

# CYPRESS SPRINGS HIGH SCHOOL



—  
Assistant Principals



Diana Bell, Kimberly Childress, Chad Fisher, Jerry Garrett,  
Tiffany Green, Lance Harjo, and C. Grant Wands



**MS. CHILDRESS**



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## Mission Statement

Cypress Springs High School equips students with the tools they need for academic, personal and social achievement.

**#ALLDAYEVERYDAY**



CFISD BRINGING  
OUT

*the best*



# PARKING LOT

If you have any comments, concerns, and/or question during this session, please post them using the classroom code.



Type in [classroomq.com](https://classroomq.com)

Click on **STUDENTS**

Course Code: **MQKJS5**



# PANTHERS ON A P.R.O.W.L.












- ★ **P**ride
- ★ **R**espect
- ★ **O**wnership
- ★ **W**illingness
- ★ **L**eadership

# PBIS



## CYPRESS SPRINGS HIGH SCHOOL

	INSTRUCTIONAL AREAS	RESTROOMS	COMMONS	BUSES	HALLWAYS/STAIRS
<b>P</b> ride	 All Day...Every Day!	Use proper hygiene! 	Keep it clean... -Language -Tables/Floors	Be mindful of personal space  Keep conversations quiet and appropriate	Dress for success  Keep trash off the floor
<b>R</b> espect	Follow procedures Speak appropriately	Use facilities appropriately  Get In & Get Out!	Be patient and polite  Stay seated and use appropriate voice levels	Listen to and follow the driver's expectations  Be polite!	Refrain from displays of affection
<b>O</b> wnership	Accept responsibility for actions.  Be prepared & on time! 	Wash it! Trash it! Flush it!	Have ID badge ready!  Make choices early!  Be kind – wait in line!	Have your ID badge.  Keep it clean!	Out of class, have a pass!  Always wear your ID badge!
<b>W</b> illingness	Always participate!  Consider and tolerate different opinions.	Report problems.  Keep it clean!	Our Commons  Our Responsibility	Learn emergency procedures.  Be considerate!	"Walk and Talk!"  Be polite, walk to the right!  One earbud only, please!
<b>L</b> eadership	Encourage others  Lead by example	Visit between classes Honor the 10/10 rule.  See something, Say something!	Stay seated until the bell rings  During lunch, keep all food and drinks in the commons	Safety first!  Keep hands and belongings inside the bus.	Do the right thing!  See something, say something!

# ONE TEAM, ONE GOAL

- Teamwork isn't always pretty and can in some ways be painful but it gets the job done when you know what you are trying to achieve
- One Team - One Goal





SKILLS

LEARNING

KNOWLEDGE

COMPETENCE

ABILITY

EXPERIENCE

GROWTH

TRAINING



**DR. FISHER**



# **ASSISTANT PRINCIPAL RESPONSIBILITIES:**

## **9th Grade Panther Academy**

**Kimberly Childress (A-L)**  
**Room #2302 Phone #009112**

**Freshman Sponsor**  
**Pantera Liaison**  
**Panther Academy Orientation**  
**Exemption Cards Fines and Fees**  
**Clubs and Organizations**  
**Attendance Review Committee**  
**New Student Registration**  
**Panther Academy**  
**9th Grade Middle School**

**J.D. Garrett (M-Z)**  
**Room #2502 Phone #009153**

**Freshman Sponsor**  
**Transportation**  
**Panther Academy Orientation**  
**Staff/Student Parking**  
**Shuttles/Buses**  
**Systems**  
**Teacher Hallway Supv**  
**Panther Academy**  
**Textbooks/ Library**



# **ASSISTANT PRINCIPAL RESPONSIBILITIES:**

## **ADMIN North**

<b>Chad Fisher (A-C) Room #1535 Phone #009108</b>	<b>Lance Harjo (Hes-Mol) Room #1532 Phone #009107</b>
<p>Perform Arts Liaison Faculty Advisory Committee Student ID Badges Class Pictures (9-11) Marquee Lunch Announcements Technology</p>	<p>Building/Keys CTE Liaison HVAC/Energy Mgt Capital Outlay Custodians/Grounds Work Orders/School Dude</p>



