem Solving Team to determine if early patterns of truancy are developing and provide appropriate interventions. The principal or his designee may also notify the State Attorney's Office that the student is not in compliance with compulsory school attendance laws. However, if the principal or his designee determines that the reasons for the absences are valid and there are no early signs of truancy, the parent must provide a note (to be kept on file at school) that provides the reasons for those absences. No further action will be taken.

On the 15<sup>th</sup> unexcused school absence within any 90-day period, the Division of Highway Safety and Motor Vehicles will be notified and the student's license suspended. If the student does not yet have a driver's license or if the license has been suspended under this provision, student must attend school for 30 consecutive days without an unexcused absence. For more information regarding truancy suspensions, please call **850/617-3811**. The department will also accept the needed reinstatement documents via fax at **850/617-5158**. <http://flhsmv.gov/ddl/truant.html>

**The parent is expected to:**

- Report and explain an absence to the school. • Be responsible for his/her child's school attendance as required by law.
- Be aware that tardiness places his/her child's learning in jeopardy and interrupts the learning of other students.
- Stress the importance of regular and punctual school attendance with his/her child.
- Personally contact the school after his/her child's fifth (5th) aggregate absence.
- Provide written documentation for all absences to the Attendance Clerk.



## ABSENCES

Absences may be reported by telephone (954-538-3700) or written note. The report must come from a parent and give the date(s) of and reasons for the absence(s). Parents **MUST** report the absence the day **BEFORE**, the day **OF**, or within two school days **AFTER** the absence. Failure to do so will result in an unexcused absence. Some situations may require written medical documentation. Early Sign-outs may only be requested in writing (fax, email, etc.) – no voicemail messages.

## MAKEUP WORK

- Make-up work for credit and grade is allowed for absences. Teachers may, at their discretion, record a 10% reduction in the grade for homework, and record the lowest passing grade (e.g., “D” or “60”) for tests and major projects that meet standards or proficiency.
- Students have 2 class days to make-up work for each class day absent, **not including the day of return**. However, previously assigned work is due the day of return. These deadlines may be extended by the principal for extenuating circumstances. Students should be prepared to make up any tests that were scheduled prior to their absence **on the day they return**.
- It is **the student’s responsibility** to reschedule any missed quizzes or tests within the allotted period for make up work.

## TARDINESS

PPCHS follows the Broward County Public Schools policies for tardiness. Tardies can have a negative impact on student achievement. Tardiness may also count toward establishing a pattern of non-attendance that may indicate early signs of truancy. A pattern of non-attendance may be established by an accumulation of tardiness, absences (excused and unexcused), and early sign outs that exceed 5 days in a marking period or 10 days in 2 marking periods.

- A tardy is excused for the same reasons that an absence is excused. Excused absences/tardiness include: illness, illness of an immediate family member, death in the family, religious holidays of the student’s faith, required court appearance or subpoena by a law enforcement agency, special event, scheduled doctor or dentist appointments, communicable disease. In extenuating circumstances, principals and/or their designee may also excuse a tardy for reasons other than those stated if documentation is provided. Parents must follow the same process to excuse a tardy as they do to excuse an absence.
- Tardiness is defined as a student not being in the classroom when the late bell rings. All late students must first check-in at the attendance desk before reporting to class. Tardiness will be considered unexcused unless the parent calls in to excuse the tardy **within 24 hours**.
- The following guidelines are provided for students who are tardy to **first period** (Students must sign in at Attendance Desk):

<u>Number of Unexcused Tardies</u>	<u>Consequence</u>
1 <sup>st</sup> Tardy	Warning
2 <sup>nd</sup>	After-school detention
3 <sup>rd</sup>	Saturday School/Warning about suspension of parking privileges
4 <sup>th</sup>	Saturday School/Parking privileges are suspended for 2 weeks
5 <sup>th</sup>	Saturday School
6 <sup>th</sup>	Saturday School/Parent Meeting
7 <sup>th</sup>	One-day external suspension
8 <sup>th</sup>	Two-day external suspension

