

**CLEARWATER INTERMEDIATE**

**STUDENT-PARENT HANDBOOK**

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**DISTRICT MISSION**

The mission of Pinellas County Schools is to educate and prepare each learner for college, career and life.

**DISTRICT VISION STATEMENT**

100% student success.

**SCHOOL MISSION STATEMENT**

Clearwater Intermediate staff will teach life skills emphasizing hands on activities, use of technology and building positive relationships

**SCHOOL VISION STATEMENT**

100% Student Sucess

**A Successful Clearwater Intermediate Student is:**

**A Critical Thinker** who is curious about his/her world and desires opportunities to analyze, debate, evaluate, create and solve real world issues.

**A Self Starter** who takes the initiative for his/her own learning and is motivated to explore, research, discuss and understand new perspectives and ideas.

**An Independent Learner** is one who sets goals, maintains a focused direction toward those goals and sees their own actions through to completion.

**A Collaborator** is one who enjoys the opportunity to learn through interaction with others, researching information, sharing knowledge and presenting learned outcomes alongside fellow learners.

**A Respectful Citizen** is onewho demonstrates social responsibility and respect for himself/herself, peers, school staff and parents.

**CLEARWATER INTERMEDIATE EDUCATIONAL PHILOSOPHY**

To provide a positive, proactive learning and supportive environment, where we work as a community, with our community while demonstrating integrity and respect for all. We believe that positive response to the challenges in the lives of our students is the best approach for success. Our goal is to help students navigate towards personal success by encouraging them to accept responsibility for their behavior in order to achieve academic success.

**Culture**

Clearwater Intermediate is based on a culture that promotes trust, respect and responsibility. The proposed culture is such that teachers and students are equal partners in the learning process where students are continuously learning, unlearning and relearning. There is a safe environment that allows for risk-taking, celebrating success and learning from challenges. Students have agency where they think globally and impact locally, communicate effectively, embrace creativity, question and approach problems through inquiry, collaborate productively, seek feedback for improvement, and take responsibility for their own growth and future.

**ACHIEVEMENT LISTS**

There are two achievement lists completed each grading period:

**PRINCIPAL'S LIST:** This is a list of students who received all A's in achievement in all classes.

**HONOR ROLL:** This is a list of all students who received all A's and/or B's in achievement in all classes. One C which is offset with an A is permitted.

**ATTENDANCE FOR STUDENTS**

School is in session Monday – Friday, 9:40 A.M. until 4:10 P.M. The warning bell rings at 9:30 A.M. When students arrive on campus, they are to go directly to the cafeteria (if they eat breakfast) or to the back area of school (if they chose to not eat breakfast). The student will **NOT** be allowed in the hallways before school. Students are not to arrive on campus before 9:10 A.M. Adult supervision begins at 9:10 A.M. At dismissal, adult supervision will be until 4:30 P.M.

**Absences:** In order for the absence to be excused, the parent/guardian must **call the school** at 727.298.1616, extension 2000, before 9:40 A.M. and give a reason for the absence. If a phone call is not received, the parent/guardian must send a note upon the student’s return stating the reason for the absence. Parents/guardians may FAX an absent note to the school’s fax number at 727.469.4189. Reasons for absences and make-up provisions for middle school student are spelled out in the *Student Code of Conduct*. It is the responsibility of the student to make up all work missed due to the absence.

**Tardies:** A student is considered tardy if they are **not in class** at 9:40 A.M. for first period or by the tardy bell during the rest of the school day. A student who arrives tardy to school after 9:55 A.M. must report to the front office for a tardy slip before going to class. If a child eats breakfast in the school cafeteria, they are still expected to arrive to class on time. After the third occurrence, teachers must complete an Excessive Tardy form and submit the form to the Behavior Specialist. The first, second and third classroom intervention must be documented on the Excessive Tardy form prior to submitting the Excessive Tardy form.

**Early Sign-out: Only people listed on a student’s clinic card will be permitted to pick up a student early from school.** If a student is picked up early, a **parent/guardian or an approved adult is required to present a photo ID** to the staff at the front desk and sign the Student Sign-Out Log.

