



**Pembroke Pines Charter Middle
School
Central & West Campus**

Parent & Student Handbook



**Home of the Jags!
2025-2026**

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Administration
Pembroke Pines Charter Middle School-West Campus



Mr. Michael Castellano
Principal



Mr. Alan Pfau
Assistant Principal

Pembroke Pines Charter Middle School-Central Campus



Mr. Sean Chance
Principal



Dr. Maria Garcia
Assistant Principal

Introduction

This Pembroke Pines Charter Schools Central & West Campus handbook has been prepared to explain and clarify PPCMS procedures, policies, and regulations. Communication between the school and the home are a vital part of educational success. In order to meet the needs of our students, it is essential that we make every effort to communicate openly and frequently. We strive to ensure the success of our students through our reporting procedures, formal/informal parent-teacher communication, and by using the communication platforms, such as Focus and Canvas. The Focus program is our online gradebook platform and Canvas is the online classroom and parent/teacher/student program to send emails and announcements to parents regarding student progress and teacher expectations. We 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.

The Parent-Student Handbook provides you and your child with necessary information including promotion requirements, expectations, rights and responsibilities. Information can be found on our school website:

<https://pinescharter.net/>.

Certain procedures and guidelines may be adjusted to apply local health and safety guidelines should a pandemic arise. PPCS will continue to update stakeholders of changes. We expect that you and your child will go over the contents of the handbook. It is our hope that every student has a very successful school year.

Purpose Statement

Empowering students for the possibilities of tomorrow.

Mission

PPCMS is committed to providing a high quality education in a safe and supportive environment that fosters lifelong learners. In partnership with parents and community, the school promotes a culture of achievement that maximizes the potential of all children empowering them to become positive contributors to society.

Contact Information

Pembroke Pines Charter Middle School – West Campus
18500 Pembroke Road
Pembroke Pines, FL 33029

School Main Number

954-443-4847

School Fax Number

954-447-1691

Office Hours

Monday-Friday

8:00 A.M.-4:00 P.M.

School Administration

Mr. Michael Castellano

Principal

Mr. Alan Pfau

Assistant Principal

Ms. Deidra Blackburn

School Counselor

Ms. Keren Surowitz

Curriculum Specialist

Ms. Maria Marquez

ESE Specialist

Ms. Amy Alvarez

Volunteer Coordinator

Pembroke Pines Charter Middle School – Central Campus
12350 Sheridan Street
Pembroke Pines, FL 33026

School Main Number

954-322-3300

Office Hours

Monday-Friday

School Fax Number

954-743-1279

School Administration

Mr. Sean Chance Dr.

8:00 A.M.-4:00 P.M.

Maria Garcia

Ms. Jill Bear

Principal

Ms. Cynthia Adorno

Assistant Principal

Ms. Melonie Jimenez

School Counselor

Ms. Marilyn McKissick

Curriculum Specialist

ESE Director

Volunteer Coordinator

Our philosophy at the City of Pembroke Pines Charter Schools is that parent involvement is important for student success. Therefore, each family in the Charter system is required to complete 30 parent volunteer hours per school year. Volunteer opportunities are available throughout the school year and communicated via Focus and the website.

West Campus Middle School Daily Bell Schedule

BLOCK 1	Homeroom/SEL	8:45 - 9:15
	Instruction	9:15 - 11:00
A LUNCH - 6 th Grade		11:05 - 11:36
BLOCK 2-6th grade (after A LUNCH)		11:40- 1:25
BLOCK 2- 7th & 8th grade (Before B LUNCH)		11:06 -11:59
B LUNCH – 7 th /8 th Grade		12:01 - 12:31
BLOCK 2 (After B LUNCH)		12:34 - 1:25
BLOCK 2 (Before C LUNCH)		11:06 - 12:51
C LUNCH – 8 th /7 th Grade		12:55 - 1:25
BLOCK 3		1:30 - 3:15
DISMISSAL		3:15

West Campus Middle School
Charter Study Day Bell Schedule
Thursdays 9/18, 11/20, 2/26, 6/3

Block- 8:45 - 9:35

Block- 9:39- 10:26

Block- 10:30- 12:00

West Middle Campus

BCPS Early Release Bell Schedule

Block A	8:45- 9:52	67 minutes
Block B	9:56 – 11:03	67 minutes
Block C	11:07 – 12:45	68 minutes
A Lunch 6 th Grade	11:05 – 11:35	30 minutes
B Lunch 7 th	11:40 – 12:10	
C Lunch 8 th Grade	12:15- 12:45	
Dismissal	12:45	

Lunches

A Lunch 10:30 -11:00
 B Lunch 11:00- 11:30
 C Lunch 11:30 - 12:00

Central Campus Middle School
Daily Bell Schedule

Common Planning/PLCs/ Conferences	8:00 a.m. - 8:40 a.m.	40 min.
Resiliency, SSR/Period 1/2	8:45 a.m. - 9:15 a.m.	30 min.
Period 1/2	9:15 a.m. - 11:00 a.m.	105 min.
Lunch A	11:05 a.m. - 11:35 a.m.	30 min.
Lunch B	11:40 a.m. - 12:10 p.m.	30 min.
Period 3/4	11:05 a.m. - 1:25 p.m.	105 min.
Period 5/6	1:30 p.m. - 3:15 p.m.	105 min.
Dismissal	3:15 p.m.	
Common Planning/ Conferences	3:15 - 3:30 p.m.	

