

Cleveland City Schools
Board of Education Regular Meeting
September 8, 2020 5:30 PM
Administrative Office Building, Board Room

1. Swearing In of Re-Elected Board Members: Krista McKay and Carolyn Ingram. Swearing in of New Board Member: Nate Tucker.
2. Pledge of Allegiance
3. *Consent Agenda
 - A. *Approval of Regular Agenda
 - B. *Approval of Minutes from August 3 Board Meeting
 - C. *Approval of Second Reading of Policies
 - D. *Position Requests for 20-21 School Year
 - E. *D.C. Field Trip Addendum
4. Regular Agenda
 - A. Dr. Dyer named Superintendent to Watch for 2020
 - B. Director's Update
 - C. Reopening Task Force
 - D. Strategic Plan Focus
 - E. Student Representative's Update
 - F. Site Committee
5. "B" Agenda
 - A. Financial Report
 - B. Personnel Report
 - C. School Highlights
 - D. Dates to Remember

Board of Education Regular Meeting

August 3, 2020 5:30 PM

Administrative Office Building, Board Room

Attendance Taken at 5:30 PM.

Mr. Tom Cloud:	Present
Mr. Charlie Cogdill:	Present
Ms. Carolyn Ingram:	Present
Ms. Krista McKay:	Present
Mr. Steve Morgan:	Present
Ms. Peggy Pesterfield:	Present
Ms. Dawn Robinson:	Present

1. Pledge of Allegiance

Chairman, Dawn Robinson, opened the meeting with a moment of silence and led us in a Pledge of Allegiance. Mrs. Robinson introduced Skyler Stone, our new student Liaison. Skyler introduces herself and states she is an upcoming senior at Cleveland High School, and is involved with many extracurricular activities. She hopes to bring back all the updates to the board from the high school, and she is excited to be there.

2. *Consent Agenda

Motion to approve the Consent Agenda Passed with a motion by Mr. Charlie Cogdill and a second by Mr. Tom Cloud.

Mr. Tom Cloud:	Yes
Mr. Charlie Cogdill:	Yes
Ms. Carolyn Ingram:	Yes
Ms. Krista McKay:	Yes
Mr. Steve Morgan:	Yes
Ms. Peggy Pesterfield:	Yes
Ms. Dawn Robinson:	Yes

Yes: 7, No: 0

2.A. *Approval of Regular Agenda

2.B. *Approval of Minutes from July 23 Board Meeting

3. Regular Agenda

3.A. Director's Update

Dr. Dyer states we have had a good start with professional development. The teachers seem to be getting a lot out of that training when he listened in. He is proud of the work of our school base and AOB administrators preparing for the return to work and school. He sees all of our administrators and staff trying to do what's right for our students. Last week our Continual Learning Plan was approved by TDOE. He took the team to lunch last week to celebrate because it's such hard work. He was asked to join the Boy's and Girl's Club on the Board of Directors - Advisory Board. He is glad to be asked to be a part of this group officially, he had already been volunteering with this organization. Not only has our staff been a part of training, but he also has been taking part of training with

the Director of School's Professional Development: AASA Advocacy Conference, AASA Summer Symposium which centered around equity issues, and CAPS Summer Bash. He has had meetings with individual school principals already and will have meetings with AOB Directors/Supervisors this week and next. I am asking our principals 3 things: 1.What is the moral at your school?, 2. How has the AOB been responsive to your school?, and 3.What have I not been thinking of that you need me to think of? We found out last week that the chromebooks were being delayed because they are put on the US Department of Commerce Entity List Embargo. It could be December or January before the chromebooks get to us. We are not the only school system dealing with this. He was on a call with Senators trying to move those channels to help get our chromebooks out of embargo. There is no new news as of today, but I am working on this. He states our students return August 10 for Reconnection Week! As a reminder Monday-Thursday will be 25% of our students attending full days, and Friday will be 100% of our students for a half day.

-The Board asks if there is a plan B if the computers are not here? Dr. Dyer states we have some older computers in the buildings that we could use for students that need them for an emergency situation.

-The Board asks if they could use their phone? Dr. Dyer states they could, but its not as easy to do work with their phones. Mrs. Robinson states the high schoolers will be getting their laptops.The middle school and grades 3-5 will be a part of the delayed chrome book shipment.

3.B. Spotlight - Siema Swartzel - Professional Educators of TN State Teacher of the Year

Mrs. Dawn Robinson welcomes JC Bowman who is the executive director of the Professional Educators of Tennessee. Mr. Bowman states he is a product of Cleveland City Schools and is happy to be home and see familiar faces. He states they are very serious about public education in our state. Cleveland City Schools is some of the best of the best. He is here to give out our Teacher of the Year to a Cleveland City Schools teacher, Siema Bailey Swartzel. She is an ambassador across the state for education, she carries the reputation of CCS across the state well, she elevates the teaching profession world, she encourages people to become a teacher, she touches the lives of her students, she is a member of the National Board to speak in front of congress, and she is some of the best and brightest.

Mrs. Swartzel spoke and she says she is so blessed to work with CCS. She is grateful for the recognition and she hopes to return to the classroom soon. She introduced her family that is here with her. Her son, Joel Swartzel ,who is a special education teacher and an assistant soccer coach at CHS, and her daughter Olivia who is a rising junior at Lee University, and her daughter Aubrey who will be a rising Freshman at Lee University. She states they were all graduates of Cleveland High School. She introduced her husband.

3.C. Retiree Recognition

Mr. Kelly Kiser presents the slide show for the retiring teachers. He states normally we would be here 30 minutes early to have a reception but because we are in different times we will present them in a slide show. Each staff member was recognized with their picture and a quote from their principal on the slide show. The honored retirees are: Paul Ramsey, Sonia Griffey, Gloria Scott-Richmond, Kelley Hutchins, Gayle Hiddleson, Linda Lemons, Shannon Cline, Kay Shelton, Anne Woody, and Mike Collier.

3.D. New Teacher Recognition

Mr. Kelly Kiser presents the slide show will the new teacher names/pictures and what school they will be at so you can put a face with a name. Arnold Memorial Elementary School - Heather Matthews. Blythe-Bower Elementary School - Darius Barber, Samantha Coleman, Abigayle Dickey. Candy's Creek Cherokee Elementary School - Tina Owens. E. L. Ross Elementary School - Jessica Uhles. George R. Stuart Elementary - Amanda Brewer, Shannon Hicks, Suzanna Liner, Amy Vaughn. Mayfield - Lacy Laman. Cleveland High School - David Barger, Maggie Burns, Chase Fleming, Eric Garner, Tracy Malone. Cleveland Middle School - Dawn Barger, Jonathan Bovee, Matthew High, Destinee Joiner-Hooper, Amanda Legge, Kaylee Stone, Cheree Thompson, Presly Turner, Hannah White.

3.E. Re-Opening Task Force

Dr. Dyer states he had breaking news, he just got an email that Jennie Long at CHS got an award for the Presidential Award for Excellence in Mathematics and Science Teaching.

Dr. Elliott has a few updates regarding the re-opening plan. We met last week and reviewed our enrollment, and our COVID case counts for the county, and we are still in the yellow zone. We closed our enrollment last week and we landed with 21% of students will be virtual for the first semester, and 79% will be traditional in person. We are working on structuring our staff, so we can get our rosters in place. Our teachers are getting this information together so they can call their students and meet them that way since they won't be able to meet in person as we have in the past. Commissioner Schwinn held a press conference last week and one of the things they shared is we will be getting classroom kits with masks, cleaning products, etc. Our principals should be getting their order in this week. Thank you to the communication team, Julie Smith, and to Janson Brown for getting the back to school videos together so our staff and students will know what to expect when school comes back in session. We had our first virtual school staff meeting today and we are proud of their work. We are looking at 18 elementary virtual school teachers as of now. Next week is our reconnection week, and Monday thru Thursday we will have 25% of our population to come to school for a full day, but on Friday all of our students will come for an abbreviated day. We will have an updated meeting on Friday afternoon to determine what worked and what didn't work during reconnection week.

-The Board asks what the kindergarten numbers were? 317 in the traditional and 86 for virtual, around 400 students. Dr. Elliott states we are a little down, but we assume we will have some students come last minute and register.

-The Board asks how the lunches will be scheduled? Dr. Elliott states each school is in the process of working through their schedules to determine how this will work with social distancing.

3.F. *First Reading of Policies

Motion to approve the first readings of the policies with clarifications Passed with a motion by Ms. Carolyn Ingram and a second by Mr. Steve Morgan.

Mr. Tom Cloud: Yes

Mr. Charlie Cogdill: Yes

Ms. Carolyn Ingram: Yes
Ms. Krista McKay: Yes
Mr. Steve Morgan: Yes
Ms. Peggy Pesterfield: Yes
Ms. Dawn Robinson: Yes
Yes: 7, No: 0

3.F.1. *Enrollment in College Level Courses, Policy 4.205 (This is replacing: Advanced College Placement, Policy 4.203)
Dr. Dyer starts with 4.203 that is out of date and it is replaced with 4.205, which is Enrollment in College Level Courses. The Board states in line 7 and 8 it states "Grades earned in such college level courses shall be used to determine class rank, grade point average, and class valedictorian or salutatorian". The Board states it could be more inclusive by changing it to "and other such designations".

3.F.2. *Student Discrimination, Harassment, Bullying, Cyber-bullying, and Intimidation Policy 6.304
Dr. Dyer introduces Policy 6.304, which is Student Discrimination, Harassment, Bullying, Cyber-bullying and Intimidation. The Board states in line 27 and 28 on page 2, can you clarify what would be an example of an "athletic events or similar contest or competitions". Mr. Doug Moore states hazing can't take place inside the sporting event. Dr. Dyer states we could get with TSBA for more clarification before the second reading.

3.F.3. *Title IX & Sexual Harassment Policy 6.3041
Dr. Dyer announces Policy 6.3041, Title IX and Sexual Harassment. This is a brand new policy. As you can see in line 3 it states "This policy shall cover employees, employees' behaviors, students, and students' behaviors while on school property, at any school-sponsored activity, on school-provided equipment or transportation, or at any official school bus stop in accordance with federal law." This is a very thorough document.

-The Board asks why they left the electronic sources out of this policy even though its stated in other policies? Dr. Dyer states he doesn't know why, but we all know we will have to deal with the online pieces of this.

3.F.4. *Student Concerns, Complaints, and Grievances Policy 6.305
Dr. Dyer announces 6.305, Student Concerns, Complaints, and Grievances. TSBA recommended that we clean this out and stop at line 14 since this is a duplication of other policies.

3.F.5. *Alternative Education, Policy 6.319
Dr. Dyer announces Policy 6.319, Alternative Education. There was some controversy a couple of years back, and the law has been changed. If you go back to page 3 that is where the new policy starts. This deals with a student who is an alternative program that is causing some trouble and how to deal with this situation.

-The Board asks since the zero tolerance kids were back at the high school would that make a difference with this policy? Dr. Dyer says no.

3.F.6. *Reporting Child Abuse, Policy 6.409
Dr. Dyer announces Policy 6.409 deals with Reporting Child Abuse. There has been a substantial amount of changes. We now must name one employee at the school as the child abuse coordinator, and an alternate child abuse

coordinator. The thought is the principal would be the coordinator, and the assistant principal would be the alternate. They will all need to go through training. The other change is the abuse must be reported to the coordinator, abuse coordinator, DCS, AND local enforcement. It use to be DCS OR local enforcement.

