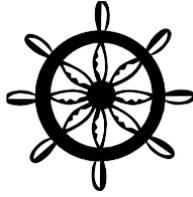


# PembrokePines Charter Middle School



**2025-2026**

## **Guide to Proactive Discipline**

**Be Respectful**

**Be Responsible**

**Keep Hands and Feet to Self**

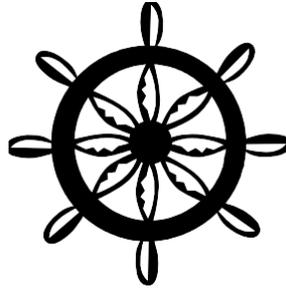
**Follow Directions**

**Be Safe**

Pembroke Pines Charter Schools follows the “Broward County Public School Code of Student Conduct” and this document directly aligns with their policy. Please review information with your child, as knowing and being aware of these rules are very important and will affect your child throughout the year. We are confident that with your support, our students will enjoy a learning environment where increased academic achievement will take place. When you review and reinforce these concepts at home, you are doing your part to increase your child’s overall success.

*\*\*This Proactive Discipline Plan is effective until the next Proactive Discipline Plan is approved by the Advisory Board next academic year\*\**

*Pembroke Pines Charter Middle School*  
**Discipline Plan**



**Central Campus**

**Mr. Sean Chance, Principal**  
**Dr. Maria Garcia, Assistant Principal**

**West Campus**

**Mr. Michael Castellano, Principal**  
**Mr. Alan Pfau, Assistant Principal**

**Purpose Statement**

**“Empowering Students for the Possibilities of Tomorrow”**

*System Vision*

*Our vision, as a community, is to cultivate character and foster life-long learning through a challenging educational experience in a safe environment.*

*System Mission*

*It is our mission to prepare students to succeed in a global society by providing a personalized and rigorous curriculum through excellence in teaching.*

## Discipline Plan

Broward County Public Schools (SBBC) and Pembroke Pines Charter Middle School (PPCMS) firmly believe a positive school culture promotes equal educational opportunity and establishes the framework for a safe learning environment. Discipline within a school must have the qualities of objectivity, consistency, and equity.

## Expected Student Behavior

- Students Dress appropriately for school by following the Broward County Public Schools (SBBC) and Pembroke Pines Charter Middle School (PPCMS) dress code policy, 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.
- Outside food is only permitted prior to 8:40 am and must be appropriately discarded in trash bins.
- Walk in the corridors. Running has the potential for injuries and causes a disruption.
- Keep hands, body and objects to yourself. Doing so helps to prevent injury and disruption.
- Be courteous. Be respectful toward staff and peers.
- Arrive on time. Instruction begins promptly when the bell rings. Be prepared with class materials.
- Students should not misrepresent themselves by cheating, copying, plagiarizing (to include using online sources such as ChatGPT), counterfeiting, using false identification, or making false reports by posing as a parent to excuse absences or tardiness, sign an interim report card, etc.
- Scooters and inline skates/rollerblades/wheelies or skateboards are not permitted on school property.
- Students should not initiate false emergency alarms (ie: fire alarm, code red, etc.) as this will lead to administrative consequences and may also result in potential legal action(s).
- Keep inappropriate language/comments to yourself to avoid conflict with others.
- Leave candy and gum at home. Gum and candy are prohibited on campus because they may cause damage to school property. No selling of items permitted on campus.
- Students are not permitted to wear head coverings, including but not limited to caps, hoods, hats, or scarves/bandanas, unless they are necessary for safety in certain classes, health or religious reasons.
- Speakers are not permitted. Earbuds and headphones are permitted and only encouraged in class for instructional purposes. There is a one earbud policy to ensure announcements or emergency-related information can be heard.
- Toys, sports equipment, sunglasses, blankets, or other distracting items are not permitted.
- As per SBBC, students are not permitted to take pictures or videos of other students during the school day. This includes all forms of social media.

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

**Pembroke Pines Charter will follow the Broward phone policy.**

All wireless devices must be powered off or in airplane mode during the school day, from bell to bell, including passing periods and lunch **unless authorized for instructional purposes.**

Wireless devices include: cellphones, laptops, smartwatches, tablets, headphones, airpods, and other two-way communication equipment.

Students violating policy are subject to disciplinary action.

<https://www.browardschools.com/wirelessdevices>

Bell to Bell is defined as:

8:40am -3:15pm

The policy will be enforced, and consequences will be given.

Violations of this policy will result in confiscation, and the device will only be released to the parent/guardian. Neither the School Board of Broward County nor its employees will be held liable for wireless communication devices or other personal technology that are lost, stolen, or confiscated.

\* Additional details are provided in the Code of Student Conduct.

