



**COMPASS  
MIDDLE  
CHARTER  
SCHOOL**

**PERSONNEL AGREEMENT**

# **COMPASS MIDDLE CHARTER SCHOOL**

**Section I:**  
Mission Statement  
Commitment Statement

# **CMCS Personnel Agreement**

## **Section I:**

### **Mission Statement**

The Mission of Compass Middle Charter School is to promote critical thinking and creativity, strong academic skills and a commitment to creating lifelong learners. The school will empower students through high intellectual and conduct standards -- building on their promise, as they prepare for high school, careers and citizenship.

### **Commitment Statement**

1. Compass Middle Charter School (CMCS) is committed to recruiting and selecting highly qualified and innovative employees.
2. CMCS will provide a working environment and leadership which unites employees and generates enthusiasm for the education and enrichment of the Compass Middle Charter School students.
3. CMCS is committed to maintaining the highest educational standards.
4. CMCS understands the importance of its employees in the educational success of its students.
5. CMCS is committed to providing training and advancement opportunities for its employees, parents, and students.
6. The CMCS's Principal is committed to an "open door" policy for employees, parents and students.
7. CMCS is committed to keeping its employees informed about his or her job responsibilities and any changes which will impact those responsibilities.
8. CMCS is committed to providing a safe and orderly environment for its employees in which to work and its students to learn.

# **COMPASS MIDDLE CHARTER SCHOOL**

## **Section II:**

Education Standards Commission  
Code of Ethics of the Education Profession in Florida  
Principles of Professional Conduct for the Education Profession in Florida  
Discrimination Policy Statement  
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Toxic Substances at Work  
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## **Section II:**

### **EDUCATION STANDARDS COMMISSION**

#### **The Code of Ethics of the Education Profession in Florida and the Principles of Professional Conduct of the Education Profession in Florida**

Chapter 68-1 Florida State Board of Education Academic Rules Adopted: June 15, 1982  
Amended: November 24, 1998

#### **68-1.01 Code of Ethics of the Education Profession in Florida**

1. The educator values the worth and dignity of every person, the pursuit of truth, devotion to excellence, acquisition of knowledge, and the nurture of democratic citizenship. Essential to the achievement of these standards is the freedom to learn and to teach the guarantee of equal opportunity for all.
2. The educator's primary professional concern will always be for the student and for the development of the student's potential. The educator will therefore strive for professional growth and will seek to exercise the best professional judgment and integrity.
3. Aware of the importance of maintaining the respect and confidence of one's colleagues, of students, of parents and of other members of the community, the educator strives to achieve and sustain the highest degree of ethical conduct.

#### **68-1.06 Principles of Professional Conduct for the Education Profession in Florida**

1. The following disciplinary rule shall constitute the Principles of Professional Conduct for the Education Profession in Florida and shall apply to any individual holding a valid Florida teacher's certificate.
2. Violation of any of these principles shall subject the individual to revocation or suspension of the individual teacher's certificate or the other penalties as provided by law.
3. Obligation to student requires that the individual:
  - a. Shall make reasonable effort to protect the student from conditions harmful to learning or to health or safety.
  - b. Shall not unreasonably restrain a student from independent action in pursuit of learning.
  - c. Shall not unreasonably deny a student access to diverse points of view.
  - d. Shall not intentionally suppress or distort subject matter relevant to a student's academic program.
  - e. Shall not intentionally expose a student to unnecessary embarrassment or disparagement.
  - f. Shall not intentionally violate or deny a student's legal rights.
  - g. Shall not harass or discriminate against any student on the basis of race, color, religion, sex, age, national or ethnic origin, political beliefs, marital status, handicapping condition if otherwise qualified, or social and family background exclude a student from participation in a program; deny a student benefits; or grant a student advantages and shall make reasonable effort to assure that each student is protected from harassment and discrimination.
  - h. Shall not exploit a professional relationship with a student for personal gain or advantage.

- i. Shall keep in confidence personally identifiable information obtained in the course of professional services, unless disclosure serves professional purposes or is required by law.
4. Obligation to the public requires that the individual:
  - a. Shall take reasonable precautions to distinguish between personal views and those of any educational institution or organization with which the individual is affiliated.
  - b. Shall not intentionally distort or misrepresent facts concerning an educational matter in direct or indirect public expression.
  - c. Shall not use institutional privileges for personal gain or advantage.
  - d. Shall accept no gratuity, gift, or favor that might influence professional judgment.
  - e. Shall offer no gratuity, gift, or favor to obtain special advantages.
5. Obligation to the profession of education requires that the individual:
  - a. Shall maintain honesty in all professional designs.
  - b. Shall not on the basis of race, color, religion, sex, age, national or ethnic origin, political beliefs, marital status, handicapping condition if otherwise qualified, or social and family background deny to a colleague professional benefits or advantages or participation in any professional organization.
  - c. Shall not interfere with a colleague's exercise of political or civil rights and responsibilities.
  - d. Shall not engage in harassment or discriminatory conduct which unreasonably interferes with an individual's performance of professional or work responsibilities or with the orderly processes of education or which creates a hostile, intimidating, abusive, offensive, or oppressive environment; and further, shall make reasonable effort to assure that each individual is protected from such harassment or discrimination.
  - e. Shall not intentionally make false or malicious statements about a colleague.
  - f. Shall not use coercive means or promise special treatment to influence professional judgment of colleagues.
  - g. Shall not misrepresent one's own professional qualifications.
  - h. Shall not submit fraudulent information on any document in connection with professional activities.
  - i. Shall not make any fraudulent statement or fail to disclose a material fact in one's own or another's application for a professional position.
  - j. Shall not withhold information regarding a position from an applicant or misrepresent an assignment or conditions of employment.
  - k. Shall provide upon request of the certificated individual a written statement of specific reason for recommendations that lead to the denial of increments, significant changes in employment, or termination of employment.
  - l. Shall not assist entry into or continuance in the profession of any person known to be unqualified in accordance with these Principles of Professional Conduct for the Education Profession in Florida and other applicable Florida Statutes and State Board of Education Rules.
  - m. Shall self-report within 48 hours to appropriate authorities (as determined by school) any arrest/charges involving the abuse of a child or the sale and/or

possession of a controlled substance. Such notice shall not be considered an admission of guilt nor shall notice be admissible for any purpose in any proceeding, civil or criminal, administrative or judicial, investigatory or adjudicatory. In addition, shall self-report any conviction, finding of guilt, withholding of adjudication, commitment to a pretrial diversion program, or entering of a plea of guilty or Nolo Contendere for any criminal offense other than a minor traffic violation within 48 hours after the final judgment. When handling sealed and expunged records disclosed under this rule, school districts shall comply with the confidentiality provisions of Sections 943.0585(4) C and 9432.059(4) C, Florida Statutes.

n. Shall report to appropriate authorities any known allegations of a violation of the Florida School Code or State Board of Education Rules as defined in Section 231.28(1), Florida Statutes.

o. Shall seek no reprisal against any individual who has reported violation of Florida School Code or State Board of Education Rules as defined in Section 231.28(1), Florida Statutes.

p. Shall comply with the conditions of an order of the Education Practices Commission imposing probation, imposing a fine, or restricting the authorized scope of practices.

q. Shall, as the supervising administrator, cooperate with the Education Practices Commission in monitoring the probation of a subordinate.

## **DISCRIMINATION POLICY STATEMENT**

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No employee, student, or applicant shall on the basis of race, color, national origin, sex, disability, marital status, age, religion, or any other basis prohibited by law be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any educational program or activity or in any employment conditions or practices, conducted by Compass Middle Charter School.

Statutory Authority: Section 230.22(2), Florida Statutes

Law Implemented: Section 228.2001, Florida Statutes

## **Immigration and Employee Eligibility**

The Immigration and Nationality Act (INA) governs immigration and citizenship in the United States. The INA is especially relevant to small business owners since it includes provisions addressing employment eligibility, employment verification, and non-discrimination. This guide provides an overview of these provisions, and assistance on how to comply with the INA.

### **Employee Eligibility Verification (I-9 Form)**

Federal law requires employers to verify an employee's eligibility to work in the United States. Within three days of hire employers must complete an Employment Eligibility Verification Form, commonly referred to as an I-9 form, and by examining acceptable forms of documentation supplied by the employee, confirm the employee's citizenship or eligibility to work in the United States. Employers can only request documentation specified on the I-9 form. Employers who ask for other types of documentation not listed on the I-9 form may be subject to discrimination lawsuits.

### **Hiring Foreign Workers**

The U.S. Department of Labor enforces labor standards provisions of the INA that apply to aliens authorized to work in the United States under certain nonimmigrant visa programs (H-1B, H-1B1, H-1C, H2A).

### **Fair Employment Practices (Non-Discrimination)**

The INA includes provisions that protect U.S. citizens and [certain work authorized individuals](#) from employment discrimination based upon citizenship or immigration status discrimination. The INA protects all work authorized individuals from national origin discrimination, unfair documentary practices relating to the employment eligibility verification process, and from retaliation.