**BACKPACKS**

Students will be allowed to carry any type ofbackpack at Clearwater Intermediate (**Prefer clear or mesh**)

**BEHAVIOR POLICY**

**Positive Behavior Support (PBS):** The Positive Behavior Support system promotes proactive and preventative measures for student and staff. It is also an umbrella of collaborative processes for structuring the learning environment to support the academic and social success of all students. Positive Behavioral Support refers to the application of positive behavioral interventions and systems to achieve socially important behavior change.

**Discipline Plan**: The discipline plan is a comprehensive guideline for success. Clearwater Intermediate expectations are based on respect, responsibility, relationship-building and relationship-repairing. It focuses on mediation and agreement rather than punishment. It aims to keep students in school and to create a safe environment where learning can flourish. Students that continue to demonstrate disregard for discipline plan, will receive progressive consequences that will be determined based on the *Student Code of Conduct*.

 **Some inappropriate behaviors include:**

* Disruptive behavior to self or others (i.e. gossip, slander, unkind/hurtful remarks about another person, including electronic and online communications)
* Physical aggressiveness, inappropriate physical contact and hands-on behavior
* Improper use of electronic devices
* Bus misconduct
* Dress code violations
* Excessive tardies
* Not serving detention on assigned day
* Cafeteria misconduct
* Drugs, alcohol
* Weapons
* Vandalism (including graffiti and damaging technology equipment)
* Classroom disruptions which hinder the learning of others

**The above behaviors will result in one of the following:**

* Warning: teacher/staff member restates/reteaches the expectation and provides a replacement behavior.
* One-on-one conference with learner
* Time-out
* Parent contact
* Referral to the guidance counselor
* Referral to the behavior specialist
* Referral to the school social worker
* Referral to the School-Based Leadership Team (SBLT)
* Detention
* Referral resulting in Panther PASS (Positive Alternative to School Suspension)
* Referral resulting in Out-of-School Suspension
* Referral to child study team
* Recommendation for reassignment to an alternative school
* Recommendation for expulsion

**Non-Negotiables:** To best serve our students and their academic needs, there are “non-negotiable” behaviors that require immediate attention to ensure a productive classroom environment. Please review these expectations with your child:

1. Gum, candy, energy drinks or sunflower seeds are not permitted in school.
* Food or drinks of any kind are **NOT** allowed in classrooms.
* SINGLE SERVING snacks and drinks are allowed in the cafeteria only.
* Any offense – item taken. Detention is assigned.
1. Pinellas County School Board policy states that cell phones/electronic devices (including headphones) shall be powered off and concealed on school grounds during school hours. \***Clearwater Intermediate has specific guidelines as to the use of personal electronic devices on campus.**
2. Dress Code Violation (see page 16 for the current dress code).
* Any offense – Teachers/Assistants/Paraprofessionals will track and assign detentions.
1. Unexcused tardy
* Third offense and each tardy afterwards (per 9 weeks) –
	+ Complete Excessive Tardy form
	+ Parent Conference w/ Behavior Specialist
	+ Home Visit w/ School Social Worker
	+ Referral to Truancy Court
1. Unauthorized area
* Any offense – Detention

**Lunch Detentions:** Detentions are an integral part of the discipline process. Detentions may be assigned if an infraction of our school procedures is noted. Detentions are for 30 minutes **during the student’s lunch Monday through Friday**. Students are expected to arrive for detention on-time. If the student fails to serve a detention, the student will earn a referral and serve one day of Panther PASS(IR).

**Office Referrals:** Office referrals are given for severe infractions such as but not limited to: having a weapon, drugs or other dangerous items, threats of any kind, sexual context and inappropriate language or continual repetitive violations and are handled by the school’s administration. A progressive discipline procedure is followed.

**Bullying/Harassment:** The School Board adopted a policy that prohibits bullying and harassment in response to the state law *The Jeffrey Johnston Stand Up For All Learners Act.* The policy ensures 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. Florida is now one of 47 states with a law regarding bullying in schools. “The Policy 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 cyberstalking, physical violence, theft, sexual, religious or racial harassment, public humiliation, and destruction of property.”

