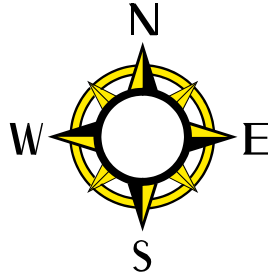


**2015 / 2016  
Staff Handbook  
Compass Middle Charter School**



**Introduction**

This Handbook is a compilation of the policies and procedures for Compass Middle School.

Teachers and staff are to comply with the policies in this handbook, administrative directives, and Compass Governing Board policies.

Teachers are also to be familiar with the negotiated contract, the Student Handbook, and the Code of Conduct.

Anita Fine  
Principal

LeDarion Jones  
Dean

Shelly Wilson  
Dean

## **PHILOSOPHY**

- The welfare of the children is our chief concern.
- It is our duty to challenge each student to the limit of their capabilities.
- We must encourage the students to use the knowledge gained from middle school to prepare themselves for future academic success at the high school level and in future career training.
- We must enable the student to recognize a true sense of values and put them to constructive use.
- We must instill citizenship, self-respect, and self-discipline, respect for the right and property of others, love and respect for God and our country.

## **MISSION**

- The school's mission is for all students to learn and to be successful
- Teachers must provide an atmosphere for learning to take place.
- Teachers must believe and expect all students will master the basic skills.
- The school environment will be conducive to teaching and learning; positive, caring, and building success in students.
- Students will have maximum opportunities to be taught how to learn, think, solve problems, and function as productive members of society.

## **STAFF COMMITMENT**

- High expectations exist and that change is a process that takes total commitment for improvement.
- Active teaching and time on task will enhance learning.
- Students are taken from where they are so all can experience success, progress, and growth.
- The academic, physical, and emotional welfare of each child is our primary concern.

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231.09 Members of the instructional staff of the public schools shall perform duties as prescribed by rules of the governing board. Such rules shall include, but not be limited to: teaching efficiently and faithfully; using prescribed materials and methods; record keeping; and fulfilling the terms of any contract, unless released from the contract by the governing board.

## **THE CODE OF ETHICS OF THE EDUCATION PROFESSION**

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 those standards is the freedom to learn, to teach, and the guarantee of equal opportunity for all.

*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.*

Aware of the importance of maintaining the respect and confidence of one's colleagues, students, parents, and other members of the community, the educator strives to achieve and sustain the highest degree of ethical conduct.

## **OBLIGATION TO THE STUDENT**

The teacher **shall not intentionally** expose a student to unnecessary embarrassment or disparagement. The teacher shall keep in confidence personally identifiable information obtained in the course of professional service unless disclosure serves professional purposes or is required by law.

## **PROFESSIONALISM**

If a teacher needs to discuss a problem about another teacher or member of the staff, they should deal directly with the person involved and **not in the lounge and never in the presence of students**. No teacher should permit students to say critical or uncomplimentary things about another teacher or staff member. Courtesy and consideration of others are basic to good educational practice. Negative talk about students and programs shows a lack of professionalism.

## **FACULTY ATTIRE AND IDENTIFICATION BADGES**

It is required that staff dress professionally and support the Compass Middle School dress code when students are in attendance. ID badges are to be worn at all times.

## **STAFF ATTENDANCE AND PUNCTUALITY**

**Teachers are to sign in and be on duty no later than 8:15 a.m. Teachers are on duty until 4:00 p.m.** Teachers are encouraged to devote whatever additional time to do one's best job and/or to give help to students.

## **LATE PROCEDURES**

Staff members are expected to be on time. Any staff member who will be late to work due to an emergency must notify the Principal.

## **ABSENCE FROM THE BUILDING**

Teachers are not to leave the school grounds during the duty hours of 8:15 a.m. – 4:00 p.m. unless it is an emergency. Arrangements must be made with the Principal when an emergency occurs.

## **PLANNING PERIOD**

Planning periods shall be used primarily for educational planning; however, they may be also used for parent conferences, and meeting with other faculty members. Teachers are responsible for the proper utilization of planning time.