-The Board questions when it says "all personnel", does this mean its mandatory reporting for any CCS employee? And is this new, or is this how it has always been? Dr. Dyer states it does apply to any CCS employee, and this policy has always had this language.

3.G. Strategic Plan Focus

Dr. Dyer speaks on the strategic plan focus, specifically Engaged Workforce. Our social media presence is now stronger than ever by posting positions. The New Smart Hire online application allows Human Resources to track how applicants learn about our openings. Recruitment will be mostly online this year due to COVID-19. There was anecdotal evidence that more minority candidates were evaluated during the hiring process this year than before. The Staff Advisory Council will hold their first meeting in a few weeks. The hiring stats for the 2020/2021 school year are new hires - 49, and new teachers - 27. This is not a final number.

-The Board states they saw where they are promoting Job Connect? Dr. Dyer states yes, there are two boards. One is for teacher recruitment and one is for substitute recruitment. Mr. Kiser states this is a job board on their website, and we are a part of this. The substitute job board just started this week.

3.H. Mr. Steve Morgan recognition

Mrs. Dawn Robinson states this is the last board meeting for Steve Morgan. She decided to write a history of Steve Morgan. Dawn said she thought long and hard about what to do for Steve at his last meeting as a member of the CCS board of education. She considered doing a "slide show" of his history on the board, but then it "Dawned" on her that Steve would not be able to enjoy any of the pictures.

He has done such an excellent job serving the community that I want to "revisit" some history of his time on the board. So please humor me and allow me this time.

You decided to run for school board in 2008 and was opposed by Milan Blake and Rod Davis. You won.

September of that year, you were sworn in by newly elected judge Mike Sharp. You were immediately appointed to the Site Committee by School Board Chairman Peggy Pesterfield.

Talks began about the need of a new Science Wing at CHS. A Science Focus Group was chosen, made up of interested parents and teachers. Gene Bishop was hired by Dr. Denning and the School Board to oversee any construction of a Science Wing.

Mayfield was voted the TSBA New School of the Year, although some folks declared it was "overpriced."

CHS Dome was declared "dangerous" by a structural engineer.

The opportunity for an increase in our sales tax by 1/2 cents or 50 cents on \$100.00 was put to referendum by the city council. Steve, you were front and center in the drive to educate our community about the benefits of that sales tax to fund capital projects in our school system. You spoke to civic clubs, PTO's, teachers, churches, anyone who wanted information. You took your thin mints to those presentations and used those as the real life example of the affect the increase would have on citizens day to day. After being turned down by Bradley County to join in the referendum, a city only

one passed. Bradley County decided just 3 months later to hold their own referendum which passed.

Our board voted to hire Paul Ramsey as our new Energy Manager. Consequently, through these years we have continued the use of Geothermal systems in new buildings. We have entered into a contract to upgrade our HVAC systems and some kitchen equipment. With Paul's leadership the system has saved over 5.5 million dollars.

In 2009, Charlie Cogdill, athletic Director for 11 years and teacher/coach for 25 more years announced his retirement from CHS. He later joined the School Board.

In June of 2009 CCS had over 4700 students.

Aug of 2009 found the board approving the architectural drawings for the Max Carroll Science wing and approving a "Best Value" process for finding a contractor. A process used by the State of TN.

We faced the city council, minus the mayor who was out of town, and answered questions about our procurement process for contractors, which was done very openly. That meeting was heated to say the least. Every single one of us was accused of something shady, having nothing to do with the building of the Science Wing. Your accuser, an outspoken citizen, at that meeting even challenged your blindness. It was ugly and it was difficult. Afterwards the funding was "suspended" temporarily. Our board walked away with our heads held high. We had been ambushed in one of the ugliest meetings I had ever been invited to. The Council later renewed the funding.

And this was just your first year!

In Jan 2010 we held a groundbreaking for the Science Wing.

The board voted to dedicate 10% of the additional sales tax money to technology on a continuing basis.

Other building highlights during your years:

Arnold School voted "Best renovation" by TSBA

Stadium lights were added at CMS.

Betsy Vines Little Theater at CHS was totally renovated

George R Stuart school was renovated and 50th anniversary observed.

Max Carroll Science Wing was dedicated and awarded a "School of the Year" Award by TSBA

Building Sites were evaluated and finally one purchased on Georgetown Road for a new elementary school.

A Sensory Garden was built at CHS.

A sensory room was built at Ross School.

An alumni walk was built at CHS.

A new roof was placed on CMS as well as some elementary schools and press boxes

The Dome at CHS was condemned and closed in 2013 and torn down in June of 2014.

The Raider Arena was named, designed then opened in 2016. New Stadium Turf was purchased in 2017.

THE ROTC room at CHS was named in honor of Col Tom Rowland Candy's Creek Cherokee School was designed, named and built, opening in the Fall of 2019.

Safety was top priority for you during your tenure on this board. Some of the steps taken by our board to make our schools safe happened with your leadership as Chairman of the Site Committee.

Some major improvements were:

Secure entrances were built at Yates, Ross, Stuart and BB schools. Keyless entry systems were installed.

SRO's in every school.

More cameras and better radio communication was approved and funded.

As enrollment continued to increase, you were instrumental in initiatives that supported student learning.

You supported Standard Based report Cards....very new and controversial at the time.

You voted for one-on-one computers in our schools, ultimately becoming our "Blade" initiative.

You supported the addition of Culinary Arts at CHS, as well as the Air Force Junior ROTC program.

You supported Renny Whittenbarger as he "grew" our CTE programs which were recently visited and praised by Governor Lee

New School Start times were reviewed and began as a response to community input.

A student board liaison began serving on our board.

You voted to implement free lunches for all students in the Fall of 2014.

We redesigned and opened the Denning Center for Technology and Careers, a new independent school, where Barbara Ector admirably served as Principal.

We watched as the interior was renovated and Dr. Denning was honored as the namesake of that building.

You watched as a challenge to our revenue from liquor taxes was begun in 2015, finally ending at the TN Supreme Court in 2019. That court upheld our Chancellor's ruling that the liquor tax had always been properly distributed by the city of Cleveland.

In 2016 Carolyn Ingram retired after 40 years in public education. She later was elected to the school board.

You have been a voice to our legislators advocating for CCS. You addressed the issue of "elected" vs "appointed" superintendents with then Senator DeWayne Bunch. You ran thru the campus of Belmont university to get inside the gubernatorial debates before the doors were locked, the year Gov Haslam was elected. You addressed the city council when it began suggesting adding parents to the school board (which of course they could not do). You were present in 2012 when TDOT began talking about moving our entrance at CMS when they begin widening HWY 60 in 2016 (!) Our over-crowded elementary schools were a topic you put in front of the public every chance you got. You were present in Nashville and at home conversing with our State and local governing bodies.

You have served on the board of Ed with 11 different members. You have served as Site Committee Chairman and frequently as Vice-Chairman. We have remained a Board of Distinction during your service.

You have bade farewell to one long-serving Superintendent, fired another and taken part in 2 superintendent searches.

You have helped us grow from 4700 students to over 5700.

You have experienced the fun of rezoning a whole school district.

You have watched one full cohort of students move from KK thru graduation.

You have watched over 4000 students graduate.

You have responsibly overseen the spending of 1/2 a billion tax dollars.

There is so much more, but at this point I will say

"JOB WELL DONE!"

We are going to miss you Steve. You must have some great wisdom to leave us as the Covid presents new challenges!

Mrs. Robinson opens the floor to the board. The Board states it proves what the board can do when they are one entity, Mr. Morgan has been inspirational and helpful/mentor to the members. Mr. Morgan states the board members have been kind to him. Mr. Morgan states he remembers running for office and his promise to the board would be he wouldn't bring an agenda into the board. He appreciates everyone and is thankful for the privilege to serve.

Dr. Dyer thanks Mr. Morgan for hiring him and bringing him to East Tennessee. You will be missed and you have made an impact on 1,000's of students at CCS.

Mrs. Robinson presented Mr. Morgan with a plaque that he can put on his desk which states his years of dedicated service.

4. "B" Agenda

4.A. Financial Report

4.B. Personnel Report

4.C. Dates to Remember

Mrs. Robinson wants the board to pay attention to the dates to remember. The fall meeting has not been canceled yet, the next board meetings are on the calendar as well.

Mrs. Robinson adjourned the meeting by general consent.

Chairperson

DATE

Superintendent

Cleveland City Board of Education

Monitoring: Review: Annually, in November	Descriptor Term: Advanced College Placement	Descriptor Code: 4.203	Issued Date: 03/07/16
		Rescinds: 4.203	Issued: 07/09/01

1 ~~An academically gifted high school student may complete the twelfth grade through enrollment in an institution~~
2 ~~of higher education or the participation in the course of an institution of higher education. Upon completing~~
3 ~~college level courses, the student shall earn credit for the corresponding courses of his/her senior year of high~~
4 ~~school.⁴~~

5 ~~Dual enrollment courses must be taught by licensed teachers or bona fide college instructors approved by the~~
6 ~~local school system and the postsecondary institution. These courses are to be considered a part of the school~~
7 ~~program with content and instruction subject to the supervision of the principal of the school and the local board~~
8 ~~of education.~~

9 ~~Cleveland City Schools offers both on-campus and off-campus dual enrollment. Dual enrollment allows students~~
10 ~~to earn high school and college level credits simultaneously. Off-campus dual enrollment grades will be calculated~~
11 ~~into the student's high school GPA. If the off-campus dual enrollment class is at least three (3) credit hours it will~~
12 ~~also count as a high school honors credit. Off-campus dual enrollment courses cannot be used to fulfill a graduation~~
13 ~~requirement other than an elective credit or Tennessee Valley Early College credit without the principal's~~
14 ~~approval.~~

15 ~~The following are requirements to register for a dual enrollment course:~~

- 16 ~~1. Student must be a junior or senior~~
- 17 ~~2. Student must have parent permission.~~
- 18 ~~3. Cumulative GPA of 3.0 or higher.~~
- 19 ~~4. ACT scores of at least 19 composite and 19 sub-test in the subject area of the course (if applicable).~~

20 ~~The following are requirements to register for a dual enrollment course as part of Tennessee Valley Early~~
21 ~~College:~~

- 22 ~~1. Student must be currently active and enrolled in the TVEC program.~~
- 23 ~~2. Student must have parent permission.~~
- 24 ~~3. Cumulative GPA of 3.0 or higher.~~
- 25 ~~4. ACT scores of at least 19 composite or 19 subtest in the subject area, if applicable to the course.~~

Legal References

1. ~~TRR/MS 0520-01-03-.06(4)~~

Cleveland City Board of Education

Monitoring: Review: Annually, in November	Descriptor Term: Enrollment in College Level Courses	Descriptor Code: 4.205	Issued Date: 09/08/20
		Rescinds:	Issued:

1 *General*

2 Students who successfully complete college level courses aligned to a graduation requirement course
3 shall receive high school credit.¹

4 These courses may be offered at the high school,² postsecondary institution, or online. If not offered on
5 the high school campus, the Board shall not be responsible for transportation. Any tuition or fees due to
6 enrollment in college level courses are the responsibility of the parent(s)/guardian(s).

7 Grades earned in such college level courses shall be used to determine class rank, grade point average,
8 and ~~class valedictorian or salutatorian~~ other class designations/distinctions.

