

IMPORTANT CALENDAR DATES

August 11	All schools open
September 1	Labor Day- Schools closed
September 18	Open House 6:00 PM
September 19	Non-student day
October 10	End of first quarter
October 13	Non-student day
November 22- 30	Thanksgiving Holiday, schools closed
Dec. 20 - Jan. 4	Winter Holiday
December 20	End of 2nd quarter
January 19	Martin Luther King, Jr. Day
February 13-16	Non-Student Days
March 13	End of 3rd Quarter
March 14-22	Spring Holiday, schools closed
April 3	Non-Student Day
April 27	Non-Student Day
May 25	Memorial Day Holiday- Schools Closed
May 28	End of 4th quarter, Last day for students

Safety Harbor Middle IB World School



SEAHAWKS SOAR!

Parent and Student
Handbook/Calendar

2025– 2026 School Year

Principal's Message

Safety Harbor Middle IB World School is rated as an A school by the Florida Department of Education!!

Welcome to the 2025-26 school year! I am looking forward to another fantastic, albeit different, school year with our Safety Harbor Family. Safety Harbor has some of the very best teachers in Pinellas County and we will continue to provide the highest quality instruction and environment for your students, whether that be if your child is starting the year in person or virtually. I truly believe that this will be one of the most successful years ever at SHMS, if we all can work together as a community and support each other. We are Seahawk Strong!

This Parent/Student Handbook has been designed to give you a quick list of answers to questions which may arise concerning Safety Harbor Middle IB World School's operational policies. Awareness of these policies and procedures will encourage understanding and assist you in knowing practices to follow for our students' benefit.

The Pinellas County School Board Code of Student Conduct contains policy regarding disciplinary procedures in our schools. Please refer to this document to become aware of parental and student responsibilities in the school community.

Should you ever desire an answer to a question not addressed in this handbook, Code of Conduct or school newsletter, please call the school. We are most willing to provide you with accurate and up to date information. Our phone number is 724-1400. We are looking forward to your support and active involvement in your child's education.

Susan Alvaro, Principal

Arrival and Dismissal: Student Hours are 9:40-4:10

Students should not be dropped off more than 30 minutes before the start of the school day and must be picked up no later than 30 minutes after the end of the school day.

Morning Traffic

Buses will enter and exit from 1st Ave on the south side of the school

Cars will enter the drive at the SW corner of the campus (7th Street and 3rd Ave.). Cars will drive northward, from this gate, around the north side of the building to the front and on to the front porch. After students are dropped off, cars will proceed out the same way.

Bike riders and walkers living east of the school (to and from Friendship Court, Ridgcroft Lane or Duval Court) will use the crossing guard at Ridgcroft Lane and 1st Ave., in front of the school. Bike riders and walkers living north of the school will use the crossing guard at Marshall Street and 1st Ave. They must enter and exit the school campus using the sidewalk between the pond and the driveway. Bike riders and walkers living south of the school must enter and exit the school campus at 7th street and 3rd Ave. Bike compounds are located on the NE and SW sides of the building.

Absences

Students are expected to attend school daily as required by Florida State Law. When it is necessary for your child to be absent, you must call 724-1400 and ask for the grade level clerk to give notice of your child's absence prior to the end of the school day of the absence and/or provide written notification within 48 hours of the child's return to school and/or go to the website to report the absence at

<https://www.pcsb.org/domain/7711>. Otherwise, the absence will be unexcused. It is the responsibility of the parent to ensure the attendance of a child of compulsory school attendance age, as required by law. The parent needs to be aware of district calendar and coordinate trips, vacations and personal business to support attendance on school days.

