

CLEARWATER FUNDAMENTAL

Welcome!

Clearwater Fundamental Middle School is the result of a dream that began in 1976 when the first fundamental elementary school opened its doors. Clearwater Fundamental opened in 1995 giving families living in Northern Pinellas County a place to continue their fundamental education. Fundamental schools are schools of choice and emphasize principles that set them apart from non fundamental schools. Clearwater Fundamental's environment provides for those who work best where expectations are clearly defined. A strong emphasis is placed on the home and school working together to promote successful learning.

Clearwater Fundamental provides a quiet, well disciplined, and structured learning environment. **The fundamental guidelines, school rules and policies are strictly enforced during every school day, during extracurricular activities up to and including the last day of school.** A competitive spirit exists within the framework of mutual respect, cooperation and regard for the rights and property of others. Clearwater Fundamental takes great pride in maintaining a safe learning environment for your children. We believe in setting high expectations for all of our students. It is because we closely monitor student behavior that we are able to maintain a successful learning community. We ask for your support by realizing that children will make poor choices from time to time. These poor choices may result in a child earning a demerit, detention, suspension or in rare cases being recommended for dismissal from our program. Questioning and debating every demerit or detention issued is counterproductive. Your child may gain the sense that you are willing to "bail them out" of situations, and that they are not responsible for their actions. This creates additional challenges for the classroom teacher and other staff members when students begin to feel that they are immune from any disciplinary action.

We spend an extraordinary amount of time explaining to parents what actually happened here at school as opposed to the story that they were told at home. We need to focus more of our time on moving forward academically which is why we are here and why you wanted your child to attend school here. You chose Clearwater Fundamental for many reasons, one being the type of learning environment that exists here. Your support of our program and its guidelines only increases the likelihood that your child will experience many successes while being a student at Clearwater Fundamental.

MISSION

The mission of the Clearwater Fundamental community is to promote highest student achievement through cooperative efforts and a challenging curriculum.

PARENT MEETING RESPONSIBILITIES

To show support for the school, parent/guardian attendance at either Parent -Teacher- Association (PTA) **OR** School Advisory Committee (SAC) meetings is required.

Clearwater Fundamental has no make-up policy for the 2011-2012 school year. You must attend either a PTA or a SAC meeting each month. Those choosing to attend SAC are

attending as observers only -- it is not an interactive meeting. If circumstances arise which make it impossible for a parent to attend a required PTA meeting, a representative (18 years or older, not representing another Clearwater Fundamental family) may be sent. Each representative may represent only one family. If a parent needs to exercise this option, he/she must call the office of the principal by the morning of the meeting day. It is the parent's responsibility to make the representative aware of all obligations. **SAC meetings are in the gym at 6 PM; cards will not be given out after 6:15. You will NOT receive credit for attending if you arrive after 6:15. PTA meetings are at 7 PM, locations posted on both the school and PTA websites; cards will not be given out after 7:15. You will NOT receive credit for attending if you arrive after 7:15. You must stay until the meeting is adjourned to receive credit for attendance--no exceptions. This is Fundamental Policy. The meeting is intended for parents only. Any children in attendance must sit with their parents.**

PTA Meetings 2011-2012

Monday, September 12 (BTSN 6:30-8 pm)

Tuesday, October 18

Tuesday, November 15

Tuesday, January 17

Tuesday, February 21

Tuesday, March 20

Tuesday, April 17

Tuesday, May 15

SAC Meeting Dates

Thursday, September 8

Thursday, October 6

Thursday, November 10

Thursday, January 12

Thursday, February 9

Thursday, March 8

Thursday, April 12

Thursday, May 10

Procedure for unattended meetings is:

After one (1) missed meeting a reminder letter will be mailed to the family.

After two (2) missed meetings the family will be placed on probation.

A third (3) missed meeting results in referral to the Intervention and Appeals Committee. If a family is reassigned for nonattendance of parent meetings, they may not reapply to any fundamental middle school.

STUDENT ARRIVAL/DISMISSAL

Parents/guardians are expected to provide transportation for students enrolled in fundamental middle schools. Students should not arrive more than thirty (30) minutes before the start of the school day. **No supervision is provided before that time.**

At the end of the student day, students must be picked up by parent/guardian or a designee no later 3:20 PM. **No supervision is provided after 3:20 PM. Repeat offenders will be referred to the Intervention and Appeals Committee for possible reassignment.**

BICYCLES/SKATEBOARDS

State law requires that bicycle helmets be worn by children under 16 years of age. Students must place their bicycles in the bicycle compound adjacent to the basketball courts in the back of the school. All bicycles must be locked. CFMS accepts responsibility for any bicycle damaged or stolen from school board property. The riding of bicycles on school grounds is prohibited. The possession of and/or use of a skateboard on campus is prohibited. Students bringing a skateboard to school will be asked to leave it in the front office where it can be picked up by a parent/guardian.

NEWSLETTER / WEB SITES

In an effort to conserve resources, we will no longer print the school newsletter, *The Trailblazer*, for our student community. However, *The Trailblazer* will be available on Clearwater Fundamental's website. Paper copies can be found in the front office. You will be notified monthly in a phone message that the newsletter is available for viewing. It will be assumed by the school that all parents/guardians have read the newsletter. Please be reminded that our newsletter contains a wealth of information.