9 **DUAL ENROLLMENT**

10 Students may earn credit by enrolling in a partnering postsecondary institution and taking college level
11 courses. Students who take and pass dual enrollment courses at a postsecondary institution shall have
12 their postsecondary credits accepted for high school credit as a substitution for an aligned graduation
13 requirement course.

14
15 Such courses must be taught by a licensed high school teacher or credentialed postsecondary faculty
16 member approved by the local school system or partnering postsecondary institution.

Legal References

1. TRR/MS 0520-01-03-.03(8)
2. TRR/MS 0520-01-03-.03(8)(b)
3. TRR/MS 0520-01-03-.03(8)(a)

Cleveland City Board of Education

Monitoring: Review: Annually, in April	Descriptor Term: Student Discrimination, Harassment, Bullying, Cyber-bullying and Intimidation	Descriptor Code: 6.304	Issued Date: 08/01/16
		Rescinds: 6.304	Issued: 01/09/12

1 The Cleveland City Board of Education has determined that a safe, civil, and supportive environment in school
2 is necessary for students to learn and achieve high academic standards. In order to maintain that environment,
3 acts of bullying, cyber-bullying, discrimination, harassment, hazing or any other victimization of students, based
4 on any actual or perceived traits or characteristics, are prohibited.¹

5 This policy shall be disseminated annually to all school staff, students, and parent(s)/guardians.² This policy
6 shall cover employees, employees' behaviors, students and students' behaviors while on school property, at any
7 school-sponsored activity, on school-provided equipment or transportation, or at any official school bus stop. If
8 the act takes place off school property or outside of a school-sponsored activity, this policy is in effect if the
9 conduct is directed specifically at a student or students and has the effect of creating a hostile educational
10 environment or otherwise creating a substantial disruption to the education environment or learning process.

11 **The principal/designee is responsible for educating and training respective staff and students as to the**
12 **definition and recognition of discrimination/harassment.**³

13 ~~Building administrators are responsible for educating and training their respective staff and students as to the~~
14 ~~definition and recognition of violations of this policy.~~

15 **The Director of Schools shall develop forms and procedures to ensure compliance with the**
16 **requirements of this policy and state law.**

17 **DEFINITIONS⁴**

18 **“Bullying/Intimidation/Harassment” is an act that substantially interferes with a student’s educational**
19 **benefits, opportunities, or performance, and the act has the effect of:**

- 20 1. **Physically harming a student or damaging a student’s property;**
- 21
- 22 2. **Knowingly placing a student in reasonable fear of physical harm to the student or damage to**
23 **the student’s property;**
- 24
- 25 3. **Causing emotional distress to a student; or**
- 26
- 27 4. **Creating a hostile educational environment.**

28 ~~**Intimidation/Harassment—An act that substantially interferes with a student’s educational benefits,**~~
29 ~~**opportunities, or performance, and the act has the effect of:**~~

- 30 ● ~~**Physically harming a student or damaging a student’s property;**~~

- ~~1 • Knowingly placing a student or students in reasonable fear of physical harm to the student or damage to~~
- ~~2 the student's property;~~
- ~~3 • Causing emotional distress to a student or students; or~~
- ~~4 • Creating a hostile educational environment.~~

~~5~~
~~6 *Bullying*—Bullying can be defined as repeated and systematic harassment and attacks on others, perpetrated by~~

~~7 individuals or groups. Bullying takes many forms and can include many different behaviors, such as but not~~

~~8 limited to:~~

- ~~9~~
- ~~10 • Physical violence and attacks~~
- ~~11 • Verbal taunts, name calling and put downs including ethnically based verbal abuse and gender-~~
- ~~12 based put downs~~
- ~~13 • Threats and intimidation~~
- ~~14 • Extortion or stealing of money and possessions~~
- ~~15 • Exclusion from the peer group~~
- ~~16 • Cyber bullying~~

~~17 Bullying, intimidation, or harassment may also be unwelcome conduct based on a protected class (race,~~

~~18 nationality, origin, color, gender, age, disability, religion) that is severe, pervasive, or persistent and creates a~~

~~19 hostile environment.~~

~~20 *Cyber-bullying* - A form of bullying undertaken through the use of electronic devices. Electronic devices~~

~~21 include, but are not limited to, telephones, cellular phones or other wireless telecommunication devices, text~~

~~22 messaging, emails, social networking sites, instant messaging, videos, web sites or fake profiles.~~

~~23 *Hazing* - An intentional or reckless act by a student or group of students that is directed against any other~~

~~24 student(s) that endangers the mental or physical health or safety of the student(s) or that induces or coerces a~~

~~25 student to endanger his/her mental or physical health or safety. Coaches and other employees of the school~~

~~26 district shall not encourage, permit, condone or tolerate hazing activities.³⁵~~

~~27 "Hazing" does not include customary athletic events or similar contest or competitions and is limited to those~~

~~28 actions taken and situations created in connection with initiation into or affiliation with any organization.~~

~~29 COMPLAINTS AND INVESTIGATIONS~~

~~30 **Any individual who has knowledge of behaviors that may constitute a violation of this policy shall**~~

~~31 **promptly report such information to the principal/designee.⁶**~~

~~32 ~~Alleged victims of the above referenced offenses shall report these incidents immediately to a teacher, counselor~~~~

~~33 ~~or building administrator.² All school employees are required to report alleged violations of this policy to the~~~~

~~34 ~~principal/designee. All other members of the school community, including students, parents, volunteers, and~~~~

~~35 ~~visitors, are encouraged to report any act that may be a violation of this policy.~~~~

~~36 While reports may be made anonymously, an individual's need for confidentiality must be balanced with~~

~~37 obligations to cooperate with police investigations or legal proceedings, to provide due process to the accused,~~

~~38 to conduct a thorough investigation or to take necessary actions to resolve a complaint, and the identity of~~

~~39 parties and witnesses may be disclosed in appropriate circumstances to individuals with a need to know.~~

~~40 The principal/designee at each school shall be responsible for investigating and resolving complaints. Once a~~

~~41 complaint is received, the principal/designee shall initiate an investigation within forty-eight (48) hours of~~

1 receipt of the report.⁴ If ~~a report~~ **an investigation** is not initiated within forty-eight (48) hours, the
2 principal/designee shall provide the Director of Schools with appropriate documentation detailing the reasons
3 why the investigation was not initiated within the required timeframe.⁴⁷

4 The principal/designee shall notify the parent/legal guardian when a student is involved in an act of
5 discrimination, harassment, intimidation, bullying, or cyber-bullying. The principal/designee shall provide
6 information on district counseling and support services. Students involved in an act of discrimination,
7 harassment, intimidation, bullying, or cyber-bullying shall be referred to the appropriate school counselor by the
8 principal/designee when deemed necessary.⁴⁸

9 The principal/designee is responsible for determining whether an alleged act constitutes a violation of this
10 policy, and such act shall be held to violate this policy when it meets one of the following conditions:

- 11 • It places the student in reasonable fear or harm for the student's person or property;
- 12 • It has a substantially detrimental effect on the student's physical or mental health;
- 13 • It has the effect of substantially interfering with the student's academic performance; or
- 14 • It has the effect of substantially interfering with the student's ability to participate in or benefit from the
15 services, activities, or privileges provided by a school.

16 Upon the determination of a violation, the principal/designee shall conduct a prompt, thorough, and complete
17 investigation of each alleged incident. All investigations shall be completed and appropriate intervention taken
18 within twenty (20) calendar days from the receipt of the initial report.⁴⁷ If the investigation is not complete or
19 intervention has not taken place within twenty (20) calendar days, the principal/designee shall provide the
20 Director of Schools with appropriate documentation detailing the reasons why the investigation has not been
21 completed or the appropriate intervention has not taken place.⁴⁷ Within the parameters of the federal Family
22 Educational Rights and Privacy Act (FERPA)⁹ at 20 U.S.C. § 1232g, a written report on the investigation will be
23 delivered to ~~the parents of the complainant, parents of the accused students~~ **all parties involved** and to the
24 Director of Schools.

25 **RESPONSE AND PREVENTION¹⁰**

26 School administrators shall consider the nature and circumstances of the incident, the age of the violator, the
27 degree of harm, previous incidences or patterns of behavior, or any other factors, as appropriate to properly
28 respond to each situation.

29 **A substantiated charge against an employee shall result in disciplinary action up to and including**
30 **termination. The employee may appeal this decision by contacting the Director of Schools or his**
31 **designee.**

32 **A substantiated charge against a student may result in corrective or disciplinary action up to and**
33 **including suspension. The student may appeal this decision in accordance with disciplinary policies and**
34 **procedures.**

35 ~~A substantiated charge against an employee shall result in disciplinary action up to and including termination. A~~
36 ~~substantiated charge against a student may result in corrective or disciplinary action up to and including~~
37 ~~suspension.~~

38 ~~An employee disciplined for violation of this policy may appeal the decision by contacting the Federal Rights~~
39 ~~Coordinator. Any student disciplined for violation of this policy may appeal the decision in accordance with~~
40 ~~disciplinary policies and procedures.~~

1 **REPORTS**

2 When a complaint is filed alleging a violation of this policy where there is physical harm or the threat
3 of physical harm to a student or a student's property, the principal/designee of each middle school or
4 high school shall report the findings and any disciplinary actions taken to the Director of Schools and
5 the chair of the board of education.¹¹

6 By July 1 of each year, the Director of Schools/designee shall prepare a report of all of the bullying
7 cases brought to the attention of school officials during the prior academic year. The report shall also
8 indicate how the cases were resolved and/or the reasons they are still pending. This report shall be
9 presented to the board of education at its regular July meeting, and it shall be submitted to the state
10 department of education by August 1.¹²

11 ~~The Director of Schools shall develop forms and procedures to ensure compliance with the~~
12 ~~requirements of this policy and TCA 49-6-4503.~~

13 **RETALIATION AND FALSE ACCUSATIONS**

14 Retaliation against any person who reports or assists in any investigation of an act alleged in this
15 policy is prohibited. The consequences and appropriate remedial action for a person who engages in
16 retaliation shall be determined by the administrator after consideration of the nature, severity, and
17 circumstances of the act.¹³

18 False accusations accusing another person of having committed an act prohibited under this policy are
19 prohibited. The consequences and appropriate remedial action for a person found to have falsely
20 accused another may range from positive behavioral interventions up to and including suspension and
21 expulsion.¹⁴

Legal References

1. TCA 49-6-4503
2. 20 USCS §§ 1681 to 1686
3. TCA 49-2-120
4. TCA 49-6-4503(a), (b)(3)
5. TCA 49-6-4503(b)(11)
6. TCA 49-6-4503(b)(12)
7. TCA 49-5-503(b)(2), (13)
8. TCA 49-2-120
9. TCA 49-6-4503(b)(5)
10. TCA 49-6-4503(b)(6)
11. TCA 49-6-4503(b)(14)
12. 20 USCA § 1232g
13. TCA 49-6-4503(b)(4), (7)-(8)
14. TCA 49-6-4503(d)(3)
15. TCA 49-6-4503(c)(2)(B)
16. TCA 49-6-4503(b)(9)
17. TCA 49-6-4503(b)(10)
18. 20 USCA §§ 1681 to 1686

Cross References

- ~~Appeals To and Appearances Before the Board 1.608~~
~~Staff-Student Relations 5.610~~
~~Student Complaints and Grievances 6.305~~
~~Discipline Procedures 6.313~~
- Appeals to and Appearances Before the Board 1.404
 Section 504 and ADA Grievance Procedures 1.802
 Staff-Student Relations 5.610
 Student Goals 6.100
 Title IX & Sexual Harassment 6.3041
 Student Complaints and Grievances 6.305
 Code of Conduct 6.300
 Child Abuse and Neglect 6.409
 Student Suicide Prevention 6.415

Cleveland City Board of Education

Monitoring: Review: Annually, in March	Descriptor Term: Title IX & Sexual Harassment	Descriptor Code: 6.3041	Issued Date: 08/03/20
		Rescinds:	Issued:

1 *General*

2 In order to maintain a safe, civil, and supportive learning environment, all forms of sexual harassment
3 and discrimination on the basis of sex are prohibited.¹ This policy shall cover employees, employees'
4 behaviors, students, and students' behaviors while on school property, at any school-sponsored activity,
5 on school-provided equipment or transportation, or at any official school bus stop in accordance with
6 federal law. This policy shall be disseminated annually to all school staff, students, and
7 parent(s)/guardian(s).² The Title IX Coordinator as well as any personnel chosen to facilitate the
8 grievance process shall not have a conflict of interest against any party of the complaint.³ These
9 individuals shall receive training as to how to promptly and equitably resolve student and employee
10 complaints.³

11 All employees shall receive training on complying with this policy and federal law.⁴

12 **TITLE IX COORDINATOR**⁵

13 The Title IX Coordinator shall respond promptly to all general reports as well as formal complaints of
14 sexual harassment. He/she shall be kept informed by school-level personnel of all investigations and
15 shall provide input on an ongoing basis as appropriate.

