

PEMBROKE PINES CHARTER HIGH SCHOOL



"Blueprint for Success"

Parent-Student Handbook 2011-2012

Administration

Peter Bayer, Principal
Robin Allen Battle, Assistant Principal
Alma Llanos, Assistant Principal
Debra Tabie, Assistant Principal
John Meyer, Guidance Director
Steven Bruns, Behavior Specialist
Jennifer Diaz, Behavior Specialist

Department Chairpersons

Glen Gonzalez, Mathematics
Miriam Hernandez-Davis, Science
Carrie Hyacinth, Social Studies
Nancy Laffin, Reading
Magda Miller, Foreign Language
Judi Oltmans, Media Specialist
Dana Ostendorf, Exceptional Student Education Specialist
Helen Yanez, Curriculum Specialist
Thomas Lemmon, Physical Education
Ron Simon, Communications
Lorraine Vazquez, Fine Arts
TBA, English

Guidance Department

Norma Lorenzo, 9th Grade Counselor
Anne Thomas, 10th Grade Counselor
Jennifer Buonomo, 11th Grade Counselor
John Meyer/Tracy Greenbaum, 12th Grade Counselor
Tracy Greenbaum, BRACE Advisor

Table of Contents

	Page
FROM THE PRINCIPAL	4
INTRODUCTION	5
A MESSAGE FROM THE ADMINISTRATION	5
BELL SCHEDULE	6
LUNCH SCHEDULE	6
SCHOOL CALENDAR	7
GUIDANCE	8
ACADEMICS	8
<i>HONORS AND ADVANCED PLACEMENT CLASSES</i>	8
<i>HONORS AND ADVANCED PLACEMENT QUALITY POINTS</i>	9
<i>DUAL ENROLLMENT</i>	9
<i>EARLY ADMISSIONS</i>	9
<i>EXCEPTIONAL STUDENT EDUCATION PROGRAM</i>	9
GRADING AND REPORT CARDS	10
MID-TERM & FINAL EXAM EXEMPTIONS	11
HOMEWORK POLICY	11
PLAGIARISM AND CHEATING	12
ELIGIBILITY FOR SPORTS/EXTRACURRICULAR ACTIVITIES	12
STUDENT ATTENDANCE POLICY	13
<i>MAKE-UP WORK</i>	14
<i>TARDINESS</i>	15
<i>EXTRACURRICULAR ATTENDANCE REQUIREMENTS</i>	16
<i>SCHOOL DANCE/EXTRACURRICULAR ATTENDANCE</i>	16
<i>CHECK IN/CHECK OUT PROCEDURES</i>	17
<i>EMERGENCY CONTACT INFORMATION</i>	17
STUDENT UNIFORM POLICY	18
INAPPROPRIATE TECHNOLOGY	18
BALLOONS	19
HALL PASSES	19
TEXTBOOKS	19
VISITORS	19
EMERGENCY FIRST-AID AND SICKNESS POLICY	19
BUS DISCIPLINE	19
DISCIPLINE PLAN	20
<i>DISCIPLINARY LEVEL SUMMARY</i>	
Level I Offenses	20
<i>DETENTIONS</i>	21
Level II Offenses	21
<i>SATURDAY SCHOOL</i>	21
Level III Offenses	22
<i>EXTERNAL SUSPENSION</i>	22
<i>PPCHS/BROWARD COUNTY DISCIPLINE MATRIX COMPARISON</i>	23
BROWARD COUNTY LIBRARY CUSTOMER CODE OF CONDUCT	25
ACKNOWLEDGEMENT SHEET	26

**Pembroke Pines Charter High School
Parent-Student Handbook
2011-2012**

FROM THE PRINCIPAL

Dear Parents/Guardians and Students:

Welcome to the 2011-2012 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 2011-2012 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 JupiterGrades 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 2011-2012 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.

