

Pembroke Pines Charter Elementary Schools



2020-2021

Parent Handbook

On-line version

Academic Village Middle School & High School
17189 Sheridan Street - Pembroke Pines, FL 33331
954-743-2000
954-538-3657 - Fax

FSU Elementary Campus
601 SW 172nd Avenue, Pembroke Pines, FL 33029
954-499-4244
954-499-3016 - Fax

East Elementary Campus
10801 Pembroke Road, Pembroke Pines, FL 33025
954-443-4800
954-443-4811 - Fax

West Elementary School
1680 SW 184th Avenue, Pembroke Pines, FL 33029
954-450-6990
954-443-4820

www.pinescharter.net

Our Vision

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

Central Elementary/Middle Campus
12300 Sheridan Street, Pembroke Pines, FL 33029
954-322-3300
954-322-3382 - Fax

West Middle School
18500 Pembroke Road, Pembroke Pines, FL 33029
954-443-4847
954-447-1691

Pembroke Pines Charter Elementary Schools Directory



Mr. Sean Chance
Principal

Central Campus

12350 Sheridan Street
Pembroke Pines, FL 33026
(954) 322-3330



Mrs. Jenny Iznaga
Assistant Principal



Mrs. Channale Augustin
Principal

East Campus

10801 Pembroke Road
Pembroke Pines FL 33025
(954) 443-4800



Dr. Maria Garcia
Assistant Principal



Dr. Lisa Libidinsky
Principal

FSU Campus

601 SW 172nd Avenue
Pembroke Pines, FL 33029
(954) 499-4244



Dr. Kimberly Pizzo
Assistant Principal



Mr. Michael Castellano
Principal

West Campus

1680 SW 184th Avenue
Pembroke Pines, FL 33029
(954) 450-6990



Mrs. JoAnna DiGioia
Assistant Principal

Our Vision

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

Our 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.

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Charting The Course



Frank C. Ortis, Mayor
 Larissa Chanzas, Commissioner
 Thomas Good, Jr., Commissioner
 Sean Chance, Central Campus Principal
 Lisa Libidinsky, FSU Campus Principal

Iris A. Siple, Vice-Mayor
 Jay D. Schwartz, Commissioner
 Charles F. Dodge, City Manager
 Channale Augustin, East Campus Principal
 Michael Castellano, West Campus principal

August 19, 2020

Dear Students and Parents and Guardians:

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.

Please feel free to call our school office if you have any concerns or questions.

Sincerely,

Sean Chance
Central Campus Principal

Channale Augustin
East Campus Principal

Lisa Libidinsky
FSU Campus Principal

Michael Castellano
West Campus Principal

Advisory Board Members

Central Campus

Elementary

Leanne Gill
Ron Osorio

Middle

Katrina Dawkins
Miguel Martinez

Tracey Balli - Alternate

East Campus

Alicia Crute
Edward Sylvester

West Campus

Elementary

TBA

Middle

TBA

FSU Campus

Reddick Walker – Chair
Judith Founds – Vice Chair
Angie Davis
Tanya Roman
Jill Ezzell
Aner Gonzalez
Ithel Jones
Beth Slaski
Lizette Estevez

Alysia Roehring - Alternate
Jeannine Turner - Alternate

These are the advisory meetings for the Central, West and East campuses.

The Pembroke Pines – Florida State University has a separate advisory board called the Professional Development Council. The first meeting date will be on September 22, 2020 at 6:00 p.m.

Date	Campus	Time
Tuesday, September 1, 2020	East Campus	6:00 p.m.
Tuesday, October 6, 2020	Central Campus	6:00 p.m.
Tuesday, November 10, 2020	West Campus	6:00 p.m.
Tuesday, December 1, 2020	East Campus	6:00 p.m.
Tuesday, January 5, 2021	Central Campus	6:00 p.m.
Tuesday, February 2, 2021	West Campus	6:00 p.m.
Tuesday, March 2, 2021	East Campus	6:00 p.m.
Tuesday, April 6, 2021	Central Campus	6:00 p.m.
Tuesday, May 4, 2021	West Campus	6:00 p.m.
Tuesday, June 1, 2021	East Campus	6:00 p.m.

Central Campus - 12350 Sheridan Street, Pembroke Pines, FL 33026

East Campus – 10801 Pembroke Road, Pembroke Pines, FL 33025

West Campus – 18500 Pembroke Road, Pembroke Pines, FL 33029

ELEMENTARY PTA EXECUTIVE BOARD

The joint PTA Board of the elementary campuses will meet before the advisory meetings at 5:00pm.

After the Pledge Songs



Month	Song
August-September	Star Spangled Banner
October-November	America (My Country Tis of Thee)
December-January	God Bless America
February-March	America the Beautiful
April-May	Grand Old Flag



For an accessible version of this calendar, visit browardschools.com/accessiblecalendar.

AUGUST				
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				

SEPTEMBER				
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		

OCTOBER				
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

NOVEMBER				
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				

DECEMBER				
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	

JANUARY				
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

FEBRUARY				
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

MARCH				
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		

APRIL				
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

MAY				
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				

JUNE				
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		

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

Hurricane makeup days in order of preference: 10/16/20, 1/7/21, 2/18/21, 3/18/21, 4/8/21, 6/9/21

* May 13 may be a no school for students day, depending on the testing schedule calendar.

Character Education



Character – The Core of Our Lives

October -Responsibility
November -Citizenship
December - Kindness
January - Respect
February - Honesty
March – Self-Control
April - Tolerance
May – Cooperation



Dear Parent(s),

As the beginning of the school year quickly approaches, we want to extend a warm welcome back to school and back to the café! Chartwells K-12 and Pembroke Pines Charter schools are eager to welcome you and your student back to the school café with new flavors, events, and food and wellness education that surely to inspire a healthy and fun 2020-2021 school year!

New Menus and Café Spaces

Chartwells K12 chefs and dietitians have been hard at work testing and developing a fresh, new menu for the coming school year designed specifically for Pembroke Pines Charter students that includes a wide variety of healthy and delicious options. These menus were created using student input from surveys, tastings and everyday conversations as well as local food trends, flavors and produce. The new menu includes:

- Nashville Hot Sandwich (The Student Choice Winner!)
- Patty Melt Sandwich (A Survey Standout)
- Breaded Chicken Legs (Rivals KFC, but it's baked not fried!)



Mobile Menus are in Your Hands

We are really excited to continue to put the power of the school menu, nutrition and allergen information right to the palm of your hand via Nutrislice! In addition to nutrition information, Nutrislice tells the café menu story with real photos taken by Chartwells chefs in schools, full menu descriptions as well as café event information, nutrition education and food stories helping students connect the foods they eat in the café to its origins and health benefits.

Nutrislice is available online through smartphones the web! Download the free Nutrislice App from the App Store (iOS) or Google Play (Android) and search for your menus or find them on the web:

<http://pinescharter.nutrislice.com/>

Food & Nutrition Education:

Throughout the year, students will have the opportunity to learn about their food and healthier food options through fun and engaging activities that we have planned in the school cafeteria. Through our Discovery Kitchen: Powered by Simply Good food and nutrition education program, brought to the café by Chartwells chefs and dietitians, students will learn about healthier meal options, especially ones with fruits, vegetables, whole grains and lean proteins. In addition, students will have the opportunity to meet and engage with real Chartwells chefs through fun, exciting culinary demonstrations and new food samplings. We will feature a variety of themes and events - look for more information on these special events coming soon.