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## **TOXIC SUBSTANCES AT WORK**

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Employees have a right to know about exposures to toxic substances in the workplace. Under the Florida Right-to-Know Law, Chapter 442, Florida Statutes, employers must provide employees with information about the toxic substances with which they work and train employees in safe handling practices and emergency procedures. A list of toxic substances is listed at Compass Middle Charter School.



## **DRUG FREE WORKPLACE**

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In compliance with the Drug-Free Workplace Act of 1988, CMCS publishes an annual statement notifying employees that unlawful possession, use, or distribution of illicit drugs and alcohol by employees is prohibited. This includes any school-related activities away from or on CMCS premises.

To facilitate enforcement of Policy, following an offer of employment by Compass Middle Charter School, all job applicants will be required to take and pass a drug test. Current employees will be tested for drugs and/or alcohol for any of the following: 1) reasonable suspicion/cause; 2) post accident/injury - all employees involved in any way, in any accident whether bodily injury has occurred or not will be tested; 3) random testing for employees under the Federal Department of Transportation of Drug-Free Workplace Program may be done; 4) follow-up after an employee returns from a drug treatment or counseling program; and, 5) as part of a routine fitness of duty examination if required by CMCS. Refusal to submit to testing upon request, for any of the reasons authorized, shall subject the employee to the same disciplinary consequences as would result from a positive test result including termination for cause, denial of Unemployment and Worker's Compensation, and medical and indemnity benefits.

Any employee violating the policy shall be immediately suspended by the Principal of CMCS, and the Principal will report any violation to the Board. Upon completion of investigation, further action could result in termination of employment.

Failure by any CMCS employee to report a known violation of this policy will constitute an act of insubordination and willful neglect of duty. Employees need to be aware that compliance with the CMCS Policy is mandatory and violators will be referred for prosecution.

## **WORKPLACE HARASSMENT**

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Compass Middle Charter School forbids the discrimination against any employee, applicant for employment, or student on the basis of sex or race. The Board will not tolerate sexual/racial harassment activity by any of its employees. This policy also applies to non-employee volunteers who work subject to the control of school authorities.

Senate Bill 1712 titled "Ethics in Education Act" was created and signed by Florida Governor Crist on July 1, 2008. One of the sections within this bill speaks to "work place harassment" either sexual or racial harassment. The provisions within this bill provide for strict compliance within a school organization. To provide compliance with this new law, the CMCS Board and School Administration will take these matters seriously and on September 15, 2008, set the following into policy: Any CMCS employee found to be guilty of such crimes will be terminated immediately and the proper procedures for forfeiture of teaching credentials will be initiated by the CMCS Principal with the Florida Department of Education. Any staff member or administrator who is aware of such actions by another CMCS employee and does not inform his or her immediate supervisor/principal will be immediately terminated.

**Sexual harassment** consists of unwelcomed sexual advances, requests for sexual favors, and other inappropriate verbal, nonverbal, graphic, written, or physical conduct of a sexual nature when:

- submission to such conduct is made, either explicitly or implicitly, as a term or condition of employment or of an individual's education.
- submission to or rejection of such conduct by an individual is used as the basis for an employment or academic decision affecting that individual; or
- such conduct substantially interferes with an employee's work performance or student's academic performance, or creates an intimidating, hostile, or offensive work or school environment.

**Sexual harassment**, as defined above, may include but is not limited to the following:

- verbal, non-verbal, graphic, and written harassment or abuse;
- pressure for sexual activity;
- repeated remarks to a person with sexual or demeaning implications;
- unwelcome or inappropriate touching;
- suggesting or demanding sexual involvement accompanied by implied or explicit threats concerning one's employment.

**Racial harassment** consists of verbal, nonverbal, graphic, written, or physical conduct that denigrates or shows hostility or aversion toward any employee based upon race when such conduct has the purpose or effect of creating an intimidating, hostile, or offensive work environment; or when such conduct has the purpose or effect of unreasonably interfering with an individual's work performance or employment opportunities.

**Racial harassment** as defined above, may include but is not limited to the following conduct which is based upon race:

- epithets and slurs;
- written or graphic material that shows hostility or aversion toward an individual or group;
- negative stereotyping;
- threatening, intimidating or hostile acts.

### *SPECIFIC PROHIBITIONS*

It is sexual harassment for a CMCS employee or non-employee volunteer to use his or her authority to solicit sexual favors or attention from subordinates or students, including but not limited to incidents when the subordinate's or student's failure to submit will result in adverse treatment, or when the subordinate's or student's acquiescence will result in preferential treatment. It is racial harassment for a CMCS employee or non-employee volunteer to create or be responsible for a racially hostile environment, i.e., harassing conduct that is sufficiently severe, pervasive, or persistent so far as to interfere with or limit the ability of an employee or student to participate in or benefit from services, activities, or privileges provided by the system.

**PROCEDURES**

Any person who alleges sexual/racial harassment by any staff member may use the Education Equity Complaint/Grievance procedure or may complain directly to the Principal/Assistant Principal (Administration). If the Administration is the offending person, the report should be made to the next higher level of administration or the CMCS Board President. Filing of a complaint or otherwise reporting sexual/racial harassment will not affect the individual's status, future employment, future promotion, extracurricular activities or work assignments.

The right to confidentiality, both of the complainant and of the accused, will be respected, consistent with the Board's legal obligations, and with the necessity to investigate allegation of misconduct and take corrective action when this conduct has occurred.

In determining whether alleged conduct constitutes sexual/racial harassment, the totality of the circumstances, the nature of the conduct, and the context in which the alleged conduct occurred will be investigated. The Principal or designee has the responsibility of investigating and resolving complaints of sexual/racial harassment.

A substantiated charge against a Board employee shall subject such employee to disciplinary action, including but not limited to warning, suspension, or termination, subject to applicable procedural requirements.

Any employee, applicant for employment, student, or applicant for admission who believes he/she has been discriminated against or harassed is encouraged to contact his/her Principal at 863-519-8701.

(Note: The term "racial harassment" in this policy refers to all forms of discrimination prohibited by Title VI-race, color, and national origin.)

Senate Bill # 1712	Signed into Law on July 1, 2008
Statutory Authority:	Section 230.22(2), Florida Statutes
Law Implemented:	Section 231.28(5), Florida Statute

# **HEALTH INSURANCE PORTABILITY AND ACCOUNTABILITY ACT OF 1996 (HIPAA)**

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## **HIPAA**

- Federal law - Health Insurance Portability and Accountability Act of 1996 (HIPAA)
- Purpose - Health Insurance Reform
- Provides Portability for Employees and their families when they change or lose their jobs
- Provides Security and Privacy for Health Data
- Provides Criminal & Civil Penalties for Violation

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## **COMPLIANCE**

- The Compass Middle Charter School will comply with HIPAA to the extent required by law.

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## **PRIVACY - PROTECTED HEALTH INFORMATION (PHI)**

- PHI is confidential health information that contains student or employee "identifiers" in any form: electronic, paper-based or oral.
- Individual Identifiable Health Information (UHI) is information about the physical or mental health of any individual that identifies or can reasonably identify the individual, i.e. name, social security number, date of birth, etc.
- PHI shall not be shared or discussed with persons not having appropriate authority to receive confidential information either at work or away from work.
- Employee records and information that include PHI are confidential.
- Student records and information that include PHI are confidential.
- Student records and information are confidential and are covered by the federal Family Educational Rights and Privacy Act (FERPA).
- If in doubt, do not discuss or distribute any PHI or confidential student records and information to third parties. Ask your supervisor before making any decisions to discuss or disclose sensitive information.

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## **EMPLOYEE RIGHTS**

- Notice of Privacy Practices
- Right to Restrict Use and Disclosure of PHI
- Right of Access/Right to Inspect and Copy your PHI
- Right to Amend PHI
- Right to file Complaints with Compass Middle Charter School and/or the Secretary of the Department of Health and Human Services.

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## **DISCLOSURES AND VIOLATIONS**

- Penalties for disclosure may include fines of \$50,000 - \$250,000 and imprisonment for up to 10 years.
- Penalties for noncompliance may include fines up to \$1,000 per occurrence: maximum fines up to \$25,000 per year.
- Violations may result in disciplinary action, up to and including termination of employment. In addition, violations may be prosecuted under state and/or federal law.

## **FAMILY AND MEDICAL LEAVE ACT OF 1993 (FMLA)**

The Family and Medical Leave Act of 1993 (FMLA) is a federal law that allows employees who have been employed by a covered employer for at least 12 months and have worked for at least 1,250 hours during the 12-month period immediately preceding the commencement of leave, to take up to twelve (12) work weeks of paid or unpaid, job-protected leave within a 12-month period, for one or more of the following reasons ("FMLA-qualifying events"):

- (1) the birth of the employee's child and to care for the newborn child;
- (2) the placement of a child with the employee for adoption or foster care;
- (3) because the employee is needed to care for a family member (child, spouse or parent) with a serious health condition;
- (4) because of the employee's own serious health condition which makes the employee unable to perform the functions of his/her job.
- (5) Military Family Leave Entitlements (effective January 16, 2009)

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## **PROFESSIONAL COMPENSATION**

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Compass Charter will follow the PCSB salary schedules for all employees, except for teachers. Below is the schedule set for all teachers employed with Compass Charter.

