

Parent Focus



A screenshot of a login page for Pinellas County Schools. The page has a dark blue background with a blurred image of a bookshelf. It features two white input fields for "Username" and "Password", and an orange "Log In" button. Below the login fields, there is text for the Florida Department of Children and Families Abuse Hotline. The page is divided into sections for "For Staff" and "For Parents", each with instructions on how to use credentials and where to get help.

Username

Password

Log In

Florida Department of Children and Families
Abuse Hotline 1-800-962-2873

For Staff

Use your Pinellas Domain/Network Credentials that give you access to Outlook and many other applications that requires changing every 60 days. For issues or incorrect access levels:
<http://techhelp2.pcsb.org>.

For Parents

Use your parent ID and password that was issued to you by your school. For logon issues, please contact the front office staff at your school. To request a new user ID and password, please visit your school or the Student Assignment Office with a valid photo ID. View [FOCUS Training Tutorial for parents](#)

SAFETY HARBOR MIDDLE SCHOOL
HOME OF THE SEAHAWKS
901 1ST AVE N,
SAFETY HARBOR, FL 34695
727-724-1400

FOCUS

The purpose of Focus is to provide parents with access to useful information, such as alerts, messages, school calendar, attendance and grades in real-time updating. Views differ depending upon user – parent view is slightly different from the student view.



Google Chrome

Focus may be viewed from any device which connects to the internet; however, the site is designed to be used with Google's Chrome explorer. The download is free at: www.google.com/chrome

Parent Focus Account

In order to view your child's records, parents will need a Focus account. You may go to any school to acquire the user ID and password. You will need to provide identification such as a driver's license to the school personnel to create the account.

Parent accounts start with "p" for parent. An example of a parent Focus account would be p.smithj for an account for "John Smith." The password is 8 characters long and contain alpha and numeric characters which are case sensitive – meaning if you see a capital letter, type the letter with a capital character. An example of a Focus password would be xMz8La43 (note that the lower case "L" can be confused with the number one and the capital "O" and the number zero can be confused too.

My User ID: _____

My case sensitive password: _____

Parents may add all their children onto their one Focus account. When acquiring your logon information, let the school person know you have more than one child to add to the account. Please let the school know if you do not see your child linked to your account.

Focus accounts will deactivate after 9 months of non-use.

INTERACTIVE GUIDANCE THROUGH THE FOCUS PORTAL

After logging in, the portal screen will be the initial “home” screen displayed from the Focus Student Information System. Anytime that you want to return to the portal from other menus, click the Pinellas County School’s logo in the upper left-hand corner. Your child(ren)’s names will appear on the left side of the screen. You can toggle between children very easily.

Your child’s class schedule and the current grade, is displayed. Alerts will appear showing parents changes that have been made since your last log-on.

Click here at any time to return to this main screen

Alerts since your last sign-in will show here

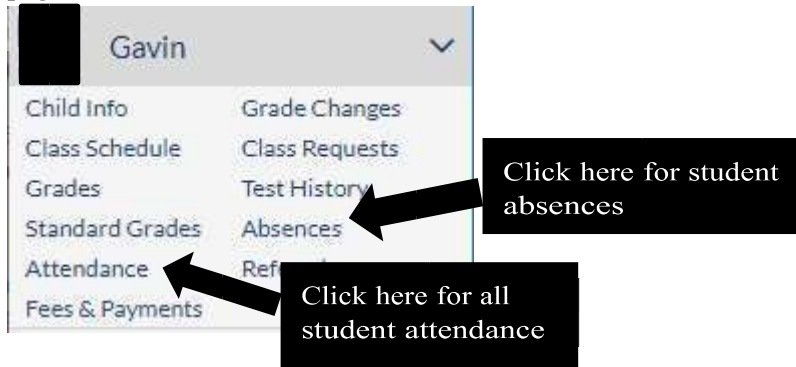
The screenshot shows the Pinellas Focus Portal interface. At the top left is the Pinellas Focus logo. The top right shows the user's name and the school name, Safety Harbor Middle School, for the 2020-2021 school year. A left-hand navigation menu includes options like Portal, School Information, My Profile, Preferences, Calendar, and a dropdown for the student 'Gavin'. The main content area has a 'District & School Announcements' section with 'News' and 'Events' tabs, and an 'Alerts' section that currently shows 'There are no alerts'. Below this is a student profile for 'Gavin' at 'Safety Harbor Middle School', with tabs for 'Grades', 'News', 'Planner', and 'Reports'. The 'Grades' tab is active, showing a table of courses for the RQ4 period (04/05 - 06/09).