We are looking forward to an exciting new year!

Warm Regards,

Javier Diaz

Foodservice Director
Chartwells K-12



nutrislice



Early Release Schedule

Pembroke Pines Charter Elementary and Middle Schools will be dismissing their students at 12:45 p.m. on early release days so that teachers can attend educational workshops.

- Friday, October 16, 2020 - Dismissal at 12:45 p.m.
- Thursday, January 7, 2020 - Dismissal at 12:45 p.m.
- Thursday, February 18, 2021 - Dismissal at 12:45 p.m.
- Thursday, March 18, 2021 - Dismissal at 12:45 p.m.
- Thursday, April 8, 2021- Dismissal at 12:45 p.m.
- Wednesday, June 9, 2021 – Dismissal at 12:45 p.m.
-

Your continued cooperation and assistance is greatly appreciated. If you have any questions or concerns, feel free to call the school.

Field Trips

The City of Pembroke Pines Charter Elementary and Middle Schools believe that field trips can be an important part of the learning process and should be tied to the curriculum as appropriate. Each teacher is eligible to sponsor a field trip with the approval of their principal. Throughout the school year, efforts are made to communicate which field trips are planned at each campus as a part of the curricular meetings held by the team leaders (elementary), department heads (middle), curriculum specialists, and administrators.

Our schools generally follow the School Board of Broward County, Florida policy on field trips (Policy 6303). An important change is that our field trips are governed by the policies and procedures of the City of Pembroke Pines rather than the district. All field trip contracts are reviewed and approved by the City Attorney.

Every effort is made to ensure student safety while on a field trip. Teachers acting as chaperones are instructed on how to contact their school administrator in case of an emergency. In an emergency, teacher chaperones are instructed to follow the procedures and directives of the local authorities.



Mayor and City Commissioners

City Manager



Assistant City Manager

Parent Advisory



Principals



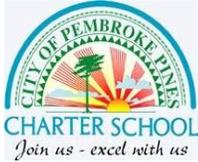
Assistant Principals



Faculty/Staff



Parents



Charting The Course

Dear Parent/Guardian:

Children need healthy meals to learn. The City of Pembroke Pines Charter School System offers healthy meals every school day. Breakfast costs \$1.10 for Elementary, \$1.20 for Middle and \$1.75 for High School; lunch costs \$2.70 for Elementary, \$3.05 for Middle and \$3.20 for High School. Your children may qualify for free meals or for reduced price meals. Reduced price is \$0.30 for breakfast and \$0.40 for lunch. Below are some common questions and answers to aid in the process of determining your child's eligibility.

1. HOW DO I APPLY? You can complete a Free and Reduced Price School Meals Application "F&R Application" online by going directly to <https://frapps.horizonsolana.com/PEMP01> or by going to the PinesCharter.net website (Click on the Families & Community Header → Food Services → "2019-2020 F&R Application online").
2. DO I NEED TO FILL OUT AN APPLICATION FOR EACH CHILD? No. *Use one Free and Reduced-Price School Meals Application for all students in your household.* We cannot approve an application that is not complete, so be sure to fill out all required information.
3. WHO CAN GET FREE MEALS? All children in households receiving benefits from FL SNAP, the Food Distribution Program on Indian Reservations (FDPIR) or FL TANF, can get free meals regardless of your income. Also, your children can get free meals if your household's gross income is within the free limits on the Federal Income Eligibility Guidelines.



If you have received a NOTICE OF DIRECT CERTIFICATION for free meals for School Year 2019-20, **do not** complete the application. But **do** let the school know if any children in your household are not listed on the **Notice of Direct Certification** letter you received.

4. CAN FOSTER CHILDREN GET FREE MEALS? Yes, foster children that are under the legal responsibility of a foster care agency or court, are eligible for free meals.
5. CAN HOMELESS, RUNAWAY, HEAD START AND MIGRANT CHILDREN GET FREE MEALS? Yes, children who meet the definition of homeless, runaway, or migrant are eligible for free meals. If you believe children in your household meet these descriptions and haven't been told your children will get free meals, please call or e-mail ANNETTE TORRY AT 754-321-1400 FOR MIGRANT STUDENTS, NAN BUSJIT AT 754-321-1557 FOR FOSTER STUDENTS, and CAROLE MITCHELL or MEIBYS MILIAN AT 754-321-1566 FOR HOMELESS/RUNAWAY STUDENTS to see if they qualify.
6. WHO CAN GET REDUCED PRICE MEALS? Your children can get reduced price meals if your household income is within the reduced-price limits on the Federal Eligibility Income Chart, shown on this application.
7. SHOULD I FILL OUT AN APPLICATION IF I RECEIVED A LETTER THIS SCHOOL YEAR SAYING MY CHILDREN ARE APPROVED FOR FREE MEALS? No, but please read the letter you got carefully and follow the instructions. Call the school's front office if you have questions.
8. MY CHILD'S APPLICATION WAS APPROVED LAST YEAR. DO I NEED TO FILL OUT A NEW ONE? Yes. Your child's application is only good for that school year and for the first few days of this school year. You must send in a new application unless the school told you that your child is eligible for the new school year.
9. I GET WIC. CAN MY CHILDREN GET FREE MEALS? Children in households participating in WIC may be eligible for free or reduced-price meals. Please send in an application.
10. WILL THE INFORMATION I GIVE BE CHECKED? Yes and we may also ask you to send written proof.
11. IF I DON'T QUALIFY NOW, MAY I APPLY LATER? Yes, you may apply at any time during the school year. For example, children with a parent or guardian who becomes unemployed may become eligible for free and reduced-price meals if the household income drops below the income limit.
12. WHAT IF I DISAGREE WITH THE SCHOOL'S DECISION ABOUT MY APPLICATION? You should talk to school officials. You also may ask for a hearing by calling or writing to: Mark Gomes, 8300 South Palm Drive, Pembroke Pines, FL 33025, (954) 518-9020, mgomes@ppines.com.
13. MAY I APPLY IF SOMEONE IN MY HOUSEHOLD IS NOT A U.S. CITIZEN? Yes. You or your children do not have to be U.S. citizens to qualify for free or reduced-price meals.

14. WHO SHOULD I INCLUDE AS MEMBERS OF MY HOUSEHOLD? You must include all people living in your household, related or not (such as grandparents, other relatives, or friends) who share income and expenses. You must include yourself and all children living with you. If you live with other people who are economically independent (for example, people who you do not support, who do not share income with you or your children, and who pay a pro-rated share of expenses), do not include them.
15. WHAT IF MY INCOME IS NOT ALWAYS THE SAME? List the amount that you normally receive. For example, if you normally make \$1000 each month, but you missed some work last month and only made \$900, put down that you made \$1000 per month. If you normally get overtime, include it, but do not include it if you only work overtime sometimes. If you have lost a job or had your hours or wages reduced, use your current income.
16. WE ARE IN THE MILITARY. DO WE INCLUDE OUR HOUSING ALLOWANCE AS INCOME? If you get an off-base housing allowance, it must be included as income. However, if your housing is part of the Military Housing Privatization Initiative, do not include your housing allowance as income.
17. MY SPOUSE IS DEPLOYED TO A COMBAT ZONE. IS HER COMBAT PAY COUNTED AS INCOME? No, if the combat pay is received in addition to her basic pay because of her deployment and it wasn't received before she was deployed, combat pay is not counted as income. Contact your child's school for more information.
18. MY FAMILY NEEDS MORE HELP. ARE THERE OTHER PROGRAMS WE MIGHT APPLY FOR? To find out how to apply for Florida SNAP or other assistance benefits, contact your local assistance office or call 1-866-762-2237.