Salaries for teachers hired for a full school year shall be paid in twelve equal payments. Said payments shall be made on the last workday of each month during the school term and the last weekday of each month during June and July.

Upon appropriate written authorization by the teacher, the Board shall deduct for annuities, credit union, direct deposits, insurance or other plans or programs jointly approved by the Board and the employee. The Board agrees to promptly disburse said sums.

In the event of a payroll error resulting in an underpayment or non-payment to a teacher, the teacher shall be compensated as soon as practical. In cases of overpayment to a teacher, the teacher shall be notified upon discovery of the error and a repayment schedule will be devised.

The Board agrees to provide the teacher with six (6) paid holidays per school year for the duration of this agreement.

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## **RETIREMENT**

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The Florida Retirement System (FRS) is an employee-noncontributory system. This means that your employer, Compass Middle Charter School, makes the total contribution for you. No money is deducted from your salary to pay for your retirement. The employer contributions are not refundable.

The Florida Retirement System now makes available two retirement plans, the Defined Benefit Plan and the Investment Plan. Under the **Defined Benefit Plan**, you are vested after you have completed six (6) years of creditable service. Vesting refers to your earned right to receive a retirement benefit when you reach normal or early retirement age, even though you may have terminated before that age. Normal retirement is 62 years of age OR 30 years of service regardless of age. If you have at least six years of creditable service but have not reached your normal retirement age as described above, you can take early retirement. The amount of your benefit is reduced 5% for each year you are under age 62.

Under the **Investment Plan**, you are vested after you have completed one (1) year of creditable service. This benefit is based on return of investments or progress. It is more portable and is better for employees who are short term.

If you are preparing to retire, certain steps should be taken to ensure that there would be no loss of benefits to you. The following is a description of steps you may wish to follow:

#### PLAN AHEAD

Decide when you intend to retire. To be eligible for benefits, you must terminate all relationships with ALL FRS employers and not be reemployed by any FRS employer within the next calendar year following your initial retirement. There are exceptions to the reemployment law for retirees reemployed in certain positions with educational institutions. For example, instructional personnel may work in a regular or substitute position as a teacher, food service worker, bus driver, bus attendant or paraeducator after 30 days and draw their retirement benefit and salary.

#### REQUEST AN ESTIMATE

Within two years of your proposed termination date, you are encouraged to request an audit of your years of service, and you may request an estimate of benefits by obtaining Form FR 9 from the Division of Retirement. They will send you the estimate of benefits. It will show the estimated retirement benefits to which you are entitled.

#### APPLY FOR RETIREMENT BENEFITS

Three to six months before your termination date, request a retirement application from the Division of Retirement in Tallahassee. All questions on retirement can be answered at their website.

#### HEALTH INSURANCE AND LIFE INSURANCE

You may elect to retain the benefits you are enrolled in at the time of retirement. You may decrease benefits at retirement, but you may not increase them.

#### DEFERRED RETIREMENT OPTION PROGRAM (DROP)

The Deferred Retirement Option Program (DROP) is a program which became effective July 1, 1998, and allows you to retire and begin accumulating your retirement benefits without terminating employment for up to 60 months from the date you first reach normal retirement (age 62 or 30 years of service). While participating in DROP, your monthly retirement benefits remain in the FRS Trust Fund, earning tax-deferred interest, while you continue to work (but you

do not earn additional service credit for retirement). When the DROP period ends, you must terminate all employment with FRS employers. At that time, you will receive payment of the accumulated DROP benefits and begin receiving your monthly retirement benefit (in the same amount as determined at retirement, plus annual cost-of-living increases).

# COMPASS MIDDLE CHARTER SCHOOL

## Section III:

Bullying	Reduction of Staff/Layoff
Child Abuse	Sick Leave
Code of Student Conduct	Paid Leave
Compulsory School Attendance	Unpaid Leave
Critical Issues	Electronic Mail
Ethics in Education Act	Network Use & Internet Access Policy
Home Education	General Network Use
Psychotropic Medication Administrators	Internet Access
Student Threats of Harm to Others	Social Networking
Youth Suicide	Employee Recognition Program
Indicators of Child Abuse and Neglect	Volunteers
Teacher Rights and Responsibilities	Professional Development/Evaluation
Progressive Discipline	New Employee Orientation Programs
Teaching Conditions	Evaluations and Feedback
Teacher Authority and Protection	Recruiting Process
Academic Freedom	Benefits/Insurance
Political Activity	Certification
Employment Practices	No Child Left Behind
Transfers & Changes in Assignments	Teaching Out of Field



### Section III:

#### **BULLYING**

Compass Middle Charter School is committed to creating a healthy and safe learning environment for all students which is free from bullying and harassment. All employees are expected to model and support a school culture that promotes positive interactions and respect for others. Bullying is more specifically addressed in the Code of Student Conduct, Section 6.07.

Bullying:

- Is aggressive behavior or intentional harm-doing.
- Can be physical, verbal, emotional, or sexual.
- Is carried out repeatedly over time.
- Occurs within an interpersonal relationship characterized by an imbalance of power.

Staff members who witness or become aware of bullying will immediately intervene in the following manner:

- Establish the safety of the victim of bullying.
- Report to administration.

#### **CHILD ABUSE**

When child abuse and/or neglect are suspected by school personnel, the law requires the following:

**The suspected child abuse and/or neglect will be reported immediately to the Florida Abuse Registry, 1-800-962-2873. Child Abuse Indicator information can be found later in this section.**

Return the "Notice of Referral to Child Abuse" anonymously to your school administrator immediately after calling the Child Abuse Registry at 1-800-962-2873. The Guidance Counselor will have the form.

#### **CODE OF STUDENT CONDUCT**

CMCS follows the Polk County School Board's Code of Student Conduct. The Code of Student Conduct was developed to inform students and parents of acceptable student behavior and the disciplinary alternatives for modifying unacceptable behavior. The document is updated on an annual basis and outlines the rights and responsibilities of the schools and the students with regard to the conduct of students while attending school or a school sponsored activity, while on school property or a school bus, or at a designated school bus stop. Discipline and appeal procedures, as well as consequences for violations, are included in the Code of Student Conduct.

#### **COMPULSORY SCHOOL ATTENDANCE**

Florida statute requires all students, ages 6-16, to attend school. Students are considered truant if they have 5 unexcused absences within a 30-day calendar period or 10 unexcused absences within a 90 day calendar period. Truancy should be reported to the Principal or his/her designee.

## **CRITICAL ISSUES**

Compass Middle Charter School recognizes that questions concerning various critical issues may be raised by a student in or out of the classroom. It is important that personal values and opinions not be shared with students. The primary goal is to teach students traditional values such as respect, trust, honesty and kindness. Students need to understand and decide what is healthy behavior for one's mind, body and soul. Abstinence is advocated by the Florida Legislature as the expected standard for all school-aged children and youth (Division of Statutory Revision, 1996). Compass Middle Charter School supports this recommendation and the Health Curriculum used by CMCS is abstinence based in its philosophy and orientation. **Students should always be encouraged to discuss critical issues with their parents or guardians, especially in the areas of personal/family values and morals.**

## **ETHICS IN EDUCATION ACT**

Senate Bill 1712 titled "Ethics in Education Act" was created and signed by Florida Governor Crist on July 1, 2008. Florida Statutes, Section 112.2173 is amended to allow the forfeiture of retirement benefits for the conviction of a felony as defined in Section 800.04 of the Florida Statutes (lewd and lascivious offenses committed upon or in the presence of persons under 16), or Chapter 794 of the Florida Statutes (unlawful sexual activity with certain minors.)

Any CMCS employee found to be guilty of such crimes will be terminated immediately and the proper procedures for forfeiture of teaching credentials will be initiated by the CMCS Principal with the Florida Department of Education. Any staff member or administrator who is aware of such actions by another CMCS employee and does not inform his or her immediate supervisor/Principal will be immediately terminated.

## **HOME EDUCATION**

Parents are allowed, by Florida Law, to educate their children at home. Information and procedures for home education are located on the Polk County School Board Student Services website at [www.polk-fl.net/districtinfo/departments/learning/student-services/default.htm](http://www.polk-fl.net/districtinfo/departments/learning/student-services/default.htm) . Then look down the list of names until you locate the one you need.

## **PSYCHOTROPIC MEDICATION ADMINISTRATORS**

In 2005, The Florida Legislature passed Senate 1090 (SB) creating Section 1006.0625, Florida Statutes (F.S.), and Administration of Psychotropic Medications. Beginning July 1, 2005, this legislation prohibits public schools from denying any student access to programs or services because the parent has refused to place the student on psychotropic medication. Further, any medical decision made to address a student's needs is a matter between the student, the student's parents, and a competent health care professional chosen by the parent.

School teachers and district personnel may share school-based observations of a student's academic, functional, and behavioral performances with the student's parents and offer program options and other assistance based on these observations. School teachers and district personnel

**may not** compel or attempt to compel any specific action by the parent or require a student to take medication.

The US Congress added an amendment to the Individuals with Disabilities Education Act of 2004 which prohibits state and local educational agency personnel from requiring a student to obtain a prescription for a substance covered by the Controlled Substance Act as a condition of attending school, receiving an education, or receiving services.

