

Cleveland City Schools
Board of Education Regular Meeting
February 7, 2022 5:30 PM
Administrative Office Building, Board Room



1. **Welcome/Moment of Silence**
2. **Pledge of Allegiance**
3. ***Consent Agenda**
 - A. ***Approval of Regular Agenda**
 - B. ***Approval of Minutes from January 10, 2022 Board Meeting**
 - C. ***Approval of Overnight Field Trips. #659, #664, #665, #666, #683, #690, and #692**
 - D. ***Approval of Second Reading of Policies 2.601, 5.3052, 6.600, and 6.601**
 - E. ***Approval of Site Committee Meeting Recommendation**
4. **Regular Agenda**
 - A. **Director's Update** - Speaker: Russell Dyer
 - B. **Director's Evaluation** Dawn Robinson
 - C. **Board Self Evaluation** Dawn Robinson
 - D. **Spotlight.**
ESSER Funded Staff Kellye Bender
 - E. ***First Reading of Policies.**
Policy 4.204 Russell Dyer
 - F. **Strategic Plan Focus**
Communication Julie Smith
 - G. **Nate Tucker Presentation** Nate Tucker
 - H. **BCPEF Annual Report** Lynn Voelz
 - I. **Student Representative's Update** - Speaker: Leah Hargis
 - J. **Set Director's Goals**

K. **Transportation Update** Hal Taylor

L. ***Appointed Committees**
Site Committee
Policy Liaison Dawn Robinson

M. **Other**

5. **"B" Agenda**

A. **Financial Report**

B. **Budget Calendar**

C. **Personnel Report**

D. **School Highlights**

E. **Dates to Remember**

Board of Education Regular Meeting

January 10, 2022 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
Ms. Peggy Pesterfield:	Present
Ms. Dawn Robinson:	Present
Mr. Nate Tucker:	Present

1. Welcome/Moment of Silence

Mrs. Dawn Robinson opened the meeting and ask everyone to remember the Baldree family during the moment of silence. Mr. Baldree served on the Cleveland Board of Education for 17 years and passed away on January 7, 2022.

2. Pledge of Allegiance

Ms. Leah Hargis led us in the Pledge of Allegiance.

3. *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
Ms. Peggy Pesterfield:	Yes
Ms. Dawn Robinson:	Yes
Mr. Nate Tucker:	Yes

Yes: 7, No: 0

3.A. *Approval of Regular Agenda

3.B. *Approval of Minutes from December 6, 2021 Board Meeting

4. Regular Agenda

4.A. Director's Update

-Professional Development went well on January 5th

-The General Assembly returns to session this week

-Cleveland High School Principal's job posting is now live on our website.

The post will be on our website, indeed, and several other national career sites. We will have a community survey that will be open starting on Tuesday, 1-11-22. The student advisory group, employee feedback, CHS parent feedback, and community partners feedback will follow.

-Reminder - Martin Luther King Jr Day is Monday, January 17- Schools and offices will be closed that day.

-Dr. Dyer wants to present Cleveland High School Highlights to understand all the great things happening at CHS. CHS has been named a TN STEM Designated School. There are numerous AP programs offered at CHS. The students are

enrolled in dual enrollment, Work Based Learning and TVEC students. CHS is ranked in the top 16% in the U.S. News. The class of 2021 earned \$8 million in scholarships. The level of effectiveness in percentage: 25% level 5, 61% level 4, 14% level 3. We have numerous recent CHS award-winning educators. The students are also well-rounded with clubs, athletics and fine arts. Technology and software is the most up-to-date information to make a difference in the real world. The technological infrastructure has been upgraded. CHS offers a wide variety of CTE courses. 95.4% of our CTE concentrators have a on time graduation rate. CTE has also earned multiple awards. CAPS Network is a new program that has brought on new partnerships with the community. Raider Evolve is comprised of students and consultants. The students are interested in owning their own business and the consultants help them with this. STEM thinking map and the 5 C's often are taught at CHS, as well as other schools.

4.B. Spotlight

SRO Appreciation

Mrs. Robinson introduces Sargent Burke who is the Sargent of the SRO division. Also in attendance is: Travis Graig from Cleveland High School, Raul Cruz from Cleveland Middle School, Mike Harris from Candy's Creek Cherokee Elementary, April Ratcliff from Blythe-Bower Elementary School, Willie Espinoza from Cleveland High School, Nathan Hartwig from Mayfield Elementary School, Jansen Vassey from Stuart Elementary School, and John Milen from Yates Primary School. The Board presents the SRO's with gifts, and thanks them for being in our schools and making connections with our students and families in our schools.

4.C. *First Reading of Policies. Policies: 2.601, 5.3052, 6.600, and 6.601
Dr. Dyer reads Policy 2.601 on fundraising activities. Mr. Cagle advised this update on the language. The new language states they took the language out that the board needed to approve all fundraisers. Policy 5.3052 on COVID leave changes the end date to June 30th, 2022. Policy 6.600 and Policy 6.601 on student records, which deals with directory information and who has access to the information.

Motion to approve the first readings of policies 2.601, 5.3052, 6.600 and 6.601 Passed with a motion by Ms. Peggy Pesterfield and a second by Ms. Carolyn Ingram.

Mr. Tom Cloud:	Yes
Mr. Charlie Cogdill:	Yes
Ms. Carolyn Ingram:	Yes
Ms. Krista McKay:	Yes
Ms. Peggy Pesterfield:	Yes
Ms. Dawn Robinson:	Yes
Mr. Nate Tucker:	Yes
Yes: 7, No: 0	

4.D. *Approval of 2022 Board Annual Agenda

Mrs. Robinson stated the board reviews the annual agenda every year, and they make changes as needed. The agenda is a good tool for our parents. If they

want to know about a specific topic they will know which meeting the board will discuss the item at.

Motion to approve the 2022 Board Annual Agenda Passed with a motion by Ms. Carolyn Ingram and a second by Ms. Krista McKay.

Mr. Tom Cloud: Yes
Mr. Charlie Cogdill: Yes
Ms. Carolyn Ingram: Yes
Ms. Krista McKay: Yes
Ms. Peggy Pesterfield: Yes
Ms. Dawn Robinson: Yes
Mr. Nate Tucker: Yes
Yes: 7, No: 0

4.E. *Approval of Directors Evaluation Instrument

The Board asks when we look at this evaluation are they supposed to be looking at the 20-21 school year or the calendar year? Dr. Dyer states it will go back to the previous year, 20-21. The next set of goals will start in February of each year until the next February. The board members will fill out the evaluation, meet with Dr. Dyer in January, and turn your completed forms into Julie.

Motion to approve the Directors Evaluation Instrument Passed with a motion by Ms. Krista McKay and a second by Mr. Nate Tucker.

Mr. Tom Cloud: Yes
Mr. Charlie Cogdill: Yes
Ms. Carolyn Ingram: Yes
Ms. Krista McKay: Yes
Ms. Peggy Pesterfield: Yes
Ms. Dawn Robinson: Yes
Mr. Nate Tucker: Yes
Yes: 7, No: 0

4.F. *Approval of Board Self Evaluation Instrument

Mrs. Robinson states that they usually complete a Board Self Evaluation form when we complete the Directors Evaluation form. The board's responsibilities are planning, promotion, and policy. When you complete the evaluation please turn it into Julie.

Motion to approve the board self evaluation instrument Passed with a motion by Mr. Nate Tucker and a second by Mr. Tom Cloud.

Mr. Tom Cloud: Yes
Mr. Charlie Cogdill: Yes
Ms. Carolyn Ingram: Yes

Ms. Krista McKay: Yes
Ms. Peggy Pesterfield: Yes
Ms. Dawn Robinson: Yes
Mr. Nate Tucker: Yes
Yes: 7, No: 0

4.G. Strategic Plan Focus

-ESL

Christy Duncan presents the ESL program. Non-English Language background demographics. We have 1450 Non-English Language Based students, which is 26% of the CCS student population. We have 20+ languages with Spanish being the top language in CCS other than English. Not all of our English Learners qualify for services in schools. Blythe-Bower, CMS and CHS are our larger English learning sites. The strategic plan ESL Focus areas: 1. Create a collective district culture that supports language and content development for English learners. 2. Provide ongoing professional development opportunities for teachers of English learners. 3. Strengthen connections between schools and families of English learners. CCS has hired a full-time district interpreter/ESL Family Engagement Coordinator, a part-time bilingual educational assistant, and a part-time immigrant youth specialist. Some training we have held for our teachers: Ready, Set, Co-teach training for CMS ESL/content teachers, and Math-Science-Social Studies-and ELA content areas. There have been extended learning opportunities for English Learners: ESL Summer Newcomer program (June 2021) and Raiders XD Newcomer Groups (Fall 2021). Christy feels privileged to work with this program staff, students and families. Christy thanks the board for all of the support for the program.

The Board asks if there have been any Afghan people migrating into our area and what language do they speak? Mrs. Duncan states we do have one student at CHS, but she spoke with an organization in Chattanooga and most are settling there. Mrs. Duncan believes they speak Maiwand.

The Board asks if she is seeing good participation in the family nights and things at the schools from the ESL families? Mrs. Duncan states having the district interpreter has helped the families feel at ease to be able to communicate and her ESL families are very involved.

The Board thanks Christy and her program for our students.

4.H. COVID Plan Update

Laura Hudson states there is a spike in the COVID numbers. The task force will be meeting this week to monitor all of our tiers and plans to make sure we are ready to go if needed. All of our students and staff have PCR tests available. Since 8-30-21, the district has performed 189 tests and 140 were able to come back to work/school. On January 4th, we offered testing before the staff returned to school on January 5th. Laura wants to thank all of our nurses and wants them to know how appreciated they are.

The board asked how many teachers were out today? The total staff out today was 34 and around 26 were filled with substitutes.

The board asks if a student goes home with any symptoms, does the child have to present a negative test to return to school? Laura states not always. Every case will be different, but they do ask that the student follow up with their pediatrician.

4.I. Student Representative's Update

Leah Hargis reports on what is happening at Cleveland High School.

Sports at CHS:

-Girls Wrestling- 1st-year program, currently 2nd in the state. Brianna Stringer is currently ranked 6th in the state. Piper Fowler is currently 1st in the state and 4th in the nation. Diamond Young is currently 4th in the state. We wrestle Bradley at home tomorrow night. It will be their senior night. Regional Duals will be held on 1/22.

-Swim- Jayden Dauphinais and Sara Pirtle have made state cuts, and many others plan on making them soon. Senior Night is tomorrow at 6 pm. They will compete at the UTK championship meet on January 22-23. Senior Sara Pirtle committed to Berry College to swim.