2011-2012 Bell Schedule

Regular Day
Early Release Days
HS Study

Days

	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 2	8:11 - 9:01	50 minutes	7:56 - 8:31	35 minutes	7:48 – 8:15	27 minutes
Period 3 Reading	9:07 - 9:37	30 minutes				
Period 3 Content	9:37 - 10:27	50 minutes	8:37 - 9:12	35 minutes	8:21 – 8:48	27 minutes
Announcements	10:27 - 10:33	6 minutes			8:48 - 8:51	3 minutes
Lunch A*	10:39 - 11:12	33 minutes	9:18 - 9:42	24 minutes		
Period 4A	11:18 - 12:08	50 minutes	9:48 - 10:23	35 minutes	8:57 - 9:24	27 minutes
Period 4B	10:39 - 11:29	50 minutes	9:18 - 9:53	35 minutes		
Lunch B**	11:35 - 12:08	33 minutes	9:59 - 10:23	24 minutes		
Period 5	12:14 - 1:04	50 minutes	10:29 - 11:04	35 minutes	9:30 – 9:57	27 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 – M/U BUILDINGS

** Lunch B- C/D/PE & S BUILDINGS

LUNCH PERIODS

PPCHS has two lunch periods each day. Students in **M & U** will attend *first lunch* (Lunch A), while the other students meet for fourth period. Students in the **C/D/PE & S** buildings will attend the *second lunch* (Lunch B), while the other students meet for fourth period. 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.

2011-2012 SCHOOL CALENDAR

FIRST QUARTER

August 15	Employee Planning (1)	Monday
August 16	Employee Planning (2)	Tuesday
August 17	Employee Planning (3)	Wednesday
August 18	Employee Planning (4)	Thursday
August 19	Employee Planning (5)	Friday
August 22	Start 1 st Quarter –Students Report (47 Days)	Monday
September 1	HS Professional Study Day (1) (10:30 AM Release)	Thursday
September 05	Holiday – 1	Monday
September 22	Early Release – (1) - (11:45 AM Release)	Thursday
September 23	Interim Reports Issued	Friday
September 29	Day off	Thursday
October 6	HS Professional Study Day (2) (10:30 AM Release)	Thursday
October 27	Early Release - (2) - (11:45 AM Release) - End 1 st Quarter	Thursday
October 28	Employee Planning – (6)	Friday

SECOND QUARTER

October 31	Start 2 nd Quarter (44 Days)	Monday
November 3	HS Professional Study Day (3) (10:30 AM Release)	Thursday
November 11	Holiday - 2	Friday
November 17	Report Cards Issued for First Quarter	Thursday
November 23	Day off	Wednesday
November 24	Holiday -3	Thursday
November 25	Day off	Friday
December 08	Interim Reports Issued	Thursday
December 08	HS Professional Study Day (4) (10:30 AM Release)	Thursday
December 19-29	Winter Break	
December 30	Holiday – 4	Friday
January 12	HS Professional Study Day (5) (10:30 AM Release)	Thursday
January 16	Day off	Monday
January 17-19	Mid Term Exams – (10:30 AM Release)	Tues-Thurs
January 19	Early Release - (3) (11:45 AM Release) - End 2 st Quarter	Thursday
January 20	Employee Planning – (7)	Friday

THIRD QUARTER

January 23	Start 3 rd Quarter (43 Days)	Monday
February 02	Early Release – 4 (11:45 AM Release)	Thursday
February 08	Report Cards Issued for Second Quarter	Wednesday
February 09	HS Professional Study Day (6) (10:30 AM Release)	Thursday
February 20	Holiday – 5	Monday
February 24	Interim Reports Issued	Friday
March 08	HS Professional Study Day (7) (10:30 AM Release)	Thursday
March 12-16	Spring Break	
March 29	Early Release - (5) - (11:45 AM Release) - End 3 rd Quarter	Thursday
March 30	Employee Planning – (8)	Friday

FOURTH QUARTER

April 02	Start 4 th Quarter (46 Days)	Monday
April 06	Day off	Friday
April 19	Report Cards Issued for Third Quarter	Thursday
May 03	HS Professional Study Day (8) (10:30 AM Release)	Thursday
May 08	Interim Reports Issued	Tuesday
May 25	Employee Planning – (9)	Friday
May 28	Holiday – 6	Monday
June 5-7	Final Exams – (10:30 Release)	
June 7	Early Release- (6) - Last Day of School (10:30 Release)	Thursday
June 08	Employee Planning – 10 – Last Day for Teachers	Friday

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 AND ADVANCED PLACEMENT CLASSES

Honors and advanced course work is 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 16 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 Studio Art, AP Art History, AP Calculus AB, AP Statistics, AP Chemistry, AP Biology, AP Physics B, AP Environmental Science, AP English Language, AP English Literature, AP United States History, AP World History, AP European History, AP Psychology, AP Spanish Language, and AP Spanish Literature.