Florida Statute Section J 006.0625 indicates the parent's right to refuse psychological screening. Rule 6A.6.03311, Florida Administrative Code (procedural Safeguards for Students with Disabilities), currently requires informed parental consent prior to conducting an initial individual evaluation to determine eligibility and prior to initial provision of specially designed instruction and related services to a student with a disability.

## **STUDENT THREATS OF HARM TO OTHERS**

Report immediately any threats of harm to others or threatened violent acts to the Principal or other school administration. Polk County School Board has developed guidelines and procedures for threat assessment and has provided these to school administrators. Teachers and support personnel should not attempt to intervene without following these procedures under the guidance of school administration. Compass Middle Charter School follows these guidelines and procedures.

## **YOUTH SUICIDE**

Teachers and other school personnel in direct contact with students may become aware that a student is considering suicide. It is important for staff to recognize the signs and symptoms of suicide and to intervene immediately. Threats of suicide must be taken very seriously. Do not keep suicide threats a secret or attempt to resolve problems alone! Help is needed and may be obtained through your school administration and in some situations, law enforcement.

Some of the risk factors and warning signs of suicide may include:

- Serious depression
- Increasing isolation or withdrawal
- Giving away prized possessions
- Poor academic performance
- Making statements about wanting to die
- Acting in a violent fashion
- Taking unnecessary risks
- Threatening to commit suicide or previous attempts
- Over-reacting to perceived loss of failure
- Suddenly happy for no apparent reason after long depression
- Abusing drugs and/or alcohol
- Gun available
- Changes in eating, sleeping, or grooming habits
- Recent loss

*One sign may or may not signal trouble. More than one sign often means help is necessary. Notice how long and how intense the signs are and how many are present at one time.*

What to do:

1. Provide appropriate supervision of student (do not leave alone or send home without intervention).
2. Inform the Principal or administrative staff of the suicidal student.
3. The school administrator (or his/her designee) is responsible for notification of parents of the suicidal student. If administration is not available, proceed to notify parent and continue to attempt to make contact with administrator.
4. Provide the parents and student with a list of community resources and stress that immediate action should be taken.
5. Consult with school counselor, school administration.

Continue to monitor the student's progress, support the student, and work collaboratively with outside professionals and agencies.

If a student is in imminent danger, the School Resource Officer or other law enforcement should be immediately contacted.

If the student is injured, call 911. Your school guidance counselor and school administration may also be contacted for information on suicide prevention and intervention.

If an employee indicates that he or she is considering suicide, immediately contact your school administration.

**Indicators of Child Abuse and Neglect  
Abuse Registry 1-800-962-2873**

Category	Child's Appearance	Child's Behavior	Caretaker Behavior
Neglect	<ul style="list-style-type: none"> <li>➤ Consistently dirty, unwashed, hungry, or inappropriately dressed.</li> <li>➤ Without supervision for extended periods of time or when engaged in dangerous activities.</li> <li>➤ Constantly tired or listless.</li> <li>➤ Has unattended physical problems or lacks routine medical care</li> <li>➤ Is exploited, overworked, or kept from attending school</li> <li>➤ Malnutrition</li> <li>➤ Has been abandoned</li> </ul>	<ul style="list-style-type: none"> <li>➤ Is engaging in delinquent acts (e.g., drinking, vandalism, drug use, prostitution, ect.)</li> <li>➤ Is begging or stealing food</li> <li>➤ Poor school attendance</li> <li>➤ Extended stays at schools</li> <li>➤ Consistent hungry</li> <li>➤ Clinging</li> <li>➤ Assumes adult responsibilities</li> <li>➤ Excessive caregiver for siblings/exploitation</li> </ul>	<ul style="list-style-type: none"> <li>➤ Misuses alcohol/drugs</li> <li>➤ Maintains chaotic home life</li> <li>➤ Is mentally ill or of diminished intelligence</li> <li>➤ Has a long-term chronic illness</li> <li>➤ Has history of neglect as a child</li> </ul>
Physical Abuse	<ul style="list-style-type: none"> <li>➤ Bruises and welts (on face, lips or mouth. In various stages of healing; on large areas of the torso, back, buttocks, or thighs, in unusual patterns, clusters, or reflective of the instrument used to inflict them; on several different surface areas.)</li> <li>➤ Burns (cigar or cigarette burns, glove or sock-like burns, or doughnut-shaped burns on the buttocks or genitalia indicative of immersion in hot liquid. Rope burns on arms, legs, neck, or torso. Patterned burns which show the shape of the item used to inflict them {iron, grill, etc.})</li> <li>➤ Fractures (skull, jaw, or nasal fractures; spiral fractures of the long {arm and leg} bones; fractures in various stages of healing; multiple fractures; any fractures in a child under the age of 2.)</li> <li>➤ Lacerations and abrasions (to mouth, lip, gums, or eye; to external genitalia</li> <li>➤ Human bite marks</li> <li>➤ Hair pulled out of scalp.</li> </ul>	<ul style="list-style-type: none"> <li>➤ Wary of physical contact with adults</li> <li>➤ Apprehensive when other children cry</li> <li>➤ Demonstrates extremes in behavior (e.g., extreme aggressiveness or withdrawal)</li> <li>➤ Seems frightened of parents</li> <li>➤ Reports injury by parents</li> <li>➤ Engages in delinquent acts</li> <li>➤ Protective of siblings</li> </ul>	<ul style="list-style-type: none"> <li>➤ Has history of abuse as a child</li> <li>➤ Uses harsh discipline inappropriate to child's age, transgression, and condition</li> <li>➤ Offers illogical, unconvincing, contradictory, or no explanation of a child's injury.</li> <li>➤ Seems unconcerned about the child.</li> <li>➤ Sociopathic, psychotic, psychopathic</li> <li>➤ Misuses alcohol or drugs</li> <li>➤ Attempts to conceal the child's injury or protects identity of person responsible.</li> <li>➤ Significantly misperceives child (e.g., sees him/her as bad , evil, a monster, etc.)</li> </ul>
Emotional Maltreatment	<ul style="list-style-type: none"> <li>➤ Emotional maltreatment, often less tangible than other forms of child abuse and neglect, can be indicated by behaviors of the child and the caretaker</li> <li>➤ Lags in physical development</li> </ul>	<ul style="list-style-type: none"> <li>➤ Appears overly passive, compliant, and undemanding</li> <li>➤ Is extremely aggressive, demanding, or full of rage</li> <li>➤ Shows overly adaptive behaviors, either inappropriately adult (e.g. parents other children) or inappropriately infantile (e.g. rocks constantly, sucks thumb, is neurotic)</li> <li>➤ Lags in physical, intellectual, and emotional development</li> <li>➤ Attempts suicide</li> <li>➤ Night terrors</li> <li>➤ Poor self-esteem</li> <li>➤ Profane language</li> <li>➤ Speech disorders (stutters, refuses to speak)</li> <li>➤ Lack of trust</li> </ul>	<ul style="list-style-type: none"> <li>➤ Blames or belittles child</li> <li>➤ Is cold and rejecting</li> <li>➤ Withholds love</li> <li>➤ Treats siblings unequally</li> <li>➤ Seems unconcerned about child's problems</li> </ul>

Sexual Abuse	<ul style="list-style-type: none"> <li>➤ Has torn, stained, or bloody underclothing</li> <li>➤ Has venereal disease</li> <li>➤ Pain, bruises, itching in genital area</li> <li>➤ Difficulty in sitting or walking</li> <li>➤ Pregnancy</li> <li>➤ Peculiar odor</li> <li>➤ Bedwetting/soiling</li> </ul>	<ul style="list-style-type: none"> <li>➤ Appears withdrawn, or engages in fantasy behavior</li> <li>➤ Has a poor relationship with peers</li> <li>➤ Is engaging in delinquent acts</li> <li>➤ Is engaging in delinquent acts or runs away</li> <li>➤ States that he/she has been sexually assaulted by a parent or caregiver</li> <li>➤ Bizarre, sophisticated, or unusual sexual knowledge or behavior</li> <li>➤ Refuses to dress out in P.E.</li> <li>➤ Regressive behavior (rocking, thumb sucking)</li> <li>➤ Suicidal</li> </ul>	<ul style="list-style-type: none"> <li>➤ Extremely protective or jealous of child</li> <li>➤ Encourages child to engage in sexual acts or prostitution in the presence of the caretaker</li> <li>➤ Has been sexually abused as a child</li> <li>➤ Is experiencing marital difficulties</li> <li>➤ Misuses alcohol or other drugs</li> <li>➤ Is frequently absent from the home</li> </ul>
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## **TEACHER RIGHTS AND RESPONSIBILITIES**

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Teachers on leave from Polk County School Board will continue to accrue years of experience, salary steps and experience toward the Florida Retirement System. Teachers on charter leave shall give the School Board written notice of their intent to return at least 60 days prior to the beginning of the semester they wish to return. Teachers on leave may not participate in PCSB sick leave bank, but may reenter the bank upon returning to the PCSB.

