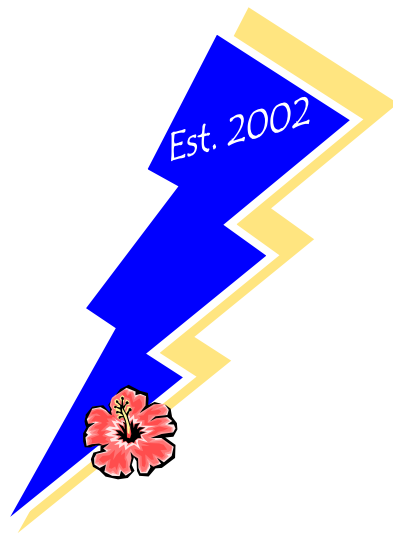


Cypress Bay High School Faculty Handbook



Charles Scott Neely, Principal

2009-2010

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Message from the Principal

To the Faculty of Cypress Bay High School:

As we begin another great year, I invite you to review Cypress Bay High School's faculty handbook. We are excited to offer creative and innovative course selections in our classrooms. At Cypress Bay you will find many resources to help you operate as effective and professional instructors.

We are here to assist each of you in reaching and surpassing your own unique goals. Our administrative and support teams are devoted to providing you with a stimulating and challenging curriculum, and to support your efforts in your classrooms.

Please browse through the virtual handbook, and enjoy your year, here at "The Bay."

Mission Statement

Cypress Bay High School and our stakeholders are committed to developing individuals who are academically proficient, technologically capable and socially prepared to be productive, conscientious, and responsible citizens.

Administrative Team Assignments

Administrator	Responsibilities
Tim Coluzzi	Master Schedule
	Curriculum Guide
	All School Reports FTE/CSR
	Technology
	Graduation
	Student Discipline
	Cafeteria Supervision
	Teacher Certification
	I.S. Curriculum
	I.S. Procedures
	Substitutes
	Website
	Supervises: P.E., Career and Tech, Threat Assessment, Anti Bully Task Force
Haleh Darbar	Master Schedule
	Curriculum Guide
	SAC
	SAF
	NESS
	5 Star Criteria
	Cafeteria Supervision
	Student Agendas
	PTSA
	Supervises: Reading, Language Arts, World Languages, Anti Bully Program
Jeff Nelson	Administrative Portable Site
	Security & Emergency Procedures
	Facility Operations
	Business Partners- Rotary
	Cafeteria Supervision
	Supervises: Social Studies, Behavior Specialists, Anti Bullying Program
Carlos Rodriguez	County/Data Reports

	Inventory
	Curriculum Guide
	Student Discipline
	Cafeteria Supervision
	Business Partners
	Perkins Grant
	WISE
	Supervises: ESE, ESOL, Fine Arts, Media, Anti Bully Program
Marianela Estripeaut	Curriculum Specialist
	Advanced Placement Program
	Attendance
	5 Star Criteria
	Yearbook
	Newspaper
	Academic Support
	Data Analyst
	Student Intervention Team Coordinator
	Supervises: Math and Science
Bill Caruso	Athletic Director
	P.A. Announcements
	Leases
	Field Trips
	Student Activities
	Master Calendar
	Key Assignments
	Student/Staff Parking
Charles Graham	Behavior Specialist
	Cafeteria Supervision
	800 Building
	Transportation
Doug Dutton	Portables
	Cafeteria Supervision
Adrienne Maisel	Reading Coach
	Coordinate FCAT
	Tutoring/Pull-out
	Coordinate Teacher
	Development in Reading Strategies
Allison Waxman	SAC Chair

Bonnie Finfer	ESE Specialist

Guidance Team Assignments

Counselor	Responsibilities
Patty Vanderkwast	Guidance Director
	Coordinate All Testing
	Academic Recognition
	Advanced Placement
	Curriculum Guide
	Newsletter
	Graduation
	Student Medication
Tina Balestreri	Guidance Counselor
	Alphabet CM - HA
Carlos Fortun	ESOL Coordinator
	Guidance Counselor
	Alphabet SAN - Z
Gina Longaro	Guidance Counselor
	Alphabet MI - SAM
Mimi Sakal	Guidance Counselor
	Alphabet A-CL
Sheryll Wilson	Guidance Counselor
	Alphabet HB - MEZ

