



Pembroke Pines Charter Middle School Academic Village Campus

Parent & Student Survival Guide

2024-2025
Home of the Jags!

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Introduction

This handbook has been prepared to explain and clarify the procedures, policies, and regulations at Pembroke Pines Charter Schools at the Academic Village Campus. 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 Academic Village Campus 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 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 school year.

District Purpose

Empowering Students for the Possibilities of Tomorrow.

Mission

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

School Spirit

The school colors are maroon & gray. Our official mascot is the Jaguar.

Contact Information

Pembroke Pines Charter Middle School – AV Campus
17195 Sheridan Street
Pembroke Pines, FL 33331

School Main Number

954-538-3700

School Fax Number

954-538-3657

Office Hours

Monday-Thursday	8:00AM-4:00PM
Friday	8:00AM-3:30PM

School Administration

Peter Bayer	Principal
Helen Yanez	Assistant Principal
Jennilee Abolafia	Guidance Counselor



2024-2025 PPCS SCHOOL CALENDAR - CHARTER STUDY DAYS

AUGUST					SEPTEMBER					OCTOBER				
M	T	W	T	F	M	T	W	T	F	M	T	W	T	F
			1	2	2	3	4	5	6		1	2	3	4
5	6	7	8	9	9	10	11	12	13	7	8	9	10	11
12	13	14	15	16	16	17	18	19	20	14	15	16	17	18
19	20	21	22	23	23	24	25	26	27	21	22	23	24	25
26	27	28	29	30	30					28	29	30	31	
NOVEMBER					DECEMBER					JANUARY				
M	T	W	T	F	M	T	W	T	F	M	T	W	T	F
				1	2	3	4	5	6			1	2	3
4	5	6	7	8	9	10	11	12	13	6	7	8	9	10
11	12	13	14	15	16	17	18	19	20	13	14	15	16	17
18	19	20	21	22	23	24	25	26	27	20	21	22	23	24
25	26	27	28	29	30	31				27	28	29	30	31
FEBRUARY					MARCH					APRIL				
M	T	W	T	F	M	T	W	T	F	M	T	W	T	F
					3	4	5	6	7		1	2	3	4
3	4	5	6	7	10	11	12	13	14	7	8	9	10	11
10	11	12	13	14	17	18	19	20	21	14	15	16	17	18
17	18	19	20	21	24	25	26	27	28	21	22	23	24	25
24	25	26	27	28	31					28	29	30		
MAY					JUNE					Employee Planning (No school for students) School & Administration Offices Closed Schools Closed Report Cards Issued Interim Reports Issued Early Release Day Charter Study Days First Day/Last Day School				
M	T	W	T	F	M	T	W	T	F					
			1	2	2	3	4	5	6					
5	6	7	8	9	9	10	11	12	13					
12	13	14	15	16	16	17	18	19	20	Charter Study Days - Elementary & Middle - 12:00 pm Charter Study Days - High school - 10:30 am				
19	20	21	22	23	23	24	25	26	27					
26	27	28	29	30	30									

Dismissal:

Early Release Days - Elementary & Middle - 12:45 pm.
Early Release Days - High School - 11:45 am

Charter Study Days - Elementary & Middle - 12:00 pm
Charter Study Days - High school - 10:30 am

Pembroke Pines Charter Middle School

AVM Campus

2024-2025

Regular Bell Schedule (Monday, Thursday, & Friday)		
Common Planning	8:10-8:40	30 minutes
1 st Period/Attendance	8:45-9:45	60 minutes
2 nd Period	9:48-10:38	50 minutes
3 rd Period	10:41-11:31	50 minutes
4 th Period	11:34-12:24	50 minutes
Lunch	12:27-12:57	30 minutes
5 th Period	1:00-1:50	50 minutes
6 th Period	1:53-2:43	50 minutes
Homeroom/Announcements	2:43-3:15	32 minutes

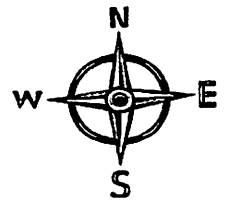
Block Bell Schedule (Tuesday and Wednesday)		
Common Planning	8:10-8:40	30 minutes
1 st Block/Attendance	8:45-10:34	109 minutes
2 nd Block	10:37-12:24	107 minutes
Lunch	12:27-12:57	30 minutes
3 rd Block	1:00-2:47	107 minutes
Homeroom/Announcements	2:47-3:15	28 minutes

Club Day (Thursday) Schedule		
Common Planning	8:10-8:40	30 minutes
1 st Period/Attendance	8:45-9:45	60 minutes
2 nd Period	9:48-10:38	50 minutes
3 rd Period	10:41-11:31	50 minutes
4 th Period	11:34-12:24	50 minutes
Lunch	12:27-12:57	30 minutes
5 th Period	1:00-1:50	50 minutes
6 th Period	1:53-2:27	24 minutes
Clubs	2:30-3:15	45 minutes