RQ1	RQ2	RQ3	RQ4	04/05 - 06/09					
Pd	Course	Teacher	Ex	Unx	Tardy	Grade			
01	PRE-AP WRLD HIST/GEO	HANKS, B	2	5	1	D			
02	M/J IND/DUAL SPT GD8	SMITH, S	2	5	0	A			
03	ALG 1 HON	MITCHELL, H	2	5	0	D			
04	M/J COMPRE SCI 3 ADV	EKERN, J	2	5	1	B			
05	M/J LANG ARTS 3 ADV	PELLICO, L	2	5	1	B			
06	M/J LIB SKLS/IL (MC)	NUNNALLY, E	2	5	1	A			
07	SPANISH 2	CALCUTT, M	2	5	1	A			

Use this panel to navigate all your student’s information

ABSENCES

The purpose of the Absences feature is to provide parents with a summary of his/her child's absences by period and day. All information is shown in real-time as attendance records are entered by teacher and administrative personnel. To view absences, select the option from the left-hand side box directly under your student's name located on the main Focus page.



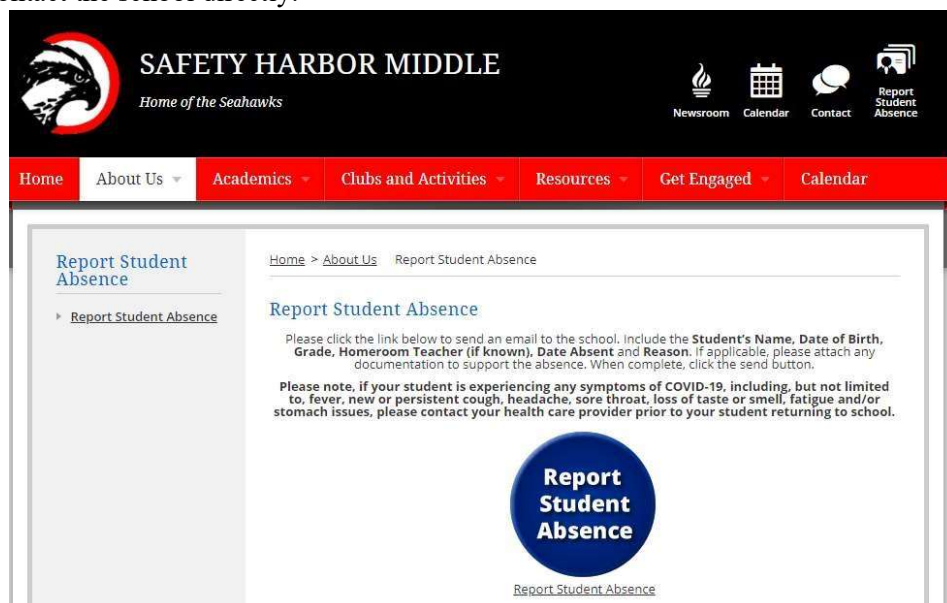
Example of Absence Screen:

Date	Daily	01	02	03	04	05	06	07	96	97	98
Thu, Dec 10, 2020	Medical Excused		MDE		MDE	MDE	MDE				MDE
Wed, Dec 2, 2020	Present										PAA

Comment is recorded by the office personnel about their corrections made into the system. See the Code of Conduct or school handout about the limitations to excuse an absence.