## **TEACHER ABSENTEE POLICY**

A teacher who is absent from duty shall call a sub and the principal. Teachers should try to call before 7:30 a.m. of the day of the absence.

**The following need to be in an accessible place:**

Lesson plans  
Grade book  
Up to date seating charts  
Attendance slips  
Texts, manuals, and supplies  
Lunch instructions  
Fire drill and evacuation instructions  
An outline of a typical day  
Any duty assignments

**A five day emergency lesson plan is to be on file in your room. The location is to be left with the assistant principal. You are to keep these plans updated if they have been used.**

The emergency plan does not need to follow your regular lesson sequence. It can be a special assignment designed for an unexpected absence. Substitutes are often in need of material other than the daily planned program. Please make sure that ample work is provided so the substitute does not run out of work for the students. **Do not expect the substitute to duplicate materials in the “emergency plan.” Contact your Grade Chair for help in this area and for additional plans that might be needed.**

**TEMPORARY DUTY LEAVE**

Any staff member is required to request Temporary Duty Leave for any duty at a place other than Compass Middle School.

Duty Leave is required for any teacher, sponsor, or chaperone of a field trip, contest, conference, school activity held on any day(s), weekends, or summer.

Please see that any duty leave is submitted to the Principal **six weeks** in advance so that the Principal and the Compass Board can approve the leave at a Compass Board meeting in advance of your leave.

**FACULTY MEETINGS**

Tuesday mornings are to be reserved for staff meetings. Teachers that are absent are to acquire the information that was discussed at the meeting from a staff member or another teacher. Wednesday mornings should be reserved for grade level meetings.

## GENERAL INFORMATION

### TEACHING SUPPLIES

Teaching supplies are available on request...see the Principal Secretary. The items will be placed in your mailbox. Plan ahead...passes and discipline referral forms will not be given to students to take to teachers' mailboxes. Please check and empty your mailbox each day. In addition to your mail, other messages will be placed in your mailbox or sent via e-mail that may need a reply from you. Telephone messages received for you during the day will be placed in your mailbox unless it is an emergency or you may be notified by e-mail if you prefer.

### TELEPHONES AND FAX

Long distance calls for school business must be placed by Principal Secretary. Personal long distance calls may be charged to your home phone by dialing 9 then 0 then the number. THE FAX MACHINE IS FOR SCHOOL BUSINESS ONLY. YOU MAY USE IT FOR PERSONAL PURPOSES...BUT YOU ARE EXPECTED PAY FOR LONG DISTANCE TRANSMISSIONS.

### TEACHERS' LOUNGE AND THE CAFETERIA

Teachers should confine their eating to either the teachers' lounge or the cafeteria. Teachers are to refrain from carrying coffee, cokes, etc. in the halls or to their rooms once school has started. Coffee pots are not to be in your classroom.

### SMOKE FREE ENVIRONMENT

The Polk County School Board's "Smoke Free Environment" policy went into effect July 1, 1991. The following guideline is to be followed:

**Smoking is not permitted on Polk County School Board Property.**

It is anticipated that all employees will fully cooperate in the implementation of this policy. As with all Polk County School Board policies, compliance is expected and required. **Continuous disregard will result in the appropriate action being taken.**

### CLASS PARTIES

**Classroom parties are not permitted** at Compass Middle School.

### COPY MACHINES

Please plan your copying needs far enough in advance that you will have your materials available in case a copier is not in working order.



## MAINTENANCE AND THE CARE OF YOUR CLASSROOM

Report any maintenance requests **in writing** to Assistant Principal. All maintenance is done through the Polk County Maintenance Department.

You can help in housekeeping duties by keeping paper off the floor. Check the desks in your room daily for writing and marring. This is considered defacing of Polk County School Board property.

**No window in your classroom may be covered (FIRE MARSHALL).**

Doors to your classroom are to be locked whenever you and your students are not present.

## CURRICULUM AND INSTRUCTION

### LESSON PLANS

Lesson plans are legal documents that are subject to an audit and must be turned in at the end of the school year.

Each teacher shall keep lesson plans on-line that should reflect lesson planning at least one week in advance. Teachers are responsible for the security of their plans.

