

2019-2020

Welcome back!



Informational Packet

Student Name: _____

Teacher: _____

Please read this packet with your child. Complete required information and **sign each page** and return the entire packet to your child's teacher by **Monday, August 19, 2019.**

Please do not take this booklet apart.



Charting The Course



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

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

August 14, 2019

Dear Parents or Guardian:

Welcome to the **2019-2020** school year at the Pembroke Pines Charter School.

In past years, the "First Day Packet" was prepared and distributed during orientation or the first day of school. This year the *First Day Packet* and the *Student Code of Conduct booklet* are available on-line on our website www.pinescharter.net

Please take the time to review this material with your child. Upon completion please sign the acknowledgement forms located inside this packet and return it to your child's teacher by **Monday, August 19, 2019.**

In addition to the on-line portion we have included on the "Bring Back" side, various forms that require a signature from you and/or your child. Please return these forms along with the acknowledgement forms by **Monday, August 19, 2019.**

To access the on-line First Day Packet, please go to our web site, www.pinescharter.net, and click on the "First Day Packet" link. If you do not have internet access and need a hard copy of the First Day Packet please contact the front office.

We look forward to a fantastic school year!

Sincerely,

Sean Chance
Central Campus Principal

Channale Augustin
East Campus Principal

Lisa Libidinsky
FSU Campus Principal

Michael Castellano
West Campus Principal

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

FSU Elementary Campus
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West Elementary School
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954-450-6990
954-443-4820
www.pinescharter.net

Our Vision

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

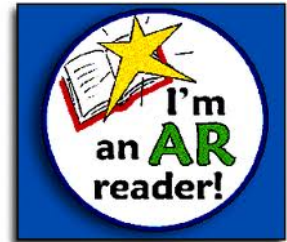
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954-443-4847
954-447-1691

Pembroke Pines – Florida State University Charter Elementary School

Accelerated Reader Student Contract
2019-2020

- 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 2019-2020

- I promise to take care of the library property, materials, and books I borrow from the Pembroke Pines FSU 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 will read every night for at least 20 minutes and work responsibility towards my reading goals.

Child's Name: _____

Date: _____

Parent Name (please print): _____

Parent Signature: _____

Acknowledgement Form First Day Packet On-Line

PLEASE REVIEW THE FIRST DAY INFORMATION FORMS WITH YOUR
CHILD SO THAT YOU AND YOUR CHILD ARE AWARE OF THE
POLICIES AND PROCEDURES OF THE
PEMBROKE PINES CHARTER ELEMENTARY SCHOOLS.

Please sign and return this Acknowledgement Form no later than **Monday, August 19, 2019** to your child's teacher to confirm that you have reviewed the information online at www.pinescharter.net

Please note that the school requires an acknowledgement form from every child.

I have read and reviewed the **online** First Day Packet with my child.

Student Print Name

Student Signature

Parent Print Name

Parent Signature

Teacher

Email address (please print clearly)

Date



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August 14, 2019

Dear Parent or Guardian:

Regular school attendance is vitally important to a student's academic achievement. The parent of a child of compulsory school age is responsible for the child's daily school attendance (F.S. 1003.24). For that reason, and in order to meet a requirement set by the State, the school district has established a definition of a "pattern of non-attendance".

A student may be establishing a pattern of non-attendance when, an accumulation of tardiness, early sign outs, and/or absences (excused and unexcused) exceed 5 days in one marking period or 10 days in 2 marking periods; or a student is absent and unexcused 5 days in 30 calendar days or 10 days in 90 calendar days (F.S. 1003.26(b)).

If after an accumulation of absences as noted above, the principal and/or his designee that the reasons for time out of school are invalid, the principal/designee shall refer the student to the Collaborative Problem Solving Team to determine if early patterns of truancy are developing and provide appropriate interventions (F.S. 1003.26 (1)(b)), and/or the State Attorney's Office will be notified due to non-compliance with compulsory school attendance laws. However, if the principal and/or his designee determine that the reasons for the absences are valid and there are no early signs of truancy, the parent must provide a note (to be kept on file at the school) that provides the reasons for those absences. No further action will be taken.

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

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

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

Sincerely,

Sean Chance
 Central Campus Principal

Channale Augustin
 East Campus Principal

Lisa Libidinsky
 FSU Campus Principal

Michael Castellano
 West Campus Principal

Child's Name: _____

Date: _____

Parent Name (please print): _____ Parent Signature: _____



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August 14, 2019

Dear Parents and Guardians:

During the course of the school year, students often produce work that may be displayed in public forums. This may include, but is not limited to, artwork, written documents, and Science or Social Studies projects. When displayed, the student's name and school are sometimes given. If you **do not** want your child's work displayed in such a manner, please indicate below whether or not you want your child's work displayed:

Date: _____ Grade: _____

Student's Name: _____

☐ I DO want my child's work displayed outside of the school

☐ I DO NOT want my child's work displayed outside of the school




Parent's Name: _____
(Print)

Parent's Signature: _____

If you have any questions, please do not hesitate to contact the school.

