



Charting The Course



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

The City of Pembroke Pines Charter School – Central Campus

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

August 2013

Dear Parents,

SCHOOL BOARD APPROVES CHANGES IN ATTENDANCE POLICY

Regular school attendance is vitally important to a student's academic achievement. For that reason, and in order to meet a requirement set by the State that school districts establish a definition of a "pattern of non-attendance", a major change to the District's attendance policy was approved by Broward's School Board at its April 18, 2006 meeting.

Effective at the beginning of the 2006-2007 school year, both excused and unexcused absences along with tardiness and early sign-outs will be counted when determining a student's pattern of non-attendance. This is a change from previous years when excused absences had no impact on a student's attendance record.

A student will have a "pattern of non-attendance" if he or she is absent from school a total of 30 hours (5 days) in any one marking period or 60 hours (10 days) within 90 days.

If it is determined by a school that a student has developed "pattern of non-attendance" sanctions may be imposed. For an elementary age student, sanctions may range from having the report card withheld, if the student was in school for less than 25 days in a marking period, to the student's parents being required to appear in court.

Middle and high school students who have a "pattern of non-attendance" may also face sanctions. A student may not earn class credit; could be required to repeat a class; could be referred to Children In Need of Services (CINS) or Families In Need of Services (FINS); could have his or her driver's license suspended or be prevented from obtaining a driver's license; or the student's parents could be required to appear in court.

It is important for parents receiving Temporary Assistance to Needy Families (TANF) to know that if their child has a pattern of non-attendance payments may be suspended.

The School Board has also adopted other changes to the attendance policy, so it is very important for parents to carefully review and sign the copy of the Code of Student Conduct they will receive at the beginning of the school year. Information regarding attendance policy changes is posted on the District's website at <http://www.broward.k12.fl.us/sbbcpolicies/docs/P5.5.pdf>.

Please note, tardy students **MUST** be signed in by a parent/guardian in the front office.

Parents with questions about the policy changes should contact the Pembroke Pines Charter School where their child is assigned.

Pembroke Pines Charter Middle School

Early Release Schedule

2013-2014

⇒ SEPTEMBER 26, 2013

⇒ OCTOBER 24, 2013

⇒ DECEMBER 19, 2013

⇒ FEBRUARY 6, 2014

⇒ MARCH 20, 2014

⇒ JUNE 5, 2014

Dismissal is at 12:45 pm on Early Release day.

2013-2014 SCHOOL CALENDAR-BROWARD COUNTY PUBLIC SCHOOLS*

AUGUST				
M	T	W	T	F
			1	2
5	6	7	8	9
12	13	14	15	16
19	20	21	22	23
26	27	28	29	30

SEPTEMBER				
M	T	W	T	F
2	3	4	5	6
9	10	11	12	13
16	17	18	19	20
23	24	25	26	27
30				

OCTOBER				
M	T	W	T	F
	1	2	3	4
7	8	9	10	11
14	15	16	17	18
21	22	23	24	25
28	29	30	31	

NOVEMBER				
M	T	W	T	F
				1
4	5	6	7	8
11	12	13	14	15
18	19	20	21	22
25	26	27	28	29

DECEMBER				
M	T	W	T	F
2	3	4	5	6
9	10	11	12	13
16	17	18	19	20
23	24	25	26	27
30	31			

JANUARY				
M	T	W	T	F
		1	2	3
6	7	8	9	10
13	14	15	16	17
20	21	22	23	24
27	28	29	30	31








FEBRUARY				
M	T	W	T	F
3	4	5	6	7
10	11	12	13	14
17	18	19	20	21
24	25	26	27	28

MARCH				
M	T	W	T	F
3	4	5	6	7
10	11	12	13	14
17	18	19	20	21
24	25	26	27	28
31				

APRIL				
M	T	W	T	F
	1	2	3	4
7	8	9	10	11
14	15	16	17	18
21	22	23	24	25
28	29	30		

MAY				
M	T	W	T	F
				2
5	6	7	8	9
12	13	14	15	16
19	20	21	22	23
26	27	28	29	30

JUNE				
M	T	W	T	F
2	3	4	5	6
9	10	11	12	13
16	17	18	19	20
23	24	25	26	27
30				

-  Employee Planning (no school for students)
-  Schools & Administrative Offices Closed
-  Schools Closed
-  Report Cards Issued
-  Interim Reports Issued
-  Early Release Day
-  First & Last Day of School

Hurricane make-up days in order of preference: 10/24/13, 2/06/14, 3/20/14, 6/05/14 *Year-Round Schools Follow Different Calendars



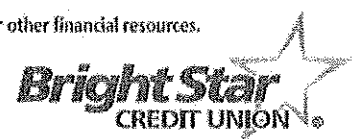
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Visit BSCU.org to join and for other financial resources.