If you have other questions or need help, call:

Central Elementary:	Robin Walsh, 12350 Sheridan Street Pembroke Pines, Florida 33026, 954-322-3300.
Central Middle:	Robin Walsh, 12350 Sheridan Street Pembroke Pines, Florida 33026, 954-322-3300.
East Elementary:	Yesenia Rivero, 10801 Pembroke Road, Pembroke Pines, FL 33025, 954-443-4800.
FSU Elementary:	Luz Wittingham, 601 SW 172nd Avenue, Pembroke Pines, FL 33029, 954-499-4244.
Academic Village:	Dayana Hidalgo-Gato, 17189 Sheridan Street, Pembroke Pines, Florida 33331, 954-538-3700.
West Elementary:	Monica Gomez, 1680 SW 184th Avenue, Pembroke Pines, Florida 33029, 954-450-6990.
West Middle:	Kerry Clemmensen, 18501 Pembroke Road, Pembroke Pines, FL 33029, 954-443-4847.

Sincerely,

Jonathan Bonilla

In accordance with Federal civil rights law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, the USDA, its Agencies, offices, and employees, and institutions participating in or administering USDA programs are prohibited from discriminating based on race, color, national origin, sex, disability, age, or reprisal or retaliation for prior civil rights activity in any program or activity conducted or funded by USDA.

Persons with disabilities who require alternative means of communication for program information (e.g. Braille, large print, audiotape, American Sign Language, etc.), should contact the Agency (State or local) where they applied for benefits. Individuals who are deaf, hard of hearing or have speech disabilities may contact USDA through the Federal Relay Service at (800) 877-8339. Additionally, program information may be made available in languages other than English.

To file a program complaint of discrimination, complete the USDA Program Discrimination Complaint Form, (AD-3027) found online at:

http://www.ascr.usda.gov/complaint_filing_cust.html, and at any USDA office, or write a letter addressed to USDA and provide in the letter all of the information requested in the form. To request a copy of the complaint form, call (866) 632-9992. Submit your completed form or letter to USDA by:

mail: U.S. Department of Agriculture, Office of the Assistant Secretary for Civil Rights 1400 Independence Avenue, SW, Washington, D.C. 20250-9410
 fax: (202) 690-7442; or email: program.intake@usda.gov.

This institution is an equal opportunity provider.



WHAT IS THE ELEMENTARY SCHOOL COUNSELING AND GUIDANCE PROGRAM?

The elementary school counseling and guidance program is a part of the total school program and complements learning in the classroom. It is child-centered, preventive, and developmental. The program encourages students' social, emotional, and personal growth at each stage of their development. The elementary school counselor also conducts guidance lessons; consults with parents, teachers, and other professionals; and coordinates student services in the school. This counseling and guidance program provides elementary students with assistance in:

- Understanding self and developing a positive self-image.
- Showing respect for the feelings of others.
- Understanding the decision-making process.
- Developing effective study skills.
- Maintaining effective relationships with peers and adults.
- Being prepared to make the transition to the intermediate school.
- Gaining an understanding of the world of work.

WHAT ARE THE QUALIFICATIONS OF THE ELEMENTARY SCHOOL COUNSELOR?

A Master's Degree & Florida state certification as an elementary school guidance counselor.
Special preparation in the following areas:

- child growth and development
- individual counseling skills
- group counseling and guidance skills
- communication skills
- elements of career development
- educational and psychological measurement
- theory and practice of counseling including exceptional and culturally diverse children
- philosophy and principles of guidance
- research and evaluation
- elementary school guidance

HOW DOES THE ELEMENTARY SCHOOL COUNSELOR WORK?

Counseling is conducted with students and parents individually and in small groups when requested and determined appropriate. It is short-term, voluntary, and confidential. Parental permission is obtained prior to any extended individual or group counseling. Students are seen by the counselor when:

- Parents request and indicate a need and desire that the counselor meet with their children.
- Students request counseling.
- Teachers, administrators, or other school staff refers the student.

Parents are informed of counseling groups for children and adults. Groups counseling sessions for children focus on building self-esteem, learning how to make or keep friends, developing good study habits, improving communication skills, preparing for the intermediate school, and coping with changing family situations. Topics for parent groups include child-rearing concerns, child development, and methods parents may use to help children experience healthy development and success in school.

WHAT ARE BENEFITS FOR STUDENTS?

The elementary school counselor works directly with students in individual and group counseling sessions as well as in classroom guidance lessons so students may:

- Be successful in school.
- Establish effective study skills.
- Adjust to a new school.
- Develop positive feelings about work, family, and society.
- Build positive feelings towards self and others.
- Develop skills in interacting and communicating with others.
- Cope with change in themselves and their surroundings.
- Identify and accept their own and others' strengths and weaknesses.
- Recognize the causes and effects of their actions.
- Become responsible for their own behavior.
- Receive crisis intervention when necessary.

The guidance counselor helps students become motivated learners and encourages them to discuss concerns with their parents. When students work through their social and emotional issues, with the help of their parents and the counselor, they are able to devote attention and energy to the intellectual tasks at school.

WHAT ARE THE BENEFITS FOR PARENTS?

The elementary school guidance counselor works with parents through individual consultation, joint consultation with the children's teachers, and parent discussion groups. In these ways the counselor assists parents to:

Understand their children's progress in school.

- Select strategies to motivate their children.
- Develop realistic goals with their children.
- Become actively involved in their children's school life.
- Understand the educational program K-12.

The counselor may lead parent education and discussion groups and serve as a resource when parents study or discuss child-related issues.

The counselor consults with parents to identify students with special abilities and/or needs. In this capacity the counselor helps parents understand the services available from other school staff such as the school psychologist, social worker, and resource teachers. The counselor helps parents find other professionals within the school system or within the larger community when extra support is needed.

WHAT ARE THE BENEFITS FOR THE SCHOOL STAFF?

The elementary school guidance counselor is an integral part of the total elementary school program. The counselor observes children; consults with teachers, psychologists, and social workers; gathers and provides resources; conducts classroom guidance lessons; collaborates on classroom intervention; conducts joint parent conferences; reviews and interprets school records; and serves on committees that plan for the individual needs of specific children.

The elementary school guidance counselor helps teachers by:

- Consulting with them concerning children.
- Planning small group and classroom activities to meet specific needs of students.
- Gathering and sharing resources.
- Observing children in the classroom or on the playground.
- Conferencing with parents.
- Reviewing student records and discussing their implications with the teachers and/or parents.
- Coordinating staff efforts to work with individual students.
- Promoting a positive school climate.
- Explaining the academic program K-12.