Bell Schedules

CYPRESS BAY HIGH SCHOOL

Home of the Lightning
2009-2010

Bell Schedule

Period 1	7:30 a.m. – 9:00 a.m. 9 minutes passing time
Period 2	9:09 a.m. – 10:44 a.m. 5 minutes home room 9 minutes passing time
Period 3	10:53 a.m. – 1:00 p.m.
Lunch A:	Lunch 10:53 a.m. – 11:23 a.m. Class 11:30 a.m. – 1:00 p.m.
Lunch B:	Class 10:53 a.m. – 11:23 a.m. Lunch 11:23 a.m. – 11:53 a.m. Class 12:00 p.m. – 1:00 p.m.
Lunch C:	Class 10:53 a.m. – 11:53 a.m. Lunch 11:53 a.m. – 12:23 p.m. Class 12:30 p.m. – 1:00 p.m.
Lunch D:	Class 10:53 a.m. – 12:23 p.m. Lunch 12:30 p.m. – 1:00 p.m. 10 minutes passing time
Period 4	1:10 p.m. – 2:41 p.m.

CYPRESS BAY HIGH SCHOOL

Home of the Lightning

Early Release Bell Schedule 2009 – 2010

Period 1	7:30 a.m. – 8:15 a.m. 9 minutes passing time
Period 2	8:24 a.m. – 9:09 a.m. 9 minutes passing time
Period 3	9:18 a.m. – 11:28 a.m.
Lunch A:	Lunch 9:18 a.m. – 9:48 a.m. Class 9:56 a.m. – 11:28 a.m.
Lunch B:	Class 9:18 a.m. – 9:48 a.m. Lunch 9:48 a.m. – 10:18 a.m. Class 10:25 a.m. – 11:28 a.m.
Lunch C:	Class 9:18 a.m. – 10:18 a.m. Lunch 10:18 a.m. – 10:48 a.m. Class 10:56 a.m. – 11:28 a.m.
Lunch D:	Class 9:18 a.m. – 10:48 a.m. Lunch 10:56 a.m. – 11:28 a.m. 9 minutes passing time
Period 4	11:37 a.m. – 12:22 p.m.

Cypress Bay High School

Home of the Lightning
2009-2010

High School Waiver Dates & Bell Schedule

- September 8, 2009
- October 1, 2009
- November 17, 2009
- December 3, 2009
- January 7, 2010
- March 4, 2010

Warning Bell 7:25 AM

Period 1	7:30 AM -	8:20 AM	50 min.
Passing	8:20 AM -	8:29 AM	9 min.
Period 2	8:29 AM -	9:19 AM	50 min.
Passing	9:19 AM-	9:28 AM	9 min.
Period 3	9:28 AM -	10:18 AM	50 min.
Passing	10:18 AM -	10:27 AM	9 min.
Period 4	10:27 AM -	11:17 AM	50 min.
Dismissal	11:17 AM		

CAB from Home

1. <http://www.broward.k12.fl.us/cab/>
2. Click “What’s Needed to Drive”
3. Click “Install CAB Software”
4. Choose Download (Mac or Windows)
5. The CAB icon will appear on your desktop.