-Boys Wrestling- Currently 1st in the state. 11 of 14 wrestlers are ranked in the state. On 1/27 are the Regional Duals. Feb. 4-5 are the State Duals. We will be wrestling for our 5th consecutive title. Ashton Davis committed to Cornell.

-Girls Basketball- The season started off with injuries and a difficult schedule. Currently, 12-4. Overbreak, they went to Greenville and played in The Andrew Johnson Bank Ladies Classic. Teams from all over the region played. We finished 4th out of 20 teams. They also held a Pancake with Santa breakfast before Christmas. This event was a huge success and will become a yearly event.

-Boys Basketball- Currently they are 5-9 but 1-2 in the district. We have 2 district games this week. We host Walker Valley tomorrow night and travel to McMinn Co on Friday night. Hopefully, this week will turn our season around.

-Bowling- They finished their 1st season 8-4 regular season and 3rd in the district. Our own Coach LaManga received coach of the year. Jo Colon made the girls' all-district team and Ethan Mayo and Tommy Rollins made the boys' all-district team.

-Winter Guard- Entering their season. The 1st competition is set for Feb 5. They will have 5 competitions, 2 in Feb., 2 in March, and the championship will be in April.

Music and Theatre at CHS:

-Theater- The Jr class won the class playoffs with a play titled, The Actor Games. The Performance Showcase will be this month. The school musical is Freaky Friday. Auditions will be in February and the musical will be in April.

-Concert Band- Sr. Clinic tryouts were held this past weekend. We had 9 students making all East and 2 students made all-state. In March they will travel to Maryville College for the East TN Concert Performance Assessment.

-Renaissance- Their season starts this month as well. The 1st competition is 1/29 in Montgomery, AL. 2 competitions in Feb. On Feb. 5 they travel to Albertville, AL and on 2/26 they travel to Tift Co, Ga,

CTE at CHS:

-Digital Media- Renovations have started in the media room. New flooring has been installed.

-Pharmacy- Just completed the 1st semester with the new CTE program. Our pharmacy, 423 Raider Pharmacy, is up and running. We have a lab setup where our students make enemas, suppositories, cough syrup, and chapstick.

Other News at CHS:

-New classes that were added for special needs students this past semester are thriving and benefitting the students greatly.

Coming Up at CHS:

-CHS leadership team is beginning to look at new courses to possibly add to the course catalog for next school year.

-CHS World Languages will host a Culture day on February 25th displaying projects by students, some including food.

-February will be cultural awareness month at CHS. We will spend the month highlighting the cultures of the world.

-CHS Open House will be on January 27 from 5:30-7:30. This is when all families are welcome to come and visit their student's teachers.

-This week is Law enforcement appreciation, and we are so thankful for Officer Graig and officer Espinoza, our two amazing SROs.

4.J. *Officer Elections; Chairman, Vice-Chairman, Chairman Pro-Tem
Dr. Dyer would like to take nominations on who the board wants to elect as chairman, vice chairman, and chairman pro tem.

Motion to approve Dawn Robinson as Chairman Passed with a motion by Ms. Krista McKay and a second by Ms. Peggy Pesterfield.

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

Yes: 7, No: 0

Motion to approve Nate Tucker as Vice Chairman 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
Ms. Peggy Pesterfield: Yes
Ms. Dawn Robinson: Yes
Mr. Nate Tucker: Yes

Yes: 7, No: 0

Motion to approve Krista McKay as Chairman Pro-Tem Passed with a motion by Ms. Peggy Pesterfield and a second by Ms. Dawn Robinson.

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

Yes: 7, No: 0

5. "B" Agenda

- 5.A. Financial Report
- 5.B. Personnel Report
- 5.C. School Highlights
- 5.D. Dates to Remember

Mrs. Robinson adjourned by general consent.

Chairperson

Date

Superintendent

Date

[Main](#)[Trip Approval](#)[Calendar](#)[Reports](#)

Cleveland City School District Travel Tracker

[Submit a Request](#)[Your Trip Requests](#)[Your Trip Requests With Nbr](#)[Your Assignments](#)

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 \$17.94 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 \$17.94 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 **659**

* Category Travel With Students

* Type of Trip Athletic

* Athletic Event (you may check more than one)

Band

Trip Leave

* Date 2/3/22 Thursday

* Time 10:00 AM

Trip Return

* Date 2/5/22 Saturday

* Time 6:00 PM

Trip Year/Week 2022-06

Buses are not available before 4:30 PM and must be returned by 12:00 AM.

* Is this an overnight trip? Yes

Is this an overnight trip? Additional Information

* Please list all chaperones for this overnight trip including non-staff.

Jim Burton
Alex Denton
Molly Epperson

* Indicate cost per person and how the trip is being funded (parent or district?)

\$70 student/parent

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.

Cleveland HS students were chosen by audition to participate in the All State East Honor Band. They will put together a concert over three days (2/3-5) with nationally recognized clinicians and present a concert on Saturday for the public.

* Your School/Dept 

020 Cleveland High School

850 Raider Drive, Cleveland, TN 37312

Main

* Destination 

Other (Type Below)

The Park Vista - a DoubleTree by Hilton Hotel - Gatlinburg, Cherokee Orchard Road, Gatlinburg, TN, USA

Destination Not Listed

The Park Vista - a DoubleTree by Hilton Hotel - Gatlinburg, Chero

Destination Name

Park Vista Resort

Stops on the Way There

Add a Stop on the way

Stops on the Return trip

Add a Stop on the Return

* Approximate Nbr of Miles Round Trip

244.80

CALCULATE MILES

* Funding Source #1

Other

Budget Code

303

Funding Source Desc

Please indicate the funding information in the Budget Code Field to the right.

Budget Code Desc

Funding Approver

* Teacher / Advisor / Staff Name

* Teacher / Advisor / Staff Phone #

Teacher / Advisor / Staff Email

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

Emergency Contact Info Same as Teacher / Advisor / Staff

* Emergency Contact Name

* Emergency Contact Phone #

Number of Individuals Making Trip

* Male Adult/Chaperone * Female Adult/Chaperone Total Adult/Chaperone 3

* Male Students * Female Students Total Students 9

Additional Information

* Will you be using external transportation-Does NOT include charters-- (includes plane, rental van, personal vehicle or walking)? Yes No

Vehicles Needed

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

Check here to indicate trip is drop-off only Location The Park Vista Resort

Vehicle Pickup		Vehicle Return	
* Date	2/3/22	* Date	2/5/22
* Time	10:00 AM	* Time	6:00 PM

Total Trip Hours 56.00

* Type of vehicles needed to reserve Approved Charter

* Approved Charter Rocky Top Tours, Inc & Rocky Top School Bus LLC

Email

Phone 865-970-3474

Contact

Address 445 Continental Dr. Maryville, TN 37804

* How many vehicles do you need? 1

Vehicle Guidelines: School Bus Capacity: Elementary School Students=78 max Middle/High School Students=52 max

* Do you need a wheelchair lift? No

Nbr Wheelchair Slots 0 Nbr Seatbelts 0 Nbr Fold Down Seats 0

Special Needs

Comments or Details Concerning Needs

General Information

Owner vmack@clevelandschools.org

Bid Id/Closing Date

Reserve Vehicles

Location Used to Reserve Vehicles 000 Transportation
vmack@clevelandschools.org

Trip Location Zone Main **Trip Year/Week:** 2022-06

Trip Hours: 56.0
Total Number of Vehicles Needed: 1
Number w/ Lift:

Person Submitting Request: jburton@clevelandschools.org
Date Submitted: Jan 10, 2022, 7:32:37 AM

▶ Trip Estimator (click to open and enter additional information for estimating trip cost)

Level 01 Approval - Location Approval

Comment
Decision: Approved
Name: aobryan@clevelandschools.org
Decision Date: Jan 10, 2022, 10:09:34 AM

Level 07 Approval - Overnight Trip Approval

Comment
Decision: Approved
Name: jelliott@clevelandschools.org
Decision Date: Jan 13, 2022, 11:00:31 AM

Level 10 Approval - School Board Approval

Comment

Decision: Approved Denied

Designated Approver: jusmith@clevelandschools.org
Name
Decision Date

Supporting Documents

Choose File No file chosen

File Type	Size	File Name	Created On
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Request Status Trip: **659** Pending School Board Approval

Final Approval Date

Email Audit Log:

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Subject: [Description of Event for Overnight Trip](#) Email Sent on: 1/13/22, 10:11 AM Email Sent by: jelliott@clevelandschools.org Email Sent To: jburton@clevelandschools.org

Date	User	Action	Device	Browser
1/13/22, 11:00:31 AM	jelliott@clevelandschools.org	Central Office Level Approved		
1/13/22, 10:11:22 AM	jelliott@clevelandschools.org	Email sent		
1/10/22, 10:09:34 AM	aobryan@clevelandschools.org	Location Level Approved		
1/10/22, 7:33:07 AM	jburton@clevelandschools.org	Save and Close Trip (Submit Page Determines Return)	Non-Mobile	Chrome



Version 4.6.64

Travel Request Form

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Field Trips & Off-Campus Excursions Administrative Procedure 4.302.1

May 2019 7

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Field Trips & Off-Campus Excursions Administrative Procedure 4.302.1

May 2019 8

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Field Trips & Off-Campus Excursions Administrative Procedure 4.302.1

May 2019 9

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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 \$17.94 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 **664**

* Category Travel With Students

* Type of Trip Field Trip

* Field Trip Event
CTE/Fine Arts Trip

Trip Leave

* Date 3/30/22 **Wednesday**

* Time 8:00 AM

Trip Return

* Date 4/2/22 **Saturday**

* Time 8:00 PM

Trip Year/Week 2022-14

* Is this an overnight trip? Yes

Is this an overnight trip? Additional Information

* Please list all chaperones for this overnight trip including non-staff. David Gluckner, Tim Smith (possible), Michael Ritchie (possible), Caitlin DeLoach OR Megen Saez, Brian DeLoach (possible)

* Indicate cost per person and how the trip is being funded (parent or district?) Students will pay up to \$100 to attend, rest of trip will be funded by the Team's school account #599.

Comments We will be taking the District Van

* Your School/Dept ⓘ 020 Cleveland High School
850 Raider Drive, Cleveland, TN 37312

* **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 ⓘ Thompson Bowling Area
1600 Phillip Fulmer Way #202, Knoxville, TN 37996

Stops on the way: Hotel: Cumberland Hotel, White Avenue, Knoxville, TN, USA
Stops on the return: Chick-fil-A: 1009 Highway 321 N, Lenoir City, TN 37771

* Approximate Nbr of Miles Round Trip

* **Funding Source #1** School Budget Code 599

Funding Source Budget Code
Desc Desc

Funding Approver

Are funds payable to a third party? No
(Does venue require payment prior to trip?)