“The policy defines harassment 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, has the effect of substantially disrupting the orderly operation of a school.”

To report bullying please go to

<https://www.anonymousalerts.com/pinellascs/default.aspx>

**Teen Dating Violence and Abuse Policy:** The School Board strictly prohibits any act of Teen Dating Violence and Abuse committed by one student against another on school property, during a school-sponsored activity, or during school-sponsored transportation. This policy applies only to students in grades 7-12. “Teen Dating Violence and Abuse” is a pattern of emotional, verbal, sexual, or physical violence and/or abuse by one person in a current or past relationship of a romantic nature to exert power and control over another when one or both of the partners is a teenager. Abuse may include insults, coercion, social sabotage, sexual harassment, threats and/or acts of physical or sexual abuse. The abusive partner uses this pattern of violent and coercive behavior to gain power and maintain control over the dating partner.

Clearwater Intermediate is committed to providing a safe learning environment and will not tolerate Bullying/Harassment or Teen Dating Violence and Abuse of any kind. Incidents can be reported to the principal or any staff member or reported online at one of the below links: <http://bullying.pcsb.org> <http://harassment.pcsb.org> or <http://teendatingviolence.pcsb.org>

Anonymous reports can also be made using the District Electronic Reporting Form, or by calling the Campus Crime Stoppers Hotline at 1-800-873-8477, or by texting keyword TIP144 plus your message to CRIMES (274637).

For more information about either the Policy against Bullying and Harassment or the Teen Dating Violence and Abuse Policy, please visit the **Prevention Office** by going to [www.pcsb.org](http://www.pcsb.org) then go to **Quick Links**, click on the **Programs and Resources** link listed under the **Families** column. To learn more about Bullying/Harassment and find out what adults can do to help prevent it, visit the Stop Bullying website at [www.stopbullying.gov](http://www.stopbullying.gov)

**BICYCLES/SKATEBOARDS**

The bicycle compound is located at the corner of the school campus closest to cafeteria. State law requires bicycle helmets be worn by anyone under 16 years of age. Students using the bike compound should secure their bike with a lock.

Students are **NOT** to ride bicycles and skateboards on school property.

**CAFETERIA**

Each student has a cafeteria account using pin pad technology to quickly move the student through the meal lines. Your child has the choice to opt out of palm scanning program. Money may be deposited as a prepayment into their account at any time; the balance will decrease with each purchase.

Apply for Lunch, [www.applyforlunch.com](http://www.mealpayplus.com), offers parents/guardians a convenient, easy, and secure way to make prepayments using a bank account or Visa or MasterCard.

**Free Breakfast and Lunch Program:** Clearwater Intermediate qualifies for the new Community Eligibility Option. This means free/reduced price applications will not be required for the 2018 - 2019 school year. **ALL** students will be eligible for **breakfast and lunch at no charge.**

**Breakfast:** A nutritional breakfast is available at no charge each morning from 9:10 A.M. to 9:30 A.M. It is the student’s responsibility to finish breakfast and be in class on time. If the student is not on time to class, a tardy slip will be administered.

**Lunch:** A nutritional, well balanced lunch is available at no charge or students may bring a lunch from home.

**A la carte** items such as cookies, chips, smoothies, flavored water and milk are sold. The cost ranges from $.25 to $1.00.

**CELEBRATIONS**

During the year, some classes may have activities to celebrate student successes and reward achievement. Please follow School Board food guidelines. School Board policy dictates only store bought and packaged food may be served at classroom celebrations after lunch is served. **Flowers and balloons are not permitted for celebrations; they may cause a disruption to the learning environment.** Some of the celebrations held at Clearwater Intermediate include; but are not limited to, Principal’s List, Honor Roll and Field Day.

**CLASS INTERRUPTIONS**

Classes will not be interrupted to give students messages, forgotten homework or other items. If a student’s afternoon transportation method changes, arrangements should be made prior to the beginning of the school day.