Sincerely,


Sean Chance
Central Campus Principal


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East Campus Principal


Lisa Libidinsky
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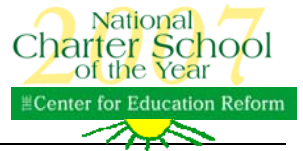
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August 14, 2019

Dear Parent or Guardian:

Pembroke Pines Charter Elementary and Middle Schools will be dismissing their students at 12:00 p.m. on the selected days below and 12:45 p.m. on the remaining early release days so that teachers can attend educational workshops. Starting in the 2019-2020 school year the Pembroke Pines Charter School system will have 4 additional Early Release days to allow the teachers to participate in Professional Development:

Early Release Schedule

Thursday, October 17, 2019 - Dismissal at 12:45 p.m.
Friday, December 20, 2019 - Dismissal at 12:45 p.m.
Thursday, February 20, 2020 - Dismissal at 12:45 p.m.
Thursday, March 19, 2020 - Dismissal at 12:45 p.m.
Thursday, April 9, 2020 - Dismissal at 12:45 p.m.
Tuesday, June 2, 2020 - Dismissal at 12:45 p.m.

*Professional
Development
Early Release
Days.

Please be advised that on these four Professional Development days the students will be released at 12:00 p.m.:

Thursday, September 12, 2019* - 12:00 p.m.

Thursday, November 7, 2019* - 12:00 p.m.

Thursday, January 16, 2020* - 12:00 p.m.

Thursday, April 2, 2020* - 12:00 p.m.

Students who normally ride the school bus will be home earlier on early release days. Pembroke Pines Charter After School Care will begin at either 12:00 p.m. or 12:45 p.m. on these days only for students who are currently enrolled in the program. Please mark these dates on your calendar so as to ensure your child will be picked up at the designated early release time of either 12:00pm or 12:45 p.m. STUDENTS MAY NOT BE SIGNED OUT BETWEEN 12:15 P.M. AND 12:45 P.M. when the dismissal is at 12:45 p.m. STUDENTS MAY NOT BE SIGNED OUT BETWEEN 11:30 A.M. AND 12:00 P.M. when the dismissal is at 12:00 p.m. Any changes in your child's dismissal MUST be put in writing to your child's teacher 24 hours before.

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

EARLY RELEASE

This will verify that I have read the above information and understand that my child will be released earlier on the dates listed above.

On these days my child will (please select one of the following):

- ☐ Parent Pick-Up ☐ Attend Aftercare ☐ Ride school bus home ☐ Walk Home
☐ Go to a private aftercare (specify which one) _____

Child's Name: _____

Date: _____

Parent Name (please print): _____

Parent Signature: _____

Pembroke Pines Charter Schools
2019-2020

Health Information

Student's Name: _____
Last
First
Middle

Does the student have any medical problems? ☐ YES ☐ NO

If yes, please describe: _____

Does the student have a speech or hearing problem? ☐ YES ☐ NO

If yes, please describe: _____

****PLEASE NOTE**** If parent indicates a medical problem which requires medication, parent and student must go to Attendance/Clinic for medication permission paper work.