* Teacher / Advisor / Staff Name David Gluckner
* Teacher / Advisor / Staff Phone # 4237186102
Teacher / Advisor / Staff Email dgluckner@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 David Gluckner
* Emergency Contact Phone # 4237186102

* Grade Level(s) Making Trip 10
11
12
* Educational Objective for Field Trip To compete in a Regional Robotics Competition for FIRST Robotics

Number of Individuals Making Trip

* Male Adult/Chaperone	2	* Female Adult/Chaperone	1	Total Adult/Chaperone	3
* Male Students	20	* Female Students	7	Total Students	27

* Will the students be away from school during lunch? Yes
* If so, will these students need packed lunches? No

Nbr Students 27 **Teacher** David Gluckner

Students will be away from school during the lunch period, so therefore lunches are not needed.

Additional Information

* Will you be using external transportation-Does NOT include charters-- (includes plane, rental van, personal vehicle or walking)? No

Vehicles Needed

* Do you need a school bus, staff van or charter bus? Yes

Check here to indicate trip is drop-off only Location

Check here to indicate trip is pickup only Location

Vehicle Pickup

* Date 3/30/22
* Time 8:00 AM

Arrive at Venue (Info Only)

* Date 3/30/22
* Time 10:00 AM

Depart Venue (Info Only)

* Date 4/2/22
* Time 5:00 PM

Vehicle Return

* Date 4/4/22
* Time 8:00 PM

Total Trip Hours 132.00

* Type of vehicles needed to reserve Staff Van



* How many vehicles do you need? 1

Vehicle Guidelines:

School Bus Capacity:
Elementary School Students=78 max
Middle/High School Students=52 max

* Do you need a wheelchair lift? No

Nbr Wheelchair Slots 0 Nbr Seatbelts 0 Nbr Fold Down Seats 0

Special Needs

Comments or Details Concerning Needs

We will also need to use the CTE Truck to transport the team's trailer.

General Information

Owner vmack@clevelandschools.org

Bid Id/Closing Date

Person Submitting Request dgluckner@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 aobryan@clevelandschools.org

Decision Date Jan 12, 2022, 4:25:47 PM

Level 07 Approval - Overnight Trip Approval

Comment

Decision Approved

Name jelliott@clevelandschools.org

Decision Date Jan 21, 2022, 1:37:46 PM

Level 09 Approval - Transportation Approval

Comment

Decision Approved

Name vmack@clevelandschools.org

Decision Date Feb 1, 2022, 4:22:47 PM

Level 10 Approval - School Board Approval

Comment

Decision

Designated Approver

jusmith@clevelandschools.org

Name

Decision Date

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

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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 \$17.94 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

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

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

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Field Trip Request Procedure

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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 \$17.94 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	665
* Category	Travel With Students
* Type of Trip	Field Trip
* Field Trip Event	

Trip Leave

* Date 4/11/22 **Monday**
 * Time 6:30 AM

Trip Return

* Date 4/13/22 **Wednesday**
 * Time 3:00 PM

Trip Year/Week 2022-16

* Is this an overnight trip? Yes

Is this an overnight trip? Additional Information

* Please list all chaperones for this overnight trip including non-staff. Chef Rush
Patrica Kyle

* Indicate cost per person and how the trip is being funded (parent or district?) 300.00 per person (lodging/ travel/ food) funded by CHS SkillsUSA Culinary Account

Comments No Bus or driver needed

* Your School/Dept  020 Cleveland High School
850 Raider Drive, Cleveland, TN 37312

* **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)
Chattanooga, TN, USA

Destination Not Listed Chattanooga, TN, USA * **Destination Name** SkillsUSA State Conference

Stops on the way: Hotel: The Westin Chattanooga, Pine Street, Chattanooga, TN, USA

Stops on the return: none : none

* Approximate Nbr of Miles Round Trip

* **Funding Source #1** School Budget Code Skills USA Club Account

Funding Source Desc Budget Code Desc

Funding Approver

Are funds payable to a third party? Yes

(Does venue require payment prior to trip?)

Amount of Payment 400.00

Payment Option Mail Check

Purchase Order/Requisition Nbr 1234

Payment Due To TN SkillsUSA
Andrew Johnson Tower
Andrew Johnson Tower, 11th Floor 710 Jam11th Floor 710 James Robertson Parkway Nashville, TN 37243
Parkway Nashville, TN 37243

Comments Concerning Payment Payment will be due March 22, 2022 for students and advisors

* Teacher / Advisor / Staff Name Clyde Rush

* Teacher / Advisor / Staff Phone # Patricia Kyle

Teacher / Advisor / Staff Email clyderush60@gmail.com

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

Emergency Contact Info Same as Teacher / Advisor / Staff

* Emergency Contact Name clyde rush

* Emergency Contact Phone # 423-400-18769

* Grade Level(s) Making Trip 11
12

* Educational Objective for Field Trip Students will demonstrate the Culinary Skills for scholarship opportunities and also able to network with others students that are like minded in culinary and others areas of interest

Number of Individuals Making Trip

* Male Adult/Chaperone	1	* Female Adult/Chaperone	1	Total Adult/Chaperone	2
* Male Students	1	* Female Students	2	Total Students	3

* Will the students be away from school during lunch? Yes

* If so, will these students need packed lunches? No

Nbr Students 3 **Teacher** Clyde Rush

Students will be away from school during the lunch period, so therefore lunches are not needed.

Additional Information

* Will you be using external transportation-Does NOT include charters-- (includes 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. If using a Charter company please do not indicate that in this section. Use the next section to reserve the vehicle.

Clyde rush private car License # TN OW9-7M4

4/10/2022. Monday

Students and Advisors will meet at CHS Parking Lot D to be transported by Rush to the SkillsUSA State conference in Chattanooga TN.

Check in will be at the Chattanooga Convention Center in Chattanooga TN. SkillsUSA will provide a detailed Itinerary for all the competitions at that time.

Check in at hotel in Chattanooga.

Report to competition details.

Meal times as permitted

Curfew 11:00 PM

4/11/2022. Tuesday

Report the competition Sites

Each Competition has it's own start and end time based on SkillsUSA Itinerary

Meal Time as permitted

Free time

Evening conference

Curfew 11:00 pm

4/13/22 Wednesday

Check out

Awards Banquet

Conclusion

Lunch and return home

Vehicles Needed

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

Person Submitting Request crush@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 aobryan@clevelandschools.org
Decision Date Jan 12, 2022, 4:26:11 PM

Level 07 Approval - Overnight Trip Approval

Comment
Decision Approved
Name jelliott@clevelandschools.org
Decision Date Jan 24, 2022, 11:08:40 AM

Level 10 Approval - School Board Approval

Comment
Decision
Designated Approver jusmith@clevelandschools.org
Name
Decision Date

[Main](#)[Trip Approval](#)[Calendar](#)[Reports](#)

Cleveland City School District Travel Tracker

[Submit a Request](#)[Your Trip Requests](#)[Your Trip Requests With Nbr](#)[Your Assignments](#)

Travel Request Form

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Field Trips & Off-Campus Excursions Administrative Procedure 4.302.1
May 2019 7

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Field Trips & Off-Campus Excursions Administrative Procedure 4.302.1
May 2019 8

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Field Trips & Off-Campus Excursions Administrative Procedure 4.302.1
May 2019 9

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

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

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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 \$17.94 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 **666**

* Category Travel With Students

* Type of Trip Field Trip

* Field Trip Event
Standard Field Trip

Trip Leave

* Date 3/10/22 **Thursday**

* Time 7:00 AM

Trip Return

* Date 3/12/22 **Saturday**

* Time 1:00 PM

Trip Year/Week 2022-11

No buses available before 8:30 AM and must return to school no later than 1:45 PM.

* Is this an overnight trip? Yes

Is this an overnight trip? Additional Information

* Please list all chaperones for this overnight trip including non-staff.

Jeannie Long

* Indicate cost per person and how the trip is being funded (parent or district?)

No Cost

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.

Three students from the Aquatic Biology (Scientific Research) Honors course have been invited to present their research at the Tennessee Junior Science and Humanities Symposium in Knoxville, TN. All expenses are paid. I will drive them.

* Your School/Dept 

020 Cleveland High School

850 Raider Drive, Cleveland, TN 37312

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

Yes No

Main

* Destination 

Other (Type Below)

Graduate Knoxville 1706 Cumberland Avenue Knoxville, TN 37916

Destination Not Listed

Graduate Knoxville 1706 Cumberland Avenue Knoxville, TN 37916

Destination Name

Graduate Knoxville

Stops on the Way There

Add a Stop on the way

Stops on the Return trip

Add a Stop on the Return

* Approximate Nbr of Miles Round Trip

78.70

CALCULATE MILES

* Funding Source #1

Other 

Budget Code

There is no cost.

Funding Source Desc

Please indicate the funding information in the Budget Code Field to the right.

Budget Code Desc

Funding Approver

Are funds payable to a third party? Yes No
(Does venue require payment prior to trip?)

* Teacher / Advisor / Staff Name
* Teacher / Advisor / Staff Phone #
Teacher / Advisor / Staff Email
Note: This email will receive the requester emails if different from requester
Emergency Contact Info Same as Teacher / Advisor / Staff
* Emergency Contact Name
* Emergency Contact Phone #

* Grade Level(s) Making Trip All Pre-K K 1 2 3 4 5 6 7 8 9 10 11 12
* Educational Objective for Field Trip

Number of Individuals Making Trip
* Male Adult/Chaperone * Female Adult/Chaperone Total Adult/Chaperone 1
* Male Students * Female Students Total Students 4

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

Additional Information
* Will you be using external transportation-Does NOT include charters-- (includes plane, rental van, personal vehicle or walking)? Yes No
* Please indicate mode of travel instead of, or in addition to, the reserved vehicle(s). Please include details of trip, including itineraries. If using a Charter company please do not indicate that in this section. Use the next section to reserve the vehicle.

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

Person Submitting Request
Date Submitted

[▶ Trip Estimator \(click to open and enter additional information for estimating trip cost\)](#)

Level 01 Approval - Location Approval
Comment
Decision
Name
Decision Date

Level 02 Approval - Curriculum Admin Approval
Comment
Decision

Name jelliott@clevelandschools.org
Decision Date Jan 13, 2022, 10:06:53 AM

Level 07 Approval - Overnight Trip Approval

Comment
Decision Approved
Name jelliott@clevelandschools.org
Decision Date Jan 13, 2022, 10:06:58 AM

Level 10 Approval - School Board Approval

Comment

Decision Approved Denied

Designated Approver jsmith@clevelandschools.org
Name
Decision Date

Supporting Documents

 No file chosen

File Type	Size	File Name	Created On
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Request Status Trip: **666** Pending School Board Approval

Final Approval Date

Email Audit Log:

Page << First | < Previous | Page | Next > | Last >>

Subject:	Email Sent on:	Email Sent by:	Email Sent To:	
Date	User	Action	Device	Browser
1/13/22, 10:06:58 AM	jelliott@clevelandschools.org	Central Office Level Approved		
1/13/22, 10:06:53 AM	jelliott@clevelandschools.org	Second Level Location Level Approved		
1/12/22, 4:24:16 PM	aobryan@clevelandschools.org	Location Level Approved		
1/12/22, 10:21:52 AM	jlong@clevelandschools.org	Save and Close Trip (Submit Page Determines Return)	Non-Mobile	Chrome



Travel Request Form

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Field Trips & Off-Campus Excursions Administrative Procedure 4.302.1

May 2019 7

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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.

