

Cleveland City Schools
Board of Education Regular Meeting
August 1, 2023 5:30 PM
Cleveland High School



1. **Welcome** - Nate Tucker
2. **Moment of Silence/Pledge of Allegiance** -Ava Davis
3. **Comments from Chairman Tucker** - Nate Tucker
4. **Public Comments**
5. **Consent Agenda** - Nate Tucker
 - A. **Approval of Regular Agenda**
 - B. **Approval of Minutes from June 1, 2023 Board Meeting**
 - C. **Approval of Second Reading of Policies**
 - D. ***New Job Position**
 - E. **2023-2024 Nonfaculty Coaches**
6. **Regular Agenda**
 - A. **Director's Update** -Russell Dyer
 - B. **Spotlight**
 - C. ***First and Final Reading of 23 policies** -Jodi Riggins & Matthew Coleman
 - D. **Strategic Plan Focus** -Dr. Dyer & Autumn O'Bryan
 - E. **Student Representative's Update** -Ava Davis
7. **Site Committee Update** - Krista McKay
8. **Legislative Updates** -Carolyn Ingram
9. **"B" Agenda**
 - A. **Financial Report**
 - B. **Personnel Report**

C. **School Highlights**

D. **Dates to Remember**

10. **Adjourn**

Cleveland City Board of Education

Monitoring: Review: Annually, in February	Descriptor Term: <h2 style="text-align: center;">Ethics</h2>	Descriptor Code: 5.611	Issued Date: 08/01/23
		Rescinds:	Issued:

- 1 An effective educational program requires the services of men and women of integrity, high ideals, and
 2 human understanding. To maintain and promote these essentials, all employees are expected to
 3 maintain high standards in their school relationships. These standards include the following:
- 4 1. The maintenance of just and courteous professional relationships with students,
 5 parent(s)/guardian(s), staff members, and others;
 - 6 2. The maintenance of their own efficiency and knowledge of the developments in their fields of
 7 work;
 - 8 3. The transaction of all official business with the properly designated authorities of the school
 9 district;
 - 10 4. The establishment of friendly and intelligent cooperation between the community and the
 11 school district;
 - 12 5. The representation of the school district on all occasions that the contributions of the school
 13 district to the community are recognized;
 - 14 6. The welfare of children as the first concern of the school district when placing professional
 15 personnel. The use of pressure on school officials for appointments or transfers is unethical;
 - 16 7. The responsibility to make any criticism of other staff members or of the school district directly
 17 to the particular school administrator who has the administrative responsibility for improving
 18 the situation and then to the Director of Schools, if necessary; and
 - 19 8. The proper use and protection of all school properties, equipment, and materials.

References:

- TCA 49-5-501(3)(D)
- TCA 49-5-1003
- TCA 49-5-1004

Cross References:

- Use of School Facilities 3.206
- Use of Copyrighted Materials 4.404
- Use of Internet 4.406
- Use of Multimedia 4.408
- Staff Rights & Responsibilities 5.600
- Staff-Student Relations 5.610

Cleveland City Board of Education

Monitoring: Review: Annually, in March	Descriptor Term: Code of Conduct	Descriptor Code: 6.300	Issued Date: 08/01/23
		Rescinds: 6.300	Issued: 02/03/20

1 The Board delegates to the Director of Schools the responsibility of developing specific codes of
2 conduct which are appropriate for each level of school¹. Codes of conduct for students in pre-
3 kindergarten or kindergarten shall utilize alternative disciplinary practices such as restorative practices,
4 RTI²B, multi-tier systems of supports, and behavior intervention plans. Exclusionary discipline shall
5 only be used as a measure of last resort.² The development of each code shall involve principals and
6 staff members of each level and shall be ~~consistent with the relevant policies as adopted by the Board.~~¹
7 **based on evidence-based behaviors supports and interventions.**³

8 The following levels of misbehavior and disciplinary procedures and options are standards designed to
9 protect all members of the educational community in the exercise of their rights and duties and to
10 maintain a safe learning environment where orderly learning is possible and encouraged.²⁴ These
11 misbehaviors apply to student conduct on school buses, on school property, and while students are on
12 school-sponsored outings. Staff members shall ensure that disciplinary measures are implemented in a
13 manner that:³⁵

- 14 1. Balances accountability with an understanding of traumatic behavior;
- 15
- 16 2. Teaches school and classroom rules while reinforcing that violent or abusive behavior is not
17 allowed at school;
- 18
- 19 3. Minimizes disruptions to education with an emphasis on positive behavioral supports and
20 behavioral intervention plans;
- 21
- 22 4. Creates consistent rules and consequences; and
- 23
- 24 5. Models respectful, non-violent relationships.