Signature of Parent/Guardian

Today's Date

* * * * *

PLEASE CHECK BELOW IF ANY MEDICAL CONCERNS APPLY

* * * * *

| | | |
|---|--|--|
| <input type="checkbox"/> 1A - Allergy, Food | <input type="checkbox"/> 08 - Heart Disease | <input type="checkbox"/> 18 - Cancer/Leukemia |
| <input type="checkbox"/> 01B - Allergy, Environmental | <input type="checkbox"/> 09 - Bleeding Disorder/Hemophilia | <input type="checkbox"/> 24 - Tourette Syndrome |
| <input type="checkbox"/> 01C - Allergy, Medication | <input type="checkbox"/> 10 - Immune Deficiency | <input type="checkbox"/> 25 - Other Disabilities |
| <input type="checkbox"/> 01D - Allergy, Anaphylaxis | <input type="checkbox"/> 12 - Muscular Dystrophy | <input type="checkbox"/> 28 - Non-Verbal, Ventilator Care |
| <input type="checkbox"/> 01F - Allergy, Urticaria (Hives) | <input type="checkbox"/> 13 - Scoliosis | <input type="checkbox"/> 32 - Cystic Fibrosis |
| <input type="checkbox"/> 02A - Eating Disorder, Anorexia | <input type="checkbox"/> 15 - Sickle Cell Disorder | <input type="checkbox"/> 33 - Immune Suppressed (e.g. Chemo) |
| <input type="checkbox"/> 02B - Eating Disorder, Bulimia | <input type="checkbox"/> 16 - Spina Bifida | <input type="checkbox"/> 34 - Kidney Disease |
| <input type="checkbox"/> 02C - Eating Disorder, Overweight | <input type="checkbox"/> 17A - Spec Health, Gastro Feed | <input type="checkbox"/> 35 - Migraine Headaches |
| <input type="checkbox"/> 02D - Eating Disorder, Malabsorption | <input type="checkbox"/> 17B - Spec Health, Nebulizer Hear. | <input type="checkbox"/> 36A - Psych Disorder, Behavior |
| <input type="checkbox"/> 03 - Arthritis | <input type="checkbox"/> 17C - Spec Health, Clean Intermittent | <input type="checkbox"/> 36B - Psych Disorder, Emotional |
| <input type="checkbox"/> 04A - Asthma, current (use of an inhaler or asthma in the past 12 months) | <input type="checkbox"/> 17D - Spec Health, Oropharyngeal Sec | <input type="checkbox"/> 36C - Psych Disorder, Addictive |
| <input type="checkbox"/> 04B - Asthma, history (absence of inhaler or asthma attack in the past 12 months) | <input type="checkbox"/> 17E - Spec Health, Lifting, Amb. Asst. | <input type="checkbox"/> 36E - Psych Disorder, School Phobia |
| <input type="checkbox"/> 05 - Cerebral Palsy | <input type="checkbox"/> 17F - Spec Health, Spec Feed Tech | <input type="checkbox"/> 37 - Autism |
| <input type="checkbox"/> 06A - Diabetes, Type I (use of insulin) | <input type="checkbox"/> 17G - Spec Health, Tracheotomy | <input type="checkbox"/> 38 - ADD/ADHD |
| <input type="checkbox"/> 06B - Diabetes, Type II (non-use of insulin) | <input type="checkbox"/> 17H - Spec Health, Ventilator Care | <input type="checkbox"/> 40 - Neurological Disorder |
| <input type="checkbox"/> 07 - Epilepsy/Seizure Disorder | <input type="checkbox"/> 17I - Spec Health, Wheelchair Bound | <input type="checkbox"/> 911 - Critical/Chronic Medical Alert |

REV: 9/16

Please indicate any other medical concerns not listed above: _____

Pembroke Pines Charter Schools

2019-2020

High/Risk Health/Medical Conditions Form

Student Name: _____

Please write a brief summary of any information that you feel is necessary for a professional staff member to know about your child. *Please attach a doctor's note for any allergies or other medical conditions. Please include any and/or all allergies your child may have, ex: food, ants, bees, grass, etc.*

☐

No high risk condition. Please sign bottom portion of this form that your child does not have a high risk condition.

Condition: _____

Limitation/need: _____

Condition: _____

Limitation/need: _____

Condition: _____

Limitation/need: _____

Child's Name: _____

Date: _____

Parent Name (please print): _____

Parent Signature: _____

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August 14, 2019

Dear Parents and Guardians:

We would like to remind parents that students cannot be dropped off before 8:15 a.m. unless they are enrolled in the before care program. There is no supervision before 8:15 a.m. Any student who is dropped off before that time will automatically be placed in before care and **will incur a fee.**

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

Late Pick-up Fee:

If you are not at school by 3:30 p.m. to pick up your child, you will incur a fee:

Once car line is over, any student picked up from the office will be charged a \$15.00 late fee per child for every 15 minutes following the conclusion of the car line. After 6:00 p.m., the after-care late pick-up fee will apply: \$10 for every 15 minutes. **These fees will also apply for all early release days. Early Release is at 12:45 p.m., you must be here by 1:00 p.m. to avoid the late pick-up fee.**

Please be advised that after **May 1, 2020** you may only pay with a cash or money order when paying for your child's fees.

Thank you for your continued support and cooperation.

Sincerely,

Sean Chance
 Central Campus Principal

Channale Augustin
 East Campus Principal

Lisa Libidinsky
 FSU Campus Principal

Michael Castellano
 West Campus Principal

Child's Name: _____

Date: _____

Parent Name (please print): _____

Parent Signature: _____

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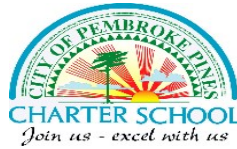
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Meal Charge Policy

Revised 7/31/19

Purpose

The Pembroke Pines Charter School System is dedicated to providing its students with healthy meals each day. The purpose of this policy is to comply with the National School Lunch and School Breakfast Program's requirement, to clearly communicate the meal charge policies in place for all students, as well as to have a uniform meal charge policy throughout the Pembroke Pines Charter School System.

Policy

1. Payments and Account Balances

Payment for all meals are expected **at** or **prior** to the time of purchase. It is the responsibility of the parents to monitor their student's meal account balance and ensure that there are sufficient funds to pay for their student's meals. Meal balances can be obtained, for free, through the MyPaymentsPlus website (<https://mypaymentsplus.com/>), the MyPaymentsPlus mobile app, or at the Point of Service. Payment options for student meal accounts are listed below.

Payment Options

- Pay online with a debit or credit card by visiting <https://mypaymentsplus.com/> (there is a small service fee of 4.29% per payment)
- Pay through the MyPaymentsPlus mobile app with a debit or credit card (there is a small service fee of 4.29% per payment).
- Send in cash or a check with the student. A check should be made payable to Pembroke Pines Charter Schools.
- Come into the cafeteria and make a payment in the form of cash or check payable to Pembroke Pines Charter Schools.