16 Any individual may contact the Title IX Coordinator at any time using the information below:

17 Title: Director of Student Services

18 Mailing address: 4300 Mouse Creek Road NW Cleveland, TN 37312

19 Phone number: (423) 472-9571

20 Email: dmoore@clevelandschools.org

21 **DEFINITIONS**⁴

22 “Complainant” is an individual who is alleged to be the victim of conduct that could constitute sexual
23 harassment.

24 “Respondent” is an individual who is reported to be the perpetrator of conduct that could constitute
25 sexual harassment.

26 “Sexual harassment” is conduct on the basis of sex that satisfies one or more of the following:³

- 1 1. A school district employee conditioning an aid, benefit, or service of an education program or
2 activity on an individual's participation in unwelcome sexual conduct;
- 3
- 4 2. Unwelcome conduct determined by a reasonable person to be so severe, pervasive, and
5 objectively offensive that it effectively denies a person equal access to the education program
6 or activity; or
- 7 3. Sexual assault,⁶ dating violence,⁷ domestic violence,⁸ or stalking⁹ as defined in state and federal
8 law.

9 Behaviors that constitute sexual harassment may include, but are not limited to:

- 10 1. Sexually suggestive remarks;
- 11
- 12 2. Verbal harassment or abuse;
- 13
- 14 3. Sexually suggestive pictures;
- 15
- 16 4. Sexually suggestive gesturing;
- 17
- 18 5. Harassing or sexually suggestive or offensive messages that are written or electronic;
- 19
- 20 6. Subtle or direct propositions for sexual favors; and
- 21
- 22 7. Touching of a sexual nature.

23 Sexual harassment may be directed against a particular person or persons, or a group, whether of the
24 opposite sex or the same sex.

25 "Supportive measures" are non-disciplinary, non-punitive, individualized services and shall be offered
26 to the complainant and the respondent, as appropriate. These measures may include, but are not limited
27 to, the following:

- 28 1. Counseling;
- 29
- 30 2. Course modifications;
- 31
- 32 3. Schedule changes; and
- 33
- 34 4. Increased monitoring or supervision.

35 The measures offered to the complainant and the respondent shall remain confidential to the extent that
36 maintaining such confidentiality would not impair the ability of the school district to provide the
37 supportive measures.

38 **GRIEVANCE PROCESS**

1 Upon learning of an instance of alleged sexual harassment, even if no formal complaint is filed, the
2 Title IX Coordinator shall:

- 3 1. Promptly contact the complainant to discuss the availability of supportive measures;
- 4
- 5 2. Consider the complainant's wishes with respect to supportive measures;
- 6
- 7 3. Inform the complainant of the availability of supportive measures; and
- 8
- 9 4. Explain the process for filing a formal complaint.¹⁰

10 While the school district will respect the confidentiality of the complainant and the respondent as much
11 as possible, some information may need to be disclosed to appropriate individuals. All disclosures shall
12 be consistent with the school district's legal obligations and the necessity to investigate allegations of
13 harassment and take disciplinary action.

14 Disciplinary consequences or sanctions shall not be initiated against the respondent until the grievance
15 process has been completed. Unless there is an immediate threat to the physical health or safety of any
16 student arising from the allegation of sexual harassment that justifies removal, the respondent's
17 placement shall not be changed.¹¹ If the respondent is an employee, he/she may be placed on
18 administrative leave during the pendency of the grievance process.¹² The Title IX Coordinator shall
19 keep the Director of Schools informed of any employee respondents so that he/she can make any
20 necessary reports to the State Board of Education in compliance with state law.¹³

21 **Complaints**

22 Any individual who has knowledge of behaviors that may constitute a violation of this policy shall
23 immediately report such information to the Title IX Coordinator, however, nothing in this policy requires
24 a complainant to either report or file a formal complaint within a certain timeframe. If the complaint
25 involves the Title IX Coordinator, the complaint shall be filed with the Director of Schools.

26 If a complaint involves allegations of child abuse, including child abuse on school grounds, appropriate
27 notification shall be made per the board policy on reporting child abuse.

28 Upon receipt of a formal complaint, the Title IX Coordinator shall promptly:¹⁴

- 29 1. Provide written notice of the allegations, and the grievance process to all known parties to give
30 the respondent time to prepare a response before an initial interview;
- 31
- 32 2. Inform the parties of the prohibition against making false statement or knowingly submitting
33 false information;
- 34
- 35 3. Inform the parties that they may have an advisor present during any subsequent meetings; and
- 36
- 37 4. Offer supportive measures in an equitable manner to both parties.

1 If the Title IX Coordinator dismisses a complaint, written notice, including the reasons for dismissal,
2 shall be provided to both parties simultaneously.¹⁵

3 **Investigations**¹⁶

4 The Title IX Coordinator or a Director of Schools Designee shall serve as the investigator and be
5 responsible for investigating complaints in an equitable manner that involves an objective evaluation of
6 all relevant evidence. The burden for obtaining evidence sufficient to reach a determination regarding
7 responsibility rests on the school district and not the complainant or respondent.

8 Once a complaint is received, the Investigator shall initiate an investigation within forty-eight (48) hours
9 of receipt of the complaint. If an investigation is not initiated within forty-eight (48) hours, the
10 investigator shall provide the Title IX Coordinator with appropriate documentation detailing the reasons
11 why the investigation was not initiated within the required timeframe.

12 All investigations shall be completed within twenty (20) calendar days from the receipt of the initial
13 complaint. If the investigation is not complete within twenty (20) calendar days, the investigator shall
14 provide the Title IX Coordinator with appropriate documentation detailing the reasons why the
15 investigation has not been completed.

16 All investigations shall:

- 17 1. Provide an equal opportunity for the parties to present witnesses and evidence;
- 18 2. Not restrict the ability of either party to discuss the allegations under investigation or gather
19 and present relevant evidence;
- 20 3. Refrain from requiring, allowing, relying upon, or otherwise using questions or evidence that
21 seek disclosure of information protected under a legally recognized privilege unless such
22 privilege has been waived;¹⁷
- 23 4. Provide the parties with the same opportunities to have others present during any grievance
24 proceeding;
- 25 5. Provide to parties whose participation is requested written notice of the date, time, location,
26 participants, and purpose of all investigative interviews, or other meetings, with sufficient time
27 for the party to prepare to participate;
- 28 6. Provide both parties an equal opportunity to inspect and review any evidence directly related to
29 the allegations in the formal complaint; and
- 30 7. Result in the creation of an investigative report that fairly summarizes relevant evidence.
 - 31 a. Prior to the completion of the investigative report, the investigator shall send to each
32 party the evidence subject to inspection and review. All parties shall have at least ten
33 (10) days to submit a written response which shall be taken into consideration in
34 creating the final report.

1 Within the parameters of the federal Family Educational Rights and Privacy Act,¹⁸ the Title IX
2 Coordinator shall keep the complainant and the respondent informed of the status of the investigation
3 process. At the close of the investigation, a written final report on the investigation will be delivered to
4 the parent(s)/guardian(s) of the complainant, parent(s)/guardian(s) of the respondent, and to the
5 Director of Schools.

6 **Determination of Responsibility**¹⁹

7 The respondent is presumed not responsible for the alleged conduct until a determination regarding
8 responsibility is made at the conclusion of the grievance process.²⁰ The “clear and compelling evidence
9 standard” shall be used in making this determination.²¹

10 The Director of Schools shall act as the decision-maker. He/she shall receive the final report of the
11 investigation and allow each party the opportunity to submit written questions that he/she wants asked
12 of any party or witness prior to the determining responsibility.

13 The decision-maker shall make a determination regarding responsibility and provide the written
14 determination to the parties simultaneously along with information about how to file an appeal.

15 A substantiated charge against a student may result in corrective or disciplinary action up to and
16 including expulsion. A substantiated charge against an employee shall result in disciplinary action up to
17 and including termination.

18 After a determination of responsibility is made, the Title IX Coordinator shall work with the complainant
19 to determine if further supportive measures are necessary. The Title IX Coordinator shall also determine
20 whether any other actions are necessary to prevent reoccurrence of the harassment.

21 **APPEALS**²²

22 Either party may appeal from a determination of responsibility based on a procedural irregularity that
23 affected the outcome, new evidence that was not reasonably available at the time of the determination
24 that could affect the outcome, or an alleged conflict of interest on the part of the Title IX Coordinator or
25 any personnel chosen to facilitate the grievance process. Appeals shall be submitted to the Title IX
26 Coordinator within ten (10) days of a determination of responsibility.

27 Upon receipt of an appeal, the Title IX Coordinator shall:

- 28 1. Assign an impartial hearing officer within five (5) days of receipt of the appeal; and
- 29 2. Notify the parties in writing.

31 During the appeal process, the parties shall have a reasonable, equal opportunity to submit written
32 statements. Within ten (10) calendar days, the hearing officer shall issue a written decision describing
33 the result of the appeal and the rationale for the result. The written decision shall be provided
34 simultaneously to both parties.

35 **RETALIATION**²³

- 1 Retaliation against any person who makes a report or complaint or assists, participates, or refuses to
- 2 participate in any investigation of an act alleged in this policy is prohibited.