Student Code of Conduct can be found here: <https://www.pcsb.org/Code>

We prefer an email to the office excusing an absence than a note or call. You can communicate this information several ways. On the Safety Harbor Middle School website, top right-hand corner includes a "Reporting Student Absence" link, an example is shown on the next page of this report. This link will take you to a button which will generate an email SafetyHarborMS.Absence@pcsb.org. You may call our office too, 727-724-1400. Please report your child's legal FULL name and reason for being out of school. Codes on attendance are very specific. If you have any questions on attendance, please contact the school directly.



Parents have the responsibility to report absences within 48 hours of the student missing school. We need the excuses to be timely. If you have documentation from an appointment, please send it into the school or take a picture of the note with your cell phone and email it to SafetyHarborMS.Absence@pcsb.org.

Attendance is reported by each teacher into Focus. The table below describes the attendance codes. See the sample below. On the first column is the date. A date will only show if there is a modification to the automatic “present” entry represented by a blank line.

Code Name	Code	Description	State Code	Entry
Pending	PND	Teacher’s entry for absence **	Absent, not excused	Teacher entry
Present	P	Student was present in class	Present	Teacher entry
Present/Absent Attended	PAA	Student is on school campus, is testing in a room different from schedule	Present	Office entry
In-School Suspension	INT	Student is suspended and will serve in school	Present	Office entry
Bus Tardy	BTR	Bus tardy	Present	Office entry
Discipline	DIS	Student is suspended from school	Absent, not excused	Office entry
Excused Tardy	EXT	Student arrived with Dr. note to excuse	Present	Office entry
Exempt Exam	EEX	Exam Exempted	Present	Teacher entry
Family Activity	FAM	Family activity, not excused by PCSB policy	Absent, not excused	Office entry
Family Emergency	EME	Death or medical emergency of family member living in household or parent	Absent, excused	Office entry
Legal or Judicial Req.	LEG	Subpoena or other legal document requiring attendance	Absent, excused	Office entry
Medical Excused	MDE	Absence has documentation or one of the 5 parent excused absences w/o documentation	Absent, excused	Office entry
Medical Unexcused	MDU	Either excuse was not valid, or parent exceeded 5 non-documented absences	Absent, not excused	Office entry
Non-school Activity Excused	ACE	Documented club activity	Absent, excused	Office entry
Office	OFF	Student was in office for class period	Present	Office entry
Rel/Col	REL	Religious or college visit*	Present	Office entry
School Function	SCF	School function	Present	Office entry
Skipping	SKP	Student is truant – no parent contact	Absent, not excused	Office entry
Tardy	TRA	Student was tardy to class	Present	Teacher entry

**PND absences are counted by the State of Florida as truancy as a parent hasn’t called to notify the school of the absence. Fifteen undocumented absences (PND) in a 90-day period will result in suspension of the student’s Florida State Driver’s License or the ability to get driving permit.

For additional information regarding the Pinellas County School student attendance policy, please visit the <https://www.pcsb.org/Attendance>

GRADEBOOK GRADES

On the main Portal screen, you will see your students grades and schedule. The Grades show grades for each specific course and is maintained in real-time with the teacher's Gradebook for that course. Select the percentage Grades on the far right to see the breakdown of assignments which made up that cumulative grade. The course table lists all assignments, projects, quizzes, and tests, along with their applicable deadlines and grades. Please contact your child's teacher for any questions or concerns.

*NG = Not graded meaning the teacher still needed to enter grades.