25 In order to ensure that these goals are accomplished, the school district shall utilize the following
26 trauma-informed discipline practices: restorative practices, RTI²B, multi-tier systems of supports,
27 and/or behavior intervention plans.

28 MISBEHAVIORS: LEVEL I

29 This level includes minor misbehavior on the part of the student which impedes orderly classroom
30 guidelines or interferes with the orderly operation of the school but which can usually be handled by an
31 individual staff member.

32 *Examples (not an exclusive listing)*

- 1 • Classroom disturbances
- 2 • Classroom tardiness
- 3 • Cheating and lying
- 4 • Abusive language
- 5 • Failure to do assignments or carry out directions
- 6 • Wearing, while on the grounds of a public school during the regular school day,
- 7 clothing that exposes underwear or body parts in an indecent manner that disrupts the
- 8 learning environment⁴⁶
- 9 • Victimization of any student (harassment (sexual, racial, ethnic, religious), bullying,
- 10 cyber-bullying, and/or hazing)

11 *Disciplinary Procedures*

- 12 • The staff member intervenes immediately.
- 13 • The staff member determines what offense was committed and its severity.
- 14 • The staff member determines who committed the offense and if he/she understands the
- 15 nature of the offense.
- 16 • The staff member employs appropriate disciplinary options.
- 17 • The record of the offense and disciplinary action shall be maintained by the staff
- 18 member.

19 *Disciplinary Options*

- 20 • Verbal reprimand
- 21 • Special assignment
- 22 • Restricting activities
- 23 • Assigning work details
- 24 • Counseling
- 25 • Withdrawal of privileges
- 26 • Issuance of demerits
- 27 • Strict supervised study
- 28 • Detention
- 29 • ~~Corporal punishment~~
- 30 • In-school suspension
- 31 • Restorative practices, RTI²B, multi-tier systems of supports, and/or behavior
- 32 intervention plans

33 **MISBEHAVIORS: LEVEL II**

34 This level includes misbehavior whose frequency or seriousness tends to disrupt the learning climate of
35 the school. These misbehaviors do not represent a direct threat to the health and safety of others but
36 have educational consequences serious enough to require corrective action on the part of
37 administrative personnel.

38 *Examples (not an exclusive listing)*

- 1 • Continuation of unmodified Level I misbehaviors
- 2 • Using forged notes or excuses
- 3 • Disruptive classroom behavior

4 *Disciplinary Procedures*

- 5 • The student is referred to the principal for appropriate disciplinary action.
- 6 • The principal meets with the student and the staff member.
- 7 • The principal hears the accusation made by the staff member and allows the student the
- 8 opportunity to explain his/her conduct.
- 9 • The principal takes appropriate disciplinary action and notifies the staff member of the
- 10 action.
- 11 • The record of offense and disciplinary action shall be maintained by the principal.

12 *Disciplinary Options*

- 13 • Required parent/guardian contact
- 14 • Assignment to no more than five (5) hours detention or in-school suspension
- 15 • Suggested referral to school counselor
- 16 • Teacher/schedule change
- 17 • Modified probation
- 18 • Behavior modification
- 19 • Social probation
- 20 • Peer counseling
- 21 • Referral to outside agency
- 22 • In-school suspension
- 23 • Transfer
- 24 • Detention
- 25 • Suspension from school-sponsored activities or from riding school bus
- 26 • Restricting school related honors student is otherwise due
- 27 • Out-of-school suspension (not to exceed ten (10) days)
- 28 • Restorative practices, RTI²B, multi-tier systems of supports, and/or behavior
- 29 intervention plans

30 **MISBEHAVIORS: LEVEL III**

31 This level includes acts directly against persons or property but whose consequences do not seriously
32 endanger the health or safety of others in the school.