**STUDENT HEALTH**

All accidents or illnesses should be reported immediately to a staff member or the front office. Any student who becomes ill or injured at school will be sent to the school clinic. For injuries, a *Student Injury Worksheet* is completed. In case of an illness, the student’s temperature will be taken. If no fever is present, he/she will be asked to return to the classroom. A return visit to the clinic may be necessary if he/she continues to feel ill. If a fever is recorded or body fluid is lost due to sickness or injury, the parent/guardian will be contacted immediately to make arrangements to remove the child from school. **A clinic card must be on file for each student.** Phone numbers must be written on the clinic card and updated, as needed. **In order that the school may be able to contact someone in case of emergency, it is extremely important that the school have a correct home, cell and work telephone number on file.** Likewise, the school must be informed of any health problems that a student may have. Parents of students with chronic health conditions will be contacted by the school nurse and given a care plan to complete and have on file.

Medication will **only** be administered to students during the school day with a completed Medication Administration card on file with the school. By law, students are only allowed to carry and self-administer inhalers, EpiPens, diabetes supplies including insulin and pancreatic enzymes. **– There are no exceptions to this policy**. All medication must be delivered to school by the parent/guardian in its original container.

Per Florida Statute, all students in grade 6 will be screened for vision, hearing, scoliosis and Body Mass Index (BMI). If you do not want your child to be screened, you must notify the school **in writing**.

**CLUBS AND ACTIVITIES**

**Clubs:** Clubs are available for students at Clearwater Intermediate. Available clubs are Girlfriends, 5000 Role Models, PMAC and Student Government.

**Activities:** Some of the activities we have at Clearwater Intermediate include Field Day, Talent Show, guest speakers, field trips and various reward activities.

**COMMUNICATION TOOLS**

**Agendas/Planners:** An agenda book will be given to each student. The agenda is designed so that students can write homework assignments, notify parents of important events, keep a record of school functions and project dates, etc. Parents/guardians can also use the agenda to communicate with teachers. If a student loses or damages the agenda book, he/she will be responsible for replacing the agenda book at a cost of $2.00. Payment must be made to the school’s bookkeeper.

**Electronic Mail (E-mail):** All faculty and staff may be contacted via email. Please refer to the school website for specific faculty and staff e-mail addresses.

**FOCUS/SIS (Portal) for Parents: FOCUS** is an online tool which allows parents/guardians of students to view grades, attendance records, discipline records, upcoming events and holidays. An account may be attained from the front office by bringing in a valid ID. Parents/Guardians only need one account for all children in the household. However, separate accounts can be created for the student’s other parent/guardian. For more information, please visit: [**https://focus.pcsb.org/focus/index.php**](https://focus.pcsb.org/focus/index.php)

**Newsletters:** A monthly newsletter will be posted on the school’s website and in the Title I Resource area. The newsletters will provide information regarding school activities, student recognitions, monthly PTA/SAC meetings, Title I information, strategies/opportunities for students, volunteer needs, breakfast/lunch menus and the school calendar.

**Parent-Teacher Conferences:**  Conferences may be held at the request of a parent/guardian or teacher, as needs arise. Please contact your child’s guidance counselor to schedule conferences. **Teachers are not able to hold impromptu conferences.** If a parent or guardian schedules a conference for a particular time and is unable to attend, the guidance counselor should be notified **before** the scheduled time.

**School Messenger:** The School Messenger system allows the school to record time-sensitive voice notification phone and e-mail messages to parents/guardians. To ensure the delivery of these messages, it is extremely important for parents/guardians to provide changes in phone numbers and e-mail addresses in a timely manner.

**Website:** Students and parents are encouraged to visit the school website often for announcements and updates. <https://www.pcsb.org/clearwater-ms>

**DRESS CODE GUIDELINES**

The dress or grooming of a student should be neat and clean and not disruptive to the classroom atmosphere, educational process, or unusually distracting. **Students should wear clothing as it is designed to be worn; pants and skirts must be worn at waist level.** Both hair and body should be kept neat and clean. Clearwater Intermediate’s Dress code is included in this handbook.

