

***COMPASS MIDDLE SCHOOL***  
***STUDENT/PARENT POLICY HANDBOOK***

The Polk County Code of Conduct and Compass Middle School Student / Parent Policy Handbook should be studied carefully so that you will understand all rules that govern student behavior. The Code of Conduct can be accessed through [www.polk-fl.net](http://www.polk-fl.net).

Students who attend school-sponsored events are governed by the rules of Compass Middle School and the Polk County Code of Conduct. This includes evening activities and summer events sponsored by the school. The consequences for misconduct at a school-sponsored activity are the same as those for misconduct at school during the school day.

**GENERAL INFORMATION**

### **School Telephone Number**

Compass Middle School Office	519-8701
Discipline Office	519-8701

### **Administrators and Deans**

Anita Fine	Principal	519-8701
LeDarion Jones	Dean	519-8701
Shelly Wilson	Dean	519-8701

### **Parent Conferences**

Parents may call for an appointment with the administrators or deans at any time. Parents may arrange conferences with the teachers by calling the office to schedule an appointment with Shelly Wilson: 519-8701. 8:15 a.m. to 3:53 p.m.

### **Absences/Checking In and Out**

Parents are to call the school office (519-8701) before 9:30 a.m. on the day the student is absent to explain the student's absence. Neglecting to call will result in an unexcused absence. Students leaving school for doctor appointments or illness must be signed out by a parent in the main office.

If a student is absent from school for any portion of a school day for dental, medical, or excused personal reason, they must bring a note from their parents/guardian to the main office for approval. Arrangements should be made prior to the appointment.

### **Make-up Work**

If a student is absent three days or more, makeup work may be requested by contacting the office at 519-8701. A twenty-four hour period is needed to obtain the work before parent / guardian pickup. Students have the right to make up work missed because of excused absences or work missed because of the student's first three days of suspension during a semester notwithstanding the fact that an absence caused by an out-of-school suspension is an unexcused absence.

### **Progress Reports**

- Updated in the digital agenda every Thursday
- Parents should acknowledge receipt of grades through a comment in the digital agenda
- Give out Compass cash only for signed Progress Report as follows:  
\$5 for every A, \$4 for every B and \$3 for every C

## **Bicycles**

All bicycles are to be parked on the bicycle rack provided at the front of the school. In order to prevent bicycle theft, each student is to furnish his/her own lock and secure the bicycle to the rack. Students are not to loiter around the bicycle rack area.

## **Parking/Student Drop off and Pickup**

For the safety of all students, please drop off and pick up students in the side parking lot of the school, behind the cafeteria. **Middle School students are not allowed to park cars or motorcycles on the campus.**

## **Lunch Purchases and Procedures**

All students are eligible for free lunches at Compass Middle Charter School. Lunches are purchased by using your six digit student ID number which will be on your class schedule.

Students are to leave their books and personal items in their classroom. **Students will be escorted to and from the cafeteria by their teachers.** Students are to walk quietly to and from the cafeteria. While in the cafeteria students are expected to: keep their place in line, talk quietly while in lines and sitting at your table, follow directions as to sitting with your team, cleaning up after yourself, returning your tray to the proper place and following directions when being dismissed.

## **Homework**

Homework is important to the student's total learning experience **and** is closely related to the instructional program and should be monitored closely by parents each night. Homework may be in the form of written work, a reading assignment, or a study/review assignment. Devoting time after school every night for homework will serve several useful purposes:

1. The student will better understand his/her class work and lessons.
2. The student will develop good study habits.
3. The student will develop self discipline and a sense of responsibility.

## **Visitor Information**

Parents are required to come to the Compass Office. Unless a visitor has met the volunteer screening requirements, they are not able to enter any area of the campus but the office. Please call the Compass Office upon arrival and a staff member will meet you at the 300 hallway door to escort you to the office.

## **Student Activities**

Students at Compass are able to partake in clubs and sports with Bartow Middle School. Many of our staff members are coaches for the sports teams.

### **School Pride**

TAKE PRIDE IN YOUR SCHOOL. Help keep your campus clean. Remember to stay off the plants and flowers and to throw all trash in receptacles.