Teachers will remain on leave to teach at Compass Middle Charter School for as long as they teach at this public charter school.

Newly employed instructional personnel have a 97 day probationary period, during which time the employee’s contract may be terminated without cause, or the employee may resign without breach of contract in accordance with Florida Statute.

In as much as teachers are role models for students, each teacher shall maintain a neat, professional appearance appropriate for his/her teaching assignment.

Teachers are to maintain proper classroom decorum essential for the learning process.

Teachers shall be included in the process to determine textbook and curriculum needs.

A teacher may be requested, but not required, to substitute during his/her planning time for another teacher.

Teachers shall conform to the Governing Board’s rules and regulations. It is the duty of the Principal and his/her designee to inform teachers of all duties and responsibilities for which they are accountable. The “Compass Handbook” will include policies, procedures and instructional expectations and will be given to all teachers.

As a part of the teachers’ professional responsibilities, they are expected to attend parent-teacher meetings held at school. The Governing Board recognizes teachers have obligations outside their

professional responsibilities and agree schedules for such meetings will be provided as early as possible.

A teacher shall have the right to have present any representative of his/her choice during any disciplinary or investigatory conference regarding the teacher's infraction of rules or delinquency in the performance of his/her professional duties.

When an employee fails to obtain prior approval for absence from work or fails to notify his/her immediate supervisor of his/her need to be absent and is absent for three consecutive workdays, the employee shall be considered to have abandoned his/her position and resigned as an employee of Compass Middle Charter School. Special consideration will be given in the case of emergencies.

### **PROGRESSIVE DISCIPLINE**

Progressive discipline shall be followed, except in cases where the course of conduct or the severity of the offense justifies otherwise. Progressive discipline shall be administered in the following steps:

- 1) verbal warning in a conference with the teacher. (A written confirmation of a verbal warning is not a written reprimand.)
- 2) dated written reprimand following a conference
- 3) suspension with or without pay for up to five days
- 4) Termination

This progressive discipline procedure will be utilized in any violation of Florida's HB1473-School Safety. A violation of HB1473 will include the failure of a school staff member to comply to the following standards:

- Keeping routes of ingress and egress securely closed and locked when students are on campus, or actively staffed when open or unlocked.
- Requiring that violations of such perimeter and safety requirements be reported to the applicable school official or governing board.
- Requiring classrooms to be locked, or actively staffed, during class time, and for classrooms to have the safest part of the room marked.

### **TEACHING CONDITIONS**

The workday for all teachers shall be no more than 7 ¾ hours except when mutually agreed upon by the faculty and the Principal. Teachers' time shall be spent in the following areas: student instruction, classroom management, classroom/program planning, and other such duties which may be assigned by the Principal/supervisor including faculty meetings and regularly scheduled duty.

Scheduled school in-service days must relate to legislative mandates, school improvement, accountability activities, or effective schools. On non-student days there shall be a one hour lunch break.

Teachers are to make arrangements with the Principal or his/her designee prior to leaving the school grounds during the school day.

Middle school teachers shall have not less than 300 minutes per week of scheduled duty free planning time. This planning shall include an uninterrupted continuous block of time of no fewer than 30 minutes per day. In an 8 period day, the normal teaching load will be 7 classes per day.

There shall be, insofar as possible, a fair and equitable distribution of non-instructional duties and responsibilities among all teachers and staff. When a problem with planning or distribution of non-instructional duties and responsibilities becomes apparent, a committee of teachers and administrators will make appropriate recommendations which will not adversely affect the educational process or student control.

Teachers shall have a duty free lunch period equivalent to that of the students.

Arrangements for classroom visits made during the prescribed teaching day shall be made by the teacher with the approval of the Principal/immediate supervisor. Visits to a teacher's classroom by persons not connected with Compass shall be conducted only with the teacher's prior approval. Such access to public school classrooms shall not be unreasonably denied. Teacher approval is not required for visits planned by the faculty and administration.

## **TEACHER AUTHORITY AND PROTECTION**

The Board and the Personnel agree that proper classroom decorum is essential to the learning process.

The teacher shall observe all rules to maintain student discipline and shall have the right to take whatever action necessary to maintain student discipline within the bounds of the Board policies, state statutes and school policies. The Board shall give support and/or assistance to any teacher acting in the line of duty with respect to maintenance of control of discipline in the classroom or any other school activity.

A teacher may use such force as necessary in protection from attack or to prevent injury to students and/or school personnel.

Individual records shall be maintained on student discipline in a separate file and shall be made available to any teacher who has responsibility for that student and who requests such information.

Any case of assault or threat upon a teacher in the proper performance of his/her duties shall be promptly reported to the Principal or his/her designee. A thorough investigation will be conducted and appropriate action shall be taken. The Board will secure appropriate legal assistance for the teacher provided all policies were followed. The Board agrees to follow the provisions of Florida Statute 231.41 in regard to duty leave if any loss of time is involved.



Except for required confidential references, all material placed in the teacher's file and originating within the school, shall be available to the teacher at his/her request for inspection. Material which is derogatory to the teacher's conduct, service, character or personality, shall not be placed in the teacher's file unless the teacher has had an opportunity to read it and receive a copy. The teacher shall acknowledge he/she has read such materials and received a copy by affixing his/her signature to the actual copy to be filed. Such signature in no way indicates agreement with the content of such material.

When statements are made against a teacher, no written copies or related materials will be placed in the teacher's individual file nor any disciplinary action taken against a teacher until the matter is discussed with the teacher and the teacher has received a copy. If the Principal finds that the statements or accusations are false, no record shall be maintained. Before disciplinary action is taken, the teacher shall be made aware of the person making the accusation and the teacher, at the discretion of the Principal, shall be given the opportunity to confront the accuser. The teacher may respond in writing to such complaints and have same placed in his/her personnel file.

### **ACADEMIC FREEDOM**

Teachers shall have all reasonable freedom within the limitations imposed by law, the State Board of Education Regulations and the Board policies in the development and implementation of the curriculum. However, this does not exclude the right and obligation of the Principal or supervisor to reasonably question, consult with the teacher about same and direct changes, whenever necessary, within limitations imposed by law, State Board of Education Regulations and Board policies.

Teachers shall notify the administration when they intend to interject or have had interjected into units subject matter which might reasonably be anticipated to be controversial.

### **POLITICAL ACTIVITY**

All teachers shall have freedom of political action to work for the party and candidates of their choice during off-duty hours, provided such action is within the laws of the United States of America and the State of Florida.

Political domination or coercion shall not be used to extract money or other things of value or required participation in political activity against the wishes of the teacher under the threat that failure to do so affect their status as employees of the school.

### **EMPLOYMENT PRACTICES**

As the Board is a fair and equal opportunity employer, marital status, race, creed, religion, sex, age, pregnancy, national origin or number of years teaching experience shall not be made a condition of employment.

Employees shall self-report within 48 hours to the Principal any arrest other than a traffic violation. Such notice shall not be considered an admission of guilt nor shall such notice be admissible for any purpose in any proceeding, civil or criminal, administrative or judicial, investigatory or adjudicatory. In addition, teachers shall self-report any conviction, finding of guilt, withholding of adjudication, commitment to a pretrial diversion, or entering of a plea of guilty or Nolo Contendere for any criminal offense other than a minor traffic violation within 48 hours after the final judgment. When handling sealed and expunged records disclosed under this rule, the school shall comply with the confidentiality provisions of Florida Statutes.

The Principal shall determine assignments considering seniority (defined as experience in the supplemental area of related experience), efficiency and capacity to meet the needs of the program for all qualified applicants.

All teachers shall be given written notice of their tentative teaching assignment for the first semester of the year no later than the last teacher work day of the current year. If there is a change in the tentative teaching assignment, the teacher shall be notified as soon as possible. Teachers shall be given written notice of a change in assignment for the second semester no later than the last student contact day of the first semester, except in cases of emergency.

Every reasonable effort shall be made to have teachers teaching within their field of certification.

## **TRANSFERS AND CHANGES IN ASSIGNMENTS**

Sponsor teachers who are on charter leave shall give the sponsor 60 days written notice prior to the beginning of the next semester of their intent to return to the sponsor.

In the event a vacancy occurs within the school, the vacancy will be posted for any staff who might want to be considered for the vacant position.

## **REDUCTION OF STAFF/LAYOFF**

In the event it is necessary to reduce the number of teachers teaching at Compass, the Principal and the Board will consider seniority, certification, educational qualification, classroom efficiency, compatibility and capacity to meet the educational needs of the students.

Seniority is defined as service which begins with the effective date of employment with Compass Middle Charter School.

A teacher whose job is being eliminated shall be notified in writing.

Any teacher who has been laid off shall be recalled in inverse order within the terms of his/her contract, to the first vacancy in the school for which said teacher is qualified and/or certified to teach.

Within five (5) days of the receipt of a certified letter of recall, a teacher shall notify the Principal in writing whether he/she will accept reemployment. Failure to respond to the letter of recall within the time required terminates the teacher's right of recall.