<b>Occurrence</b>	<b>K-2</b>	<b>3-5</b>	<b>6-8</b>	<b>9-12</b>
1 <sup>st</sup>	Parent Contact Confiscation Written Reprimand	Parent Contact Written Reprimand	Parent Contact Written Reprimand	Parent Contact Written Reprimand
2 <sup>nd</sup>	Parent Contact Confiscation Time Out	Parent Contact Confiscation Time Out	Parent Contact Confiscation Before/After School Detention	Parent Contact Confiscation Before/After School Detention
3 <sup>rd</sup>	Parent Contact Confiscation Before/After School Detention	Parent Contact Confiscation Before/After School Detention	Parent Contact Confiscation Multiple Before/After School Detentions Loss of extra- curricular activities (1-5 days)	Parent Contact Confiscation In-school suspension (1-3 days) & Loss of extra-curricular activities (1-30 days)
4 <sup>th</sup>	<b>Defiance of Authority*</b>	<b>Defiance of Authority*</b>	Parent Contact Confiscation In-school suspension (1-3 days) & Loss of extra-curricular activities (1-30 days)	Parent Contact Confiscation Out-of-school suspension (offer AES): 3-5 days
5 <sup>th</sup>			<b>Defiance of Authority*</b>	<b>Defiance of Authority*</b>

A parent should call the school if they need to get a message to their student. School personnel will relay that message to the student. In an emergency, a student will be removed from class and directed to the nearest office

Confiscated devices must be picked up by a parent/guardian during the school's designated device pick up times. Parents will be contacted if their child's device has been confiscated.

## Proactive Middle School Behavior Program

Student behaviors that are inappropriate will be addressed by the teacher, unless otherwise indicated in the SBBC Discipline Matrix. When interventions and parent contact have been documented, a referral to Administration will be issued. Repeated rule violations, will be subject to the SBBC Discipline Matrix and recommended consequences.

School staff, parents, and students are all responsible for creating a culture of positive behavior.

- ❖ *A violation of the Weapons Policy (School Board Policy 5006) or altercation which results in injury, will result in more serious consequences, up to and including expulsion as explained in the School Board of Broward County Code of Student Conduct.*
- ❖ All referrals must include parent notification.
- ❖ Students in the Exceptional Student Education (ESE) Program, Alternative Education students, and students with a 504 Plan will be held responsible for their actions. Their consequences will be the same as a mainstream student unless indicated by an Individual Educational Plan (IEP).
- ❖ Students who are assigned external suspension and who attend alternative to external suspension (AES) programs are allowed to make up work. Students who elect not to participate in (AES) programs will be marked unexcused; however they will be allowed to make up work, which will be due on the date of return from suspension.

## Resources

- Broward County Public Schools Discipline Matrix 6-8:  
chrome-extension://efaidnbnmnnibpcajpcglclefindmkaj/[https://www.browardschools.com/cms/lib/FL01803656/Centricity/Domain/13726/SY22\\_Discipline%20Matrix-Gr6-8.pdf](https://www.browardschools.com/cms/lib/FL01803656/Centricity/Domain/13726/SY22_Discipline%20Matrix-Gr6-8.pdf)
- Broward County Public Schools Code of Conduct:  
<https://www.browardschools.com/codeofconduct>

## *BEHAVIOR TRACK*

Rule violations will be addressed in the classroom and by the student's team of teachers. When three interventions and a parent contact have been documented, a referral will be issued and the student will be subject to the SBBC Discipline Matrix.

Each student referral requires three (3) interventions in addition to parent contact; unless otherwise specified in the Administrative Discipline Matrix. 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. The progression of discipline consequences are as follows:

- Administrative Detention
- Multiple Administrative Detentions
- Saturday Detention
- Multiple Saturday Detentions
- ***In lieu of Internal Suspension (IS) students will receive Saturday school or Multiple Saturday School based on infractions.***
- Suspension for 1 to 10 days (AES or External)

**There will be no rescheduling of Saturday Detention.** Students will be suspended if they do not serve Saturday Detention.

Some behaviors start higher on the behavior track based on seriousness of behavioral infraction. (See Discipline Matrix)

**It is important to note that throughout middle school (6-8), consequences are successive in nature and increase in severity when behaviors in the same category are repeated at any point throughout the three years.**

## VIOLATIONS OF SCHOOL RULES LEADING TO PLACEMENT ON THE

- Eating/Chewing gum/candy
- Not keeping hands – body – object (HBO) to oneself
- Disorderly behaviors resulting in safety concern, injury to self/others, or disrupting school.
- Violation of Dress Code – See SBBC/PPCMS Dress Code Policy (Warning issued 1<sup>st</sup> offense)
- 3 unexcused tardies to class
- Cheating, copying another student's work, plagiarism-to include use of online resources such as ChatGPT (students will receive a zero for the assignment)
- Major Cheating as defined by SBBC Code Student Conduct

### **ADMINISTRATIVE DETENTIONS:**

One-hour Before-School Detention: the detention notice must be signed by a parent/guardian. Failure to attend will result in a two-hour administrative detention.

Two-hour After-School Detention: the detention notice must be signed by a parent/guardian. Failure to attend will result in a Saturday detention

Multiple no shows of detentions may result in suspension.