# ASSISTANT PRINCIPAL RESPONSIBILITIES:

## ADMIN South

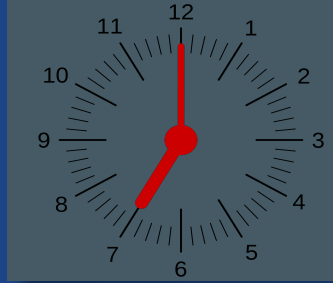
<b>Diana Bell (D-Her)</b> <b>Room #1525: Phone #009109</b>	<b>Grant Wands (Mom-R)</b> <b>Room #1521: Phone #009110</b>	<b>Tiffany Green (S-Z)</b> <b>Room #1522: Phone#009111</b>
<p>Senior/StuCo Sponsor Student Council Admin Girls Rule Week Paraprofessionals Office Liaison Extracurricular Supervision Schedule Prom Senior Activities Student Empowerment</p>	<p>Junior Sponsor Cheer Liaison Student Empowerment Fire/Safety/Search Men Of Honor Educators Handbook Study Hall/Supper Project Safety</p>	<p>Junior Sponsor DMC/360 Code of Conduct Talks Discipline Review Committee D Hall/Saturday Hall PBIS Graduation</p>

# AP OFFICE

- Secretaries & Para Assistants:
  - Admin North: Ms. Thomson & Ms. Dada
  - Admin South: Ms. Diaz & Ms. Frank
  - Panther Academy: Ms. Valle & Ms. Fisher
- Students must have a pass to enter the AP office
- If you are sending a student to the AP office, please make sure a referral is in the system or an email is sent to the grade level AP and the appropriate secretary. A student who comes to the office without a pass/email/referral will be sent back to class.
- Please remember the Emergency Button = Fights or potential crimes



# STUDENT ATTENDANCE POLICY



- ❖ Students must attend school 90% of the time.
- ❖ If your student is absent for 3 consecutive days, please notify parent/guardian.
- ❖ After 5 days, email Alpha AP and Counselor with as much contact information obtained and background history of absences, if any.
- ❖ Please ensure make-up opportunities are provided to your students. Document all efforts.

# TARDIES

- Tardy Policy – students are considered on time if they are through the doorway before the conclusion of the bell
- Mark students with an appropriate code on your attendance
  - Take attendance within the first 10 minutes.
  - A student is Absent if they are more than 10 minutes late.





# STUDENT DRESS CODE



No sleeveless shirts

No undergarments can be visible

No head covering: bandanas, wave caps, hats, Head Scarfs, etc..

- exception: religious coverings

One headphone on in the hallway

ID is part of your dress code...**Must be Visible at All Times**



# The I.D.

# STUDENT ID'S

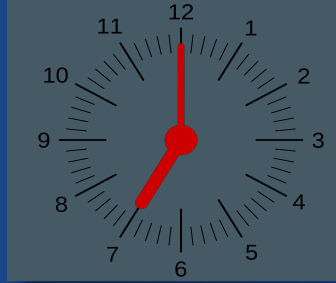


- Must be worn **AT ALL TIMES** at CSHS!
- If students don't have an ID from 1st - 3rd periods, have them scan the QR code in your room and one will be delivered to them **THAT PERIOD.**
- IDs must be on a lanyard and around their neck.



**MR. GARRETT**

# STAFF ATTENDANCE POLICY



- ❖ Staff Members are contractually obligated to be on campus from 7:00 A.M. to 3:15 P.M. Exception late days such as tutorial and school sponsored activities.
- ❖ Staff Members must report absences in AESOP Frontline.
- ❖ Contact (Email/Text) Department Chair, Team Leader, & Appraiser to report absence.
- ❖ Pre-planned absence please follow protocol with days notice to ensure classroom coverage with a guest teacher. Please planned adequately.

# TEACHER DRESS CODE



- Professional Dress each day.
- Jeans only worn on special days and Mondays with hospitality T-Shirt
- No shorts, leggings, tights, holey pants ever.
- Model wearing an ID at all times.

**ALL DAY, EVERY DAY**

# BUS



**Arrival: 6:45 am**

**Departure: Busses leave at 2:47**

**Late Busses Depart 5:10 pm**

# LATE BUSES

- End all activities by 4:50 p.m. allowing Scholars to change and gather belongings.
- All Scholars will begin loading the buses at 5:00 p.m.
- Buses will depart from auditorium parking lot at 5:10 p.m.





# PARKING TAG



Please see Ms. Valle in the Panther Academy Office for your parking tag: Unregistered cars are subject to towing at your on risk.