The elementary school counselor is a vital resource for the school staff. He or she coordinates and helps implement the staff's efforts to meet the needs of students individually, in small groups of students, and in entire classrooms.

Medication Administration

School Board policy states that schools may not give any medication(s) to children during school hours unless a Authorization Medication/Treatment Form is completed by the health care provider and the parent. 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 (12) 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 given right before and right after school rather than during school hours.

Medications given at school must be provided in current original containers with original pharmacy labels. Have the pharmacy fill your prescription in two (2) labeled containers so 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. Medication(s) must be brought to school by an adult.

THE SCHOOL BOARD OF BROWARD COUNTY, FLORIDA
COORDINATED STUDENT HEALTH SERVICES
 Phone 754-321-1575 Fax 754-321-1692

Diabetes Medication/Treatment Authorization Form

Student's Name: _____ Date of Birth: _____ Date: _____
 School Name: _____ Grade _____ Homeroom _____

CONTACT INFORMATION

Parent/Guardian #1: _____ Phone Number _____
 Parent/Guardian #2: _____ Phone Number _____
 Emergency Contact: _____ Relationship: _____ Phone Number: _____
 Physician/Healthcare Providers: _____ Phone Number _____ Fax Number _____

Date of Diagnosis: _____ Diabetes Type 1 Type 2

BLOOD GLUCOSE MONITORING: At school: Yes No Type of Meter: _____

Student has been trained by Healthcare Professional Yes No Needs supervision: Yes No Independent

Time to be performed: Before breakfast Before PE/Activity Time
 Mid-morning (before snack) After PE/Activity Time
 Before lunch Mid-afternoon
 Dismissal Dinner
 As needed for signs/symptoms of low/high blood glucose

Place to be performed: Clinic/Health Room Classroom Other Bus, Field Trips and Day Trips

CONTINUOUS BLOOD GLUCOSE MONITOR (CGM) Yes No Brand/model _____

Alarms set for High Low Ok to use CGM result for insulin coverage

Recheck CGM result if blood sugar is greater than _____ or less than _____ *Note: **Only confirm CGM results with finger stick if ordered by healthcare provider.*

Target range for blood glucose (if applicable) mg/dL to mg/dL N/A

INSULIN ADMINISTRATION DURING SCHOOL: Yes No

Student has been trained by Healthcare Professional Yes No Needs supervision: Yes No Independent Yes No

Insulin Delivery: Syringe/Vial Pen Pump (if pump worn, use "Student With Insulin Pump" section)
 InPen (student may self-carry) Ok to use InPen for insulin coverage Yes No

Standard daily insulin at school: Yes No Type: _____ Dose: _____ Time to be given: _____

Mealtime: Insulin/Carbohydrate Ratio + Blood Glucose Correction OR Sliding Scale = Total Insulin dose

Insulin/Carbohydrate Ratio Insulin: Humalog Novolog Apidra Flasp Admelog Other _____

Breakfast _____ # unit(s) per _____ grams of carbohydrates **Ex: 1. ICR is 1 unit of insulin per 15 grams of carbs. Total meal carbs are 60 grams. 60 % 15= 4 units of insulin**

Lunch _____ #unit(s) per _____ grams of carbohydrates

Snacks _____ #unit(s) per _____ grams of carbohydrates **2. Blood Glucose Correction Ex: 200 - 150 % 50 =1 unit**

Dinner _____ #unit(s) per _____ grams of carbohydrates **3. ** Total Insulin Dose is 5 units for the meal ****

Blood Glucose Correction: Blood Glucose Minus _____ Divided By _____ Equals # Unit (s) Of Insulin

Correction dose of Insulin for High Blood Glucose: (*OUTSIDE OF MEALTIMES***)** Yes No

BLOOD GLUCOSE MINUS _____ DIVIDED BY _____ EQUALS # UNIT(S) OF INSULIN

This form is in effect for all school related activities including field trips. Overnight field trips will require a revision form completed and signed by the healthcare provider. Please do not edit or remove information from original format per Broward County Public Schools.
 Revised June 2020

OR

Sliding Scale

Blood sugar: _____ to _____ Insulin Dose: _____

Insulin correction dose for blood glucose greater than _____ mg/dl and at least _____ hours since last insulin dose.

****If a blood sugar correction is administered _____ hour(s) prior to lunch only administer insulin to cover carbohydrates****

If the insulin dose is 0.5 should insulin dose be rounded: Up OR Down to the nearest whole number?

Example: Insulin calculated dose is 4.5 units should trained personnel round down to 4 or up to 5?

STUDENT WITH INSULIN PUMP

Brand/Model of pump: _____

Type of infusion set: _____

Type of Insulin in pump:

Basal rates during school:

Student to receive insulin bolus for carbohydrate intake

prior to mealtime

<u>Student's self-care pump skills:</u>	<u>Independent?</u>	<u>Student's self-care pump skills:</u>	<u>Independent?</u>
Count carbohydrates	<input type="checkbox"/> Yes <input type="checkbox"/> No	Disconnect pump	<input type="checkbox"/> Yes <input type="checkbox"/> No
Bolus correct amount for carbohydrates consumed	<input type="checkbox"/> Yes <input type="checkbox"/> No	Reconnect pump to infusion set	<input type="checkbox"/> Yes <input type="checkbox"/> No
Calculate and administer correction bolus	<input type="checkbox"/> Yes <input type="checkbox"/> No	Prepare reservoir and tubing	<input type="checkbox"/> Yes <input type="checkbox"/> No
Calculate and set a temporary basal rate	<input type="checkbox"/> Yes <input type="checkbox"/> No	Insert infusion set	<input type="checkbox"/> Yes <input type="checkbox"/> No
Change batteries	<input type="checkbox"/> Yes <input type="checkbox"/> No	Troubleshooting alarms and malfunctions	<input type="checkbox"/> Yes <input type="checkbox"/> No

*****For pump failure please refer to insulin administration orders and call parents*****

Comments/Special Instructions:

Please fax log to Dr. _____ at Fax: _____ at the end of each weekly monthly.

Thank You!