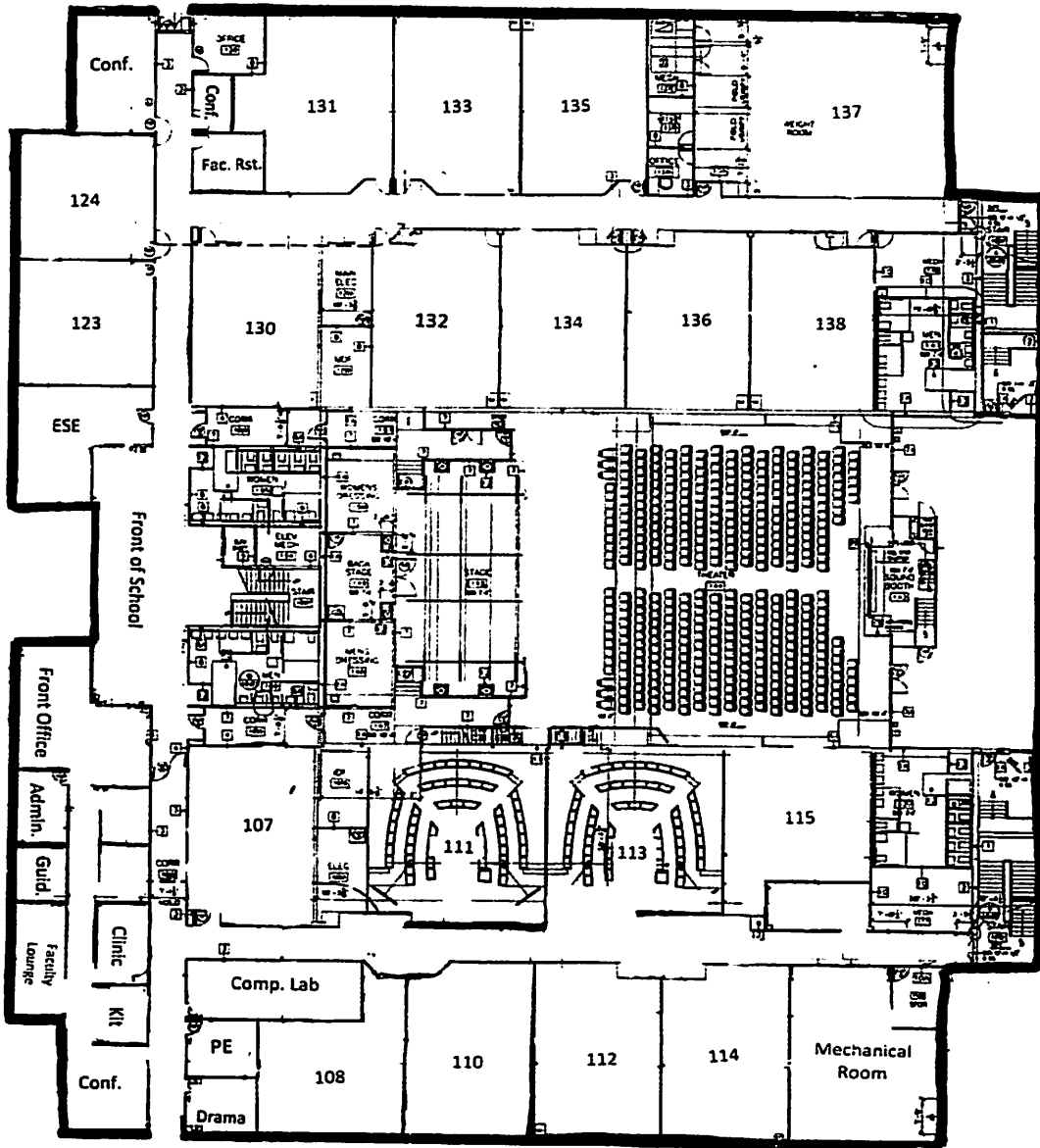
Early Release Bell Schedule		
Common Planning	8:10-8:40	<i>30 minutes</i>
1st Period	8:45-9:15	<i>30 minutes</i>
2nd Period	9:18-9:48	<i>30 minutes</i>
3rd Period	9:51-10:21	<i>30 minutes</i>
4th Period	10:24-10:54	<i>30 minutes</i>
Lunch	10:54-11:24	<i>30 minutes</i>
5th Period	11:27-11:57	<i>30 minutes</i>
6th Period	12:00-12:30	<i>30 minutes</i>
Homeroom/Announcements	12:30-12:45 (bus release at 12:30)	<i>15 minutes</i>

ERDs: 2/14/25

Charter Study Day Bell Schedule		
Common Planning	8:10-8:40	<i>30 minutes</i>
1st or 4th Period	8:45-9:35	<i>45 minutes</i>
2nd or 5th Period	9:38-10:23	<i>45 minutes</i>
Lunch	10:23-10:53	<i>30 minutes</i>
3rd or 6th Period	11:00-11:45	<i>45 minutes</i>
Homeroom/Announcements	11:45-12:00 (bus release at 11:45)	<i>15 minutes</i>
Day		
9/26 (Periods 1-3)		
12/12 (Periods 4-6)		
3/13 (Periods 1-3)		
6/3 (Periods 4-6)		



Pembroke Pines Charter Middle School
Academic Village Campus



Middle School Promotion Criteria

Students must pass (60% final cumulative grade) 4 out of 6 courses to be promoted to the next grade. However, students must complete all core classes before being promoted to the 9th grade. See below for breakdown:

- Three (3) middle school or higher courses in Social Studies of which must include the study of State and Federal government and civics education.
- Three (3) middle school or higher courses in Science
- One (1) semester long course in career education planning which will be integrated in 8th grade Social Studies.
- Three (3) middle school or higher courses in English. These courses shall emphasize literature, composition, and technical text.
- Three (3) middle school or higher courses in Mathematics. Each middle school must offer at least one high-school level Mathematics course for students to earn high school credit
- One (1) Semester Physical Education – Parent Option

Grading Scale

100%-90%	A
89%-80%	B
79%-70%	C
69%-60%	D
59%-1%	F
0%	I

Parent Conferences

Parent and teacher team conferences may sometimes be necessary. Conferences can be arranged by calling the Administrative Office at (954) 538-3700. Monday & Wednesday mornings are reserved exclusively for parent, student, and teacher conferences from 8:05 AM to 8:30 AM. Teachers may also be contacted via email.

FOCUS

Focus is an online gradebook system where teachers, parents, and students can access their grades and attendance in real-time. Parents will be notified of their username/password for Focus during the first week of school.

Canvas

Canvas is our learning management system, designed to enhance the learning experience in an online platform. Students and parents can access classroom material and innovative lessons via our Canvas system.

Clever

Clever is our single-sign on portal where students can easily access all their instructional materials via apps. By signing on to Clever, students can navigate through their instructional resources without having to identify themselves in each online platform.

Cambridge Curriculum

The Cambridge Curriculum is an advanced international curriculum certified by the University of Cambridge. At PPCMS, students in Language Arts and Science will be exposed to the Secondary I Curriculum. At 8th grade, students will be assessed using the Cambridge Secondary I Checkpoint Exam and determine whether they will be eligible to proceed with the AICE curriculum in high school.

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.

Online 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.

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.

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

High School Course Enrollment

Grades for students taking high school courses in middle school will be included in all high school grade point averages, including the weighted high school grade point average used to determine class rank.

Students registered to take a high school level course understand the following. Students:

- Are Responsible for keeping up with all assigned course work required as part of this agreement.
- Understand that I am required to take a midterm and a final (or state End of Course (EOC)) exam.
- Must follow all regulations and guidelines established for high school courses. I understand that some course content may not be appropriate for middle school students.
- Must follow Broward County Public Schools course sequences and required prerequisites for courses.
- Understand that all courses and final grades will be recorded on the student's transcript and cannot be removed. However, if a student takes a high school class in middle school and earns a C, C+, D, D+ or F, he/she can retake that course in order to improve the final grade, per the grade forgiveness policy. All grades however are reported on the student's transcript.

- Grades will be included in all high school grade point averages, including the weighted high school grade point average used to determine class rank.

In addition to the above information, students and parents will also note the following:

- All courses labeled as HONORS include one additional quality point toward the District's weighted GPA if the grade received is a "C" or above.
- Courses may be designated as LOCAL HONORS because they contain rigor that supports the awarding of one additional quality point toward the District's weighted GPA however, these courses are not considered "Honors" for the State University System (SUS), National Collegiate Athletic Association (NCAA), or Bright Futures Scholarships. Local Honors courses are designated with "LH" in the course title.
- Plusses (+) will add an extra .50 point towards the weighted GPA only.
- The following chart outlines the GPA for both weighted and unweighted courses:

Letter Grade	Unweighted High School GPA	Weighted High School GPA for Honors and Local Honors Courses	Weighted High School GPA for AP, IB, AICE or DE Courses
A	4.0	5.0	6.0
B+	3.0	4.5	5.5
B	3.0	4.0	5.0
C+	2.0	3.5	4.5
C	2.0	3.0	4.0
D+	1.0	1.5	1.5
D	1.0	1.0	1.0
F	0.0	0.0	0.0

Pembroke Pines Charter Middle School Policies

General Policies

- ID's, homework, projects, books, and supplies should **NOT** be brought to the school office at any time.
- Teachers may **NOT** participate in private tutoring in the building. Also, teachers may **NOT** tutor students who are in their classes.
- Younger siblings, babies, etc. may not be brought into the classroom, cafeteria, etc. during the school day.
- Visitors to the school must be cleared through the main office. Student visitors are not allowed during the regular school day. When there is a change of address, you must bring in proof (water or electricity bill) of the new address in order to update student's records and emergency card information, and submit it all to the school Registrar.
- Please remember that telephones are to be used for emergencies only. All family, transportation, and other business arrangements should be made prior to your child's arrival to school.

Absence/Tardy Policy

- When a student is absent, a parent must send a note within the 2 (two) days of the absences OR electronically submit on our website:
<http://academicvillage.pinescharter.net> under the link "PARENTS and "ATTENDANCE SUBMISSION." Notes must specify the **full name and grade** of the student date of absences, reason for absences and parents' signature. Failure to do so within 2 (two) days will result in an unexcused absence.
- In cases of extended absences (five days or more), assignment may be requested through the Guidance Office. Please allow two days for these assignments to reach the office.
- **SIGN OUT TIME:** Parents may pick up their children no later than 30 minutes before dismissal time. The person(s) picking up a student **MUST** be on the Emergency Contact Card. They must have a picture ID.
- Information on tardy policy can be found in the Proactive Discipline Plan.
- Makeup work for credit is allowed for all excused absences. Students have 2 class days to make-up work for each class day absent. Previously assigned work is due the day of return.
- **It is the student's responsibility to reschedule missed quizzes/tests within the allotted period for make up work.**