Calendars

2009-2010 SCHOOL CALENDAR-BROWARD COUNTY PUBLIC SCHOOLS

AUGUST				
M	T	W	T	F
3	4	5	6	7
10	11	12	13	14
17	18	19	20	21
24	25	26	27	28
31				

SEPTEMBER				
M	T	W	T	F
	1	2	3	4
7	8	9	10	11
14	15	16	17	18
21	22	23	24	25
28	29	30		

OCTOBER				
M	T	W	T	F
			1	2
5	6	7	8	9
12	13	14	15	16
19	20	21	22	23
26	27	28	29	30

NOVEMBER				
M	T	W	T	F
2	3	4	5	6
9	10	11	12	13
16	17	18	19	20
23	24	25	26	27
30				

DECEMBER				
M	T	W	T	F
	1	2	3	4
7	8	9	10	11
14	15	16	17	18
21	22	23	24	25
28	29	30	31	

JANUARY				
M	T	W	T	F
				1
4	5	6	7	8
11	12	13	14	15
18	19	20	21	22
25	26	27	28	29

FEBRUARY				
M	T	W	T	F
1	2	3	4	5
8	9	10	11	12
15	16	17	18	19
22	23	24	25	26

MARCH				
M	T	W	T	F
1	2	3	4	5
8	9	10	11	12
15	16	17	18	19
22	23	24	25	26
29	30	31		

APRIL				
M	T	W	T	F
			1	2
5	6	7	8	9
12	13	14	15	16
19	20	21	22	23
26	27	28	29	30

MAY				
M	T	W	T	F
3	4	5	6	7
10	11	12	13	14
17	18	19	20	21
24	25	26	27	28
31				

JUNE				
M	T	W	T	F
	1	2	3	4
7	8	9	10	11
14	15	16	17	18
21	22	23	24	25
28	29	30		

-  Employee Planning (no school for students)
-  Schools & Administrative offices closed
-  Schools closed
-  Report cards issued
-  Early Release Day
-  First & last day of school

Hurricane make-up days in order of preference: 1/15/10, 10/22/09, 4/22/10, 3/25/10

2009-2010 School Calendar
THE SCHOOL BOARD OF BROWARD COUNTY, FLORIDA

First Quarter

Monday, August 17, 2009	Employee Planning
Tuesday, August 18, 2009	Employee Planning
Wednesday, August 19, 2009	Employee Planning
Thursday, August 20, 2009	Employee Planning
Friday, August 21, 2009	Employee Planning
Monday, August 24, 2009	Start 1st Quarter - (42 Days)
Monday, September 07, 2009	Holiday
Tuesday, September 22, 2009	Interim Reports Issued
Thursday, September 24, 2009	Early Release
Monday, September 28, 2009	Day Off
Thursday, October 22, 2009	Early Release
Thursday, October 22, 2009	End 1st 9 weeks
Friday, October 23, 2009	Employee Planning

Second Quarter

Monday, October 26, 2009	Start 2nd Quarter (47 Days)
Wednesday, November 11, 2009	Holiday
Thursday, November 12, 2009	Report Cards for 1st Quarter
Thursday, November 26, 2009	Holiday
Friday, November 27, 2009	Day Off
Tuesday, December 01, 2009	Interim Reports Issued
Monday, December 21 - January 01, 2010	Winter Break
Friday, January 15, 2010	Early Release
Friday, January 15, 2010	End 2nd 9 weeks
Monday, January 18, 2010	Day Off
Tuesday, January 19, 2010	Employee Planning

Third Quarter

Wednesday, January 20, 2010	Start 3rd Quarter (46 Days)
Thursday, February 04, 2010	Report Cards Issued for 2nd Quarter
Monday, February 15, 2010	Holiday
Friday, February 19, 2010	Interim Reports Issued
Thursday, March 25, 2010	Early Release
Friday, March 26, 2010	Employee Planning
Monday, March 29 - April 05, 2010	Spring Break

Fourth Quarter

Tuesday, April 06, 2010	Start 4th Quarter (45 Days)
Tuesday, April 13, 2010	Report Cards Issued for Third
Quarter	
Thursday, April 22, 2010	Early Release - Take Our Children to
Work	
Wednesday, May 05, 2010	Interim Reports Issued
Friday, May 28, 2010	Employee Planning
Monday, May 31, 2010	Holiday

Wednesday, June 09, 2010
Thursday, June 10, 2010
Teachers
Friday, June 25, 2010
Quarter

Early Release - Last Day of School
Employee Planning Last Day for
Report Cards Issued for Fourth

Adult, Community, and Technical Alternate Term 2010

Monday, June 14, 2010

Start Alternate Quarter (43 Days)