Grades		News	Planner	Reports		
RQ1	RQ2	RQ3	RQ4	04/05-06/09		
Pd	Course	Teacher	Ex	Unx	Tardy	Grade
01	PRE-AP WRLD HIST/GEO	HANKS, B	2	5	1	D
02	M/J IND/DUAL SPT GD8	SMITH, S	2	5	0	A
03	ALG 1 HON	MITCHELL, H	2	5	0	D
04	M/J COMPRE SCI 3 ADV	EKERN, J	2	5	1	B
05	M/J LANG ARTS 3 ADV	PELLICO, L	2	5	1	
06	M/J LIB SKLS/IL (MC)	NUNNALLY, E	2	5	1	
07	SPANISH 2	CALCUTT, M	2	5	1	

Click on the letter grade to access grades for individual courses

SCHOOL HISTORY COURSES, GRADES AND GPA:

Under your student's name on the left-hand side lists a link for "Grades". This will bring up a screen that shows all courses taken, the semester in which it was taken and the grade awarded for that course. At the top of the screen, it will give you your students GPA, ranking, credits attempted, credits earned and graduation requirements met and/or still needed. If you click acceptable buttons such as "Show All Years" or "Show All Schools" or "Show Exams", this screen will expand and provide more information depending on the specific criteria selected. Please contact your child's school counselor with any questions.

Cumulative GPA	3.1429	Cohort Year	
Total Credits Earned	4.00		
Total Credits Attempted	4.00		
Quality Points	10.50		

HS Comp-Communications	HS Comp-Math	
Civics EOC Pass Date	Algebra Requirement	
Biology Requirement	Geometry Requirement	
History Requirement	Met Online Course Req	Not Met

Show All Years
 Show All Schools
 Show Exams
 Show Inactive Courses
 Group By Course
 Update
 View Detailed Report
 Print Assignment Grades

8 Records Export Filter: OFF Toggle Columns

Pd	Course #	Course	Teacher	Flags	Ex	Unx	Tardy	RQ1	RQ2	S1	RQ3	RQ4	S2	SS	FY	Credits
01	2109415M	PRE-AP WRLD HIST/GEO	HANKS, B	9	5	16	2	D	F	D	C	D	C		C	1
02	1508070	M/J COMPRE PE GR7/8	VELEZ, Z		2	5	0	A	A	A						0
02	1508050	M/J IND/DUAL SPT GD8	SMITH, S		2	9	0				A	A	A			0
03	1200320M	ALG 1 HON	MITCHELL, H	9, H	4	13	0	B	B	B	C	D	C			1
04	2002110	M/J COMPRE SCI 3 ADV	EKERN, J		4	14	1	B	B	B	B	B	B		B	0
05	1001080	M/J LANG ARTS 3 ADV	PELLICO, L		4	13	1	B	F	C	A	B	A		B	0
06	11000000	M/J LIB SKLS/IL (MC)	NUNNALLY, E		4	13	2	A	A		A	A			A	0
07	0708350M	SPANISH 2	CALCUTT, M	9	4	14	5	A	A		B	A			A	1

Calculated grades are marked with

COMMUNICATING WITH TEACHERS

Not that long ago, in order to communicate with your child's teachers required a parent/teacher conference to discuss possible issues. Today, you can easily send an email to the teacher to discuss issues before they become big problems. Our teachers at Safety Harbor Middle School prefer direct email contact in or to make sure we're responding timely and accurately to all questions and/or requests. Please visit the school website Instruction Staff contact page to locate the teacher's email that you would like to contact. You can find that by clicking directly on this link: [Instructional Staff Email](#) - The teachers name can be found on your student's schedule.

ADMINISTRATION & GUIDANCE TEAM CONTACT INFORMATION:

7 th Grade	Name	Email Address	Phone & Extension
Assistant Principal	Matthew Miller	millermat@pcsb.org	727-724-1400 x 2014
Guidance Counselor	Janice Mikolajzak	mikolajczakj@pcsb.org	727-724-1400 x 2060
Secretary	Sheila Johnson	johnsonshe@pcsb.org	727-724-1400 x 2036
8 th Grade	Name	Email Address	Phone & Extension
Assistant Principal	Sarah Williamson	williamsonsa@pcsb.org	727-724-1400 x 2015
Guidance Counselor	Eartha Mims	mimse@pcsb.org	727-724-1400 x 2061
Secretary	Joy Walker	Walkerjoyb@pcsb.org	727-724-1400 x 2037
6 th Grade	Name	Email Address	Phone & Extension
Assistant Principal	Toni Powers	powersto@pcsb.org	727-724-1400 x 2016
Guidance Counselor	Elizabeth Ryczek	ryczeke@pcsb.org	727-724-1400 x 2062
Secretary	Sara Rosado	rosadosa@pcsb.org	727-724-1400 x 2038