An absence, tardy or early sign out will be excused if caused by one of the following reasons:

- The student is ill or injured.
- There is a major illness in the student's immediate family (this means parents, brothers, sisters, grandparents, or others living in the home).
- There is a death in the immediate family.
- The student attends religious instruction or there is a religious holiday in the student's own faith.
- The student is required by summons, subpoena or court order to appear in court. A copy of the subpoena or court order must be given to the principal.
- Special event. Examples of special events include important public functions, conferences, state/national competitions, as well as exceptional cases of family need. The student must get permission from the principal at least five days prior to the absence.
- The student has a scheduled medical or dental appointment. Students must return to school with a doctor's note when out for an appointment.
- Students having or suspected of having, a communicable disease or infestation which can be transmitted are to be excluded from school and are not allowed to return to school until they no longer present a health hazard. Examples of communicable diseases and infestations include, but are not limited to, fleas, head lice, ringworm, impetigo and scabies. Students are allowed a maximum of five excused days for each infestation of head lice. Students on field trips and who attend alternative discipline programs are not considered absent.

Pre-arranged absences

To pre-arrange an absence please contact the grade level office. Teachers are not required to give assignments ahead of time. It is the STUDENT'S responsibility to ask for and complete the make-up work upon returning from the absence.

Tardies

A student is tardy for first period when the student is not in his or her assigned seat when the bell rings at 9:40 a.m. A tardy is excused only if the student is late for one of the reasons set forth in the previous section. Examples of unexcused tardies include: oversleeping, missing the school bus, shopping trips, pleasure trips, car problems, heavy traffic, returned for forgotten items. Habitual tardiness is unacceptable and unfair to other students because instruction is interrupted every time a late student arrives. Tardies will be entered into kiosks at the start of each period. Tardies reset each marking period.

SHMS Tardy Policy

1st- Written Warning

2nd- Written Warning

3rd- Guidance Referral

4th- Detention

5th- In School Suspension

6th- ABS 8:30-1:30 (OSS if student does not report by 8:30 am)

7th- Out of School Suspension

Early Release:

If a student must be picked up early from school for any reason, the student must bring a note or parent calls stating the time and nature of the dismissal to the grade level clerk. A parent or guardian must come to the front office and show proof of identity in order to pick up a student from school. Any person picking up a student from school must be listed as contact on the Clinic Card. Students will NOT be released to people not on the card. A yellow Permit to Leave form will be sent to the classroom so that your student can be dismissed. Students will not be dismissed from class until a parent is in the office and has properly identified themselves.

PLEASE NOTE THE EARLY RELEASE PROCEDURE:

All parent sign-outs for EARLY RELEASE of students must be completed before 3:30pm as our front gates lock for the car circle line.

If your child has an appointment or other obligation, you will need to be at the front office with your legal ID before 3:30 pm.

This procedure will facilitate the Early Release process for safety and security of our students and will assist in expediting the afternoon car circle movement.

Make Up Work

Make-up work for credit and grade is allowed for all absences. It is the student's responsibility to get the missed work. A parent may request assignments for a student AFTER the student's third consecutive day of absence. The number of days allowed to make up the work shall be the same as the number days the student was absent.

It is the responsibility of the principal to maintain an attendance record which shows the absence or attendance of each child enrolled for each school day of the year. When a student accumulates five (5) absences during a grading period, other than out-of-school suspensions, whether excused or unexcused, school personnel shall make a good faith effort to contact the parent by telephone to discuss the reason for the absences and shall document such contact. A letter shall be sent to the parent or guardian and a referral will be made to the school's Child Study Team for a student who has had at least five unexcused absences, or absences for which the reasons are unknown, within a calendar month, or 10 unexcused absences, or absences for which the reasons are unknown, within a 90calendar-day period.

Bully Prevention

Safety Harbor Middle School's bully prevention goal is to ensure that all students, employees, and volunteers learn and work in an environment that is safe, secure, and free from harassment and bullying of any kind. Our SOAR Expectations apply to bullying prevention in the following ways:

1. Respect yourself, others and our school by using caring words and actions and speaking up when others do not.
2. When you have conflict with someone, take responsibility for your actions by stopping yourself if you are reacting or out of control.
3. Be honest about any bullying that you see or know about.
4. Motivate yourself to be a part of the caring majority.

Bullying is defined 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; cyber stalking; physical violence; theft; sexual, religious, or racial harassment; public humiliation; or destruction of property.

An easy way to determine if something is bullying is to look for three things that are generally present in a bullying situation: repeated behavior (although it may be the first time you heard about or witnessed the behavior), imbalance of power between the person who is bullying and the victim, and/or intent to harm (either physically or emotionally).