**MS. GREEN**

# Code of Conduct

2022-2023



**CFISD BOARD  
APPROVED**

# HALLWAY BEHAVIOR



- Students:
  - moving from class to class with a purpose and direction
  - students keep moving at all times **“WALK AND TALK”**
- No congregating
- No running or yelling
- Teachers expectations:
  - Be at your door or duty spot actively monitoring student behavior between every class period
  - Redirect using language from our **P.R.O.W.L Matrix**

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# CELL PHONES AND ELECTRONICS



- Cell Phones are not permitted in class.
- Students who fail to comply with cell phone expectations once redirected follow up with parent contact and minor incident report.
- Thereafter, the phone is subject to confiscation with a fine. (*No power struggle over confiscation*)
- All Students are expected to bring their assigned CFISD/CSHS Chrome Notebook to class.
- Make District assigned device a daily expectation needed in your classroom not a choice.

# THE P.R.O.W.L OF A CLASSROOM CULTURE



- Please release kids on time so they can get to their next class...including the end of the day.
- **10/10 Rule** - no students in hallways during the first and last 10 minutes of class unless the pass is from an Administrator
  - students should never be in the hallways without a pass
- Students are not allowed to do any type of work in the hallway, this is against safety protocols
- Student restroom pass: only 1 student out at a time
  - CSHS restroom passes will be on a RED LANYARD

# RESTORATIVE APPROACH

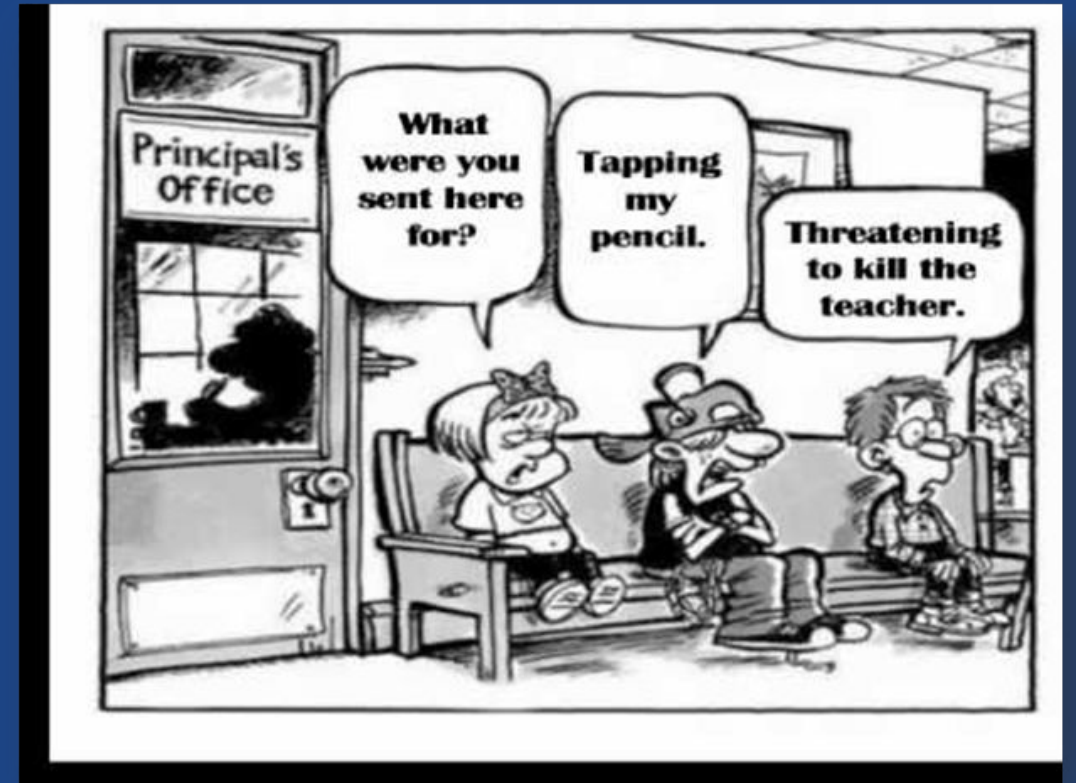
- Validate - Affirm – Bridge- begins and ends with relationships
  - ◆ Relationship does not mean you have to know everything about a kid
  - ◆ Simply means, at the very least, respect for each other
- Classroom Focus- use misbehavior/acting out as a teachable moment and an opportunity to build relationships
- Restorative Approach - does not mean no consequences; exclusionary consequences aren't the only way - requires follow-up and fresh starts
- We must have a fresh start, new day mentality with all of our kids





# RESTORATIVE APPROACH

- ❖ Try as best you can to not take misbehavior personally
- ❖ We have to find a way to work with all of our kids
- ❖ You can't educate everyone the same and the same goes for discipline
- ❖ Discipline and Consequences are not Black and White
- ❖ Remember: "Cy Springs is a community that builds relationships, develops character, and inspires a desire to succeed."