TAKE CARE OF YOUR BOOKS! Take care of your textbooks. Book covers should be placed on all textbooks. **Students/Parents are responsible for paying for their books if they are damaged or lost.** Financial obligations must be cleared before students may participate in extra curricular activities, receive records for transfer purposes, and receive report cards.

TAKE PRIDE IN YOURSELF!

### **DRESS CODE**

The Compass Middle School uniform dress code policy is a symbol of school pride. Research has shown that a well maintained dress code builds confidence, reduces distractions, and promotes an academic atmosphere.

Shirts **must** be tucked in at all times (except for sweaters / sweatshirts). Belts are required and must be visible when belt loops exist. When a student is not dressed appropriately, **a parent will be called to bring proper clothing.** All students must be in compliance with the dress code policy from the time they arrive on campus, until they exit campus.

Students are not allowed to wear body piercing jewelry and grills.

### **GIRLS' DRESS CODE:**

#### **Tops:**

White, Navy, Maroon, Royal Blue, Black, or Hunter Green knit polo or oxford woven buttoned down dress shirt (short or long sleeves) or proper team shirt.

#### **Bottoms:**

Dark blue, black, or khaki (tan), **PLAIN**, NO LARGE DESIGNS, PATCHES OR WRITING

- Must be twill, denim, or corduroy
- No sweat pants or knit pants
- Must not be ripped, frayed, excessively faded or bleached
- Must not drag on the ground or be excessively baggy
- Must not be rolled or cuffed above the ankle
- Shorts, skorts, skirts, or jumpers (no shorter than mid thigh)
- **ALL** bottoms must be the appropriate size (**worn at the waist**) and no hip huggers

## **BOYS' DRESS CODE:**

### **Tops:**

White, Navy, Maroon, Royal Blue, Black, or Hunter Green knit polo or oxford woven buttoned down dress shirt (short or long sleeves) or proper team shirt.

### **Bottoms:**

Dark blue, black, or khaki (tan) **PLAIN**, NO LARGE DESIGNS, PATCHES, OR WRITING

- Must be twill, denim, or corduroy
- No sweat pants or knit pants
- Must not be ripped, frayed, excessively faded or bleached
- Must not drag on the ground or be excessively baggy
- Must not be rolled or cuffed above the ankle
- **ALL** bottoms must be the appropriate size and worn at the waist

### **OUTERWEAR:**

Sweaters, Sweatshirts, and Jackets **ONLY**. Pullover or buttoned down over-shirts may **NOT** be worn as a substitute for approved outerwear.

#### **Sweatshirts and Sweaters (No Hoods)**

#### **Jackets**

Must button down or zip up.

### **ACCESSORIES:**

#### **Shoes:**

Must be safe and appropriate as determined by the school staff. Bedroom slippers, flip flops, cleats, and shoes / or sandals without a back strap are not permitted. Shoes must be tied or fastened at all times. Shoes must be worn at all times.

#### **Belts:**

A coordinating and conservative belt must be worn and visible with all uniform dress code shorts, skirts, skorts, and pants that have belt loops. Belts and buckles must be fastened completely.

#### **Socks:**

Must be conservative and coordinate with school colors

#### **Jewelry:**

Earrings must be small and not exceed more than two inches in length. Distracting jewelry (nose rings, body piercing, body decorations, and anything excessively large or noisy) may not be worn so as not to distract from the educational focus.

### **Hair:**

Hair should be conservative and coordinating in a non-dramatic style. Bandanas, sweatbands, curlers, picks, combs, or other headgear are not allowed. No tinted hair spray, extreme colors or hairstyles. Hair must be natural looking and not distract from the educational process. Students must be neatly groomed.

### **Hats and Sunglasses:**

Hats and other head coverings are not permitted at school. Sunglasses are not permitted unless prescribed by a doctor.