- The **5<sup>th</sup> Excused AM Tardy** will be considered excessive and administration will require written documentation per Broward County School Board policy on excusable reasons for tardiness. Without proper documentation, the tardy will be considered unexcused.
- Administration reserves the right to assign consequences for flagrant tardies to class - Please remember that students must be **inside** their assigned classroom **before** the bell rings. If a student is late to class, the student will be marked tardy and the teacher will follow the tardy policy listed in the course syllabus. If a student is **outside the building** when the tardy bell rings, the student will earn an **automatic detention** from PPCHS Administration and Security. If a student is late to class and has a valid pass from a staff member, the student will be excused.
- If a student needs to leave class (*for example: during homeroom time*), the student must obtain a pass **in advance** and show the pass to the classroom teacher. **Students are not allowed to leave class without a pass.**
- The following guidelines are provided for students who are tardy to any period after first period during a course: **Students must sign in at Attendance Desk.**

<u>Number of Unexcused Tardies</u>	<u>Consequence</u>
1 <sup>st</sup> Tardy	Warning
2 <sup>nd</sup>	Parent Notification
3 <sup>rd</sup>	After-school Detention
4 <sup>th</sup>	Referral (Saturday School)
5 <sup>th</sup>	Referral (Saturday School)
6 <sup>th</sup>	Referral (Saturday School/Parent Meeting)
7 <sup>th</sup>	One-day external suspension
8 <sup>th</sup>	Two-day external suspension

### **CHECK IN / CHECK OUT PROCEDURES**

Arriving to school late or leaving school early is disruptive to the student's educational process as well as being a disruption for the class from which he or she is entering or

leaving. Students should get to school on time and appointments should be scheduled outside of normal school hours.

1. Students checking into school late or checking out of school early **must report** to the Administrative Office and **sign in/out** at the Attendance Coordinator's Desk. There is **NO** reasonable excuse for **NOT** reporting to the Attendance Coordinator if you are coming to or leaving from school. (**Administrative Detention**)
2. Students are allowed up to three early sign outs each semester using written notes, faxes or emails from their parents requesting early dismissal. After the third sign out, parents will have to be present in person to sign out their child. The Attendance Coordinator will verify all written requests for early dismissal with a phone call. **STUDENTS MUST COME TO THE ATTENDANCE COORDINATOR TO USE THE TELEPHONE TO CHECK OUT.**
3. "Check outs" should occur **between class changes**, unless a doctor's appointment has been scheduled or a student emergency occurs.
4. No student may sign out between 1:30 and 2:00 p.m. unless it's an emergency situation.

**NOTE: If a student who drives to school is unexcused tardy to his/her first period class four (4) times in a given quarter, he/she will lose parking privileges for two (2) weeks.**

#### **EXTRA CURRICULAR ATTENDANCE REQUIREMENTS**

All participants in extracurricular activities (including, but not limited to student government, athletics, clubs, drama, and debate teams) **must be present for one-half of the academic school day** (at least three periods) in order to participate in school sponsored activities. Prior approval for extenuating or truly unusual circumstances will be considered on an individual basis.

**School comes before extracurricular activities! All extracurricular participants are required to attend assigned detentions and scheduled make up tests before being allowed to attend practice or extracurricular events.**

#### **SCHOOL DANCE/EXTRA CURRICULAR ATTENDANCE**

When you're IN, you're IN, when you're OUT, you're OUT. In brief, when you leave a dance or an extracurricular activity, you cannot return. **All school policies apply.** Once a school activity ends, all students should immediately leave the PPCHS campus (i.e., prior arrangements for transportation should be made). Any student who continues to have a problem with transportation will have his/her privileges revoked.

**\*Students are not allowed to return to the high school campus after hours unless participating in a school sponsored sport, activity, club or function. Neither Pembroke Pines Charter High School nor the City of Pembroke Pines will be held liable for student supervision after 3:30 PM, Monday through Friday or at any time on weekends.**

## **EMERGENCY CONTACT INFORMATION**

School staff must maintain accurate contact information for the children enrolled in school. Student Data/Emergency Contact Cards will be distributed by homeroom teachers during the first week of school. Students are expected to bring the cards home and present them to their parents or guardians. The card must be carefully completed and then returned to the attendance office. No persons, other than school staff, will have access to the information you submit.

