Clearwater Fundamental Middle School
2023-2024

1660 PALMETTO STREET
CLEARWATER, FL 33755
(727) 298-1609
HTTP://CFMS.PCSB.ORG
STEPHANIE JOYNER, PRINCIPAL
PAUL KUREK, ASSISTANT PRINCIPAL

THIS PLANNER BELONGS TO: _______________________________________________
Please take a moment to email each of your son/daughter's teachers this week. Please type in your child's first and last name and the period of the class on the subject line for each teacher. In return, the teachers will be providing you with class updates on a regular basis.

Planners are provided by the Clearwater Fundamental Middle School PTA.
# CLEARWATER FUNDAMENTAL MIDDLE SCHOOL
## BLOCK SCHEDULE

### 6TH GRADE
<table>
<thead>
<tr>
<th>Period (Pd)</th>
<th>Time</th>
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<tbody>
<tr>
<td>Pd 7</td>
<td>8:15 – 8:37 (MA/Lit)</td>
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<tr>
<td>Pd 7</td>
<td>8:37 – 9:23</td>
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<tr>
<td>Blk 1/4</td>
<td>9:27 -10:59</td>
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<tr>
<td>Lunch</td>
<td>11:03 – 11:33</td>
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<tr>
<td>Blk 2/5</td>
<td>11:37 – 1:09</td>
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<td>Blk 3/6</td>
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*Daily Announcements and News Show Embedded in 7th Period (8:15-8:21)*

# TRADITIONAL SCHEDULE

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<td>9:06 – 9:53</td>
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<tr>
<td>Pd 3</td>
<td>9:57 – 10:44</td>
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<tr>
<td>Lunch</td>
<td>10:48 – 11:18</td>
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<td>Pd 4</td>
<td>11:22 – 12:09</td>
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<tr>
<td>Pd 5</td>
<td>12:13 – 1:00</td>
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<td>Pd 6</td>
<td>1:04 – 1:51</td>
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<td>Pd 7</td>
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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, probation, or in some 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 for our students to be college and career ready.

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 2023-2024 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 and PTA meetings are in the gym unless otherwise noted, at 6:00 PM; cards will not be given out after 6:15 PM. You will NOT receive credit for attending if you arrive after 6:15 PM. 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. Parents only need to attend 1 meeting either in August or September to receive credit for both months since they are a combined month. (This includes BTSN as an option.) It is the parent’s/guardian’s responsibility to sign the card each month when they attend the meeting.

PTA MEETINGS 2023-2024 (*) (**): (ALL MEETINGS EXCEPT BTSN ARE AT 6PM ONLY IN THE GYM.)

<table>
<thead>
<tr>
<th>Date</th>
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<tbody>
<tr>
<td>Tuesday, August 8</td>
<td>6PM Only BTSN 4:00 PM</td>
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<tr>
<td>Thursday, September 14</td>
<td>(6th Grade Only)</td>
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<tr>
<td>Tuesday, October 17</td>
<td>(7th/8th Grade BTSN 6:00 PM)</td>
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<tr>
<td>Tuesday, November 14*</td>
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<td>Tuesday, January 16</td>
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<td>Tuesday, February 20</td>
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<td>Tuesday, March 19</td>
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<td>Tuesday, April 16*</td>
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<td>Tuesday, May 14*</td>
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SAC Meeting Dates (All Meetings at 6:00 PM in the Gym)

Thursday, September 7
Thursday, October 12
Thursday, November 9*
Thursday, January 11
Thursday, February 8
Tuesday, March 5
Thursday, April 11*
Thursday, May 9*

*If a November, April, or May concert is offered for CFMS students only, the parent may attend a concert that month in lieu of attending a PTA or SAC meeting for that month.

**If a parent would like to register as a volunteer and sign up for a duty station twice a month (30 minutes each time) that can also be used in lieu of a PTA meeting for that month. Volunteer shifts must be completed in the month the parent is looking for meeting credit to count. Arrangements must be made prior to the day of volunteering through the volunteer coordinator. Volunteers must sign in and sign out at the front office each time they participate in a duty station. PTA committee work and fieldtrips are other possibilities to earn credit for a month.

Procedure for unattended meetings is:

After one (1) missed meeting, a reminder/intervention level 1 letter will be mailed to the family.
After two (2) missed meetings, the family will be placed on probation/intervention level 2.
A third (3) missed meeting during one school year results in referral to the Intervention and Appeals Committee/intervention level 3. 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. (7:45am) No supervision is provided before that time.