Please visit Clearwater Fundamental's Web Site: <http://www.cf-ms.pinellas.k12.fl.us/> for information about our school and to access our school newsletter.

PTA: <http://cfmspta.org/>

Pinellas County Schools: www.pcsb.org

SUNLINK (library database): www.sunlink.ucf.edu; choose "Region 4, then "Pinellas"

Destiny (library catalog): <http://destiny.pinellas.k12.fl.us>; choose: "Clearwater Fund. Ms

FCAT Explorer: <http://www.fcatexplorer.com>

Moodle URL: <http://moodle.pcsb.org>

District Universal UN and PW:

Username: ___ . ___

Password: _____

DO NOT SHARE YOUR PASSWORD INFORMATION WITH ANY OTHER STUDENT. Signing in to a testing site as another student is considered forgery/cheating and the offending students will be referred to the IAC.

WHERE TO GO FOR HELP

| | |
|-------------------------|--------------------------------|
| Alateen/AlaNon | 548-6811 |
| Alcoholics Anonymous | 530-0415 |
| Crisis Line - 24 hours | 791-3131 |
| Narcotics Anonymous | 547-0444 |
| Operation PAR Inc. | 547-4508 |
| Family Service Center | 536-1817 |
| School Board | 588-6000 |
| Homework Helpline | 547-7223 or 442-3226 |
| Community Mental Health | 327-7656 Exceptional Education |
| 588-6441 | |
| Clearwater Fundamental | 298-1609 |
| Clearwater Fund. FAX | 298-1614 |

For a list provided by HRS or further Information call the Drug Free Schools Office 588-6130

ATTENDANCE

Attendance Policy: Florida state law requires attendance in school until age 16. Each student is expected to accept responsibility for regular class attendance. This is consistent with fundamental school philosophy. Students who are excessively absent may be referred to the Intervention and Appeals Committee (IAC). Parents are reminded that the school board changed the policies that address student attendance. The school previously had discretion to excuse an absence for reasons that were not specifically listed in the policy. With the policy change, that discretion no longer exists. The parent is expected to both call and send a written note explaining the absence. Also, the school may request that the parent produce medical documentation from a doctor or public health unit. If the student has been out of school for more than five days, the parent must provide medical documentation for the absence to be excused. A student who is not present in class at least one half of the class period will be counted absent from that class. In order to get credit for attendance for the school day, the student must be in attendance for at least one half of the class periods during the school day. Every three (3) unexcused tardies within a grading period count as one unexcused absence. When a child is going to be absent, the parents are asked to notify the school no later than 10:00am. Students with 3 unexcused tardies in one class, in one grading period, will be issued a detention. Tardies are excused **only with a doctor's note**.

Any absence which does not meet the criteria of an excused absence is an unexcused absence. Examples of unexcused absences would include an Out-of-School Suspension, family vacation or exclusion due to a student not having a completed Certificate of Immunization.

A student who has an excused absence shall make arrangements with the teachers for any make-up work the next time the class meets. It is the student's responsibility to make these arrangements. A student is given one (1) day to make up work for each day missed. Even if classwork and homework is made up, the student can never recapture the time lost from the classroom. Teachers cannot be expected to re-teach a lesson already presented in class. Too many absences can lead to a drop in academic performance or a referral to Truancy Court, the Attendance Specialist, or the Intervention and Appeals Committee. Make-up work for unexcused absences may be penalized a letter grade. **Any work not made up within time limits will result in a zero.**

Parents with additional questions regarding the attendance policy may request a complete copy of the new rules by contacting CFMS front office.

IMPORTANT IMMUNIZATION INFORMATION

Effective with the 1999-2000 school year, completion of the hepatitis B vaccine series (three doses), a second dose of measles vaccine (preferably MMR) will be required. For the school year 2011-2012, there is a State of Florida

immunization requirement for 7th grade. Students entering (or attending) 7th grade will be **REQUIRED to have a Tdap (tetanus- diphtheria-pertussis)** prior to attending class. A Td will NOT be accepted. If the student has had a recent Td, they will require a Temporary Medical Exemption for school entry (this must be documented on the Blue 680 Immunization record by the Department of Health clinic or a physician's office) which will allow them to wait 2 years from the date of the immunization received and they will then be required to receive the Tdap immunization at that time. Immunizations are available at no cost at all Pinellas County Health Departments.

MEDICATIONS

Both prescription and over-the-counter medications must be stored and administered in the office. (This includes cough drops.) The parent or guardian must complete the blue card for prescription medications, and the orange card for over-the-counter medications. Students carrying inhalers, epi pens, or other medical devices are required to notify the office. (School Board Policy) Leftover medications not picked up by a parent within the week following the end of the school year will be destroyed.