Monday, July 05, 2010

Day Off

Thursday, August 12, 2010

End Alternate Term

Friday, August 13, 2010

Teacher Planning

Testing Calendar

BROWARD COUNTY PUBLIC SCHOOLS 2009 - 2010 DISTRICTWIDE TESTING CALENDAR

DATE	EVENT
AUGUST 24 - OCTOBER 6	FLORIDA KINDERGARTEN READINESS SCREENER (FLKRS)
SEPTEMBER	FLORIDA ASSESSMENT FOR INSTRUCTION IN READING (FAIR)
SEPTEMBER 9-11	DISTRICT BENCHMARK ASSESSMENT (SEPTEMBER BAT)
OCTOBER 12-16	FALL FCAT READING AND MATHEMATICS SSS RETAKE
OCTOBER 14	ADMINISTRATION (GRADES 11 - ADULT)
OCTOBER 19-DECEMBER 16	PSAT/NMSQT [FOR MORE INFORMATION, PLEASE VISIT WWW.COLLEGEBOARD.COM]
OCTOBER 21-22	COLLEGE PLACEMENT TEST (CPT)
NOVEMBER 16-19	HIGH SCHOOL SEMESTER FINAL EXAMS (BLOCK SCHOOLS ONLY)
MID-YEAR TBD	DISTRICT BENCHMARK ASSESSMENT (NOVEMBER BAT)
JANUARY	MID-YEAR PRIMARY READING ASSESSMENT
JANUARY - MARCH	FLORIDA ASSESSMENT FOR INSTRUCTION IN READING (FAIR)
JANUARY- MAY	FLORIDA ALTERNATE ASSESSMENT ADMINISTRATION (ESE)
JANUARY 12-15	PORTFOLIO ASSESSMENT READING COMPREHENSION, GRADE 3 (ALTERNATIVE ASSESSMENT FOR PROMOTION)
JANUARY 25 - MARCH 5	HIGH SCHOOL SEMESTER FINAL EXAMS (ROTATOR & BLOCK SCHOOLS)
FEBRUARY 9-11	NAEP (SELECT SCHOOLS)
MARCH 9-19	FCAT WRITING+ ASSESSMENT GRADES 4, 8, & 10
	FCAT READING AND MATHEMATICS SUNSHINE STATE STANDARDS (SSS), GRADES 3-10
	FCAT SCIENCE SUNSHINE STATE STANDARDS (SSS), GRADES 5, 8, & 11
	SPRING FCAT READING AND MATHEMATICS SSS RETAKE ADMINISTRATION (GRADES 11 - ADULT)
MARCH 16	NAGLIERI NONVERBAL ABILITY TEST (NNAT) GRADE 2
MARCH 24-25	HIGH SCHOOL SEMESTER FINAL EXAMS (BLOCK SCHOOLS ONLY)
APRIL	FLORIDA ASSESSMENT FOR INSTRUCTION IN READING (FAIR)
APRIL 19- MAY 19	COMPREHENSIVE ENGLISH LANGUAGE LEARNING ASSESSMENT (CELLA)
MAY	STANFORD ACHIEVEMENT TEST - TENTH EDITION (SAT-10)
MAY 3- 14	READING COMPREHENSION, GRADE 3 ALTERNATE FOR PROMOTION
MAY 17-27	ADVANCED PLACEMENT EXAMS [SCHEDULING INFORMATION AVAILABLE AT WWW.COLLEGEBOARD.COM]
MAY 24-27	PRIMARY READING AND MATHEMATICS END-OF-YEAR ASSESSMENT (GRADES 1 AND 2)
JUNE 4-9	GRADE 12 SEMESTER FINAL EXAMS
	GRADES 9-11 SEMESTER FINAL EXAMS

Character Education

The School Board of Broward County strives to develop positive character traits in our young people. After extensive public involvement, the School Board of Broward County, Florida has adopted eight character traits that will be infused throughout our curriculum and student activities.

September	October	November	December	January	February	March	April
Cooperation	Responsibility	Citizenship	Kindness	Respect	Honesty	Self-Control	Tolerance

If you wish to recognize students for any of these traits, please notify Jessica Cartas.