33 *Examples (not an exclusive listing)*

- 34 • Continuation of unmodified Level I and II misbehaviors
- 35 • Fighting
- 36 • Vandalism (minor)
- 37 • Use, possession, sale, distribution, and/or being under the influence of tobacco or
- 38 alcohol

- 1 • Use, possession, sale, or distribution of drug paraphernalia
- 2 • Use, sale, distribution, and/or being under the influence of drugs
- 3 • Stealing
- 4 • Threats to others
- 5 • Inciting a riot/disturbance or encouraging others to disrupt school
- 6 • Gambling
- 7 • Failure to report to after-school suspension
- 8 • Possession and/or use of disabling defense substances such as mace, tear gas, pepper
- 9 spray, and others
- 10 • Indecent exposure
- 11 • Victimization of any student (harassment (sexual, racial, ethnic, religious), bullying,
- 12 cyber-bullying, and/or hazing)

13 *Disciplinary Procedures*

- 14 • The student is referred to the principal for appropriate disciplinary action.
- 15 • The principal meets with the student and the staff member.
- 16 • The principal hears the accusation and allows the student the opportunity to explain
- 17 his/her conduct.
- 18 • The principal takes appropriate disciplinary action.
- 19 • The principal may refer the incident to the Director of Schools and make
- 20 recommendations for consequences.
- 21 • The record of offense and disciplinary action shall be maintained by the principal.
- 22 • If the student's program is to be changed, adequate notice shall be given to the student
- 23 and his/her parents of the charges against him, his/her right to appear at a hearing, and
- 24 to be represented by a person of his/her choosing.
- 25 • ~~Any change in school assignment is appealable to the Board.~~
- 26 • ~~Record of offense and disciplinary action maintained by the principal/designee or~~
- 27 ~~Director of Schools.~~

28 *Disciplinary Options*

- 29 • Required parent/guardian conference
- 30 • Required school counseling referral
- 31 • In-school suspension
- 32 • Detention
- 33 • Restitution from loss, damage, or stolen property
- 34 • Out-of-school suspension
- 35 • Social adjustment classes
- 36 • Transfer
- 37 • Expulsion
- 38 • Restorative practices, RTI²B, multi-tier systems of supports, and/or behavior
- 39 intervention plans

1 MISBEHAVIORS: LEVEL IV

2 This level of misbehavior includes acts which result in violence to another's person or property or
 3 which pose a threat to the safety of others in the school. These acts are so serious that they usually
 4 require administrative actions which result in the immediate removal of the student from the school,
 5 the intervention of law enforcement authorities, and/or action by the Board.

6 If a student's action poses a threat to the safety of others in the school, a teacher, principal, school
 7 employee, or school bus driver may use reasonable force when necessary to prevent bodily harm or
 8 death to another person.^{5 7}

9 *Examples (not an exclusive listing)*

- 10 • Continuation of unmodified Level I, II, and III misbehaviors
- 11 • Death threat
- 12 • **Threat of mass violence on school property or at a school-related activity***
- 13 • Extortion
- 14 • Bomb threat*
- 15 • Possession, use, and/or transfer of dangerous weapons
- 16 • Assault that results in bodily injury upon any teacher, principal, administrator, any other
 17 employee of the school, or a school resource officer*
- 18 • Aggravated assault*
- 19 • Vandalism
- 20 • Theft, possession, and/or sale of stolen property
- 21 • Arson
- 22 • Possession of unauthorized substances (e.g. any controlled substance, controlled
 23 substance analogue, or legend drug)*
- 24 • Use or transfer of unauthorized substances
- 25 • Victimization of any student (harassment (sexual, racial, ethnic, religious), bullying,
 26 cyber-bullying, and/or hazing)
- 27 • Electronic threat to cause bodily injury or death to another student or school employee

28 *Disciplinary Procedures*

- 29 • The principal confers with appropriate staff members and with the student.
- 30 • The principal hears the accusations and allows the student the opportunity to explain
 31 his/her conduct.
- 32 • The parent(s)/guardian(s) are notified.
- 33 • Law enforcement officials are contacted, ~~and principal/designee is notified.~~
- 34 • The incident is reported, and recommendations are made to the Director of Schools.
- 35 • **The principal notifies the staff members of the resolution.**
- 36 • If the student's placement is to be changed, adequate notice of the charges shall be
 37 given to the student and his/her parent(s)/guardian(s) and his/her right to appear at a
 38 hearing.