PEMBROKE PINES CHARTER SCHOOLS

**Drug and Weapon Policy
2013– 2014**

The following infractions of the school rules may result in expulsion and removal from the Pembroke Pines Charter School with a one-year expulsion from the Broward County School.

- False Alarms
- Bomb Threats
- Threats to kill another student/staff member
- Possession/Distribution of drugs
- Possession/Use of a weapon (gun, knife, or any devise used as a weapon)

Please sign below stating you and your son/daughter understand the above policy.

Safety in the Laboratory 2013 – 2014

Working in the laboratory is one of the most interesting and challenging activities on your class schedule. However, there is one factor that is more important in the laboratory than most classrooms – that factor is safety. These rules and procedures should be followed at all times in order to make the science laboratory a safe and exciting place to work. **Students who violate safety policy may be excluded from lab and given an alternative assignment.** Read them carefully and remember: **Safety First!**

General Rules and Procedures:

1. Students are to follow all directions carefully. If there is something they do not understand, they should ask their teacher for help.
2. Students should wash hands thoroughly before beginning and after completing an activity or experiment.
3. Students should perform only those activities or experiments assigned by the teacher.
4. Students should never taste anything in the laboratory unless directed to do so by the teacher.
5. Students should not eat or drink from laboratory glassware at any time.
6. Students should not touch, inhale, heat, or mix any substance in the laboratory unless directed to do so by the teacher.
7. Students should not remove chemicals or equipment from the laboratory without the teacher's permission.
8. Students should not leave unattended, any activity involving the use of chemicals, and/or heating any substance, including water.
9. Safety glasses should always be worn when working with chemicals, and/or heating any substance including water.
10. Students should not wear contact lenses during experiments that involve the use of caustic reagents.
11. Students should not wear loose clothing, particularly open jackets, sweaters, or garments with large, floppy sleeves. Long hair should be back or covered.
12. Students should not run or engage in horseplay in the laboratory.
13. Students should know the locations and proper use of safety showers, eyewashes, fire extinguishers and fire blankets.
14. Students should report all accidents or injuries immediately to their teacher.

Pembroke Pines Charter Middle School

Service Hours Record Guidelines

Attached, you will find our service hour form. This form is used to keep a record of all our service hours. Once this form is completed you are to turn it into the front office so your hours can be entered into our computer system.

Procedures to complete your service hours in School:

When performing the service hours in the school it is important that you first go to the front office and sign in our Visitor Log. In the front office you must present a proper identification (i.e. driver's license, passport, or picture identification). The front office staff will then give you a badge that you must wear at all times. When you have finished your service hours you must go back to the front office, sign out and turn in your badge. The visitor book is not used as a record of your hours (this is your responsibility). The book is solely for security.

Helpful Hints to fulfill your 30 hrs. required:

- If you are able to make copies at home or work, let your teacher or front office know.
- Each time a donation is made you will receive 30 minutes total
- Purchasing up to twenty (20) hours – The first ten (10) hours may be purchased for \$10.00 per hours. The second ten (10) hours may be purchased for \$20.00 per hour.
- Parent drop off 8:15 – 8:45am
- Lunches 11:52 – 1:25pm
- Pick Up 3:00 – 3:30pm
- Office 8:00 – 3:30pm
- Parent can attend meetings, Advisory and PTSA
- School functions taking place outside of school hours.
- There are other school related activities that you can attend through the year. Please read all flyers and newsletters for upcoming events.
- Career Day
- Saturday Detentions
- Sign up for Parent Global Email @ pinescharter.com for information.
- **Service hours are to be completed by Thursday, May 22, 2014.**

Each time you complete any service hour you must have the person in charge being the teacher, office or coordinators of the event sign your form.

If you send a donation you could send it with your child with the service hour form. The teacher will sign it and send it home until your sheet is complete.

We look forward to seeing you and appreciate your help.

