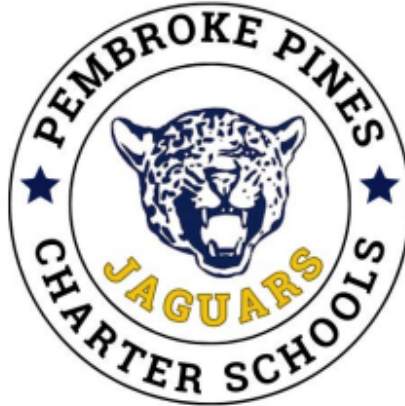


# **Pembroke Pines Charter Elementary Schools**

## **2025-2026**



# **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 172<sup>nd</sup> 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 184<sup>th</sup> Avenue, Pembroke Pines, FL 33029  
954-450-6990  
954-443-4820  
[www.pinescharter.net](http://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**  
12350 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) 322-3300



**Mrs. Shannon Molina**  
Assistant Principal



**Mrs. Channale Augustin**  
Principal

## ***East Campus***

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



**Mrs. Melissa Fernandez**  
Assistant Principal



**Dr. Lisa Maraj**  
Principal

## ***FSU Campus***

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



**Dr. Kimberly Pizzo**  
Assistant Principal



**Mr. Michael Castellano**  
Principal

## ***West Campus***

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



**Ms. Samantha Grandson**  
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.

# Table of Contents

2025-2026 Welcome Letter .....	2
Accelerated Reader Student Contract .....	3
Central Campus .....	3
East Campus .....	4
FSU Campus .....	5
West Elementary.....	6
<b>Advisory Board .....</b>	<b>7</b>
After the Pledge Songs.....	8
Arrival and Dismissal .....	9
Before and Aftercare Information.....	9
Before Care.....	10
Late Pick-up Fee (Non Aftercare Students).....	11
Character Education .....	13
Drug and Weapon Policy .....	15
Early Release Schedule .....	16
<b>Free and Reduced Lunch Information .....</b>	<b>17</b>
Field Trips.....	20
Flow Chart .....	21
Guidance .....	22
Medication Administration.....	24
Diabetes Medication/Treatment Authorization Form .....	25
Diabetes Medication/Treatment Revision Form .....	26
Diabetes Emergency Care Plan .....	28
Authorization for Medication/Treatment Respiratory Form.....	29
Prescription or Over-the-Counter (OTC) Medication Form.....	31
Reading Block - 90 Minute.....	32
Safety between home and School .....	33
Safety Plan Letter .....	35
School Information.....	36
School Policies .....	39
Service Hours Policy.....	40
School Entry Immunizations Requirements .....	41
Student Technology Policy .....	42
Technology Acknowledgement.....	42
Transportation Service Notice .....	44
<b>FortiyFL .....</b>	<b>45</b>



# Charting The Course



Angelo Castillo, Mayor  
Jay D. Schwartz, Commissioner  
Charles F. Dodge, City Manager  
Sean Chance, Central Campus Principal  
Lisa Maraj, FSU Campus Principal

Michael Hernandez, Vice-Mayor  
Maria Rodriguez, Commissioner  
Thomas Good Jr., Commissioner  
Channale Augustin, East Campus Principal  
Michael Castellano, West Campus Principal

August 1, 2025

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 Maraj  
FSU Campus Principal

Michael Castellano  
West Campus Principal

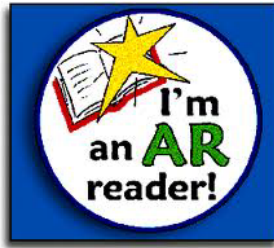
[www.pinescharter.net](http://www.pinescharter.net)  
Our Vision

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



# Accelerated Reader Student Contract

Central Campus



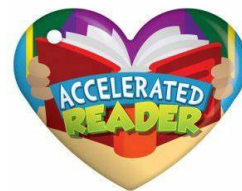
- ❖ I understand that Accelerated Reader is a research-based technology-driven assessment system that provides students with personalized reading practice.
- ❖ I understand that the quizzes taken are used to monitor students' understanding of reading and help build vocabulary.
- ❖ **Grade K** - I understand that I am encouraged to participate weekly in the AR program in order to attend AR events and receive end of year participation recognition.
- ❖ **Grade 1** - I understand that I must meet 100% of my AR point goal with a quiz average of 80% or better quarters 1 and 2 and 85% or better quarters 3 and 4 in order to attend the AR events and/or receive end of year recognition.
- ❖ **Grades 2-5** - I understand that I must meet 100% of my AR point goal with a quiz average of 85% or better **ALL 4 QUARTERS** in order to attend the AR events and/or receive end of year recognition.
- ❖ **Grades 2-5** - I understand that I will receive one grade per quarter for my accuracy and one grade per quarter for my percentage of goal reached.
- ❖ I agree to read carefully for **at least** 20 minutes per day.
- ❖ I agree to select books within my ZPD range and to continue to go higher when I master the quizzes at each level.
- ❖ I agree to be honest and select the correct type of quizzing method such as "Read Independently", "Read To", or "Read With".

## **I promise to be honest and responsible when taking my quizzes:**

- ☐ I **will not** go back into the book to select my answers.
- ☐ I **will not** look at another student's computer when taking quizzes.
- ☐ I **will** take my quizzes independently without help.
- ☐ I **will not** ask another student for help answering questions on a quiz.
- ☐ I **will not** take a quiz for another student.