Your plans are to reflect the activities that are being conducted in your classroom and are in compliance with the county and state adopted curriculum. Included in your outline should be the following: **Objectives**/what are you trying to get the students to do; **Activities**/what will you and the students be doing to accomplish your objective(s); **Materials**/what are you using to present the lesson. All plan books are to have the Sunshine State Standards documented for the day when they are being taught.

Videos must be **related** to the material that is being taught and are to be documented in your plan book. **All videos must be from the media center collection.**

Plans are to be available whenever your classroom is visited by an administrator. Plans will be checked periodically throughout the school year.

Each teacher will be keeping an electronic grade book. Your grade book also is a legal document that is subject to an audit and must be kept up to date and turned in at the end of the year. The Polk County School Board grading policy must be followed. Teachers are responsible for the security of the grade book. **Students are not to use the computer that maintains the grading program.** Grade recording documentation must be completed for each nine week grading period to include percents, letter grades, dates for each recorded grade, and documentation for the Sunshine State Standards. A legend must be provided that details how the final nine weeks graded were determined.

## **HOMEWORK**

**Homework is to be meaningful and productive.** This work is to be checked for correctness, properly evaluated, and returned promptly to the student. Students are to understand clearly the significance of the homework assignment.

## **GRADING SYSTEM**

Teachers are charged with the responsibility of indicating pupil progress in the middle school by converting percent grades to letter grades using the following scale:

A	90 – 100	Excellent
B	80 – 89	Good
C	70 – 79	Average
D	60 – 69	Poor
F	0 – 59	Failing

**Nine weeks grades will be recorded numerically in the grade book and by letter on the report card.**

All students will have a final grade in your grade book.

Students will receive a report card after each nine week grading period. Polk County approved report cards are provided.

The letter grade assigned on the report card is for academic attainment. A separate designation is available for appropriate teacher comments.

**No penalty shall be reflected in the academic grade for student misbehavior and/or misconduct.**

## **Progress Reports**

Progress reports will be issued every Thursday. Students receiving an unsatisfactory code will receive an explanation of their deficiency. **A PARENT/GUARDIAN MUST BE NOTIFIED BY THE TEACHER IF A STUDENT IS FAILING OR IN DANGER OF FAILING.**

## **REPORT CARDS**

Accuracy in averaging and the recording of grades to prevent problems and embarrassment for the teacher and the school is essential.

**Teachers will need to average transfer grades from the previous school with grades from Compass Middle School in order to arrive at a nine weeks or semester grade for transfer students.**

## **HONOR ROLL**

An honor roll will be published each nine weeks. These honor rolls are generated from the county computer system and will fall into these categories:

3.00 – 3.19

3.20 – 3.49

3.50 – 3.99

4.00

ANY STUDENT WITH A D OR F MAY NOT BE ON THE HONOR ROLL.

## **TESTING AND SCORING**

In order for your grades to be meaningful, you should have a combination of assignments, quizzes, and tests that will represent a wide range of points at the end of the nine week grading period.

Testing procedures and scheduling of tests will be a grade level teacher function. Please communicate with each other to avoid testing overlaps on a given day.

All test papers and other written requirements shall be checked for correctness, properly evaluated, and promptly returned to your students.

All teachers should expect student performance in the mechanics of grammar, spelling, punctuation, and handwriting in all written work.

## PROMOTION POLICY

Students are expected to pass all of the required courses including those courses which are letter graded and those which are pass/fail.

A student will be promoted if he/she meets any one of the following:

1. 2.00 GPA on all courses attempted **or**
2. 2.00 GPA on the academic courses (Language Arts, Mathematics, Science, Social Studies, and Reading) **or**
3. 3 or higher on both FSA Reading and Math (6<sup>th</sup> and 7<sup>th</sup> graders)  
3 or higher on both FSA Reading and Math and FSA Writing (8<sup>th</sup> grade)

**(GPA may include replacement courses taken through extended learning programs or other grade replacement methods).**

A student will be retained if he/she falls into either one of these categories:

1. has failed any academic course (Language Arts, Mathematics, Science, Social Studies, and Reading) **or**
2. does not have a 2.00 GPA on all courses

## CUMULATIVE RECORDS

Every student has a Florida Cumulative Record Folder on file alphabetically in the school office. As he/she goes from one school to another, this folder follows. External folders containing psychological information are kept in the Guidance Office.