LOCKER RULES

- Students must use a school purchased (\$4.00) combination lock. All other locks will be removed with no liability to the school for replacement.
- Students may access their lockers as needed. However, accessing a locker does not constitute an excused tardy. Students must make it to class on time.
- Homework or other required materials left in the locker during the day will be considered missing. Two demerits will be issued.
- ALL electronic devices, including cell phones should be turned off and stored in the locker during school hours. Cell phones used without permission or found ringing in class will result in a detention.
- Students may not mark, color, or place any permanent pictures or stickers on the outside or inside of the lockers.
- Students who damage their locker will be required to pay for repairs and may receive further consequences as issued by an administrator.
- Students are responsible for the security of their lockers. Keep your combination a secret.
- The school is not responsible for items lost from lockers.
- Only school related items should be stored within school lockers.
- Lockers are school board property and are subject to inspection at any time without prior notification.

*Students who violate the rules may have their locker taken away and/or be referred to an administrator for appropriate discipline.

REQUIRED MATERIALS

Each teacher will send home a list of materials required for each specific class. In addition, all students must have with them daily the Clearwater Fundamental Planner, a recreational reading book, the Clearwater Fundamental student picture ID, paper, pencils and pens. Students missing required materials may be issued a demerit. Students should note that periodic ID checks will occur throughout the school year. Any student without his/her ID will be issued a detention.

FUNDAMENTAL HOMEWORK PRACTICE

Homework will be assigned at the teacher's discretion. Homework is considered an integral part of the fundamental philosophy and will be reviewed upon completion by the teacher. When assigned, it is an expectation that the parent will review each of the assignments for quality and accuracy. ALL homework must be signed by the parent. It is expected that a parent will use a full signature and not just initials. To avoid the earning of two demerits for incomplete homework, the student must complete at least 90% of the work assigned. However, it is a school expectation that the student attempt 100% of the assignment to be eligible for full credit towards the final grade of the marking period. In order to maintain high standards and to train children in good work practices, teachers will only accept papers that are clean, neat, and carefully written. Papers that are dirty, torn, or have illegible handwriting, will not be given credit. Information and spelling that has been provided by the teacher or the textbook should be written correctly by the student. Illegible assignments, even if turned in, may result in the issuing of two (2) demerits and reduction of grade.

In math, to be considered complete, the student must show the work they completed in developing their answer. A student will receive a zero (0) and two (2) demerits for their homework assignment if they fail to show how the problem was solved. Please encourage your child to do this. Students will earn one (1) demerit for failure to obtain a parent signature and two (2) demerits if the homework is not completed (less than 90%).

Homework, in-class assignments, parent signatures, school supplies, and textbooks are integral components of the fundamental school philosophy. Homework can be assigned any day of the week and communication between home and school is a must. Demerits are used to reinforce the above goals and will be assigned should the student fail to fulfill his/her obligations.

Demerits may be assigned as follows:

Lack of parent signature: 1 demerit.

Lack of materials: 1 demerit

Missing/Incomplete homework: 2 demerits *

No band instrument or music: 2 demerits

No PE dress-out clothing 2 demerits

*If a long term assignment is incomplete or missing, a demerit may be earned in addition to the daily homework demerits. (Examples: weekly band practice cards due each Monday, or book report that was assigned several weeks prior)

Every effort will be made to stamp the student's planner during the class on the date in which the demerit was received.

However, stamping the planner is simply a courtesy - not required. A student will still receive demerits if he/she forgets the homework, even though the parent brings the work to him/her after school has begun.

The process regarding demerits is as follows:

Five (5) demerits in one grading period, in one class, will result in a Notice of Academic Violation. Parents are required to sign the violation notice and have it returned to the teacher when the class next meets. Failure to return the violation notice on time will result in a detention and can lead to an IAC referral.

Should five (5) additional demerits be earned in the same class, resulting in a total of 10 or more demerits, the student will be referred to the Intervention and Appeals Committee (IAC). Students earning a second Notice of Academic Violation during the same marking period as the first notice will also be referred to the IAC.

IAC

The Intervention and Appeals Committee (IAC) meets on an "as-needed" basis after school. The IAC is made up of both parents and staff representing each of the grade levels. The IAC will recommend either probation or an assignment to another school setting as determined by the Student Assignment Office.

Failure of the parent/guardian to sign an academic or disciplinary probation within 48 hours will result in the student's immediate removal from Clearwater Fundamental Middle School.

Parents having any questions about the fundamental policies, detentions, demerits, or discipline policies are encouraged to contact the school for more information.

Homework Helpline: Students who wish assistance with homework may call the Homework Helpline.....547-7223 and 442-3226

MINIMUM QUALITY STANDARDS FOR STUDENT WORK

Students' written work should have:

- required heading as specified by the teacher.
- capital letters at the beginning of each sentence.
- correct punctuation at the end of each sentence.
- correct spelling of all common words and words posted or used as vocabulary in the subject area
- correct grammar in common situations (example: don't / doesn't).

Proofreading Checklist:

- ✓ I have begun all sentences with a capital letter.
- ✓ I have begun all names of persons and places with a capital letter.
- ✓ I have put an end mark at the end of each sentence.
- ✓ I have checked all words for misspelling.
- ✓ I have reread my sentences aloud (or sub-vocally) to be sure they make sense and contain a subject and a verb.
- ✓ I have checked that I did not use unnecessary capital letters.
- ✓ I can read my own handwriting on this paper and I believe it is readable to someone else.

ACADEMICS

Principal's List: A student must have received all A's to earn this recognition.