Food Policy

- The cost for lunch meals in the cafeteria is \$3.05 (prices are subject to change and will be sent via email - BREAKFAST FREE FOR STUDENTS 24-25 SY). There are also a la carte items available in the cafeteria. Breakfast will be served from 8:15am to 8:35am. Students who eat breakfast will be expected to report to first period class on time. Prepayment for regular meals is to be made in the cafeteria before the beginning of the period on Mondays, or the first day of school week. You may also make payments on the website, at www.mypaymentsplus.com. All students will receive a meal number. If your child has food intolerance, please notify the cafeteria manager.
- Cupcakes, cakes, etc. should not be brought into school for birthdays.
- Fast food should not be brought into school.

- We ask that any food and/or snack that are to be shared by all students be store bought and be brought to school in their original packaging.
- When a class has a pizza party or other food parties, the students must still have lunch.

Uniform Policy

- All clothing should be properly fitted and worn correctly. Revealing clothing or clothing that exposes the torso is not allowed. Clothing that exposes the upper thigh including shorts that are rolled up/in are not allowed. Hemmed shorts that are not shorter than mid-thigh, including walking shorts, Bermuda shorts and split skirts (culottes), are allowed. No cut-off clothing; all clothing must be properly hemmed. Cargo shorts are not allowed.
- Girl Scout, etc uniforms may not be worn in school. If a student has a meeting right after school, the student may change at the end of the day. Colored bandanas, hats etc. **CANNOT** be worn in school.
- Students must have laces on their shoes.
- *Jackets/sweatshirts may be worn to school, but must comply with the school colors (solid navy blue, maroon, gray, black or white) and must be solid with no markings or logos. Also, undershirts must be solid navy blue, maroon, gray, black or white) and must be solid with no markings or logos. Spirit shirts may be worn on the final day of each week only.
- Sneakers or flat-heeled shoes with enclosed toes and back sandals (closed toed) are allowed. The following are examples of what is not allowed: backless style shoes, open toed shoes of any type, soft shoes, high boots, high sneakers, (military style, etc), high platform shoes, or slippers, distracting or mismatched footwear or socks is not allowed.
- Jeans and other pants are **NOT** allowed in the school building. Students may wear jeans and other pants as approved by BCPS dress code on Dress Down Days. On cold days students should wear appropriate Navy uniform pants or bottoms.
- Spirit shirts can only be worn on the **last day** of the week.
- On dress down days, students must comply with BCPS dress code.

School Activities

- Parents may **NOT** medically help any student on a field trip (taking out splinters, etc.) or administer any over-the-counter medication.
- Under special conditions, such as disciplinary referrals, students may be denied participation in educational or non-educational field trips and educational school-sponsored activities.

Clinic Policy

- The clinic is located in the Administrative Office. It is a center for basic first aid only. It is the school's policy to call home when a student feels ill. If an emergency arises, 911 will be contacted. Parents are encouraged to give medication before or after school hours if possible; otherwise, medication administered during the day must be maintained in the administrative office in a locked cabinet. Parents must contact the office to complete the necessary forms for school personnel to be permitted to administer medication prescribed by a physician. Students are not permitted to keep any medication, prescription, or over the counter, in their possession, unless specified and documented by a physician. Please be sure that a complete and up-to-date emergency card is on file.

Arrival/Dismissal Procedures

Student safety and security is a very high priority for all of us. It is especially important to make note of, and review with your child, these arrival and dismissal procedures. Please note that the parking lot in front of the administration building will be closed to all vehicles except those parents scheduled for a meeting from 8:00–8:45 am and from 2:45–3:30 pm each school day (11:45 am–1:00 pm on early release days).

For your convenience, you may utilize our two car pool lane accessible from Sheridan Street and 172 Avenue. The cafeteria will open at 8:15AM for breakfast. If your child will be eating breakfast in the cafeteria, you may drop them off in the back entrance, located east of the football stadium. **If you are dropping off your child between the hours of 8:15-8:35 am, you must drop off your child by the cafeteria.**

THE SCHOOL DOORS WILL OPEN TO ALL STUDENTS AT 8:35AM
FOR THE SAFETY OF OUR STUDENTS, PLEASE REFRAIN FROM USING CELL PHONES IN THE
CARLINE.

I. Morning Arrival Procedures:

Students SHOULD NOT arrive prior to 8:15am. There will be no supervision prior to this time. To help ensure safety, any student arriving prior to 8:15 will be placed in the Before Care Program at the parent/guardian's expense. All students in need of supervision before 8:15 MUST be enrolled in the Before Care Program. For enrollment information please call (954) 538-3700.

All middle school car riders should be dropped off at the "PICK-UP/DROP-OFF" area ONLY by using our designated carpool lane. When dropping students off, please remain in your car. Please, DO NOT park in the carpool lanes or leave your car unattended. Violators are at risk of being ticketed.

II. Afternoon Dismissal Procedures:

All middle school car riders should be picked up at the "PICK-UP/DROP-OFF" area ONLY by using our designated carpool lane. When picking up students, please remain in your car. Please, DO NOT park in the pick-up lane.