## East Campus

- ❖ I understand that the Accelerated Reader is a research-based technology-driven assessment system that provides students with personalized reading practice.
- ❖ I understand that the Quizzes taken are used to monitor student's understanding of reading and help build vocabulary.
- ❖ I understand that if we want to see more student achievement, 90% scores on quizzes have the greatest gains.
- ❖ I understand that I **must meet 100% of my AR point goal with a quiz average of 90% or better** each quarter in order to attend the AR Events and qualify for prizes.
- ❖ I understand that I must meet 100% of my AR point goal with a quiz average of 90% or better **ALL 4 QUARTERS** in order to attend the AR Big Bash at the end of the school year.
- ❖ I agree to read carefully for **at least** 20 minutes per day.
- ❖ I agree to select books within my ZPD range and continue to go higher when I master the quizzes at each level.
- ❖ I agree to be honest and select the correct type of quizzing method such as; "Read Independently," "Read To" or "Read With".
- ❖ **I promise to be honest and responsible when taking my quizzes:**
  - ☐ I **will not** go back into the book to select my answers.
  - ☐ I **will not** look at another student's computer when taking quizzes.
  - ☐ I **will** take my quizzes independently without help.
  - ☐ I **will not** ask another student for help answering questions on a quiz.
  - ☐ I **will not** take a quiz for another student.



### Media Student Contract

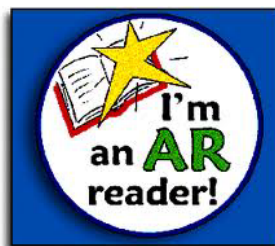
- ❖ I promise to take care of the library property, materials, and books I borrow from the Pembroke Pines East Library Media Center. I will return my library books to the Media Center on time. I will pay for any book that is lost or damaged.
- ❖ I understand that I will be held responsible for any lost or damaged library book.
- ❖ I understand that I will be unable to check out a book from the Library Media Center until the lost or damaged book is found or paid for.
- ❖ I understand that I should read every night for at least 20 minutes and work responsibly during the quarter towards my reading goal.

## FSU Campus

- ❖ Accelerated Reader Student Contract
- ❖ I understand that the Accelerated Reader is a research-based technology-driven assessment system that provides students with personalized reading practice.
- ❖ I understand that the quizzes taken are used to monitor students' understanding of reading and help build vocabulary.
- ❖ I understand that if we want to see more student achievement, 90% scores on quizzes have the greatest gains.
- ❖ I understand that I must meet 100% of my AR point goal with a quiz average of 90% or better each quarter in order to attend the AR Events and qualify for awards.
- ❖ I understand that I must meet 100% of my AR point goal with a quiz average of 90% or better ALL 4 QUARTERS in order to attend the AR Big Bash at the end of the school year.
- ❖ I understand that my AR point goal is based on reading for 20 minutes per day and that I should work responsibly during the quarter towards my reading goal.
- ❖ I agree to select books within my ZPD range and continue to go higher when I master the quizzes at each level.
- ❖ I agree to be honest and select the correct type of quizzing method such as; "Read Independently, "Read To" or "Read With".
- ❖ I understand that AR Article quizzes are not permitted to be taken unless assigned by my teacher. AR Article quiz points will not count towards my goal. Poor scores on articles will negatively affect my quiz average and cannot be deleted.
- ❖ I promise to be honest and responsible when taking my quizzes.
- ❖ I will not go back into the book to select my answers.
- ❖ I will not look at another student's computer when taking quizzes.
- ❖ I will take my quizzes independently without help.
- ❖ I will not ask another student for help answering questions on a quiz.
- ❖ I will not take a quiz for another student or give another student the answers.
- ❖ If I do not follow the rules above I will not be eligible for any awards for the quarter, will not participate in the AR Big Bash, (and, 5th grade, not be eligible for an AR trophy).

## Media Student Contract

- ❖ I promise to take care of the library property, materials, and books I borrow from the Pembroke Pines FSU Library Media Center. (I am given a large Ziploc bag on the first day of check-out to help protect my book and should keep my book in the bag when I am not reading it.)
- ❖ I will return my library books to the Media Center on time. I will pay for any book that is lost or damaged.
- ❖ I can replace a lost or damaged library book with another copy of a book \*ONLY with the approval of the library/media teacher.
- ❖ I understand that I will be held responsible for any lost or damaged library book.
- ❖ I understand that I will be unable to check out a book from the Library Media Center until the lost or damaged book is found, replaced\*, or paid for.
- ❖ 5th graders who have outstanding books may not participate in 5th grade week.



## West Elementary

Accelerated Reader is a research-based technology-driven assessment system that provides students with personalized reading practice. The quizzes taken are used to monitor the student's understanding of reading and to help build vocabulary. If we want to see more student achievement, 85% scores on quizzes have the greatest gains.

- ❖ I understand I must meet 100% of my AR point goal with a quiz average of 85% or better each quarter in order to qualify for incentives.
- ❖ \*I understand I must meet 100% of my AR point goal with a quiz average of 85% or better **Quarters 1, 2, AND 3** in order to be recognized with a special incentive during 4th quarter.
- ❖ I understand AR quizzes may not be deleted.
- ❖ I agree to read carefully for at least 20 minutes per day.
- ❖ I agree to select books within my ZPD range and continue to go higher when I master the quizzes at each level.
- ❖ I agree to be honest and select the correct type of quizzing method such as; "Read Independently", "Read To" or "Read With".
- ❖ **I will not look at another student's computer when taking quizzes.**
- ❖ **I will take my quizzes independently without help.**
- ❖ **I will not ask another student for help answering questions on a quiz.**
- ❖ **I will not take a quiz for another student.**

## Media Student Contract

- ❖ I promise to take care of the library property, materials, and books I borrow from the Pembroke Pines West Library Media Center. I will return my library books to the Media Center on time. I will pay for any book that is lost or damaged.
- ❖ I understand that I will be held responsible for any lost or damaged library book.
- ❖ I understand that I will be unable to check out a book from the Library Media Center until the lost or damaged book is found or paid for. I understand that I should read every night for at least 20 minutes and work responsibly during the quarter towards my reading goal.