**Clearwater Intermediate**

**Dress Code**

**Purpose: To help create a learning environment in which student learning is the primary focus.**

**Non-negotiable**

* The size of shirts and pants must be appropriate to the student’s body size and not oversized or undersized
* Shirts must be tucked into the waistband of the pants or skirt
* Pants or shorts with belt loops must be worn with a belt so that the waistband is worn at the waist and not below
* The hem of the girls’ skirts or dresses must be no shorter than mid-thigh
* Hats, headgear, or any head covering will not be permitted. **NO Hoodies are allowed!**
* Clothing can be purchased from any retailer or vendor

**Acceptable**

**Tops**

* White, red, grey, black or navy blue shirts with collars such as a polo, oxford, or dress shirt
* Students will be allowed to wear school-sponsored T-shirts on Fridays or school spirit days
* Shirts must overlap the top portion of lower garments or bottoms (No exposed midriff)
* All jackets shall be school colors (White, red, grey, black or navy blue)

**Bottoms**

* Khaki, Black, or Navy pants, walking shorts, slacks, skirt, skorts, or jumpers. **NO Jeans are allowed!**
* All items work at the waist (belts when needed)
* All bottoms must be knee length or longer
* No torn, baggy, form fitting clothing allowed

\*All other aspects of PCSB dress code guidelines are in effect

**Shoes**

* Remain consistent with PCSB Student Code of Conduct
* No flip flops/slides

**Exceptions**

* None

**Enforcement**

1. Daily dress checks
2. Change into clothes from clothes closet

**Repeat offenders – Progressive disciplinary actions followed**

* Third offense in quarter – Parent contact
* Fourth offense in quarter – Social Worker
* Fifth offense in quarter – Intervention

**EVACUATION/CRISIS DRILLS**

Emergency evacuation and crisis drills are held on a monthly basis. Evacuation routes are posted in each classroom. Students are expected to follow evacuation and crisis drill instructions. Talking, running, pushing, shoving or horseplay of any kind is **not** **permitted** during these drills and may result in discipline action.

**EXTENDED LEARNING PROGRAM (ELP)**

In an effort to promote high student achievement, we are offering additional support to our students through our Extended Learning Program (ELP). This program is available before school (8:00 – 8:45 am) on Tuesdays and Wednesdays for tutoring or course recovery. During second semester, they will be able to make up first semester for any courses they fail. Teacher referred **EXTENDED LEARNING ROOM (ELR)** during school day.

**FIELD TRIP GUIDELINES**

Field trips will be held as enrichment activities to teaching units studied in school. Parents must sign the permission slip **before** students can participate in any trip. Each field trip will require a separate permission slip. If the field trip requires a fee, the payment will need to be in **CASH.** When a parent volunteers to drive for a field trip, certain requirements must be met.

**All parents driving on field trips must be registered and approved by the Pinellas County School System Volunteer Services no less than two weeks prior to the field trip date.** To do this, please fill out a volunteer application form located in the front office. Volunteers driving children on field trips are expected to adhere to all Field Trip Guidelines listed. Always monitor the children who are assigned to you. It is especially important that drivers have a list of children in their car and they check to be sure all children are in the car for the return trip. Any parent/guardian driving children on a field trip will **refrain** from using cell phones or any electronic devices while operating the vehicle. This is strictly a safety and liability issue.

**Parents who are responsible for monitoring students may not bring siblings along on field trips**. While driving to or from a field trip, no stops should be made unless the stop was preplanned and all of the drivers are making the same stop.

**Private Vehicle Use:** The Pinellas County School Board Policy for the use of private vehicles on field trips states:

1. Seat belts are mandatory.
2. No motor homes, pickup trucks, motorcycles or vehicles having a soft or open-top (e.g. convertibles or Jeep-type).
3. All vehicles must be registered, insured and in good working order as determined by school personnel.
4. The use of any multipurpose vehicle with a wheelbase of 110 inches or less that are required by federal motor vehicle standards to display a rollover warning label may **not** be used. The key is to look for the rollover-warning label on the visor.
5. The principal has the authority to prohibit any vehicle from use for transportation of students at any time. The following vehicles are prohibited: any vehicle that has had its suspension, tires, body, seating, bumpers, etc., altered from its original design specifications; any vehicle that has had any safety device removed, disabled or altered (e.g. airbags, seatbelts/harnesses); any vehicle in an obvious state of disrepair or shows signs of neglect, lack of maintenance, etc.