## Alternative to Suspension

AES K-6 Pine Ridge: It is located at 1251 S.W. 42<sup>nd</sup> Avenue, Ft. Lauderdale, Florida 33317. Shayla McLeod 754-321-7250

AES 7- 12 grade The Lanier James Educational Center is an alternative to suspension (AES) program. It is located at 1050 N.W. 7 Court, Hallandale, Florida 33009. Parents/Guardians who elect this option will receive the following benefits:

1. The student will have the opportunity to stay up-to-date on his/her school assignment(s), and the days absent will be considered excused
2. The student will be provided with supervision, thus reducing the possibility of risky behavior in the community.
3. While engaged in the Alternative Suspension Program, the student will not receive "0"s, thus reducing the possibility of receiving "F"s in the academic areas of their report card.

### Important information for attending AES:

- Parents are responsible for transporting their child to and from the center
- Breakfast and lunch is available for purchase; exact payment required as change will not be provided.
- If students bring their lunch from home, junk food is not permitted
- Students must attend in their school uniform

## **RIGHT TO AN APPEAL**

There may be times when students feel they have been unfairly penalized. Most problems can be solved if students speak with the teacher or staff member who was involved. If students feel uncomfortable with this person, they may request a conference with the next level of authority. Students may also request the presence of a third party, such as a counselor, assistant principal, other staff person, translator, interpreter, or attorney. Parents also have the right to be included. If talking things over does not solve the problem, the following steps may be taken:

1. A written statement must be presented to the principal within five (5) school days after the last conference. The statement must tell what happened, when it happened, who was involved, and how the student would like the problem resolved. A copy of the statement should be filed and maintained as an educational record. The principal or the administrator with the most knowledge of the incident has 5 school days to respond in writing.
2. If the problem still has not been resolved within five (5) school days from receipt of the written response, the student may request in writing, an appointment with the Chief Service Quality Officer/designee. The letter asking for the appointment must include a copy of the first written statement and the response. In the case of Charter Schools: If the problem still has not been resolved within five (5) school days from receipt of the written response, the charter school student may request, in writing, a meeting with the Governing Board liaison.
3. A student shall serve his or her suspension during the pendency of any appeals. If the student is successful in his or her appeal, the student's record shall be corrected to remove all indications of the suspension and the absences shall be reflected as "excused," for the period in question.

# **SECTION TWO**

## **Additional Rules and Regulations**

**In addition to the school-wide Proactive Discipline Plan, students will also be governed by the following:**

## FIELD TRIP AND ACTIVITY GUIDELINES

Students who violate the Code of Conduct, act in a disruptive manner, or fail to conform to school rules and regulations may be denied the privilege of participating in field trips, social and/or extracurricular activities. The Principal shall make the final decision on whether the student may participate after receiving documentation and input from the affected staff.

These policies align to (SB Policy 6303).

***I understand that the administration reserves the right to deny, under special conditions, to be determined by Administration, and NO REFUND will be given.***

Any questions you have regarding this policy should be directed to an administrator.

# DRESS CODE POLICY

2025-2026

The Pembroke Pines Charter Schools have a mandatory uniform dress code policy. We believe that students have the right to attend a safe and secure school where the focus is on academics. It is the intent of the school program that students be dressed and groomed in an appropriate manner that will not interfere with, or distract from, the school environment or disrupt the educational process. Clothing should follow the dress code in place for the Charter Schools.

1. All students must wear one of the approved uniform combinations. Secondary students must have their ID visibly worn at all times, ensuring IDs are not covered (ie: stickers, papers, etc.). Students must replace IDs that are lost or damaged.
2. All clothing should fit properly and be worn correctly. Revealing clothing or clothing that exposes the torso is not allowed. Denim leggings, jeggings are 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. Extremely tight fitting shorts are strictly prohibited.
3. Jackets/sweatshirts may be worn to school, but must comply with the school colors (solid navy blue, maroon, gray, white) and must not have markings or logos. Also, uniform shirts must be worn underneath jackets/sweatshirts.
4. Sneakers or flat-heeled shoes with enclosed toes and backs are allowed. The following are examples of what is not allowed: backless style shoes, Crocs or any shoe resembling mules or clogs, open toed shoes of any type, boots, high sneakers, high platform shoes, or slippers, distracting or mismatched footwear or socks is not allowed.
5. All secondary students enrolled in Physical Education classes will be required to wear a PE uniform tee shirt and shorts with the school logo. This shirt will be available for purchase at Planet-T-Uniforms.
6. Clothing, jewelry, buttons, haircuts, and other items or markings which are offensive, revealing, 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 (ie: jewelry, clothing, accessories, etc.) that may cause injury, including, but not limited to, belts, metal picks, collars or bracelets with spikes of any sort, heavy link chains, and wallet chains hanging off belt loops or side/back pockets are **NOT ALLOWED**.
8. This dress code policy allows reasonable accommodations based on a student's religion, disability, or medical condition.
9. Dress Down event attire must follow SBBC/PPCMS Policy. Also, tops may not be transparent, spaghetti straps, or mid-drift. Only Broward County approved bottoms permitted. Jeggings/joggers not permitted. Denim jeans must not include rips exposing skin or holes (faux rips are permitted). Basketball shorts, cargo pants/shorts are permitted.

All violators will be subject to disciplinary action.

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