



**Broward County  
Public Schools**

# Acknowledgment

This booklet lists the District's rules in Policy 5.8, for students in Broward County Public Schools. The rules apply to all activities occurring on school grounds, on other sites being used for school activities, and on any vehicles authorized to transport students. Your signature below does not indicate that you agree or disagree with the rules, but rather that you have reviewed the electronic copy of these rules ([www.BrowardSchools.com/index.asp](http://www.BrowardSchools.com/index.asp)). Return this form to school within 3 days from the first day of school or from the date of enrollment.

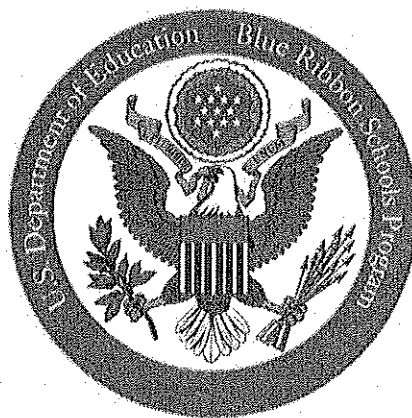
Parents need to be involved in the education of their children and have the responsibility to:

- Know that for school safety, schools are not required to provide supervision more than 30 minutes prior to the official starting time, nor are they required to provide supervision for more than 30 minutes after the official closing time (F.S. 1003.31 (2)).
- Know that for school safety, for students who ride a school bus, drivers are NOT permitted to let students off the bus except at the designated stop.
- Provide the school with the names of current emergency contact person(s) and/or telephone numbers on an annual basis and when there are changes.
- Notify the school of anything that may affect their child's ability to learn, to attend school regularly, or to take part in school activities.
- Be aware that medicine must be administered in accordance with SB Policy 6305, as may be amended, and that consequences for transmittal and/or sale or attempted sale of over-the-counter medications and possession and/or use of unauthorized medications can be found in SB Policy 5006. SB Policy 6305 outlines the rules regarding over-the-counter and prescription drugs and SB Policy 5006 outlines the consequences for violating those rules. You may view the complete health and suspension and/or expulsion policies, as well as all School Board policies, on the Web at: [www.broward.k12.fl.us/sbcpolicies](http://www.broward.k12.fl.us/sbcpolicies).
- Be aware that parents have rights with regard to the privacy and confidentiality of student records that are maintained by schools as defined in Section VII of this booklet.
- Neither the School Board of Broward County nor its employees will be held liable for items that are prohibited and are lost, stolen, or confiscated, or for wireless communication devices or other personal technology that is lost, stolen, or confiscated.
- Be aware that confiscated items not claimed by the end of the school year will be donated to local charities.
- Recognize that they are responsible for their student's behavior on the way to and from school and at the bus stop. A safe and respectful learning environment is key to academic achievement; therefore any student's off campus actions that seriously affect a student's ability to learn or a staff member's ability to teach may be handled as a disciplinary infraction. For serious incidents that occur at bus stops and/or that are not on School Board property, parents should contact law enforcement directly. For bullying incidents (see bullying definition, Section II), school officials should be notified and will investigate and/or provide assistance and intervention, as the principal/designee deems appropriate, which may include the use of the School Resource Officer.
- Ensure their child demonstrates legal, ethical and responsible use of technology including networks, digital tools, the Internet, and software, as defined in Section IV of this booklet.
- Parents will continue to maintain responsibility for students who reach the age of majority, (18 years or older), for all educational and discipline purposes, with exceptions as provided by statute.