**Field Trip Vehicle Insurance Information:** All field trip drivers must complete the Field Trip Vehicle Information Form (PCS Form 3-2719). The information provided in that document should be verified by a school representative and maintained in the school file. In order to complete that form, field trip drivers need to present their vehicle insurance card. The minimum insurance coverage required for private passenger automobiles used for school-related transportation is:

* Bodily Injury Insurance (BI) $10,000/20,000
* Property Damage Insurance (PD) $10,000.00
* Personal Injury Protection (PIP) $20,000.00

**GRADING AND REPORT CARDS**

**Grades:** The letter grades A, B, C, D and F will be used in the areas of specific curricular achievement as follows:

 **A = 90-100%**

 **B = 80-89 %**

 **C = 70-79 %**

 **D = 60-69 %**

 **F = 0-59 %**

**Conduct:** The letter codes E, S, N and U will be used for conduct. These areas are marked as follows:

 **E** - Excellent

 **S** - Satisfactory

 **N** - Needs Improvement

 **U** -Unsatisfactory

**Progress and Report Card Distribution Dates:**

**Progress Report Report Cards**

September October

November January

February April

April May

**FOCUS/SIS (Portal):** Parents are able to view their student’s grades online at [**https://focus.pcsb.org/focus/index.php**](https://focus.pcsb.org/focus/index.php)

**Progress Reports:** Individualized notices will be given to ALL students at the midpoint of each of the grading periods. Students should share their progress reports with their parents/guardians.

**HALL PASSES**

All students must possess a hall pass when traveling in the hall. If a student leaves a classroom, the student is to sign-out on the *Out of Classroom Log* and upon their return sign back in on the *Out of Classroom Log.*

**HOMEWORK**

It is the student’s responsibility to complete any homework assigned. It is imperative that homework assignments are correctly copied into agendas.

**ID BADGES**

ID badges are to be worn daily. If ID badges are lost or misplaced there is a $2.00 replacement fee.

**LOST AND FOUND**

A lost and found box will be kept in the front office. Students are urged to routinely look through this box. The unclaimed articles in the box will be donated to a charitable organization on a monthly basis. Please mark jackets, sweaters, other items of clothing and lunch boxes with your child's first and last name to aid in identifying them.

**MAKE-UP WORK**

Clearwater Intermediate follows the policy stated in the *Student Code of Conduct* regarding student absences and make-up work. Students and parents are advised to be familiar with these policies. **Upon return to school, it is the responsibility of the student to check with the teacher for make-up work.**

**MEDIA CENTER**

The Media Center (Library Information Center) provides materials and equipment needed to support and enrich the school curriculum. Books, computers, magazines and various other reference and recreational materials are available for students to use and enjoy.

Students may use the Media Center during class and/or at lunchtime with a signed hall pass. The Library Information Specialist will be happy to make special arrangements to provide additional time or assistance when it is needed and requested.

Two books may be checked out at a time for a two-week period. Magazines and reference materials are not available for checkout. Late fees will **not** be assessed; however, students will be responsible for lost or damaged materials. Parents are invited to use the library’s many resources and are encouraged to promote responsible library use by their children.

**MEDICATION**

School personnel may not administer any medication (prescription or over the counter) to any child without having on file in the school office an official authorization form signed by both the doctor and the parent/guardian. Such forms shall indicate the kind of medication, quantity, time to be administered and the termination date. These forms are available from the front desk and the student health center (clinic).

Students may not self-administer any form of medication to themselves without proper authorization (i.e. asthmatic medicines). Students are not permitted to carry any medications on their person or in bags (i.e. cough drops, aspirin, etc.). Any student using an inhaler in the classroom must have written permission from the parent/guardian and doctor.

Head lice checks will occur when reports of an outbreak is reported to the office. Random checking will be the first order and if any evidence of lice is found, classroom checks will be follow.