2022 - 2023 School Hours: 9:40 a.m. - 4:10 p.m., Monday-Friday

Parent Handbook can be found on our school website: <https://www.pcsb.org/safetyharbor-ms>

THE VOLUNTEER SEAHAWK FLOCK 2022 - 2023

Join the Flock! Become a Safety Harbor Volunteer Seahawk!

To become a Registered Volunteer for Pinellas County Schools, using Google Chrome browser log on to [Strategic Partnerships / Volunteer Information \(pcsb.org\)](#). Scroll down to Volunteer Application: [Online Volunteer Registration](#) or [2022-2023 Spanish Registration Form](#) . Choose Safety Harbor Middle School. Upload your legal id such as your driver's license. Contact Alison Albee for our Volunteer Opportunities at albeea@pcsb.org when you have received your Volunteer Username and Password.

To Activate your Volunteer Registration: Every year, every registered volunteer must activate their registration for the new school year. **Simply sign-on to the PCS Volunteer System and answer the confidentiality questions.** Activating your Volunteer Registration must be completed every new school year, preferably in August.

To log your Volunteer Hours: SHMS is a 5 STAR school! To log your volunteer hours, use the google chrome browser and go to: [PCS Volunteer System](#), using your Volunteer username and password (for assistance on this, please see below) This can be done at home or at the school before volunteering. Our volunteer hours are very important to our school and county for showing how much our families and community do for the success of our students!

How to determine your VOLUNTEER portal username and password (this is different from the parent portal and student portal):

Hints: Case Sensitive; Use Google Chrome. Other browsers may not work correctly. Don't use cell phone for Activation-use a pc only. *If this is not working for your name, please contact albeea@pcsb.org for assistance.*

Username: v.lastnamefirstinitial

all lowercase: (example for tom smith... v.smitht).

Password: LastnameXXXX

(capitalize first letter only) XXXX is your year of birth (example: Smith1959)

Log your Volunteer Hours every time you volunteer to help us become a State of Florida 5 STAR school!

Parent Volunteers make our school great. Inquire about volunteering opportunities by visiting our front office or by contacting Alison Albee, SHMS Family & Community Liaison. albeea@pcsb.org

How to Change your Password:

Step 1: Visit: <https://reservation.pcsb.org/>

Step 2: Click on “Forgot or need to change or reset your password?”



Username : Username is required

Password : Password is required

Login

How to reset or obtain your login info

Forgot or need to change or reset your password?

Don't have a username?

Step 3: Click on “Enroll”