Student Name (PRINT)	Student Signature
Parent Signature	Date

## *Pembroke Pines Charter Middle Schools*

### First Day Information Forms 2013-2014



National

2007

Charter School  
Of the Year

Center for Education Reform



#### Central Campus

Kenneth Bass, Principal  
Kimberly Pizzo, Assistant Principal  
12350 Sheridan Street  
Pembroke Pines, Florida 33026  
954-322-3330

#### West Campus

Devann Flowers, Principal  
Michael Castellanos, Assistant Principal  
18500 Pembroke Road  
Pembroke Pines, Florida 33029  
954-443-4847

## Table of Contents

WELCOME BACK LETTER .....	4
OUR VISION, MISSION AND BELIEFS .....	5
GOING GREEN.....	6
OVERVIEW.....	7
ARRIVAL AND DISMISSAL .....	8
ATTENDANCE .....	8
BEFORE / AFTER SCHOOL CARE .....	8
BUSES .....	8
CONFERENCE AND REPORTING .....	8
DISCIPLINE .....	9
DISMISSAL OF STUDENTS .....	9
FIELD TRIPS .....	9
HOMEWORK .....	9
ILLNESS AND ACCIDENTS .....	9 & 10
INSTRUCTIONAL PROGRAM .....	10
LOST AND FOUND ITEMS.....	10
MEDIA RESOURCE ROOM .....	10
NEWSLETTER.....	10
PARENT INVOLVEMENT.....	10
QUALIFIED TEACHERS .....	10
RECOGNITION OF STUDENTS .....	10
RELEASE OF STUDENTS .....	11
REPORTING PUPIL PROGRESS .....	11
SAFETY OF STUDENTS.....	11
SCHOOL CALENDARS .....	11
SCHOOL FOOD SERVICE.....	11
SCHOOL HOURS .....	11
STUDENT SERVICES.....	11
STUDENTS USE OF TELEPHONE .....	11
TESTING / ASSESSMENT.....	11 & 12
UNIFORMS.....	12
VISITORS.....	12
SAFETY PLAN LETTER .....	13
BEFORE CARE PROGRAM .....	14
AFTERCARE PROGRAM .....	15
ARRIVAL AND DISMISSAL PROCEDURES .....	16 & 17
ADVISORY BOARD MEMBERS.....	18
ADVISORY MEETINGS.....	19
CHARACTER EDUCATION WILL BE INCORPORATED THROUGHTOUT THE CURRICULUM.....	20
SCHOOL BOARD APPROVES CHANGES IN ATTENDANCE POLICY.....	21
EARLY RELEASE SCHEDULE .....	22
2013 – 2014 SCHOOL CALENDAR .....	23
DRUG AND WEAPON POLICY .....	24
SAFETY IN THE LABORATORY .....	25
SERVICE HOURS RECORD GUIDELINES.....	26
SERVICE HOURS RECORD.....	27
SERVICE HOURS POLICY.....	28
UNIFORM DRESS CODE .....	29

## Table of Contents

MEDICATION ADMINISTRATION SCHOOL.....	30 & 31
REQUIRED IMMUNIZATIONS .....	32
HEALTH SCREENINGS.....	33
SCHOOL POLICIES .....	34
AHERA LETTER.....	35
ASBESTOS HAZARD EMERGENCY RESPONSE ACT .....	36
FLOW CHART .....	37
FIELD TRIPS .....	38
GUIDE TO PROACTIVE DISCIPLINE .....	39 & 40
EXPECTED STUDENT BEHAVIOR.....	41
BEHAVIOR TRACK .....	42
TARDY BETWEEN CLASSES.....	43
DEFIANCE OF GUM/DRESS CODE .....	43
ALTERNATIVE TO SUSPENSION .....	43
STUDENT APPEAL FORM .....	44
SECTION II – ADDITIONAL RULES & REGULATIONS.....	45
CAFETERIA BEHAVIOR .....	46
FIELD TRIP & ACTIVITY GUIDELINES.....	47
DRESS CODE POLICY .....	48
SPECIAL MEDICAL INFORMATION FORM .....	49
H1N1 INFLUENZA – LETTER TO THE PARENTS .....	50
H1N1 FACT SHEET .....	51
FREQUENTLY ASKED H1N1 QUESTIONS.....	53
EMERGENCY PREPAREDNESS SHOPPING LIST.....	57
HAND WASHING GUIDELINES.....	58
WASHING YOUR HANDS.....	59
WHAT TO DO IF YOU GET FLU-LIKE SYMPTOMS.....	60
INFLUENZA SCREENING FLOWCHART.....	63
NOTIFICATION FORM.....	64
COVER YOUR COUGH.....	65
RULES OF THE ROAD.....	66
BULLY PARENT LETTER FROM GUIDANCE.....	68



# Charting The Course



The City of Pembroke Pines Charter School – Central Campus

Frank C. Ortis, Mayor  
Angelo Castillo, Vice Mayor  
Kenneth B. Bass, Principal  
kbass@pinescharter.net

Jay Schwartz, Commissioner  
Carl Shechter, Commissioner  
Iris A. Siple, Commissioner  
Charles F. Dodge, City Manager

August 19, 2013

Dear Parents and Students:

We are very pleased to have you with us at the Pembroke Pines Charter School.