1 *Disciplinary Options*

- 2 • Ten (10) days out-of-school suspension or long-term suspension
- 3 • Required parent/guardian involvement
- 4 • Expulsion
- 5 • Alternative schools
- 6 • Other hearing authority or Board action which results in appropriate placement
- 7 • Restorative practices, RTI²B, multi-tier systems of supports, and/or behavior
- 8 intervention plans

9 * Designates zero tolerance offenses (~~Expulsion/Remand for a period of not less than one (1)~~

10 ~~calendar year subject to modification by the Director of Schools on a case-by-case basis.)~~

 Legal References

1. ~~TCA 49-6-4005; TCA 49-6-3024~~
2. ~~TCA 49-6-4002 to 4005; 20 USCA § 7114, 7118~~
3. ~~Public Acts of 2019, Chapter No. 421~~
4. ~~TCA 49-6-4009~~
5. ~~TCA 49-6-4008~~
1. TCA 49-6-4005
2. TCA 49-6-3024
3. TCA 49-6-2801
4. TCA 49-6-4002
5. TCA 49-6-4109
6. TCA 49-6-4009
7. TCA 49-6-2802
8. TCA 39-16-517; TCA 49-6-3401(g); Public Acts of 2023, Chapter No. 299

 Cross References

Traffic and Parking Controls 3.403

Procedural Due Process 6.302

Student Discrimination, Harassment, Bullying, Cyber-bullying, and Intimidation 6.304

Title IX & Sexual Harassment 6.3041

Interference/Disruption of School Activities 6.306

Bus Safety and Conduct 6.308

Zero Tolerance Offenses 6.309

Dress Code 6.310

Corporal Punishment 6.314

Detention 6.315

Suspension 6.316

Safe Relocation of Students 6.4081

Russell Dyer, Ed.D. • Director of Schools

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Memo

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

From: Kelly Kiser-Director of Human Resources 

Date: July 25, 2023

Re: Well Being Specialist Position Request for the 2023-2024 School Year

The Academic and Student Services Departments would like to request adding the following position for the 2023-2024 School Year:

Well Being Specialist

The position will be funded through the Stronger Connections Grant and will provide services to students and educators in all buildings across the district. A job description is also included with this memorandum.

CLEVELAND CITY SCHOOLS

TITLE

WELL-BEING SPECIALIST

QUALIFICATIONS

1. Valid teacher's license with appropriate endorsement
2. Master's degree or higher in school counseling or administration preferred
3. Ten years successful experience in a certified educator's role
4. Strong written, verbal, presentation, and interpersonal skills
5. Meets health and physical requirements
6. Such alternatives to the qualifications as the Director may find appropriate
7. FLSA exempt
8. 10.5 month grant-funded position

REPORTS TO

Supervisor of Elementary Education and Counseling

JOB GOAL

To provide leadership and support for educators, school-level behavior support teams, administrators, and school counselors to work collaboratively to promote effective behavior management and positive socio-emotional learning through a three-tier support system.

ESSENTIAL FUNCTIONS

Provide assistance and support across the school district in the following areas:

1. Develop a district RTI²B Multi-Tiered Support System Framework.
2. Collaborate with school level RTI²B teams to implement the district RTI²B plan.
3. Serve as District Liaison for RTI²B planning with the Tennessee Tiered Supports Center.
4. Conduct quarterly, district-level meetings to focus on the implementation of the RTI²B Multi-Tiered Support System Framework.
5. Provide Tier 1 behavioral support for teachers and non-certified personnel in a collaborative model of observation, conversation, and strategy demonstration, to analyze and reflect on their practice to promote positive student behavior and socio-emotional learning.
6. Coordinate with counselors and school-level behavioral teams to implement best practices to address Tier 1 behavioral challenges.
7. Model effective student management at the Tier 1 Level.
8. Collaborate with the Behavior and Life Skills Specialist and other behavioral interventionist to provide streamlined services at all behavioral tiers of the district RTI²B Multi-Tiered Support System Framework.
9. Facilitate professional collaborative groups among teachers and non-certified personnel in which issues related to implementing effective behavior management is considered, current research and writing on effective practice is read and discussed, and student data is reviewed to inform strategy.