Honor Roll: A student can earn honor roll recognition if he/she maintains at least all B's and receives no more than one C on his/her report card which must be balanced by an A. Any grade below a C disqualifies a student from this honor.

Progress Reports and Report Cards: Students will receive no more than two progress reports (requiring a signature) from each class during a six-week grading period. The parent must sign and return the progress report. Failure to return the signed progress report at the next class meeting will result in a demerit.

If the student does not return the progress report by the second class meeting a detention will be given.

In classes using data charts, the data chart replaces the progress report.

For the 2011-2012 school year, parents will be asked to access their child's report card via the PCS PORTAL process. With the exception of the final report card, paper report cards will not be sent home unless a written request is received by the school. For each marking period, parents will be able to view their child's progress by the dates listed below. It remains the parents/guardian's responsibility to review the grades, conduct level and comments that appear on the report card every marking period (six times). Report cards contain important information that could impact a student's course placement, promotion to the next grade level and eligibility into a variety of programs such as the NJHS and high school magnet programs. It will be assumed that the parent or guardian has reviewed all of the information. Parents or guardians with questions or concerns are encouraged to contact the teacher involved or set up a conference through our Guidance Department.

End of Marking Period Dates

| | | |
|-----|------------|-------------------|
| MP1 | Tuesday, | October 4, 2011 |
| MP2 | Wednesday, | November 16, 2011 |
| MP3 | Thursday, | January 19, 2012 |
| MP4 | Tuesday, | March 6, 2012 |
| MP5 | Tuesday, | April 24, 2012 |
| MP6 | Thursday, | June 7, 2012 |

Electronic Report Card Available by dates

For the 2011-2012 school year, parents will be asked to access their child's report card via the PCS PORTAL process.

| | | |
|-----|------------|------------------|
| MP1 | Wednesday, | October 12, 2011 |
| MP2 | Thursday, | December 1, 2011 |
| MP3 | Monday, | January 30, 2012 |
| MP4 | Wednesday, | March 14, 2012 |
| MP5 | Wednesday, | May 2, 2012 |
| MP6 | Thursday, | June 14, 2012* |

* A paper copy of the final report card will be available for parents/guardians to pick up from the front office as of Monday, June 18th.

EXTRACURRICULAR

National Junior Honor Society

Membership in National Junior Honor Society (NJHS) is an honor bestowed upon a student. A Faculty Advisory Council determines membership based on outstanding **scholarship, leadership, service, character and citizenship**. Once selected, members must continue to demonstrate these qualities. NJHS violations, chapter procedures for selection, discipline and dismissal of members will be reviewed by the Faculty Advisory Council. The Faculty Advisory Council members are appointed annually by the principal and consist of the teacher members from the Intervention and Appeals Committee (IAC) along with the NJHS teacher sponsors.

Scholarship requires demonstration of the character, qualities, activity and attainment of a learned person. To be eligible for membership consideration, students must be in the eighth grade and have a cumulative grade point average of 3.50, on a 4.0 scale. The grade point average will be determined by averaging the final grades from the student's sixth and seventh grade report cards. Grade point averages will not be rounded up (e.g., 3.45 GPA would not qualify). Candidates must have been in attendance at the school the equivalent of one semester. (On the basis of recommendation by the previous principal, the Faculty Council may waive the semester regulation.)

A student who exercises **leadership** is one who inspires positive behavior in others and exemplifies a positive attitude. **Service** is defined as active assistance benefiting others in the community. NJHS service projects shall be well planned, organized, and executed; they shall fulfill a need within the school or community; they must have the support and sanction of the CFMS administration and Faculty Council; and the projects shall be appropriate and educationally defensible. Appropriate examples include, but are not limited to, tutoring programs, reading programs for younger students, charity fundraising, blood drives, serving meals at food banks, and servicing the needs of the elderly in the community to which they are not being compensated.

In order to qualify for membership, applicants to NJHS must document at least twenty (20) hours of service in the calendar year prior to the beginning of the eighth grade. Once inducted, members shall be required to participate in one or more chapter service projects during their 8th grade year. In addition, each member shall have the responsibility of choosing and participating in an individual service project reflecting his or her particular talents and interests. This project will require at least twenty (20) verified hours of community service during the course of the eighth grade year, ten (10) of which must be completed during the first semester. All members are expected to attend NJHS meetings. Members who arrive more than 15 minutes late shall be considered absent, and more than two (2) meeting absences may result in dismissal from NJHS. Unique or extenuating circumstances will be reviewed by the Faculty Council on a case-by-case basis.

Character is defined as demonstrating the highest standards of honesty and reliability. A student receiving any of the items noted below (during the course of the 6th, 7th, and 8th

grade years combined) would not be considered eligible for admission or continued membership in NJHS:

- Disciplinary referral
- Disciplinary probation following IAC activity
- "U" in conduct from any one teacher
- "N" in conduct from more than one teacher
- More than two (2) Academic Warning Notices
- More than two (2) detentions.
- Out of school suspension – Students earning out of school suspension will be ineligible for NJHS membership.

The Faculty Council may choose to consider the severity of an infraction when determining a student's eligibility.

A student who demonstrates **citizenship** has a high regard for freedom and justice. Any student knowingly participating in bullying, teasing, threatening or hazing other students or staff jeopardizes his or her selection or membership.