Students will not be allowed to use the school phone to request forgotten materials be brought to school. If items are brought to students late, demerits will still be issued.

Numerous incidents of early release are unacceptable and unfair to the other students whose instruction is interrupted each time a student leaves early. Every three unexcused early sign-outs within a grading period will count as one unexcused absence.

Students who must leave campus before the end of the school day must be picked up no later than 2:35 PM. Please plan for that accordingly with in your travel. The PSTA busses take up the front driveway of the school and private vehicles will not have access to the front driveway after 2:35 PM. Access to the front entrance to the campus will not be available until after the busses have pulled away from the building.

Students may not re-enter the building to return to the classrooms or their lockers for homework items before the 8:05 AM bell or after the 2:45 PM dismissal bell.

At the end of the student day, students must be picked up by parent/guardian or a designee no later 3:15 PM. No supervision is provided after 3:15 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 no 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.

WEEKLY UPDATES

Each week, families will receive weekly updates with information concerning our student community through School Messenger. You can also visit Clearwater Fundamental’s Web Site: http://cfms.pcsb.org/clearwater-ms for general information about our school.

PTA: http://cfmspta.com
Pinellas County Schools: www.pcsb.org
FCAT Explorer: http://www.fcatexplorer.com
Moodle URL: http://moodle.pcsb.org
Bullying & harassment: http://bullying.pcsb.org
Say Something: http://SAY SOMETHING.net
IMPORTANT IMMUNIZATION INFORMATION

Students must have completed the hepatitis B vaccine series (three doses) as well as a second dose of measles vaccine prior to the start of the 2023-2024 school year. The State of Florida immunization requirement for 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 and complete a form as well. (School Board Policy) Leftover medications not picked up by a parent will be destroyed by 12:00PM on the last day of school.

If medication is required during school hours, the following guidelines will apply:

- Students may not transport medication to or from school
- Over the counter products, including but not limited to non-prescription medication, and cough drops, will require both parent and health care provider signature.
- All medications must be in their original pharmacy or unopened manufacturers container.
- Prescription medications must be given to the school with pharmacy label attached. Labels must include: Student name, medication name, specific dosage instructions & time, date the prescription was filled, health care provider name, pharmacy name & telephone number.
- Over the counter (OTC) products or medications must have a health care provider order which includes: Student name, medication name, specific dosage instructions & time, signature of MD and phone number.

LOCKER RULES
- Students must use a school purchased ($6.50) combination lock. All other locks will be removed with no liability to the school for replacement.
- Sixth grade students may only use their lockers before school, after school, or during lunch.
- Seventh and eighth grade students may access lockers as needed including in between classes. 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 and smart watches 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.
- All items must be kept in the locker.
- Students are expected to use their locker throughout the day. Backpacks and book-bags will NOT be allowed in the classrooms.

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, pens and grade level supply list items. 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 and sign each of the assignments for quality and accuracy. 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 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 (excluding test scores, progress reports, detention, or homework violation): 1 demerit.
  (Parent signature must be in pen, not a stamp or facsimile.)
- Lack of materials, including computer: 1 demerit
- Missing/Incomplete homework: 2 demerits *
- No band/orchestra/guitar instrument or music: 2 demerits
- No PE dress-out clothing: 2 demerits
- Lack of Literacy Time Book: 1 demerit
- Not Completing McGraw Hill, Algebra Nation, Kahn Academy, IXL math, IXL Reading, Cognitive Tutor, etc.: 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:
- **Six (6) 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 six (6) additional demerits be earned in the same class, resulting in a total of 12 or more demerits, the student will be referred to the Intervention and Appeals Committee (IAC).** Students earning three (3) Notice of Academic Violations in any one marking period is considered earning excessive demerits and will result in a referral to IAC. Students are expected to be prepared to learn and attentive to the teacher's instructions.

**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 members. 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.

**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 a punctuation 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 a progress report (requiring a signature) during the halfway mark of the 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.

Parents are asked to access their child’s report card via the PCS PORTAL process. A paper copy of report cards are sent home for each report period except the last marking period. Parents are asked to access the final report cards from PCS PORTAL process. For each marking period, parents will be able to view their child’s progress by the dates listed below. It remains the parent’s/guardian’s responsibility to review the grades, conduct level, and comments that appear on the report card every marking period (four 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 Friday, October 13, 2023
MP2 Thursday, December 21, 2023
MP3 Friday, March 8, 2024
MP4 Thursday, May 29, 2024

Mid-Period Progress Report Dates
MP1 Monday, September 12, 2023
MP2 Tuesday, November 14, 2023
MP3 Tuesday, February 6, 2024
MP4 Friday, April 22, 2024

Electronic Card Available by dates
For the 2023-2024 school year parents will be asked to access their child’s report card via the PCS PORTAL process.
MP1 Thursday, October 26, 2023
MP2 Thursday, January 18, 2024
MP3 Thursday, March 28, 2024
MP4 Tuesday, June 4, 2024*

* A paper copy of the final report card will be provided only by parent request.