If financial hardship exists, parents are encouraged to complete a Free and Reduced Price School Meals Family Application (F&R Application). You can complete an F&R Application online by going directly to <https://frapps.horizonsolana.com/PEMP01> or by going to the **PinesCharter.net** website □ Click on the Families & Community Header □ Food Services □ "2019-2020 F&R Application online." Please note that the F&R Application may be completed at any time during the school year.

2. Negative Balances

One or more of the following actions will be taken should your account achieve a negative balance:

- A written notification indicating the low/negative balance will be given to the student **every day** to be taken home. The notification will be given to the student by the Chartwells staff at the point of service.
- An email notification will be sent from MyPaymentPlus indicating the negative balance. (You must have a MyPaymentsPlus account in order to receive this notification.)
- A robo-call pertaining to the negative balance will be made to each household which carries a negative account balance **every day** until the student's account is brought current (positive balance).
- A formal letter will be mailed to each household **once a week** until the negative balance is brought current (positive balance).
- A school administrative staff member will make a phone call to the respective household regarding the negative balance.
- The negative balance will be added to JupiterEd.
- A hold will be placed on the student's eligibility to participate in school events such as field trips, dances, graduation, etc., until the account is brought current (positive balance).

- An alternative reimbursable meal will be given to the student. The alternative meal will be a cheese sandwich meal, which meets the National School Lunch and School Breakfast Program's nutritional standard guidelines.
- Ultimately a limit will be placed in the point of service system that will not allow any charges.

3. A la Carte Items

Students must have a positive balance in their general account in order to be able to purchase any *a la carte* items; the balance must be sufficient enough to cover the purchase. Students with a balance of \$0 or below will only be allowed to purchase a reimbursable meal. A reimbursable meal is a meal, which meets the National School Lunch and School Breakfast Program's nutritional standard guidelines.

4. Refunds

Three attempts will be made to refund positive meal account balances of students who withdraw or graduate from the Pembroke Pines Charter School System. After the three attempts have been exhausted, it is the responsibility of the parent to request any refunds of such balance remaining in the account by the end of the current school year or risk possible forfeiture of the positive balance.

5. Additional Information

- 12th graders with a balance below \$0 will be withheld their cap and gown and will not be eligible to participate in the graduation ceremony until their account is brought current (positive balance).
- Students who withdraw during the school year with a negative account balance will not have their school records released to their new school until their account balance is brought current (positive balance).
- All negative balances are expected to be paid within the current school year.
- For continuing students: Any balance (positive or negative) remaining at the end of the current school year will be rolled over to the subsequent school year. All negative balances are rolled over to the subsequent school year, and the punitive actions outlined in section 2 of this policy, will commence on the first day of the subsequent school year.
- Students approved for free meals cannot be denied a meal, even if they have a negative balance on other cafeteria purchases.
- The Charter Schools will prevent overt identification of children eligible for free, reduced price, and paid meals.
- A written copy of this policy will be provided to all households and transfer households.

If you have any questions regarding this policy, your student's meal account, or about completing a Free and Reduced Application, please call (954) 518-9030.

BY SIGNING BELOW, YOU ACKNOWLEDGE RECEIPT OF THE PEMBROKE PINES CHARTER SCHOOLS MEAL CHARGE POLICY AS LISTED ABOVE. YOU FURTHER ACKNOWLEDGE THAT YOU HAVE READ, UNDERSTAND, AND ACCEPTED THE POLICY IN ITS ENTIRETY.

Parent/Guardian Signature

_____/_____/_____
Date

Parent/Guardian Printed name

Student Name

In accordance with Federal civil rights law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, the USDA, its Agencies, offices, and employees, and institutions participating in or administering USDA programs are prohibited from discriminating based on race, color, national origin, sex, disability, age, or reprisal or retaliation for prior civil rights activity in any program or activity conducted or funded by USDA. Persons with disabilities who require alternative means of communication for program information (e.g. Braille, large print, audiotape, American Sign Language, etc.), should contact the Agency (State or local) where they applied for benefits. Individuals who are deaf, hard of hearing or have speech disabilities may contact USDA through the Federal Relay Service at (800) 877-8339. Additionally, program information may be made available in languages other than English.

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

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

mail: U.S. Department of Agriculture - Office of the Assistant Secretary for Civil Rights 1400 Independence Avenue, SW

Washington, D.C. 20250-9410 fax: (202) 690-7442; or email: program.intake@usda.gov. This institution is an equal opportunity provider.