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THE SCHOOL BOARD OF BROWARD COUNTY, FLORIDA
COORDINATED STUDENT HEALTH SERVICES
 Phone 754-321-1575 Fax 754-321-1692
Diabetes Medication/Treatment Revision Form

Dose change Overnight field trips

Student's Name: _____ Grade: _____ Date of Birth: _____ Date: _____
 School Name: _____ School Number: _____ School Fax: _____
 Parent(s) Name and Contact Information: _____

INSULIN ADMINISTRATION DURING SCHOOL: Yes No
 Student has been trained by Healthcare Professional Yes No Needs supervision: Yes No Independent
 Insulin Delivery: Syringe/Vial Pen Pump (if pump worn, use "Insulin Pump Medication/Treatment Plan")
 InPen Ok to use InPen for insulin coverage Yes No
 Standard daily long-acting insulin: Yes No Type: _____ Dose: _____ Time to be given: _____

Insulin/Carbohydrate Ratio + Blood Glucose Correction OR sliding scale = Total Insulin dose
Insulin/Carbohydrate ratio: Insulin: Humalog Novolog Apidra Other _____
 Breakfast _____ # unit(s) per _____ grams of carbohydrates
 Lunch _____ #unit(s) per _____ grams of carbohydrates
 Snacks _____ #unit(s) per _____ grams of carbohydrates
 Dinner _____ #unit(s) per _____ grams of carbohydrates

Blood Glucose Correction:
 BLOOD GLUCOSE MINUS _____ DIVIDED BY _____ EQUALS # UNIT(S) OF INSULIN OR

Sliding Scale
 Blood sugar: _____ Insulin Dose: _____
 Blood sugar: _____ Insulin Dose: _____
 Blood sugar: _____ Insulin Dose: _____
 Blood sugar: _____ Insulin Dose: _____

Correction dose of Insulin for High Blood Glucose: Yes No (**OUTSIDE OF MEAL TIMES**)

Blood Glucose Correction
 BLOOD GLUCOSE MINUS _____ DIVIDED BY _____ EQUALS # UNIT(S) OF INSULIN
 Insulin correction dose for blood glucose greater than _____ mg/dl and at least _____ hours since last insulin dose.

PHYSICIAN AUTHORIZATION:
 Physician's Name (PLEASE PRINT / STAMP) _____ Signature _____ Date _____
 Address: _____ Telephone: _____ Fax: _____

Parent Name: _____ Parent Signature: _____ Date _____

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THE SCHOOL BOARD OF BROWARD COUNTY, FLORIDA
COORDINATED STUDENT HEALTH SERVICES
 Phone 754-321-1575 Fax 754-321-1692

DIABETES EMERGENCY CARE PLAN

LOW BLOOD SUGAR (HYPOGLYCEMIA)	
IF STUDENT EXHIBITS ANY OF THE FOLLOWING:	DO THESE:
Change in personality, behavior Pallor Weak, shaky or dizzy including staggering walk Tired, drowsy or fatigue Headache Rapid heart rate Nausea, vomiting or loss of appetite Clammy or sweating Blurred vision Inattention or confusion Slurred speech Loss of consciousness/seizures	Check blood glucose level If blood glucose level below 70 <ul style="list-style-type: none"> Give 15 grams of carbohydrates such as 3-4 glucose tablets, 4 ounces of juice or glucose gel Recheck blood glucose 15 minutes after treatment Repeat above treatment if blood glucose has not increased by 15 points If blood glucose is not above 70 mg after second treatment NOTIFY PARENT AND CALL 911 IF STUDENT IS SYMPTOMATIC Follow treatment with snack of 15-20 grams of complex carbohydrates IF more than 1 hour till next meal/snack or if going to an activity (i.e. P.E. or recess) Child should not exercise if blood glucose level is BELOW 70mg/dL.
IF CHILD IS UNCONSCIOUS OR HAVING A SEIZURE	CALL 911 IMMEDIATELY AND NOTIFY PARENT/GUARDIAN Glucagon administration by trained personnel only (if ordered and provided by parent): Route: <input type="checkbox"/> SQ <input type="checkbox"/> IM <input type="checkbox"/> Intranasal Dose: <input type="checkbox"/> 1/2 mg <input type="checkbox"/> 1mg <input type="checkbox"/> 3mg OR Glucose gel 1 tube may be administered inside cheek and massaged from outside while waiting for help to arrive or during administration of Glucagon Student should be turned on his/her side and maintained in the "recovery" position until fully awake.
HIGH BLOOD SUGAR (HYPERGLYCEMIA)	
IF STUDENT EXHIBITS ANY OF THE FOLLOWING:	DO THESE:
Increased thirst, urination, appetite Tired/drowsy Blurred vision Warm, dry, or flushed skin Nausea/Vomiting	If blood glucose is between 250 mg/dL and 300mg/dL <ul style="list-style-type: none"> Drink 8-16 ounces of water as tolerated Administer insulin as ordered Check ketones if ordered Blood sugar should be repeated after 30-60 minutes to ensure downward trend If student is asymptomatic, contact parent (as requested) and continue to monitor as per healthcare provider orders. If blood glucose is above 300 mg/dL ALSO: <ul style="list-style-type: none"> Check urine ketones (If ketones are present, CALL PARENT IMMEDIATELY) Administer insulin as ordered If student exhibits nausea, vomiting, stomachache, lethargy, or any other abnormal symptoms contact parent/healthcare provider immediately. If student is asymptomatic and NO ketones are present student may return to class Continue to monitor as per healthcare providers orders

A copy of this plan will be kept in the school office and copies will be given to the school administrative staff. Teachers will be notified if a student has a plan on file in the office. The following staff members have been trained to deal with an emergency, and initiate the appropriate procedures as described above. See attached sheet for additional names:

- | | |
|----------|----------|
| 1. _____ | 2. _____ |
| 3. _____ | 4. _____ |

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PHYSICIAN AUTHORIZATION:

Student Name : _____ **School Name:** _____

Physician's Name (PLEASE PRINT/STAMP) _____ **Signature** _____ **Date** _____

Address: _____ **Telephone:** _____

Fax: _____

PARENT/ GUARDIAN PERMISSION: I understand that:

- This *Diabetes Medication/Treatment Authorization Form* is valid for one full year from the date signed by the healthcare provider.
- Any changes in the medication, dosage, or frequency of treatment will require a signed *Diabetes Medication/Treatment Revision Form* to be completed by healthcare provider
- Medications/equipment must be in original container and labeled to match healthcare provider order for use in school
- The parent/guardian is responsible for providing medication(s) and supplies as needed
- The parent will utilize the posted lunch menu to guide meal planning and carbohydrate counting with student

I grant the licensed nurse or health support technician permission to assist with or perform the administration of each prescribed medication, including insulin either by injection or pump, and treatments/procedures for my child during their school day. This includes when he/she is away from school property for official school events. I have reviewed, understand and agree with the medications/treatments prescribed by the healthcare provider on this form. It is my responsibility to notify the school if there is a change in the medication/treatment plan prior to its expiration date.

Parent/Guardian Signature: _____ **Date:** _____

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Revised June 2020

THE SCHOOL BOARD OF BROWARD COUNTY, FLORIDA

Coordinated Student Health Services • 1400 NW 14th Court, Ft. Lauderdale, FL 33311 • (754) 321-1575

**Authorization for Medication/Treatment
Prescription or Over-the-Counter (OTC) Medication Form**

PART I TO BE COMPLETED BY PARENT/GUARDIAN

I grant the principal or his/her designee the permission to assist or perform the administration of each medication to or for my child during the school day, including when he/she is away from school property for official school events. If my child has been authorized by his/her physician to self-administer their medication(s), I grant permission for my child to self-administer their medication at school and when they are away from school property for official school events. If my child is unable to self-administer their medication, I give permission for the principal/designee to perform the administration of the prescribed medication. I give permission to contact the physician/provider prescribing this medication(s) to clarify information provided on the authorization should the need arise.