## Advisory Board

<b><u>Central Campus</u></b>	<b><u>West Campus</u></b>
<b><u>Elementary</u></b>	<b><u>Elementary</u></b>
Brandon Carrero	Mark Phillips
Brian Cha	Bonnie Ng
	<i>Vacant - Alternate</i>
<b><u>Middle</u></b>	<b><u>Middle</u></b>
Dr. Imran Siddiqui	Nida Govaria
Donald Nicolas	Karla McLaren
<i>Diana Lee Baptiste - Alternate</i>	<i>Theodore Daniel - Alternate</i>
<b><u>East Campus</u></b>	<b><u>FSU Campus</u></b>
Cecilia Albornoz	Ithel Jones - Chair
Kavita Amar	Judith Founds - Vice Chair
Bryan Fayer - <i>Alternate</i>	Tanya Roman - Member
	Andrea Cayson - Member
<b><u>Board Secretary</u></b>	Gillian Gregory-Member
Katherine Borgstrom	Jonathan Bonilla - Member
kborgstrom@ppines.com	Karine Miranda - Member
954-450-1050	Allison Garfield - Member
	Monica Jeffries - Member

The Pembroke Pines – Florida State University has a separate advisory board called the Professional Development Council. The first meeting will be held on October 16, 2025.

<b><u>2025-2026 Advisory Board Dates</u></b>	<b><u>Campus</u></b>	<b><u>Time</u></b>
Tuesday, September 2, 2025	West Campus	6:00 p.m.
Tuesday, October 7, 2025	East Campus	6:00 p.m.
Tuesday, November 4, 2025	Central Campus +++	6:00 p.m.
Tuesday, December 2, 2025	West Campus	6:00 p.m.
Tuesday, January 6, 2026	East Campus	6:00 p.m.
Tuesday, February 3, 2026	West Campus	6:00 p.m.
Tuesday, March 3, 2026	Central Campus	6:00 p.m.
Tuesday, April 7, 2026	East Campus	6:00 p.m.
Tuesday, May 5, 2026	Central Campus	6:00 p.m.
Tuesday, June 2, 2026	West Campus +++	6:00 p.m.

**Meetings fall on first Tuesday of each month**

**East Campus – 10801 Pembroke Road, Pembroke Pines, FL 33025 – 954- 443-4811**

**Central Campus – 12350 Sheridan Street, Pembroke Pines, FL 33026 – 954-322-3300**

**West Campus – 18500 Pembroke Road – Pembroke Pines, FL 33029 – 954-4434847**

### **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

August-September

October-November

December-January

February-March

April-May

### Song

Star Spangled Banner

America (My Country Tis of Thee)

God Bless America

America the Beautiful

Grand Old Flag

# Arrival and Dismissal

Please assist us (for the safety of all our students) by following the procedures stated below:

## **A.M. Drop Off:**

1. Stay in car.
2. Children will be escorted to classes
3. Do not park in drop off lines. Use visitor spaces when needed.
4. Do not drop children off before 8:15 a.m., as there is no supervision. FSU Campus and West Campus may drop off starting at 8:05 a.m. Before care is provided for a nominal cost.
5. Do not drop children off in unauthorized locations.

## **P.M. Car Pick-Up:**

1. Stay in car.
2. Students will be grouped by grade level.
3. All students will be escorted to pick-up area and supervised by school personnel.
4. Encourage your student to wear his or her badge (middle) or tag on his/her book-bag (elementary) identifying how he/she goes home.
5. Parents should be in line prior to 3:15PM.

## **Remember:**

1. Stay in car
2. Do not park in pick-up areas – use regular parking spaces when needed.



## Before and Aftercare Information



### Before Care

The City of Pembroke Pines provides Before-School Care from 6:45am to 8:15am, Monday through Friday, for the students of the Charter Elementary School. We would like to remind parents that students cannot be dropped off before 8:15am, unless they are enrolled in the before care program. There is no supervision before 8:15am. Any student who is dropped off before that time will automatically be placed in before care and will incur a fee. The cost is \$178.00 per child, per period with an annual registration fee of \$40.00 per child. No bills for tuition will be sent; payments are due the 1<sup>st</sup> day of each period (please refer to the Before/After care packet for dates). There will be a \$32.00 late fee assessed for payments not received on the due date. There will be no refunds, credit, or reduction of tuition for absences due to illness or vacation, since expenses for staff continue during the child's absence. WE do not pro-rate for Before or Aftercare. You will not be charged, however, when the Charter Schools are closed for winter and spring breaks.

The FSU Campus has unlimited space. You may register during Open House.

Please be advised that after **Friday, May 1, 2026**, you may only pay with Money Order, Credit Card, Cash or Online. No checks will be accepted. Past due accounts without satisfactory arrangements with the Site Supervisor shall result in your child not being able to attend the program until your account is brought current.