In this folder is personal, educational, and health information which will serve the teacher and counselors in offering help and assistance to the student.

These folders are accessible to the teachers and you are urged to use them. **The folders are not to be taken from the office area.**

## TUTORING

Members of the instructional staff shall not receive compensation for professional services offered to students enrolled in class during the regular school term, unless through contract with the school for these services.

## TEXTBOOKS

Teachers will be issued textbooks and the teacher assumes responsibility for all textbooks issued to him/her. Textbook check out / in forms signed by the students will help when accounting for books at the end of the school year.

At the close of the school year, teachers will account for all books issued to them. If a book is damaged to the extent that the book can no longer be used, the student should be charged with the cost of the book.

### **REQUISITIONING TEXTBOOKS**

All requisitions for new or additional textbooks shall be submitted by the teacher after consultation with the Principal. Teachers are to submit all state-adopted totals to the Principal before leaving for the summer.

### **COLLECTING TEXTBOOKS**

Students shall return textbooks to the issuing teachers at the end of the school year. Teachers shall check the book number with the number that was assigned. Teachers are responsible for making assessment on damaged books. You are the only one examining the book before issuing it. Students who have lost or damaged a book should be issued an invoice with the amount owed. If not paid by the end of the school year, an obligation form should be turned in to the Principal Secretary. Teachers are to turn in to the Principal the number of unusable and usable books at the end of the year.

### **MONIES COLLECTED FOR LOST/DAMAGED BOOKS**

Lost or damaged books are recorded on an obligation form and returned to Principal Secretary. Students are permitted one letter of normal wear in one year's use. For each letter of damage beyond that, the student is assessed  $\frac{1}{4}$  of the price of the book. Prices can be obtained from the Assistant Principal for Curriculum. When a book is lost or damaged, it is the teacher's responsibility to give the student the cost owed.

## SUPERVISION

The Compass Middle Charter Board provides liability insurance for employees. However the teacher is no different from any other individual and can be sued on the basis of negligence.

**Teachers may safeguard themselves against charges of negligence by fulfilling all legal, professional, and moral responsibilities to the students. Remaining with the classes you are assigned to teach...do not leave your classroom unattended. Warn your students against horseplay or misbehavior. Be alert for potentially dangerous or hazardous circumstances and remove the cause, or prevent students from coming into contact with the situation or device. Instruct students in fundamental skills before permitting them to participate in activities which may cause injury. Do not permit students to attempt activities which are beyond their ability if skill is required for safety. Make sure equipment is safe and in good repair.**

General supervision of students before school, between classes, and after school is the responsibility of everyone. During class changes, teachers are to be located beside their door to supervise hall behavior and classroom behavior.

Teachers are to be prompt for class as a professional example for students and in order to enforce the tardy policy for students.

Teachers are to walk their students from the classroom to lunch and from lunch to the classroom.

**Teachers are not to place students in the hall and leave them unsupervised. Do not place students in the hall to do make-up work. This should be done before or after school.**

Halls are to be cleared and front doors locked at 3:45 p.m. Teachers with students in their rooms after this time are to escort them out of the building. All students at the end of the school day are to exit by the front doors.

## VISITORS

All visitors to Compass Middle Charter School (**including teacher friends, relatives, spouses, or children**) must check in at the Compass Office and have a **VISITOR'S PASS** in order to be on campus.

## **TRANSPORTING OF STUDENTS BY TEACHERS**

Permission for transporting any student must be cleared through the Principal **(this is strongly not recommended)**.