The information you provide on the Student Data/Emergency Contact Card will enable school staff to contact you immediately in the case of an emergency involving your child. Students will not be released from school until the parent or guardian listed on the Student Data/Emergency Contact Card has been contacted by school personnel.

**Students may not leave school unless the parent or guardian listed on the Student Data/Emergency Contact Card physically reports to school and presents a picture identification card.**

## **STUDENT UNIFORM POLICY**

All students are required to dress in accordance with the following PPCHS Uniform Policy:

- All uniforms must be purchased by the approved vendor.
- Tops for boys and girls must be official burgundy, gray, black, or white collared shirts or official PPCHS sweatshirts with PPCHS emblem. PPCHS Spirit Shirts are worn only on HS Study Days, Early Release Days, and the last day of the school week (generally Fridays).
- If worn, jackets and sweatshirts must be purchased at the uniform store with the PPCHS emblem or be **plain** burgundy, gray, black, or white without any emblems, designs, or logos. Uniform Polo must be worn under jackets and under sweaters with zippers.
- Bottoms must be khaki uniform pants, Capri pants or knee length walking shorts. **No** cargo pants, baggy pants, clothing that expose underwear, stretch pants, joggers, flare pants, jeggings, or bell bottoms are allowed.
- Shoes must be flat and closed toed. Slippers, sandals, flip flops and backless shoes are prohibited.
- Must have a current school year ID badge at all times.
- Hats, bandanas, hoods, head coverings of any kind are prohibited. Jackets and sweatshirts with hoods are allowed, but students may not wear the hood/cover their head with the hood.

- All clothing must be hemmed. Clothing may not be ripped or torn in any way. All clothing must be neatly hemmed. Uniforms bottoms should not be rolled nor cut.
- All students enrolled in a Physical Education course are required to wear a PE uniform t-shirt and shorts with the school logo. This uniform must be purchased by the approved vendor.
- If a student does not have a uniform, jacket, or sweatshirt due to financial difficulties, they can contact the high school office at [\(954\) 538-3700](tel:9545383700) for information on financial assistance.

**\*\*Students out of compliance with the PPCHS Uniform Policy will not be permitted to remain on campus.**

### **INAPPROPRIATE TECHNOLOGY**

Students are allowed to use personal technology devices such as iPods, PSPs, and MP3 players during non-instructional time. Students are also permitted to possess, but not use, cell phones during school hours. We would like to stress the importance of keeping their phones out of sight and silent to avoid classroom disruptions as well as thefts. If a student uses a cell phone during school hours or the phone/beeper is on and emits any ring tone or other noise, i.e., vibration, it will be confiscated and not be returned until parent contact is made.

### **BALLOONS**

Students are prohibited from possessing or carrying celebratory balloon arrangements on campus. They are both a distraction and complication in our restricted passages, hallways and classrooms.

### **HALL PASSES**

Any student outside of class during normal class hours must have the appropriate hall pass. The large yellow passes are for temporary/restroom use and the large red passes are for sending students to the office. Gray paper passes are for signing out, movement among buildings on campus, or using the library. Students without passes will be escorted back to class. Four students at a time (from each class) are permitted to use the library without signing up in advance. Once in the library, all students must promptly check in with the media specialist.

### **TEXTBOOKS**

Books are tools; they are expensive tools. To assist students with the expense of having the necessary books for their education, the City of Pembroke Pines has purchased textbooks for home use for each student. It is the student's responsibility to see that the textbooks are taken care of and returned at the end of the school year. Students will be obligated to pay for any books damaged beyond normal use or lost. Until the obligation is paid, the student will not be able to participate in any school sponsored activities.

## **VISITORS**

Visitors are not permitted during the school day unless they are on school related business. **ALL VISITORS MUST SIGN IN TO THE OFFICE TO RECEIVE A VISITORS BADGE** and to be directed to the appropriate area. Persons present on school property (i.e., in the building, in any of the school's parking areas, etc.) without permission are subject to prosecution for **TRESPASSING**.