# DMC (RM 1715) / IN-SCHOOL SUSPENSION

- HB 3012 indicates that all students must receive course work for all ISS/OSS removals on the date of the removal.
- Make sure students have work.
- Work will be distributed to each student through the AP office





- A student may receive a full day or selected period(s) of DMC.
- Teachers are responsible for ensuring all students assignments are posted on Schoology or delivered to the DMC Coordinator by 7:10 a.m.
- Paper copied assignments will be returned to the teacher by the DMC Coordinator at the end of the day.
- Scholars are required to complete a restorative activity on their behavior.
- Scholars will have limited movement while in DMC.



**MS. BELL**



**educators**  
**handbook.com**

# SCENARIOS



Sally comes into class and doesn't respond when you ask her how she's doing. In the middle of the lesson, Sally stands up and says, "That b\*&%#! better stop talking about me. I know she's over there talking s&%#! about me." This is about the 10th time she has had a similar outburst. You have documented, called the parent, and tried talking with Sally. How would you handle this situation?

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# Incidents

**SIGN IN**

[Can't access your account?](#)

# Educatorshandbook.com

## Level I & II Infractions

### ● Step 1

Fill out minor incident

Follow through with appropriate classroom interventions

Call parent – Mandatory, record in phone log and minor referral

### ● Step 2

Fill out minor incident

Follow through with appropriate classroom interventions

Call parent – Mandatory, record in phone log and minor referral

Incident Type

Remember to follow our behavior matrix before writing a referral.

Documentation of behavior & parent contact.

× New Incident SEND

OFFICE REFERRAL MINOR INCIDENT

Today

2:20 PM

Choose a Location...

Choose a Subject...

Choose an Arrangement...

Choose an Offense...

Provide a Description...

Add an Offender... +



## Level I & II Infractions:

### ● Step 3

- Fill out and submit OFFICE REFERRAL
- Call parent – Mandatory, record in phone log and on OFFICE REFERRAL and indicate date, time and whom you spoke with

× New Incident SEND

OFFICE REFERRAL MINOR INCIDENT

Today

2:20 PM

Choose a Location...

Choose a Subject...

Choose an Arrangement...

Choose an Offense... **What**

Provide a Description...

Add an Offender... +

# Educatorshandbook.com

## Level III and IV Infractions

- Level III

- Fill out and submit OFFICE REFERRAL
- Call parent within 24 hours – Mandatory, record in phone log and email AP secretary when parent contact was made and whom you spoke with
- Persistent Level I&II infractions must be completed

- Level IV

- Call for an Administrator
- Give written statement detailing the incident to the Administrator immediately
- An Administrator will call parent and record parent contact

REMEMBER...

*Keep it Green, don't go 14!*



# WHEN TO USE THE EMERGENCY BUTTON



## → Red

- ◆ Barfing, bleeding and breathing
- ◆ Fights, Weapons and drugs
- ◆ Disruptive Defiance/Actions or resistance of directives
  - If student(s) do not respond to the “4 D’s” below

## → Yellow

### → Diffuse, Deescalate, Decrease, Document-“4 D’s”

- Defiance or Resistance of Directives
- Passive Defiance
- Argumentative Communication
  - Stay Calm, Don’t go 13, Use Affective Language, Retroactively Process and or Manage the Incident During Available Moments

# CLASSROOM EMERGENCIES / FIGHTS



- Make a quick appraisal of the situation
- Ask a responsible student or teacher nearby to get an Admin
- Press Emergency Button
- Redirect crowds
- Give VERBAL instruction to STOP!
- DO NOT ATTEMPT TO STOP IT PHYSICALLY, unless you deem it necessary!

# WHAT TO DO WITH A STUDENT IN CRISIS



- Adult to Adult Pass Off
- Don't send a student in crisis to the office by themselves or with another student
- Please use the emergency button when deem necessary for support, STATE clearly to the responder what kind of assistance is need (nurse, police, ADMIN etc.)