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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 \$17.94 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	690
* Category	Travel With Students
* Type of Trip	Field Trip
* Field Trip Event	

Trip Leave

* Date 4/23/22 **Saturday**
 * Time 9:00 AM

Trip Return

* Date 4/24/22 **Sunday**
 * Time 3:00 PM

Trip Year/Week 2022-17

No buses available before 8:30 AM and must return to school no later than 1:45 PM.

* Is this an overnight trip? Yes

Is this an overnight trip? Additional Information

* Please list all chaperones for this overnight trip including non-staff. Chaperones are pending. I will have at a minimum 2 female and 2 male adult chaperones (including myself)

* Indicate cost per person and how the trip is being funded (parent or district?) There is no cost to cadets. Transportation will be by parents.

Comments This field trip is part of our JROTC Curriculum In Action (CIA). This 14-mile overnight hike will earn cadets the Bataan Death March Ribbon. Cadets will understand the circumstances behind the Bataan Death March during WWII in the Japanese invaded Philippines.

* Your School/Dept  020 Cleveland High School
 850 Raider Drive, Cleveland, TN 37312

* 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)
 Appalachian Trail Southern Terminus, Appalachian Approach Trail, Ellijay, GA, USA

Destination Not Listed Appalachian Trail Southern Terminus, Appalachian Approach Trail, **Destination Name** Hawk Mountain Shelter

* Approximate Nbr of Miles Round Trip

* **Funding Source #1** Other Budget Code JROTC

Funding Source Desc Please indicate the funding information in the Budget Code Field to the right. Budget Code Desc

Funding Approver

Are funds payable to a third party? No
 (Does venue require payment prior to trip?)

* Teacher / Advisor / Staff Name Jeffrey Bise
 * Teacher / Advisor / Staff Phone # 6783435704
 Teacher / Advisor / Staff Email jbise@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 Jeffrey Bise

* Emergency Contact Phone # 6783435704

* Grade Level(s) Making Trip
9
10
11
12

* Educational Objective for Field Trip
This field trip is part of our JROTC Curriculum In Action (CIA). This 14-mile overnight hike will earn cadets the Bataan Death March Ribbon. Cadets will understand the circumstances behind the Bataan Death March during WWII in the Japanese invaded Philippines.

Number of Individuals Making Trip

* Male Adult/Chaperone	2	* Female Adult/Chaperone	2	Total Adult/Chaperone	4
* Male Students	15	* Female Students	10	Total Students	25

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

Additional Information

* Will you be using external transportation-Does NOT include charters-- (includes 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. If using a Charter company please do not indicate that in this section. Use the next section to reserve the vehicle.

Parents will be providing transportation to the drop off location and will pick up the next day.

Vehicles Needed

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

Person Submitting Request jbbise@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 aobryan@clevelandschools.org

Decision Date Feb 3, 2022, 8:53:03 AM

Level 07 Approval - Overnight Trip Approval

Comment

Decision Approved

Name jelliott@clevelandschools.org

Decision Date Feb 3, 2022, 3:39:45 PM

Level 10 Approval - School Board Approval

Comment

Decision

Designated Approver jusmith@clevelandschools.org

Name

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 \$17.94 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 \$17.94 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	692
* Category	Travel With Students
* Type of Trip	Field Trip
* Field Trip Event	

Trip Leave

* Date 3/5/22 **Saturday**
 * Time 7:00 AM

Trip Return

* Date 3/6/22 **Sunday**
 * Time 7:00 PM

Trip Year/Week 2022-10

* Is this an overnight trip? Yes

Is this an overnight trip? Additional Information

* Please list all chaperones for this overnight trip including non-staff. Charley Atha, Don Markham, Mark Klepper, Carrie Porter, Rhonda Ferguson, Alicia Klepper, and Cassie Langford

* Indicate cost per person and how the trip is being funded (parent or district?) the trip will be funded through the Renaissance Choir account 401

Comments The Renaissance choir is the group traveling. more information on parking will be given as received from the competition/venue

* Your School/Dept  020 Cleveland High School
 850 Raider Drive, Cleveland, TN 37312

* 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)
 1 Blue Devil Way, Tifton, GA 31794, USA

Destination Not Listed 1 Blue Devil Way, Tifton, GA 31794, USA * Destination Name Tift County High School

Stops on the return: comfort inn and suites: Comfort Inn & Suites, 320 S Virginia Ave, Tifton, GA 31794

* Approximate Nbr of Miles Round Trip

* Funding Source #1 Other Budget Code 401

Funding Source Desc Please indicate the funding information in the Budget Code Field to the right. Budget Code Desc

Funding Approver

Are funds payable to a third party? No
 (Does venue require payment prior to trip?)

* Teacher / Advisor / Staff Name Charley Atha
 * Teacher / Advisor / Staff Phone # 4235054443
 Teacher / Advisor / Staff Email catha@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 Charley Atha
 * Emergency Contact Phone # 4235054443

* Grade Level(s) Making Trip 9

10

11

12

* Educational Objective for Field Trip

performance opportunity for the choir. we will compete against other choirs from around the south. We will also be adjudicated and given useful feedback.

Number of Individuals Making Trip

* Male Adult/Chaperone	3	* Female Adult/Chaperone	4	Total Adult/Chaperone	7
* Male Students	14	* Female Students	21	Total Students	35

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

Additional Information

* Will you be using external transportation--Does NOT include charters-- (includes plane, rental van, personal vehicle or walking)? No

Vehicles Needed

* Do you need a school bus, staff van or charter bus? Yes

Check here to indicate trip is drop-off only Location

Check here to indicate trip is pickup only Location

Vehicle Pickup

* Date 3/5/22
* Time 7:00 AM

Arrive at Venue (Info Only)

* Date 3/5/22
* Time 12:00 PM

Depart Venue (Info Only)

* Date 3/6/22
* Time 10:00 AM

Vehicle Return

* Date 3/6/22
* Time 7:00 PM

Total Trip Hours 36.00

* Type of vehicles needed to reserve

Approved Charter



*

Approved Charter

Malone Busing/Stephens Malone

Email

Phone 423-240-5463

Contact

Address 151 Ladd Springs Rd.
Cleveland, TN 37323

* How many vehicles do you need? 1

Vehicle Guidelines:

School Bus Capacity:
Elementary School Students=78 max
Middle/High School Students=52 max

* Do you need a wheelchair lift? No

Nbr Wheelchair Slots 0 Nbr Seatbelts 0 Nbr Fold Down Seats 0

Special Needs

Comments or Details Concerning Needs

General Information

Owner vmack@clevelandschools.org

Bid Id/Closing Date

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 aobryan@clevelandschools.org

Decision Date Feb 3, 2022, 8:51:49 AM

Level 07 Approval - Overnight Trip Approval

Comment

Decision Approved

Name jelliott@clevelandschools.org

Decision Date Feb 3, 2022, 3:40:54 PM

Level 10 Approval - School Board Approval

Comment

Decision

Designated Approver jusmith@clevelandschools.org

Name

Decision Date

Travel Request Form

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May 2019 7

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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.

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May 2019 9

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

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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 \$17.94 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	683
* Category	Travel With Students
* Type of Trip	Field Trip
* Field Trip Event	

Standard Field Trip

Trip Leave

* Date 3/15/22 Tuesday
* Time 3:00 PM

Trip Return

* Date 3/16/22 Wednesday
* Time 8:00 PM

Trip Year/Week 2022-12

* Is this an overnight trip? Yes

Is this an overnight trip? Additional Information

* Please list all chaperones for this overnight trip including non-staff. Athena Davis and Julie Phillips

* Indicate cost per person and how the trip is being funded (parent or district?) \$60/student, \$18/adult

Comments This is the SCOPE Conference at Belmont University. Dr. Dyer has requested that we attend. We are taking a maximum of four students, we will be using teacher car. Thank you!

* Your School/Dept  020 Cleveland High School
850 Raider Drive, Cleveland, TN 37312

* 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)
Belmont University, Belmont Boulevard, Nashville, TN, USA
Destination Not Listed Belmont University, Belmont Boulevard, Nashville, TN, USA * Destination Name SCOPE Conference
* Approximate Nbr of Miles Round Trip

* Funding Source #1 District Budget Code
Funding Source Desc Budget Code Desc
Funding Approver

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

Amount of Payment
Payment Option
Purchase Order/Requisition Nbr
Payment Due To
Comments Concerning Payment

* Teacher / Advisor / Staff Name Athena Davis
* Teacher / Advisor / Staff Phone # Julie Phillips
Teacher / Advisor / Staff Email adavis@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 Athena Davis
* Emergency Contact Phone # Julie Phillips

* Grade Level(s) Making Trip 11
12
* Educational Objective for Field Trip This is to attend the SCOPE Conference in Nashville. Dr. Dyer has requested that we take students to this conference.

Number of Individuals Making Trip

* Male Adult/Chaperone	0	* Female Adult/Chaperone	2	Total Adult/Chaperone	2
* Male Students	2	* Female Students	2	Total Students	4

* Will the students be away from school during lunch? Yes
* If so, will these students need packed lunches? No

Nbr Students 4 **Teacher** Athena Davis
Students will be away from school during the lunch period, so therefore lunches are not needed.