### **COURSE OF ACTION:**

1<sup>st</sup> Offense – Warning

2<sup>nd</sup> Offense – Compass Cash Deducted

3<sup>rd</sup> Offense – Written Detention

4<sup>th</sup> Offense – In School Suspension

**\*All Subsequent Offenses will result in In-School or Out of School Suspension**

*The Administration of Compass Middle School reserves the right and responsibility to use discretion at any time when clothing or accessories cause concern or disruption at school. Parents may be contacted to bring appropriate clothing when a student wears something that is specifically prohibited in these guidelines.*

The uniform dress code policy has been established by the administration of Compass Middle School in conjunction with Polk County School Board policy.

If students need a belt, they may rent one for \$.25 in the Main Office once per week. The second time in a week that the student does not have a belt he / she will be assigned a Dress Code Referral. If the belt is not returned at the end of the day, you will be charged \$.50. If it still is not returned, you will not be allowed to rent another belt and you will be assigned to a Saturday work detail.

### **Guests and Visitors**

Guests and visitors are allowed on campus only with the permission of the principal or assistant principal. **All visitors must register in the main office and wear a visitor's badge.**

### *Riding the Bus*

Bus transportation is a PRIVILEGE provided for parents to get their children to school. **The student is under the authority of the school board and the bus driver while riding the school bus. Failure to comply with driver directives or failure to abide by rules will result in the loss of the riding privilege or suspension.** Students are reminded that the bus stop is part of School Board Property and proper behavior is required. Compass Middle School personnel do not have the authority to allow a student to ride another bus. **Permission to ride another bus must be secured from the South East Area bus transportation office: 534-7308.**

### *Student Behavior*

Students at Compass Middle School are expected to behave themselves in a way that is acceptable to the school and to the community. This particularly relates to your respect for others, your attitude towards your teachers and fellow students, your language, and your overall courtesy. **REMEMBER THE FOLLOWING: BE ON TIME, DO YOUR WORK, AND ACT AS LADIES AND GENTLEMEN.**

### *Do Not Bring These To School*

**If you forget and bring them, they will be held in the school office and must be picked up by the student's parents within one week.**

1. Tobacco products, lighters, and matches.
2. Foods, bottled drinks, and candy.
3. Radios, CD players, MP3 players, I-Pods, (any music device) cameras, pagers, stuffed animals
4. Large amounts of money or other valuables. The teachers and administrators are not responsible for the loss of personal property.
5. Guns, knives, or any other weapon or any item including toys which might look like a weapon.
6. Caps or other head coverings.
7. Sunglasses.
8. Chewing gum or candy could result in the assignment of a Saturday Work Detail
9. Toys, games, skates, skateboards, playing cards, etc.
10. Collectable items such as baseball or other trading cards.
11. **Briefcases, or satchels are not permitted.**
12. **Skateboards and rollerblades are not permitted on campus.**
13. **NON SCHOOL RELATED ITEMS**

### *Tardy*

Students that are tardy to school and/or class will be given the consequences outlined in the Code of Conduct. Students are required to be in their classrooms, seated and ready to start class when the bell rings.

### *Detentions*

The student is responsible for notifying parents of any assigned detention. Arrangements must be made by the student/parent so that the detention is served as assigned. Failure to serve a detention may result in suspension from school, assignment to In-School Suspension (ISS).

### *Out of School Suspension*

Any student who has been suspended from school, but returns to school before the suspension is completed will be referred to law enforcement for trespassing. Extra days may also be added to the suspension. An out of school suspension is a violation of the contract and may cause a student to be withdrawn from Compass.

### *Youth Protection Ordinance*

A minor who has been suspended or expelled from school shall not be or remain in a public place, in an establishment, or within 1000 feet of a school between 8:00 a.m. and 4:00 p.m. on school days.

### *Fighting*

Fighting will result in being suspended from school and in some cases may be referred to law enforcement officials. The fact that a student starts a fight with another student is taken under consideration when determining disciplinary action. However, if you involve yourself by striking back, you are also in the wrong. If a student tries to start trouble with you, report the incident to the office.

### *Clinic/Medication*

The clinic is located in the CMS Office. Students who become ill **must** obtain a clinic pass from their teacher before reporting to the office. In case of an accident or injury, the student should report to the office as soon as possible.