## **SAFETY, EMERGENCY FIRST-AID, AND SICKNESS POLICY**

No internal medications, including aspirin, Tylenol, etc., will be dispensed by faculty or office personnel. It is unlawful for a student to give another student any type of medication (i.e., aspirin, Tylenol, etc.). If a student is too ill to remain in class, he/she should get a pass from his/her classroom teacher and report to the Clinic Coordinator. All checkouts will be handled by the Attendance Coordinator. The Attendance Coordinator must get permission from the student's parent/guardian before the student can be dismissed from school. In the event of a school evacuation, *Areas of Refuge* are provided on the 2nd floor stairwell of each building for any students with limited, severe, temporary, or permanent disabilities.

## ***BUS DISCIPLINE***

Students shall obey the rules of conduct while on a school bus, as well as established safety rules and regulations. Students shall not delay the bus schedule, damage the bus, distract the driver, ride an unassigned bus, or get off at an unauthorized stop. **RIDING A BUS IS A PRIVILEGE. A RIDER WHO FAILS TO FOLLOW THE RULES MAY HAVE HIS/HER RIDING PRIVILEGES SUSPENDED.**

## **DISCIPLINE PLAN**

In order to have the finest educational opportunity for our students, it is necessary to have a concise, clearly defined discipline plan that is known and understood by all members of our community. The plan, as set forth in the following pages, provides administrators, teachers, parents and students with consequences for Level I-III student offenses. The success of the plan depends on the school, the parents, and the community working as a team. Together we will create a safe environment conducive to learning.

We enforce a stringent, but consistent and fair behavior code. All students abide by the same system. If rule "X" is broken, consequence "Y" will happen always and without exception. Studies have shown that there are two factors that must be present when consequences are given: Immediacy and Certainty.

Students are strongly encouraged to demonstrate the following Character Traits daily: **Cooperation, Responsibility, Citizenship, Kindness, Respect, Honesty, Self-Control, and Tolerance.**

Consequences for rules will be: Straight forward, Immediate, Easily administered, and Effective. Classroom teachers have a classroom intervention checklist for each of their students. Teachers will document attempted interventions and parent contacts. Repeated classroom violations can result in a referral to the grade level administrator.

If three interventions and a parent contact have been documented, the student should be referred to administration. ESE students will be held responsible for their actions. Their consequences will be the same as the mainstream student, except where otherwise indicated by an IEP.

### **DISCIPLINARY LEVEL SUMMARY**

**Level I:** Offenses are classroom-related behavior violations.

**Level II:** Offenses are school-related behavior violations or repeated classroom-related behavior violations that do not require mandatory suspension.

**Level III:** Offenses are unlawful violations and/or habitual breach of conduct that requires mandatory suspension, recommendation for expulsion, or expulsion.

#### **Level I Offenses:**

1. Violation of classroom rules
2. Unauthorized eating/drinking (including gum chewing).
3. Profanity (non-directed)
4. Public display of affection
5. Tardies

#### **Teacher Intervention/Classroom Management Plan**

1. Post and explain the classroom rules and consequences
2. Redirect (verbal warning)
3. Classroom management techniques/interventions (Individual Student/Teacher conference, change of seat, etc.)
4. Parent contact (state problem, state interventions tried, ask for parent(s) cooperation, and notify parent of consequences should problem persist)
5. Teacher issues one-hour detention (2:10-3:10PM) If detention is not served, administrator will assign a Saturday School Detention.

#### ***DETENTIONS***

Any detention assignments must be served on the day assigned. No reschedules will be made for sports, extracurricular activities, etc. If a student makes the choice to not follow the rules, then he/she has made the choice to miss the activity. Remember, school comes before after-school jobs. In case of illness, parents should contact an administrator immediately.

Students assigned after school detention must show up at the cafeteria by 2:10 PM on the day the detention is to be served. Admittance to detention requires that the student be in complete uniform and present the pink copy of the detention signed by their parent to the

detention monitor. During detention students are responsible for having their own work to do. They are to sit quietly and complete that work. There is no talking, eating or drinking, sleeping or other type of inappropriate behavior allowed. Students not complying with these rules will be removed from detention. Students not completing their assigned detention due to a rules violation and those who miss a scheduled detention will be assigned to Saturday School.