Students are not permitted to be dismissed during the last 30 minutes of the school day. Please plan appointments accordingly. Please note there is no supervision on campus after 3:45PM.

IN THE EVENT OF INCLEMENT WEATHER, STUDENTS MAY BE HELD AFTER THEIR REGULAR DISMISSAL TIME TO ENSURE THEIR SAFETY.

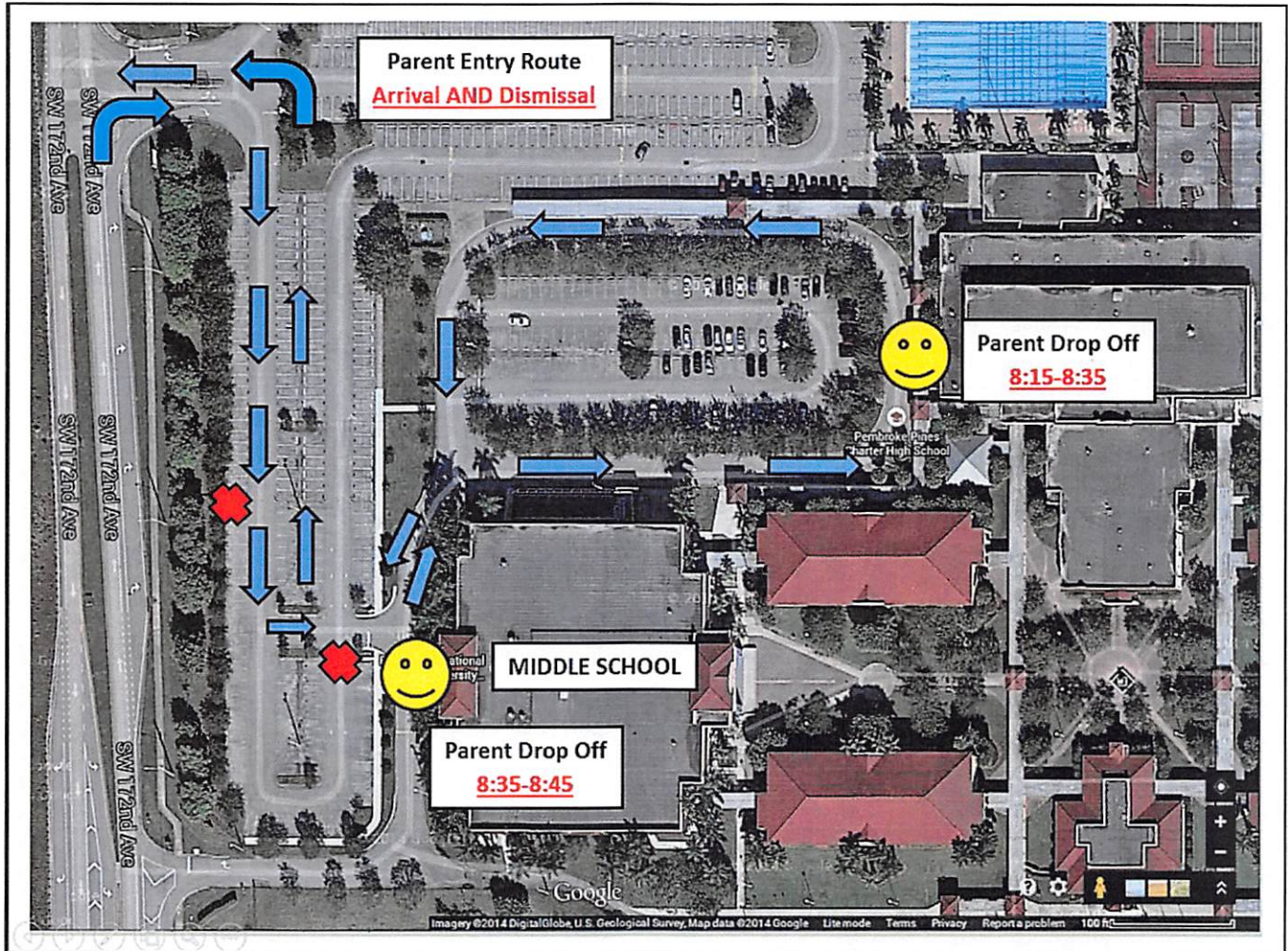
There is supervision on campus the 30 minutes before and after school. Therefore, please note students will not have access to the school before 8:15AM and after 3:45PM.

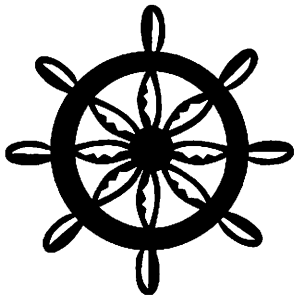
Before Care

Before school care is available from 6:45AM - 8:05AM. Students arriving on campus prior to 8:05 AM must be enrolled in the before care program. For more information, please call our front office at 954.538.3700.

Bus Transportation

Transportation is provided to students who live between 2 and 3½ miles from the school. Students must ride the bus they are assigned and must conduct themselves in an orderly and safe manner. Bus violations will result in disciplinary action including possible bus suspension. In the event of a bus suspension, the parent will be responsible for providing transportation to and from school.