The Faculty Council will consider applications for membership at the beginning of the student's 8th grade year. Candidates must demonstrate outstanding **scholarship, leadership, service, character and citizenship** as described above and must submit a written essay related to the qualities of NJHS scholars. Applications, including the essay prompt, will be made available to students at the beginning of the school year.

If, after a student has been selected but before the formal induction, the student is involved in an incident placing his or her qualifications in question, induction will not take place until the Faculty Council reevaluates his or her standing. After a student has been inducted as a member, any incident which places his or her qualifications in question will be reviewed by the Faculty Council.

A flagrant violation of the *Code of Student Conduct* or the law (including but not limited to vandalism, fighting, stealing or cheating) will be grounds for non-selection or immediate consideration of dismissal by the Faculty Council.

Members who fall below the standards serving as the basis for their selection shall be warned in writing by the chapter adviser and given a reasonable amount of time to correct the deficiency. The Faculty Council shall determine when an individual has exceeded a reasonable number of warnings. In all cases of pending dismissal, a member shall have the right to a hearing before the Faculty Council. For purposes of dismissal, a majority vote of the Faculty Council is required. A member who has been dismissed may appeal the decision of the Faculty Council to the principal and thereafter to the IAC. Neither the National Council nor the state or regional affiliates shall serve as an appeal board for local chapter non-selection or dismissal cases. Members who resign or are dismissed are never again eligible for membership or its benefits.

A complete copy of the NJHS by-laws is available upon request from the front office.

Curriculum: Clearwater Fundamental uses an integrated curriculum and uses block scheduling. The teachers plan cooperatively to integrate concepts and themes throughout the subjects. Block scheduling facilitates this integration. This curriculum is consistent with the curriculum in all Pinellas County middle schools.

COMMUNICATION BETWEEN HOME AND SCHOOL

Clearwater Fundamental Middle School communicates with parents in the following ways:

1. Report cards
2. Parent conferences (telephone or in person) including positive contacts.
3. Homework demerit stamp in the planner (a courtesy--not required)
4. Academic Violation Notice
5. Notice of Disciplinary Warning
6. Notice of Detention
7. Office Disciplinary Referral
8. **Mid-term progress reports / data charts usually sent home 3rd or 4th week require a parent signature and return to school.**
9. Parent signatures (on homework, quizzes, tests, notes, etc.) Full legible signatures are required, no initials please.
10. Clearwater Fundamental planner - student daily assignment notebook
11. School newsletters
12. Marquee (sign in front of school)
13. PTA
14. SAC
15. Teacher and school mass emails
16. Individual teacher/administrative emails
17. Administrative mass phone messages
18. School web site
19. **Parent Connect - online**
<http://www.parent.pinellas.k12.fl.us>

It is part of the student fundamental school agreement, which each student signs, that he/she will deliver all school communications to his/her parent or guardian. The parents should expect to assist students in getting into the habit of delivering all papers and communications by regularly inspecting book bags and setting this expectation for their child. The school/teachers will see that all communications are prepared and sent home. **Students are accountable** for delivering all communications on the day they are given to them. **Items 4 - 9 in the above list require parent signature.** Failure to sign a homework violation or detention form will result in a detention and can lead to an IAC referral. Please remember that the planner is an important means of communication among students, parents, teachers and administrators. It should be kept intact throughout the school year and all pages for the current marking period should be easily accessible. No pages of the planner may be folded or clipped together. There will be no graffiti, doodling, or decorations than can cover up important information such as demerits, homework assignments, signatures, and/or notes written between parents and the school. There will be disciplinary action if the planner is found to be in such an unacceptable condition.

Emergency contacts: Please be sure your emergency contact numbers are current on your child's clinic card. Please notify the office immediately of any changes during the school year. If you have a change of address, you need to bring a utility bill or other proof of address to the front office.

Parent Request for Conferences: Parents who wish to schedule a parent/teacher conference should call the guidance office to schedule the conference. We follow this procedure so that if more than one teacher wishes to meet with the parent, the conference can be scheduled to accommodate all individuals who need to be involved. Please note that we do **NOT** have mandatory parent conferences every six-weeks marking period at the middle school level. Middle school teachers instruct 150 to 160 students compared with 25 or 30 students per teacher at the elementary level. It would be impossible to schedule so many conferences each marking period. Conferences are scheduled, as needed, at the request of parents or teachers. This procedure facilitates good home/school communication and benefits the student. **Once a conference has been scheduled, we request 24 hours notice should the conference need to be canceled.**

DRESS CODE

The students at Clearwater Fundamental are expected to exercise good judgment and are required to dress in a responsible manner. All clothing must be worn in the way it was designed to be worn. Any exception to dress code policies must be approved by the school administration. All dress and grooming codes will be enforced through the last day of school. Violation of dress/grooming codes may result in a detention. Repeated violations may result in referral to the Intervention and Appeals Committee (IAC). Dress code violations will be judged at the time they are first seen, not after a student has adjusted clothes. Acceptable dress includes: dress or skirt, hemmed, not shorter than 3" above the knee (including when leggings are worn underneath), split skirt to mid-calf, ankle length pants or slacks, shirts, blouses, sweaters, and shoes with a heel strap or closed back, pants worn at waistline with pant legs hemmed and not touching the ground. All shirts and blouses must cover midriff, back, sides, and all undergarments including bra straps at all times. All shirts, tops, and dresses shall have sleeves and cover the shoulders. Clothing must be appropriate size, with the waist of the garment worn at the student's waist. The wearing of pajamas or other sleep attire would not be considered appropriate clothing to be worn at school. Safe and appropriate footwear must be worn. Inappropriate footwear includes, but is not limited to, roller skates, skate shoes, flip-flops, backless shoes, and bedroom slippers. Pants or jeans that are ripped, torn or have holes are unacceptable.