Our goal is to help your child achieve to the best of his/her potential! Together, we can accomplish that goal. We encourage you to become an active participant at our school and we invite your suggestions.

**Enclosed you will find various forms which will require parent and/or student signature. Please return all signed forms to the teacher in the blue folder.**

Please feel free to call our school office if you have any concerns or questions. The office hours are from 8:00 AM to 4:00 PM. School hours for students are 8:45AM until 3:15PM.

**To ensure students' safety, they are NOT permitted to be on campus until 8:15am unless they are officially enrolled in the Before Care Program.**

Sincerely,

Kenneth Bass  
Central Campus Principal

Devarn Flowers  
West Campus Principal

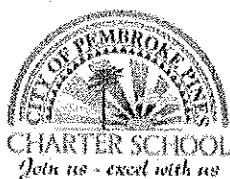
Lisa Libidinsky  
FSU Campus Principal

Sean Chance  
East Campus Principal

The City Of Pembroke Pines Charter Middle School – Central Campus  
12350 Sheridan Street, Pembroke Pines, FL 33026  
954-322-3300 954-322-3383 (FAX)  
[www.pinescharter.net](http://www.pinescharter.net)

Dedicated to providing a high quality education to a diverse community where all students are expected to succeed as life-long learners.

We believe that all children will achieve educational excellence and become productive citizens in a diverse and ever-changing society



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## Pembroke Pines Charter Middle Schools

### *Our Vision, Mission and Beliefs*

#### **Our Vision**

To create a collaborative learning Community that cultivates Character and provides a challenging Curriculum.

#### **Our Mission**

To provide a personalized learning experience that prepares all students to become global citizens.

#### **Beliefs: Our school believes that:**

1. all children are to be treated with dignity and respect and have the right to learn, grow, and maximize their full potential without limitations.
2. collaboration among all stakeholders is vital in meeting the individual needs of all students.
3. all students should be educated in a safe and nurturing environment and be provided with a well-rounded and rigorous curriculum.
4. high expectations of staff and students are the key to improving academic achievement.
5. learning for all is a life-long pursuit.

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# **PEMBROKE PINES CHARTER SCHOOLS...**

## **GOING GREEN!**



### **Welcome to Going Green!**

The Pembroke Pines Charter Schools are an earth-friendly school system. We are implementing new procedures to help save our planet. Please realize that every little bit does help.

We will be sending as much information as we can to all of our Charter School families via global e-mail. Please make sure to fill out the "Stay Informed" sheet in your First Day Packet with your most frequently used e-mail address.

Please be sure to print your e-mail address clearly so that you are always up to date on all school activities.

Thank you for your support!

**PEMBROKE PINES CHARTER SCHOOL**

**GENERAL INFORMATION PACKET**

**2013-2014**

### BUSES

Only the students who live between 2.0 – 3.5 miles from the school are eligible for transportation. Students must only ride their assigned bus. Parents should choose the bus stop closest to their home. A schedule of stops and times will be available. Students will not be permitted to ride on another bus other than the one, which they are assigned. Any additional questions, please contact Transportation Authority at 954-364-4790.

### ARRIVAL AND DISMISSAL

#### School Hours:

School hours are 8:45 am to 3:15 pm. Students are expected to arrive on time and remain the entire school day. **Students are not allowed on campus before 8:15am. Supervision is not provided until 8:15 am.**

### ATTENDANCE

Attendance at school is mandatory by Florida State Law and is also criterion for being a State ranked "A" school. If a child is absent due to an illness or family emergency, the school must be notified no later than 2 days after the absence. Students who have an excused absent are given time to make up missed work. Students absent for 5 days or more for reasons other than illness or emergency may face sanctions according to the Broward County Student Code of Conduct.