### Aftercare

Pembroke Pines Charter School provides after school care for elementary and middle school students in a nurturing and safe environment from 3:15pm – 6:00pm daily when school is in session.

In order to continue to meet the needs of your children, the monthly payment is:

1 Student - **\$270.00**

2 Siblings - **\$502.00**

3 Siblings - **\$736.00**

**Plus a one time registration fee of \$40.00 per child.**

If a child qualifies for the Reduced Lunch Program, they are eligible to receive a 25% discount. If they qualify for a Free Lunch Program, they are eligible to receive a 50% discount. Please make sure to provide the Aftercare bookkeeper with a copy of the qualifications.

**\*\*\*NOTE: Failure to pay tuition on time twice will result in termination from the Before/After Care School Program\*\*\***

### Daily Students

For those families who need aftercare occasionally, or students who are late car riders picked up after 3:30pm, 12:00pm on Charter Study Days or 12:45pm on Early Release Days, **there is a daily fee of \$28.00 per day. The one-time \$40.00 registration fee must be paid in order to utilize Aftercare on a daily basis.** In addition, daily fees must be paid upon pickup.

Late fees are applied as follows:

Child pick up from 6:01pm – 6:15pm = \$16.00 additional charge

Child pick up from 6:16pm – 6:30pm = \$32.00 additional charge

Child pick up from 6:31pm – 6:45pm = \$48.00 additional charge



Please be advised that after **Friday, May 1, 2026**, you may only pay with Money Order, Credit Card, Cash or Online. No checks will be accepted. Past due accounts without satisfactory arrangements with the Site Supervisor shall result in your child not being able to attend the program until your account is brought current.

Also, please be advised that dismissal is at 3:15 p.m. Please be on time.

### **Late Pick-up Fee (Non Aftercare Students)**

Once car line/parent pick up is over, any student picked up from the office will be charged a **\$ 28.00** late fee per child.

**If you are not at school by the times below to pick up your child, you will incur a fee:**

**Regular Dismissal Days: 3:46 pm**

**Charter Study Day: 12:36 pm**

**Early Release Day: 1:16 pm**

If the student is not picked up during the above late pickup timeframes, the student will be sent to aftercare 15 minutes after the above times. The **one-time \$40 registration fee** and the appropriate aftercare fees will be charged. Please refer to the aftercare section above.

Please be advised that after **Friday, May 1, 2026** you may only pay with Money Order, Credit Card, Cash or Online. No checks will be accepted

**The online application for Free and Reduced Lunch will be open on Friday, August 1<sup>st</sup>. If your child will be attending Before or Aftercare you must apply for Free or Reduced Lunch no later than Monday, August 4<sup>th</sup> at 10:00 am.**

**If parents do not apply by that deadline, if approved for Free or Reduced Lunch the discount will be effective the following month.**

## 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

# Character Education



## ***Character – The Core of Our Lives***

August – Responsibility  
September - Citizenship  
October - Honesty  
November - Kindness  
December - Cooperation  
January – Self-Control  
February - Respect  
March – Critical Thinking & Problem Solving  
April – Tolerance/Acceptance



## ***Resiliency Characteristic of the Month***

January - Self-Awareness & Self-Management  
February - Grit  
March - Critical Thinking & Problem Solving  
April - Mentorship  
May - Responsible Decision Making  
June - Empathy  
July - Responsibility  
August - Resiliency  
September - Citizenship  
October - Honesty  
November - Gratitude  
December – Perseverance

[BuildResiliency.org](http://BuildResiliency.org)

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 **2024-2025** school year!

Chartwells would like to inform you that **breakfast meals will be free for all students**; lunch costs \$ 2.70 for Elementary, \$ 3.05 for Middle, \$ 3.20 for High School.

### **New Menus and Café Spaces**

Chartwells K-12 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,

**Jennifer Marin**

Foodservice Director  
Chartwells K-12



nutrislice



## **Drug and Weapon Policy**

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

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



## Early Release Schedule

Pembroke Pines Charter Elementary and Middle Schools will be dismissing their students at 12:45 p.m. on early release days. \*\*Students will be dismissed at 12:00 pm on Charter Study Days so that teachers may attend educational workshops

**Thursday, September 18, 2025 at 12:00 p.m.**

**Friday, October 10, 2025 at 12:45 p.m.**

**Thursday, November 20, 2025 at 12:00 p.m.**

**Friday, December 19, 2025 at 12:45 p.m.**

**Friday, February 13, 2026 - at 12:45 p.m.**

**Thursday, February 26, 2026 at 12:00 p.m.**

**Thursday, March 12, 2026 at 12:45 p.m.**

**Friday, May 22, 2026 at 12:45 p.m.**

**Wednesday, June 3, 2026 at 12:00 p.m.**

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





# Charting The Course

## Free and Reduced Lunch Information

Dear Parent/Guardian:

Children need healthy meals to learn. The City of Pembroke Pines Charter School System offers healthy meals every school day. Breakfast meals will be free for all students; 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 \$0.40 for lunch. This letter includes detailed instructions on how to apply online for free or reduced price meal benefits. Below are some common questions and answers to help you with the application process.

1. Who can get free OR REDUCED PRICE meals?
  - a. All children in households receiving benefits from FL SNAP, the Food Distribution Program on Indian Reservations (FDPIR) or **FL TANF**, are eligible for free meals.
  - b. **Foster children that are under the legal responsibility of a foster care agency or court are eligible for free meals.**
  - c. **Children participating in their school's Head Start program are eligible for free meals.**
  - d. Children who meet the definition of homeless, runaway, or migrant are eligible for free meals.
  - E. Children may receive free or reduced price meals if your household's income is within the limits on the Federal Income Eligibility Guidelines. Your children may qualify for free or reduced price meals if your household income falls at or below the limits on this chart.

