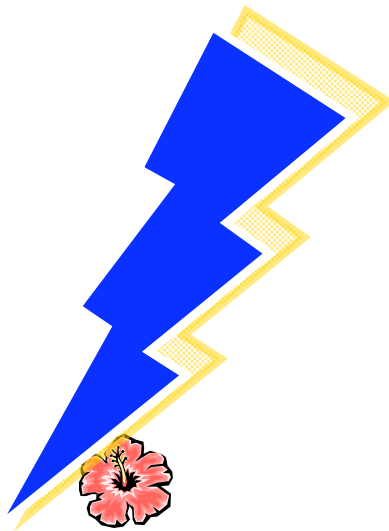


Cypress Bay High School Faculty Handbook



Charles Scott Neely, Principal

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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.

School Improvement Plan Objectives

By June 2008, 66% of 9th and 10th grade students meeting the DOE criteria will be at Level 3 or above on the reading portion of the FCAT.

By June 2008, 92% of 9th and 10th grade students will meet high standards on the Math portion of the FCAT

By June 2008, 71% of all 10th grade students will score at or above a scale score of 300 on the new Writing-Plus Test.

By June 2008, 53% of 9th and 10th grade students scoring in the lowest 25% will demonstrate annual learning gains in reading that meet the DOE criteria.

By June 2008, we will increase our graduation rate to 91%

By June 2008, 53% of 11th grade students meeting the DOE criteria will be at level 3 or above on the Science portion of the FCAT.

Administrative Team Assignments

Administrator	Campus	Responsibilities
Barry Black	Annex	Operation of 9 th grade campus/ all departments
		Master Schedule
		Discipline
Ana McMillian	Annex	Behavior Specialist
		Operation of 9 th grade campus/ all departments
		Discipline
Scott Smith	Annex	Behavior Specialist
		Operation of 9 th grade campus/ all departments
		Discipline
Tim Coluzzi	Main	Master Schedule
		Administrative Duty Coverage
		County Data Reports
		Curriculum Guide
		School Reports FTE/CSR
		Technical Support
		Record of Teacher Certification
		Graduation
		Substitutes
		Supervises: ESE, P.E., ROTC
		Academic Support F-J
Carlos Flores	Main	Inventory
		School Advisory Council (SAC)
		Sunshine Committee/Faculty Elections
		Supervises: Math, Science, Clinic
		Academic Support A-E
Priscilla Ribeiro	Main	Advanced Placement Program
		Business Partners
		SACS Accreditation Process
		Yearbook
		Business Partners
		NESS
		Supervises: Language Arts, Reading, Foreign Language, ESOL, Guidance
		Academic Support K-O
Christine Henschel	Main	WISE Program

		School Advisory Forum
		PTSA and Volunteers
		Five Star Criteria
		Attendance
		Perkins Grant
		Supervises: Career and Technical, Fine Arts
		Academic Support Si – Z
Jeff Nelson	Main	Portable Site
		Security and Emergency Procedures
		Facility Operations
		Supervises: Social Studies
		Academic Support P – Sh
Bill Caruso	Main	Athletic Director
		P.A. Announcements
		Leases
		Field Trips
		Student Activities/Master Calendar
		Key Assignments
		Student/Staff Parking
		Cafeteria Supervision
Kassandra Gordon	Main	Behavior Specialist
		800 Building
		Discipline A-L
		Student Agendas
		Transportation
Charles Grahm	Main	800 Building
		Transportation
		Discipline M-Z
Christine Graf	Main	Portable Site
		Faculty Handbook
		Discipline/Attendance 3 & 4
Kimberly Price	Main	Reading Coach
		Coordinate FCAT Pull-out
		Coordinate Teacher Development/Reading Strategies
Bob Hosier	Main	Textbook/Supplies
		SAC Chair
Bonnie Finfer	Main	ESE Specialist