Students should arrange to have transportation from school immediately after completing a detention. If a student is absent when scheduled for detention, they should report to their administrator immediately upon returning to school to reschedule.

### **Level II Offenses**

1. Continued misbehavior that substantially disrupts the education process.
2. Cutting Class
3. Leaving Campus (unauthorized)
4. Insubordination (willful disobedience)
5. Excessive unexcused absences/tardies
6. Profanity directed to another student

### **Teacher Intervention/Classroom Management Plan**

1. Parent Conference (may include behavior contract).
2. Teacher refers to grade level administrator – Saturday School is issued.

### ***SATURDAY SCHOOL***

In an effort to avoid excessive suspension of students and missing valuable learning time, we have instituted Saturday School. Saturday School is held on Saturday from 8 AM to 11 AM once a month. Students assigned this consequence are required to be on time, be in a complete uniform, and have their entry form signed by a parent or guardian. Students that miss an assigned Saturday School, arrive late, or are removed for any reason, will automatically receive a **two-day out-of-school suspension**.

### **Level III Offenses**

1. Defiance of authority (habitual insubordination)
2. Profanity directed to an adult
3. Forgery, theft or destruction of school property
4. Indecent exposure
5. Prank phone calls
6. Fighting or provoking a fight (includes surrounding, encouraging, or acting as an involved spectator)
7. Trespassing\*
8. Tobacco (use, possession, and/or transmission on school grounds)
9. Unauthorized publications including pornographic material and inappropriate or non-academic internet sites (use, possession, distribution etc.-see Secondary Code of Student Conduct).



10. Weapons, dangerous instruments, contraband, etc.(possession, display, transmission, and use)
11. Drugs/Alcohol (unlawful use, possession, distribution, and being under the influence).
12. Sexual harassment (verbal or physical).
13. Arson, bomb threats, false fire alarm (includes unlawfully starting or causing a fire).
14. Extortion, collusion, and any dangerous act that violates the Student's Secondary Code of Conduct, Florida statutes, or any of the statutes specific to Broward County or the city of Pembroke Pines.
15. Gang related activity.

### ***EXTERNAL SUSPENSION***

Considering the offense, external suspensions range from one to ten days. Expulsion is possible for certain offenses. Any student suspended may be required to attend a parent conference with the Principal or an Assistant Principal before returning to school.

**Students may not be on school property during the suspension period nor may they participate in any school-related activity during this period. These activities include athletic contests as a participant or spectator, band or choral concerts, drama productions, school dances, etc. Presence on campus or at a school-related activity during a suspension period will constitute trespassing.** Students who are suspended may make up their academic work as stated in the Broward County **Code of Conduct**.

## PPCHS Administrative Discipline Matrix

Offense	Broward County School Consequence	PPCHS Consequence
Petty Theft (T5)	IS 1-2 Days PROMISE Eligible	ES 1-2 Days
Technology – Inappropriate Use of Computers (Z3)	IS 1-2 Days	Saturday Detention
Fighting-Minor Altercation/Confrontation (ZL)	IS less than one day	Saturday Detention
Sexual Harassment (50)	IS 3-5 Days	ES 1-2 Days
Assault (Verbal) Threat (Low Level, non-criminal (ZN)	IS 1-2 Days	Saturday Detention
Over-the-counter medication – sale/attempted sale/transmittal (OC)	IS 3-5 Days	ES 1-2 Days
Tobacco-Use/Possession/Sale Transmittal (TU)	IS 1-2 Days	Saturday Detention
Drug Paraphernalia - Possession (DP)	IS 3-5 Days PROMISE Eligible	ES 1-2 Days
Disruptive Unruly Behavior (SB)	IS Less than one day	Saturday Detention
Disruptive Unruly Play (UP)	Detention	Saturday Detention
Disobedience/Insubordination (01)	IS Less than one day	Saturday Detention
Profanity-Use of Insulting/Obscene Language (02)	IS Less than one day	Saturday Detention
Inciting A Disturbance (Z1)	IS 1-2 Days	Saturday Detention
Disruption on Campus Minor (XA)	Multiple Detentions 4-5	ES 1-2 Days
Class Cut-Skipping (ZL)	Multiple Detentions 1-2 Days	Saturday Detention
Tardiness/Habitual (ZM)	Verbal Warning	PM Detention
Out of Assigned Area (ZU)	Verbal Warning	PM Detention
Dress Code Violation (ZE)	Verbal Warning	PM Detention
Detention – Unserved (ZP)	Multiple Detentions 2-3	Saturday Detention
Un-served Saturday Detention (ZS)	IS 1-2 Days	ES 1-2 Days