City of Pembroke Pines

- ☐ Central Campus ☐ East Campus ☐ FSU Campus
☐ Academic Village/High School ☐ West Campus



Student's Name: _____
(Last) (First)

Teacher: _____ Grade: _____

School Year: **2019-2020**

Payment Agreement

We accept Cash and Checks only. Please make all checks payable to: **City of Pembroke Pines.**

Any check issued to the City that is returned by the bank for: (insufficient funds, account closed, stop payment, refer to maker, no account found or other) will be assessed a returned check fee as provided for in § 166.251, Florida Statutes, as amended from time to time. § 166.251, Florida Statutes, provides for the following fees:

- \$25.00 if the check face value does not exceed \$50.00
- \$30.00 if the check face value exceeds \$50.00 but does not exceed \$300.00
- \$40.00 if the check face value exceeds \$300.00 or
(5%) of the check face amount of the check whichever is greater.

In the event a dishonored check is not paid, in accordance with Chapter § 166.251, Florida Statutes, appropriate legal action may be filed for the full amount of the returned checks due and owing together with services charges, court costs, and reasonable attorney fees as provided by law.

When customer issues three (3) returned checks on any City account during the most recent twelve (12) months, his/her check payment privileges at The City of Pembroke Pines will be suspended for a period of six (6) months.

Subsequent returned checks received after the reinstatement of check writing privileges, will result in additional six (6) months suspensions.

Payment to satisfy returned check will only be accepted by the City may result in any or all of the following:

Furthermore, dishonored checks not reimbursed to the City or any outstanding monies owed may result in any or all of the following:

- ⌚ Students will be denied participation in extra curriculum activities such as field trips, prom, graduation ceremony, grad night, homecoming, sporting events, parking privileges, or any other privilege at the school.
- ⌚ Records and/or transcripts will be withheld until all outstanding monies owed are paid.
- ⌚ **BEFORECARE/AFTERCARE:** 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.
- ⌚ Policies for The City of Pembroke Pines programs are subject to change.

After May 1, 2020, you may only pay with cash or money order when paying for your child's fees.
For the Activity Fee at the FSU Campus, only Money Orders will be accepted after May 1st.

Parent or guardian: By signing this agreement, I (we) agree to pay all amounts when due under this agreement. I have read and received a copy of this agreement and agree to all of its terms.

MOTHER OR GUARDIAN

NAME: _____

DRIVER'S LIC #: _____

SIGNATURE: _____

DATE: _____

FATHER OR GUARDIAN

NAME: _____

DRIVER'S LIC #: _____

SIGNATURE: _____

DATE: _____



Charting The Course



Frank C. Ortis, Mayor
 Angelo Castillo, Commissioner
 Thomas Good, Commissioner
 Lisa Libidinsky, FSU Campus Principal

Vice-Mayor
 Commissioner
 Charles F. Dodge, City Manager

August 14, 2019

**FSU Campus
ONLY**

Dear Pembroke Pines Families,

We are extremely pleased to be partnering with Florida State University College of Education to provide a unique experience for prospective teachers and students who are completing a minor in education. Through the use of remote video cameras FSU undergraduate and graduate students will have a "window" into our classrooms. A camera will be set up in classrooms here at Pembroke Pines and FSU students (in Tallahassee) will observe through an internet platform. The video feed is real-time and at no time is a recording made of the classroom activities. The audio is one-way with the site in Tallahassee hearing what is going on in Pembroke Pines but we will not hear conversations on their end. This remote observation setup has been used with a local school in Tallahassee for 3 years and due to the increased participation in field experiences we have been invited to support the observation component of several education courses.

While there are NO recordings being made we do want to give any family the opportunity to request that their child not be included in the viewing area. We ask that you complete the Parent Release form included with this letter and return to your child's teacher during the first week of school. We anticipate that the remote observations will begin mid-September and continue through the school year. No observations will be scheduled in rooms or at times that would interfere with periods of scheduled assessments.

Should you have any questions please do not hesitate to contact us.

Sincerely,

Lisa Libidinsky

Lisa Libidinsky
Principal

I, the undersigned, do hereby grant or deny permission for my child, _____, to be in the viewing area during any remote video observation experience occurring during the 2019-2020 school year at the school. I understand that the observations will not be recorded in any form.

☐ Deny permission for my child to be in the viewing area during any remote observation experience

☐ Grant permission for my child to be in the viewing area during any remote observation experience

Child's Name: _____

Date: _____

Parent Name (please print): _____

Parent Signature: _____



FSU Campus

601 SW 172nd Avenue - Pembroke Pines, FL 33029 - (954) 499-4244 Fax (954) 499-3016

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.

Pembroke Pines Charter Schools

Parent Teacher Association of the Pembroke Pines Charter Elementary School Recording, Assignment, Consent, and Release 2019-2020

By signing below, I hereby consent to the video recording of my child and the use of these recordings for the purpose of producing a video/DVD of the students at the Pembroke Pines Charter Elementary Schools. I grant permissions to the School and PTA to make copies in any form or media of the recording made of my child. I further grant permission to edit or alter the recording and to distribute all or any portion of the recording via any media. I understand and agree that the recording may be used in the publications of the School and PTA and released to the public information media, parents, families or general public. I understand that I will receive no compensation for any use of the recording. The video/DVD may be donated or sold to the public by the School or PTA.