Student Name _____ Date of Birth _____ Grade _____

School _____

Parent/Guardian Signature _____ Phone # _____ Date: _____

PART II TO BE COMPLETED BY PHYSICIAN/PROVIDER

Allergies: _____

Diagnosis: _____

MEDICATION	STRENGTH	DOSAGE	TIME(S) TO BE GIVEN	ROUTE	SIDE EFFECTS

Please check the appropriate box:

- I believe that this student has received adequate information on how and when to use their medication and they can use it properly.
- The student is to carry the medication on their person with the principal's knowledge. (An additional supply, to be used as backup may be kept in the school health room or other approved locations)
- The medication will be kept in the school health room.

Please list any limitations/precautions that should be considered: _____

Physician's Name (Print) _____ Physician's Signature _____

Physician's Telephone # _____ Physician's Fax # _____

Date Completed _____

PART III TO BE COMPLETED BY SCHOOL HEALTHNURSE/DESIGNEE

Check as appropriate:

- Parts I and II are completed in entirety, including signatures.
- Prescription medication is properly labeled by pharmacist.
- Medication authorization and medication label are consistent and pharmacy label is **NOT** expired.
- Over-the-counter medication is in an original container with the manufacturer's dosage and label, labeled with student's name and safety seal is intact
- Medication has been signed into clinic by parent and counted with school staff member.

School Designee/Healthcare Personnel (Print)

School Designee/Healthcare Personnel (Signature)

Date

THE SCHOOL BOARD OF BROWARD COUNTY, FLORIDA
 Coordinated Student Health Services • 1400 NW 14th Court, Ft. Lauderdale, FL 33311 • (754) 321-1575

**Authorization for Medication/Treatment
 Respiratory Form**

PART I TO BE COMPLETED BY PARENT/GUARDIAN

I grant the principal or his / her designee the permission to assist or perform the administration of each treatment/procedure to or for my child during the school day, including when he/she is away from school property for official school events. I give permission to contact the physician/health care provider prescribing this medication(s) to clarify information provided on the authorization should the need arise. *NOTE: School personnel may administer only treatments authorized by a physician/healthcare provider. It is the parent/guardian's responsibility to notify the school when there is a change in treatment regimen.*

School _____
 Student Name _____ Date of Birth _____ Grade _____
 Parent/Guardian Signature _____ Phone # _____ Date: _____

PART II TO BE COMPLETED BY PHYSICIAN/PROVIDER

This section is to be completed by the physician when specific nurse/trained personnel expertise is needed to administer medications and/or treatments to students within the school day. When applicable, a review of this order will be conducted by the Individualized Education Plan (IEP) team for determination of support and services to be provided to this student.

Diagnosis:	Allergies:
<input type="checkbox"/> Artificial Airway Type: _____ Size: _____	<input type="checkbox"/> Oxygen Oxygen delivered via: <input type="checkbox"/> Nasal Cannula <input type="checkbox"/> Face Mask Oxygen Flow Rate: _____ Liters Per Minute (LPM)
<input type="checkbox"/> Ventilator Type: _____ Model: _____ Pressure Support: _____ Pressure/EPAP: _____ Tidal Volume: _____ Respiratory Rate: _____ FIO2/LPM: _____ PEEP/EPAP: _____ Inspiratory Rate: _____ Low Minute Volume: _____ High Pressure: _____ Low Pressure: _____	<input type="checkbox"/> Pulse Oximeter Monitoring Frequency: _____ Keep Oxygen saturations above _____ % <input type="checkbox"/> CPT Frequency: _____
<input type="checkbox"/> Suctioning <input type="checkbox"/> Oral/Nasal <input type="checkbox"/> Tracheostomy	<input type="checkbox"/> BiPAP/CPAP Settings: _____
<input type="checkbox"/> Nebulizer Please specify order: _____ As needed/Daily for _____ (Please circle one)	<input type="checkbox"/> Inhaler Please specify order: _____ As needed/Daily for _____ (Please circle one)

List any limitations/precautionary measures that should be considered; e.g. physical education, activity intolerance, outdoor activities, heat sensitivity, transporting, lifting, moving, special devices/equipment: _____

There are no extraordinary emergency medical services available at school. Since only CPR and first aid are available until 911 arrives, is this adequate for student survival? YES NO

IF "NO", specify: _____

Physician's Name (Print) _____ Physician's Signature _____
 Physician's Telephone # _____ Physician's Fax # _____
 Date Completed _____

Reading Block - 90 Minute

One of the goals of the Pembroke Pines Charter Schools is to provide students an education in an environment that is conducive to learning and free of distractions and interruptions. In accordance with the No Child Left Behind legislation, schools are mandated to provide a minimum of 90 minutes of uninterrupted reading instruction.

Please be advised that during the reading block, parent volunteers will be limited and require pre-approval from the teacher. The front office will be notified of all approved volunteers prior to the parent's arrival. Parents wishing to volunteer during the reading block will be required to check-in 10 minutes prior to the commencement of reading instruction. Your cooperation is greatly appreciated.



*"The more that you read the more things you will know.
The more you learn the more places you will go."
Dr. Seuss*

Student Conduct:

School staff, parents, and students are all responsible for creating a culture of positive behavior. Discuss with your child the student conduct information below:

Parents and students must follow the school district's Student Code of Conduct. A frequent form of misconduct is bullying.

What is bullying?

Unwanted and repeated written, verbal, or physical behavior, including any threatening, insulting, or dehumanizing gesture by an adult or student that is severe or pervasive enough to create an intimidating, hostile, or offensive educational environment, cause discomfort or humiliation, or unreasonably interfere with the individual's school performance or participation.

Where Does Most Bullying Occur?

As with most harmful behavior among children, in general bullying occurs wherever there is the least structure and adult supervision. Most incidents tend to occur on the playground, in bathrooms, in locker rooms, in cafeterias, in cyberspace, at bus stops, and in the school bus.

What Parents and Students Can Do?

Tips for Parents:

- ✓ Encourage your child to talk to you. Praise your child for positive communication and behavior.
- ✓ Provide/ensure adequate supervision.
- ✓ Teach your child to be assertive rather than aggressive or violent when confronted by a bully.
- ✓ Verify that consistent messages about rules and safety are practiced in your child's school and staff is trained in bullying prevention.
- ✓ Build a relationship with your child's teachers and administrators.

Tips for Students:

- Stay away from bullies.
- Tell an adult.
- Avoid bad situations.
- Make friends.
- If bullied, tell the bully to stop; then walk away.

Did you know that research shows that at least half of all bullying can be prevented?



Did you know that according to the National Mental Health and Education Center, direct, physical bullying increases in elementary school, peaks in middle school, and declines in high school?

Protecting Children from Sexual Offenders and Predators – Tips for Parents and Students:

Florida has the strongest laws in the country to protect its youthful citizens from being abducted. However, parents and children themselves are the first line of defense. Talk to your children about following these rules:

- Stay away from any unfamiliar person who is trying to trick you or force you to go with him or her.
- Let your parents and other trusted adults know about any suspicious persons or situations.
- Learn to describe people and vehicles.
- Know where to run and how to forcibly resist capture.
- Scream to be seen and to scare a stranger away.
- Stay with a buddy, a group, or parents at the bus stop.
- Report anyone hanging around or passing by regularly.
- Accept a ride only from someone approved by the school.
- Walk or bike only along a route that your parents or the school has determined is safe.
- Lock the door and never tell callers you are home alone.