Guidance Team Assignments

Counselor	Campus	Responsibilities
Robert Swales	Main	Guidance Director/Main
		Testing Coordinator
		Academic Recognition
		Advanced Placement
		Curriculum Guide
		Newsletter
		Graduation
		Student Medication
Tina Balestrieri	Annex	Guidance Director/Annex
		Testing Coordinator
		Academic Recognition
		Newsletter
		Student Medication
Mishele DiFede	Main	Guidance Counselor Si – Z
Martha Fernandez	Main	Guidance Counselor Cl – Gonz
Carlos Fortun	Main	Guidance Counselor Pag – Sh
		ESOL Coordinator
Gina LaRosa	Annex	Guidance Counselor – 9 th Grade
Mimi Sakal	Main	Guidance Counselor A – Ck
Patty VanderKwast	Main	Guidance Counselor Lew – Pap
Sheryll Wilson	Main	Guidance Counselor Goo – Lev
Bonnie Finfer	Main	ESE Specialist
Marilyn Evanisko	Annex	ESE Specialist

Bell Schedules

CYPRESS BAY HIGH SCHOOL

Home of the Lightning

Main Campus Bell Schedule

Period 1	7:45 a.m. – 9:15 a.m. 9 minutes passing time
Period 2	9:24 a.m. – 10:59 a.m. 5 minutes home room 9 minutes passing time
Period 3	11:08 a.m. – 1:15 p.m.
Lunch A:	Lunch 11:08 a.m. – 11:38 a.m. Class 11:45 a.m. – 1:15 p.m.
Lunch B:	Class 11:08 a.m. – 11:38 a.m. Lunch 11:38 a.m. – 12:08 p.m. Class 12:15 p.m. – 1:15 p.m.
Lunch C:	Class 11:08 a.m. – 12:08 p.m. Lunch 12:08 p.m. – 12:38 p.m. Class 12:45 p.m. – 1:15 p.m.
Lunch D:	Class 11:08 a.m. – 12:38 p.m. Lunch 12:45 p.m. – 1:15 p.m. 11 minutes passing time
Period 4	1:26 p.m. – 2:56 p.m.

CYPRESS BAY HIGH SCHOOL

Home of the Lightning

9th Grade Annex Bell Schedule

Period 1	7:19 a.m. – 8:56 a.m. 7 minutes passing time
Period 2	9:03 a.m. – 10:33 a.m. 7 minutes passing time
Period 3	10:40 a.m. – 12:53 p.m.
Lunch A:	10:40 a.m. – 11:16 a.m.
Lunch B:	11:25 a.m. – 12:01 a.m.
Lunch C:	12:17 p.m. – 12:53 p.m.
Period 4	1:00 p.m. – 2:30 p.m.

<u>Lunch A</u>	<u>Lunch B</u>	<u>Lunch C</u>
ESE	Language Arts	Math
Fine Arts	World Language	JROTC
Health/PE		Social Studies
Reading		
Science		
Vocational		

CYPRESS BAY HIGH SCHOOL

Home of the Lightning

Main Campus Early Release Bell Schedule 2007 – 2008

Period 1	7:45 a.m. – 8:30 a.m. 9 minutes passing time
Period 2	8:39 a.m. – 9:24 a.m. 9 minutes passing time
Period 3	9:33 a.m. – 11:43 a.m.
Lunch A:	Lunch 9:33 a.m. – 10:03 a.m. Class 10:10 a.m. – 11:43 a.m.
Lunch B:	Class 9:33 a.m. – 10:03 a.m. Lunch 10:03 a.m. – 10:33 a.m. Class 10:40 p.m. – 11:43 a.m.
Lunch C:	Class 9:33 a.m. – 10:33 a.m. Lunch 10:33 a.m. – 11:03 a.m. Class 11:10 p.m. – 11:43 a.m.
Lunch D:	Class 9:33 a.m. – 11:03 p.m. Lunch 11:10 p.m. – 11:43 a.m. 9 minutes passing time
Period 4	11:52 a.m. – 12:38 p.m.