Legal References

1. 34 CFR § 106.1
2. 34 CFR § 106.8(b),(c)
3. 34 CFR § 106.45(b)(1)(iii); 34 CFR § 106.45(b)(10)(D)
4. 34 CFR § 106.30(a)
5. 34 CFR § 106.8(a)
6. 20 USCA 1092(f)(6)(A)(v); TCA 36-3-601(10); TCA 71-6-302
7. 34 USCA 12291(a)(10)
8. 34 USCA 12291(a)(8); TCA 40-14-109
9. 34 USCA 12291(a)(30); TCA 39-17-315; TCA 36-3-601(11)
10. 34 CFR § 106.44(a)
11. 34 CFR § 106.44(c)
12. 34 CFR § 106.44(d)
13. TRR/MS 0520-02-03-.09(2); TCA 49-5-417(c)
14. 34 CFR § 106.45(b)(2)
15. 34 CFR § 106.45(b)(3)
16. 34 CFR § 106.45(b)(5); 34 CFR § 106.45(b)(1)(v)
17. 34 CFR § 106.45(b)(1)(x)
18. 20 USCA § 1232g
19. 34 CFR § 106.45(b)(7)
20. 34 CFR § 106.45(b)(1)(iv)
21. 34 CFR § 106.45(b)(1)(vii)
22. 34 CFR § 106.45(b)(8)
23. 34 CFR § 106.71

Cross References

Section 504 and ADA Grievance Procedures 1.802
Discrimination/Harassment of Employees (Sexual, Racial,
Ethnic, Religious) 5.500
Staff-Student Relations 5.610
Code of Conduct 6.300
Student Discrimination, Harassment, Bullying, Cyber-
bullying, and Intimidation 6.304
Child Abuse and Neglect 6.409

Cleveland City Board of Education

Monitoring: Review: Annually, in April	Descriptor Term: Student Concerns, Complaints, and Grievances	Descriptor Code: 6.305	Issued Date: 04/01/19
		Rescinds: 6.305	Issued: 12/01/08

1 STUDENT CONCERNS AND COMPLAINTS

2 Decisions made by school personnel — such as instructional assistants, teachers, or assistant principals
3 — which students believe are unfair or in violation of pertinent policies of the Board or individual
4 school rules may be appealed to the school principal or a designated representative. To appeal, students
5 will contact the principal's office in their school and provide their name, the issue and the reason for
6 their appeal on a printed form available at the school office within two days. The appeal ~~will~~ **shall**
7 ~~usually~~ be decided confidentially and promptly, preferably within five (5) school days.

8 However, if the principal does not make a decision within five (5) school days following the date of
9 complaint, students or parents may appeal at that time by contacting the Director of Schools/designee
10 at the central office. The information provided should include the student's name, the school and a
11 description of the problem.

12 An investigation and decision will be made within two (2) school days and communicated to the
13 school principal and student by telephone. A written copy of the decision also will be sent to the
14 student and the principal.

15 ~~DISCRIMINATION/HARASSMENT GRIEVANCE PROCEDURES~~

16 ~~*Filing a Complaint*—Any student of this school district who wishes to file a~~
17 ~~discrimination/harassment grievance against another student or an employee of the district may file a~~
18 ~~written or oral (recorded, if possible) complaint with a complaint manager.[†] Students may also report~~
19 ~~an allegation of discrimination/ harassment to any teacher or other adult employed in the school who~~
20 ~~shall inform a complaint manager of the allegation. The complaint should include the following~~
21 ~~information:~~

22 ~~Identity of the alleged victim and person accused;~~
23 ~~Location, date, time and circumstances surrounding the alleged incident;~~
24 ~~Description of what happened;~~
25 ~~Identity of witnesses; and~~
26 ~~Any other evidence available.~~

27 ~~*Investigation*—Within twenty four hours of receiving the student's complaint, the complaint manager~~
28 ~~shall notify the complaining student's parent/guardian and the principal who shall inform the Director~~
29 ~~of Schools. The parent/guardian shall be given notice of the right to attend an interview of the student~~
30 ~~in a non-intimidating environment in order to elicit full disclosure of the student's allegations. This~~
31 ~~interview shall take place within five (5) days from the time the complaint was first made. If no~~
32 ~~parent/guardian attends the interview, another adult, mutually agreed upon by the student and the~~

1 complaint manager, shall attend and may serve as the student's advocate. After a complete
 2 investigation, if the allegations are substantiated, immediate and appropriate corrective or disciplinary
 3 action shall be initiated. The complaint and identity of the complainant will not be disclosed except (1)
 4 as required by law or this policy; or (2) as necessary to fully investigate the complaint; or (3) as
 5 authorized by the complainant. A school representative will meet with and advise the complainant
 6 regarding the findings, and whether corrective measures and/or disciplinary action were taken. The
 7 investigation and response to the complainant will be completed within thirty (30) school days. Copies
 8 of the report will be sent to the student, principal, Federal Rights Coordinator and the Director of
 9 Schools. One copy shall be kept in the complaint manager's file for one (1) year beyond the student's
 10 eighteenth (18th) birthday. The Director of Schools shall keep the Board informed of all complaints.

11 *Decision and Appeal*—If the complainant is not in agreement with the findings of fact as reported by
 12 the complaint manager, an appeal may be made, within five (5) work days to the Director of Schools.
 13 The Director of Schools will review the investigation, make any corrective action deemed necessary
 14 and provide a written response to the complainant. If the complainant is not in agreement with the
 15 Director of Schools' findings of fact, appeal may be made to the Board of Education within five (5)
 16 work days. The Board shall, within thirty (30) days from the date the appeal was received, review the
 17 investigation and the actions of the Director of Schools and may support, amend or overturn the
 18 actions based upon review and report their decision in writing to the complainant.

19 **APPOINTING COMPLAINT MANAGERS**

20 The Director of Schools shall appoint at least two complaint managers, one of each gender for each
 21 school. The Federal Rights Coordinator may serve as a complaint manager. The Director of Schools
 22 shall insert into this policy the names, addresses and telephone numbers of current complaint
 23 managers. (see note)

24 This policy shall be referenced in the parent/student handbook distributed annually to every student.
 25 Building administrators are responsible for educating and training their respective staff and students as
 26 to the definition and recognition of discrimination/harassment.

27 See policy 6.304 for the complete policy about harassment.

28 *(Note: Title IX regulations require districts to identify the name, address and telephone number of the*
 29 *person who is responsible for coordinating the district's compliance efforts. A policy should not be*
 30 *adopted with a person's name in it; rather, the identifying information can be added and amended as*
 31 *necessary.)*

32 Complaint Managers: _____ Director of Student Services
 33 _____ Supervisor of Elementary Education
 34 _____ Cleveland City Schools
 35 _____ 4300 Mouse Creek Road
 36 _____ Cleveland, TN 37312
 37 _____ (423) 472-9571

Legal References

1. Title IX, Education Amendment of 1972,
20 U.S.C. §1681,et seq.

Cross References

Appeals To & Appearances Before the Board 1.404
Section 504/ADA Grievance Procedures 1.802
Discrimination/Harassment 5.500
Discrimination/Harassment of Students 6.304

Cleveland City Board of Education

Monitoring: Review: Annually, in March	Descriptor Term: Alternative Education	Descriptor Code: 6.319	Issued Date: 09/08/20
		Rescinds:	Issued:
		Rescinds: 6.319	Issued: 06/13/05

1 *General*

2 ~~The board shall operate an alternative school program for students in grades seven through twelve (7-~~
 3 ~~12) who have been suspended or expelled from regular school programs.¹ Attendance in alternative~~
 4 ~~school programs shall be mandatory. Athletic eligibility shall be suspended for those students enrolled~~
 5 ~~in an alternative school program as a result of long term suspension or expulsion.~~

6 ~~Alternative school programs shall be operated in accordance with state law and the rules of the State~~
 7 ~~Board of Education, and instruction shall proceed as nearly as practicable in accordance with the~~
 8 ~~instructional programs at the student's home school.² These educational opportunities shall utilize~~
 9 ~~Tennessee's academic standards, incorporate innovative teaching strategies, deliver research-based~~
 10 ~~instructional techniques, and provide the resources necessary to foster student learning and~~
 11 ~~achievement.³~~

12 ~~Annually, the director of schools/designee shall submit the following information to the Department of~~
 13 ~~Education:³~~

- 14 ~~1. Alternative school(s) or program(s) currently in operation in the district;~~
- 15
- 16 ~~2. Number and grade level of students served in an alternative education program;~~
- 17
- 18 ~~3. Primary reason for student assignment to an alternative education program; and~~
- 19
- 20 ~~4. Number of faculty and staff serving each alternative education program.~~

21 **ASSIGNMENT³**

22 ~~Prior to the assignment of the student to an alternative school program, the director of schools/designee~~
 23 ~~shall provide written notice to the student's parent/guardian stating the reason for the student's~~
 24 ~~placement. Placement can be made without the agreement of the parents/guardian.~~

25 ~~The student shall be subject to all rules of the school and violations of such rules may result in the~~
 26 ~~student's removal from the school for the duration of the original intended suspension or expulsion.~~
 27 ~~Violation of school rules shall not constitute grounds for extension of time spent in the alternative~~
 28 ~~school.~~

1 ~~Placement in an alternative education setting shall be reserved for students who significantly disrupt~~
2 ~~the educational process. If a student has an active Individualized Education Plan, a 504 plan, or is~~
3 ~~suspected of having a disability, all state and federal laws, rules, and regulations related to special~~
4 ~~education shall be followed. The director of schools/designee shall develop procedures regarding~~
5 ~~placement of students in the program, taking in to consideration the impact of exclusionary discipline~~
6 ~~practices.~~

7 ~~The Director of Schools/designee shall monitor and regularly evaluate the academic progress of each~~
8 ~~student enrolled in an alternative education program.~~

9 **TRANSITION PLANS³**

10 ~~The Director of Schools/designee shall develop procedures regarding the implementation of transition~~
11 ~~plans for the integration of students entering and exiting the program.~~

Legal References

1. ~~TCA 49-6-3402(a); State Board of Education Policy 2.302~~
2. ~~TCA 49-6-3402(b); TRR/MS 0520-01-02-.09~~
3. ~~State Board of Education Policy 2.302~~

Cross References

~~Special Education 4.202~~
~~Suspension/Expulsion/Remand 6.316~~
~~Disciplinary Hearing Authority 6.317~~
~~Special Education Students 6.500~~

1

2 *General*¹

3 The Board shall operate an alternative school and/or program for students in grades seven through
4 twelve (7-12) who have been suspended or expelled from the regular school program.

5 An alternative school is a short-term intervention program designed to provide educational services
6 outside the regular school program for students who have been suspended or expelled. The alternative
7 school is located in a separate facility from the regular school program.

8 An alternative program is a short-term intervention program designed to provide educational services
9 outside the regular school program for students who have been suspended or expelled. Alternative
10 programs may be located within the regular school or be a self-contained program within a school.
11 Alternative programs shall include, but are not limited to, the following: a small learning community
12 known as Raider Blue Academy, virtual school, or after-school day sessions.

13 The alternative school and/or program shall be operated in accordance with state laws and the rules of
14 the State Board of Education, and instruction shall proceed as nearly as practicable in accordance with
15 the instructional program at the student's regular school. The Director of Schools shall develop
16 procedures that provide appropriate educational opportunities for all students assigned to the
17 alternative school or program. These educational opportunities shall adhere to Tennessee's academic
18 standards.²

19 **ASSIGNMENT**

20 Students who have been suspended for more than ten (10) days or expelled shall be assigned to the
21 alternative school or program if there is staff and space available.³ Availability of staff and space shall
22 be determined at the time the disciplinary decision is rendered. The Director of Schools/designee shall
23 make this determination by evaluating factors including, but not limited to, the following:

- 24 1. Level of supervision available;
25
26 2. Safety considerations; and
27
28 3. Type of infraction.