FEDERAL ELIGIBILITY INCOME CHART For School Year 25-26			
Household size	Yearly	Monthly	Weekly
1	28,953	2,413	557
2	39,128	3,261	753
3	49,303	4,109	949
4	59,478	4,957	1,144
5	69,653	5,805	1,340
6	79,828	6,653	1,536
7	90,003	7,501	1,731
8	100,178	8,349	1,927
Each additional person:	+10,175	+848	+196

2. HOW DO I KNOW IF MY CHILDREN QUALIFY AS homeless, MIGRANT, OR RUNAWAY? Do the members of your household lack a permanent address? Are you staying together in a shelter, hotel, or other temporary housing arrangement? Does your family relocate on a seasonal basis? Are any children living with you who have chosen to leave their prior family or household? If you believe children in your household meet these descriptions and haven't been told your children will get free meals, please call: **LUWANDO WRIGHT AT 754-321-1400 FOR MIGRANT STUDENTS, KRISSA ERICSON AT 754-321-1565 FOR FOSTER STUDENTS, AND RENEE CHANCE AT 754-321-1566 FOR HOMELESS/RUNAWAY STUDENTS.**
3. Do I need to fill out an application for each child? No. *Use one online 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.



4. SHOULD I FILL OUT AN APPLICATION IF I RECEIVED A LETTER THIS SCHOOL YEAR SAYING MY CHILDREN ARE ALREADY 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.
5. CAN I APPLY ONLINE? Yes! Starting on Friday, August 1<sup>st</sup>, 2025, 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 → "2025-2026 F&R Application online"). Call the school's front office if you have questions.
6. 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, through 9/22/25. You must complete an online application unless the school told you that your child is eligible for the new school year. If you do not complete an online application that is approved by the school or you have not been notified that your child is eligible for free meals, your child will be charged the full price for meals.
7. 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 complete an online application.
8. Will the information I give be checked? Yes. We may also ask you to send written proof of the household income you report.
9. 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.
10. 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, F I 33025, 954-518-9020, mgomes@ppines.com.**
11. May I apply if someone in my household is not a U.S. citizen? Yes. You, your children, or other household members do not have to be U.S. citizens to apply for free or reduced price meals.
12. 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.
13. WHAT IF SOME HOUSEHOLD MEMBERS HAVE NO INCOME TO REPORT? Household members may not receive some types of income we ask you to report on the application, or may not receive income at all. Whenever this happens, please write a 0 in the field. However, if any income fields are left empty or blank, those will also be counted as zeroes. Please be careful when leaving income fields blank, as we will assume you meant to do so.
14. We are in the military. do we REPORT OUR INCOME DIFFERENTLY? Your basic pay and cash bonuses must be reported as income. If you get any cash value allowances for off-base housing, food, or clothing, it must also be included as income. However, if your housing is part of the Military Housing Privatization Initiative, do not include your housing allowance as income. Any additional combat pay resulting from deployment is also excluded from income.
15. WHAT IF THERE ISN'T ENOUGH SPACE ON THE APPLICATION FOR MY FAMILY? The online application allows families to list as many additional household members as needed. Call the school's front office if you have questions.
16. My family needs more help. Are there other programs we might apply for? To find out how to apply for FL 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:	Joan Waller, 10801 Pembroke Road, Pembroke Pines, FL 33025, 954-443-4800.
FSU Elementary:	Lorena Mateo, 601 SW 172nd Avenue, Pembroke Pines, FL 33029, 954-499-4244.
Academic Village:	Lisa Muela, 17189 Sheridan Street, Pembroke Pines, Florida 33331, 954-538-3700.
West Elementary:	Andrea Lourenco, 1680 SW 184th Avenue, Pembroke Pines, Florida 33029, 954-450-6990.
West Middle:	Raquel Lopez, 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, this institution is prohibited from discriminating on the basis of race, color, national origin, sex, disability, age, or reprisal or retaliation for prior civil rights activity. Program information may be made available in languages other than English. Persons with disabilities who require alternative means of communication to obtain program information (e.g., Braille, large print, audiotope, American Sign Language), should contact the responsible state or local agency that administers the program or USDA's TARGET Center at (202) 720-2600 (voice and TTY) or contact USDA through the Federal Relay Service at (800) 877-8339.

To file a program discrimination complaint, a Complainant should complete a Form AD-3027, USDA Program Discrimination Complaint Form which can be obtained online, at <https://www.ascr.usda.gov/sites/default/files/USDA-OASCR%20P-Complaint-Form-0508-0002-508-11-28-17Fax2Mail.pdf>, from any USDA office, by calling (866) 632-9992, or by writing a letter addressed to USDA. The letter must contain the complainant's name, address, telephone number, and a written description of the alleged discriminatory action in sufficient detail to inform the Assistant Secretary for Civil Rights (ASCR) about the nature and date of an alleged civil rights violation. The completed AD-3027 form or letter must be submitted 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; or

**fax:** (833) 256-1665 or (202) 690-7442; or

**email:** [Program.Intake@usda.gov](mailto:Program.Intake@usda.gov)

This institution is an equal opportunity provider.