Prohibited Dress: Shorts, capri, cropped, or mid-calf length slacks, bare midriffs, culottes, tank tops, spaghetti straps, hats, bandanas, flip-flops, sandals without back straps, see-through shirts, halter tops, blouses with plunging necklines (exposing cleavage), sunglasses, dog collars, spikes, chains, safety pins, gothic or "all-black" wear, too-short skirts with leggings underneath. Jeans or pants with holes or tears (unless permanently patched) are not permitted. Hair colors such as blue, green, etc. (not natural hair colors) are prohibited. No

shorts shall be worn in the school except as authorized by the administrator for specified activities or for physical education. PE shorts must meet the fundamental short standard of being within 3 inches of the knees. No clothing shall be worn which displays profanity or vulgar language, violence, sexually suggestive phrases, alcohol, tobacco, drugs, or advertisements for such products or other phrases or symbols which are inconsistent with an educational atmosphere. Additionally, no clothing shall be worn which advocates or is associated with antisocial groups, gangs, or gang-like activities, or potentially dangerous/harmful behaviors. No body piercings or visible tattoos are permitted. All clothing is to be worn in the manner in which it was designed to be worn. Violation of dress code may result in detention. This list is not intended to be all-inclusive. The administration shall be the final judge as to the neatness and cleanliness of wearing apparel and whether or not such apparel is appropriate, disruptive, distracting, or in violation of health and safety rules.

STUDENT SERVICES

Guidance: Our guidance counselors may be contacted by either students or parents on matters such as: schedules, progress in school, personal problems of youngsters which affect their school work, general ability as reflected in standardized tests, planning for future subjects in middle school and high school, information on vocations, conferences with teachers, and other questions concerning the student and his/her progress in school. Schedule changes are made only under extreme circumstances. A student's schedule will not be changed due to a "personality conflict" with a teacher; every effort will be made to resolve a situation. Appointments are recommended.

Cafeteria: Lunch payment will be accepted on Mondays before school in the cafeteria manager's office. Please make checks payable to Clearwater Fundamental School Cafeteria. School lunches are \$2.00 per day. Breakfast is \$1.25 and is served from 7:40 AM - 8:10 AM. Any student who borrows money from the school to purchase a lunch must repay the loan the next day. Cafeteria conduct and safety rules will be enforced as classroom rules.

Media Center: The mission of Clearwater Fundamental Middle School's Library Information Center is to facilitate highest student achievement by implementing library media programs and services that ensure access to and effective use of diverse information and multimedia resources. The Library Information Center serves the total school community as a laboratory where students learn through reading, investigation, production, and technology. The center provides a comfortable, efficient, and safe environment for students, teachers, parents, and community members. The facilities include space for independent study, small and large group activities, reference service, manual and electronic access to the collection, circulation activities, and informational or recreational reading. The center is open during school hours and for a short time before and after school. Students must have a hall pass from their teacher during class time. Students may check out two (2) books for four (4) weeks. Please return all library materials on time so that others may have access to them. Learning respect and responsibility are a vital

part of the fundamental program. Students enter into a contract when they borrow materials from the library. Students are given four weeks before the materials are due, and they are told that they may renew the materials if there is a need. Proper behavior and consideration for others is expected in the center.

Visitors: All visitors to the school must sign in and out through the main office. Parents who wish to visit the school, including visits to have lunch with a child, are asked to make arrangements through the front office at Clearwater Fundamental. Students from other schools are not permitted to visit during school hours. Visits before or after school hours must be arranged in advance. Parents/guardians are NOT to report directly to a teacher's classroom without first checking in at the front office. Doing so may cause the school to go into a LOCKDOWN disrupting the entire campus. All parent conferences must go through the Guidance Office. Any exception must be made by the administration. All other visitors will be considered trespassers. Potential volunteers are urged to register using the forms sent home the first week of school.

STUDENT BEHAVIOR AND DISCIPLINE

Students at fundamental schools are expected to exercise good judgment and behave in a responsible manner. Students are also expected to read and adhere to the behavioral expectations set forth in the *Code of Student Conduct*. Student behavior which disrupts the learning process is not tolerated. Each teacher will be responsible for maintaining control of the classroom and determining consequences appropriate for misbehavior.

Classroom Expectations are as follows:

- We are on time to class, prepared to learn and attentive to the teacher's instructions.
- Class or Homework left in a student's locker will be considered incomplete and the appropriate consequences will be the result.
- We accept responsibility for our actions and commit to the policies of the fundamental school.
- We behave in a way that promotes a healthy, safe environment in which to learn.
- We support our fellow students and work together to achieve our goals.
- We respect cultural diversity, individuality, and the rights of others.