29 Students who have committed zero tolerance offenses are not required to be assigned to alternative
30 schools or programs.⁴

31 Prior to the assignment of the student to the alternative school or program, the Director of
32 Schools/designee shall provide written notice to the student's parent/guardian stating the reason for the
33 student's placement.⁵

34 Placement in an alternative education setting shall be reserved for students who significantly disrupt
35 the educational process. If a student has an active Individualized Education Plan, a 504 plan, or is
36 suspected of having a disability, all state and federal laws and rules and regulations related to special

1 education shall be followed. The Director of Schools/designee shall develop procedures regarding
 2 placement of students in the program, taking into consideration the impact of exclusionary discipline
 3 practices.⁶

4 The Director of Schools/designee shall monitor and regularly evaluate the academic progress of each
 5 student enrolled in the alternative school.

6 **REMOVAL**⁷

7 A student may be removed from the alternative school or program if:

- 8 1. He/she violates the rules of the alternative school or program; or
- 9
- 10 2. He/she is not benefitting from the assignment and all interventions have been exhausted
- 11 unsuccessfully.

12 **ADDITIONAL OFFENSES**⁸

13 Any new disciplinary offense committed during a student's original suspension or expulsion period
 14 shall be treated as a new and separate offense. These offenses shall not constitute an extension of the
 15 original suspension or expulsion.

16 **TRANSITION PLAN**⁹

17 The Director of Schools/designee shall develop procedures regarding the implementation of transition
 18 plans for the integration of students assigned to the alternative school.

Legal References

4. TCA 49-6-3402(a); Public Acts of 2020, Chapter No. 603; TRR/MS 0520-01-02-.09
5. TRR/MS 0520-01-02-.09(9)(a)
6. Public Acts of 2020, Chapter No. 603
7. Public Acts of 2020, Chapter No. 603; TRR/MS 0520-01-02-.09(6)(a)
8. TRR/MS 0520-01-02-.09(9)(i)
9. TRR/MS 0520-01-02-.09(9)(h)
10. Public Acts of 2020, Chapter No. 603
11. TRR/MS 0520-01-02-.09(9)(g)(2)
12. TRR/MS 0520-01-02-.09(m)

Cross References

- Special Education 4.202
- Suspension 6.316
- Student Disciplinary Hearing Authority 6.317
- Special Education Students 6.500

Cleveland City Board of Education

Monitoring: Review: Annually, in April	Descriptor Term: Reporting Child Abuse	Descriptor Code: 6.409	Issued Date: 09/08/20
		Rescinds:	Issued:

1 *General*

2 ~~Child abuse is defined as any wound, injury, disability, or physical or mental condition~~
3 ~~which is of such nature as to reasonably indicate that it has been caused by brutality, abuse,~~
4 ~~or neglect or which on the basis of available information reasonably appears to have been~~
5 ~~caused by such. Staff members having knowledge or suspicion of any child who is~~
6 ~~suffering from abuse or neglect shall report such harm immediately.1,2 The report shall be~~
7 ~~made to the judge having juvenile jurisdiction, the office of the chief law enforcement~~
8 ~~official where the child resides, or to the Department of Children's Services in a manner~~
9 ~~specified by the department, either by contacting a local representative of the department or~~
10 ~~by utilizing the department's centralized intake procedure where applicable.3 If the~~
11 ~~appropriate agency has not responded within two hours after receiving a staff member's~~
12 ~~report of possible harm to a child, the staff member shall make a report to the Bradley~~
13 ~~County Juvenile Court Division.~~

14 ~~The report shall include:4~~

15 ~~1. The name, address and age of the child;~~

16 ~~2. The name and address of the parents or persons having custody of the child;~~

17 ~~3. The nature and extent of the abuse or neglect; and~~

18 ~~4. Any evidence to the cause or any other information that may relate to the cause or extent~~
19 ~~of the abuse or neglect.1~~

20 ~~The identity of the person reporting shall remain confidential except when the juvenile~~
21 ~~court determines otherwise.5~~

22 ~~The Director of Schools shall develop reporting procedures, including sample indicators of~~
23 ~~abuse and neglect, and shall disseminate the procedures to all school personnel.6 However,~~
24 ~~nothing in the reporting procedures shall eliminate the staff member's legal responsibility to~~
25 ~~directly make a report to the authorities stated above.6~~

26 INVESTIGATIONS

~~1 School administrators and employees have a duty to cooperate, provide assistance and
2 information in child abuse investigations⁷ including permitting child abuse review teams to
3 conduct interviews while the child is at school; the principal may control the time, place
4 and circumstances of the interview, but~~

~~5 may not insist that a school employee be present even if the suspected abuser is a school
6 employee or another student. The principal is not in violation of any laws by failing to
7 inform parents that the child is to be interviewed even if the suspected abuser is not a
8 member of the child's household.⁸~~

9

10 ~~Legal References Cross References~~

11 ~~1. TCA 37-1-412~~

12 ~~2. TCA 37-1-403(a)(1)~~

13 ~~3. TCA 37-1-403(a)(2)~~

14 ~~4. TCA 37-1-403(b)~~

15 ~~5. TCA 37-1-409(a)(1)~~

16 ~~6. TRR/MS 0520-1-3-.08(2)(e)~~

17 ~~7. TCA 37-1-611(b)~~

18 ~~8. Tenn. Op. Atty. Gen. No. 87-101 (June 9, 1987)~~

19 *General*

20 **The Director of Schools shall:¹**

- 21 **1. Designate one employee as the Child Abuse Coordinator (the Coordinator) and an additional**
22 **employee to serve as the Alternate Child Abuse Coordinator (the Alternate) for each school;**
23
- 24 **2. Require that the Coordinator and the Alternate receive appropriate training;**
25
- 26 **3. Supply the Coordinator with all necessary resources;**
27
- 28 **4. Ensure that all school personnel annually complete the child abuse training program required**
29 **by state law.²**

1 The Coordinator shall assist any employee with appropriately reporting and responding to instances of
2 child abuse or child sexual abuse.

3 **REPORTING**

4 All personnel shall be alert for any evidence of child abuse, sexual abuse, or neglect.³ If personnel
5 know or have reasonable cause to suspect child abuse, sexual abuse, or neglect, a report shall be filed
6 immediately with the Coordinator, the Department of Children's Services (DCS), and law
7 enforcement.⁴

8 The report shall include, to the extent known by the reporter:⁵

- 9 1. The name, address, telephone number, and age of the child;
- 10 2. The name, telephone number, and address of the parents or persons having custody of the child;
- 11 3. The nature and extent of the abuse or neglect; and
- 12 4. Any evidence to the cause or any other information that may relate to the cause or extent of the
13 abuse or neglect.

14
15
16
17 The Director of Schools/designee shall develop reporting procedures, including sample indicators of
18 abuse and neglect, and shall disseminate the procedures to all school personnel.

19 **CONFIDENTIALITY**

20 District employees shall keep all information regarding any child abuse confidential in accordance
21 with state law.

22 **INVESTIGATIONS**

23 School administrators and employees have a duty to cooperate, provide assistance, and information in
24 child abuse investigations⁶ including permitting DCS teams to conduct interviews while the child is at
25 school. The principal may control the time, place, and circumstances of the interview but may not
26 insist that a school employee be present even if the suspected abuser is a school employee or another
27 student. The principal is not in violation of any laws by failing to inform parent(s)/guardian(s) that the
28 child is to be interviewed even if the suspected abuser is not a member of the child's household.⁷

Legal References

1. H.B. 2461, 111th Tenn. Gen. Assembly (2020)
2. TCA 37-1-408
3. TCA 37-1-403(a)(1); TCA 37-1-412; TCA 37-1-602; TCA 37-1-605(a)(4)
4. TCA 37-1-403(a)(2); H.B. 2461, 111th Tenn. Gen. Assembly (2020)
5. TCA 37-1-403(b)
6. TCA 37-1-611(b)
7. Tenn. Op. Atty. Gen. No. 87-101 (June 9, 1987)

Cross References

Recommendations and File Transfers 5.203
Staff-Student Relations 5.610
Interrogations and Searches 6.303
Student Discrimination, Harassment, Bullying, Cyberbullying, and Intimidation 6.304
Title IX & Sexual Harassment 6.3041



Russell Dyer, Ed.D. • Director of Schools

4300 Mouse Creek Road NW, Cleveland, TN 37312 • p: 423.472.9571 • f: 423.472.3390 • clevelandschools.org

Memo

To: Cleveland City Schools Board of Education and Dr. Dyer

From: Kelly Kiser-Director of Human Resources

Date: September 2, 2020

Re: Blythe-Bower Position Request 2020-2021 School Year

Blythe-Bower would like to request approval to add the following positions for the 2020-2021 school year:

Part Time School Counselor
Two (2) Part Time Interventionists.

These positions will be funded through the Title 1 budget at Blythe-Bower and must also receive approval from the Tennessee Department of Education before they can be staffed.



Russell Dyer, Ed.D. • Director of Schools

4300 Mouse Creek Road NW, Cleveland, TN 37312 • p: 423.472.9571 • f: 423.472.3390 • clevelandschools.org

Memo

To: Cleveland City Schools Board of Education and Dr. Dyer

From: Kelly Kiser-Director of Human Resources

Date: August 20, 2020

Re: Position Request for 2020-2021 School Year

We would like to request approval to add the position of ESL Family Engagement Coordinator for the 2020-2021 school year. This position would be funded through the Title III budget. A job description for the position is included with this memo.

CLEVELAND CITY SCHOOLS

TITLE **ESL Family Engagement Coordinator**

QUALIFICATIONS

1. High school diploma or GED required. Bachelor's degree preferred.
2. Ability to communicate effectively with students, school personnel, and parents
3. Ability to maintain a cooperative relationship within the school setting which fosters school and family engagement

REPORTS TO ESL Supervisor

JOB GOAL To promote ESL family involvement and encourage participation in students' education

ESSENTIAL FUNCTIONS

1. Coordinate with school level Family Engagement Coordinators to promote existing family programming to all ESL families
2. Expand ESL specific family programming at all schools to include regular events such as parent nights, technology sessions, school orientation activities, and multicultural celebrations
3. Expand opportunities for parent involvement by organizing parent workshops and school-level ESL parent ambassadors
4. Connect ESL families to community resources including adult English and family literacy programs
5. Strengthen community partnerships with the goal of working together to provide expanded resources and opportunities for ESL students and their families
6. Work directly with ESL students and families to explore available post-secondary opportunities
7. Other duties as assigned by the ESL Supervisor

PHYSICAL DEMANDS

This job may require lifting of objects that exceed 50 lbs., or the average weight of a child, if assigned to elementary school, with frequent lifting and/or carrying of objects weighing up to 25 lbs. Other physical demands that may be required are as follows:

1. Pushing and/or pulling
2. Climbing and/or balancing
3. Stooping, kneeling, crouching, and/or crawling
4. Reaching, handling
5. Talking
6. Hearing
7. Seeing

TEMPERAMENT (Personal Traits)

1. Adaptability to perform a variety of duties, often changing from one task to another of a different nature without loss of composure
2. Adaptability to accept responsibility for the direction, control, or planning of an activity
3. Adaptability to deal with students
4. Adaptability to make generalizations, evaluations, or decisions based on sensory or judgmental criteria

CAPACITY AND ABILITY REQUIREMENTS

Specific capacities and abilities may be required of an individual in order to learn or perform adequately a task or job duty.