CYPRESS BAY HIGH SCHOOL

Home of the Lightning

9th Grade Annex Early Release Bell Schedule 2007 – 2008

Period 1	7:19 a.m. – 8:20 a.m. 7 minutes passing time	
Period 2	8:27 a.m. – 9:28 a.m. 7 minutes passing time	
Period 3	9:35 a.m. – 10:08 a.m. 7 minutes passing 10:15 a.m. – 11:22 a.m.	A Lunch Class
	9:35a.m. – 10:08 a.m. 10:08 a.m. – 10:42 a.m. 6 minutes passing 10:48 a.m. – 11:22 a.m.	Class B Lunch Class
	9:35 a.m. – 10:42 a.m. 6 minutes passing 10:48 a.m. – 11:22 a.m. 7 minutes passing	Class C Lunch
Period 4	11:29 a.m. – 12:30 p.m.	

Cypress Bay High School

Home of the Lightning

Main Campus Waiver Dates & Bell Schedule

- September 20, 2007
- October 17, 2007
- November 27, 2007
- December 13, 2007
- February 12, 2008
- March 13, 2008
- March 14, 2008
- May 15, 2008

Warning Bell 7:40 AM

Period 1	7:45 AM -	8:35 AM	50 min.
Passing	8:35 AM -	8:44 AM	9 min.
Period 2	8:44 AM -	9:34 AM	50 min.
Passing	9:34 AM-	9:43 AM	9 min.
Period 3	9:43 AM -	10:33 AM	50 min.
Passing	10:33 AM -	10:42 AM	9 min.
Period 4	10:42 AM -	11:32 AM	50 min.

Dismissal 11:32 AM

Cypress Bay High School

Home of the Lightning

9th Grade Annex Waiver Dates & Bell Schedule

- September 20, 2007
- October 17, 2007
- November 27, 2007
- December 13, 2007
- February 12, 2008
- March 13, 2008
- March 14, 2008

Warning Bell 7:14 AM

Period 1	7:19 AM -	8:09 AM	50 min.
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Passing	8:09 AM -	8:16 AM	7 min.
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Period 2	8:16 AM -	9:06 AM	50 min.
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Passing	9:06 AM-	9:13 AM	7 min.
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Period 3	9:13 AM -	10:03 AM	50 min.
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Passing	10:03 AM -	10:10 AM	7 min.
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Period 4	10:10 AM -	11:00 AM	50 min.
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Dismissal 11:00 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

2007-2008 School Calendar Broward County Public Schools

AUGUST					SEPTEMBER					OCTOBER				
M	T	W	T	F	M	T	W	T	F	M	T	W	T	F
		1	2	3						1	2	3	4	5
6	7	8	9	10	3	4	5	6	7	8	9	10	11	12
13	14	15	16	17	10	11	12	13	14	15	16	17	18	19
<u>20</u>	21	22	23	24	17	18	19	20	21	22	23	24	25	26
27	28	29	30	31	24	25	26	27	28	29	30	31		
NOVEMBER					DECEMBER					JANUARY				
M	T	W	T	F	M	T	W	T	F	M	T	W	T	F
			1	2	3	4	5	6	7		1	2	3	4
5	6	7	8	9	10	11	12	13	14	7	8	9	10	11
12	13	14	15	16	17	18	19	20	21	14	15	16	17	18
19	20	21	22	23	24	25	26	27	28	21	22	23	24	25
26	27	28	29	30	31					28	29	30	31	
FEBRUARY					MARCH					APRIL				
M	T	W	T	F	M	T	W	T	F	M	T	W	T	F
				1	3	4	5	6	7		1	2	3	4
4	5	6	7	8	10	11	12	13	14	7	8	9	10	11
11	12	13	14	15	17	18	19	20	21	14	15	16	17	18
18	19	20	21	22	24	25	26	27	28	21	22	23	24	25
25	26	27	28	29	31					28	29	30		
MAY					JUNE									
M	T	W	T	F	M	T	W	T	F					
			1	2	2	3	4	<u>5</u>	6					
5	6	7	8	9	9	10	11	12	13					
12	13	14	15	16	16	17	18	19	20					
19	20	21	22	23	23	24	25	26	27					
26	27	28	29	30	30									