**ALL MEDICATION** must be checked in to the CMS Office with the appropriate forms.  
**MEDICATIONS ARE NOT ALLOWED AND CANNOT BE DISPENSED AT BARTOW MIDDLE SCHOOL WITHOUT THE COMPLETION OF THE PROPER FORMS THAT MUST BE SIGNED BY THE STUDENT'S DOCTOR AND PARENTS.**

### *Immunizations*

All students must be in compliance with the immunization requirements that are required by the Polk County Health Department and the Polk County School Board that are specific by grade level.

**Parents/Guardians will be notified if their children are not in compliance and students will not be permitted to attend class until the requirements have been met.**

**Telephone/Personal Messages**

The telephone in the Compass Office is for emergencies only and the student must have a pass from their teacher to use the telephone. Only emergency messages will be delivered to the student. If a student becomes sick, he/she is to report to the CMS Office and your parents/guardian will be contacted by the office staff.

**Passes**

Students must have a pass to be out of their assigned area. This includes restrooms, clinic, office, library, counselor's office, another teacher, etc.

**Morning Entry to Buildings**

Entry to the building will start at 8:30 a.m. through the back parking lot. Compass students are to report to the commons area between the portables. On cold or rainy days, students will be allowed to go to 1ST PERIOD.

**Fires**

In case of fire, students should follow specific instructions given by their teacher. The following general rules should be followed by all students:

1. DO NOT RUN.....walk at a fast pace.
2. DO NOT TALK....teachers will have important instructions for you.
3. DO NOT STOP....teachers will tell you when to stop in a safe area.

Specific exit routes and instructions for drills will be given by your teachers.

**Grading Scale**

A=	90 – 100
B=	80 – 89
C =	70 - 79
D=	60 - 69
F=	0 - 59

**PROMOTION REQUIREMENTS**

**GRADES 6 to 7, 7 to 8, and 8 to 9**

Students must pass all academic courses (Language Arts, Reading, Mathematics, Science, Social Studies) to be promoted to the next grade at the end of the school year.

**A STUDENT WILL BE RETAINED**

1. If he/she has failed **any** academic course: Language Arts, Reading, Mathematics, Science, Social Studies

**COMPASS MIDDLE CHARTER SCHOOL DOES NOT HAVE SUMMER SCHOOL.**

**STUDENTS MUST MEET THE ABOVE PROMOTION REQUIREMENTS DURING THE REGULAR SCHOOL YEAR.**

**Field Trip Guidelines**

The following must be met in order for your child to be eligible to attend a field trip:

**FALL FIELD TRIP**

All students will have the opportunity to participate in a grade level field trip if they have:

1. Participation forms turned in on the date requested.
2. Monies paid on the date requested.
3. Must be in school the day of the field trip.

**SPRING FIELD TRIP**

All students will have the opportunity to participate in a behavior based field trip provided they meet the following criteria:

1. Participation forms turned in on the date requested.
2. Monies paid on the date requested.
3. No more than 2 Saturday work details, 1 - In-School suspensions, 1 - Out-of School suspensions, or assignment to Bill Duncan Opportunity School 4 weeks prior to the trip.
4. Must be in school the day of the trip

**EDUCATIONAL FIELD TRIPS**

All students will have an opportunity to go on an Educational Field Trip each month; however, if a student is involved in a major disciplinary infraction his field trip privilege may be revoked.

**STUDENT SUPERVISION**

**8:30 A.M. TO 4:00 P.M. MONDAY THROUGH FRIDAY**

ACKNOWLEDGMENT

(FOR PARENTS / GUARDIANS & STUDENTS)

I have received a general overview and specific instruction of the contents of the Compass Middle School Student Policy Handbook.

\_\_\_\_\_  
Signature of Student

\_\_\_\_\_  
Date

I / we are aware of the contents of the Compass Middle School Student Policy Handbook and have reviewed it with my child.

\_\_\_\_\_  
Signature of Parent/Guardian

\_\_\_\_\_  
Date

**PLEASE SIGN AND RETURN THIS FORM TO YOUR FIRST PERIOD TEACHER.**