**PETS**

Unless permission has been obtained from the Principal, pets are **NOT** to be brought to school.

**PHYSICAL EDUCATION**

**Dress:** Students are required to “dress out” for Physical Education classes. Students will **NOT** be allowed to participate in any class activity if they wear flip flops or slides and will result in the loss of participation points.

**Medical Excuses (parent or doctor’s note):** A student may beexcused from physical education activities with a parent’s note for a **maximum of three (3) class days**. Injuries and/or illness lasting longer than 3 class days require a doctor’s written note. **Doctor’s notes are required to have a beginning and ending date with specific information about the injury and limitations to physical activity.** Students will be expected to participate in modified activities based on their condition or complete an in-class make up assignment if modifications are not appropriate. Students on long term disability will be responsible for all cognitive activities in class (writing assignment, test review, in class lesson instruction and written tests).

**PARENT TEACHER ASSOCIATION (PTA)**

Clearwater Intermediate has a Parent Teacher Association. The overall purpose of PTA is to make every child’s potential a reality by engaging and empowering families and communities to advocate for all children. PTA operates under its set of by-laws and sponsors our learners’ fundraising activities. All parent/guardians and teachers are invited to join the association. Annual dues are $6.00. Please consult the school website for PTA dates and times.

**RECORDS**

**Parental Rights:** According to Florida statutes, the parent or guardian of a student attending public school (or a student 18 years or older) shall be entitled to specific rights of access, waiver of access, challenge and hearing, and privacy, with regard to records and reports relating to such student maintained and used by the school. This right extends to any and all official records, files, and data directly related to the student such as identifying data, academic work, achievement records, test scores, psychological tests and health data. The parent or guardian has the right to a list of these records, to be shown the records, to have the records interpreted and to have copies made **(the cost to be paid by the parent or guardian)**. In addition, **the parent or guardian has the right to waiver access** to confidential letters or statements and has the right to challenge and have a hearing regarding content of reports or records. The right of privacy protects student records which are personally identifiable from being released without written consent of the parent or guardian, except to official school-related organizations. **The right of privacy does not relate to the publishing and releasing of general public directory information**. Parents or guardians who wish directory information to be withheld shall notify the school in writing to that effect.

**SCHOOL ADVISORY COUNCIL**

A School Advisory Council (SAC) is a standing group of representative parents, community people and staff members. The school advisory committee is responsible for researching the school's program and needs, the school budget, the school improvement plan and giving input to such items as suggestions to the principal. The SAC will operate under its set of by-laws. The SAC is open to all members of our school community. Items that are important to a stakeholder may be brought to SAC meetings during open agenda or presented to a SAC member and he/she will present the information to SAC. Please consult the school web-site for SAC times and dates.

**STUDENT SERVICES**

**Behavior Specialist:** The full-time behavior specialist provides behavioral interventions to students as part of the progressive discipline plan. Likewise, the behavior specialist investigates bullying incidents and manages the school-wide Positive Behavior Support (PBS).

**Guidance Counselors:** Clearwater Intermediateoffers two (2)full-time guidance counselors. The counselors’ responsibilities are divided amongst the grade level. The school guidance counselors may be consulted for the following reasons: progress in school, personal problems that may affect school work, test interpretations, planning for high school, information on vocations and conferences with teachers.

**Parent-Teacher Conference:** Conferences are often necessary for ensuring the success of students. A parent/guardian may be asked to schedule a conference. Guidance counselors schedule conferences.

**Social Worker:** The full-time social worker helps students overcome obstacles that interfere with their academic success and the ability to reach their full potential. The social worker is available to discuss home or family issues ranging from financial hardships, homelessness, deaths in the family, incarcerated parents, alcoholism or drug abuse, etc. Furthermore, the social worker may conduct small groups, as well as provide support, counseling and referrals to community agencies.

**TELEPHONES**

The school phone is a business phone but is available for student use in an emergency. Phone messages for teachers and staff are placed in their mailboxes.