I hereby release the Pembroke Pines Charter Schools and PTA and any of its associated or affiliated companies, their directors, officers, agents, employees and customers, and appointed advertising agencies, their directors, officers, agents, and employees from all claims of every kind on account of such use.

I, the undersigned, certify that I have read this release and understand all its items.

☐ **I DO NOT** grant permissions to the School and PTA to make copies in any form or media of the recording made of my child

Child's Name: _____

Date: _____

Parent Name (please print): _____

Parent Signature: _____





Charting The Course



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

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

August 14, 2019

Dear Parent or Guardian:

The School Health Services Program provides health screening to public school students in Kindergarten, 1st, 3rd, and 6th Grades, as mandated in Florida Statue 381.0056(7) (d). The screenings include vision, hearing, height and weight (BMI), and Scoliosis. They are offered in an effort to decrease health barriers to learning and may be performed individually or in groups. Parents or guardians have the right to opt their child out of the screenings.

☐ **I DO** want my child to receive one or more of the screenings.

☐ **I DO NOT** want my child to receive one or more of the screenings.

DO NOT SCREEN:

- ☐ **Vision (Grades KG, 1st, 3rd, 6th)**
☐ **Hearing (Grades KG, 1st, 6th)**
☐ **Height and Weight (BMI) (Grades 1st, 3rd, 6th)**
☐ **Scoliosis (Grades 6th)**

Please note that students in other grades may also be screened.

Sincerely,

Sean Chance
 Central Campus Principal

Channale Augustin
 East Campus Principal

Lisa Libidinsky
 FSU Campus Principal

Michael Castellano
 West Campus Principal

Child's Name: _____

Date: _____

Parent Name (please print): _____

Parent Signature: _____

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

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

Central Elementary/Middle Campus
 12300 Sheridan Street, Pembroke Pines, FL 33029
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West Elementary School
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 954-443-4820

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Charting The Course



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August 14, 2019

Dear Parent or Guardian:

Pursuant to the City's Charter with the School Board of Broward County, Florida, every family who has a student enrolled at the Pembroke Pines Charter School is required to perform **thirty (30) service hours** in order for the student to remain enrolled at the Charter School. Such family participation enriches the education of students and the overall school experience.

The safety of students at Pembroke Pines Charter Schools is a priority and every precaution is taken to ensure the well-being of each child. Accordingly, Charter School employees undergo an extensive background screening prior to being hired.

The Jessica Lunsford Act requires schools to conduct limited background checks for each volunteer. The background screening required by this legislation pertains solely to an individual's sexual predator and/or sexual offender status. It is, therefore, necessary to conduct such screenings for each volunteer at the Charter School prior to their performing such hours. You may contact the office should you need additional Volunteer Application forms.

Please return the signed and completed 2019-2020 Service Hours Application form and Service Hours Policy sheet to the front office so that this important screening can be completed and you may begin accumulating your service hours for the year. **All service hours must be fulfilled prior to May 22, 2020 unless prior arrangements have been approved by administration.** Your signature below indicates that you understand that 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.

The City and Charter School recognize that this is a sensitive issue and are happy to assist you should you require additional information.

Sincerely,

Sean Chance
 Central Campus Principal

Channale Augustin
 East Campus Principal

Lisa Libidinsky
 FSU Campus Principal

Michael Castellano
 West Campus Principal

Child's Name: _____

Date: _____

Parent Name (please print): _____

Parent Signature: _____

Pembroke Pines Charter Schools

Service Hours Application
2019-2020

Mother/Grandmother/Guardian Name: _____
(Last) (First) (Middle)

Driver License Number: _____

List any aliases: _____

Address: _____
(Street) (Apt#) (City) (State) (Zip Code)

Father/Grandfather/Guardian Name: _____
(last) (First) (Middle)

Driver License Number: _____

List any aliases: _____

Address: _____
(Street) (Apt#) (City) (State) (Zip Code)

| Full Name of Children | Grade | Campus |
|-----------------------|-------|--------|
| | | |
| | | |
| | | |

☐ **Please check if application was previously submitted at another campus. List campus:** _____

Guidelines for Volunteers

Your interest and concern have motivated you to volunteer in the Pembroke Pines Charter Schools. Thank you!
This is a valuable, challenging, and rewarding role.

To make your experience as a school volunteer a beneficial one for the students and for you, please follow these guidelines as you help in the school.

- ❖ Your main concern while engaged in school activities should be the safety and education of all students.
- ❖ You must not give medication to students.
- ❖ You must not discuss individual student's grades, records, and abilities. This is personal and confidential information protected by Florida.
- ❖ Statute 1002.20.
- ❖ You may not supervise a classroom or discipline student(s). These are the responsibilities of the teacher and school.
- ❖ You must sign in and out of a school in the front office.
- ❖ You must wear a name badge for identification, when helping with school activities.

Security Background Information

☐ **Yes** ☐ **No** Have you EVER BEEN convicted of child abuse, incest, lewd and lascivious action, pornography, or other sexual offense?