Additional Information

* Will you be using external transportation-Does NOT include charters-- (includes 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. If using a Charter company please do not indicate that in this section. Use the next section to reserve the vehicle.
Personal vehicle

Vehicles Needed

* Do you need a school bus, staff van or charter bus? No
Person Submitting Request adavis@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 aobryan@clevelandschools.org
Decision Date Jan 30, 2022, 7:37:51 PM

Level 02 Approval - Curriculum Admin Approval

Comment
Decision Approved
Name jelliott@clevelandschools.org
Decision Date Feb 5, 2022, 11:40:03 AM

Level 07 Approval - Overnight Trip Approval

Comment

Decision

Approved

Name

jelliott@clevelandschools.org

Decision Date

Feb 5, 2022, 11:40:12 AM

Level 10 Approval - School Board Approval

Comment

Decision

Designated Approver

jusmith@clevelandschools.org

Name

Decision Date

Cleveland City Board of Education			
Monitoring: Review: Annually, in May	Descriptor Term: Student Records	Descriptor Code: 6.600	Issued Date: 12/02/19
		Rescinds: 6.600	Issued: 06/15/15

A cumulative record shall be kept for each student enrolled in school. The ~~folder record~~ shall contain ~~a health record, attendance record, and scholarship record;~~ **all records required under federal and state law and policy;** shall be kept current; and shall accompany the student through his/her school career.¹

The name used on the record of the student entering the school system must be the same as that shown on the birth certificate, unless evidence is presented that such name has been legally changed. If the parent does not have, or cannot obtain a birth certificate, then the name used on the records of such student shall be as shown on documents which are acceptable as proof of date of birth.

The name used on the records of a student entering the system from another school must be the same as that shown on records from the school previously attended unless evidence is presented that such name has been legally changed as prescribed by law.

When a student transfers to another school within the system or to a school outside of the system, copies of the student's records, including the student's disciplinary records, shall be sent to the transfer school.²

All records shall be remitted in accordance with the Family Education Rights and Privacy Act (FERPA).³

~~ACCESS TO~~ CONFIDENTIALITY OF STUDENT RECORDS⁴

Except as provided in this Board Policy 6.600 or to comply with a valid court order, ~~Student~~ student records shall be confidential. Authorized school officials shall have access to and permit access to student education records **only** for legitimate educational purposes.⁴ A "legitimate educational interest" is the official's need to know information in order to:

1. Perform required administrative tasks;
2. Perform a supervisory or instructional task directly related to the student's education; and
3. Perform a service or benefit for the student or the student's family such as health care, counseling, student job placement, or student financial aid.

DEFINITION AND USE OF DIRECTORY INFORMATION⁵

" Directory information" means information contained in or pulled from an education record of a student which would not generally be considered harmful or an invasion of privacy if disclosed. It includes, but is not limited to the student's name, address, telephone number, electronic mail address, photograph, dates of attendance, grade level, enrollment status, participation in officially recognized activities and sports, weight and height of members of athletic teams, degrees, honors and awards received, and the most recent educational agency or institution attended. Directory information also includes the names, addresses, telephone numbers, and electronic mail addresses of the student's parents and/or guardians.

Pursuant to Board Policy 6.601, parents, guardians, and eligible* students have the right to exclude any or all of the above referenced items from the student's directory information. Except as provided by law, federal regulation, or the terms of this policy, this information will not be shared without consent.

Limited Use of Directory Information

Directory information is not considered public record. Even so, school officials may release directory information for the following reasons:

1. To publish student and/or alumni directories for the convenience of the school community.
2. To publish programs for student events such as graduations, award ceremonies, athletic events, plays musicals, and other programs where students are being recognized.
3. To recognize the accomplishments of one or more as part of a media release.
4. To facilitate certain limited commercial opportunities that might be interest to the school community such as the purchase of school merchandise, student pictures, class rings, yearbooks, etc.
5. To assist the flow of information pertaining to vocational, educational, and scholarship opportunities available to students.
6. To comply with a request for information from an official recruiting representative of the military forces of the State of Tennessee or the United States of America.⁶

RELEASE OF STUDENT RECORDS WITHOUT CONSENT

Authorized school officials may release information from or permit access to a student's education record without the parent(s)/guardian(s) or eligible student's* prior written consent in the following instances:

1. To comply with a judicial order or lawfully issued subpoena. The school system will make a reasonable effort to notify the student's parent(s)/guardian(s) or the eligible student before making a disclosure;
2. If the disclosure is an item of directory information; **the definition and specific uses of directory information are set forth above;**
3. To comply with the requirements of child abuse reports to the extent known by the school officials including the name, address, and age of the child; the name and address of the person responsible for the care of the child, and the facts requiring the report;⁷

4. When certain federal and state officials need information in order to audit or enforce legal conditions related to federally-supported education programs in the school system;⁸
5. When the school system has entered into a contract or written agreement for an organization to conduct scientific research on the system's behalf to develop tests or improve instruction, provided that the studies are conducted in a manner which will not permit the personal identification of students and their parent(s)/guardian(s) by individuals other than representatives of the organization and the information will be destroyed when no longer needed for the purpose for which the study was conducted;⁹
6. To appropriate officials if the parent(s)/guardian(s) claim the student as a dependent as defined by the Internal Revenue Code;¹⁰
7. To accrediting organizations to carry out their accrediting functions;¹¹
8. When a student seeks or intends to enroll in another school district or a post-secondary school. Parent(s)/guardian(s) of students or eligible students have a right to obtain copies of records transferred under this provision;¹²
9. To financial institutions or government agencies that provide or may provide financial aid to a student in order to establish eligibility, to determine the amount of financial aid, to establish conditions for the receipt of financial aid, and to enforce financial aid agreements.¹³
10. To make the needed disclosure in a health or safety emergency when warranted by the seriousness of the threat to the student or other persons, when the information is necessary and needed to meet the emergency, when time is an important and limiting factor, and when the persons to whom the information is to be disclosed are qualified and in a position to deal with the emergency.¹⁴
11. To the Attorney General or his designee for official purposes related to the investigation or prosecution of an act of domestic or international terrorism. An educational agency that, in good faith, produces education records in accordance with an order shall not be liable to any person for that production.¹⁵
12. To any agency caseworker or other representative of a state or local child welfare agency or tribal organization authorized to access the student's educational records when such agencies or organizations are legally responsible for the care and protection of the student.¹⁶

RELEASE OF STUDENT RECORDS CONSENT

Authorized school officials may release information from a student's education record if the student's parent(s)/guardian(s) or the eligible student gives written consent for the disclosure. The written consent must include:¹⁷

1. A specification of the records to be released;
2. The reasons for the disclosure;
3. The person, organization, or class of persons or organizations to whom the disclosure is to be made;
4. The signature of the parent(s)/guardians(s) or eligible student; and
5. The date of the consent and, and if appropriate, a date when the consent is to be terminated.

The student's parent(s)/guardian(s) or the eligible student* may obtain a copy of any records disclosed under this provision.

RECORDKEEPING

The school system will maintain an accurate record of all requests to disclose information from or to permit access to a student's education records. The system will maintain an accurate record of information it discloses and access it permits. The system will maintain this record as long as it maintains the student's education record.¹⁸

The record will include at least:¹⁸

1. The name of the person or agency that makes the request;
2. The interest the person or agency has in the information;
3. The date the person or agency makes the request; and
4. Whether the request is granted and, if it is, the date access is permitted or the disclosure is made.

** The student becomes an "eligible student" when he/she reaches age eighteen (18) or enrolls in a post-secondary school, at which time all of the above rights become the student's right.*

Legal References

1. 20 USCA § 1232g; TRR/MS 0520-01-03-.03(11)
2. TCA 49-6-3001(c)(1)
3. TCA 49-1-701, *et seq.*
4. TCA 10-7-504(a)(4); 20 USCA § 1232g
5. **34 CFR § 99.3**

Cross References

- School District Records 1.407
- Promotion and Retention 4.603
- Testing Programs 4.700
- Attendance 6.200
- Withdrawals 6.207
- Child Custody/Parental Access 6.209

6. USA Patriot Act of 2001 § 507
 7. TCA 37-1-403
 8. 20 USCA § 1232g(b)(3)
 9. 20 USCA § 1232g(b)(1)(F)
 10. 20 USCA § 1232g(b)(1)(H)
 11. 20 USCA § 1232g(b)(1)(G)
 12. TRR/MS 0520-01-03-.03(9)
 13. 20 USCA § 1232g(b)(1)(D)
 14. 20 USCA § 1232g(b)(1)(I)
 15. 20 USCA § 1232g(j); USA Patriot Act of 2001 § 507
 16. 20 USCA § 1232g
 17. 34 CFR § 99.30
 18. 34 CFR § 99.32(a)
- Bus Safety and Conduct 6.308
Corporal Punishment 6.314
Disciplinary Hearing Authority 6.317
Admission of Suspended/Expelled Students 6.318
AIDS 6.404

Cleveland City Board of Education

Monitoring: Review: Annually, in May	Descriptor Term: Student Records Annual Notification of Rights	Descriptor Code: 6.601	Issued Date: 07/09/01
		Rescinds: JRA/JRBA	Issued: 07/06/94

Within the first three weeks of each school year, the school system will notify parent(s) of students and eligible students* of each student's privacy rights.¹ For students enrolling after the above period, this information will be given to the student's parent(s) or the eligible student at the time of enrollment.² The notice will include the right of the student's parent(s) or the eligible student to:²

1. Inspect and review the student's education records;
2. Seek correction of items in the record which are believed to be inaccurate, misleading or in violation of the student's rights, including the right to a hearing upon request;
3. File a complaint with the appropriate state or federal officials when the school system violates laws and regulations relative to student records;
4. Obtain a copy of this policy and a copy of such educational records;
5. Exercise control over other people's access to the records, except when prior written consent is given, or under circumstances as provided by law or regulations, or where the school system has designated certain information as "directory information." Parent(s) of students or eligible students have two weeks after notification to advise the school system in writing of items they designate not to be used as directory information. The records custodian will mark the appropriate student records for which directory information is to be limited, and this designation will remain in effect until it is modified by the written direction of the student's parent(s) or the eligible student.

~~DIRECTORY INFORMATION~~

~~"Directory information" means information contained in an education record of a student which would not generally be considered harmful or an invasion of privacy if disclosed. It includes, but is not limited to the student's name, address, telephone listing, electronic mail address, photograph, date and place of birth, major field of study, dates of attendance, grade level, enrollment status (e.g., undergraduate or graduate, full-time or part-time), participation in officially recognized activities and sports, weight and height of members of athletic teams, degrees, honors and awards received, and the most recent educational agency or institution attended.³~~

~~Student directory information for 11th and 12th graders shall be made available upon request to persons or groups which make students aware of occupational and educational options, including official recruiting representatives of the military forces of the State and the United States.⁴~~

*The student becomes an “eligible student” when he/she reaches age 18 or enrolls in a post-secondary school, at which time all of the above rights become the student’s rights.³

Legal References

1. 34 CFR § 99.4; ~~34 CFR § 99.7~~
2. 34 CFR § 99.7; ~~TCA 10-7-504~~
3. ~~34 CFR § 99.3~~ ~~34 CFR § 99.5~~
4. ~~TCA 49-6-406; 10 U.S.C. §503(c)~~
5. ~~34 CFR § 99.5~~

Cleveland City Board of Education

Monitoring: Review: Annually, in January	Descriptor Term: COVID-19 LEAVE	Descriptor Code: 5.3052	Issued Date: 09/07/21
		Rescinds:	Issued:

General

Under COVID-19 Leave, this policy will be in effect until ~~December 22, 2021~~ **June 30, 2022** unless extended by the Board of Education. This policy will be retroactive to July 1, 2021.