# SCENARIOS

Billy is arguing with a classmate. You ask Billy what's going on over there.

He turns to you and says, "What the &%#! do you care? It's none of your &%#!ing business." This is completely out of character for Billy. He has never had an outburst in your class before and you thought your relationship with Billy was pretty good. How would you handle this situation?





MR. WANDS





# SCHOOL SAFETY: A **SHARED** RESPONSIBILITY



# CAMPUS OFFICERS



Officer Jesse Martinez



Officer Robert Diaz



# CLEAR BACKPACKS

- Students must have clear backpacks
  - pockets can be mesh in both front and side
  - bottom can be solid in color
- Students can carry two non-transparent bags that are 6x9x5
- All extracurricular equipment must be stored in appropriate location as soon as a student enters the building
- All bags are subject to search



#CFISDsafety  
Made Clear

CFISD's clear backpack policy adds another layer of security for our secondary schools in the 2018-2019 school year. Let's all work together to keep our campus safe!

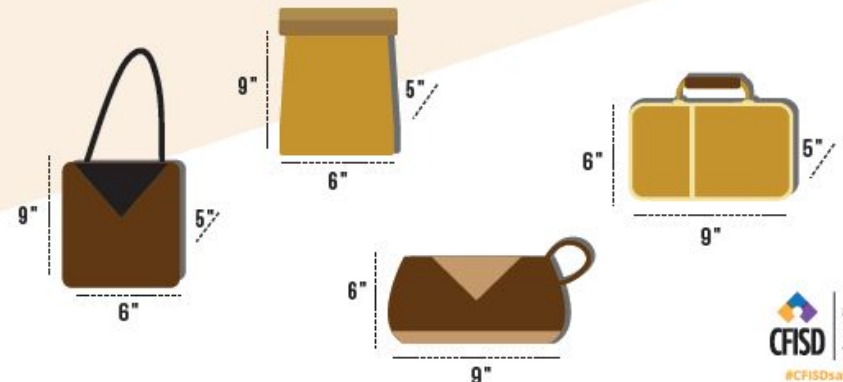


“CLEAR  
PLUS 2”

[CFISD.net/cb](http://CFISD.net/cb)

In addition to a clear backpack, students may carry **up to two** non-transparent 6" x 9" bags.

The "Plus 2" rule allows for lunch kits, purses or pouches to be safely transported into the school.



# TEACHER BADGES AND PROCEDURES



- ID Badges **MUST** be worn at all times
  - If you forget one will you need to get a temporary in the front office
- Can be used on certain exterior doors
- Teachers **MUST** sign in and out in the front office if you leave campus during the instructional day

# EMERGENCY BAG

- EACH BAG CONSISTS OF:
  - Flashlight
  - **Red/Green** Cards (FIRE DRILL)
  - Emergency Folder
  - First Aid Kit
- Teachers please make sure that your class rosters are current for each class period. Update as class roster as changes occur.



# SAFETY DRILLS



- FIRE DRILL - 1 PER MONTH (2nd week)
- LOCKDOWN - 1 PER SEMESTER / 2 PER YEAR (2nd week)
- LOCKOUT - 1 PER SEMESTER / 2 PER YEAR (2nd week)
- SHELTER IN PLACE (WEATHER) - 1 PER SEMESTER / 2 PER YEAR (2nd week)
- SHELTER IN PLACE (HAZMAT) - 1 PER SEMESTER / 2 PER YEAR (2nd week)
- 4 METAL DETECTOR SEARCHES (2 PER SEMESTER) - Later in the semester

# SAFETY



- KEEP DOORS LOCKED AT ALL TIMES!!!
- Immediately report any students letting another student in the building.
- If you see something.....SAY SOMETHING!
- A child in crisis should never be left alone or sent to offices alone or with child. Adult to adult hand-off.
- Safety is everyone's job!!