Harassment is defined as any threatening, insulting, or dehumanizing gesture; use of data or computer software or written, verbal or physical conduct directed against a student or employee that: places a student or employee in reasonable fear of harm to his or her person or damage to his or her property; has the effect of substantially interfering with a student's educational performance, opportunities, or benefits; or has the effect of substantially disrupting the orderly operation of school.

All school employees are required to report alleged violations of our bully prevention policy to the Guidance Counselor or Assistant Principal. The staff person will initiate an investigation of all complaints of bullying or harassment. All bullying reports, whether substantiated or not, are reported to the school board attorney's office. To report a bullying issue call the school or <https://www.sandyhookpromise.org/say-something-tips/>.

Cafeteria Breakfast

Price: Free

Lunch

Price: Free

Free and Reduced: Free

Students can pre-pay for a la carte items by bringing in a check payable to the SHMS cafeteria. The student's name should be printed on the check. Families can also add money online using the link

<https://www.myschoolbucks.com/ver2/getmain?requestAction=home>

Students will have a 30 minute lunch period. A student's lunch period will be influenced by his/her schedule and may not be the lunch shared by that grade level.

To ensure a safe lunch for all, students will follow a guidelines for lining up, going through the lunch line and then directed seating.

Campus Security

Safety Harbor Middle School is a closed campus for the security of all our students and staff. Since the campus is locked and

staff members are stationed for arrival and dismissal duty, students will be very safe walking to class. Any parent on campus for any reason will need to enter through the front office and sign in at the front office. All visitors **MUST SHOW PICTURE ID** at sign in. This includes parents who have appointments for conferences with their child's teacher before or after school. All parents and other visitors will receive a school visitor badge when they check in at the front office. You **MUST** wear a school visitor badge while on campus.

A reminder that all doors, including classroom, hallways, gym and cafeteria remained lock throughout the school day. If a student is late entering a locked building, they will need to responsibly ring the door bell and wait for someone to open the door. If the student does not have a pass, they must report to the Tardy Kiosk and get a tardy pass by using their lunch pin and waiting for ticket from the tardy machine.

Clinic/Medical Concerns

We do not have a full-time nurse on campus. Students with medical needs will report to their grade level office, where a phone call home will be made. If a family member cannot pick up the student, they will return to class.

Medications at School

For all medication taken at school by students, we must have both parent and physician permission. Please contact grade level clerks to obtain necessary paperwork. Students are **NOT** allowed to carry Over the Counter medications for **ANY** reason.

Immunizations

Students entering Safety Harbor Middle will need to show proof of having received the following immunizations to begin school in August:

A fifth dose of DTP/DTaP is required if the fourth dose was administered prior to the 4th birthday. If the fourth dose was administered on or after the 4th birthday, a fifth dose is not required. Students who began immunizations after age seven

should receive a total of one dose of Tdap and two doses of either Tdap or TD.

2 The State of Florida requires students entering 7th grade to have received a Tdap (tetanus- diphtheria- pertussis) prior to attending class. A Tdap should be administered regardless of the interval since the last tetanus- or diphtheria-toxoid containing vaccine.

3 Students are required to have three HepB immunizations if the series was started at birth. A two-dose series is available for adolescents 11 – 15 years of age if needed.

School Insurance

It is mandatory that all middle school students trying out for/participating in an interscholastic sport (including cheerleading, volleyball, basketball, and track) purchase school insurance. No student will be allowed to try out or practice without first purchasing this insurance at least 2 days prior to practice/tryouts. Cost of school-time coverage: begins at \$8.00 for high option. Students will receive brochures for this insurance on the first day of school.

Vision/Hearing Screening

All 6th graders and students new to Pinellas County will participate in the vision/hearing screening during the year.

Conferences

We encourage all parents to attend our parent learning opportunities. In addition, conferences may be requested by the teacher or the parent. Please make a sincere effort to accept invitations to conferences and to seek conferences when you feel there is a need. If you need to request a conference with a specific teacher, please email the teacher directly. If you need a general conference call the front office at 724-1400 and ask for the grade level guidance counselor. Remember, there does not necessarily have to be a problem for a conference. Discussions with the teacher regarding your child's academic excellence are also recommended. All conferences must be scheduled in advance (at least a 24 hour notice) with the appropriate

teacher(s) or staff member(s). Parents will not be allowed to go to classrooms unannounced for parent conferences.