### Codes

*IS= Internal Suspension*

*ES = External Suspension*



## Broward County Library Customer Code of Conduct

Welcome to Broward County Library. This Customer Code of Conduct is intended to encourage behavior that supports the library's mission to provide the best possible resources in an environment that is conducive to library use. Any person who violates these rules or engages in any activity prohibited by law will be asked to leave the library and could be subject to suspension. Those refusing to leave will be subject to arrest under Trespass Laws, Chapter 810, Florida Statutes.

**The library is a public building where the well-being and safety of unattended children is a serious concern. Therefore, library staff cannot assume the responsibility for the care or supervision of unattended children left in or on the grounds of the library.**

The following behavior, as well as any other behavior that disrupts public use of the library, is unacceptable and prohibited.

- Abusive, boisterous, disruptive, loud, obscene, or threatening language or behavior.
- Adults not requiring immediate access to youth materials shall be required to relocate to other areas of the library. Youth Services areas are intended for use by youth and their parents or caregivers.
- Bringing animals, except service animals, into the library.
- Bringing personal items into the library that will not fit comfortably under one chair or leaving items unattended. Items may not obstruct aisles and walkways.
- Cell phones must be set to silent or vibrate and may only be used in designated "cell phone zones," if available, or outside the library. Customers may not operate electronic devices that are audible to others.
- Creating a nuisance to customers or staff through offensive bodily hygiene.
- Defacing, cutting, destroying, or stealing library property or materials.
- Eating or drinking, except in authorized areas. Containers must have lids.
- Entering and using the library without appropriate attire, including shirts and shoes.
- Entering non-public areas such as staff workrooms, offices, etc.
- Inappropriate use of computers, including, but not limited to: viewing inappropriate websites, using the Internet for illegal purposes, or displaying, sending, printing obscene materials; or damaging, altering, or tampering with equipment or software; manipulating or interfering with the time management software, including use of multiple library cards to make computer reservations.
- Inappropriate use of equipment or furniture such as rearranging, jumping, standing, or placing feet on the furniture.
- Leaving persons unattended who require personal assistance.
- Sleeping or smoking.
- Taking library materials into the restrooms. Bathing or loitering in restrooms.
- Use of bicycles, skates, skateboards, or items of a similar nature on library premises.
- Use of library facilities or equipment for other than library purposes, including loitering, solicitation, or distribution of materials without prior written authorization.
- Use of photographic, sound recording, video, or other recording equipment, including camera telephones, on library property without prior authorization.

**Failure to comply with the Broward County Libraries Division's established rules/practice may result in suspension from the library for the day, 30 days, 90 days, permanently, and/or arrest.**

# PEMBROKE PINES CHARTER HIGH SCHOOL

## PARENT-STUDENT HANDBOOK

2016-2017

I have visited the school website at [www.pinescharter.net](http://www.pinescharter.net) and I have read and understand the information provided in the PARENT-STUDENT HANDBOOK, which includes the differences between the Broward County Schools and Pembroke Pines Charter High School Discipline Matrix. I also read and understand the Broward County Library Customer Code of Conduct. I understand that the policies and procedures support the school's efforts to make and sustain improvements in student performance. If I was unable to access the PARENT-STUDENT HANDBOOK online, I have picked up a copy in the front office and read it.

Student Name (Print) \_\_\_\_\_

Student Signature \_\_\_\_\_

Parent/Guardian Name (Print) \_\_\_\_\_

Parent/Guardian Signature \_\_\_\_\_

Date: \_\_\_\_\_

\*\*\*\*PLEASE RETURN THIS FORM TO YOUR SECOND HOUR TEACHER\*\*\*\*

The information contained in this handbook is accurate at the time of publication and is subject to change throughout the year. Publish date: 8/11/2016