## **SICK LEAVE**

Teachers who are employed on a full time basis and who are unable to perform their duties because of their own illness, or because of the illness or death of a father, mother, brother, sister, husband, wife, child or other close relative or member of their own household, shall be entitled to sick leave. Sick leave shall be credited as follows:

Each member of the instructional staff employed on a full-time basis shall be entitled to four (4) days of sick leave as of the first day of employment of each contract year and shall thereafter earn one (1) day of sick leave for each month of employment, which shall be credited to the member at the end of that month and which shall not be used prior to the time it is earned and credited to the member. However, the member shall be entitled to earn no more than one (1) day of sick leave times the number of months of employment during the year of employment. The maximum number of sick leave days that can be earned is twelve (12) annually. Such sick leave shall be cumulative from year to year.

Sick leave may be taken when necessary for illness of the employee or family member, doctor's appointments or personal reasons.

Sick leave used for personal reasons may not be used during the first five (5) days or the last (5) days in which the students are in attendance or immediately before or after the scheduled holidays of Labor Day, Thanksgiving, Winter Spring, Spring Break and Memorial Day.

The Board shall provide terminal pay for accumulated sick leave to any employee who has worked for the Board at least one year or to the employee's beneficiary without regard to length of service if service is terminated by death. Such terminal pay shall be in the amount determined by the daily rate of pay of the employee at the time of termination and the number of years of service at Compass Middle Charter School. Calculations shall be made as follows:

- a) During the second and third years of service, the daily rate of pay multiplied by 35% times the number of days of accumulated sick leave;
- b) During the fourth, fifth, and sixth years of service, the daily rate of pay multiplied by 40% times the number of days of accumulated sick leave;
- c) During the seventh, eighth, and ninth years of service, the daily rate of pay multiplied by 45% times the number of days of accumulated sick leave;

- d) During and after ten years of service with Compass Middle Charter School, the daily rate of pay multiplied by 50% times the number of days of accumulated sick leave.

## **PAID LEAVE**

Illness in the Line of Duty is granted up to a maximum of ten (10) days per year when any teacher is absent from his/her duties because of personal injury received in the discharge of his/her duties or because of illness from any contagious or infectious diseases contracted at school and approved by workman's compensation. Any personal injury received while on duty will be considered as a qualifying injury under this policy, provided the injury is reported to the Principal within twenty-four hours or by the end of the next workday. Any employee who has claim for compensation while absent because of illness/injury incurred on the job shall file a claim within five (5) working days following his/her return from such absence. Contagious or infectious diseases refer to those normally related to children, such as measles, chicken pox, and mumps. Additional emergency sick leave may be granted for such terms and under such conditions as the Board shall deem proper.

Any staff who is called for jury duty, subpoenaed as a witness in a case not involving personal litigation, subpoenaed by a court as a result of job related incidents, or as a witness on behalf of the Board shall be given leave and paid his/her full salary. The staff must return to assigned duties if he/she is dismissed from jury duty by 11:00.

Any staff who is a member of a national military reserve unit or the National Guard shall be allowed up to seventeen (17) days without loss of pay or other accumulated leave when ordered to active duty by the appropriate unit during the regular school term.

## **UNPAID LEAVE**

Unless otherwise specifically provided by law, the granting of leave shall be at the discretion of the Board. When it is granted by the Board, it shall be allowed on the basis of policies designed to protect the operation of the school against undue interruption because of absence of personnel.

Leave granted on the request of a teacher shall be for particular purposes or causes which shall be set forth in a written application for leave.

No leave, except military leave, shall be granted beyond July 1 of the fiscal year.

Military leave will be granted without pay to teachers who are required to serve or volunteer to serve in the armed forces of the United States. At the termination of services, employees must indicate intent to return to work within six (6) months following the date of discharge or release from active duty. Such teacher shall be offered his/her former position or a similar position for which he/she is qualified and certified.

Up to one (1) year of educational leave may be granted to teachers. This leave is for the purpose of engaging in full-time activities as a student which will result in his/her professional benefit or advancement. Application for such leave shall be submitted to the Principal in a timely manner to allow the Principal to secure a qualified replacement. Upon return from such leave, the teacher shall be offered his/her former position or a similar position for which he/she is qualified.

Staff may be granted up to one (1) year of medical leave for illness of themselves or members of their household. A statement of medical justification from a licensed physician must accompany the application for leave, and a licensed physician's statement may be required for reinstatement from leave.

Staff who has been employed for at least twelve (12) consecutive months may apply for a leave of absence under the Family and Medical Leave Act for up to twelve (12) weeks during a school year for eligible reasons. Staff granted this leave who are eligible and receive insurance shall maintain the coverage for the duration of the leave, paid for as it was prior to initiating the leave. Use of sick leave is not required to be eligible for this leave. The Board shall require medical certification from the employee returning from medical leave, and the employee will be restored to the same position held prior to the start of the leave.

A parental leave of absence may be granted to a teacher for the purpose of child rearing to commence at the birth of a child or the date of the adoption of a child and may continue for up to twelve (12) months.

A staff member, upon annual application, may be granted a leave of absence without pay for the duration of the elected term(s) to serve in public office. Upon return from such leave, the teacher shall be offered a position for which he/she is certified and qualified.

Up to a year's extended personal leave may be granted one time only for teachers who have seven (7) years of service to include all approved leaves except leave for public office. In extenuating circumstances, additional leave may be requested of the Principal. All requests for extended personal leave must be approved by the Principal before being submitted to the Board. All extended personal leave shall be without pay. Upon return from such leave, the teacher shall be guaranteed a teaching position.

Any staff member granted a leave of absence as provided in this section shall have the option to remain on active participation in all insurance programs for the duration of the leave, provided that the premiums for insurance programs are paid by the teacher on a monthly basis in advance of the month due. During the period of the leave, the teacher shall maintain the following at the same level as when leave commenced:

- Credit on the salary schedule
- Credit for seniority
- Credit for accumulated sick leave

Any staff member who is appointed to a civic board shall be granted personal leave without pay to attend meetings, not to exceed ten (10) days per school year. Teachers duly elected to City Commissions will be granted personal leave without pay to attend authorized meetings.

## **ELECTRONIC MAIL**

Compass Middle Charter School contracts with Polk County School Board for electronic mail (e-mail) accounts. Accounts shall be used to enhance communication for work-related duties. The use of e-mail accounts must be in support of education and/or research that is consistent with the educational goals and policies of the Polk County School Board. The employee in whose name the account is issued is responsible at all times for its proper use. Behavior that is inconsistent with this policy may result in disciplinary action which may include possible termination or legal action.

### **CMCS Policies:**

\* Unauthorized use includes, but is not limited to:

- The creation and exchange of messages which are offensive, harassing, obscene, or threatening.
- The exchange of privileged, confidential, or sensitive information outside of the organization or outside the defined privileged group.
- The creation and exchange of advertisements, solicitations, chain letters, and other unsolicited e-mails.
- The creation, storage, or exchange of information in violation of copyright laws
- Reading or sending messages from another user's account, except under proper delegated arrangements.
- Altering or copying a message or attachment belonging to another user without the permission of the originator.
- The installation and use of Hotbars application and similar third party e-mail enhancements are prohibited.
- Stationary must be limited to what is currently available in Microsoft Outlook.
- Using email in ways that violates School Board policies or district procedures.
- Activities which cause congestion of the network or otherwise interfere with the work of others.
- Representing personal views as those of the District School Board of Polk County or Compass Middle Charter School.

\* The Principal must be notified immediately of any unauthorized use of your account or any other breach of security. Since Polk County Schools provides Internet services to CMCS employees, neither they (PCSB) nor CMCS are liable for any loss you may incur as a result of someone else using your password or account, either with or without your knowledge.

\* Users must not compromise the privacy of their password by giving it to others or exposing it to public services. Passwords should be changed at least every 90 days.

\* All communications may be subject to public disclosure under the Public Records Law.

## **NETWORK USE AND INTERNET ACCESS POLICY**

Polk County School District offers access to network resources and the Internet to our schools. Usage is a privilege granted to CMCS employees and students. The use of the network and the Internet must be in support of educational and professional activities which are consistent with the educational goals and policies of the Polk County School Board and CMCS. The user is responsible at all times for its proper use. Behavior that is inconsistent with these policies and

guidelines may result in disciplinary action and/or legal action.

## **GENERAL NETWORK USE**

The network includes all computers and other peripheral devices on school district property which are interconnected to the local/wide area network. It is provided for users to conduct research, complete assignments, print assignments, use instructional programs, and use media center electronic catalog.

## **INTERNET ACCESS**

The Internet ("World Wide Web") encompasses a multitude of libraries, databases and resources beyond the school district local/wide area network. It is provided for users to access educational resources to conduct research, complete assignments, use instructional programs and use media center on-line catalogs.