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 consists of five faculty members who are appointed annually by the principal.

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 by the first semester deadline set by the adviser. 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:

- A disciplinary referral
- Disciplinary probation following IAC activity
- A “U” in conduct from any one teacher
- An “N” in conduct from more than one teacher
- Three (3) Notices of Academic Violation (walks)
- Three (3) Notices of Discipline Violations (detentions)
- Any discipline violation related to honesty (including but not limited to cheating, forgery, or lying)
- An out of school suspension

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 will not be considered for 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 will be made available to students at the end of their 7th grade 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 dismissal by the Faculty Council.

Members who fall below the standards serving as the basis for their selection shall be required to attend a hearing before the Faculty Council for consideration of dismissal. 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 by submitting a written letter of appeal to the principal within 48 hours of notification. 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 in NJHS or for its benefits.

A complete copy of the NJHS by-laws is available on the CFMS website or upon request from the front office. The NJHS Constitution is available at the NJHS website (www.njhs.us).

**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 – Acts as written notice for student
7. Office Disciplinary Referral
8. Mid-term progress reports / data charts usually sent home 4th or 5th week and will require a parent signature and be returned 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. Weekly updates
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. Valid contact information (phone & address)
20. School Messenger – email or phone call

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, parent communication 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 that 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 and in FOCUS. Please notify the office within 5 days of any changes during the school year.

Steps for parents to change your child’s address:
1. Click the Student Reservation System link in Parent Focus (Portal) under parent Programs section or go directly to: https://reservation.pcsb.org.
2. Log in with your Parent username and password.
3. Follow the steps directed, selecting the option “Change of Residence Address” where indicated.

If you have a change of address, you need to bring a utility bill or other acceptable proof of address to the front office.

For phone number/email address changes, please contact the school or send an email to moorek@pcsb.org. Only parents can change the address in FOCUS and they must bring a proof of address to the front office within 5 days of making the change.

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 for 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. 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. All clothing must be worn in the way it was designed to be worn and be the appropriate size (waist of garment worn at waist.)

Acceptable dress includes:

Pants: Hemmed jeans, joggers, or slacks that are no more than 2 inches above the anklebone, have no holes or rips, and do not touch the ground. Pants must also have pockets at the hip area.

Shirts: Must fully cover midriff, back, sides, and all undergarments including bra straps at all times. Must have sleeves and cover the shoulders.

Dress/skirts: Hemmed, not shorter than 3” above the knee. Split skirts must be no more than 2 inches above the knee. Dresses must also have sleeves and cover the shoulders.

Shoes: Must have a heel strap or closed back, be safe and appropriate. **Athletic shoes are preferred. No Crocs, slides or flip flops.**

Hair: Must be a natural color. Hair item/product should be of natural color.

During PE: PE Uniform

Sweaters/sweatshirts/outerwear: Can be worn over “acceptable shirts”.

Violations of dress/grooming codes may result in a detention. Repeated violations may result in referral to the Intervention and Appeals Committee (IAC). All dress/grooming codes will be enforced through the last day of school. Any violations will be judged at the time they are first seen, not after a student has adjusted clothes. Any exception to the dress code policy must be approved by the school administration.

While most of our rules have clear and understood definitions, clothing manufacturers are constantly trying to create something that the students “just have to wear.” Like the “non-fundamental” dictionary, it is not possible to publish a list of every possible form of un-fundamental dress. **However, each year we are tested and the following list has been compiled. It is not all inclusive; please refer back to what is allowed.**

Prohibited Dress: Shorts, Capri, cropped, or mid-calf length slacks, leggings, or jeggings (unless under appropriate length skirts), exercise pants, yoga pants, pajamas or other sleep/lounge attire, fleece pants, culottes, bare midriffs, tank tops, spaghetti straps, see-through shirts (including lace), halter tops, blouses with plunging necklines, exposing cleavage, slits more than 2 inches above the knee, gothic or “all-black” wear. Hats, bandanas, sunglasses, dog collars, capes, flags worn as capes, tutus, spikes, chains, safety pins, flip-flops, and sandals without back straps, slippers, roller skates, skate shoes, are prohibited. Hair colors such as blue, pink, green, etc. (not natural hair colors) are prohibited. No body piercings or visible tattoos are permitted.