Student hurricane make-up days in order of preference:
4/24, 1/17, 1/22, 3/27, 6/05, 5/23/08

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

2007/08 School Calendar

THE SCHOOL BOARD OF BROWARD COUNTY, FLORIDA

2007-2008 SCHOOL CALENDAR SYNOPSIS

FIRST QUARTER

Tuesday, August 14, 2007	Employee Planning (1)
Wednesday, August 15, 2007	Employee Planning (2)
Thursday, August 16, 2007	Employee Planning (3)
Friday, August 17, 2007	Employee Planning (4)
Monday, August 20, 2007	Start 1st Quarter – Students Report (47 days)
Monday, September 03, 2007	Paid Employee Holiday (1)
Thursday, September 13, 2007	Day Off
Friday, September 21, 2007	Interim Reports
Thursday, September 27, 2007	Early Release (1)
Thursday, October 25, 2007	End Term 1 and Early Release (2)
Friday, October 26, 2007	Employee Planning (5)

SECOND QUARTER

Monday, October 29, 2007	Start 2nd Quarter (46 days)
Monday, November 12, 2007	Paid Employee Holiday (2)
Wednesday, November 14, 2007	Issue Report Cards
Thursday, November 22, 2007	Paid Employee Holiday (3)
Friday, November 23, 2007	Day Off
Monday, December 03, 2007	Interim Reports
Dec.24,2007 through Jan.4,2008	Winter Break
Tuesday, January 01, 2008	Paid Employee Holiday (4)
Thursday, January 17, 2008	End Term 2 and Early Release (3)
Friday, January 18, 2008	Employee Planning (6)

THIRD QUARTER

Monday, January 21, 2008	Day Off
Tuesday, January 22, 2008	Employee Planning (7)
Wednesday, January 23, 2008	Start 3rd Quarter (45 days)
Friday, February 08, 2008	Issue Report Cards
Monday, February 18, 2008	Paid Employee Holiday (5)
Friday, February 22, 2008	Interim Reports

Friday, March 21, 2008	Day Off
Thursday, March 27, 2008	End Term 3 and Early Release (4)
Friday, March 28, 2008	Employee Planning (8)
March 31 through April 4	Spring Break

FOURTH QUARTER

Monday, April 07, 2008	Start 4th Quarter (42 days)
Thursday, April 17, 2008	Issue Report Cards
Thursday, April 24, 2008	Early Release (5)/Take Our Children to Work Day
Tuesday, May 06, 2008	Interim Reports
Friday, May 23, 2008	Employee Planning (9)
Monday, May 26, 2008	Paid Employee Holiday (6)
Thursday, June 05, 2008	Early Release (6) and Last Day of School for Students
Friday, June 06, 2008	Employee Planning (10)
Friday, June 20, 2008	Issue Report Cards

Testing Calendar

BROWARD COUNTY PUBLIC SCHOOLS 2007 – 2008 DISTRICTWIDE TESTING CALENDAR

DATE EVENT

August 20 First Day of School - Begin 1st Quarter

AUGUST 20 – OCTOBER 2 FLORIDA KINDERGARTEN READINESS SCREENER (FLKRS)

September 3 Holiday

September 13 Day Off

SEPTEMBER 24 – 28 DISTRICT BENCHMARK ASSESSMENT (BAT 1) GRADES 3 – 5 --Optional for Middle & High Sch.