### BEFORE/AFTER SCHOOL CARE

Before school care is coordinated by the Pre-School Program from 6:45 a.m. – 8:15 a.m. (in the Central Cafeteria). Students are released to the Airnaismium at 8:15am.

After school care is offered on site. It will run from the end of the school day to 6:00 p.m. The program will be open only on days that school is in session. Registration packages are available at [www.pinescharter.com](http://www.pinescharter.com)

Parents who chronically drop students off early or pick up late will jeopardize their child's future enrollment in the charter school.

**\* No checks will be accepted as of May 2, 2014.**

### CONFERENCES AND REPORTING

We believe Parent/Teacher conferences are essential to report student progress and to help us to know more about your child. Certain days are set aside for conferences, but it is impossible to schedule every parent in one day. If you feel the need for a conference other than the scheduled time, please call the teacher (elementary or front office (middle)). Remember that it is important to pre-arrange conference times either by note or telephone, so that the teachers will be prepared. Conferences may be scheduled every school day with the exception of Tuesday.

Always feel free to discuss with your child's teacher anything related to the school that you do not understand. Report cards will be issued every nine weeks. Interims will be distributed according to the Broward County Calendar. You may request a conference through Guidance if necessary with the Team of Teachers.

### DISCIPLINE

The Pembroke Pines Charter School follows the School Board of Broward County Student Code of Conduct and a proactive discipline plan.

### DISMISSAL OF STUDENTS

It is very important that students know how they will get home every day. Any change in mode of transportation or usual plan must be communicated in writing to the teacher and/or the main office. In order to have a smooth closing of school each day we are asking that students not be dismissed 30 minutes prior to the end of the day.

### FIELD TRIPS

Field Trips are a vital part of the learning experience and will be taken as appropriate to age and grade. Parents must give signed consent for students to participate.

Students who continually exhibit unacceptable behavior may be declined the opportunity to participate in off-campus activities. Administration reserves the right to deny these privileges to students who violate the Code of Students Conduct and the **NO REFUND** will be given. If a child does not attend the field trip due to illness, absences and/or parental request, **NO REFUND** will be given.

### HOMEWORK

Research has shown that regularly scheduled homework is an important factor for students' success in school. Time spent together helping your child with schoolwork will give him or her the quality time all children need. (Homework Policy #6306.)

To make homework time productive, remember to:

- Work together and have fun!
- Make it a set time each day.
- Provide quiet, uninterrupted time.
- Be positive! Stress success, not failure.
- Encourage, don't discourage.
- Reward homework with positive actions and words.

Look for more news pertaining to homework throughout the school year.

### ILLNESS AND ACCIDENTS

The school can only provide first aid to students. There is no nurse on staff. If it is deemed necessary, emergency services will be requested. It is necessary that the school have current emergency contact names and numbers on file.

#### **Medication:**

In order for the school to be responsible for administering medication to your child, it is required that you and your doctor complete an Authorization for Medication form, available in the school office and return it to the office. Proper completion of this form is the only way school personnel will be allowed to administer medication.

Please be reminded that all over-the-counter medication, including but limited to, cough drops, aspirin, eye, ear or nose drop, allergy pills, etc., all come under the restrictions dealing with the administering and dispensing of medicine in school. (SBBC policy 5006)

### INSTRUCTIONAL PROGRAM

Materials selected for instruction are all correlated to the Florida Sunshine State Standards. They are well-organized, multi-cultural, multi-ethnic and provide challenging enrichment and extension lessons. Subject areas are integrated to present a well-balanced instructional program. The curriculum will include instruction in study skills, character development and the incorporation of state of the art technology. Portfolios, journals, writing, and projects (authentic assessment) will be part of the program. Homework is a vital part of the instructional program and is determined by each teacher.

### LOST AND FOUND ITEMS

Students should have clothing and other items properly labeled with their name. Items of any significant value should not be brought to school. The school will not be responsible for any lost items. Found items will be stored and available for identification for one month only.