The Compass Middle Charter Board's auto fleet liability insurance policy provides protection to the Board and the employees. The board policy does not protect the owners of other vehicles when used for school-sponsored events and the vehicle owner should be aware of this fact. Therefore the following procedures are to be followed when students travel to school-sponsored events in privately owned vehicles:

1. the "trip permission" slip must be obtained when students travel in other than a school-owned vehicle or bus
2. the owner (teacher, parent or otherwise) should be made aware that their personal car insurance is needed to protect them and the Compass office needs a copy of the card prior to the trip.
3. students are not authorized to transport other students under any circumstances to or from school-sponsored events
4. only school employees, parents, or other responsible adults approved by the Principal may drive students to or from school-sponsored events
5. students shall not be transported in multi-purpose vehicles, such as four-wheel drive vehicles (vans and mini vans are permitted)
6. Students shall not be transported in the back of an open truck

## **FIELD TRIPS**

Field trips taken by any group are to be of an educational nature. A permission slip for each student participating must be in the possession of the teacher in advance of the trip. All field trips must be approved by the Principal at least six weeks in advance.

If school transportation is needed, arrangements must be made at least three weeks in advance of the trip for buses.

Swimming on field trips will be permitted only in pools in which the bottom is clearly visible, and at which an adequate number of Red Cross licensed life guards are on duty. Swimming in lakes, rivers, streams, ponds and such will not be permitted under any circumstances.

CHECK WITH THE PRINCIPAL'S SECRETARY FOR COSTS RELATED TO BUS TRANSPORTATION FOR FIELD TRIPS

## **ATTENDANCE PROCEDURES**

Attendance will be taken at the beginning of each period and **sent electronically within the first five minutes of each period.**

Discrepancies (students absent that are not on the bulletin and students on the bulletin that are not absent) should be listed on the Discrepancy Report and returned to the Main Office by the end of the school day.

Students skipping class or school should be written on a Discipline Form.

A complete list of excused and unexcused students will be issued at the end of the school day.

Students should be required to make up work after absences equal to twice the number of days absent...for two days absent...work should be completed within four days after returning from the absence.

Questions about attendance should be directed to a secretary in writing.

## **EXCUSED FROM CLASS**

The teacher is not to excuse anyone from class during the period except in cases of emergency or activity approved by the Principal. Please issue a written hall pass on the Student Planner with time, destination, and teacher signature.

If students are to be excused from class the activity is to be approved in advance by the Principal.

## **WITHDRAWALS**

Teachers will be notified by e-mail for students withdrawing from school. Please respond in a timely manner by completing the withdrawal form and returning to the appropriate counselor. Print a copy for your records and list any books or materials that were not returned.



## **DISCIPLINE**

Every teacher is expected to maintain discipline in their classroom.

Minor infractions include but are not limited to:

No supplies, out of seat, gum chewing, speaking without permission, tardiness, dress code violations, hats, radios, music players, possession of tobacco products, cheating, gambling, disruptive behavior, improper language directed at another student.

The teacher must maintain classroom management to prevent students from committing an infraction. In the event students refuse to comply, the following procedures should be followed: after at least three procedures are documented for minor misbehavior, a team referral could be used with a copy of the Discipline Record attached.

Minor misconduct: Conference between Parent and Teacher(s); Conference between teacher and student; Conference between counselor and student; conference with student and his/her teachers; Detention; Time out Suspension (sitting for remainder of period in nearby classroom).

There is no preferred order for these offences. On the fourth offense and all succeeding offenses a team referral could be completed and a copy of the Discipline Record attached.

Major infractions include but are not limited to the following and must be written up on a Discipline Referral:

- Arson
- Burglary
- Robbery
- Theft
- Larceny
- Drug possession or sale
- Possession of electronic pagers
- Extortion, coercion or blackmail
- False fire alarm
- Firearm possession or possession of object that could be used to harm another person
- Flagrant insubordination
- Profanity directed at a staff member
- Incitement to violence
- Interference with school personnel
- Tobacco products or alcohol
- Fighting, battery.

## **SUSPENSION / MAKE UP WORK**

Work missed during an unexcused absence may not be made up except in the case of a first suspension. If additional suspensions occur during the year, the student will not be allowed to make up work.