## 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) <http://www.broward.k12.fl.us/sbbcpolicies/docs/P6303.000.pdf>

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**



## 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 an 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: \_\_\_\_\_

Blood sugar: \_\_\_\_\_ to \_\_\_\_\_ Insulin Dose: \_\_\_\_\_

Blood sugar: \_\_\_\_\_ to \_\_\_\_\_ Insulin Dose: \_\_\_\_\_

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

Student's self-care pump skills:

Independent?

Count carbohydrates

☐ Yes ☐ No

Bolus correct amount for carbohydrates consumed

☐ Yes ☐ No

Calculate and administer correction bolus

☐ Yes ☐ No

Calculate and set a temporary basal rate

☐ Yes ☐ No

Change batteries

☐ Yes ☐ No

Student's self-care pump skills:

Independent?

Disconnect pump

☐ Yes ☐ No

Reconnect pump to infusion set

☐ Yes ☐ No

Prepare reservoir and tubing

☐ Yes ☐ No

Insert infusion set

☐ Yes ☐ No

Troubleshooting alarms and malfunctions

☐ Yes ☐ 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!

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



**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

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

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

**DIABETES EMERGENCY CARE PLAN**

<b>LOW BLOOD SUGAR (HYPOGLYCEMIA)</b>	
<b>IF STUDENT EXHIBITS ANY OF THE FOLLOWING:</b> 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	<b>DO THESE:</b>  <b>Check blood glucose level</b> <b>If blood glucose level below 70</b> <ul style="list-style-type: none"> <li>Give 15 grams of carbohydrates such as 3-4 glucose tablets, 4 ounces of juice or glucose gel</li> <li>Recheck blood glucose 15 minutes after treatment</li> <li>Repeat above treatment if blood glucose has not increased by 15 points</li> <li>If blood glucose is not above <b>70 mg</b> after second treatment <b>NOTIFY PARENT AND CALL 911 IF STUDENT IS SYMPTOMATIC</b></li> <li>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)</li> <li>Child should not exercise if blood glucose level is <b>BELOW 70mg/dL</b></li> </ul>
<b>IF CHILD IS UNCONSCIOUS OR HAVING A SEIZURE</b>	<b>CALL 911 IMMEDIATELY AND NOTIFY PARENT/GUARDIAN</b> 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 <b>OR</b> 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.
<b>HIGH BLOOD SUGAR (HYPERGLYCEMIA)</b>	
<b>IF STUDENT EXHIBITS ANY OF THE FOLLOWING:</b>  Increased thirst, urination, appetite Tired/drowsy Blurred vision Warm, dry, or flushed skin Nausea/Vomiting	<b>DO THESE:</b>  <b>If blood glucose is between 250 mg/dL and 300mg/dL</b> <ul style="list-style-type: none"> <li>Drink 8-16 ounces of water as tolerated</li> <li>Administer insulin as ordered</li> <li>Check ketones if ordered</li> <li>Blood sugar should be repeated after 30-60 minutes to ensure downward trend</li> <li>If student is asymptomatic, contact parent (as requested) and continue to monitor as per healthcare provider orders.</li> </ul> <b>If blood glucose is above 300 mg/dL ALSO:</b> <ul style="list-style-type: none"> <li>Check urine ketones (If ketones are present, <b>CALL PARENT IMMEDIATELY</b>)</li> <li>Administer insulin as ordered</li> <li>If student exhibits nausea, vomiting, stomachache, lethargy, or any other abnormal symptoms contact parent/healthcare provider immediately.</li> <li>If student is asymptomatic and NO ketones are present student may return to class</li> <li>Continue to monitor as per healthcare providers orders</li> </ul>

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. \_\_\_\_\_

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

**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:** \_\_\_\_\_

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

**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.

<b>Diagnosis:</b>	<b>Allergies:</b>
<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 \_\_\_\_\_

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 \_\_\_\_\_



## 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 daily 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*

## 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.



## 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.fldoe.org/transportation%20&%20Safe%20Schools)  
(<http://www.firn.edu/doe/besss/sdfs.html>)

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

National Center for Missing and Exploited Children  
[www.missingkids.com](http://www.missingkids.com)  
1-800-LOST (843-5678)

Missing Children Information Clearinghouse  
[www.fdlc.state.fl.us](http://www.fdlc.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](http://www.dot.state.fl.us/Safety/ped_bike/ped_bike.htm)

Safe Routes to School Florida  
[www.srtssl.org](http://www.srtssl.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.hsmv.state.fl.us](http://www.hsmv.state.fl.us)

Bullying Prevention  
[www.stopbullyingnow.org](http://www.stopbullyingnow.org)