Please use the same guidelines published for un-fundamental words when selecting clothing with statement imprints or bracelets purporting to support one cause or another. 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.

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 prices are TBD by the district. Breakfast is free and is served from 7:45 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 three (3) 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 three 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. **Library accounts must be in good standing to participate in end of year activities.**
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:

- Students will be on time to class, prepared to learn, and attentive to the teacher’s instructions.
- Students will have all classwork/homework in the classroom with them.
- Students will accept responsibility for their actions and commit to the policies of the fundamental school.
- Students will behave in a way that promotes a healthy, safe environment in which to learn.
- Students will support their fellow students and work together to achieve our goals.
- Students will 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. Students earning ten (10) or more detentions within one school year may face dismissal from Clearwater Fundamental Middle School. After five (5) detentions, the parent is expected to contact the front office to schedule a conference. 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, or combinations of detentions or suspensions, may be referred to the Intervention and Appeals Committee (IAC). Suspensions are weighted more heavily than detentions. This is a consideration when IAC reviews a student’s overall disciplinary record. Students who have earned at least three detentions related to behavior, received a referral, or been suspended are in jeopardy of not attending fieldtrips.

Detention forms which are not returned by the next class meeting signed by a parent/guardian 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 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 will 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, IXL 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 student will also receive a zero (0) on the assignment. 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, Minecraft, or websites not approved by teacher) that disrupts the school community or learning process of the student will result in disciplinary action. Misuse of the Internet may range from Parent Notification to a Disciplinary Referral to appear before the Intervention and Appeals Committee (IAC). All 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.

Students can be asked to show the teacher/staff their web browsing history at any point during the school day if they suspect that the student is on a website that is not associated with their classroom. Students on inappropriate websites may receive a detention or referral to IAC. Browsing history may be cleared by students at home daily. A student that has cleared browsing history during school will receive a detention.

Students caught cheating will be ineligible for NJHS consideration.

For more information, please refer to the classroom expectations set forth in the Code of Student Conduct. Both the Administrative Team and the instructional staff will be responsible for maintaining control of the classroom and determining consequences appropriate for misbehavior.
Electronic and Digital Books

Significant advancements in technology now allow us to access reading material digitally. Known as E-Readers, these devices download reading material electronically rather than on printed pages that make up a hardcover or paperbound book. With their continued development and growing popularity, it would make little sense to ban them from our campus. However, their purchase, possession, and use at school do create some liabilities. While allowing their use on campus will provide a new learning experience for everyone, like other electronic devices brought to school, the school accepts no responsibility for items lost, stolen, or damaged.

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 one (1) discipline referral, 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 or smartwatches during school hours is prohibited. Students bringing a cell phone to school must keep it turned off and placed in their backpack once they enter the school building until they have left the school building following dismissal. Backpacs are always to be stored in student's locker once the school day begins at 8:05. 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. Parents are advised that the best way to get in touch with their student during the school day is by calling the school office. Students using a cell phone/smartwatch for any purpose including as a camera or to send text messages, emailing, making a call, etc. will be issued the following discipline:

First Offense: Detention.
Second Offense: Referral to Administrator.

First Offense: Detention Assigned.
Second Offense: Cell phone confiscated for parent retrieval.
Third Offense: Referral to Administrator.

Possible referral to IAC.
Third Offense: Cell phone confiscated for parent retrieval.
Student suspended & referred to IAC.

HEADSETS, LASERS, CD PLAYERS, ELECTRONIC GAMES, WHITE OUT, SKATEBOARDS, 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 or smartwatches 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 CFMS 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. For 8th grade spirit days which are in the spring, students must wear the 8th grade t-shirt as their spirit shirt to participate.

- 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, and 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 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.

Trailblazer Yearbook Information: Purchase yearbooks online. Please keep your emailed receipt as proof of purchase. Yearbooks will be distributed approximately two weeks before school is over in May. (At that time, yearbooks can be purchased for CASH ONLY, if there are books still available.)

Please note that all CFMS students are expected follow our fundamental guidelines in regard to profanity, vulgarity, or suggestive material in the yearbooks. Do not deface or write anything inappropriate in another student’s yearbook. The consequences may be to purchase a replacement yearbook, suspension, IAC, and loss of end of the year activities, i.e. field trips, 8th grade dance, and 8th grade last day activities.