Please refer to fundamental guidelines for specific disciplinary policies. Both the Administrative Team and the instructional staff may assign detentions for minor discipline concerns. Inappropriate behaviors include skipping class, tardy to class, chewing gum or candy, excessive horseplay, teasing or violations of dress code. Detentions are 1/2 hour long, beginning at 2:50 PM. Students will be released at 3:20 PM. Parents remain responsible for making appropriate transportation arrangements. Students who earn ten (10) detentions may be referred to the Intervention and Appeals Committee (IAC).

Detention forms which are not returned by the next class meeting will result in an additional detention. **Students must be on time for detentions according to school clocks. No one will be admitted late. Students who are late will be issued a make-up detention and a penalty detention. Students failing to serve a penalty detention may be assigned a detention and referred to IAC.**

CHEATING: Cheating on any academic endeavor is a serious offense. The giving or receiving of another student's work is considered cheating. Students may not share any work, including homework, without the teacher's permission. Refer to the *Consequences for Classroom and Campus Infractions Chart* in Planner for disciplinary action taken when a student cheats. **Students caught cheating will be ineligible for NJHS consideration.**

FORGERY: A disciplinary referral will be issued if a student forges a parent/guardian name on a school document or homework requiring a signature. Incidents may result in an IAC referral. **Students who forge or alter any document or paper (including signing in as another student in test sites such as SRI and Reading Counts) will be referred to the Intervention and Appeals Committee (IAC).**

PLAGIARISM: Plagiarism means using another's ideas, opinions, work, or words even though an attempt is made to reverse the order or change a few words in a sentence or two. This practice includes material also taken from the internet without properly citing the source of the information. To avoid plagiarism, you must give credit whenever you use: another person's ideas, opinions, or theory; any facts, statistics, graphs, drawings-any pieces of information-that are not common knowledge; quotations of another person's actual spoken or written words; or paraphrase of another person's spoken or written words. Students who deliberately take the writings or work of others and misrepresent that work as their own are subject to the disciplinary actions for cheating. Plagiarism is considered a form of cheating and will be entered as cheating in the student's discipline browse. The first incident of plagiarism in a marking period will result in a zero for the assignment and a detention. The second incident of plagiarism in a marking period will result in the same consequences as above, but will also bring the student before IAC for further disciplinary action.

Misuse of the Internet or technology

Misuse of the Internet including electronic communication (Email/texting) that disrupts the school community may result in disciplinary action. Disciplinary action may range from Parent Notification to a Disciplinary Referral to appear before the Intervention and Appeals Committee (IAC). An out of school suspension may be assigned. Electronic Bullying, Cheating, acts of Forgery and Plagiarism are included in this policy. Membership in the National Junior Honor Society may be surrendered and in some cases may lead to the recommendation for dismissal from the school.

* **Forgery:** Defining those acts as a forgery puts several safeguards in regards to the guidelines in place. It also requires a visit before IAC which would likely result in a Disciplinary Probation.

BULLYING: The policy of the Pinellas County School Board defines Bullying as systematically and chronically inflicting physical hurt or psychological distress on one or more students or employees and may involve but is not limited to: teasing, social exclusion, threat, intimidation, stalking, including cyber-stalking, physical violence, theft, sexual, religious, or racial harassment, public humiliation, and destruction of property. Clearwater Fundamental is committed to providing a safe learning environment and will not tolerate bullying or harassment of any kind. Incidents of bullying or harassment have serious consequences. Students involved in bullying may be referred to the Intervention and Appeals Committee (IAC) or law enforcement as dictated by PCS policies. Significant or repeated incidents of bullying may result in the child's dismissal from CFMS.

Un-fundamental Words

Students using inappropriate language can be assigned a detention. While many of the forbidden words are easily recognized, others many seem innocent when used outside the "work" or school setting. Yes, over the years we have been asked to put together an "un-fundamental word dictionary". It does not seem appropriate to put together a list of offensive words. No matter how long or detailed the list, if we missed a word we would be forced to accept its use as it was not on the forbidden list. So what makes a word "un-fundamental"? Any word referring to an individual, group of people (race or religious background) or gender that others may find offensive should not be used. Most of the words that come to mind are "profanity replacement words" or refer to sexual activity, which is never appropriate on our campus. Any particular word that would show disrespect towards one's boss, parent or church leader, should not be used here at school.

NOTE: Students in honors, advanced placement, or magnet courses must be aware that reassignment to a disciplinary program/ expulsion may impact their curriculum. While every attempt is made to match schedules, it is rarely possible to replicate every class. Students taking these classes must be aware that, when engaging in serious *Code of Student Conduct* violations, they are jeopardizing their academic plan.

Students may be referred to the IAC upon receiving two (2) discipline referrals in the same marking period, earning an out-of-school suspension, or upon serious violation of the *Code of Student Conduct* as determined by the administrative team.

FORBIDDEN ITEMS

Weapons and toy weapons are strictly forbidden and will be confiscated and turned over to the police. Possession of a weapon on school property will result in suspension and possible expulsion from school, and referral to the Intervention and Appeals Committee and law enforcement.