Pursuant to Laws of Florida, Section 943.04351, Florida Statutes, The Charter School is required to conduct a limited background check on all volunteers at the Charter Schools. The background investigation that is required by this legislation pertains solely to an individual's sexual predator and sexual offender status. As all families enrolled at the Charter School are required to perform thirty (30) service hours at the Charter School, all families are required to undergo this screening.

By signing this document, I certify that I have read and fully understand both Guidelines for Volunteers and the Security Background information sections. I further state that all information provided is true and accurate.

By my signature, I certify that the Pembroke Pines Charter School reserves the right to check the background of volunteers and I give my permission to conduct any investigation necessary to verify all information as may be required by law prior to my being able to participate in any volunteer activities at the Charter School.

I understand that my volunteer activities at the Pembroke Pines Charter School may be terminated with or without cause at the discretion of the Principal. By my signature, I certify that I know and understand these policies and agree to abide by the policies of the Pembroke Pines Charter Schools and The School Board of Broward County, Florida.

Print Name(s): _____ **Date:** _____

Signature(s): _____

School Review: ____/____/____

City Review: ____/____/____

By: _____
Principal

By: _____
Administrator



Charting The Course



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 Angelo Castillo, Commissioner
 Thomas Good, Jr., Commissioner
 Sean Chance, Central Campus Principal
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Jay D. Schwartz, Vice-Mayor
 Iris A. Siple, Commissioner
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 Channale Augustin, East Campus Principal
 Michael Castellano, West Campus Principal

Service Hours Policy for 2019-2020

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.
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 to the classroom.
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. During the 2nd and 3rd grading periods, all service hours will be tabulated and parents will be notified of the hours they have accumulated.
10. A new duplicate form 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 as a result of this required background check.
14. **All service hours must be fulfilled prior to May 22, 2020 unless prior arrangements have been approved by administration.** Your signature below indicates that you understand that 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.

☐ Yes, I have read this and agree to abide by this policy.

Sincerely,

Sean Chance
 Central Campus Principal

Channale Augustin
 East Campus Principal

Lisa Libidinsky
 FSU Campus Principal

Michael Castellano
 West Campus Principal

 Child's Name: _____

Date: _____

Parent Name (please print): _____

Parent Signature: _____

Pembroke Pines Charter Schools

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 aspirin.
- ❖ 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. Also, 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 May 1, 2020.**

Child's Name: _____

Date: _____

Parent Name (please print): _____

Parent Signature: _____

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

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

Our Vision

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

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

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



Charting The Course



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

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

August 14, 2019

Dear Students and Parents,

Welcome to a new school year at the Pembroke Pines Charters! We are looking forward to another great year. As always, we are committed to making sure that we educate our students in a safe environment. Please note that our school follows the rules, policies, and consequences that are listed in Broward County Public School's Code of Student Conduct booklet. The expectations for students are listed and described in the booklet. Topics include student attendance, respect for people and property, appropriate dress, technology usage, student publications, student activities, student records, the right to appeal, and grievance procedures.

We are asking that you review the information in the **Code of Student Conduct booklet** with your son or daughter. Please discuss the consequences of violating the rules. It is important to review the booklet each year as some rules and policies may change. The Code of Student Conduct is located on our website at www.pinescharter.net. If you do not have Internet access, please contact our front office and we will be happy to provide a copy for you.

After you and your child have discussed the information located in the Code of Student Conduct booklet, please sign below indicating that you and your child read, reviewed, and understood the information written in the Code of Student Conduct booklet.

We are looking forward to a wonderful year. Thank you for your cooperation. If you have any questions, please do not hesitate to contact our office.

Sincerely,

Sean Chance
 Central Campus Principal

Lisa Libidinsky
 FSU Campus Principal

Channale Augustin
 East Campus Principal

Michael Castellano
 West Campus Principal

Child's Name: _____

Date: _____

Parent Name (please print): _____

Parent Signature: _____

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INSERT CODE OF CONDUCT PAGES



Charting The Course



Frank C. Ortis, Mayor
 Angelo Castillo, Commissioner
 Thomas Good, Jr., Commissioner
 Lisa Libidinsky, FSU Campus Principal

Jay D. Schwartz, Vice-Mayor
 Iris A. Siple, Commissioner
 Charles F. Dodge, City Manager

August 14, 2019

January 2, 2020

Dear parents/guardians:



The Pembroke Pines-Florida State University Charter Elementary School is a developmental research school (laboratory school) sponsored by Florida State University. The mission of a developmental research school is to provide "a vehicle for the conduct of research, demonstration, and evaluation regarding management, teaching, and learning." As a developmental research school, the school is able to charge a student activity and service fee to be utilized for student needs throughout the school year. On June 17, 2009, the Pembroke Pines City Commission approved to institute a student activity and service fee for the students of the school. The student activity and service fee for each student for the school year 2019-2020 is \$300 per student for grades K-5. Please note that field trips and some other student activities may not be included in this fee.