Parent volunteers are needed for fall picture day, picture retakes, photo-booth at the dance, 8th grade panoramic, group/club photo day, spring picture day, and yearbook distribution day. Contact Mrs. Trotto, trottok@pcsb.org if you are interested in helping out with these yearbook activities.
FUNDAMENTAL SECONDARY SCHOOL PARENT/GUARDIAN COMMITMENT AGREEMENT

Fundamental schools are schools of choice and membership in fundamental schools is a privilege. Fundamental schools are designed for students who work best where expectations are clearly defined. Participation by parents/guardians is also a requirement. Students may be returned to their zoned school for failing to comply with the fundamental school policies as outlined in the Parent/Student Handbook and the School Board approved Procedures for District Application. Each student and parent/guardian is required to sign and comply with the following agreement for each child attending a fundamental school.

As a student in this fundamental program, I agree to:

• Adhere to all rules and regulations stated in the Code of Student Conduct.
• Follow the dress code as explained in the Parent/Student Handbook.
• Adhere to the expectations of the Homework/Classwork Guidelines.
• Read, understand, and abide by the Discipline Guidelines.
• Read, understand, and agree to abide by The Procedures for District Application.

As the parent/guardian of a student in this fundamental program, I understand:

A student’s continued enrollment in a fundamental school depends upon the cooperation of parents or guardians in this educational philosophy. Fundamental school parents and students are expected to comply with all the following commitments.

• Sign the parent commitment agreement affirming, in writing, that they will abide by all policies, procedures and rules of the school as a condition of enrollment.
• Understand that fundamental schools are designed for those students who excel in a structured learning environment.
• Understand that continued enrollment in this school depends on cooperation and compliance with all fundamental policies and procedures.
• Adhere to the parent/guardian requirements concerning attendance at Parent-Teacher Association (PTA), Parent-Teacher-Student Association (PTSA), School Advisory Council (SAC), or other approved meetings.
• Attend parent/teacher conferences, when requested.
• Adhere to the Homework/Classwork Guidelines, and Discipline Guidelines.
• Review and sign all homework assignments. High school homework signature guidelines vary by grade level and student performance.
• Understand that reassignment of a student to a district discipline program or expulsion will result in immediate removal from the school; no readmission will be considered.
• Parents provide timely transportation to and from school and furnish transportation for any after school activities, including detention, except as may be otherwise provided by School Board Policy.
• Understand that if a family utilizes public transportation, it is their obligation and responsibility to instruct the student concerning proper conduct on public transportation, as well as safety matters, including but not limited to, the differences between riding a school bus where vehicles will stop for loading and unloading and riding public transportation where vehicles do not stop when passengers are loading and unloading.
• Understand that if the school receives any complaints about the student’s conduct on public transportation, disciplinary referrals could result in the student’s removal from the school.

“I understand that the records of all students who are brought before the school’s Intervention and Appeals Committee (IAC) are reviewed by all members of that Committee which includes parent representatives and school staff. I agree that confidential information concerning my child may be disclosed to all members of the committee,” including student evaluation records and personally identifiable information contained therein.
## CONSEQUENCES FOR CLASSROOM AND CAMPUS INFRACTIONS*

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<td>Parent Contact, Referral, Two Detentions, IAC</td>
</tr>
<tr>
<td>Skipping Class 2ND time</td>
<td>10</td>
<td>Parent Contact, Referral Administrative Detention, IAC</td>
</tr>
<tr>
<td>Stealing</td>
<td>12</td>
<td>Referral, Suspension, IAC</td>
</tr>
<tr>
<td>Tardy 3 times in one class in a marking period</td>
<td>21</td>
<td>Detention</td>
</tr>
<tr>
<td>Tardy for each time thereafter</td>
<td>21</td>
<td>Detention, Possible referral to Child Study Team, IAC</td>
</tr>
<tr>
<td>Threat/Intimidation</td>
<td>36</td>
<td>Parent Contact, Detention, Referral, IAC, ISS, OSS</td>
</tr>
<tr>
<td>Unauthorized Item</td>
<td>Various</td>
<td>Detention, Suspension, Referral, IAC</td>
</tr>
<tr>
<td>Unauthorized Location</td>
<td>23</td>
<td>Warning, Detention, Referral, IAC</td>
</tr>
<tr>
<td>Vandalism</td>
<td>17</td>
<td>Referral, Parent Contact, Restitution, ISS, OSS, IAC</td>
</tr>
</tbody>
</table>

*This list is not inclusive. Students who earn five detentions related to behavior, received a referral, or have been suspended may not be allowed to attend non-academic fieldtrips. After ten (10) detentions all other offenses will be considered repeated misconduct and result in discipline referrals.