## **STRATEGIES**

A significant number of discipline problems can be prevented before they ever arise. Below are listed a number of strategies, seemingly minor in nature, but which are all important to the smooth and trouble free operation of any class. Many of these strategies and techniques have been observed by school administrators as being effective in their use by classroom teachers and are worth sharing:

- consistent and uniform enforcement of regulations
- a thorough understanding between instructor and student as to what is expected of students
- conscientious supervision of students at all times
- a team or class situation in which the student/teacher relationship is built upon the solid foundation of mutual respect
- a relationship of friendliness between instructor and student but not of excessive familiarity
- skillful planning and organization which results in engaged students at all times
- a widely varied program of instruction that eliminates boredom
- the ability of an instructor to project to his / her students knowledge, skill, experience and enthusiasm for their subject
- the development of a relationship based on mutual respect and cooperation between two or more instructors in a department or grade - students will very quickly sense if it is otherwise
- a willingness to recognize and make allowance (within reason) for the individual differences among students
- commendation of students for the things they do well, as well as constructive criticism of those which they do not do so well...constructive criticism...no “putdowns”
- establishing an environment where profanity and vulgar language are not heard
- a calm, reasonable request for compliance or cooperation rather than an order or a demand
- Consequences that is reasonable and not excessive for the infraction through the documentation of disciplinary problems when they seem to indicate a trend.

This list could be endless, but what it all boils down to is that good discipline in any organized group of individuals is usually not an accident. It more often results from a conscious and conscientious effort on the part of the leader of that group to create the day-to-day atmosphere which is most conducive to the effective accomplishment of the goals of the group.

## **SAFETY AND WELFARE OF THE STUDENTS**

Great emphasis will be given by the teacher to the execution of the fire drill in a brisk, quiet and orderly manner. Teachers should discuss fire drill procedures with every class period before the end of the first three days of school.

Teachers should appoint a student leader from each class to lead students from the building to the proper exit area. The teacher should be the last one to exit from the building after the class has exited; exit doors shall not be locked; all persons will participate in the fire drill; follow the exit route on your fire drill map; teachers and other members of the staff will ascertain that all pupils have evacuated the building; teachers are to use their grade book to call roll after vacating the building; students are to remain with their teacher in the designated area until the “all clear” is given to return to the building.

## **EMERGENCY CALL**

To call for immediate help, use your cell phone or push your **call button** repeatedly and someone will respond to your need.

## **TORNADO ACTIONS**

Superintendents of schools, members of school boards, principals of the schools, and teachers are held responsible by Florida Public School Law for the safety and protection of students under their control.

Several emergency drills will be held during the school year.

Tornado Watch – weather conditions are possible for tornados to develop. A storm may appear suddenly. There may not be time for an official tornado warning. When in doubt, take cover.

Tornado Warning – a tornado has been sighted or indicated by radar. If the twister is nearby, seek inside shelter immediately. Stay away from windows!

Teachers are to prepare their students for stabilized behavior and make every effort to keep students calm during emergency procedures and drills.

Secretaries will be designated to monitor radios during unusual weather conditions.

Announcements will be made to provide instructions for the students and staff.

During a tornado warning, students are to respond to a specific command to assume protective postures facing interior walls. Such a command might be: “Everybody down”! Crouch on your elbows and knees! Hands over the back of your head!

## **CLINIC, ACCIDENT OR INJURY**

If a student becomes ill at school, the teacher should send the student with a pass to the office. In case of an accident or injury, the student should report it immediately to the teacher in charge and report to the clinic for First Aid. The Principal's office is to be notified when warranted. Teachers are to fill out an accident report immediately when notified by a student of an injury and return it to the office. Minor scrapes and bruises occurring in physical education classes will be handled by the P.E. teachers and accident reports will be turned in to the main office.

## **REPORTING CHILD ABUSE AND NEGLECT**

Anyone who suspects child abuse is ethically obligated to report the abuse. But under Florida Law, those persons who are legally obligated to report include school teachers and other school officials. Any professional failing to report or knowingly preventing another from doing so is guilty of a second degree misdemeanor and may be prosecuted.

When child abuse or neglect is suspected by school personnel the law requires that a report be made to the Department of Health and Rehabilitative Services. The report must be made by calling the **Child Abuse Registry at 1-800-342-9152**. The school Principal shall be notified immediately following this call.

The report is to include: names and address of the child and parent/guardian (if known); the child's date of birth and siblings names and ages (if known); the nature and extent of the alleged abuse or neglect; the identity of the abuser (if known); reporter's name (if desired); other information you believe that may be helpful.