The fees will be used for the following:

| | |
|--|--|
| Student Activities and Special Events (assemblies, competitions, etc.) | Student Award Programs (Give Me 5, Honor Roll, etc.) |
| Student Supplies | Media |
| Special Areas (PE, art, music, science) | Classroom Materials and Programs |
| Classroom Technology | |

FEE DEADLINE

For the 2019-2020 school year, if the payment is paid in full by **Tuesday, October 1, 2019** a 10% discount will be given, making the total activity fee \$270.00. Also, a payment plan has been set up for the 2019-2020 school year if parents wish to pay in four payments throughout the year. The due dates for the four payments of \$75 each will be: October 1, 2019 December 2, 2019 February 3, 2020 April 1, 2020

Any student that does not pay their fees in full will have their invitation for enrollment to the Pembroke Pines Charter School withdrawn for the next school year (this includes fifth grade students.) If families have extenuating circumstances that would prevent them from paying the fees, a hardship committee has been established to review these requests on a case by case basis. The due date to pay your Activity Fee is **Tuesday, June 2, 2020**. This Activity Fee can be paid on-line starting on July 31, 2019 through mypaymentplan.com with a convenience fee of 4.29%.

FREE AND REDUCED WAIVERS

Those who qualify for the Free or Reduced Price Meals Program may be eligible for a waiver for all or half of the fee. In order to be eligible for the waiver of activity fees, the application for Free and Reduced lunch must be received within 30 school days (on or before **Wednesday, September 25, 2019**) of the start of each school year. If a student is admitted after the first day of school, their application must be received within 30 days of admission. If you qualify for the activity fee waiver but do not meet the 30 day application deadline, the activity fee will be due in full. You can apply for Free and Reduced Lunch on our school website www.pinescharter.net. Once a student is approved for free or reduced lunch, an adjustment will be made to the activity fee. Those who qualify for free lunch will not need to pay the fee. Those who qualify for reduced price meals will need to pay \$150.00 per student (four payments of \$37.50 each may be paid following the payment plan dates listed above.) If the fees have already been paid, a refund will be processed. Students who participate in this program will be audited.

EXTRA-CURRICULAR ACTIVITIES

No student who has outstanding activity fee balances will be allowed to participate in any extra-curricular activity that is funded through the collection of these fees.

PARTIAL YEAR FEE SCHEDULES

Activity fees will be prorated for new students who attend for less than a full school year. For each part of a quarter that the new student attends the Pembroke Pines-Florida State University Charter Elementary School, they must pay $\frac{1}{4}$ of the activity fee. There are no refunds and fees will not be prorated due to withdrawal except within 30 days of the start of each school year or within 30 days of admission.

HOW TO PAY ACTIVITY FEES

Student activity fees may be paid either by check, money order or cashier's check ONLY made out to PPCES-FSU. **This Activity Fee can be paid on-line starting on July 31, 2019 through mypaymentsplus.com with a convenience fee of 4.29%.** Payments will be accepted in the front office or parents may send checks into the school in the Take-Home/Bring-Back folders. **No checks will be accepted after May 1, 2020.**

Sincerely,

Lisa Libidinsky, Principal

Child's Name: _____

Date: _____

Parent Name (please print): _____

Parent Signature: _____

Kindergarten Parents

Some of us are crying, Teary-eyed and blue,
Some of us are cheering, "I'm glad the summer's through!"
Whatever mood you're feeling, Stop by and stay awhile,
We'll be here to greet you with morning treats and a smile.

Join us for a Boo Hoo/Yahoo Breakfast!

First day of school – Wednesday, August 14th

8:45 am in the Cafeteria

Sponsored by:

PPCES FSU PTA

See that your kindergartener made it to his/her Classroom,
then head over to the Cafeteria to enjoy bagels and coffee with other
kindergarten parents.

This is a great opportunity to meet other parents and to see how you can get
involved at Pembroke Pines FSU Charter.



Pembroke Pines Charter Elementary School

WAY HOME FORM

2019-2020

Student's Last Name and First Name

Grade

Teacher

Please mark the way your child is to go home from school and return to your child's teacher:

☐ Bike Rider/Walker _____ (I realize that my child will be released at dismissal from
school.) Start Date _____

☐ Car Rider _____
Start Date _____

☐ School Aftercare _____
Start Date _____

☐ School Bus _____,
Start Date _____ Bus route letter and color (ex: A-red, B-blue, etc.)

☐ Parent Pick-up (Walk-Up to gate) _____
Start Date _____

☐ Private School Bus _____
Name of bus _____ Start Date _____

☐ Other (Please specify) _____

Medical Concerns: _____

Emergency Contact Information:

Name

Cell Phone Number Relationship with student

Name

Cell Phone Number Relationship with student

Name

Cell Phone Number Relationship with student

Parent's Signature

***Any changes in your child's dismissal MUST be put in writing and
given to their teacher BEFORE 2:00 P.M.***

For the safety of all students, they may not be released after 2:30 p.m.