City of Pembroke Pines Charter Schools

VOLUNTEER RECORD

STUDENT'S LAST NAME _____ DATE _____

PARENT'S NAME _____

STUDENT NAMES

GRADE

TEACHER/HR TEACHER

1. _____

2. _____

3. _____

4. _____

VOLUNTEER TASK:

HOURS
COMPLETEDDATE
COMPLETEDTEACHER/ADMIN
APPROVAL

☐ TOTAL HOURS COMPLETED AT:

☐ ELEMENTARY EAST

☐ MIDDLE CENTRAL

☐ ELEMENTARY CENTRAL

☐ MIDDLE WEST

☐ ELEMENTARY WEST

☐ HIGH SCHOOL

☐ PP/FSU ELEMENTARY

 PARENT SIGNATURE

 ADMIN/COMMITTEE CHAIR/PTA

PEMBROKE PINES CHARTER SCHOOLS

PARENT SERVICE HOURS POLICY 2013 - 2014

1. All parents and/or guardians are to fill out and submit a Service Hours Application form. All students in our Charter School are to be listed on the form.
2. Each family must complete 30 or more hours per school year. Effective as of the 2011-2012 school year, parents and guardians of students in the City's Charter School system shall be able to satisfy a portion of their thirty (30) service hours requirement by purchasing up to twenty (20) of these hours as follows:
 - The first ten (10) hours may be purchased for \$10.00 per hour.
 - The second ten (10) hours may be purchased for \$20.00 per hour.

No parent or guardian shall be permitted to purchase more than twenty (20) service hours for a total of \$300.00. The remaining ten (10) hours of the service hour's requirement shall be satisfied in a manner consistent with the Charter Schools' previously established rules and regulations. **No checks will be accepted after May 2, 2014.**
3. Service hours obtained from all campuses may be combined (Central, East, West, FSU and High School).
4. Attending informational meetings / functions such as PTA / PTSA, Advisory Board and Open House, count towards service hours, however, recreational functions including, but not limited to, sports events, school plays / performances, and Awards Ceremony do not constitute as time that may be utilized towards service hours; unless otherwise specified by school.
5. All visitors must sign in at the front office to receive a visitor's badge before going to the classroom.
6. All visitors during the school day must wear their visitor's badge at all times while at the school or with the students. All volunteers are expected to dress in attire consistent with SBBC Code of Conduct (pg. 24 -25).
7. At home, parents and/or guardian must keep a record of their hours and should turn them in every two (2) weeks to their child's teacher for verification.
8. If donating supplies, food, etc., for classrooms in exchange for service hours, you may receive no more than ½ hour credit towards your service hours or all items donated at that time. Prior approval from the principal must be received before any items may be donated and credit received.
9. During the 2nd and 3rd grading periods, all service hours will be tabulated and parents will be notified of the hours they have accumulated.
10. A new duplicate form must be filled out for every service activity attended. You will keep the yellow copy for your records. The white copy is to be turned in to the office.
11. Any hardship related deviation from this policy must be put in writing fully explaining the extenuating circumstances for such request and submitted to the principal.
12. Service hours may only be performed by parents, grandparents, foster parents, adoptive parents, and legal guardians at the discretion and review of the principals.
13. Pursuant to Chapter 2004-81, Florida Laws (2004), all parents and/or guardians at the school shall be subject to a limited background check. Principals have the sole discretion and authority to refuse an individual to perform service hours at the school as a result of this required background check.
14. **All service hours must be fulfilled prior to May 22, 2014 unless prior arrangements have been approved by administration.**

PEMBROKE PINES CHARTER SCHOOL
UNIFORM DRESS POLICY
2013 - 2014

1. All students must wear one of the approved uniform outfits along with their lanyard (breakable) and ID **which is to be visibly worn at all times with a breakable lanyard for safety**. Student must replace IDs that are damage/defaced.
2. Shirts must be tucked in at ALL times while on campus
3. A black and/or brown belt is a required part of the uniform (boys) and must be worn daily.
4. *Jackets/sweatshirts and undershirts may be worn to school, but must follow the approved uniform with logo. All must be navy blue, maroon, gray, black or white and must be solid with no markings or logos. Boys and girls should wear approved pleated navy blue shorts or pants. Also, girls may wear navy blue wrapped skort or capri pants. No jumpers are allowed and or cargo pants/shorts. All clothing must be hemmed.
5. 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 platforms shoes, or slippers, distracting or mismatch footwear or socks is not allowed.
6. Clothing, jewelry, buttons, haircuts, or other items or markings which are offensive, suggestive or indecent, associated with gangs or cults, use of drugs, alcohol or violence, or support discrimination on the basis of age, color, disability, ethnicity, gender, linguistic differences, national origin, race, religion, socioeconomic background or sexual orientation are NOT ALLOWED.
7. Any articles of jewelry or clothing that may cause injury, including, but not limited to belts, collars, or bracelets with spikes or any sort, heavy link chains, silly bands, rubber bands and wallet chain hanging off belt loops or side/back pockets are NOT ALLOWED.
8. Unnatural hair coloring e.g., (Green/Orange/Purple/Red/Blue, etc)... is NOT ALLOWED.