### MEDIA RESOURCE ROOM

The middle school has a full-service media center that all students have access to by getting a pass from their classroom teachers.

### NEWSLETTER

The school newsletter will be posted online monthly with pertinent information for you to read.

### PARENT INVOLVEMENT

Parents will play a vital role in this school and will be involved in most aspects of the school. There is a Parent Advisory Committee, which provides input and assistance to the administration. Meetings will be held on a regular basis and will be open to all who wish to attend. Parents of students who attend the school are **required** to donate a minimum of 30 documented hours of served time during the school year. A parent service hour guidelines sheet is enclosed for parent to read and sign.

### QUALIFIED TEACHERS

Teachers selected to work in the Charter Schools are college graduates with degrees in the appropriate field of work and are certified by the State of Florida to teach in the Middle school.

### RECOGNITION OF STUDENTS

Students are periodically recognized for good deeds, good citizenship, academic achievement, etc. Students are not permitted to have individual **birthday parties** at school. Gifts, flowers, food, etc., are not to be sent or delivered to school.

### **RELEASE OF STUDENTS**

Students will only be released to persons who have been authorized in writing by parents/guardians and listed on the student data card. Identification must be provided.

### **REPORTING PUPIL PROGRESS**

Students in grade 1-8 will receive a report card per District's calendar, 4 times a year (once a quarter). The report card provides only a snapshot of child's progress.

### **SAFETY OF STUDENTS**

The safety of students is of paramount concern. Children will be properly supervised at school and be given definite rules for movement patterns. Parents can help the school by reminding their child of ways to be cautious, be aware of their surroundings, and be alert of situations they may encounter.

### **SCHOOL CALENDAR**

The Pembroke Pines Charter School follows the same basic calendar as the School Board of Broward County. We will participate in the **EARLY RELEASE DAYS**. Please note that early release days this year will be on Thursday.

### **SCHOOL FOOD SERVICE**

The school is equipped with warming ovens only; therefore, food for students will not be prepared on-site.

### **SCHOOL HOURS**

The school hours are 8:45 a.m. to 3:15 p.m. Students are supervised in a designated wait area beginning at 8:15 a.m. The time from 8:00 – 8:45 a.m. is used by the teacher to prepare for the day, which may include: Parent-Teacher conferences, teacher meetings, etc.

### **STUDENT SERVICES**

A Guidance Counselor is available to assist students and parents with concerns. Small groups are developed to meet the needs of students.

The Exceptional Education Department will make every effort to provide services for students who qualify for exceptional student education programs (specific learning disabilities, speech and language, occupational and physical therapy, etc.). A qualified professional will provide services. It is the intent of the school to include all students in the regular educational program (mainstream).

### **STUDENTS USE OF TELEPHONE**

Students may only use the telephone in case of an emergency. Parents are requested to refrain from calling to speak to their child on the telephone. This is a safety concern as it is not possible to determine the relationship of the caller to the child and it interrupts the educational environment of the class.

### **TESTING/ASSESSMENT**

Students will be continually assessed and evaluated by the classroom teacher to plan and determine progress. Students in grades 1-8 will participate in the annual testing

program sponsored by the School Board of Broward County. Psychological: Testing will be generated through the Exceptional Educational Department.

### UNIFORMS

All students are required to wear the official uniform on a daily basis, unless instructed otherwise. Exceptions may be made for special days or special activities in which case prior notification will be sent home. School sponsored spirit items may be worn on the last day of the week. The uniform company is "Planet T-Uniforms" and their telephone number is (954) 538-0066. Read and sign the Uniform Policy enclosed.

### VISITOR

All visitors must report to the Administration Building to obtain a visitor's pass. Please be prepared to present photo identification for each person planning to be on campus grounds.