OCTOBER 1 – 5 FALL FCAT READING AND MATHEMATICS SSS RETAKE ADMINISTRATION (Grades 11 – Adult)

OCTOBER 8 – DEC 14 NATIONAL ASSESSMENT OF EDUCATIONAL PROGRESS (NAEP) – Selected Middle Schools Only

OCTOBER 17 PSAT/NMSQT [For more information, please visit www.collegeboard.com]

OCTOBER 24 – 26 High School Semester Final Exams (Block Schools Only)

October 25 Early Release / End 1st Quarter

October 26 Employee Planning

October 29 Begin 2nd Quarter

November 12 Holiday

November 14 Issue Report Cards

November 22 Holiday

November 23 Day Off

NOVEMBER 26 – 30 DISTRICT BENCHMARK ASSESSMENT (BAT 2) GRADES 6 – 10

DECEMBER 4 or 5 FCAT WRITING ASSESSMENT FIELD TEST Grades 4, 8, & 10 (Selected Schools Only)

DECEMBER 10 – 14 DISTRICT BENCHMARK ASSESSMENT (BAT 2) GRADES 3 – 5

January 1 Holiday

January 14 – 17 High School Semester Final Exams (Rotator & Block Schools)

January 17 Early Release / End 2nd Quarter

January 18 Employee Planning

January 21 Day Off

January 22 Employee Planning

January 23 Begin 3rd Quarter

JANUARY 7- MARCH 14 NATIONAL ASSESSMENT OF EDUCATIONAL PROGRESS (NAEP) – Selected Elementary Schools Only

JANUARY 28 – FEB. 28 CUSTOMER SURVEY, Selected Parents Only

JANUARY – MAY PORTFOLIO ASSESSMENT Reading Comprehension, Grade 3 (Alternative Assessment for Promotion)

February 8 Issue Report Cards

FEBRUARY 12 – 15 FCAT WRITING+ ASSESSMENT Grades 4, 8, & 10

February 18 Holiday

MARCH 3 – 7 STANFORD ACHIEVEMENT TEST – TENTH EDITION (SAT-10), Grades 1 – 2

Reading Comprehension and Mathematics Problem Solving

MARCH 3 – 7 NAGLIERI NONVERBAL ABILITY TEST (NNAT) Grade 2

MARCH 12 – 26

FCAT READING AND MATHEMATICS Sunshine State Standards (SSS) & Norm Referenced Test (NRT) ,Grades 3-10

FCAT SCIENCE Sunshine State Standards (SSS),Grades 5, 8, & 11

[Grade-specific session scheduling to be determined by the Florida Department of Education]

SPRING FCAT READING AND MATHEMATICS SSS RETAKE ADMINISTRATION (Grades 11 – Adult)

MARCH 17 – MAY 23 NATIONAL ASSESSMENT OF EDUCATIONAL PROGRESS (NAEP) – Selected High Schools Only

March 21 Day Off

March 26 – 27 High School Semester Final Exams (Block Schools Only)

March 27 Early Release / End 3rd Quarter

March 28 Employee Planning

March 31 – April 4 Spring Break

April 7 Classes Resume / Begin 4th Quarter

APRIL 7-25 CUSTOMER SURVEY, Students (Grades 3-12) & Teachers (All)

April 17 Issue Report Cards

APRIL 22-MAY 23 COMPREHENSIVE ENGLISH LANGUAGE LEARNING ASSESSMENT (CELLA)

April 24 Early Release

MAY 5 – 16 ADVANCED PLACEMENT EXAMS [Scheduling information available at www.collegeboard.com]

May 20 -27 High School Senior Semester Final Exams (Rotator & Block Schools)

May 23 Employee Planning

May 26 Holiday

June 2 – 5 Grades 9-11 Semester Final Exams

June 5 Early Release / End 4th Quarter – Last day of school for students

June 6 Employee Planning

June 20 Issue Report Cards

JUNE 16 – 20 SUMMER FCAT READING AND MATHEMATICS SSS RETAKE ADMINISTRATION Eligible Students Only

Rising Grade 12 – Adult (New and Retakes)

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 Ms. Henschel.

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.