Remember all students agreed to the uniform policy in order to be able to attend Pembroke Pines Charter Schools. Refer to the Broward County Public School's Code of Student Conduct booklet for further clarification on the dress code policy.

*Anticipated change: Blue uniform jacket with logo only.



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Frank C. Ortis, Mayor
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The City of Pembroke Pines Charter School – Central Campus

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Carl Shechter, Commissioner
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Charles F. Dodge, City Manager

August 19, 2013

Subject: Medication Administration during school hours

Dear Parent/Guardian:

School Board policy states that schools may not give any medication to children, prescription or over the counter, during school hours unless the health care provider and the parent complete an Authorization Medication/Treatment Form. This form can be obtained at the school office. All medication authorizations for chronic or long term conditions shall not be good for over twelve months. The Authorization Medication/Treatment Form must be signed by the doctor and the parent/guardian.

If at all possible, the medication should be scheduled to be administered at home rather than during school hours.

Medication, prescription or over the counter, given at school must be provided in current, original containers with original pharmacy labels. Have the pharmacy fill the prescription in two labeled containers so that there is proper labeling at home as well as at school. The labels must include: name of student, name of drug, directions concerning dosage, time of day to be taken, name of the prescribing physician and date of prescription.

Parents are responsible for seeing that adequate supplies of the medication are provided for the school. Students may not bring the medications to school. An adult must bring any medication to school.

If you have any questions, please feel free to contact us.

Sincerely,

Kenneth Bass
Central Campus Principal

Devan Flowers
West Campus Principal

Lisa Libidinsky
FSU Campus Principal

Sean Chance
East Campus Principal

MEDICATION ADMINISTRATION AT SCHOOL

1. Each student must have a completed Medication Authorization Form signed by the physician and parent with specific instructions with the name of medication, dosage (amount), frequency, and time to be administered. **School personnel may not administer medication** unless the parent has a completed Medication Authorization Form signed by the physician and parent.
2. The Medication Authorization Form must be renewed each school year. Any changes in the type, dosage, frequency of medication, or treatments administered will require a new Medication Authorization Form to be completed.
3. Any student requiring special procedures (i.e. nebulizer treatments, clean catheterization, gastrostomy feedings, etc.) must have a completed Treatment Section of the Medication Authorization Form. This form must be completed and signed by the physician and parent.
4. No student shall transport medications to or from school with the exception of students that require self-medication procedures; i.e. diabetics, asthmatics, hypersensitivity to bee stings/insects/allergens. A completed Medication Authorization Form must state by the physician that the student is trained in self-medication.
5. Medications must be kept in the prescription container in which it was dispensed with the student's name, date, name of drug, physician's name, and pharmacy name and phone number clearly marked.
6. Long-term medications must be listed on student data card.

Medication Authorization Forms may be obtained in the School Office

- **Students are not permitted to bring over-the-counter medication (Tylenol, cough syrup, Benadryl, etc.), cough suppressants or saline solution.**

REQUIRED IMMUNIZATIONS

Vaccines	Doses
DTP: Diphtheria Tetanus Pertussis DTP or DTaP	<u>5 doses</u> If the 4th dose was given on or after the 4 th birthday, only 4 doses are required. If 5 doses are given the 5 th doses must be given between the ages of 4 and 6 years.
IPV: Polio or OPV Oral Poliovirus	<u>4 doses</u> If the 3 rd dose was given on or after the 4 th birthday, only 3 doses are required. If 4 doses are given the 4 th dose must be given between the ages of 4 and 6 years.
Hep B: Hepatitis B	<u>3 doses</u> An alternative 2 doses series for adolescents 11-15yrs is available.
MMR: Measles, Mumps, Rubella	<u>2 doses</u> If the 1st dose was given sooner than students first birthday, it is considered invalid and another dose is necessary. The second dose may be administered before age 4-6 yrs provided more than 4 weeks have lapsed since first dose.
Varicella	<u>2 doses</u> For students Kindergarten and grade one, effective school year <u>1 dose</u> For students in grades two through eight
Tdap: Tetanus - Diphtheria - Pertussis	<u>1 dose</u> Students entering, attending or transferring to the 7 th grade

Varicella vaccine is **NOT** required if there is a history of varicella disease documented by the Health Care Provider on the 680 card.