1. Intelligence: ability to understand instructions and underlying principles and ability to reason and make judgments
2. Verbal: Ability to understand meanings of words and the ideas associated with them
3. Numerical: Ability to perform arithmetic operations quickly and accurately
4. Manual Dexterity: Ability to move hands easily and manipulate small objects with the fingers rapidly and accurately
5. Form Perception: Ability to make visual comparisons and discriminations and see slight differences in shapes and shadings of figures

WORK CONDITIONS

Normal working conditions

GENERAL REQUIREMENTS

The above statements are intended to describe the general nature and level of work being performed by people assigned to this position. They are not intended to be a complete list of responsibilities, duties, and skills required of personnel so assigned.

Travel Request Form

Welcome to Cleveland City Schools Travel Tracker, your one-stop travel center. Within this software you can submit student field trip requests, reserve a school bus for a field trip or athletic event, and reserve a van for staff travel. If you have any questions or comments please email Valerie Mack at vmack@clevelandschools.org or call 472-9576.

Field Trips & Off-Campus Excursions Administrative Procedure 4.302.1

May 2019 7

Transportation Guidelines for Field Trips

Cleveland City Schools are responsible First to the daily transporting of students to and from school. Bus schedules and routes will not be adjusted to accommodate field trips.

1. Field trip transportation request must be made no later than two weeks before the field trip. Once a field trip has been assigned to a driver, the trip will be activated in the digital approval system and a notification will be sent to the teacher/sponsor.
2. School buses used for field trips will be limited to a radius of 50 miles on a school day, 100 miles on weekends, and 150 miles for school sanctioned athletic events and competitions. Exceptions are made at the discretion of the Director of Schools.
3. The cost associated with using a school bus for a field trip is \$1.25 per mile and \$17.33 per hour for the driver. There will be an additional \$100.00 per day "On Call" fee for weekends and holidays.
4. If a field trip is cancelled once the driver has been assigned, a minimum of 2 hours pay will be billed to the school or program responsible for the field trip.
5. In addition to the driver's hourly rate, an additional \$35.00 fee will be applied to any field trip in which trash and dirt are left on the bus.
6. Buses used for field trips during school hours can be scheduled to pick up students starting at 8:40 AM and must be unloaded by 1:45 PM so the bus and driver can be back to the bus barn by 2:00 PM. Buses have to be inspected and fueled before their afternoon route.
7. In all cases of field trips occurring beyond the regular school day hours, provisions must be made for the driver to have a comfortable area to rest, access to restroom facilities and access to refreshments. Most major attractions have a driver's facility.
8. Field trips requiring a driver to be available for more than 10 hours may require that the driver be provided an approved hotel room in addition to the hourly rate. If the field trip is to an attraction like Dollywood, the driver may have their admission provided instead of a hotel room. This guideline will depend upon the situation and itinerary. The Director of Operations will implement this procedure based on the circumstances of the individual trip, to satisfy CDL laws.
9. The driver and leader of the field trip are responsible to maintain constant communications with one another through either their cell phones or radios in the event of a sudden change in plans, inclement weather, or an emergency.
10. Supervision of students while on field trips will follow a recommended ratio of no less than one chaperone per 15 students (K-8) and one chaperone per 20 students (9-12). Bus drivers are not to be considered a supervisory staff member.
11. Students and chaperones must cooperate with the driver.

Field Trips & Off-Campus Excursions Administrative Procedure 4.302.1

May 2019 8

12. All other bus rules and regulations for daily transportation services apply to field trips.

13. Your bus driver is not permitted to proceed with the trip until a bus roster of students has been presented for the driver's paperwork. The roster must include the student's name, address, date of birth, and emergency contact number.

14. Any and all changes in the field trip itinerary must be approved by the Principal and the Operations Department prior to the trip as the bus driver will not be allowed to deviate from the approved itinerary.

Charter Buses

An updated list of charter buses will be kept on file at the Operations Department Office. Teachers/sponsors are responsible to verify the approved charter bus before scheduling a trip with vehicles owned by an agency other than Cleveland City Schools.

Field Trips & Off-Campus Excursions Administrative Procedure 4.302.1

May 2019 9

Field Trip Bus Transportation Procedures

The Cleveland City Schools Transportation Department's primary responsibility is the daily transportation of students to and from school. Bus schedules and routes will not be adjusted to accommodate field trips.

Transportation Department Contacts

Hal Taylor, Director of Operations: (716-7119)

Scotty Dye, Operation Supervisor: (593-2864)

Valerie Mack, Assistant Manager of Transportation: (593-2867)

*After hours emergency or cancellation: (593-2867)

*After hours emergency or equipment: (716-7119) or (593-2864)

Field Trip Request Procedure

The School Administrator (SA) receives, reviews and approves the field trip request from the teacher/coach. The SA submits the approved request to the District Designee who forwards the approved trip to the Transportation Department. Field trip transportation requests MUST be received no later than two weeks before the field trip. The Operations Department will acknowledge receipt of your request when it arrives. Once a field trip has been assigned to a driver, a confirmation will be sent back to the individual that submitted the field trip request.

School buses used for field trips will be limited to a radius of 50 miles on a school day, 100 miles on weekends, and 150 miles for school sanctioned athletic events and competitions. Exceptions are made at the discretion of the Director of Schools.

Field Trip Hours

School Days: 8:40 a.m. to 1:45 p.m. Exceptions may apply. Weekends & Holiday: No time table. If request is on a Holiday, contact the Operations Department for possible rate increase.

Field Trip Rates

Field Trip rates are based on mileage, driver hours, and conditions of the bus when the trip is completed. Mileage is recorded from the moment the bus leaves the Transportation Facility until the bus returns to the Transportation Facility. Mileage is calculated at \$1.25 per mile and \$17.33 per hour. There will be an additional \$100 per day "On Call" fee for weekends and holidays. Transportation will bill the Trip Sponsor for the driver/mileage/bus/damage after the trip is completed. This will be done on a monthly basis.

Trip Number **74**

* Category Travel With Students

* Type of Trip Field Trip

* Field Trip Event
Standard Field Trip

Trip Leave

* Date 3/6/21 **Saturday**

* Time 6:00 AM

Trip Return

* Date 3/10/21 **Wednesday**

* Time 7:00 PM

Trip Year/Week 2021-10

* Is this an overnight trip? Yes

Comments

Enter any comments about this trip that is important for the driver to know such as drop off location. Also, indicate the group, club or organization that is traveling, and any information about parking at the destination. This information will print on the trip ticket for the driver.

We will be using Eagle Tours Bus Company. Pickup and Drop off in front parking lot.

* Your School/Dept ⓘ 018 Cleveland Middle School

* **Do you have students with health concerns on this trip? Don't list student names, only the health conditions due to FERPA/HIPPA.**

No

* Main Destination ⓘ Other (Type Below)

Destination Not Listed

Springhill Suites 6065 Richmond Highway, Alexandria, VA 22303

* Destination Name Washington, D.C.

Add Stop on the Way/Indicate Alternate Pickup

Stops on the Way There

Stop 1

Alt Pickup?

Add Stop on the Return

Stops on the Return trip

Stop 1

* Approximate Nbr of Miles Round Trip

1133.61

Calculate/Get Directions

* Funding Source School

Budget Code

#1

Funding Source
DescBudget Code
Desc

Funding Approver

Are funds payable to a third party? Yes
(Does venue require payment prior to trip?)

Amount of Payment various amounts

Payment Option Mail Check

Purchase Order/Requisition Nbr

Payment Due To

Comments Concerning Payment Payments are made to a number of vendors. Cancellations without penalty can be made in January.
Total cost of trip for students is \$600.

* Teacher / Advisor / Staff Name Ed Fickley

* Teacher / Advisor / Staff Phone # 423-240-8304

Teacher / Advisor / Staff Email efickley@clevelandschools.org

Note: This email will receive the requester emails if different from requester

Emergency Contact Info **Same as Teacher / Advisor / Staff**

* Emergency Contact Name Ed Fickley

* Emergency Contact Phone #

* Grade Level(s) Making Trip 8

* Educational Objective for Field Trip To learn about how the U.S. government operates, and to see all of the different sites that the students have/will study during the course of the year. This trip was previously approved for October. Due to Covid19, I have been able to reschedule everything to March pending approval. All reservations can be cancelled without penalty in January.

Number of Individuals Making Trip

* Male Adult/Chaperone	12	* Female Adult/Chaperone	12	Total Adult/Chaperone	24
* Male Students	38	* Female Students	38	Total Students	76

* Will the students be away from school during lunch? No

* Will you be using external transportation (plane, rental van, personal vehicle or walking)? Yes

* Please indicate mode of travel instead of, or in addition to, the reserved vehicle(s). Please include details of trip, including itineraries.
Motorcoach - Eagle Tours

Vehicles Needed

* Do you need a school bus, staff van or charter bus? No

Person Submitting Request efickley@clevelandschools.org

Date Submitted

Field Trip Acceptance of Responsibility

My signature indicates I have read and will adhere to all School Board Policies that apply to field or athletic trips.

* I have read and understand the information above.

Yes

Level 01 Approval - Location Approval

Comment

Decision Approved

Name llaing@clevelandschools.org

Decision Date Aug 20, 2020, 5:39:28 PM

Level 02 Approval - Curriculum Admin Approval

Comment

Decision Approved

Name jelliott@clevelandschools.org

Decision Date Aug 21, 2020, 1:56:50 PM

Level 10 Approval - School Board Approval

Comment

Decision

Designated Approver jusmith@clevelandschools.org

Name

Decision Date

August 11, 2020

Dr. Russell Dyer, Director of Schools
Cleveland City Schools
4300 Mouse Creek Road, N.W.
Cleveland, TN 37311

Dear Dr. Dyer,

The eighth grade history teachers look forward once again to propose a trip to Washington, D.C. for this school year. The dates for the board approved trip originally were October 2-6, 2020, but due to Covid19 we are proposing moving it to March 6-10, 2021. Planning the trip for the first weekend of Spring Break allows flexibility for parents making plans.

We will be visiting the following sites:

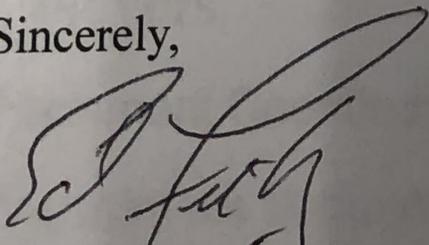
- Washington, Lincoln, WWII, Korean, Vietnam, FDR, MLK, WWII, and Jefferson Memorials
- National Cathedral
- National Archives
- U. S. Capital Building
- Smithsonian Institute – National Air & Space, American History, and Natural Science
- Arlington Cemetery and the Tomb of the Unknown Soldier (Wreath Laying Ceremony)
- Supreme Court
- White House
- Mt. Vernon (home of George Washington)
- Walking tour of Alexandria

The trip will again be organized and planned internally by Dr. Ed Fickley in order to cut costs for participants from previous years when using an outside travel firm.

Moving the trip to the spring will allow for greater planning and hopefully a reduction in the effects of Covid19 on the economy as well as health concerns. All of the reservations can be cancelled in January without penalty to the participants if the system so chooses. There is a need to begin taking reservations from parents and students as soon as possible in order to plan and coordinate the details of the trip.

Thank you for your consideration in this matter.