The Director of Schools/designee shall create any necessary administrative procedures. Employees should seek clarification from the Director of Human Resources if they have questions regarding the total amount of leave and pay available to them.

PAID SICK LEAVE

Employees are entitled to up to eight (8) days of paid sick leave during ~~the first semester of the~~ 2021-2022 school year if they are unable to work or telework because the employee:

1. is subject to a Federal, State, or local quarantine or isolation order related to COVID-19;
2. has been advised by a health care provider to self-quarantine related to COVID-19;
3. is experiencing COVID-19 symptoms and is seeking a medical diagnosis;
4. is caring for an individual subject to or advised to quarantine or isolate due to COVID-19. The individual must be someone with a personal relationship, as defined in Sick Leave 5.302, to the employee;
5. is caring for his/her son or daughter whose school or place of care is closed, or person who regularly provides child care is unavailable, for reasons related to COVID-19 and no other suitable person is available to care for the child during the requested period of leave. Son or daughter is defined as a biological, adopted, or foster child, a stepchild, a legal ward, or a child of a person standing *in loco parentis*, who is under 18 years of age; or 18 years of age or older who is incapable of self-care because of a mental or physical disability.

This paid leave may be taken if there is work available for the employee to complete and the employee is unable to work or telework for one of the above reasons. Such leave is in addition to any paid leave that an employee may already be entitled to (e.g. existing sick leave). Employees are not required to exhaust any other paid leave benefit in order to utilize this new category of paid sick leave.

Cross References

Sick Leave 5.302

Family and Medical Leave 5.305

Cleveland City Board of Education

Monitoring: Review: Annually, in September	Descriptor Term: Fundraising Activities	Descriptor Code: 2.601	Issued Date: 08/06/18
		Rescinds:	Issued:

~~The schools shall avoid exploiting students, whether by advertising or otherwise promoting products or services, soliciting funds or information, or securing participation in non-school related activities and functions. At the same time, schools shall inform and assist students in learning about programs, activities or information which may be of help or service to them.~~

General

The following general guidelines shall be followed:¹

1. Fundraising activities ~~shall be authorized by the board and~~ shall be for the purpose of supplementing funds for established school programs and not for supplementing funds which are the responsibility of the public.
2. Fundraising companies and other salespersons shall obtain permission in writing from the director of schools' office in order to visit the schools.
3. Any commission payable by companies shall be paid in the form of reduced prices to the students or paid into the activity fund of the school for use by the school. No school employee shall personally benefit from any fundraising activity.
4. The principal must obtain written approval from the Director of Schools or his/her designee for all fundraising activities, including online fundraising activities, that involve the participation of the general student population in the marketing process of the fundraising effort. All other fundraising activities, including online fundraising activities, must have written approval from the principal and comply with all administrative procedures issued by the Director of Schools. The authorization request shall contain the following information:²
 - a. A list of the proposed fundraising activities;
 - b. Purpose of the fundraising activity;
 - c. Proposed uses of funds raised;
 - d. Expected student involvement in fundraising activity (school-wide or individual class or club); and
 - e. Margin of profit and how it is to be paid to the school.

5. The Director of Schools shall determine whether or not the activity will benefit the school, contribute to the welfare of the student body, and supplement, not replace, funds necessary to fulfill the board's required contributions. No fundraising activities shall involve the sale of hazardous materials such as fireworks.
6. Students shall not be excused from a regular class to participate in a fundraising activity. No grade in a subject or course shall be affected by a student's participation in a fundraising activity.
7. No quotas shall be imposed on students involved, and their efforts shall be voluntary. Students who do not participate in fundraising activities shall not be punished or discriminated against in any way.

This policy shall not be construed as preventing a teacher from using instructional or informational materials even though the materials might include reference to a brand, a product, or a service.

LOTTERIES

No fundraising activity shall be conducted which distributes prizes or makes awards to winners from among purchasers of chances by means of tickets through a random selection process.³

ONLINE FUNDRAISING

Individual schools may establish school-wide online fundraising accounts. The accounts must meet all fundraising requirements established by the board and the *Tennessee Internal School Uniform Accounting Policy Manual*. The principal or his/her designee of each school shall have access to the established fundraising account to ensure all funds are properly accounted for, and the information is recorded in the school's accounting records by the designated personnel. Online fundraising shall not be used on behalf and for the benefit of an outside party.

Employees shall not engage in online fundraising in their official capacity as district employees nor make any reference to non-school sponsored fundraisers, online or otherwise, that would lead another to believe such activity is an approved school fundraiser.

FUNDRAISING FOR NONEDUCATIONAL PURPOSES⁴

On approval of the principal, an employee may be authorized to raise and use funds for the following noneducational purposes:

1. Bereavement support;
2. Award recognition;
3. Employee morale;

4. Banquets; or
5. Other situations at the principal's discretion.

These funds shall be derived from vending machine revenue or donations.

The Director of Schools shall develop administrative procedures regarding the receipt, disbursement, accounting, and auditing of these noneducational funds. The Director of Schools shall ensure that the procedures are consistent with board policy and state law and disseminate them to all employees.

Legal References

1. *Tennessee Internal School Uniform Accounting Policy Manual*, Section 4-30, 4-31
2. *Tennessee Internal School Uniform Accounting Policy Manual*, Section 4-32
3. Tenn. Att'y Gen. Op. No. 03-049 (Apr. 22, 2003)
4. TCA 49-2-134

Cross References

Revenues 2.400
School Support Organization 2.404
Audits 2.703
Vendor Relations 2.809
Student Activity Funds Management 2.900
Staff Gifts and Solicitations 5.605
Gifts 6.710



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:

Date: February 7, 2022

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

From: Hal Taylor and Site Committee

The Site Committee would like to request the approval of the initial schematics for CHS entrance, CTE wing, and the wrestling building locker rooms.

Cleveland City Board of Education

Monitoring: Review: Annually, in November	Descriptor Term: Summer Instructional Programs	Descriptor Code: 4.204	Issued Date:
		Rescinds:	Issued:

1 Summer schools may be offered. These schools shall be organized and operated as a part of the public
2 school program, shall be under the control and management of the Board, and shall comply with rules
3 and regulations of the State Board of Education.¹

4 *General*

5 The following programs will be made available to students:^{1,2}

- 6 1. Traditional summer school;
- 7
- 8 2. Learning loss bridge camps;
- 9
- 10 3. After-school learning mini camps (2021-2023); and
- 11
- 12 4. Summer learning camps (2021-2023).

13 These programs shall be organized and operated in accordance with state law as well as guidelines
14 provided by the Tennessee Department of Education. Funding for all programming shall be provided
15 for in the annual budget and take into account any available grants. The Board may adopt tuition rates
16 for those students attending a traditional summer school program.³

17 **SUMMER PROGRAMMING²**

18 The Director of Schools shall present a recommended summer programming plan to the Board each
19 year outlining the following:

- 20 1. Courses offered;
- 21
- 22 2. Transportation;
- 23
- 24 3. Class size ratios;
- 25
- 26 4. Budget, including staff compensation;
- 27
- 28 5. School nutrition needs;
- 29
- 30 6. Staffing;
- 31

- 1 7. Enrollment criteria; and
- 2
- 3 8. Any additional necessary information.

4 **ATTENDANCE REQUIREMENTS²**

- 5 Priority students, as defined by state law, shall be encouraged but not be required to attend summer
- 6 programs.

Legal References

1. TRR/MS 0520-01-03-.03(9)
2. Public Acts of 2021, Special Legislative Session, Chapter No. 1
3. TCA 49-6-3003

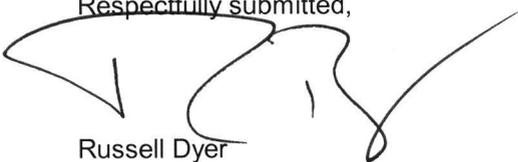
Cross References

Extended Contracts 5.112

**CLEVELAND CITY SCHOOLS
FINANCIAL REPORT
DECEMBER 2021**

Balance on hand December 1, 2021	7,072,030.21
RECEIPTS	
City Clerk's Monthly Report	6,997,394.63
Retiree Ins #44160	(284.15)
Misc. Refunds #44170	(2,330.68)
Contributions & Gifts #44570	4,456.12
Bonds Issued #49100	(546,868.55)
Interest Earned	<u>981.55</u>
	<u>13,525,379.13</u>
DISBURSEMENTS	
Instruction	2,289,614.86
Special Education	336,209.75
Vocational Education	165,182.78
Attendance	10,242.40
Health Services	42,096.32
Other Student Support	297,200.47
Regular Instruction Support	161,218.36
Special Education Support	11,523.16
Vocational Education Support	12,843.42
Technology Support	45,446.10
Board of Education	13,719.15
Office of the Superintendent	55,646.89
Office of the Principal	270,773.42
Fiscal Services	30,211.95
Operation of Plant	267,328.00
Maintenance of Plant	108,881.58
Transportation	139,766.80
Food Service	6,500.89
Community Services	0.00
Early Childhood Education	86,837.29
Regular Capital Outlay	(385,365.96)
Education Debt Service	<u>5,656.00</u>
	3,971,533.63
Retirement withheld not paid	(403,593.64)
Retirement paid	364,162.40
Insurance deducted not paid	(498.16)
Balance January 1, 2022	<u>9,593,774.90</u>
	<u>13,525,379.13</u>

Respectfully submitted,



Russell Dyer
Director of Schools

FY2023 Budget Calendar

Date

- Feb. 3 Budget memo and allocation spreadsheets to schools
- Feb. 14 Dr. Dyer and Business Office meeting with Directors and Principals to discuss FY2023 priorities and budget preparation relating to the strategic plan
- Feb. 22 Allocations returned to AOB
- March 7-11 Spring Break*
- Mar. ? City of Cleveland sends FY2023 Budget calendar to Business Office
- Dr. Dyer and Business Office discuss timeline for board meeting to approve FY2022 Budget amendment and FY2023 Budget

(Tentative Schedule)

- Mar. 31 Budget document to Julie for distribution to School Board
- Apr. 4 Regular April Board Meeting – FY2022 Budget Amendment, FY2023 Budget
- Apr. 5 Budget document sent to City
- May ? City Council holds public hearing and 1st reading of FY2023 Budget