Pembroke Pines Charter Middle School Guide to Proactive Discipline

Central Campus

Mr. Chance, Principal
Dr. Garcia, Assistant Principal

West Campus

Mr. Castellano, Principal
Mr. Pfau, Assistant Principal

Academic Village Campus

Mr. Bayer, Principal
Ms. Yanez, Assistant Principal

“Empowering Students for the Possibilities of Tomorrow.”

Discipline Plan

School discipline has two main goals

- To ensure the safety of staff and students
- To create an environment conducive to learning

Expected Student Behavior

- Students must: follow rules in the Broward County Code of Conduct. Unacceptable behaviors outlined in the Code of Conduct begin on page 19 will be subject to disciplinary actions.
- Dress appropriately for school by following the uniform dress code, wearing uniforms approved by the school and wearing an I.D. badge (in visibly good condition). This makes it easy to identify visitors, which helps keep our school safe.
- Walk in the corridors. Running has the potential for injuries and causes a disruption.
- Keep hands, body and objects to themselves. Doing so helps to prevent injury and disruption.
- Be courteous. Be respectful toward staff and peers.
- Leave candy and gum at home. Gum and candy are prohibited on campus because they may cause damage to school property.
- Do not wear head coverings including, but not limited to caps and hats or scarves/bandanas, unless they are necessary for safety in certain classes, health or religious reasons.
- Our school abides by the BCPS Code of Conduct including The Disconnect to Reconnect wireless devices policy.
 - o Pursuant to the Technology in K-12 Public Schools law ([CS/HB 379](#)), [section 1006.07\(2\)\(f\), Florida Statutes](#), states that "a student may not use a wireless communications device during instructional time, except when expressly directed by a teacher solely for educational purposes. A teacher shall designate an area for wireless communications devices during instructional time."
 - o On July 23, 2024, the School Board of Broward County, FL voted to limit access to wireless communication devices for students during instructional time unless authorized by their teacher or other school staff member. Instructional time is defined as the time from the first bell of the day until the end of the school day, including passing periods and lunchtime. It is important to distinguish that this is not a ban on cell phones or other technology; it is meant to elevate student

learning and allow students to **Disconnect to Reconnect** in a distraction-free environment.

**Wireless communication devices include, but are not limited to, cell phones, tablets, laptops, headphones, earbuds, AirPods, smartwatches and any other internet-accessible communication devices.*

- o Starting in the 2024/25 school year, the Wireless Communication Devices Policy will begin. The first two weeks of the school year, from Monday, August 12 through Friday, August 23, 2024, students will have a 'grace period' as they adjust to the policy. During this time, communications will be sent to parents/guardians and no disciplinary consequences will be implemented.
- o The Wireless Communication Devices Policy will be **implemented and enforced beginning Monday, August 26, 2024.**

These rules are designed to reinforce the mission of the Pembroke Pines Charter Schools and the Broward County Code of Student Conduct.

Behavior Track

Repeated rule violations will result in the student being placed on the Behavior Track. Student behaviors that are inappropriate need to be dealt with in the classroom and by their team. When three interventions and a parent contact have been documented, a referral will be issued and subject to the SBBC Discipline Matrix.

Each student referral requires three (3) interventions plus parent contact; this may include a Response to Intervention (RTI). Thereafter, an additional intervention and a parent contact are needed. Interventions do not "carry over" from referral to referral.

- Administrative Detention
- Saturday Detention
- Suspension for 1 to 10 days (AES or External)

**** In lieu of Internal Suspension (IS), students will be placed in Saturday detention or Alternative to External Suspension (AES).**

BEFORE SCHOOL DETENTIONS (i.e. running, horse playing, defiance, etc.).

Before-School Detention: (held on Wednesdays at 7:15AM) the detention notice must be signed by a parent/guardian. Failure to comply will result in the student not being permitted to serve the detention and placed on the Behavior Track for additional consequences.

Students who do not attend Administrative Detention will serve a Saturday Detention. Multiple no shows of detentions may result in suspension.

TARDY POLICY

(Per quarter. Period 1 ONLY)

Students have a max of 4 excused tardiness per quarter

1 st unexcused tardy	WARNING
2 nd unexcused tardy	DETENTION/PARENT PHONE CALL OR E-MAIL ALERT
3 rd -5 th unexcused tardy	SATURDAY SCHOOL
6 th & 7 th unexcused tardy	MANDATORY PARENT CONFERENCE
8 th unexcused tardy	SUSPENSION

(Per quarter. Periods 2-6)

1 st unexcused tardy	WARNING
2 nd unexcused tardy	PARENT PHONE CALL OR E-MAIL ALERT
3 rd - 5 th unexcused tardy	DETENTION
6 th unexcused tardy	REFERRAL TO ADMINISTRATOR

GUM / DEFIANCE OF DRESS CODE

1st time Warning

A warning will be issued prior to a detention, but the warning may not be at the first occurrence (e.g. the warning could come in a discipline assembly, via announcements, from the teachers, etc). It is not required to be a direct or written warning.

2nd time

Placement on Behavior Track

Alternative to Suspension

A grant has been approved to provide a program in lieu of suspension for students in grades 6 through 8. The idea is to offer academic assistance and counseling services. The program designated for our school is the AES Program. It is located at Miramar High School, 3601 SW 89 Avenue, Miramar, Fl. 33035. It is based on several essential concepts.