For More Information:

If you want more information on staying safe between home and school, check out these websites:

Offices of School Transportation Management
<http://www.fldoe.org/transportation> & Safe Schools
<http://www.firm.edu/doe/besss/sdfs.html>

Safe Kids USA
<http://www.usa.safekids.org/>

National Center for Missing and Exploited Children
www.missingkids.com
1-800-LOST (843-5678)

Missing Children Information Clearinghouse
www.fdle.state.fl.us
1-888-FL-MISSING (356-4774)

Florida Department of
Transportation Pedestrian/Bicycle Safety Program
http://www.dot.state.fl.us/Safety/ped_bike/ped_bike.htm

Safe Routes to School Florida
www.srtsof.org

Community Traffic Safety Teams (CTSTs)
<http://www.dot.state.fl.us/safety/CTST/CTST.htm>

Florida Department of Highway Safety and Motor Vehicles
(FDHSMV: licensing and teen drivers)
www.fhsmv.state.fl.us

Bullying Prevention
www.stopbullyingnow.org

Centers for Disease Control & Prevention
<http://www.cdc.gov/nccdphp/dnpa/kidswalk/>

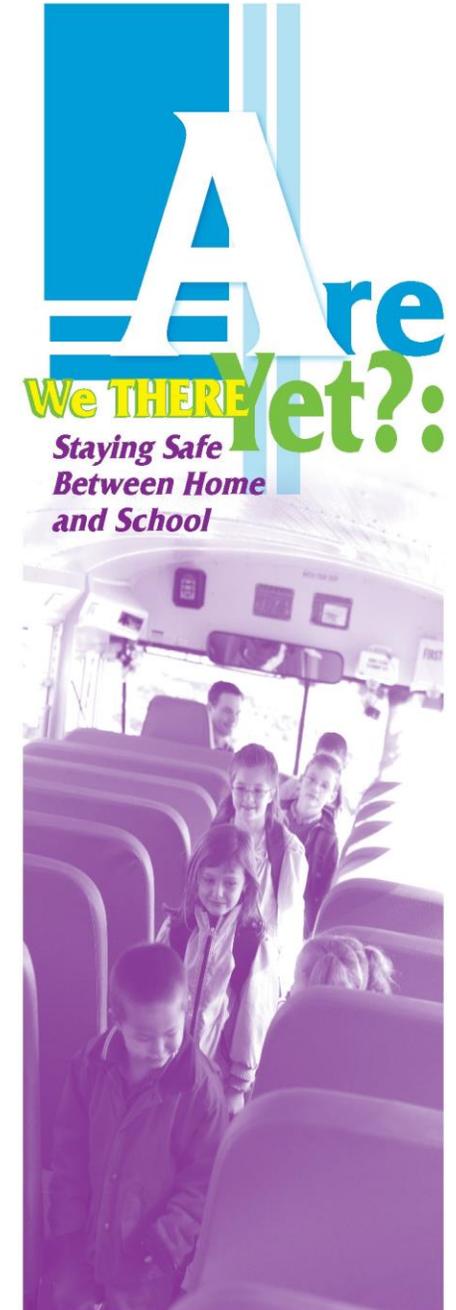
National Highway Traffic Safety Administration
<http://www.nhtsa.dot.gov/>

The Florida Department of Education and Florida's school districts are committed to the safety of Florida's students and schools. Students often walk, bike, or ride to and from school or the bus stop on their own or with parents, guardians, or others. This brochure offers important tips to parents, guardians, and students on how to stay safe, especially when the students are not with school officials who can help protect them. Please discuss these important tips with your children.



Florida Department of Education
Office of School Transportation Management
Office of Safe Schools

This information is designed to assist school districts in complying with requirements to provide safety information to parents, guardians, and students (Rule 6A-3.0121, Florida Administrative Code).



Tips for School Bus Riders:

School officials, bus operators, parents, and students themselves are all responsible for ensuring that school bus riders follow these safety tips:

At the bus stop:

- Students and parents are responsible for safety and proper student behavior going to and from the stop and while waiting for the bus.
- Students must stand off the roadway while waiting.
- Students must respect other people's property.
- Students must not push, shove, or engage in horseplay.
- Parents should supervise children at the stop if possible.
- Students must arrive at the bus stop at least five minutes prior to the scheduled pickup time.
- Students must wait for and get off the bus only at approved stop locations.

During loading and unloading:

- Always stay away from the 12 foot "danger zone" around the bus, except when you are directed by the driver to get on or off the bus.
- NEVER pick up an object that you drop under or near the bus. Ask the driver for help.
- Always be sure the driver can see you.
- Make sure clothing and backpacks have no loose drawstrings or long straps that could catch in the handrail or bus door.
- When you see the bus coming, stand at the stop and wait for the bus to come to a complete stop.
- Always wait for the driver to signal that it is safe to cross the road and/or load into the bus.
- When crossing a traffic lane, always look left, right, then left again; cross only if approaching traffic has stopped.
- Never walk behind the bus.
- Only board your assigned bus, unless other arrangements are approved by your school.



During the bus ride:

- Always follow the driver's directions.
- Never distract the driver from driving unless there is immediate danger to you or others.
- Remain seated and keep the aisles clear.
- Eating, drinking, and chewing gum are prohibited.
- Never bring unsafe or unauthorized items into the bus.
- Always wear your seat belt when one is available.
- Always keep your arms, legs, and head inside the bus.
- Always show respect for your fellow students.
- Keep conversation at a reasonable level and remain quiet at railroad crossings. The Student Code of Conduct applies in the bus as well as in the classroom.

Did you know that the familiar yellow school bus is the safest way to and from school? Each year approximately 800 school-age children are killed in the United States during school transportation hours while walking, bicycling, and riding in smaller passenger vehicles. Only about two percent of the total deaths occur in or around school buses.

Tips for Riders in Cars, SUVs, and Trucks:

- ✓ Drivers and passengers in cars, SUVs, and trucks must always use appropriate safety restraints. Anyone transporting children needs a child safety seat, booster seat, or safety belt, depending on children's sizes and ages.
- ✓ Preschool age children should always be restrained properly in a secured child safety restraint system, such as a rear-facing infant seat, rear-facing convertible seat, forward-facing convertible seat, or forward-facing-only seat appropriate to their age and weight range.
- ✓ All children who have outgrown child safety seats should be properly restrained in booster seats until they are at least 8 years old, unless they are at least 4' 9" tall.
- ✓ The backseat is the safest place in a crash. Children age 12 and under should ride properly restrained in back. Infants riding in rear-facing seats must NEVER be placed in front of an air bag.

Tips for Parent Drivers and Teen Drivers:

To reduce energy usage, pollution, and traffic congestion in neighborhoods, consider walking or bicycling with your children. If you need to drive, follow these safety tips:

- ✓ When picking up children in the afternoon don't arrive too early and hinder the movement of traffic in the neighborhood around the school.
- ✓ Wait in a single line and leave enough room so an emergency response vehicle would be able to get through.
- ✓ Don't block driveways, mailboxes, disabled parking spaces, or fire hydrants, and don't park on lawns.
- ✓ Don't block access to or the view from side streets.
- ✓ Don't back out onto any street from the school parking lot or from a side street.
- ✓ Try to arrange your drop off/pickup time after the peak rush hour and use designated loading and unloading areas.
- ✓ Always heed signs and the directions of school and law enforcement officials.
- ✓ Always obey posted speed limits and other traffic laws.
- ✓ Act as you would want people to act if it were your neighborhood.
- ✓ Be patient and understand that walkers, bicyclists, and school buses are trying to exit the school, too.
- ✓ Always ensure that you and your passengers buckle up.
- ✓ Never talk on a cell phone or engage in other distractions while driving.