Personnel Items – January 2022

Assignments

Williams, Madison, CHS (Teacher), Effective January 5, 2022
Thomason, Deborah, CHS (Assistant), Effective January 10, 2022
Pirtle, Sherri, BB (Teacher), Effective January 10, 2022
Mozingo, Madeline, ST (PT Interventionist), Effective January 10, 2022
Esquinance, Tonya, CMS (SpEd Assistant), Effective January 11, 2022
Russell, Olabisi, CHS (Assistant), Effective January 12, 2022
Bennett, Chase, TDC (Social Worker), Effective January 11, 2022
Kalilainen, Gloria, ST (SpEd Assistant), Effective January 12, 2022
Brown, Kaitlin, ST (SpEd Assistant), Effective January 28, 2022
Williams, David, BB (Teacher), Effective January 24, 2022
Mullins, Amber, CHS (Counselor), Effective January 26, 2022

Transfers

Blackwell, Emily, CCC (PT Interventionist) to CCC (Assistant), Effective January 11, 2022

Resignations

Wood, Katherine, CHS (SpEd Assistant), Effective December 21, 2021
Wallace, Marsha, AR (Family Coordinator), Effective May 23, 2022
Rogers, Lisa, CCC (Assistant), Effective December 21, 2021
Esquinance, Tonya, CMS (SpEd Assistant), Effective January 12, 2022
Kalilainen, Gloria, ST (SpEd Assistant), Effective January 27, 2022

CLEVELAND HIGH



PORTRAIT OF A GRADUATE

CRITICAL THINKING

In Mr. Gluckner's Principles of Engineering class, students utilize their critical thinking skills for a VEX Robotics Design Challenge. They work in teams to design, test, build, and refine a robot design to accomplish a set of tasks. To succeed, students reflect on the content they have learned regarding mechanical advantage, gear ratios, force vector calculations, and electronics to reach a reasonable and effective solution for the VEX Design Challenge. Students finish the semester with a class-wide competition against their peers to see who came up with the most effective solution!



Students in Ann Krepps Pharmacy Class spent the semester developing and refining their critical thinking skills. Class time was spent learning about patient scenarios and applying the student's knowledge base to determine the most appropriate course of action for the treatment plan. The course goal is to attain and apply functional knowledge skills to use as the student advances on from Cleveland High School.

- Understand there are often multiple ways to solve a problem
- Form original ideas in response to feedback, setbacks, and failures
- Express curiosity and inquiry in pursuit of solutions



Students in Mr. Finch's African American History class are reading an article about the Scottsboro Boys and completing an analysis activity in preparation for their class discussion on the American justice system. After reading the passage for background, the students evaluated the events that happened during the case and will use critical thinking to develop a position about past issues of the justice system. They also will analyze the current state of the court system and the impact that it had on people of color. During the eventual class discussion, students will share their thoughts and positions with evidence from the article as well as their personal experiences.



THE FIVE Cs

COLLABORATION

CRITICAL THINKING



Ross & Yates Board Highlights

February 2022

“Collaboration”

Each week we highlight one of our very own teachers in a series called “Educational Rockstars.” We want to showcase the incredible work our teachers are doing in the classroom. Recently, we visited **Grace Hodnette**’s Music Classroom, **Margie Ginn**’s first grade class, and **Donna Ratcliff**’s fourth grade class. Watch the short videos linked below and see how our elementary students are using **collaboration** across the curriculum!

The first Educational Rockstar video highlights a music-teaching rockstar, **Grace Hodnette**. Mrs. Hodnette creates a community with her students where everyone feels safe and welcome. Her students are excited to learn and perform with her guidance and support!

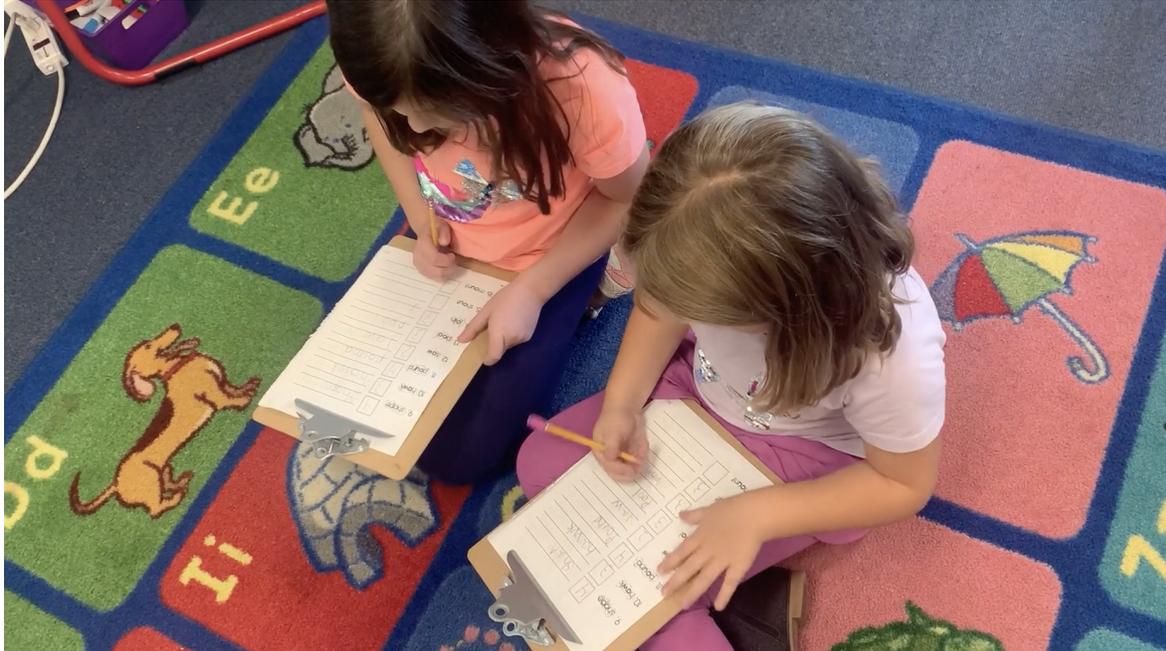
<https://vimeo.com/663173855>



Once inside, another
special **community building**
activity begins!

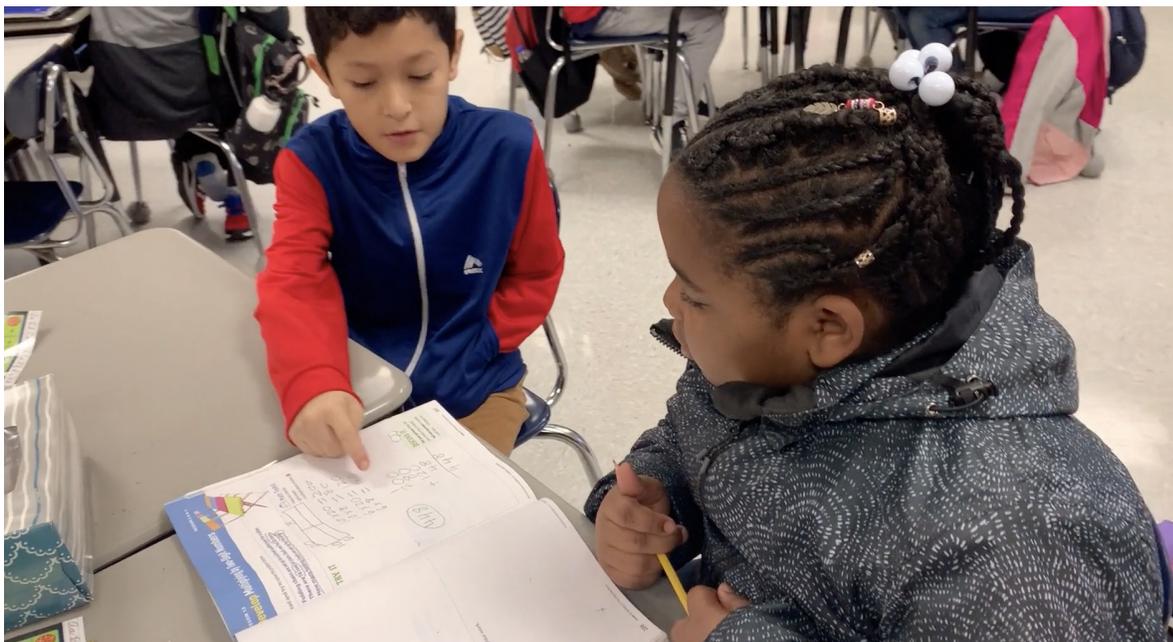
The second Educational Rockstar video highlights a first grade rockstar, **Margie Ginn**. Ms. Ginn does an amazing job of scaffolding students' learning experiences from basic to complex. This gives students the opportunity to experience success at each level as they learn new skills. In addition, Ms. Ginn provides students many opportunities to learn from each other, which is a powerful teaching strategy!

<https://vimeo.com/666588915>



The third Educational Rockstar video highlights a fourth grade rockstar, **Donna Ratcliff**. Ms. Ratcliff works to build a close knit community within her classroom. She uses accountable talk stems to promote communication between her learners to further their understanding. In addition, Ms. Ratcliff's heart for her students shines through all she does!

<https://vimeo.com/671503118>



CLEVELAND MIDDLE SCHOOL

January
2022

CMS Basketball Finishes Strong

The CMS boy's and girl's basketball teams both wrapped up an exciting season at the end of January. Both the boy's and girl's teams were able to complete in the region tournament at Powell Middle School in Knoxville at the end of January. While they fell short of a trip to the state championship, both teams had a great time competing this year.

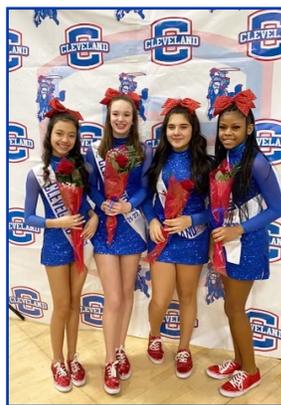
Boy's basketball head coach, Derek Morris said, "It was a privilege to be a part of these young mens' growth over the past 3 years. This group of 8th graders really matured and

learned accountability as student athletes. We can't wait to see what future holds for

these young men!" When asked about the girl's basketball team, head coach Amy McGowan was excited to talk about her team. She said, "This team is so enjoyable to coach. They have such great chemistry on and off the court, and I love the hard work they are always willing to put in. I'm so proud of the young ladies they are becoming." Both coaches have spent countless hours preparing, practicing, and working with their teams this season.

Of course, we must also celebrate our cheer and dance teams who spend the entire basketball season on the sidelines cheering on our blue raiders! Cheer Coach Ashley Keith and dance coach, Haleigh May, both attended CMS as students, and are now able to pass their passion for cheer and dance on to their teams! This is Coach Haleigh's fourth year as dance team coach. "I love coaching the dance team to instill not only the passion of dance, but positive life skills developed through relationships with each of my dancers, said Coach Haleigh. Coach Keith adds, "I am

just so proud of my cheerleaders this year. They always amaze me how quickly they can learn a new routine and perform it for the crowds." CMS is thankful that our coaches invest so much time and energy into both the sport and into the lives of their student-athletes.