Sincerely,

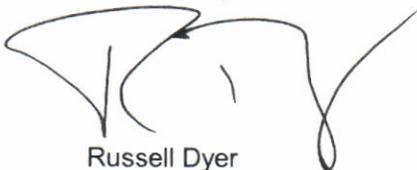


Ed Fickley, Ed.D
Cleveland Middle School

Cleveland City Schools
Financial Report
July 2020

Balance on hand July 1, 2020	4,154,096.90
RECEIPTS	
City Clerk's Monthly Report	899,995.23
Retiree Ins #44160	(1,654.85)
Interest Earned	<u>676.63</u>
	 <u>5,053,113.91</u>
DISBURSEMENTS	
Instruction	440,848.15
Special Education	38,357.05
Vocational Education	16,519.60
Attendance	9,061.55
Health Services	3,355.40
Other Student Support	89,314.78
Regular Instruction Support	82,815.41
Special Education Support	11,085.04
Vocational Education Support	10,189.95
Technology Support	70,189.77
Board of Education	323,974.10
Office of the Superintendent	57,071.46
Office of the Principal	172,246.11
Fiscal Services	64,578.49
Operation of Plant	364,759.19
Maintenance of Plant	109,732.38
Transportation	97,013.41
Food Service	7,230.90
Community Services	30,000.00
Early Childhood Education	75,000.00
Regular Capital Outlay	52,131.53
Education Debt Service	<u>0.00</u>
	 2,125,474.27
Retirement paid	35,844.55
Retirement withheld not paid	(52,910.41)
Insurance paid	253,977.30
Insurance withheld not paid	(127,082.33)
Balance August 1, 2020	 <u>2,817,810.53</u>
	 <u>5,053,113.91</u>

Respectfully submitted,



Russell Dyer
 Director of Schools

Personnel Items – August 2020

Assignments

Goins, Tina, CCC (Assistant) Effective 8/6/2020
Dodd, Elsie, CCC (Assistant) Effective 8/6/2020
Strong, Melinda, CMS (Assistant) Effective 8/6/2020
Guinn, Sarah, YA (Teacher/Virtual) Effective 8/3/2020
Morales, Estella, RO (Assistant) Effective 8/10/2020
Giraldo, Angie, CMS (Assistant) Effective 8/10/2020
McClain, David, CHS (Assistant) Effective 8/17/2020
Stephens, Brittany, CCC (Teacher) Effective 8/20/2020

Resignations

Porter, Carrie, CMS (Assistant) Effective 7/30/2020
Miolen, Ginger, RO (Assistant) Effective 8/5/2020
Smith, Susan, ST (Assistant) Effective 8/5/2020
Marler, Liz, CMS (Assistant) Effective 8/4/2020
Simpkins, Kay, MA (Family Engagement Coordinator) Effective 7/24/2020
Morgan, Kristin, CCC (Teacher) Effective 9/10/2020

Transfers

Aponte, Karla, CCC (Assistant) to Virtual Teacher (YA) effective 7/24/2020
Williford, Jason, TDC (System Administrator) to Network Administrator, effective 8/31/2020
Allen, T.J., TDC (Computer Technician) to System Administrator, effective 9/1/2020

Leave of Absence

Burke, Morgan, MA (Teacher) Maternity Leave, effective September 28, 2020, through February 16, 2021.



School Highlight



There is no “masking” our excitement to be back in school!

Despite the new safety procedures and protocols, we are working hard and getting smart every day. Arnold is, and will always be, a family that comes together to support one another, even in the most challenging times. We are **EXCITED** and **READY** for what this school year will bring!

Staff Highlight

Administrative Assistant, Ponzetta Williams

This time of the school year is definitely a busy one! We could not do it without Mrs. Ponzetta.

She always goes above and beyond to help all of our students, staff, and families with whatever they might need. No matter how busy she might be, she always has a smile on her face and joy in her heart. She makes our front office, and our school, a better place!

Thank you Mrs. Ponzetta.



Student Highlight

Welcome to our EL Newcomers

Arnold has such a diverse student population. In our ESL program alone, we have many countries represented, such as, Ukraine, Russia, India, Gujarat, Honduras, Philippines, Guatemala, Mexico, and Micronesia!

We would like to give a special recognition to our group of “newcomer” students. These students have all been in the United States less than one year, and they are all participants in our ESL program taught by Mrs. Leslie Melton and Mrs. Charlotte Hallman.



Candy's Creek Cherokee Elementary School

Board Highlights September 2020



We have had a great start to a great school year! Our students, families, and staff have worked together to make it successful!



Our para-professional staff spent time measuring and placing markers to help students learn about social distancing. These ladies wear many hats and are **ALWAYS** willing to lend a helping hand!



Sarah Towe



Sarah Towe is our RTI Facilitator. She has spent the past few weeks working many hours to test all our students, analyze the data, determine what kind of additional support they need, and organize groups. Our students are fortunate to have this level of individualized support. We will have 43 small intervention groups taught by our para-professionals and by our classroom teachers.

Arrival & Dismissal Adventures

Because our teachers are "on duty" in their classrooms during arrival and dismissal every day, the other staff members have been asked to step up and take on arrival and dismissal duty every day. This is two of the crews that have made it a big success (except when Mrs. Earby messes up the traffic flow). Our families have been patient and understanding as we have worked to make each day a little more efficient and safe. The outside crews are anxiously awaiting fall weather!

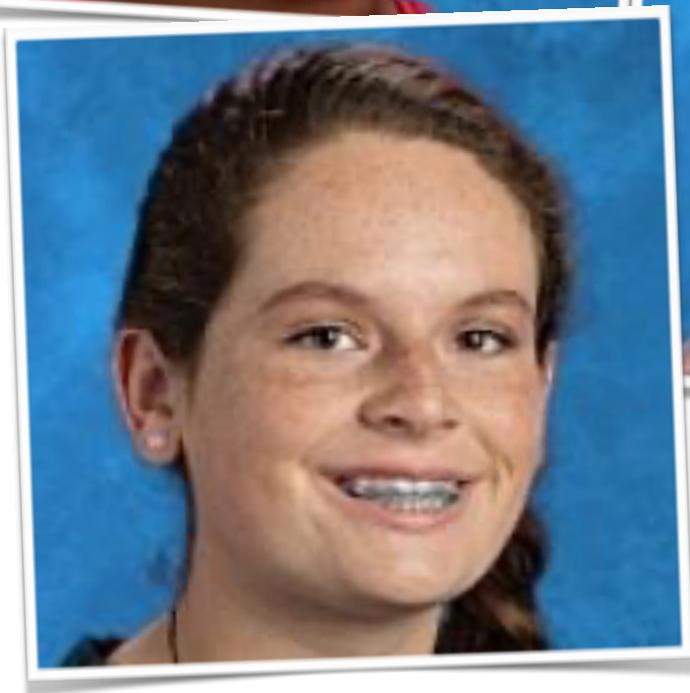


**Work
hard.**



Senior: Eli Adams
Junior: Rebecca Pitts
Sophomore: Cassie Wyatt
Freshman: Adi Patel

**Get
smart.**



Senior: Micah Debelak
Junior: Rishi Soni
Sophomore: Jake Pelley
Freshman: Darbi Shay

Be nice.



Senior: Layne Talley
Junior: Nic Nicodemus
Sophomore: Maizie Gillespie
Freshman: Ashley Allen

School Highlights

For

Mayfield Elementary – September 2020

Welcome Back

On August 10, 2020, Mayfield Elementary School once again opened its doors to welcome students to begin a new academic year. With COVID pandemic protocols (face masks, social distancing, and frequent hand washing) in place, staff and students arrived with feelings of excitement and uncertainty. While enrollment numbers remain steady at 375, the numbers are split between students who have chosen traditional school and those who have chosen to participate in the newly organized Virtual School of Cleveland.



Kindergarten



A BIG Mayfield welcome to our newest community members – our Kindergarteners!



School Supplies Donation

THANK YOU to Central Church of Christ for the bountiful basket of school supplies. Pastor Ryan Ary delivered the basket of goodies donated by members of his congregation.

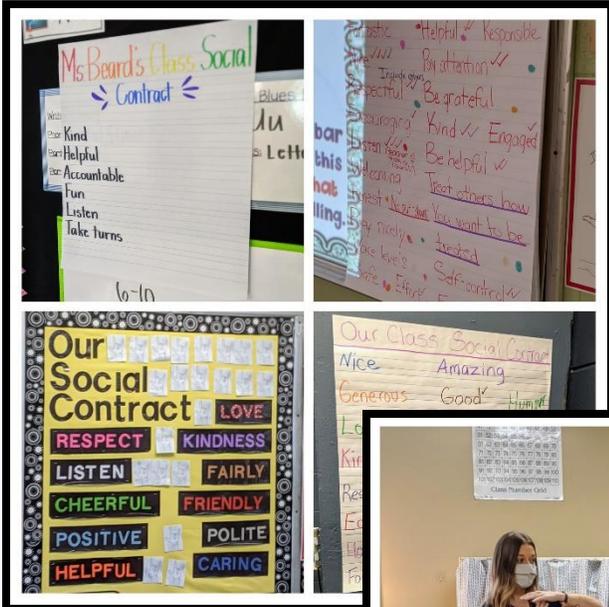




STUART ELEMENTARY

Love • Learn • Lead

August Highlights



Stuart is Capturing Kids' Hearts!

The students and staff at Stuart have been hard at work implementing the Capturing Kids' Hearts process. With the use of social contracts, each classroom is working to build a strong and caring community. Staff and students are already learning and using the "signals" for reminding each other to stay on task and treat each other with respect.



Administrative Assistant, Jenn Higgins

The beginning of the school year is one of the busiest times. Our administrative assistant, Jenn Higgins, plays such an important role in getting us off to a good start! She helps us welcome our Kindergarten and new students, assists our families with all of their questions and needs, and supports our faculty and staff. She works endlessly to ensure that our school is running smoothly, and all with a bright smile on her face. Our school would not be the same without her!



Celebrating Discovery Pre-K!

We are so proud to have the Discovery Pre-K students and staff as a part of the Stuart Elementary family. This year, the program welcomed two new teachers, Mrs. Shannon Hicks and Mrs. Amanda Brewer, as well as two new assistants, Mrs. Victoria Goldston and Mrs. Shannon Epps.

The Discovery Pre-K program was adopted by CCS, and is modeled after a similar program at Siskin of Chattanooga. This program provides the unique opportunity for students with special needs and their "typical peers" to be in the same class with one another, learning and growing together. Many of our typical peers are the children of our very own CCS employees!



September 2020

Sun.	Mon.	Tue.	Wed.	Thu.	Fri.	Sat.
		1	2	3	4	5
6	7 School Closed Labor Day	8 5:30 – BOE Meeting @ AOB	9	10 TSBA Fall District Meeting – 5:00-8:00 Sequatchie County	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			



October 2020

Sun.	Mon.	Tue.	Wed.	Thu.	Fri.	Sat.
				1	2	3
4	5 School Closed Fall Break	6 School Closed Fall Break	7 School Closed Fall Break	8 School Closed Fall Break	9 School Closed Fall Break	10
11	12 5:30 – BOE Meeting @ AOB	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31



November 2020

Sun.	Mon.	Tue.	Wed.	Thu.	Fri.	Sat.
1	2 5:30 – BOE Meeting @ AOB	3 Parent Conferences (No Classes)	4	5	6	7
8	9	10	11	12 TSBA Annual Convention - Nashville	13 TSBA Annual Convention - Nashville	14 TSBA Annual Convention - Nashville
15 TSBA Annual Convention - Nashville	16	17	18	19	20	21
22	23 Staff Development (No Classes)	24 Thanksgiving Break	25 Thanksgiving Break	26 Thanksgiving Break	27 Thanksgiving Break	28
29	30					