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

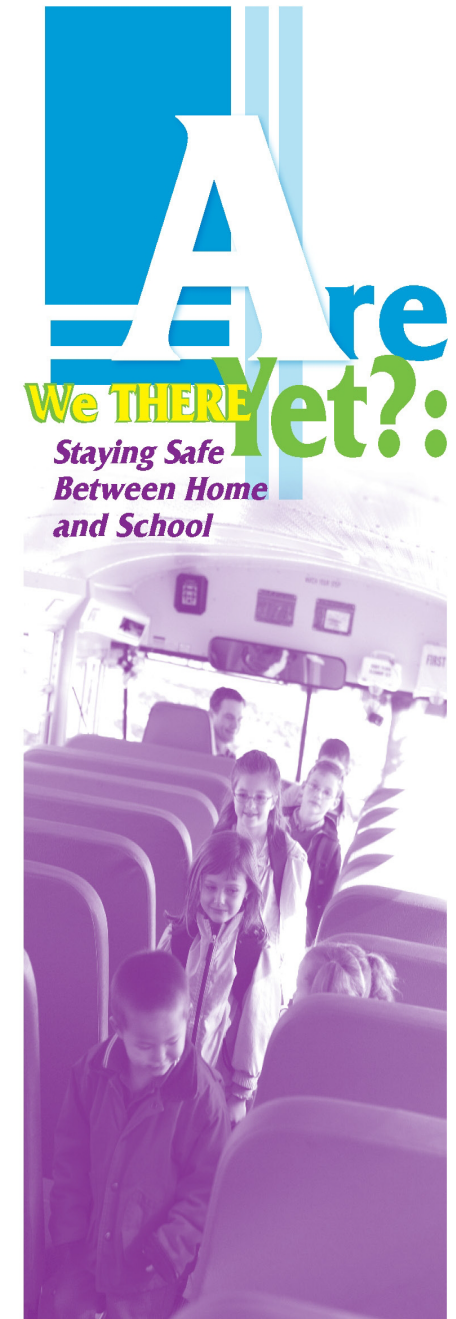
National Highway Traffic Safety Administration  
<http://www.nhtsa.dot.gov/>

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).





## Safety Plan Letter

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

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

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

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

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

## **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. (8:05 a.m. at the FSU and West Campus.) We encourage students to stay in school for the entire day. Early sign outs 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 Central Campus. At the Pembroke Pines-Florida State University Charter Elementary School, East and West 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 Emergency Contact Form in FOCUS.

### **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. Balloons, 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 in FOCUS. 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. 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 School's scheduled Early Release Days dismissal is at 12:45 pm for Elementary and Middle School and 11:45 am for the high school. Charter Study Days early dismissal is at 12:00 pm for Elementary and Middle and 10:30 am for high school.

### **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 School 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 Policies

- ❖ Cupcakes, cakes, etc. can be brought into school for birthdays only for Kindergarten. Birthdays are only to be celebrated in Kindergarten. If parents want to do something special for a birthday of a child in another grade, they may donate a book, come and read a book, etc.
- ❖ Parents may not medically help any student on a field trip (taking out splinters, etc.) or administer any type of medication.
- ❖ Fast food should not be brought into school.
- ❖ Your child must be fever free for 24 hours without the use of fever reducing medications before he/she returns to school. Added this year.
- ❖ We ask that any food and/or snacks that are to be shared by all students be store bought and be brought to school in their original packaging.
- ❖ When a class has a pizza party or other food party, the students must still have lunch.
- ❖ Younger siblings, babies, etc. may not be brought into the classroom, cafeteria, etc. during the school day.
- ❖ Teachers may not participate in private tutoring in the building. In addition, teachers may not tutor students who are in their classes.
- ❖ No pets are allowed on school grounds.

❖ **The school will only accept cash or money orders beginning on Friday, May 1, 2026.**

## Service Hours Policy

1. All volunteers are to fill out and submit a Service Hours Application form. On the form, parents must list all children who attend our charter school system.
2. Each family must complete 30 or more hours per school year. Service Hours **cannot** be carried over to the next school year.
3. Service hours obtained from all campuses may be combined (Central, East, West, FSU and Academic Village).
4. Attending informational meetings / functions such as PTA / PTSA, Advisory Board and Open House, count towards service hours, however, recreational functions including, but not limited to, sports events, school plays / performances, and Awards Ceremony do not constitute as time that may be utilized towards service hours; unless otherwise specified by school.
5. All visitors must sign in at the front office to receive a visitor's badge before going into any of the schools' buildings.
6. All visitors during the school day must wear their visitor's badges at all times while at the school or with the students.
7. All volunteers are required to dress in attire that is consistent with the dress code.
8. Volunteers must keep a record of their hours and should turn them in every two (2) weeks to their child's teacher for verification.
9. All service hours will be tabulated on a monthly basis and parents will be notified of the hours they have accumulated.
10. A new duplicate form should be filled out for every service activity attended. Please keep the yellow copy for your records. The white copy must be turned in to the office.
11. Any hardship related deviation from this policy must be put in writing fully explaining the extenuating circumstances for such request and submitted to the principal.
12. Service hours may only be performed by parents, grandparents, foster parents, adoptive parents, and legal guardians at the discretion and review of the principals.
13. Pursuant to Chapter 2004-81, Florida Laws (2004), all volunteers at the school shall be subject to a limited background check. Principals have the sole discretion and authority to refuse an individual to perform volunteer hours at the school because of this required background check.
14. **All service hours must be fulfilled prior to Friday, May 29, 2026 unless prior arrangements have been approved by administration.** If you do not fulfill the required hours, your child will not be allowed to enroll in the Pembroke Pines Charter Schools the ensuing school year.

## School Entry Immunizations Requirements

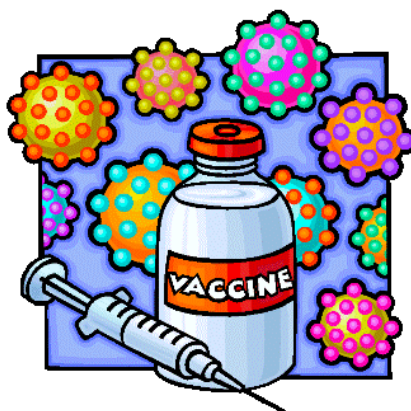
Before attending school in Florida (kindergarten through 12th grade), each child must provide a Form DH 680, Florida Certification of Immunization, documenting the following vaccinations:

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

\* 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](http://www.immunizeflorida.org)



## **Student Technology Policy**

Dear Parent and Student:

In order to best meet the needs of students, the Pembroke Pines Charter Schools ("School") currently utilize various technologies, tools, applications, online resources, and educational learning platforms to facilitate student learning in the classroom and off-campus ("Online Educational Services"). Please be advised that third-party vendors and contractors providing Online Educational Services to School ("Providers") may gain access to certain student information. Student information including but not limited to student name, birth month and day, email address, student identification number, course information, performance data, and academic work completed.