Student Spotlight Madalyn Dauphinais

Madalyn is an 8th grader at CMS, and her favorite thing about our school is the welcoming environment of the teachers and staff. She is involved in football/wrestling cheer, winterguard, swim team, and BETA club. She writes for the CMS newspaper, Raider Times, and she is a part of the RaiderTV program. She also participates in the CMS linguistics club. Last year, Madalyn won first in the nation for BETA's science competition, and she will be traveling to compete in BETA club nationals for science this summer. She is excited for the opportunity to represent CMS at the competition. Her favorite teacher is Mr. Schroll. She said, "he is always willing to answer my questions, and he makes his class enjoyable."



Here's What's Happening at CMS

6 Students received Crumbl Cookies for passing the most iReady lessons in their grade level!

Jakai Buckhanon won 2nd in the state for "No Trash November" Anti-Littering Campaign.

CMS Welcomes Mrs. Lukina as our new ISS teacher. We are excited to have her join our team!

We celebrated school board appreciation week by dedicating new books to the CMS library.

17 CMS Teachers are piloting new technology in their classroom by using iPads to enhance student learning.

Coach Connolly Announces Retirement after 39 Years at CCS!



Cleveland City Schools has been blessed to have Coach Mike Connolly for 39 years as a teacher and coach and 12 years as a CCS student! Coach Connolly has served as a wellness teacher at Cleveland Jr. High/Middle School and, at one point, an assistant principal. He has coached at both CHS and CMS, impacting thousands of student athletes. Coach Connolly served as CHS asst & head coach for girls basketball, CHS asst football coach, and a CHS asst baseball coach. At the middle school level, he has been a boys basketball head coach, baseball head coach and football asst & head coach.

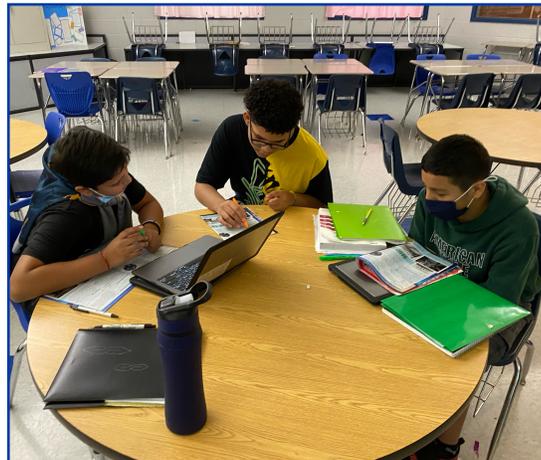
Now, many of the faculty members and coaches at CMS are former students of Coach Connolly's, and he gets the opportunity to work in a professional environment with those former students! When asked about his favorite things about Cleveland City Schools, he said that his favorite thing is the relationships that he has developed with students and athletes throughout the years. Coach Connolly said that CCS is full of great people, great teachers, and great facilities.

As he moves into retirement, Coach Connolly is looking forward to spending more time with his wife and grandkids. He is also excited about traveling and taking trips with his family. We are sad to see Coach Connolly go, but are thrilled for the new adventures ahead in his life. Coach Connolly is truly a Blue Raider for life, and we will miss seeing him in the halls and on the fields.

CLEVELAND MIDDLE SCHOOL

Collaboration

January
2022



7th grade students work in "houses" to solve Punnett squares during their Harry Potter themed heredity unit

Boy's & Girl's Basketball showed teamwork as they finished their seasons this month

BETA club students are using their laptops to plan for a School Beautification project for CMS

6th Grade teachers plan interactive lessons together using their new iPads & Apple Pencils

ESL Students collaborate to work on reading and speaking skills to prepare for the WIDA state test

Candy's Creek Cherokee Elementary School

**Board Highlights
February 2022**



**666 Portrait of a Graduate 56 Spotlight:
Collaboration**



- Work cooperatively with team members to achieve a goal.



There isn't a better example of collaboration than our para-professional staff. During the month of January alone, they served as substitute teachers every day in addition to their regular responsibilities. They work together with our certified staff and administration to deliver instruction, supervise students, give assessments, and provide individualized instruction to small groups. Each of them is an engaged team player with a great attitude. We are grateful for their hard work for our students.



- Value diverse viewpoints and demonstrate flexibility.



Our school counselor, Emily Elliott, utilizes the Capturing Kids' Hearts resources and other curriculum to facilitate social-emotional learning lessons with all grade levels. Students learn about cooperation, collaboration, friendship, citizenship, and social skills. They often collaborate on projects, which teaches them about being a productive team member.



- Share success through affirmation and accountability.



Our school has implemented a council system in which every student is a member of one of four councils: Water, Air, Earth, or Fire. Each Council establishes goals for success, and students have many opportunities to earn points as they work toward their goals. We recently had a celebration for reaching goals, and the activities were based on team-building and collaboration.



- Build positive relationships.



Our teacher of the year finalists were nominated by their peers to represent our school recently. One of the common themes of their nominations was their passion for building positive relationships with their students, families, and colleagues. They often collaborate with their grade level teams and other classes to develop meaningful and fun lessons and experiences for their students. Each of these teachers have a positive impact on our school culture.



School Highlights

For

Mayfield Elementary – February 2022

Creativity

You would have thought we had converted to a home for the aged as our primary grades students recently celebrated the 100th day of school. The students had a great time and were so **creative** as they sought to embody



what it means to be 'old' and their perception of what 'old' looks and feels like is hilarious. They are truly observant.



Teacher of the Year



Congratulations to Mrs. Morgan Burke on being selected as Mayfield Elementary's Teacher of the Year - 2022! It is an honor to be selected from among one's peers and Mrs. Burke is very deserving of this honor. In her 11th year teaching at Mayfield, Mrs. Burke prepares engaging lessons for her students and works diligently with her first grade colleagues to ensure students are making progress toward benchmarks. We are very proud of Mrs. Burke and appreciate the effort and energy that she brings to Mayfield.

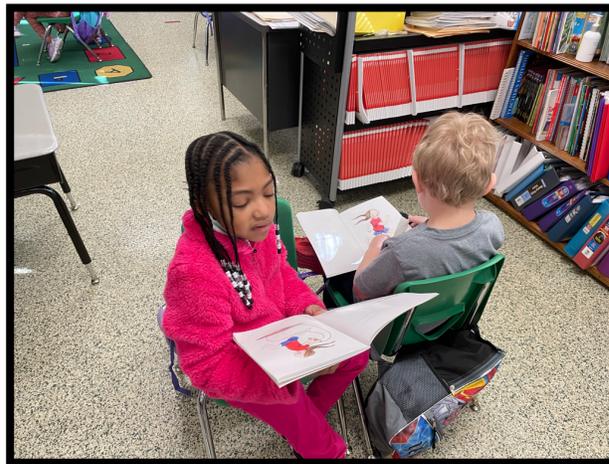
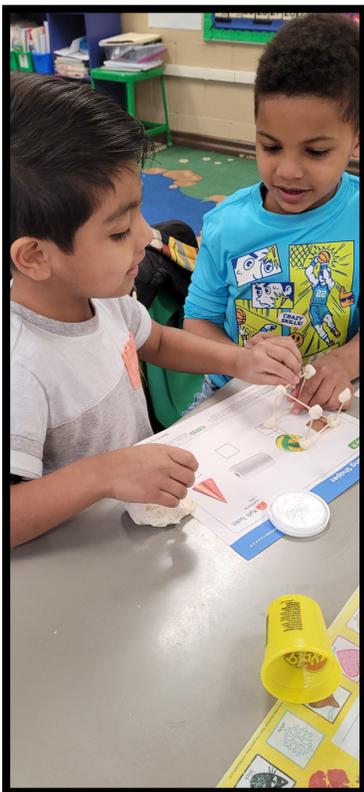
NAEP Assessment

A sampling of 4th grade students at Mayfield Elementary have been selected to participate in the 2022 National Assessment of Educational Progress, also known as NAEP. It is the largest continuing and nationally representative assessment of what students across the country know and can do in a variety of subjects. We have NO doubt that our students will represent us well! This assessment will take place on Feb. 10. Representatives from NAEP will conduct the assessment in two sessions (a.m. and p.m.).



Communication

Kindergarten students are hard at work learning to communicate with peers and adults. Students have been encouraged to share their experiences and “good things” during morning meetings and are learning to listen when others are speaking. During lessons, we are actively learning to answer in complete sentences and are asking questions to further our understanding of material taught. To develop our understanding of material, students frequently participate in “turn and talk” partnerships and collaborating during partner activities. Kindergarten teachers send home a weekly Kid Mail sheet detailing skills that are taught each week, so the parents are aware of skills being taught in the classroom.



Arnold would like to welcome Kim Hartwig to our family. Mrs. Hartwig has worked in education for 24 years, mainly at the elementary level. She joined the Arnold family teaching Kindergarten in October. Kim and her family moved here from Wisconsin three years ago and really enjoy living in Cleveland. We are excited to have her at Arnold! Due to this new addition, Arnold Kindergarten has been blessed with small class sizes this year and this has been very beneficial to our students.





STUART ELEMENTARY

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Creativity

Kindergarten students got creative with play doh to enhance our learning on 3 dimensional shapes.



Kindergarten and 5th grade students worked together creating crafts!



During PE listening booths were created for students to record video responses in Flipgrid to Basketball Book reviews by basketball legends. These books were extensions of our CKH launch this week during our basketball unit.



3rd graders explored steady beats and music composing with Sphero Spectrums. What a great way to combine STEM and Music.

April 2022

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
					1	2
3	4 Board Meeting 5:30 @ AOB	5	6	7	8	9
10	11	12	13 Lunch and Learn Blythe-Bower @ 11:30	14	15 Easter Break (Schools Closed)	16
17	18 Parent Conferences (No Classes)	19	20	21	22	23
24	25	26	27	28	29	30

February 2022

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
		1	2	3	4	5
6	7 Board Meeting 5:30	8 Safer Internet Day	9	10	11 Lunch & Learn 11:30 Stuart	12
13	14	15	16	17	18	19
20	21 President's Day Schools Closed	22 Staff Develop. No Classes	23	24	25	26
27	28					

March 2022

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
		1	2	3	4	5
6	7 Spring Break	8 Spring Break	9 Spring Break	10 Spring Break	11 Spring Break	12
13	14 Board Meeting @ 5:30 AOB	15	16 Lunch & Learn 11:30 – 1:00 @ROSS	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

