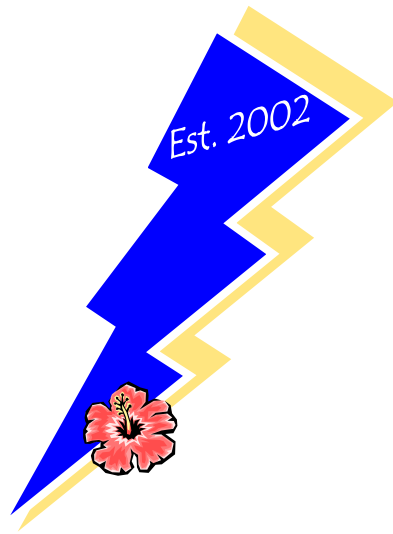


# Cypress Bay High School Faculty Handbook



Charles Scott Neely, Principal

**2010-2011**

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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

<b>Administrator</b>	<b>Responsibilities</b>
Barry Black	Master Schedule
	Textbooks
	Inventory
	Administrative Portable Site
	Student Discipline
	Supervises: P.E., Health, Career and Tech, ESOL, ESE, Media, Fine Arts
Jeff Berry	
Haleh Darbar	Master Schedule
	SAC
	SAF
	NESS
	PTSA
	Supervises: Reading, Language Arts, Guidance, Clerical
Jeff Nelson	Security & Emergency Procedures
	Facility Operations
	Teacher Certification
	Business Partners- Rotary
	Graduation
	Substitutes
	Supervises: Social Studies, Behavior Specialists, Facilities
Marianela Estripeaut	Curriculum Specialist
	Advanced Placement Program
	Attendance
	Professional Development
	Yearbook
	Newspaper
	Academic Support
	Exam Exemptions

	Testing
	Response Intervention Team Coordinator
	Supervises: Math, Science, World Languages
Jessica Cartas	Agendas
Bill Caruso	Athletic Director
	P.A. Announcements
	Leases
	Field Trips
	Student Activities
	Master Calendar
	Key Assignments
	Student/Staff Parking
	Cafeteria Supervision
Charles Graham	Behavior Specialist
	Cafeteria Supervision
	800 Building
	Transportation
	I.S. Curriculum
	I.S. Procedures
	Discipline and Grade
Doug Dutton	Portables
	Cafeteria Supervision
	Discipline and Grade
Adrienne Maisel	Reading Coach
	Coordinate FCAT
	Tutoring/Pull-out
	Coordinate Teacher
	Professional Development
	Reading and ESOL Testing
	County and Data Reports
	Response to Intervention Team
	Testing
Larry Silverman	Threat Assessment
	Anti-Bullying Program
Allison Waxman	SAC Chair
Lonny Shapiro	ESE Specialist

## Guidance Team Assignments

<b>Counselor</b>	<b>Responsibilities</b>
Patty Vanderkwast	Guidance Director
	Coordinate All Testing
	Academic Recognition
	Advanced Placement
	Curriculum Guide
	Newsletter
	Graduation
Tina Balestreri	Guidance Counselor
	Alphabet A - D
Carlos Fortun	ESOL Coordinator
	Guidance Counselor
	Alphabet ROD - Z
Gina Longaro	Guidance Counselor
	Alphabet LU - ROC
Sheryll Wilson	Guidance Counselor
	Alphabet E - LO

## Bell Schedules

### **CYPRESS BAY HIGH SCHOOL**

*Home of the Lightning*  
2010-2011

#### 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 2010 – 2011

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.

## **CAB from Home**

1. [://www.broward.k12.fl.us/cab/](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.

# 2010-2011 SCHOOL CALENDAR-BROWARD COUNTY PUBLIC SCHOOLS\*

AUGUST				
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	31			

SEPTEMBER				
M	T	W	T	F
		1	2	3
6	7	8	9	10
13	14	15	16	17
20	21	22	23	24
27	28	29	30	

OCTOBER				
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

NOVEMBER				
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			

DECEMBER				
M	T	W	T	F
		1	2	3
6	7	8	9	10
13	14	15	16	17
20	21	22	23	24
27	28	29	30	31

JANUARY				
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				







FEBRUARY				
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				

MARCH				
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	

APRIL				
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

MAY				
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	31			

JUNE				
M	T	W	T	F
		1	2	3
6	7	8	9	10
13	14	15	16	17
20	21	22	23	24
27	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