Cell Phones: The use of cell phones during school hours is prohibited. **Students bringing a cell phone to school must keep it turned off and out of sight at all times.** Under special circumstances, students may seek permission to use their cell phone from faculty or staff. It is our expectation that cell phones and other electronic devices be stored in the student's locker during the school hours. The school will take

no action should a cell phone or electronic device be lost or stolen. **Students using a cell phone for any purpose including as a camera or to send text messages will be issued the following discipline:**

First Offense: Detention.

Second Offense: Referral to Administrator.

Detention Assigned.

Cell phone confiscated for parent retrieval.

Possible referral to IAC if 2nd referral in MP.

Third Offense: Referral to Administrator.

Cell phone confiscated for parent retrieval.

Student suspended & referred to IAC.

RADIOS, TAPE DECKS, HEADSETS, CD PLAYERS, ELECTRONIC GAMES, WHITE OUT, SKATEBOARDS, BEEPERS, PLAYING CARDS, TRADING CARDS, ITEMS FOR SALE, TOYS, HATS, AND SPORTING EQUIPMENT OF ANY KIND ARE NOT TO BE BROUGHT TO SCHOOL UNLESS AUTHORIZED BY SCHOOL

ADMINISTRATION. These items and other related objects will be confiscated and appropriate disciplinary action will be taken. **Gum is not permitted on campus at any time.** Candy may be consumed only at lunch or after school. No food or drink other than water is to be consumed in classrooms. Students are not allowed to use cell phones without staff permission. Skateboards may not be used on campus.

SPIRIT DAY

Every month, CFMS recognizes School Spirit Day. Usually scheduled on a Friday or before a school-wide activity (Dates are listed in your Planner), on these designated days students are allowed to wear “fundamentally” appropriate shorts (within 3” of the knee) as long as a school shirt is worn. At the beginning of the school year, before PTA and SAC meetings the Trailblazing PTA will be selling Spirit Wear. While not required for the September Spirit Day, starting in October, students must be wearing Spirit Wear in order to wear shorts.

- All shorts must meet the fundamental expectation (within 3” of the knee)
- Shorts can only be worn with School Spirit Wear (Spirit Shorts or Spirit Shirts)
- Students are not required to participate

EXTRACURRICULAR ACTIVITIES

Participation in extracurricular activities such as field trips, dances, grade level activities including intramural sports are developed as an enhancement and extension of the curriculum. It is our goal to provide a safe and educational experience. Students who present a safety or behavioral concern to themselves or others may be excluded from such trips at the discretion of staff and/or administration. Excessive detentions and/or involvement with IAC may prevent the student from participating. Refunds are not guaranteed should a student experience disciplinary action removing them from an extracurricular activity.

The fundamental guidelines will be enforced during any and all school functions even if extended beyond the normal school day. This includes off campus field trips and bus stop to bus stop for students utilizing a bus provided by the Pinellas Suncoast Transit Authority (PSTA). **The above handbook is not intended to be all-inclusive. Changes in fundamental or school board policies may add to it or alter it.**

MIDDLE SCHOOL AGREEMENT

(This is a copy of the agreement parents and students signed at registration in fundamental school)

Each student and parent/guardian is required to sign and comply with the following agreement. All students are expected to:

- Adhere to all rules and regulations stated in the *Code of Student Conduct*
- Follow the dress code as explained in the Student Planner.
- Adhere to the expectations of the Homework/Classwork Guidelines.
- Read, understand, and abide by the Discipline Guidelines as explained in the Student Planner.
- Read, understand, and agree to abide by the Fundamental Guidelines.

I understand that I am responsible for my actions. I will abide by the terms of this agreement. Failure to honor this agreement may result in reassignment from the fundamental school program.

Student Signature _____ Date _____

Parent Agreement

- I have read the above agreement.
- I understand and support my child's commitment to this agreement.
- I understand that fundamental middle schools are designed for those students who excel in a structured learning environment.
- I understand that my child's continued acceptance in this school depends on my cooperation with this educational philosophy.
- I understand the parent/guardian requirements concerning attendance at Parent- Teacher- Student Association (PTA) or School Advisory Committee (SAC) meetings.
- I understand I am required to attend parent/teacher conferences when requested.
- I have read the Homework/Classwork Guidelines, Discipline Guidelines, and Dismissal Guidelines and will assist and support my child in abiding by these expectations.
- I understand that if my child is reassigned to a district disciplinary program, my child's enrollment will be terminated and there may be no subsequent applications considered.
- I understand the transportation requirements of the fundamental program.
- As a parent/guardian of a fundamental school student, I understand that it is my obligation to provide transportation for my child to and from school.
- I understand that if I elect to utilize public transportation it is my obligation and responsibility as a parent to instruct my child concerning proper conduct on public transportation, as well as safety matters my child should be aware of, including, but not limited to the differences between riding a school bus where vehicles will stop for loading and unloading of students and riding public transportation where vehicles do not stop for loading and unloading. I understand that the fundamental guidelines apply bus stop to bus stop.
- I understand that if the school receives any complaints about my child's conduct on the public transportation system, disciplinary consequences could result including a return to my child's zoned school.

I have read and discussed with my child the policies outlined in this handbook.

x _____ Parent/Guardian Signature