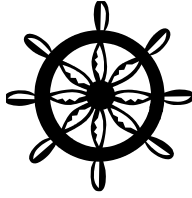


# Pembroke Pines Charter Middle School



## Guide to Proactive Discipline

**Be Respectful**

**Be Responsible**

**Keep Hands and Feet to Self**

**Follow Directions**

**Be Safe**

Pembroke Pines Charter Schools follows the “Broward County Public School Code of Student Conduct” and this document directly aligns with their policy.

*I have read the “Guide to Proactive Discipline” at Pembroke Pines Charter Middle School which includes “Rights and Responsibilities” and “Rules and Consequences.” Study and review this document with your child. Knowing and being aware of these rules are very important and will affect your child throughout the year. We are confident that with your support our students will enjoy a learning environment where increased academic achievement will take place. When you review and reinforce these concepts at home, you are doing your part to increase your child’s overall success.*

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Student: \_\_\_\_\_

Grade: \_\_\_\_\_

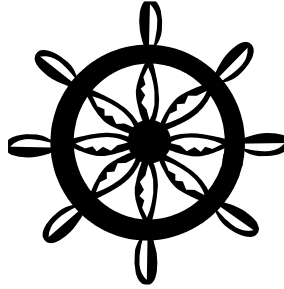
Student Signature: \_\_\_\_\_

Parent/Guardian: \_\_\_\_\_

Parent/Guardian Signature: \_\_\_\_\_

*Please sign and return the Pembroke Pines Charter Middle School “Guide to Proactive Discipline” plan and the Broward County Code of Conduct within three days of receipt.*

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



**Central Campus**  
**Mr. Sean Chance, Principal**  
**Dr. Linda Montoto , Assistant Principal**

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

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

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

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

## **Discipline Plan**

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

### **Expected Student Behavior**

- Students expected behaviors are listed on page 16 and unacceptable behaviors are on page 17 and will be subject to disciplinary actions as outlined in the Discipline Matrix.
- Students Dress appropriately for school by following the Pembroke Pines Charter Middle School (PPCMS) dress code policy, wearing uniforms approved by the school and wearing an I.D. badge (in visibly good condition). This makes it easy to identify visitors, which helps keep our school safe.
- Walk in the corridors. Running has the potential for injuries and causes a disruption.
- Keep hands, body and objects to yourself. Doing so helps to prevent injury and disruption.
- Be courteous. Be respectful toward staff and peers.
- Arrive on time. Instructions begin promptly when the bell rings. Be prepared with class materials.
- Not misrepresent oneself by cheating, copying, plagiarizing, counterfeiting, using false identification, or making false reports by posing as a parent to excuse absences or tardiness, sign an interim report card, etc.
- Not use scooters and inline skates/rollerblades/wheelies or skateboards on school property.
- Not endanger the lives of students and staff by setting off unfounded fire alarms.
- Keep hands, body and objects, as well as inappropriate languages/comments to yourself to avoid conflict with others.
- Leave candy and gum at home. Gum and candy are prohibited on campus because they may cause damage to school property. No selling of items permitted on campus.
- Not permitted to wear head coverings including, but not limited to caps and hats or scarves/bandanas, unless they are necessary for safety in certain classes, health or religious reasons.
- Not permitted to bring headphones or speakers. Earbuds permitted in class for instructional purposes.
- Not bring toys or other distracting items to school. (i.e. fidget, spinners/cubes, balls, slingshots, etc.)

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

## Proactive Middle School Behavior Program

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

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

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

## **BEHAVIOR TRACK**

Repeated rule violations will result in the student being placed on the Behavior Track. Student behaviors that are inappropriate need to be dealt with in the classroom and by the student's team of teachers. When three interventions and a parent contact have been documented, a referral will be issued and the student will be subject to the SBBC Discipline Matrix.

Each student referral requires three (3) interventions plus parent contact; unless otherwise specified in the Administrative Discipline Matrix. This may include a Response to Intervention (RTI). Thereafter, an additional intervention and a parent contact are needed. Interventions do not "carry over" from referral to referral. The progression of discipline consequences are as follows:

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

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

\*\* In lieu of Internal Suspension (IS), students will be placed in Saturday detention or Alternative to External Suspension (AES).

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

## VIOLATIONS OF SCHOOL RULES LEADING TO PLACEMENT ON THE BEHAVIOR TRACK

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

### **AFTER SCHOOL DETENTIONS:**

Two-hour After-School Detention: the detention notice must be signed by a parent/guardian. Failure to comply will result in the student not being permitted to serve the detention and placed on the Behavior Track for additional consequences.

Students who do not attend Administrative Detention will serve a Saturday Detention. Multiple no shows of detentions may result in suspension.

## **Alternative to Suspension**

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

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

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

## **RIGHT TO AN APPEAL**

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

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



# **SECTION TWO**

## **Additional Rules and Regulations**

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

## FIELD TRIP AND ACTIVITY GUIDELINES

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

These policies align to (SB Policy 6303).

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

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

# DRESS CODE POLICY

## 2017-2018

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

1. All students must wear one of the approved uniform outfits. Secondary students must have their ID visibly worn at all times. Students must replace IDs that are damaged.
2. Shirts (for students in grades K-8) must be tucked in at all times while on campus.
3. All clothing should fit properly and worn correctly. Revealing clothing or clothing that exposes the torso is not allowed. Denim leggings, jeggings are not allowed. Clothing that exposes the upper thigh including shorts that are rolled up/in are not allowed. Hemmed shorts that are not shorter than mid-thigh, including walking shorts, Bermuda shorts, and split skirts (culottes), are allowed.
4. If the uniform bottom has belt loops, a brown or black belt must be worn. Trousers and belts must be secured at the waist.
5. Jackets/sweatshirts may be worn to school, but must comply with the school colors (solid navy blue, maroon, gray, white) Also, undershirts must be navy blue, maroon, gray, black or white and must be solid with no markings or logos.
6. Sneakers or flat-heeled shoes with enclosed toes and backs are allowed. The following are examples of what is not allowed: backless style shoes, open toed shoes of any type, boots, high sneakers, high platform shoes, or slippers, distracting or mismatched footwear or socks is not allowed.
7. All secondary students enrolled in Physical Education classes will be required to wear a PE uniform tee shirt with the school logo. This shirt will be available for purchase at Planet-T-Uniforms.
8. Clothing, jewelry, buttons, haircuts, and other items or markings which are offensive, revealing, suggestive or indecent, associated with gangs or cults, use of drugs, alcohol or violence, or support discrimination on the basis of age, color, disability, ethnicity, gender, linguistic differences, national origin, race, religion, socioeconomic background or sexual orientation are **NOT ALLOWED**.
9. Any articles of jewelry or clothing that may cause injury, including, but not limited to, belts, collars or bracelets with spikes of any sort, heavy link chains, and wallet chains hanging off belt loops or side/back pockets are **NOT ALLOWED**.
10. Any hair style that interferes with the learning environment including unnatural hair coloring, e.g. green/orange/purple/red/blue, etc., are **NOT ALLOWED**.
11. This dress code policy allows reasonable accommodations based on a student's religion, disability, or medical condition.
12. Dress Down event attire must follow SBBC Policy. Also, tops may not be transparent, spaghetti straps, or mid-drift. Bottoms must be blue/black denim jeans with no rips, holes or jeggings/joggers permitted.

All violators will be subject to disciplinary action.

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