**BROWARD COUNTY PUBLIC SCHOOLS  
2010 – 2011 DISTRICTWIDE TESTING CALENDAR**

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<u>DATE</u>	<u>EVENT</u>
AUGUST 23 – OCTOBER 5	FLORIDA KINDERGARTEN READINESS SCREENER (FLKRS)
AUGUST 30 – OCTOBER 19	FLORIDA ASSESSMENT FOR INSTRUCTION IN READING (FAIR) (SELECT SCHOOLS)
AUGUST 30 – SEPTEMBER 10	DISTRICT WRITING PROMPT
SEPTEMBER 13-16	DISTRICT BENCHMARK ASSESSMENT (SEPTEMBER BAT)
OCTOBER 11-15	FALL FCAT READING AND MATHEMATICS SSS RETAKE ADMINISTRATION (GRADES 11 – ADULT )
OCTOBER 13	PSAT/NMSQT [FOR MORE INFORMATION, PLEASE VISIT <a href="http://WWW.COLLEGEBOARD.COM">WWW.COLLEGEBOARD.COM</a> ]
OCTOBER TBD	COGAT – GRADE 3
OCTOBER 27-28	HIGH SCHOOL SEMESTER FINAL EXAMS (BLOCK SCHOOLS ONLY)
NOVEMBER 29 – DECEMBER 2	DISTRICT BENCHMARK ASSESSMENT (NOVEMBER BAT)
OCTOBER – MAY	COLLEGE PLACEMENT TEST (CPT) TBD
<del>DECEMBER 7-8</del>	<del>FCAT WRITING FIELD TEST (SELECT SCHOOLS)</del>
JANUARY 18-21	HIGH SCHOOL SEMESTER FINAL EXAMS (ROTATOR SCHOOLS JAN. 18-21 & BLOCK SCHOOLS JAN. 20-21)
DECEMBER 2 – FEBRUARY 4	FLORIDA ASSESSMENT FOR INSTRUCTION IN READING (FAIR) (SELECT SCHOOLS)
JANUARY 10-14	PRIMARY READING MID-YEAR ASSESSMENT (GRADES 1 & 2)
JANUARY 11 – MARCH 1	FLORIDA ALTERNATE ASSESSMENT ADMINISTRATION (ESE)
JANUARY-MAY	PORTFOLIO ASSESSMENT READING COMPREHENSION, GRADE 3 (ALTERNATIVE ASSESSMENT FOR PROMOTION)
JANUARY 24 – FEBRUARY 24	NAEP (SELECT SCHOOLS)
MARCH 1-3	FCAT WRITING ASSESSMENT GRADES 4, 8, & 10
MARCH 7 - APRIL 8	COMPREHENSIVE ENGLISH LANGUAGE LEARNING ASSESSMENT (CELLA)
MARCH 31 – APRIL 1	HIGH SCHOOL SEMESTER FINAL EXAMS (BLOCK SCHOOLS ONLY)
APRIL 4 – MAY 27	TRENDS IN INTERNATIONAL MATHEMATICS AND SCIENCE STUDY (TIMSS) (SELECT SCHOOLS)
APRIL 4 – MAY 27	PROGRESS IN INTERNATIONAL READING LITERACY STUDY (PIRLS) (SELECT SCHOOLS)
APRIL 6 – MAY 25	FLORIDA ASSESSMENT FOR INSTRUCTION IN READING (FAIR) (SELECT SCHOOLS)
APRIL 11-15	SPRING FCAT READING AND MATHEMATICS SSS RETAKE ADMINISTRATION (GRADES 11 – ADULT)
APRIL 11-21	FCAT READING AND MATHEMATICS SUNSHINE STATE STANDARDS (SSS), GRADES 3-10 FCAT SCIENCE SUNSHINE STATE STANDARDS GRADES 5, 8, & 11
MAY TBD	STANFORD ACHIEVEMENT TEST – TENTH EDITION (SAT-10)
MAY 2-13	READING COMPREHENSION, GRADE 3 ALTERNATE FOR PROMOTION ADVANCED PLACEMENT EXAMS [SCHEDULING INFORMATION AVAILABLE AT <a href="http://WWW.COLLEGEBOARD.COM">WWW.COLLEGEBOARD.COM</a> ]
MAY 9-20	PRIMARY READING AND MATHEMATICS END-OF-YEAR ASSESSMENT (GRADES 1 & 2)
MAY 16-20	ALGEBRA STATE EOC EXAM
MAY 24-27	GRADE 12 SEMESTER FINAL EXAMS (ROTATOR SCHOOLS MAY 24-27 & BLOCK SCHOOLS MAY 26-27)
JUNE 6-9	GRADES 9-11 SEMESTER FINAL EXAMS (ROTATOR SCHOOLS JUNE 6-9 & BLOCK SCHOOLS JUNE 8-9)

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## 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 2010-2011 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

9 WEEK	EXAM	REPORT		9 WEEK	EXAM	REPORT CARD
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**CBHS Quick Grading Chart**

GRADE	GRADE	CARD WILL READ		GRADE	GRADE	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

## **Lesson Plans**

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 <://sems.browardschools>. 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

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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 08/25/2010.
- 
- 

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

Please **PRINT** your name: \_\_\_\_\_

Please enter your department: \_\_\_\_\_

Today's date: \_\_\_\_\_

\_\_\_\_\_  
Signature