Teachers are to document that the call was made (date and time).

**Do not investigate; do not call parents; Release child only to law enforcement official or DCF caseworker. Be sure the proper release form is signed.**

## **SUICIDE PREVENTION**

If someone confides in you that he or she is thinking about suicide or shows other signs of being suicidal, don't be afraid to talk about it. Your willingness to discuss it will show the person that you don't condemn him/her for having such feelings. Ask questions about how the person feels and about the reasons for those feelings.

Don't worry that your discussion might encourage the person to go through with the plan. On the contrary, it will help him/her to know that someone is willing to listen. It might save a life.

Whenever you think that someone you know is in danger of suicide, get help. Contact the school counselor(s) for assistance on handling the situation.

## FINANCE

Each Principal will be responsible for the internal funds of the school. Principals will have the authority to restrict the accumulation of funds in any one account to the amount needed to carry out the activity for which the account was created.

**Each request for an expenditure of funds must be approved by the Principal before the purchase is made. Any questions must be directed to the Principal's Secretary.**

The monies collected form is the document which is used by teachers when collecting funds from students. It serves as a transmittal form for turning money into the office and when properly signed by the responsible party in the office it serves as a receipt for the person who collected the money.

The proper use of this form eliminates the need for the issuance of Official Receipts by the persons collecting money outside of the school office. The obvious purpose of this procedure is to relieve the teacher or sponsor of the burden of completing numerous documents in connection with collections from students. Instead, simply prepare a **Report of Monies Collected** and turn this form and the money into the Principal Secretary. **Teachers are to deposit money daily in the school office. DO NOT keep money in your desk! All deposits are to be given to the Principal's Secretary.**

All **Report of Monies Collected** forms shall be prepared in ink and entries for an individual student shall be made in his/her presence. Erasures are not permitted on the form. Any erroneous information must be invalidated by lining through such information and entering the correct information above or below the erroneous information. If it should be necessary to void a **Report of Monies Collected** form for any reason, the voided report must be turned in with the properly report which it replaces to the Principal Secretary..

**The Principal must approve all expenditures in advance.**

Teachers must comply with the instructions in the **Internal Accounts Manual** for making expenditures, to include the Request for Services, Equipment or Supplies, the Internal Account Requisition/Purchase Order, and Internal Account Check Requisition Voucher.

To avoid paying for your purchase yourself...please adhere to the following:

Any expenditure that a teacher or sponsor desires to make is required to complete a Request for Services, Equipment or Supplies form. The form is initiated by the teacher or sponsor desiring to make the expenditure and is forwarded to the Principal, who must approve the request before any expenditure may be made. (Policy 1.151)

Nothing is to be ordered or purchased until the request is reviewed and approved by the principal.

Plan ahead. Plan your purchases well in advance to allow for the requisition to be approved by the principal.

## **Q & A CONCERNING BUDGET ACCOUNTS AND INTERNAL ACCOUNTS**

Budget Accounts – Monies are allocated from the state. These are tax dollars.

Internal Accounts – Money is collected from clubs/organizations and classes that are deposited into this type of account. The sponsor has control of transactions involving deposits into this account and withdrawal (payment of bills) from this account.

**After a purchase is approved, see Principal’s Secretary for the credit card.**

## **BUS REQUEST FORMS**

School bus request forms must be obtained from and returned to Principal’s Secretary. Forms must be completed at least two (2) weeks prior to the trip.

Money need to be turned in on a daily basis. After 2:00 PM money will be kept in the vault until the next working day at which time you must get back with the Principal’s Secretary to verify that your account is correct. The Principal’s Secretary **WILL NOT BE RESPONSIBLE FOR MONEY THAT HAS BEEN TURNED IN AFTER 2:00 PM, UNTIL IT HAS BEEN VERIFIED THE NEXT WORKDAY.**

**Please write the account numbers on all checks received.** This makes it easier to return checks that have been returned due to “insufficient funds.”