All data related to internet browsers accessed and metadata created while a student is logged in using a School owned sign-in may be stored and maintained by School. Additionally, campuses utilizing certain applications, during normal school hours, while a student is logged into his/her own School issued account, open internet browser tabs may be accessible and visible for designated course administrators and teachers. School grants Online Educational Service Providers a limited license to access and use student information for educational purposes only.

Parents/guardians of students may opt out or refuse to permit their child from using Online Educational Services. In effect, by opting out, the student will not be permitted to utilize Online Educational Services and parents/guardians must make alternative arrangements for their child's academic success as determined necessary by School.

## **Technology Acknowledgement**

Technology is an integral part of our daily lives. Pembroke Pines Charter Schools (PPCS) similarly employs technology as an instructional tool in various ways. While technology may facilitate the educational process, its improper use may be detrimental. PPCS endeavors to ensure that it is employed properly at all times to ensure the safety and security of the students, their families, and school staff at all times.

With this in mind, it is imperative that all students and their families be reminded that recording others without their permission, whether on school campus or while participating in person or through remote instruction, or otherwise capturing the audio or image of others without permission or prior consent is a violation of the Pembroke Pines Charter School Student Code of Conduct, a violation of the privacy rights of other students under the Family Educational Rights and Privacy Act (FERPA), and may also constitute a third degree felony criminal offense under Florida law punishable by imprisonment up to five(5) years and a fine.

This policy is to inform and remind everyone of the consequences of the improper use of technology in our modern classrooms. We ask each of you to protect each other's privacy rights as you would you own.

In the event that school administration becomes aware that a parent or student has recorded a class without consent, the student's ability to participate in use of technology may be revoked.



In order to best meet the needs of students, the Pembroke Pines Charter Schools (“School”) currently utilize various technologies, tools, applications, online resources, and educational learning platforms to facilitate student learning in the classroom and off-campus (“Online Educational Services”). Please be advised that third-party vendors and contractors providing Online Educational Services to School (“Providers”) may gain access to certain student information. Student information including by not limited to student name, birth month and day, email address, student identification number, course information, performance data, and academic work completed.

All data related to internet browsers accessed and metadata created while a student is logged in using a School owned sign-in may be stored and maintained by School. Additionally, campuses utilizing certain applications, during normal school hours, while a student is logged into his/her own School issued account, open internet browser tabs may be accessible and visible for designated course administrators and teachers. School grants Online Educational Service Providers a limited license to access and use student information for educational purposes only.

Parents/guardians of students may opt out or refuse to permit their child from using Online Educational Services. In effect, by opting out, the student will not be permitted to utilize Online Educational Services and parents/guardians must make alternative arrangements for their child child’s academic success as determined necessary by School.

We appreciate all parents and students’ compliance with the rules and laws. Please let us know if you have any questions.

Sincerely,



Sean Chance  
Central Campus Principal



Channale Augustin  
East Campus Principal



Lisa Maraj  
FSU Campus Principal



Michael Castellano  
West Campus Principal

## Transportation Service Notice

Dear Parent/Guardian:

By acknowledging this notice, parents/guardians agree to allow the **City of Pembroke Pines Charter Schools** to share certain student information with Transportation Service providers; student information including but not limited to student name, address, bus route, grade level, and bus ridership information. Transportation Service providers may only use the student information for authorized purposes and are required to hold such information in strict confidence. Please contact your principal for more information if you are unsure of the implications of this notice.

We appreciate all parents and students' compliance with the rules and laws. Please let us know if you have any questions.

Sincerely,



Sean Chance  
Central Campus Principal



Channale Augustin  
East Campus Principal



Lisa Maraj  
FSU Campus Principal

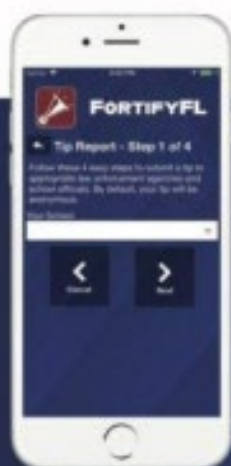


Michael Castellano  
West Campus Principal

## See Something, Say Something



FortifyFL is a suspicious activity reporting tool that allows you to instantly relay information to appropriate law enforcement agencies and school officials.



### Easy Safety Tip Submission

By accessing FortifyFL, students can provide a description of the threat, share pictures and videos and optionally submit their contact information.



### Quickly Sends To Authorities

FortifyFL automatically routes your tip report to the appropriate law enforcement agencies and school officials.

FortifyFL is available on the Dadeschools mobile app and can also be downloaded from the Apple App Store and Google Play Store. It can also be accessed from the Dadeschools.net homepage, as well as the student, parent, and employee portal pages. Additionally, a link to FortifyFL is available on each school site information page. Tips may also be submitted online at [getfortifyfl.com](https://getfortifyfl.com/).



FortifyFL was created and funded by the 2018 Florida Legislature as part of the Marjory Stoneman Douglas High School Public Safety Act.



<https://getfortifyfl.com/>