10. Support school-level behavioral coaches when designing meetings related to implementing behavior management at the Tier 1 Level.
11. Oversee the implementation of the Stronger Connections Grant and attend professional sessions in relationship to fulfill the grant requirements.
12. Attend approved workshops and conferences to share information with colleagues in a *train the trainer* setting.
13. Fulfill other duties as assigned by the Director of Schools and/or Supervisor of Elementary Education and Counseling.

PHYSICAL DEMANDS

The following physical demands may be required:

1. Talking
2. Hearing
3. Seeing

TEMPERAMENT (Personal Traits)

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

CAPACITY AND ABILITY REQUIREMENTS

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

1. Intelligence: Ability to “catch on” or understand instructions and underlying principles and ability to reason and make judgments
2. Verbal: Ability to understand meanings of words and the ideas associated with them
3. Numerical: Ability to perform arithmetic operations quickly and accurately
4. Data Perception: Ability to understand and interpret information which may be presented in the form of graphs, charts, or tables

WORK CONDITIONS

Normal working environment

GENERAL REQUIREMENTS

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

Russell Dyer, Ed.D. • Director of Schools

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MEMO

Date: July 26, 2023

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

From: Kelly Kiser-Director of Human Resources

Please find below the 2023-2024 list of volunteer/non-faculty coaches provided by Cleveland Middle School for your approval.

Baseball- Patrick William (Volunteer)
Girls' Basketball - Holly Stroud (Non-Faculty)
Dance - Kelly Owens (Non-Faculty)
Football - Codero Rowland (Non-Faculty)
Football - Michael Connolly (Non-Faculty)
Football - Ted Carson (Non-Faculty)
Softball - Steven Rogers (Non-Faculty)
Volleyball - Ashley Green (Non-Faculty)
Volleyball - Emma Duggan-Flowers (Non-Faculty)

MEMO

Date: July 26, 2023

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

From: Kelly Kiser-Director of Human Resources

Please find below the 2023-2024 list of volunteer/non-faculty coaches provided by Cleveland High School for your approval.

FALL

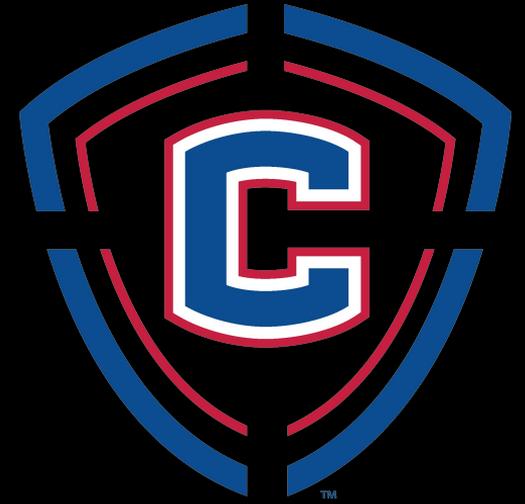
Cross Country- Johnny Clemons (Non-Faculty)
Football- Kaylen Stewart (Non-Faculty); Terrance Constant (Non-Faculty)
Boys' and Girls' Golf- Lamar Mills (Non-Faculty)
Girls' Soccer- Elizabeth Sanders (Non-Faculty)
Volleyball- Kristen Michaelis (Volunteer)
Volleyball- Daniel Millsaps (Non-Faculty)
Bowling- William Bullington (Non-Faculty)

WINTER

Boys' Basketball- Chuck Condo (Volunteer)
Boys' Basketball- Chris Reinbold (Volunteer)
Boys' Basketball- Randy Evans (Volunteer)
Girls' Basketball- Holly Stroud (Non-Faculty)
Wrestling- Wilson Benefield (Volunteer)

SPRING-

Baseball- Joe Shamblin (Non-Faculty)
Baseball- Camden Sewell (Non-Faculty)
Boys' and Girls' Track- Lonnie White (Non-Faculty)
Boys' and Girls' Track- Stephen Dodd (Non-Faculty)
Boys' and Girls Track- Johnny Clemons (Non-Faculty)



Director's Update

August 1, 2023

Updates

- Convocation 2023 - One!
- Beginning of Year Highlights
 - Roughly 900 students attending summer learning camps
 - Website renovations - district and schools
 - Stronger Connections Grant - Cleveland Connect
- Cleveland “Blue STAR” Award - STAR: Standout Team Member Acknowledgement and Recognition
- Special thanks to our Human Resources team for onboarding this summer
- Welcome Back!