Central Campus Middle School
BCPS Early Release Bell Schedule

Common Planning/PLCs/ Conferences	8:00 a.m. - 8:40 a.m.
Period 1/2	8:45 a.m. - 10:05 a.m.
Lunch A	10:10 a.m. - 10:40 a.m.
Period 3/4 (lunch A students)	10:45 a.m. - 12:30 p.m.
Period 3/4 (lunch B students)	10:10 a.m. - 11:55 p.m.
Lunch B	12:00 p.m. - 12:30 p.m.
Period 3/4	12:35 p.m. - 12:45 p.m.
Dismissal	12:45 p.m.

Central Campus
Charter Study Day Early Release Bell Schedule

Common Planning/PLCs/Conferences	8:00 a.m. - 8:40 a.m.
Period 5/6	8:45 a.m. - 9:30 a.m.
A Lunch (all teachers with 6th grade students; all teachers with ONLY 7th grade students)	9:35 a.m. - 10:05 a.m.
B Lunch (all teachers with combined 7th and 8th grade students & ONLY 8th grade students)	10:10 a.m. - 10:40 a.m.
Period 5/6 (lunch B students)	10:45 a.m. - 12:00 p.m.



2025-2026 PPCS SCHOOL CALENDAR - CHARTER STUDY DAYS

AUGUST				
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

SEPTEMBER				
M	T	W	T	F
1	2	3	4	5
8	9	10	11	12
15	16	17	18	19
22	23	24	25	26
29	30			

OCTOBER				
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

NOVEMBER				
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

DECEMBER				
M	T	W	T	F
1	2	3	4	5
8	9	10	11	12
15	16	17	18	19
22	23	24	25	26
29	30	31		

JANUARY				
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

FEBRUARY				
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

MARCH				
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			

APRIL				
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	

MAY				
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

JUNE				
M	T	W	T	F
1	2	3	4	5
8	9	10	11	12
15	16	17	18	19
22	23	24	25	26
29	30			

- 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

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

Middle School Promotion Criteria

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

- 1 Three (3) middle school or higher courses in Social Studies of which must include the study of State and Federal government and civics education.
- 1 Three (3) middle school or higher courses in Science
- 1 One (1) semester long course in career education planning which will be integrated in 8th grade Social Studies.
- 1 Three (3) middle school or higher courses in English. These courses shall emphasize literature, composition, and technical text.
- 1 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
- 1 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

Focus: online gradebook and school communication platform. Click here for a video overview: <https://screenpal.com/watch/crj2FUVjvP0>

Canvas: online curriculum management system. It serves as an online classroom for each course. Parents should pair with their child in Canvas to view all courses as well as send and receive messages from the teachers. *This is the main communication platform teachers will use.* Parents should follow the directions on our website <https://pinescharter.instructure.com/>

Cambridge Curriculum

The Cambridge Curriculum is an advanced international curriculum certified by the University of Cambridge. At PPCMS, students in Advanced Language Arts will be exposed to the Secondary I Curriculum. These courses help prepare students for the AICE Cambridge program available at our high school.

ESE Program

The Exceptional Student Education Program is implemented in accordance with the State of Florida'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.

General Policies

- 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 new address in order to update student's records and emergency card information, and submit to school Registrar.
- Please remember that office 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.
- PPCS follows the BCPS Code of Student Conduct, which can be found on our website.

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 <https://centralcampus.pinescharter.net/224/Attendance-Tardy-Information> or <https://westcampus.pinescharter.net/384/AttendanceTardy-Submission-Form>
- Attendance: parents can call the school or complete an online form within 48 hours of absence. Absence 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), assignments may be requested through the Guidance Office. Please allow two days for these assignments to reach the office.
- Parents may pick up their children no later than 30 minutes before dismissal time (2:30 pm- latest parent pickup). The person(s) picking up 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 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

- **For the 25-26 school year, all students will be provided a free breakfast each day**
- 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 in check, payable to the City of Pembroke Pines, cash (no change will be provided), or via the website, at www.mypaymentsplus.com. If your child has food intolerance, please notify the school

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 current year's ID visibly worn at all times, ensuring IDs are not covered (ie: stickers, papers, etc.), and that they are worn around the neck at all times. Students must replace/purchase 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 is 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, black) 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, high sneakers, high platform shoes, or slippers, distracting or mismatched footwear or socks are not allowed.
5. All secondary students enrolled in Physical Education classes will be required to wear a PE uniform t-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 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.