1. The students will benefit from an opportunity to stay up-to-date on their school assignments.
2. The students will be provided with supervision, thus reducing the possibility of risky behavior in the community.

3. While engaged in the Alternative Suspension Program, the students will not receive "O"s, thus reducing the possibility of receiving "F"s in the academic areas of their report cards.

In addition to the school-wide Proactive Discipline Plan, students will also be governed by Broward County Public Schools Discipline Matrix, as well as the adopted addendum for our charter schools as voted by our Parent Advisory.

CAFETERIA BEHAVIOR

Students are expected to use proper entrance and exit doors. Students are required to eat in an orderly fashion during lunch periods. Students will sit at assigned tables, unless otherwise directed. Cutting in line, throwing food, leaving trays, and wandering around the cafeteria will not be tolerated. Administration will review each incident and recommend appropriate action.

PLAGIARISM/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 administration. The student's second offense will result in a Saturday School Detention. The importance and value of honesty should be stressed at all times.

PPCS – AVC/BROWARD COUNTY DISCIPLINE MATRIX COMPARISON

PPCS-AVC follows the Broward County Code of Conduct Handbook for all disciplinary incidents. In addition, PPCS-AVC uses alternate consequences for the incidents listed below. **Students at PPCS-AVM are not eligible for the PROMISE program as listed in the BCPS Code of Conduct.**

Offense	Broward County School Consequence	PPCMS 24-25 Consequence
Cheating Minor (ZQ)	IS 1-2 Days	Saturday Detention
Technology – Inappropriate Use of Computers (Z3)	IS 1-2 Days	Saturday Detention
Larceny/Theft Minor <100 (TH)	IS 1-2 Days	Saturday Detention
Tobacco-Use/Possession/Sale Transmittal (TU)	IS 1-2 Days	Saturday Detention

Tobacco –Use/Possession/Sale Transmittal of Vapor Devices (EC)	IS 1-2 Days	Saturday Detention
Disruptive Unruly Behavior (SB)	IS Less than one day	Saturday Detention
Disruptive Unruly Play (UP)	Detention	Saturday Detention
Disobedience/Insubordination (01)	IS 1-2 Days	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)	IS 1-2 Days	Saturday Detention
Class Cut-Skipping (ZL)	Multiple Detentions 2-3 Days	Saturday Detention
Dress Code Violation (ZE)	Verbal Warning	Detention
Detention – Unserved (ZP)	IS Less than one day	Saturday Detention
Unserved Saturday Detention (ZS)	IS 1-2 Days	ES 1-2 Days
Falsification/Misrepresentation (lying, forgery of signature) (ZH)	Multiple Detentions 2-3	Saturday Detention
Mistreatment of Peers (MP)	IS 1-2 Days	Saturday Detention
Truancy (ZV)	Multiple Detentions 2-3	Saturday Detention
Inappropriate Touching/Language/Gestures (HT)	IS 1-2 Days	Saturday Detention
Threat/Intimidation Low Level/Transient (ZN)	IS 1-2 Days	Saturday Detention
Threat/Intimidation Medium Level	IS 1-2 Days	Saturday Detention
Leaving Campus Without Permission (ZG)	Multiple Detentions 2-3	Saturday Detention
Battery Low Level (Z1)	IS 1-2 Days	Saturday Detention

Codes

IS= Internal Suspension

ES = External Suspension

Safety

Providing a safe environment for our students to learn is our priority. PPCS-AVC hosts a monthly safety and threat assessment team meeting to ensure policies and procedures meet the state mandated criteria. The school submits a comprehensive safety plan as required by the state.

Teachers participate in yearly training sessions to ensure they are prepared in the event of an emergency. In addition, students participate in monthly safety drills.

Anti-Bullying Policy

As of July 22, 2008, the School Board of Broward County passed a policy prohibiting bullying of any student or employee. At our school, we believe that bullying of any kind, by any person, is unacceptable. All students should be free from worries about being bullied. Students who bully others must be taught other, appropriate ways of interacting with peers. As a result, our school will learn universal rules and expectations about bullying as well as different skills and tools they can use to prevent or respond to bullying. As you know, bullying can take different forms, such as physical or verbal, and it can harm victims' social relationships with their peers. Bullying can also be indirect; for example, bullying can occur through gossip, spreading falsehoods and cyberbullying. Bullying is hurtful to anyone who is the target of such behavior as well as to anyone who witnesses bullying.

We define bullying as:

"Bullying means systematically and chronically inflicting physical hurt or psychological distress on one or more students or employees. It is further defined as: unwanted purposeful written, verbal, nonverbal, or physical behavior, including but not limited to any threatening insulting or dehumanizing gestures, by an adult or student, that has the potential to create an intimidating, hostile, or offensive educational environment or cause long term damage, cause discomfort or humiliating; or reasonably interfere with the individual's school performance or participation is carried out repeatedly and is often characterized by an imbalance of power."

Bullying is a purposeful action that is intended to injure, involves physical (e.g. hitting, pushing, shoving, kicking, etc.) and/or mental components (e.g. verbal humiliation, hurtful, threatening behaviors, gossip, exclusion) and ALWAYS an imbalance of power. That is a lot of information, but to keep it simple, we can help determine bullying by using this acronym. Bullying is:

R – Repeated

I – Imbalance of Power

P – Purposeful

Our anti-bullying goals this year are to create a positive school setting, increase awareness about bullying among all educators, staff, and students; enforce school anti-bullying rules; provide

enhanced supervision in bully-prone locations; and teach students skills to deal with bullying, problem solving, and making friends.