## **GENERAL NETWORK AND INTERNET ACCESS POLICIES**

Unauthorized use includes, but is not limited to:

- Violations of laws and regulations regarding:
  - Copyrighted and trademark material
  - Threatening, obscene or profane material
  - Licensing agreements
  - Plagiarism
- Vandalism, which is defined as malicious attempt to harm or destroy network resources, data of other user, the Internet or other networks. This includes the creation of, or uploading of, computer viruses on the Internet or host site.
- Use of the Internet or network for financial gain or illegal activity
- Use of another individual's network access, including use of another individual's network username and password.
- Congestion of network by consuming large amounts of bandwidth, including but not limited to:
  - Network/Internet games
  - Streaming video and audio
  - Teleconferencing
  - Downloading very large files without prior approval of technology staff
- Hacking or any attempt to gain access to networks
  - Browsing networks to obtain IP addresses and other network information
  - Accessing the networks without prior authorization
  - Use network resources or other resources with the intent of preventing or interfering with the transmission of voice, data, pictures, or anything that can be transmitted over the network.
  - Trespass on other's work, files or folders, and attempt to, or take action to, access, modify, harm or destroy data of another user.
- Circumventing proxy servers, firewalls or other filtering software.

- Using unauthorized telephone services, including long distance calls.

## **SOCIAL NETWORKING**

Compass Middle Charter School respects the rights of employees to utilize social media, such as Facebook, Twitter, or other electronic communications. However, activities in or outside of work which affect an employee's job performance, the performance of other employees, or activities that might affect the image and reputation of CMCS are an area of interest for CMCS as an employer. CMCS takes these interests very seriously. Employees should be mindful of these interests, should not use social media when on duty, and should be mindful of these considerations when using such media on personal time. See the below Policy and Procedure detailed guidelines.

### **Definitions:**

*Blog: is an online type of journal or newsletter that is readily accessible to the general public on a website. Blogs are typically used by individuals to share personal thoughts, ideas, opinions, videos, pictures, etc.*

*Electronic Communications: is a system of world-wide electronic communication in which a user can compose a message on a computer, cell phone, or other electronic devices that allows the user to send a written message to one or more persons.*

*Profile: is an individual account posted on social media websites that may include personal information, viewpoints/opinions and/or communications with others.*

*Social Media: is a term that defines the various activities that integrate on-line technologies and practices that people use to share opinions, insights, experiences, and perspectives.*

*Social Networking: is the practice of expanding the number of one's business and/or social contacts by making connections through on-line technologies or electronic devices.*

### **Policy:**

- I. Employees are expected to follow the guidelines outlined in this policy and provide a clear distinction between their views as individuals and their CMCS employment.
2. When using social media, employees should have no expectation of privacy and must apply good judgment for every activity related to CMCS.
3. If information is posted in the public domain, CMCS reserves the right to monitor compliance with this and other CMCS policies. Any public information employees create, transmit, download, exchange or discuss on any social media may be accessed at any time without prior notice.
4. Social networking is not permitted while at work at CMCS or on CMCS equipment, unless the employee's immediate supervisor has approved it for employee's business-related use.



5. Employees are prohibited from listing their CMCS e-mail address unless the social networking site is used purely for business or professional purposes. If you list your work affiliation on a social network, then you should regard all communication on that network as you would in a professional network.

6. It is the right and duty of CMCS to protect itself, its students and employees from unauthorized disclosure of proprietary and/or confidential information and the discussion, commentary or other dissemination of potentially untrue, inflammatory, derogatory, defaming, and/or otherwise unlawful or inappropriate commentary concerning CMCS.

7. In public settings, employees must remain respectful of CMCS business operations, co-workers, students, etc. Anything obscene, vulgar, defamatory, threatening, discriminatory, harassing, abusive, hateful, or embarrassing to a fellow employee, student or business partner is prohibited.

8. In general, what employees do on their own time is their business. However, activities in or outside of work that affect an employee's job performance, the performance of others, or the image and reputation of CMCS are a proper focus for CMCS policy.

9. Employees who participate in social networking or electronic communications deemed not to be in the best interest of CMCS will be subject to corrective action up to and including termination.

### **Guidelines for Employees:**

1. You are personally responsible for the content you publish on profiles, blogs, or any other form of user-generated social media or electronic communications.

2. Seek input from your immediate supervisor prior to publishing anything questionable or that you wouldn't say in person to avoid potential violation of this policy.

3. Be thoughtful and respectful about what you say or publish. When participating in social networking, you should always protect your privacy and the privacy of others.

4. Social media is not the appropriate place for addressing work-related concerns or business matters and accordingly you should refer these types of employment-related concerns to your immediate supervisor.

5. Use good judgment when participating in social networking activities. Do not use ethnic slurs, personal insults, obscenity, reveal confidential or private information, defame or disparage CMCS students or co-workers or engage in any conduct that would not be acceptable in the CMCS workplace.

6. If you list CMCS as your place of employment or publish content to any website outside of CMCS and it has something to do with work you do or information associated with CMCS, use a

disclaimer such as this: "The information or postings on this site are my own and do not necessarily represent the views and opinions of CMCS."

7. For your protection as well as CMCS, do not post any privileged, confidential, copyrighted information or CMCS-issued documents.

8. Before you engage in any social networking or electronic communications, remember that you should have no expectation of privacy and when you compose a message, read it over before sending it and ask yourself if the content is appropriate based on the guidelines in this policy.

## **EMPLOYEE RECOGNITION PROGRAM**

Each year Compass will select a Teacher of the Year and a Staff of the Year. These are chosen by the faculty and Principal; a framed certificate and a gift certificate is given to each by the Principal. Throughout the year, the Principal recognizes the employees for "a job well done" with various gift certificates.

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## **VOLUNTEERS**

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Compass Middle Charter School encourages the use of community volunteers to accomplish our goals. Staff members must provide adequate supervision, space and materials for volunteers. Volunteers must complete the application at the school before volunteering. There is a small charge of \$24. Volunteers are required to sign in at their site of service, wear appropriate identification while on site, and be a positive role model in manner, dress and appearance.

When working with students, volunteers may NOT:

- Handle confidential information about students
- Be placed in charge of a classroom of students in the absence of a teacher
- Discipline students
- Give medication to students

Volunteer privileges can be revoked if school policies are violated. Any concerns should be reported to the Principal.

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## **PROFESSIONAL DEVELOPMENT AND EVALUATION**

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### **NEW EMPLOYEE ORIENTATION PROGRAMS**

First year teachers to Compass Middle Charter School are required to attend the employee orientation program prior to beginning work. The Principal and deans then help the new employee in a variety of ways. For example, the Principal helps with the school policies and what he/she requires of the new hire. The deans help with what he/she knows the new hire needs to know about forms, discipline, professional conduct of the teacher, and scheduling. The deans

helps with curriculum, getting the classroom ready for students, professional development, and any other professional needs.

The academic dean is also in charge of the Professional Development Program at CMCS and the program is centered on the data and how it affects student achievement. As a Marzano school, much of the Professional Development for new teachers are Marzano domain and element classes in order for teachers to design their lessons, lesson plans, and units the Marzano way.

## **EVALUATIONS AND FEEDBACK**

Compass Middle Charter School expects high performance of all its employees. Evaluations help employees identify their strengths and weaknesses, as well as give opportunities for professional growth and development.

### **Classroom Teacher Evaluation**

Compass Middle Charter School expects high performance of all its employees. Yearly evaluations will be conducted for all CMCS staff. Teachers will be evaluated by their Principal. Other school office staff could be evaluated by the Principal.

### **Classroom Teacher Evaluation System**

In accordance with state law, CMCS uses the state approved evaluation system and forms created by Marzano through the learning sciences iObservation evaluation tool.

### **Non-instructional Personnel Evaluation**

All non-instructional personnel at CMCS will have access via Outlook>Public Folders>All Public Folders>Professional Development, to a copy of the Non-Instructional Personnel Evaluation Handbook, which includes the evaluation forms and procedures for conducting the evaluation. Performance of non-instructional personnel will be judged by the employee's daily work. A performance review conference, based on the routine observation of an employee's work, will be made by the Principal once a year.

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## **RECRUITING PROCESS**

When a new teacher is needed at Compass Middle Charter School, the same process that Polk County School Board has in place is utilized. The position is advertised on the CMCS website, resumes are received, and interviews are scheduled. Another method of seeking new teachers is the annual Job Fair, which the administrators and at least one other person attend.

Before interviews are scheduled, the resumes are studied to determine if the applicants are Highly Qualified and what endorsements they hold. At the interview, questions are asked by the Principal, Assistant Principal, and at least one other person. It is determined if the interviewee will be able to adhere to Compass Middle Charter School's vision, mission, and long-term goals. If the person being interviewed seems to have good classroom management skills, the right educational qualifications, and the other necessary requirements, after the interview, the references are checked by the Principal. If the job is offered to the applicant and he/she accepts, fingerprinting (at his/her cost) must be done and passed. A physical examination must be taken, which includes a drug test, and must also be passed.

## **CALENDAR**

Compass will follow the regular Polk County School Board Calendar. In the event Compass would want to look at other calendar options, an employee representative would serve on any committee to help develop an alternative calendar.

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## **BENEFITS**

### **INSURANCE**

The Board agrees to pay the health and life insurance premiums for all personnel.

The Board agrees to offer supplemental life insurance, dental and vision insurance for employees and their dependents with premiums to be paid by the employee.