School Information

SCHOOL HOURS: 8:45 am-3:15 pm. First period will begin for middle school students at 8:45 AM and school will end at 3:15 PM.

Please review the schedules provided in this document and on our school website.

ARRIVAL: All car riders must be dropped off at the middle school starting at 8:15am (Central Campus) & 8:05am (West Campus), there is no supervision before this time.

Visitors must drive slowly and cautiously while on school grounds.

Parents should drop students off in designated areas only. All students being dropped off should disembark on the passenger side of the vehicle. Parents should pull all the way forward in line to allow as many cars into the area as possible. Stopping midway or getting out of your vehicle will delay the process and inconvenience other parents.

The first bell is at 8:40 am and the tardy bell is at 8:45 am. Students will need to be in the classroom before the tardy bell. After the 8:45 am tardy bell, students must report to the front office to receive a late pass. Parents **MUST** sign in any student after 9:00 am in the middle school office. Parents will park in a designated parking space and walk late students into the main office.

DISMISSAL: All students will be dismissed at 3:15 pm. Bus riders will be released from class to walk to their school bus at 3:15pm each day. Students who are walking off campus will be released at 3:15 pm.

Please note walkers will not be permitted to remain in the loading area. Aftercare students will be released to walk to aftercare at 3:15pm each day.

ATHLETICS: Athletics are happening at Pines Charter! We are following the Broward Schools approach for our teams and will send updates and information about schedules and practices via email. Students who play school sports will be provided transportation from the school to the sports location. Please complete all required sports forms available on our website.

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 unweighted 2.00 GPA or higher as specified by s. 1003.43(1) Florida Statutes.
2. Students who are serving an external suspension cannot practice or participate in athletic/interscholastic competitions or performances and may be subject to further sanctions or penalties.
3. A student must be reported present for the day in order to participate in athletic and extracurricular activities.

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.

SPORTS:

Soccer
Cheer-Dance
Cross Country
Basketball
Volleyball
Flag Football
Track and Field

All paperwork must be on file or in hand to tryout (insurance form, notarized, and proof of physical) Please wear appropriate athletic attire.

Listen to daily announcements and view emails for exact tryout dates and updates

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 a current I.D. badge, in visibly good condition, around their neck at all times. 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 to your assigned classroom. 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 ChatGTP), counterfeiting, using false identification, or making false reports by posing as a parent to excuse absences or tardiness, sign an interim report card, field trip form, 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. The selling of items is not 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. During use, 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.
the Broward County Code of Student Conduct.

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 will be marked excused. Students who elect not to participate in (AES) programs will be marked unexcused. Students will be allowed the appropriate allotted number of days to make up work.

Resources

- Broward County Public Schools Discipline Matrix 6-8:
chrome-extension://efaidnbmnnnibpcajpcglclefindmkaj/https://resources.finalsite.net/images/v1754058744/browardschoolscom/di1l7zk814jd6o8cgf0d/6-8DisciplineMatrix.pdf
- Broward County Public Schools Code of Conduct:
chrome-extension://efaidnbmnnnibpcajpcglclefindmkaj/https://resources.finalsite.net/images/v1754308174/browardschoolscom/eptooc31n503xr9vxf8r/2025-26CodeofStudentConduct.pdf

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 or in the event that the severity of a behavior require immediate administrative intervention/referral. This may include 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 can be as follows:

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

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

Some behaviors start higher on the behavior track based on the seriousness of the 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 year.

Violations of School Rules Leading to Placement on the Behavior Track

- 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 1st offense)
- 3 unexcused tardies to class
- Cheating, copying another student's work, plagiarism-to include use of online resources such as ChatGTP (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 outdoor suspension.

Alternative to Suspension

AES K-6 Pine Ridge: It is located at 1251 S.W. 42nd 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 is 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
- Students must take their own laptop to access instructional material

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
2. The incident has 5 school days to respond in writing.
3. 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.
4. 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.

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 students from attending a field trip, and NO REFUND will be given.

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

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.

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; 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

The School Board of Broward County, Florida, prohibits any policy or procedure which results in discrimination on the basis of age, color, disability, gender identity, gender expression, genetic information, marital status, national origin, race, religion, sex or

sexual orientation. The School Board also provides equal access to the Boy Scouts and other designated youth groups. Individuals who wish to file a discrimination and/or harassment complaint may call the Director, Equal Educational Opportunities/ADA Compliance Department & District's Equity Coordinator/Title IX Coordinator at 754-321-2150 or Teletype Machine (TTY) 754-321-2158.

Individuals with disabilities requesting accommodations under the Americans with Disabilities Act Amendments Act of 2008, (ADAAA) may call Equal Educational Opportunities/ADA Compliance Department at 754-321-2150 or Teletype Machine (TTY) 754-321-2158.