Field Trip Procedures

I. Five Weeks Prior to Trip –

- Complete Project Log Approval form. The Project Log form can be found in the file box alongside the faculty mailboxes located in Administration, or see Ms. Fierro or Ms. Ruiz.
- Field Trip Authorization Form – After approval of the Project Log Form you will receive the Area Field Trip Authorization Form. Submit the completed aforementioned form to Ms. Ruiz or Ms. Fierro. Attach an itinerary for all trips.
- Ms. Ruiz or Ms. Fierro will contact you when approved and issue a field trip packet.
- Written information regarding the field trip is **NOT** to be given to students prior to receiving confirmed approval from the appropriate administrator.

- If you are using private buses you must see Ms. Ruiz or Ms. Fierro for an approved list.
- If you are planning a trip out of the tri-county area **OR** an overnight trip, you must use a travel agency. When doing this you must acquire 3 written quotes, however, you are not required to use the lowest quote. You will need a written statement stating preference for the higher priced package.
- If a travel agency is used for any trip to be made by bus, then the bus used must be from the appropriate in-county, out-of-county bus list provided by the Transportation Department.
- New for 2007-2008: Transportation arrangements must be made by the trip sponsor, not the travel agency.

II. Three Weeks Prior to Field Trip

- Final collection of monies
- Obtain all necessary invoices
- Submit payment forms

III. Two Weeks Prior to Field Trip

- Chaperone list to each administrator
- Alphabetized list of students attending trip to administrators, teachers, front desk and attendance

IV. One Week Prior to Trip

- See Ms. Ruiz or Ms. Fierro to confirm that all requirements have been completed.

V. Day of Trip

- Updated list (including absentees) of trip, coverage schedule and remaining students' class location schedule to: all administrators, student affairs secretaries, attendance secretary and administration secretaries
- Bus assignment list to appropriate administrator
- Copy of permission forms kept on bus with assigned chaperones. Original permission forms must be given to Ms. Ruiz or to Ms. Fierro.

VI. Upon Return

- Turn in your completed Field Trip packet to Ms. Ruiz or Ms. Fierro
- Submit receipts for issued checks

See CBHS CAB Conference for valuable field trip regulations and forms.

Fundraising

Project log must be submitted and approved. Forms are available near the teacher mailboxes and must be submitted directly to Ms. Fierro or Ms. Ruiz. All fundraising sponsors are encouraged to "Save the Date" as early as possible.

Receipt books & money collection envelopes are signed out and returned daily whether money is receipted or not. Kindly submit all monies in designated wrappers. All receipt books and money collection envelopes contain the “Do’s & Don’ts” list.

Please turn in all invoices promptly. SBBC policy requires payment to be made within 30 days of invoice date. All requests for reimbursement and payment of vendor invoices require the following documentation: Expense Reimbursement form, invoice(s) and club minutes.

Gradebook

During the 2007-2008 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 - Teacher

Grading scale for 2007/08:

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

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

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.

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:

- Once a field trip has received signature approval on the Project Log Form and Area Field Trip Authorization Form, a Field Trip Packet will be placed in the coordinator's/sponsor's box.
- Included in the Field Trip Packet is a TDA form.
- Additional TDA forms are available in the file box at the end of the teacher mailboxes in Administration, or from Neyma Ruiz and Barbara Fierro.

- The TDA must be filled out immediately with the appropriate signatures.
- The yellow copy of the TDA is to be given to payroll. The remaining copies are to be turned in with the field trip package to the bookkeeper. The bookkeeper will return the goldenrod copy of the TDA form to the appropriate staff member for their records.
- After returning from an approved field trip, the field trip package must be submitted to the bookkeeper by the end of the next school day.

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 input into the SAP 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

- 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 Trujillo in Student Affairs on or before 10/01/07.
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Signing below indicates your acknowledgment that you have read
the Faculty Handbook.

Please print your name: _____

Please enter your department: _____

Today's date: _____

Signature