Conferences can be done in person, via the phone or virtually

Cell Phone/Electronics Policy

Personal electronics devices such as cell phones, iPods, Airpods, headphones, etc. are not allowed to be out. Students must keep these devices in their pocket or backpack or they will be confiscated and returned to parents only.

Uniform Dress Code

Tops: A solid color polo style shirt or long sleeve with collar. Also, Safety Harbor Middle IB World School sponsored tee shirt (must have SHMS logo) purchased online from school website. All jackets and outerwear, no hoods, must be in colors below.
Colors: • Black, Red, Gray and White

Bottoms: • Pants/shorts/skirts : All pants/shorts/skirts must be solid in color. They must be neat in appearance (no rips, tears, or shredding) and must be at least a 7-inch inseam. Skirts must be knee length. No basketball shorts, sweatpants, biker shorts or leggings. .
Colors: • Khaki/tan or black pants, shorts or skirts ONLY

Students who do not enter campus in uniform dress code will be asked to report to the office to contact parents who will bring clothing meeting our uniform policy. If a parent cannot bring items, students will report to the ISS room.

PE Uniform

All students enrolled in Physical Education (PE) are required to dress out daily in black shorts and a red top. Please note that the PE uniform is separate from the regular school uniform.

School Supply List

All Grade Levels

#2 Pencils

Pens

Highlighters

Colored Pencils

Non-spiral bound composition notebooks

Loose-leaf paper

House Concept

Each grade level has an administrator, a counselor, and a clerk in the grade level office. If you have a question regarding your child and you are unsure who to ask for, please call the grade level secretary, and she will direct you to the appropriate administrator or counselor to assist you. The following personnel are located in the grade level offices:

Grade Six

Stacie Ferrara, AP

Melissa Jacobsen, Counselor

Brittany Conant, Secretary

Grade Seven

Diane Dove, AP

Cheri Awe, Counselor

Sheila Johnson, Secretary

Grade Eight

Kate Tancrell, AP

Margaret Hayes, Counselor

Ayele Hodgson, Secretary

Phone messages/Newsletters/Notices

Stay tuned for up to date information on school events, procedural reminders, and points of pride in phone messages throughout the year. School newsletters and special notices are sent via FOCUS. School newsletters are also maintained on the school's website.

Positive Behavior Support – SOAR

It is the goal of Safety Harbor Middle IB World School to help students develop the self-discipline necessary to be successful in the school and community. We follow the Pinellas County Code of Student Conduct and the procedures outlined on the School Bus Incident Report. In addition, we utilize a reward system, PBIS Rewards, that recognizes positive behavior based on students meeting the school-wide expectations for success.

The school-wide expectations for success will be explicitly taught to students throughout the first few weeks of school. These expectations will be posted in every classroom and in all commons areas around campus..

SOAR means:

S – Safe Actions

O – Organize Your Life

A – Achievement

R – Respect

All staff members will award students based on random, successful demonstration of the expectations. Students will be able to use their points to purchase classroom and school-wide incentives.

INTERVENTION / INCENTIVE

ISS – In School Suspension. When a student violates a rule/s of the Code of Conduct the consequence may result in a full or half day of In School Suspension. Students assigned In School Suspension will go to a designated classroom for the day. They will complete a character lesson as well as any work given to them by their class teachers.

Administrative Detention – When a student violates a rule/s of the Code of Conduct the consequence may be a 45 minute before school detention in the cafeteria from 4:15-4:50.

Guidance or Administrative Conference - Students meet with guidance counselor to resolve academic problems or conflicts with other students.

Mentor Program - Students in need of assistance with academics or other school-related issues work with an adult volunteer from the community, a high school student or a teacher at the school.

Parent Conference - May be requested by the parent or by teachers/staff to address academic or behavior concerns. A parent conference is sometimes required by an administrator for a student returning from suspension.