# LOCKDOWN EMERGENCY BUTTON



- This is used when there is an intruder in the building
- If you hear a noise coming from one of these buttons and not over the PA just close the lid
  - ◆ Then please let an administrator know about the situation, location and time





- ❖ CFISD Police can respond to the tip line regarding Cy Springs HS
- ❖
- ❖ Alert concerns that are life threaten to person's self and/or others to an AP, Associate Principal, Campus Police Officer
- ❖
- ❖ All tips in CFISD are received by CFISD Police
- ❖ 24 Hours / 7 Days in a Week Access

*See Something, Say Something Always!*

# TIPS FOR A SAFER SCHOOL



- **LOCK DOORS:**
  - Classroom, locker room, office doors. Keep classroom locked at all times!!
  - **DO NOT PROP OUTSIDE DOORS.** Doors propped will set off an alarm to front office and SRO's. Can be subject to disciplinary actions.
- **BE VISIBLE:**
  - Staff presence in hallways, bathrooms, lunchrooms, locker rooms, etc., discourages violations
- **KNOW THE STUDENTS / BUILD RAPPORT:**
  - Make an effort to talk to kids and learn their names, even those not in your class
  - Students are less likely to act out if they are easily identified
  - Come eat lunch with them

# TIPS FOR A SAFER SCHOOL



- **DO NOT LEAVE A CLASSROOM UNATTENDED:**
  - If you must leave, ask for the teacher next door to watch the class or send a student to the nearest adult for help.
- **ALWAYS INFORM ADMINISTRATION OF AN EMERGENCY OR SUSPICION THAT YOU MAY HAVE A DEVELOPING PROBLEM.**
- **REMEMBER YOU CAN ALWAYS USE TIPLINE**



**MR. HARJO**

# SCHOOL DUDE

How to Register/Log in to  
SchoolDude

[https://www.myschoolbuilding.com/myschoolbuilding/mygateway.asp?](https://www.myschoolbuilding.com/myschoolbuilding/mygateway.asp)

Acct #36708352





# BUILDING USAGE FORM



- ★ For use of the building for student sponsor or staff activities, please submit a Building Usage Form in a timely manner.
- ★ Submit request in School Dude
- ★ Request for air, custodians, microphone, campus police, and administrators must be submitted for approval to the following: Gym - Coach Fats, & Building/Teaching Theater - Associate/Director of Instruction Office, Auditorium - Mr. Grubbs

# CFISD BAT ACTION PLAN

## CYPRESS-FAIRBANKS I.S.D. BAT ACTION PLAN

1. **No one** in your building should try to capture a bat. Your role as Principal or Building Representative is to protect students and/or staff in your building by isolating the bat if possible. If the bat is on a flat surface like a floor or sidewalk, campus personnel may attempt to place a can, box, waste basket, bucket, etc. over the bat to keep it from escaping. If it is on a wall or ceiling, leave it alone. In both cases, designated district personnel will remove the bat from the building.
2. If a bat is spotted in a room or a large area like a gym or band hall, have all occupants leave the room and secure the door/doors.

# CFISD BED BUG PROTOCOL

Steps	Actions
1	Bed bug or bed bug bites found on student.
2	Discreetly send student to the nurse at an instructionally appropriate time.
3	<p>The nurse will examine student. If bed bugs are suspected, the nurse should:</p> <ul style="list-style-type: none"><li>• Contact director of health services and campus principal;</li><li>• Discreetly contain student backpack and outerwear in a plastic bag if a live bed bug is discovered on the student;</li><li>• Attempt to collect any live bugs for identification;</li><li>• Contact the parent/guardian to gather home environment information (describe campus observations and inquire about home environment/extermination plans/need for financial assistance);</li><li>• Send information material home to parent with student in a sealed envelope addressed to the parent;</li><li>• Continue to discreetly monitor student for live bed bugs or bed bug bites. Monitor until no evidence of bed bugs or new bites are discovered for five (5) consecutive days or until successful treatment of the home has been verified; and</li><li>• Student backpacks and outerwear may need to be discreetly stored in plastic containers or bags in a designated area during the monitoring period.</li></ul>



# Teach & Encourage Panther Pride



What does that look like in the  
Classrooms, Cafeteria, Hallways,  
Restroom, Gyms, Panther Field?



#ALLDAYEVERYDAY

# BREAKFAST PROCEDURES

**6:45 - 7:00:** Students may sit down in the Commons and eat

**7:00 - 7:10:** Students will grab a breakfast and eat in their 1st period classroom

Teachers must be ready to receive students at **7:00**.

Teachers may set their own procedures for ending breakfast.

The goal is for students to eat prior to 1st period, **NOT** during 1st.



Failure to adhere to set safety standards will impact Domain IV and may result to disciplinary actions. Our job is to teach, coach and ensure all safety protocols are followed.

**#ALLDAYEVERYDAY**