Copy Machine Procedures

When submitting requests for copies, please be reminded of the following:

- Allow one week for jobs to be completed.
- Adhere to copyright laws.
- Never send a student to the copy room as tests may be in plain sight.

Emergency Procedures

- Post emergency procedures and evacuation routes on your classroom clipboard.
- Review evacuation procedures with all classes at the beginning of each semester.
- Attach class rosters to your classroom clipboard in the event of an emergency.
- Stress the importance of meeting in the designated evacuation area.
- In the event of an emergency, students will proceed to the evacuation exit and assemble at the designated area.
- Make sure you can account for all students.

Evaluation

Broward County Schools will use Instructional Personnel Assessment System (IPAS) for the evaluation of teachers. Every teacher will develop a Professional Growth Plan to improve student achievement.

In addition, administrators, support staff and team leaders will use the *Classroom Walk Through* (CWT) to get a snapshot of what is happening in classrooms. The walkthrough is not an evaluation but rather a 4-6 minute observation to collect data and provide

helpful feedback to each department. See components of *Effective Schools Program* on page 19

Field Trip Procedures – See Barbara Fierro (Updated information forthcoming)

Fundraising – See Barbara Fierro (Updated information forthcoming)

Gradebook

During the 2009-2010 academic year, we will use the Pinnacle *web* platform exclusively. This function will allow you to access your grades from both school and home. Take attendance at the start of each class and enter grades in a timely fashion. Students and their parents can access grades through <http://pivweb.browardschools.com/piv/piv.exe>

Additional gradebook instructions and log on procedures are located in the CBHS CAB Conference.

Grade Changes

Grade change forms (see sample below) are available from the registrar. Grade changes can be made via email or left in Ms. Jaap’s mailbox. *Please do not send any grade changes with students. This is a confidential document not to be shared with others, even if it belongs to the student.* Be sure to give a copy to the student to assure them of the change. It takes 24 hours to update the grade once it is received.

Cypress Bay High School Grade Changes		
Date: _____		
Student Name: _____	Student Number: _____	Grade: _____
Course Name: _____	Course Number: _____	Pd: _____
Instructions: Circle Appropriate Term – 6 7 8 9 Summer 4 5 Year: _____		
Reason for Change: _____		
Change / Add Class Grade From _____ To _____ Exam Grade From _____ To _____ Final Grade _____		
Teacher Signature: _____		
White Copy – Registrar	Yellow Copy – Student	Pink Copy – Teach

Grading scale for 2008/09:

A	B+	B	C+	C	D+	D	F	I
90-100	87-89	80-86	77-79	70-76	67-69	60-66	59 or below	Incomplete

CBHS Quick Grading Chart

Lesson Plans

9 WEEK GRADE	EXAM GRADE	REPORT CARD WILL READ		9 WEEK GRADE	EXAM GRADE	REPORT CARD WILL READ
A	A	A		C	A	B
A	B+	A		C	B+	C+
A	B	A		C	B	C+
A	C+	A		C	C+	C
A	C	A		C	C	C
A	D+	B+		C	D+	C
A	D	B+		C	D	C
A	F	B		C	F	C
B+	A	B+		D+	A	C
B+	B+	B+		D+	B+	C
B+	B	B+		D+	B	C
B+	C+	B		D+	C+	D+
B+	C	B		D+	C	D+
B+	D+	B		D+	D+	D+
B+	D	B		D+	D	D+
B+	F	C+		D+	F	D
B	A	B+		D	A	C
B	B+	B		D	B+	C
B	B	B		D	B	C
B	C+	B		D	C+	D+
B	C	B		D	C	D+
B	D+	B		D	D+	D
B	D	B		D	D	D
B	F	C+		D	F	D
C+	A	B		F	A	F
C+	B+	C+		F	B+	F
C+	B	C+		F	B	F
C+	C+	C+		F	C+	F
C+	C	C+		F	C	F
C+	D+	C		F	D+	F
C+	D	C		F	D	F

All lesson plan books, regardless of format used, become part of the school's records and must be turned into the office at the close of each school year.