**Cell phones:** In order to maintain a quiet and orderly learning environment, **All** electronic devices are required to be check in at the beginning of the school day before students enter the building. Electronic devices will be housed in a pre-labeled envelope which will be stored in a safe in the front office. Electronic devices will be returned at the end of the day.

**TITLE ONE**

Clearwater Intermediate is a Title One program school. The program is school-wide which enables the school to receive additional federal funds to “ensure that all children have a fair, equal, and significant opportunity to obtain a high-quality education and reach, at a minimum, proficiency on challenging state academic achievement standards and state academic assessments.”

**Parent/Student/Teacher Compact:** A Parent/Student/Teacher Title One Compact is a written agreement among parent/guardians, students and teachers to work together to improve the academic skills of the student. Each parent/guardian, student and teacher will be asked to provide input and sign the agreement annually.

**TRANSPORTATION**

**Bus:** The schoolbus driver has the responsibility for the safety and conduct of students riding the bus to and from school. Students should obey the driver at all times. Any student who persists in disorderly conduct on a school bus when being transported to or from school or at the bus stop will be reported to the principal and may be suspended or expelled from riding the bus.

**SAFETY PROCEDURES FOR CAR RIDERS AND WALKERS**

**Morning**

* Student drop-off location is in the parking lot which is adjacent to the cafeteria. Drop-off begins at 9:10 A.M.
* Once the bell has rung at 9:10 A.M., students are to travel directly to the cafeteria (for breakfast) until the 9:30 A.M. bell rings (**No standing or sitting in the hallway or by classrooms will be permitted**).
* Students may be picked up at dismissal only on the west side of the building.
* Do not drop off students on Palmetto St., please drive into the car circle.
* Pedestrians using the crosswalk have the right away.
* Follow all traffic rules and be courteous, patient and respectful.

**Afternoon Dismissal**

* Be on time. The school day ends at 4:10 P.M.
* Do NOT pick-up students or park on the east side of the building.
* Parents/guardians must pull around if their child is not ready because this will hold up the line.
* Pedestrians using the crosswalk have the right away.

**VISITATION**

**Any time parents, guardians or visitors are on campus, they are required to stop in the office to sign-in and obtain an identification badge before proceeding with the visit. This includes but is not limited to picking up and dropping off a child, volunteering in the classroom and having lunch.**

Clearwater Intermediate welcomes parents/guardians to visit classrooms, cafeteria or any other areas of the school. **If a visit to a classroom is desired, please notify administration who will then notify the classroom teacher at least 24 hours in advance.** Although parent visitations are encouraged, it may be necessary for the principal to restrict the time in the classroom due to the necessity of continuing the instructional routine.

**VOLUNTEERS/MENTORS**

Volunteers will play an important part in the various activities at our school. It is encouraged that parents/guardians become active in school activities. Volunteers are needed in the following areas: mentors, tutors and field trip chaperones. **Anyone who wants to volunteer must be registered and background check approved prior to volunteering. The volunteer registration form must be completed and a government issued photo ID is required.** All volunteers are locally and nationally background screened. **Unsupervised volunteers must be Level 2 approved; this is also required for field trips.** Field trip drivers must have their driver’s license and insurance forms updated as well. If you are able to volunteer or know someone who can, please contact the volunteer coordinator. Siblings may not be brought along when a parent/guardian volunteers.

**Any time volunteers are on campus, they are required to stop at the front desk to sign-in and obtain an identification badge before proceeding with the visit. This includes, but is not limited to picking up and dropping off your child in the classroom, volunteering and having lunch.**

Speakers: All speakers must be registered and background check approved prior to speaking. The only exceptions to this policy are the Great American Teach-In speakers and for large group speakers, such as Career Day where speakers are coming into the school for the day. Any speaker who talks on a sensitive topic must be approved prior to his/her coming into the school.

**IMPORTANT CONTACTS**

Dr. Michael A. Grego, Superintendent 727.588.6000

Dr. Barbara Hires, Area II Superintendent 727.588.6000

Tonya Mitchell, Principal 727.298.1616

Dr. Robyn Witcher, Assistant Principal 727.298.1616

District Website <http://www.pcsb.org>

School Website <https://www.pcsb.org/clearwater-ms>