HONORS AND ADVANCED PLACEMENT 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	2 quality points
Dual Enrollment	2 quality points

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

DUAL ENROLLMENT

Students enrolled as juniors or seniors in PPCHS 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 Community 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.

EARLY ADMISSIONS

At the completion of the junior year of high school, a student may enter the Early Admissions Program under the following criteria: (a) Successful completion of the junior year of high school, having earned a minimum of eighteen credits in grades 9, 10, and 11, and all other requirements with the exception of English 4 and American Government/Economics; (b) Successful completion of the Florida Comprehensive Assessment Test (FCAT); (c) Acceptance by a post secondary institution authorized by Florida Law or by an accredited postsecondary institution; (d) Enrollment in PPCHS or any Broward County public high school at least one semester 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 with a “C” average; and (g) Approval of the guidance director and principal.

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.

Effective for the 2011-2012 school-year, 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 40th 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.

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, they 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 who will assign a Saturday School Detention to the student. The student's Second Offense will result in a 1-2 day external suspension. 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 student must maintain a unweighted 2.00 GPA or higher as specified by s. 1003.43(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.

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 their parent, the parent is obligated to reimburse PPCHS for the loss of funds.

For more information regarding Clubs please contact Robin Allen Battle, Assistant Principal rallen@pinescharter.com.

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 2011-2012 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 15th 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.

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 (954-538-3717) 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.

MAKEUP WORK

- Make-up work for credit and grade is allowed for all excused absences.
- 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 and 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. A student who has an excused tardy (note or telephone) should report directly to class after first checking in at the attendance desk.
- Tardiness will be considered unexcused unless the student brings a note from a parent, is accompanied by a parent at sign-in, or 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 st Tardy	Warning
2 nd	After-school detention
3 rd	Saturday School/Warning about suspension of parking privileges
4 th	Saturday School/Parking privileges are suspended for 2 weeks
5 th	Saturday School
6 th	Saturday School/Parent Meeting
7 th	One-day external suspension
8 th	Two-day external suspension

- The **5th Excused AM Tardy** will be considered excessive and administration will require written documentation per Broward County School Board policy on excusable reasons for tardiness. (See **2011-2012 Secondary Code of Student Conduct**). Without proper documentation, the tardy will be considered unexcused.

- 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.**

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

- Administration reserves the right to assign consequences for flagrant tardies to class, e.g., after lunch and for student’s who do not have a pass and are not in their academic building when the tardy bell rings.

EXTRA CURRICULAR ATTENDANCE REQUIREMENTS

All participants in extra curricular 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 extra curricular activities! All extra curricular participants are required to attend assigned detentions and scheduled make up tests before being allowed to attend practice or extra curricular 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 extra curricular 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.**

CHECK IN / CHECK OUT PROCEDURES

Arriving at 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. When a student "checks in", the student should present a note for being tardy to the Attendance Coordinator. **Oversleeping is not an "excused" check in.**
3. 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.**
4. "Check outs" should occur **between class changes**, unless a doctor's appointment has been scheduled or a student emergency occurs.
5. No student may sign out between 1:30 and 2:00 p.m. unless it's an emergency situation.
6. All doctor and dental appointments should be made after school whenever possible. **EXCESSIVE ABSENCES FROM THE SAME CLASS(ES) MAKE IT DIFFICULT FOR THE STUDENT TO KEEP UP WITH HIS/HER WORK.**

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.

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 from the approved vendor.

- 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.
- If worn, jackets and sweatshirts must be plain or with PPCHS emblem.
- Uniform Polo must be worn under jackets with zippers.
- Bottoms must be khaki uniform pants, Capri pants or knee length walking shorts. **No** cargo pants, baggy pants/clothing that exposes underwear, stretch pants, flare pants, or bell bottoms are allowed.
- Appropriate shoes must also be worn. 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, headbands, hoods, and head coverings of any kind are prohibited.
- Only plain white, gray, black and maroon (no other color) undershirts may be worn, but cannot extend below the uniform shirt.
- All clothing must be hemmed.
- 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 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**.

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.

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. Students should notify their administrator when checking out, if they have detention to reschedule. 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.

Teacher/Administrative Discipline Plan

1. Automatic referral to grade level administrator is required.
2. Administrative assignment of External Suspension, Recommendation for Expulsion, Probationary Contract, and/or Alternative Placement.
Parent contact is mandatory prior to the implementation of any external suspension.