Positive Referrals - Students who exhibit a positive attitude or demonstrate a positive change in behavior may receive a positive referral from their teachers.

Principal's List/Honor Roll Parties - Students earning Principal's List qualify for a pizza party and students earning Honor Roll are dismissed from class early to go to a designated area for a free soda or candy. This occurs once each grading period.

Top Seahawk– Once every nine weeks, teachers nominate students to be recognized as Successful Seahawks. These

students are recognized for displaying respect and responsibility throughout the school community. Student nominees and their family members are invited to attend the Successful Seahawk Breakfast, hosted by PTSA.

Work Detail - Students involved in misconduct may be assigned work detail before, during and after school to assist with cleaning or yard work at the school. This is assigned with the knowledge of the parent.

Bus Riders

Students riding Pinellas County School buses to SHMS are expected to follow all district rules regarding bus transportation (See PCS Code of Conduct). Failure to adhere to transportation rules may result in a disciplinary action, including possible bus Suspension/expulsion.

Parent Focus

SHMS parents have the availability of a program that allows you to check your child's grades and assignments on a website. It's a chance to look at the teachers' grade books online. Please go any school to get your PORTAL password, making this opportunity available to you. You will need this to make any address/enrollment changes.

Partners in Education

SHMS is seeking businesses or parents who are willing to form a partnership with the school through a tax-deductible donation of \$150 to a class or specific area of the school. The money you donate goes to classroom supplies which the school or teacher could not normally provide. All of the children in the class you sponsor will benefit from your generosity.

PTSA

Interested in getting involved? Please contact our board for committee lead positions safetyharbormsptsa@gmail.com
The PTSA Board meets monthly in the Production Room.

Membership is available to all members of your family including students. Each annual membership helps to partially fund many activities and campus improvements here at SHMS benefiting all teachers, staff and students.

Special discounts & offers for PTA Members. www.pta.org/benefits

Visitors/Volunteers

Parents are welcome to visit our school at any time. School Board requires that all visitors report to the office before going to any other part of the campus, even for very brief periods of time. Parents must bring a driver's license for the office to scan when signing in. All visitors are required to wear a visitor badge.

Volunteers are welcome and appreciated at Safety Harbor Middle IB World School. As a volunteer you can serve in many ways: tutor, classroom assistant, organizational volunteer, cafeteria assistant, or mentor. Mentors are required to attend a mentor workshop. The possibilities and needs are endless! If you have a little time and would be willing to get involved with our school, please contact our Family and Community Liaison or your child's teacher. You'll need to register and record the number of hours you spend working with us. Please consider becoming involved. The benefits are definitely worth it!

Report Cards

Families and students will receive reports of student progress during the fourth week of the marking period via email.

You are asked to examine this report carefully and discuss it with your child.

Report Cards are emailed to families.

School Advisory Council (SAC)

The School Advisory Council meets monthly in the Production Room. Visitors are welcome ! Please look at the Principal's Weekly Memo for dates.

Safety

The safety of our students and staff is a top priority. A Site Safety Committee meets monthly to review safety concerns and make recommendations. Fire drill and safety inspections of the school are held monthly as well. Other safety drills such as tornado drills and active assailant drills are held monthly throughout the year.

To ensure the safety of our students who walk to school, we ask that you encourage your child to cross with the crossing guard (where one is available) and to go directly to and from school each day. Bicycle, including E-bike, riders must walk their bicycles while on school property. Our bicycle/Ebike riders should obey all safety rules. Bikes are to be locked and parked in our bike racks. Bicycle/Ebike riders must wear helmets.

Laptops

Laptops will be available for use in each core content classroom.

OR

For families who elect for their student to carry a laptop to and from school daily:

Parents will be required to sign a PCS Parent (Guardian)/Student Technology Equipment Receipt and Responsibility form Form 2-3184 stating that parents/students are financially responsible for equipment that is lost, stolen, damaged, or seized while in their possession.

The following procedures will be followed in the event of loss or damage to a device:

1. The student must report the lost/damaged device to the LMT or Library Media Specialist located in the media center.
2. Families will be informed of the cost of replacement or repair and pay in full.
3. Student will not be able to receive another device.