Internal Accounts Donations – All donations to Internal Accounts under \$500 must be accompanied by club minutes that are signed by the club sponsor. All donations over \$500 must have a letter of acceptance to the Principal. **Donations are not allowed for Budget Accounts.**

Please indicate clearly the account to which purchases are made. This will eliminate the mistake of charges being posted to the wrong account.

## **CLUB SPONSOR DUTIES**

Sponsors are expected to attend and supervise any social or other type of activity or project sponsored by their groups. **All activities must be approved by the Principal before being announced.** Purchases cannot be made without prior approval of the Principal and all procedures have been followed.

Students attending state and national conventions or field trips must be accompanied by the school sponsor for the duration of the event.

Any teacher that will be sponsoring, supervising, or sending students to any school related camp or activity during the year or during the summer must have permission of the Principal and have Compass Board approval prior to leaving. Duty Leave is required for any teacher, sponsor, or chaperone on a field trip, contest, school activity, on any day (school day, weekend, or summer). Please see that any Duty Leave is submitted to the Principal six (6) weeks in advance so that the

The Principal and the Compass Board must approve the leave at a Compass Board Meeting before you leave for your event.

## **FIELD TRIPS**

Field trips taken by any group must be of an educational nature. A permission slip for each student participating must be in the possession of the teacher in advance of the trip. **All field trips must be approved by the Principal at least six (6) weeks in advance so adequate preparation can be made.** STUDENTS MUST BE IN COMPLIANCE WITH THE SCHOOL DRESS CODE TO BE ELIGIBLE TO GO ON THE TRIP.

Duty leave is required for any teacher, sponsor, or chaperone on a field trip, contest, school activity, on any day (school day, weekend, or summer). Please see that any duty leave is submitted to the Principal six (6) weeks in advance so that the Compass Middle Charter School Board can approve the leave at a Compass Board meeting before you leave for your event.

If school transportation is needed, arrangements must be made at least three (3) weeks in advance of the trip for buses.

Swimming on field trips will be permitted only in pools in which the bottom is clearly visible, and at which an adequate number of Red Cross licensed life guards are on duty. Swimming in lakes, rivers, streams, ponds and such will not be permitted under any circumstances.

## **CHAPERONES**

Teachers that assume the responsibilities for chaperoning a group of students on an out of town trip should recognize that they are assuming a twenty four (24) hour a day responsibility from the time they leave until they return. At no time may chaperones make personal plans except with the consent of the person in charge of the trip. The drinking of alcoholic beverages at any time during the trip is prohibited.

The person in charge of the trip should arrange a meeting of chaperones well in advance of the departure so that all parties understand their assignments and the regulations. Students that are taking such a trip must be thoroughly indoctrinated as to the rules and regulations and the responsibilities of chaperones prior to their departure.

Students shall wear appropriate clothing at all times. Students will be representing their individual school and must understand and agree to the regulations.

## **PUPIL CONVENTION ATTENDANCE**

Attendance at conventions should be controlled by the following: Only students who have their work completed and are passing should be considered as possible delegates; and delegates should make up work or make arrangements for their make up work before they leave.

## **FUND RAISING**

All fund raising must have prior approval from the Principal before committing to a vendor. A purchase order must be completed with the Principal's Secretary and procedures followed prior to any transaction. Scheduling of the fund raising activity on the school calendar is to be approved in advance by the Principal.

## **SCHOOL DANCES**

Students must be in attendance the day of the dance...cannot attend if in ISS or OSS...and must be in total compliance with the dress code that is announced for the dance.

Dances are only for current Bartow Middle School and Compass Middle Charter School students.

## **EQUITY POLICY STATEMENT**

THE COMPASS MIDDLE CHARTER SCHOOL IS AN EQUAL OPPORTUNITY EMPLOYER. EDUCATIONAL PROGRAMS AND EMPLOYMENT OPPORTUNITIES ARE OFFERED WITHOUT REGARD TO RACE, COLOR, RELIGION, SEX, NATIONAL ORIGIN, AGE, HANDICAP, OR MARITAL STATUS.



## Acknowledgement Form

I have read the Compass Middle Charter School Staff Handbook and I am aware of its content.

Staff Signature \_\_\_\_\_

Date \_\_\_\_\_