Did you know that motor vehicle crashes are now the leading cause of death for 15 to 20 year olds in the United States? According to the National Highway Traffic Safety Administration (NHTSA), 7,460 drivers ages 15 to 20 were involved in fatal crashes in 2005. Most of the fatalities involving young drivers are the young drivers themselves and their passengers.



Tips for Walking and Biking Safely:

Walking and biking to and from school can be a great way to get exercise, interact with your children, and teach them lifelong traffic safety skills. Know your child's abilities and remember your child's limitations. Children under 10 years of age are developmentally limited when it comes to judging speed and distance accurately.



Walking

Teach, practice, and remind children to:

- ✓ Walk with an adult or responsible older child at all times.
- ✓ Children under 10 years old should cross the street only with an adult.
- ✓ Walk on the sidewalk if there is one.
- ✓ Walk facing the traffic, as far from the road/traffic as possible, if no sidewalk is available.
- ✓ Use traffic signals and marked crosswalks if available.
- ✓ Stop at the curb or edge of the road and look left, right and left for traffic before crossing the street.
- ✓ Walk: don't run.
- ✓ Give drivers time to see you before crossing the street.
- ✓ Keep looking for cars while you are crossing.
- ✓ Wear white clothing or reflectors when walking in the dark or in low light.

Biking

Bicycles are vehicles and riders must follow Florida Traffic Laws.

Teach, practice, and remind children to:

- ✓ Always wear a helmet that is properly fitted.
- ✓ Whenever possible, ride with an adult or responsible older student.
- ✓ Always obey all traffic signs and signals.
- ✓ Ride on the right side of the road or trail in a single file (one bicycle behind another).
- ✓ Ride in the same direction as other vehicles.
- ✓ Go straight across railroad tracks.
- ✓ Always use proper hand signals when turning and stopping.
- ✓ Yield to pedestrians and alert them with a bicycle bell or your voice when passing.

School Information

Arrival and Dismissal

School hours are 8:45 a.m. to 3:15 p.m. Students are expected to arrive on time and remain the entire school day. Students are not allowed on campus before 8:15 a.m. (8:00 a.m. at the West Campus.) We encourage students to stay in school for the entire day. Early releases from school should be kept to a minimum.

Attendance

Attendance at school is mandatory by Florida State Law. 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 absence are given time to make up missed work. Students absent for 10 days or more for reasons other than illness or emergency may lose their status in school.

Before/After School Care

The preschool program coordinates before-care from 6:45 a.m. - 8:15 a.m. at the west and central campuses. Students are escorted to the school site at 8:15 a.m. At the Pembroke Pines-Florida State University Charter Elementary school and the East Campus before-care is coordinated by the school. Before-care will be held in the cafeteria from 6:45 am-8:15 am. After school care is offered on site. It will run from the end of the school day to 6:00 pm. The program will be open only on days that school is in session.

Buses

Students who live between 2.0 – 3.5 miles from the school are eligible for bus transportation. 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.

Conferences and Reporting

We believe parent/teacher conferences are essential to report student progress and to help us to know more about your child. The teacher will schedule conferences and provide advance notice of each conference. If it is impossible for you to attend at the designated time, notify the teacher immediately so that a new date may be arranged. 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. Remember that it is important to pre-arrange conference times either by note or telephone so that the teacher will be prepared. 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 in the elementary school during the school year. Interims will be distributed according to the Broward County Calendar.

Discipline

"Do unto others as you would have them do unto you" is our guiding principle. Students are expected to exhibit respectful behavior at all times. The school has established rules and consequences. Parents will be involved with correcting behavior as needed. The school follows the same basic rules as established by the School Board of Broward County Student Code of Conduct and Proactive Discipline Plan. Possession of a weapon or use of an object as a weapon will result in suspension and/or expulsion from the school.

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 on or before the actual day. 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.

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.

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. 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.

Instructional Program

Materials selected for instruction are all correlated to the Florida Standards. They are well-organized, multi-cultural, multi-ethnic, and challenging. 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 names. 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.

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, which is 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. All over the counter medication including cough drops, aspirin, vitamins, eye, ear or nose drops, lip balm, sunscreen, and allergy pills all come under the restrictions dealing with the administering and dispensing of medicine in school.

Newsletter

The school newsletter will be emailed with pertinent information for you to read. Please make sure to add your most frequently used e-mail address to the Student Information/Emergency Contact Form in your First Day Packet. Please be sure to print your e-mail address clearly so that you are always up to date on all school activities.

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 perform a minimum of 30 documented hours of service time per year. Service hours cannot be carried over to the next school year.

Qualified Teachers

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

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. Kindergarten may have special recognitions when coordinated with the teachers. If students wish to distribute party invitations, all students in the class must receive one.

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 grades 1-5 will receive a report card per District's calendar, 4 times a year (once a quarter). Kindergarten students receive a report card 3 times a year. 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 children of ways to be cautious, be aware of their surroundings, and be alert of situations they may encounter. All guests who wish to enter the building must sign in and obtain a visitor/volunteer badge. Also, siblings of students who are not enrolled in the school may not enter the school during school hours.

School Calendar

The Pembroke Pines Charter School follows the same basic calendar as the School Board of Broward County. We will participate in Broward County's scheduled EARLY RELEASE DAYS.

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 8:15 – 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).

Student 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 children 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 and the phone number is 954-538-0066.

School Entry Immunizations Requirements

Before attending school in Florida (kindergarten through 12th grade), each child must provide a Form DH 680, Florida Certification of Immunization, documenting the following vaccinations:

Public/Non-Public Schools Kindergarten through 12th Grade:	Seventh Grade Requirements:
<ul style="list-style-type: none"> • Four or five doses of diphtheria-tetanus-pertussis (DTaP) vaccine 	In addition to kindergarten through 12th grade requirements, students must have the following vaccinations:
<ul style="list-style-type: none"> • Two or three doses of hepatitis B (Hep B) vaccine 	<ul style="list-style-type: none"> • One dose of tetanus-diphtheria-pertussis (Tdap) vaccine in grades seven through ten
<ul style="list-style-type: none"> • Three, four, or five doses of polio vaccine* 	
<ul style="list-style-type: none"> • Two doses of measles-mumps-rubella (MMR) vaccine 	
<ul style="list-style-type: none"> • Two doses of varicella vaccine† for kindergarten and grades one through four 	
<ul style="list-style-type: none"> • One dose of varicella vaccine† for grades five through eleven 	

* If the fourth dose of vaccine is administered prior to the fourth birthday, a fifth dose of polio vaccine is required for kindergarten.

† Varicella vaccine is not required if varicella disease is documented by the healthcare provider.

For more information, visit www.immunizeflorida.org