Your support and partnership with our school staff is vital to the success of our anti-bullying goals at our school. If you have any questions about the program, please call or visit your child's guidance counselor to discuss them.

Students should report bullying incidents to a staff member immediately. If you have concerns regarding a bullying incident, please contact our Guidance department.

Video Recording Policy

Technology is an integral part of our daily lives. Pembroke Pines Charter Schools (PPCS) similarly employs technology as an instructional tool in various ways. While technology may facilitate the educational process, its improper use may be detrimental. PPCS endeavors to ensure that it is employed properly at all times to ensure the safety and security of the students, their families, and school staff at all times.

If an instructor allows students to use a device during class time whether it is a personal or school device, it should be used for instructional purposes only. All rules and regulations for the Disconnect to Reconnect wireless devices policy apply.

With this in mind, it is imperative that all students and their families be reminded that recording others without their permission, whether on school campus or while participating in person or through remote instruction, or otherwise capturing the audio or image of others without permission or prior consent is a violation of the Pembroke Pines Charter School Student Code of Conduct, a violation of the privacy rights of other students under the Family Educational Rights and Privacy Act (FERPA), and may also constitute a third degree felony criminal offense under Florida law punishable by imprisonment up to five (5) years and a fine.

We are reminding everyone of the consequences of the improper use of technology in our modern classrooms. We ask each of you to protect each other's privacy rights as you would your own.

We appreciate all parents and students complying with the rules and laws.

Sports Eligibility

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 an un-weighted 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.

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.

Clubs/Organizations

National Junior Honor Society

The purpose of the National Junior Honor Society is to create enthusiasm for scholarship, stimulate a desire to render service, and organization is the leader among student organizations that promote appropriate recognition for students who reflect outstanding accomplishments in the areas of academics, character and service. A 3.5 GPA or higher is required. Students participate in required service projects individually and as a group.

Science Club

The science club actively promotes themes that are related to science. Students participate in district and state competitions and organize school activities related to science.

Math Club

The math club actively promotes themes that are related to math. Students participate in school and district related activities correlated with math standards.

Future Educators of America Club

The math club actively promotes themes that are related to math. Students participate in school and district related activities correlated with math standards.

**Please note more club information will be announced throughout the school year.*

Club Day

Club Day is an exciting opportunity for all our students! Club Day will be held on Thursday from 2:30-3:15. All students and teachers are members of a club; students will choose a club based on their personal interests. The students attending clubs will rotate to a new group after the first semester. Below is a list of a few clubs we have offered in the past:

- | | |
|-----------------|--------------|
| ● Arts & Crafts | ● Pet Talk |
| ● Anime | ● Scrapbook |
| ● Brain Teasers | ● Soccer |
| ● Chorus | ● Leadership |
| ● Fishing | ● Yoga |

Character Education

Character education is the development of eight character traits that will enhance and positively influence our schools and community. Character Education will be implemented during the early release days. The monthly character traits are as follows:

Month	Trait	Definition
October	<i>Responsibility</i>	Meeting obligations by being reliable, accountable, and dependable to self and others
November	<i>Citizenship</i>	Knowing, understanding, and displaying high regard for rules, laws, government, heritage, and those who have served and sacrificed for community and country
December	<i>Kindness</i>	Being helpful, thoughtful, caring, compassionate, and considerate
January	<i>Respect</i>	Showing consideration, understanding, and regard for people, places, and things
February	<i>Honesty</i>	Being truthful, trustworthy, and sincere
March	<i>Self-control</i>	Having discipline over one's behavior and actions
April	<i>Tolerance</i>	Recognizing and respecting differences, values and beliefs of other people
May	<i>Cooperation</i>	Working with others to accomplish a common purpose

Diversity Policy

Diversity is defined as a broad concept that includes gender, race, ethnicity, socioeconomic background, linguistic differences, exceptional abilities, sexual orientation, gender identity and expressions, variations of talents and abilities, as well as special needs. The diverse world in which we live is a composite of many cultures, values and ways of interacting with one another. The dimensions of diversity include gender, religious beliefs, race, marital status, ethnicity,

parental status, age, education, physical and mental ability, income, sexual orientation, occupation, language, geographic location, and many more components.

Below please find some relevant policies and laws that relate to diversity: Policy 1.5 Diversity
“The School Board of Broward County prohibits any policy or procedure, which results in discrimination on the basis of age, color, disability, gender, national origin, marital status, race, religion or sexual orientation. The School Board is committed to providing schools that promote acceptance, cultural diversity, equity, fair play, respect, and tolerance, and reinforce the positive tenets of a democratic society. The School Board recognizes that diversity is important in providing competent services in an inclusive setting. Students and staff with diverse backgrounds shall be provided the opportunity to develop greater skills and increased sensitivity in working with others and learning to function more effectively as members of a pluralistic society.

For more information, please click on the links below. You may also copy/paste the link.

<https://www.browardschools.com/Page/38911>

<https://www.browardschools.com/Page/32329>

For more information about our schools, please visit our website.

<https://pinescharter.net/>