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**.

The differences between the Pembroke Pines Charter High School Discipline Matrix and the Broward County School System Matrix are detailed below:

	Two L-Panel Interventions (LPI)	Child Study/Intervention Assistance Team (IAT)	Detention	Detention (Extended/Multiple)	Saturday School/Equivalent	Confiscation (If Applicable)	Out of School Suspension (1 – 2 Days)(With AES Option)	Out of School Suspension (3 – 10 Days)(With AES Option)	Out of School Suspension (6 – 10 Days)(With AES Option)	Mandatory 10 Days Out of School Suspension (AES for ESE)	Alternative Probationary Contract	Recommendation for Expulsion	Complete Immediate Notification Form (SIU)	Report to Local Law Enforcement required	Threat Assessment Protocol	Report to State	In-School Suspension: Less Than One Day	In-School Suspension: 1-5 Days
LEGEND M= Mandatory action X = Initial punitive action (for 1st offense) A = Additional (progressive) action S = Incident code reported to the State INCIDENTS																		
Skipping Class (PPCHS)	M	A			X		A											
Skipping Class (Broward)																	X	
Truancy (PPCHS)	M	A			X		A											
Truancy (Broward)			X															
Leaving School Campus Without Permission (PPCHS)	M	A			X		A											
Leaving School Campus Without Permission (Broward)							X											
Dress Code Violation (PPCHS)	M	A	X		A													
Dress Code Violation (Broward)																	X	
Disruptive (Unruly) Behavior/Play (PPCHS)	M	A			X		A	A										
Disruptive (Unruly) Behavior/Play (Broward)																		X
Gambling (PPCHS)	M	A				X	X	A	A				M	M		S		
Gambling (Broward)																		X
Inciting a Disturbance (PPCHS)	M	A					X	A	A									
Inciting a Disturbance (Broward)																		X
Forgery of document/Signature (Passing Counterfeit Money) (PPCHS)	M	A				M	X	A	A				M	M		S		
Forgery of document/Signature (Passing Counterfeit Money) (Broward)																		X
Gang Related Activity (See Definition) (PPCHS)	M	A						X			A	A	M			S		
Gang Related Activity (See Definition) (Broward)							X											

Medication - Over-the-Counter (Possession/Unauthorized use) (PPCHS)	M	A					M	X	A	A					M						
Medication - Over-the-Counter (Possession/Unauthorized use) (Broward)																				X	
Tobacco Use/Possession/Sale/Transmittal (PPCHS)	M	A					M	X	A	A					M				S		
Tobacco Use/Possession/Sale/Transmittal (Broward)																					X
Fight - Minor/Altercation/Confrontation (PPCHS)	M	A						X	A	A											
Fight - Minor/Altercation/Confrontation (Broward)																					X
Fighting (PPCHS)	M	A								X			A		M				S		
Fighting (Broward)								X													
Hazing (PPCHS)	M	M						X	A	A							M				
Hazing (Broward)																					X
False Accusation Against School Staff (PPCHS)	M	A							X	A					M	M			S		
False Accusation Against School Staff (Broward)								X													
Sexual Misconduct/Indecent Exposure (PPCHS)	M	M							X				A		M	M			S		
Sexual Misconduct/Indecent Exposure (Broward)								X													
Sexual Harassment (PPCHS)	M	M						X	A	A			A		M	M			S		
Sexual Harassment (Broward)																					X
Assault/Threat (Low level Non-Criminal) (PPCHS)	M	M						X	A	A			A								
Assault/Threat (Low level Non-Criminal) (Broward)																					X
Battery - Simple (PPCHS)	M	A								X			A	A	M				S		
Battery - Simple (Broward)									X												
Petty Theft (<\$300) (PPCHS)	M	A					M		X	A					M						
Petty Theft (<\$300) (Broward)																					X
Technology - Inappropriate Use (Computers or Networks) (PPCHS)	M	A			X			A	A	A											
Technology - Inappropriate Use (Computers or Networks) (Broward)																					X



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.

(Revised July 2011)

PEMBROKE PINES CHARTER HIGH SCHOOL

PARENT-STUDENT HANDBOOK

2011-2012

I have visited the school website at 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 THIRD 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: 8/5/2011