Maintenance Procedures

All maintenance concerns should be brought to the attention of our staff by completing and submitting the 'Maintenance Request' form located in the top portion of the CBHS CAB Conference.

Effective Schools Program

The Effective Schools program is a research-based strategy using best practices to help guide individual school's staff to improve teaching and learning in the classroom. The School Board of Broward County is committed to these three components which should serve as a guide to all employees:

7 Correlates of Effective Schools

1. A safe and Orderly Environment
2. A Climate of High Expectations for Success
3. Instructional Leadership
4. A Clear and Focused Mission
5. An Opportunity to Learn and Student Time on Task
6. Frequent Monitoring of Student Progress
7. Authentic Home-School Relations

8-Step Instructional Process

1. Disaggregation of Test Data
2. Develop Instructional Timeline
3. Instructional Focus
4. Frequent Assessments
5. Tutorials
6. Enrichment
7. Maintenance
8. Monitor

9 High Yield Strategies

1. Identifying Similarities and Difference
2. Summarizing and Note Taking
3. Reinforcing Effort and Providing Recognition
4. Meaningful Homework and Practice
5. Nonlinguistic Representations
6. Cooperative Learning
7. Setting Objectives and Providing Feedback
8. Generating and Testing Hypotheses
9. Questions, Cues, Pre-Learning "Advance Organizers"

Substitute Procedures

To create an absence, open your web browser and access the SmartFind *Express* Sign in page at <https://sems.browardschools.com>. Enter your Access ID and PIN. Upon completion, you will receive a job number. Print this page or make a note of it for your records. For additional assistance, the Help Desk phone number is 754.321.2340.

Textbooks

In an effort to lower the cost of replacing textbooks, each student should complete a textbook obligation form when receiving a textbook. It is imperative that all obligation forms be turned in to the department chairperson at the conclusion of each term.

TDA Procedures

Guidelines for Temporary Duty Authorization (TDA)

Field Trips:

Field Trip Procedures – See Barbara Fierro (Updated information forthcoming)

Payroll:

- When teachers or any staff members are out for any amount of time for a school related event, a TDA form MUST be filled out and signed by the employee, the head of their department and assistant principal. *This is for your protection. The completed TDA is your written documentation that you have obtained the required authorization to perform duties outside your regular customary assignment.*
- Approval is ALWAYS necessary BEFORE giving the TDA form to Tammy Chapman in Payroll. The TDA should be given to Ms. Chapman as much in advance as possible as it is inputted into the BRITE system on or before the day of the TDA. *Please Note: If expenses are incurred as a result of the TDA, it MUST be pre-approved by Ms. Tuller in the Budgetkeeping Office.*
- Important Note: When a sub is required, teachers should always notify Sub-Central well in advance.

Travel Vouchers:

- Before committing to an event or workshop that requires reimbursement of funds the following steps MUST be followed:
- Once you have determined that you are planning to attend a workshop, you must submit all information thirty (30) working days prior to the workshop start date.
- Complete TDA showing estimation of expenses.
- You must have approval signatures from department chair, and the assistant principal in charge of that department.
- Information must be given to Carol Tuller, Budgetkeeper. Reimbursement will be determined based on:
 - Availability of Funds
 - Approval of Principal

(During periods of budget freeze, you must have prior approval from the area office via your AP).

- The TDA will be returned, either approved or denied based on the principal's final decision.
- Teachers are required to arrange for a substitute. Before arranging for a substitute, the Substitute Coordinator must have the pink copy of the TDA.
- The white, pink and goldenrod copies of the TDA MUST be submitted to Carol Tuller along with the Travel Voucher upon returning from trip.

Cypress Bay High School

Faculty Handbook Acknowledgment Form

1. Please fill out the form below. Type the requested information in the blanks.
 2. Print the completed page.
 3. Sign the printed form.
 4. Return it to Jessica Cartas in Student Affairs on or before 08/21/2009.
-
-

Signing below indicates your acknowledgment that you have read
the Faculty Handbook.

Please print your name: _____

Please enter your department: _____

Today's date: _____

Signature