Pembroke Pines Charter Elementary Schools

Health Screenings

Dear Parent/Guardian:

This school year 2008-2009 the school district will be performing the following health screenings on students:

Vision – Kindergarten, first, third, sixth graders
Hearing – Kindergarten, first, and sixth graders
**Body Mass Index (BMI)* – First, third and sixth graders
Scoliosis – Sixth graders

All subsequent years, seventh grade will not be part of the screening requirements.

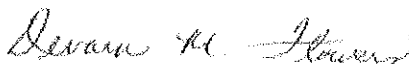
If your child is tested and the results are not in the "normal" range for the particular test, you will be notified by letter. If you receive one of those letters, it is recommended that you take your child to a doctor or healthcare provider for an evaluation. Screenings are not for diagnostic purposes.

*BMI determines whether a student is within a normal growth pattern, overweight, at risk for being overweight, or underweight.

Sincerely,



Kenneth Bass
Central Campus Principal



Devan Flowers
West Campus Principal



Lisa Libidinsky
FSU Campus Principal



Sean Chance
East Campus Principal

**Pembroke Pines Charter Middle School
Policies**

- Cupcakes, cakes, etc. should not be brought into school for birthdays only for Kindergarten. If parents want to do something special for a birthday of a child, they may donate a book, come and read a book, etc.
- Parents may **NOT** medically help any student on a field trip (taking out splinters, etc.) or administer any over-the-counter medication.
- Fast food should not be brought into school.
- ID's, homework, projects, books, and supplies should **NOT** be brought into school at any time.
- 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.
- Younger siblings, babies, etc. may not be brought into the classroom, cafeteria, etc. during the school day.
- Properly fitted uniforms must be worn at all times.
- 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.
- Teachers may **NOT** participate in private tutoring in the building. Also, teachers may **NOT** tutor students who are in their classes.
- Colored bandanas, hats etc. **CANNOT** be worn in school.
- Students must have backs on their shoes.
- Other jackets, colored sweaters, etc. can only be worn to school. Once the child arrives to school, he/she must comply with school colors (navy blue, maroon, gray or white) and must be solid with no markings or logos. This also applies to undershirts.
- Jeans and other pants are **NOT** allowed in the school building. Students may wear, except on Dress Down Days. On cold days students should wear appropriate Navy uniform pants or bottom.
- Spirit shirts can only be worn on the last day of the week.
- **No checks will be accepted after May 2, 2014.**
- Under special conditions, such as disciplinary referrals, students may be denied participation in educational or non-educational field trips and educational school-sponsored activities.



The Haskell Company
111 Riverside Avenue
Jacksonville, Florida 32202

tel 904 791-4500
fax 904 791-4699
www.haskell.com

John D. Malinowski, A.I.A.
Project Architect

July 30, 2009

Re: **Pembroke Pines Charter Schools**
Pembroke Pines, Florida

Mr. Paul Edelstein
Operations Manager
City of Pembroke Pines
13975 Pembroke Road
Pembroke Pines, Florida 33027

Dear Mr. Edelstein:

As the Project Architect responsible for the construction of the Pembroke Pines East, West, Central and Pembroke Shores Additions designed and constructed by Haskell, I hereby submit the following statement:

I, John D. Malinowski, AIA, Project Architect for Haskell, certify that no toxic building materials were specified as a building material in any construction documents prepared for the charter school system in Pembroke Pines, Florida, as designed by Haskell. I further attest that to the best of my knowledge, no toxic materials were used as a building material in any of the schools' additions constructed by Haskell.

Sincerely,



John D. Malinowski, AIA

cc: Mr. Michael C. Huskey

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The Haskell Company tel 904 791-4500
111 Riverside Avenue fax 904 791-4699
Jacksonville, Florida 32202 www.haskell.com

John D. Malinowski, AIA.
Project Architect

July 8, 2009

Re: Pembroke Pines Charter Schools
Pembroke Pines, Florida

Mr. Paul Edelstein
Operations Manager
City of Pembroke Pines
13975 Pembroke Road
Pembroke Pines, Florida 33027

Dear Mr. Edelstein:

In accordance with the Asbestos Hazard Emergency Response Act, 40 CFR, Part 763 and as the Project Architect responsible for the construction of the charter schools designed and constructed by Haskell, I heroby submit the following statement:

I, John D. Malinowski, AIA, Project Architect for Haskell, certify that no asbestos containing building material (ACBM) was specified as a building material in any construction documents prepared for the charter school system in Pembroke Pines, Florida, as designed by Haskell. I further attest that, to the best of my knowledge, no ACBM was used as a building material in any of the charter schools constructed by Haskell.

Sincerely,



John D. Malinowski, AIA

cc: Mr. Michael C. Huskey