# Charting The Course



The City of Pembroke Pines Charter School – Central Campus

Frank C. Ortis, Mayor  
Angelo Castillo, Vice Mayor  
Kenneth B. Bass, Principal  
kbass@pinescharter.net

Jay Schwartz, Commissioner  
Carl Shechter, Commissioner  
Iris A. Siple, Commissioner  
Charles F. Dodge, City Manager

August 18, 2008

Dear Parents and Guardians,

Each campus of the City of Pembroke Pines Charter Schools has a complete and detailed Safety Plan that has been reviewed and approved by the City of Pembroke Pines Police Department and the Broward County Schools Safety Department. The plan aligns with guidelines provided by the Department of Homeland Security. The School Safety Plan is a uniform document that is used throughout the school district. Certain details of this plan are not permitted to be released due to its sensitive nature. School personnel have been trained in emergency procedures. These procedures are practiced monthly with staff and students. The procedures are reviewed and evaluated for improvement by the school after each drill.

Schools initiate lockdown procedures in conjunction with local law enforcement officials. Please be aware that if the school is in a lockdown, it does not necessarily mean that an incident has occurred on campus. Many times, an incident in the surrounding community necessitates a school lockdown.

Schools are aware that parents are anxious about the safety of their children and want to know what is happening as quickly as possible. We will provide this information as quickly as we can in cooperation with law enforcement.

During a school lockdown, the safety and security of students and staff are of paramount importance. To assist the school during an emergency, and to avoid jeopardizing the safety of our students and staff, we ask that parents adhere to the following guidelines:

- Be patient.
- Tune in to local media for official information and instructions.
- Defer from calling the school's front office for information. Call the Pembroke Pines Police Department at (954) 431-2200 for official information.
- Under **NO** circumstance should parents attempt to enter the campus or remove their child from the school prior to an all clear.
- Comply with directives given by law enforcement officers or school personnel.

Sincerely,

*Kenneth Bass*

Kenneth Bass  
Central Campus Principal

*Devann M. Flowers*

Devann Flowers  
West Campus Principal

*Lisa Libidinsky*

Lisa Libidinsky  
FSU Campus Principal

*Sean Chance*

Sean Chance  
East Campus Principal

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August 19, 2013

Dear Parent(s) or Guardian(s):

The City of Pembroke Pines provides Before-School care from 6:45am to 8:15am, Monday through Friday, for the students of the Charter Middle School.


The cost of \$ 115.00 per period. There is no adjustment in the weekly fee when our program is closed due to a legal holiday, in the event of a natural disaster or any other circumstances that may arise beyond our control. You will not be charged, however, when the Charter Schools are closed for winter and spring breaks.

Space is limited and based on a first-come, first-served basis; therefore we would like to give you the opportunity to register early and reserve your child's space. Please come by the school and complete the appropriate forms.

If you plan to register your child/children for our Before Care program, please fill out all the paperwork and bring your \$35.00 registration fee check made payable to the City of Pembroke Pines on or before Friday, August 23, 2013. Please be advised that after May 2, 2014 you may only pay with cashier's check or cash when paying for your child's Before Care fees. Past due accounts without satisfactory arrangements with the Site Supervisor shall result in your child not being able to attend the program until your account is brought current.

Feel free to call with any questions you may have.

Sincerely,



Kenneth Bass  
Central Campus Principal



Devarn Flowers  
West Campus Principal



Lisa Libidinsky  
FSU Campus Principal



Sean Chance  
East Campus Principal

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Charles F. Dodge, City Manager

August 19, 2013

Dear Parents:

**Pembroke Pines Charter School** provides after school care for elementary and middle school students in a nurturing and safe environment from 3:15-6:00PM daily when school is in session. In order to continue to meet the needs of your children, the monthly payment is \$ 130.00; late fees are applied as follows:

Child pick up from 6:01-6:15pm = \$10.00 additional charge  
Child pick up from 6:16-6:30pm = \$20.00 additional charge  
Child pick up from 6:30-6:45pm = \$ 30.00 additional charge

In addition, there is a one-time yearly registration fee of \$25.00 per child. This will be collected at the time of registration. This is at or below the cost of the neighboring schools' after care programs. Our program will also provide after care services during all early release days.

The check for the first month totaling \$155.00 per child will include both registration fee and monthly fee. If you plan to register your child/children for our after care program, please fill out all the paperwork and bring your payment to the school on or before Friday, August 23, 2013.