Since Compass Middle Charter School does not have a sick leave bank, a disability insurance plan will be provided for the employees and the premiums paid by the Board.

The effective date of health plan insurance coverage for newly hired employees shall commence on the first of the month following thirty (30) days from the date of hire. Upon termination of employment, insurance coverage will stop the last day of the final work month. Upon termination of employment, employees are given Cobra insurance coverage information. They may elect to enroll at the time of their termination.

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## **CERTIFICATION**

### **ADMINISTRATIVE**

All administrators must be certified in Educational Leadership.

### **TEACHER**

Florida Law requires all teachers to possess a valid Florida Educator's Certificate for full-time teaching. There are two types of certificates issued by Florida for full-time teaching: the five-

year Professional Certificate and the three-year non-renewable temporary certificate. Securing and updating a certificate is the responsibility of each teacher. The state certification office processes applications for initial certification, certain add-ons, and all other services for non-employees. The state certification office approves all coursework for certification purposes. Teachers must call the toll free number 1-800-445-6739 with the following information: the name of the institution; the course prefix, number and title; the certification requirement they are attempting to satisfy by completing the course. This line is extremely busy during registration periods, so be sure to plan ahead. Also, you can e-mail the Dept. of Education at [edcert@fldoe.org](mailto:edcert@fldoe.org). Please include your name and social security number in your e-mail.

You may access the Florida Department of Education website: <http://www.fldoe.org/edcert/> for the following services: Certification Lookup, Application Status Lookup and to Request Materials. If you click on Application Status Lookup, you will be prompted to create a Login I.D. and Password. Once you are on this site, you will be able to access the following information about your certification file: the status/progress of your valid application and Statements of Status of Eligibility; a record of any valid Florida educator's certificate that you hold; the official transcripts, score report and information received from the district within the last calendar year.

Teachers who hold three-year non-renewable temporary certificates must follow their Statement of Status of Eligibility. This document is an individualized listing of all the deficiencies that you must satisfy in order to be issued a Professional Certificate. State law requires that you submit a passing score on all sections of the General Knowledge exam within the first twelve months of employment. Passing scores earned on the CLAST prior to 7/1/02 are acceptable. If your Statement of Status of Eligibility reflects that you have specific testing requirements to meet, the district certification office has the registration bulletins and test information you need. For more information about the requirements listed on your Statement of Status of Eligibility, you may visit the Department of Education's website: [http://www.fldoe.org/edcert/cert\\_types.asp](http://www.fldoe.org/edcert/cert_types.asp).

If a prospective employee previously worked at another school district and transfers to CMCS with a temporary teaching certificate and has taught school at least one or more years with that temporary teaching certificate, the employee must also provide CMCS with a copy of his/her score sheet stating that he/she has passed the General Knowledge Exam, and a copy of the Official Statement of Eligibility, outlining the required college course work, and/or in-service points needed, or passing of the subject area exam, or any other requirements which must be met before a Professional Teaching Certificate can be issued. (Administrative Directive established 10/23/2008)

For reappointment purposes, all of the deficiencies outlined on your Statement of Status of Eligibility must be completed and documented with the Principal **no later than April 1** of the year of expiration of your temporary certificate.

Teachers who hold five-year Professional certificates must renew their certificates every five years. During the validity period of this certificate, you are required to earn either 120 in-service points or six semester hours of college credit. Information pertaining to renewal requirements is

available on the Florida Department of Education's website:  
<http://www.fldoe.org/edcert/renew.asp>. The earliest that the CMCS office will accept your application for renewal is July 1 of the year of expiration of your professional certificate.

If you are teaching out-of-field, proof of six semester hours of coursework earned must be submitted to the CMCS Office by your anniversary date each year. If you are in an area that can be added to your certificate with a passing score on a subject area examination, it is expected that you earn a passing score on the appropriate subject area examination and apply to have that subject area added to your certificate before the end of your first year in that out-of-field assignment. A passing score on the appropriate subject area test will satisfy all the content area coursework. However, if you did not major in education, you will still need to complete the Professional Preparation Coursework as outlined on your Statement of Status of Eligibility.

When you earn a higher degree from an accredited institution, you must submit an official transcript with the higher degree conferred to the CMCS Office. A pay change can be effected as soon as official transcripts are received in the CMCS office.

### **NO CHILD LEFT BEHIND**

- **Highly Qualified Teacher:** To be highly qualified, a teacher must have a Professional Teaching Certificate in the area in which he/she is teaching.
- **Highly Qualified Paraeducator:** To be highly qualified, a paraeducator must complete two years of study at an institution of higher learning (e.g. 60 semester hours or Associate Degree), or pass the ParaPro Assessment.
- **ESOL Certification:** There are 6 classes (300 hours) to be taken for the ESOL certification if you are a Language Arts or Elementary certified teacher. If you are certified in any other area you must take 2 classes (60 hours). You must take the ESOL classes if you teach an ESOL student.
- **Reading Endorsement:** There are 6 classes (300 hours) for the Reading endorsement. In order to teach reading, you have to have 120 hours the first 2 years you teach reading and finish your classes over the next two years.

### **TEACHING OUT OF FIELD**

In order to teach out of field, including ESOL, the Board must approve it. You can only teach out of field for one year before taking the coursework to become in field. A letter must be sent home to the parents to let them know you are teaching out of field.



# **COMPASS MIDDLE CHARTER SCHOOL**

## **Section IV:**

Board Rights  
Additional Reference Sources  
Acknowledgement of Receipt  
Code of Ethics/Principles of Professional Conduct



## **Section IV:**

### **BOARD RIGHTS**

The Board has the right to determine the purpose of its organization, set standards of service to be offered to the public, and exercise control and discretion over its operations.

The Board may direct its employees, take disciplinary action for just cause, and relieve its employees from duty because of lack of work, or other legitimate reasons.

## ADDITIONAL REFERENCE SOURCES

Countless numbers of additional reference sources can provide you with the information that you are seeking. Below is a listing of just some of the sources which contain information relevant to the information presented in this Employee Handbook.

### *AIDS Hotline*

US Public Health Service 1-800-342-AIDS

State Hotline 1-800-272-AIDS

### *Americans with Disabilities Act*

1-800-669-EEOC TDD number 1-800-800-3302

### *Division of Workers' Compensation-Employee Assistance Office*

1-800-342-1741

### *Education Standards Commission: The Code of Ethics of the Education Profession*

Florida Education Center, Room 224

325 West Gaines Street

Tallahassee, FL 32399

850-488-1523 Suncom 278-1523

### *Equal Employment Opportunity Commission*

1801 L Street, NW

Washington, DC 20507

Information on all EEOC-enforced laws 1-800-669-EEOC

TDD number for hearing impaired 1-800-800-3302

FACTS SHEETS 202-663-4395 or 202-663-4399 (TDD)

### *Florida Commission of Education Reform and Accountability*

107 West Gaines Street, Suite 224-B

Tallahassee, FL 32399-0400

850-922-7179 Fax 850-922-7179

### *Florida Retirement System-Division of Retirement*

Division of Retirement

Cedars Executive Center, Building C

2639 North Monroe Street

Tallahassee, FL 32399-1560

850-488-6491 Suncom 278-6469 TDD 1-800-955-8771

### *Internal Revenue Service*

Publication 503 Child and Dependent Care Expenses

Publication 525 Taxable and Non-Taxable Income

1-800-829-3678

### *Professional Practices Services, Department of Education*

850-488-1636 Suncom 278-2481

### *School Improvement Hotline*

1-800-447-1636 850-487-8783 Suncom 227-8783

**ACKNOWLEDGEMENT OF RECEIPT**

I acknowledge having received the Compass Middle Charter School Employee Handbook. I accept my responsibility to read and understand this handbook, including the Compass Middle Charter School policy on Code of Ethics/Principles of Professional Conduct. I understand the topics discussed in this handbook represent the general policies of Compass Middle Charter School and that my employing agency may impose additional requirements, depending upon the nature of my position and the authority granted by the agency.

Employee Name: \_\_\_\_\_  
*(Please print)*

\_\_\_\_\_  
Employee Signature

\_\_\_\_\_  
Date

**CODE OF ETHICS/PRINCIPLES OF PROFESSIONAL CONDUCT**

The Education Standards Commission has drafted the Code of Ethics and Principles of Professional Conduct which were adopted by the State Board of Education as rules on June 15, 1982. As a part of the Florida Administrative Code, these rules are enforced by the Education Practices Commission. Violation of the Principles of Professional Conduct can result in the revocation or suspension of the teaching certificate, probation, fine, or restriction of the scope of practice. As a means of implementing the Code of Ethics and the Principles of Professional Conduct, please sign this form and return it to your school secretary who will place it in your personnel record.

“I ACKNOWLEDGE RECEIPT OF THE CODE OF ETHICS AND PRINCIPLES OF PROFESSIONAL CONDUCT OF THE EDUCATION PROFESSION IN FLORIDA.”

\_\_\_\_\_  
Name

\_\_\_\_\_  
Signature

\_\_\_\_\_  
School

\_\_\_\_\_  
Position