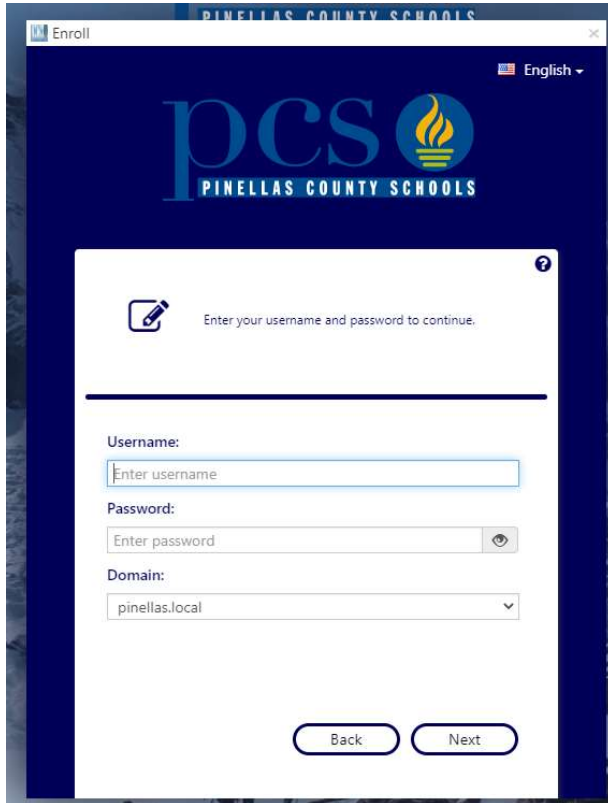
PCS
PINELLAS COUNTY SCHOOLS

Welcome to Pinellas County Schools Self Service Reset Password Management (SSRPM). This program will help you reset your password. Remember, the password you are resetting is the password you need to login to the Student Reservation System (SRS), and Focus Student Information System.

 Enroll

 Reset Password

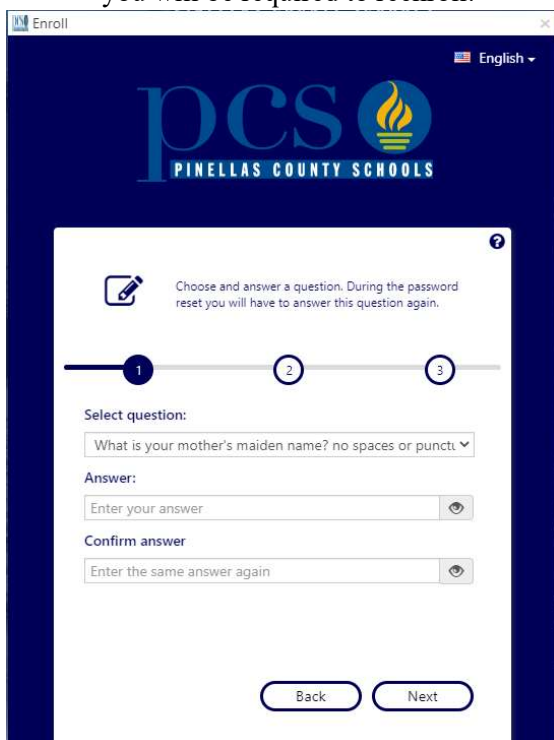
Step 4: Type in your current Username and temporary password



The screenshot shows the enrollment page for Pinellas County Schools. At the top, there is a navigation bar with the PCS logo and the text "PINELLAS COUNTY SCHOOLS". Below the logo, there is a language selector set to "English". The main content area has a white background with a blue border. It contains a heading "Enter your username and password to continue." followed by three input fields: "Username:" with a placeholder "Enter username", "Password:" with a placeholder "Enter password" and a toggle for visibility, and "Domain:" with a dropdown menu currently set to "pinellas.local". At the bottom, there are two buttons: "Back" and "Next".

Step 5: Complete the 3 steps

- Steps 1 and 2: You will be required to enter two security questions and answers
- Step 3: Answer the 2 security questions you JUST created and create a new password.
 - *Please make sure you create a password you will remember. If we have to reset your password again, you will be required to reenroll.



The screenshot shows the enrollment page for Pinellas County Schools, specifically the security question step. At the top, there is a navigation bar with the PCS logo and the text "PINELLAS COUNTY SCHOOLS". Below the logo, there is a language selector set to "English". The main content area has a white background with a blue border. It contains a heading "Choose and answer a question. During the password reset you will have to answer this question again." followed by a progress indicator with three steps, where step 1 is highlighted. Below the progress indicator, there is a "Select question:" dropdown menu with the text "What is your mother's maiden name? no spaces or punct.". Below that, there are two input fields: "Answer:" with a placeholder "Enter your answer" and a toggle for visibility, and "Confirm answer" with a placeholder "Enter the same answer again" and a toggle for visibility. At the bottom, there are two buttons: "Back" and "Next".