Thank you for your continued support and cooperation.

Sincerely,

Kenneth Bass  
Central Campus Principal

Devarn Flowers  
West Campus Principal

Lisa Libidinsky  
FSU Campus Principal

  
Sean Chance  
East Campus Principal

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## **CENTRAL CAMPUS ARRIVAL & DISMISSAL PROCEDURES FOR WALKERS AND CAR RIDERS**

August 2013

Dear Parents and Guardians,

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 school buses from 8:00–8:45am and from 2:30–3:30pm each school day (11:45am–1:00pm on early release days). Parking will be available in the parking lot that runs adjacent to the west side of Flamingo Park.

For your convenience, you may utilize one of our two official car pool lanes. One is accessible from Taft Street and 122nd Terrace; the other from Flamingo Road through the south entrance to Flamingo Park.

### **FOR THE SAFETY OF OUR STUDENTS**

**PLEASE DO NOT USE THE FLAMINGO PARK PARKING LOT AS A CAR POOL LANE.**

**PLEASE REFRAIN FROM USING CELL PHONES IN THE CAR POOL LANE.**

### **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) 322-3350.

### **ELEMENTARY & MIDDLE:**

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

All students arriving by car or by walking will enter the campus using the pedestrian gate under the awning.

### **II. Afternoon Dismissal Procedures:**

**ELEMENTARY & MIDDLE:**

All elementary & middle school car riders should be picked up at the "PICK-UP/DROP-OFF" area **ONLY** by using one of our two designated car pool lanes. When picking up students, please remain in your car. (Elementary parents, please display the appropriate tag on your rear view mirror). Please, **DO NOT** park in the pick-up lanes. Students who are designated as walkers will exit the campus through the pedestrian gate under the awning.

**The Taft Street car pool lane will be used primarily for elementary students.  
Middle school parents are asked to please use the Flamingo Road car pool lane for pick-up.**

Please be reminded that students are not permitted to be dismissed during the last 30 minutes of the school day. Please plan appointments accordingly.

You can find a map illustrating the Central Campus Traffic Pattern at:

<http://pinescharter.net/LinkClick.aspx?fileticket=VDL8c0svclU%3d&tabid=65&mid=520>

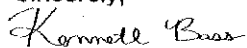
**Any student who misses their bus or is not picked up 30 minutes after dismissal will be placed in aftercare at the parent/guardian's expense.**

***Please be advised that after dismissal there is no supervision for students at Flamingo Park.***

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

Thank you in advance for your help and cooperation with this important safety matter. Please feel free to call the school at 954-322-3300 if you have any questions regarding these procedures.

Sincerely,



Kenneth Bass  
Principal

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

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

\_\_\_\_\_  
Date

\_\_\_\_\_  
Date

## Pembroke Pines Charter Middle Schools

### Advisory Board Members

#### CENTRAL CAMPUS - ELEMENTARY

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#### BOARD SECRETARY

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## Pembroke Pines Charter Middle Schools

### Advisory Meetings

2013 – 2014

All Meetings Begin at 6:00 P.M.

<b>Day</b>	<b>Date</b>	<b>Campus</b>
Tuesday	September 3, 2013	West Campus
Tuesday	October 1, 2013	East Campus
Tuesday	November 5, 2013	Central Campus
Tuesday	December 3, 2013	West Campus
Tuesday	January 7, 2014	East Campus
Tuesday	February 4, 2014	Central Campus
Tuesday	March 4, 2014	West Campus
Tuesday	April 1, 2014	East Campus
Tuesday	May 6, 2014	Central Campus
Tuesday	June 3, 2014	West Campus

East Campus – 10801 Pembroke Road

Central Campus – 12350 Sheridan Street

West Campus – 18500 Pembroke Road

The Elementary PTA Board will meet before the advisory meeting at 5:00 p.m.

Advisory meeting begin at 6:00 p.m.

## CHARTER EDUCATION – THE CORE OF OUR LIVES

**Character education is development of eight character traits that will enhance and positively influence our schools and community. A different trait will be addressed for eight months of the school year, as follow:**

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