Strategic Plan Update

Strategic Plan Focus

- Cleveland Commits

Cleveland City Board of Education

Monitoring: Review: Annually, in July	Descriptor Term: Board Members	Descriptor Code: 1.102	Issued Date: 08/01/23
		Rescinds: 1.102	Issued: 07/09/01

1 The legal status of board members shall be as follows:

2 **NUMBER OF MEMBERS**¹

3 The Board is composed of seven (7) members.

4 **QUALIFICATIONS**

5 Members of the Board shall be residents of the City of Cleveland elected from districts of substantially
6 equal population and shall be citizens of recognized integrity, intelligence, and ability to administer the
7 duties of the office.^{1,2} ~~To qualify as a candidate, an individual must show proof of graduation from~~
8 ~~high school or receipt of a GED or HiSET.³~~

9 **To qualify as a candidate, an individual must show proof of:**

- 10 1. **Graduation from high school or receipt of a high school equivalency credential approved by the**
11 **State Board of Education;² and**
- 12 2. **Being a qualified voter and resident in the city for one (1) year prior to the qualifying deadline**
13 **for running as a candidate.¹**

14 Members of the ~~county~~ **local** legislative body and other ~~county~~ **local** governmental officials shall not
15 be eligible for election as members of the ~~county~~ **local** Board of Education.^{5,3}

16 **TERMS OF OFFICE**

17 Members of the Board shall serve four (4) year terms.¹

18 **VACANCIES**

19 Vacancies shall be declared to exist on account of death, resignation, removal, or through due process
20 proceedings.^{6,4}

21 When a vacancy occurs, the unexpired term shall be filled at the next regular or special meeting of the
22 local legislative body.^{7,5} Such appointment shall continue until the next regular election.

Legal References

1. TCA 49-2-201(a)(1)
2. TCA 49-2-202(a)(4); Public Acts of 2023, Chapter No. 114

3. TCA 49-2-202(a)(2)
4. TCA 8-47-101; TCA 49-1-611; TCA 49-2-202(e)(2);
Tenn. Att’y Gen. Op. No. 21-14 (September 1, 2021)
5. TCA 49-2-202(e)(1)

- ~~1. TCA 49-2-201(a)(1)~~
- ~~2. TCA 49-2-202(a)(1)~~
- ~~3. TCA 49-2-202(a)(4)~~
- ~~4. Public Acts of 2022, Chapter No. 809~~
- ~~5. TCA 49-2-202(a)(2)~~
- ~~6. TCA 8-47-101; TCA 49-1-611; TCA 49-2-202(e)(2);
Tenn. Att’y Gen. Op. No. 21-14 (September 1, 2021)~~
- ~~7. TCA 49-2-202(e)(1)~~

Cleveland City Board of Education

Monitoring: Review: Annually, in July	Descriptor Term: Code of Ethics	Descriptor Code: 1.106	Issued Date: 08/0123
		Rescinds: 1.106	Issued: 10/04/18

1 *General*¹

2 Board members and school district employees may not accept, directly or indirectly, any gift, money,
3 gratuity, consideration, or favor that a reasonable person would understand was intended to influence
4 the vote, official action, or judgment of the board member or employee in executing decisions
5 affecting the school district. It is also prohibited for a board member's or an employee's spouse or
6 child living in the same household to accept such items.

7 It shall not be considered a violation of this policy for a board member or employee to receive
8 entertainment, food, refreshments, meals, health screenings, amenities, food, or beverages that are
9 provided in connection with a conference sponsored by an established or recognized statewide
10 association of school board officials or by an umbrella or affiliate organization of such statewide
11 association of school board officials.

12 **ETHICS COMPLAINTS**

13 The Board may create a School District Ethics Committee (Ethics Committee), consisting of three (3)
14 members who will be appointed to one-year terms by the Board Chair with confirmation by the Board.
15 At least two (2) members of the committee shall be members of the Board. The Ethics Committee shall
16 convene as soon as practicable after its appointment and elect a Chair and a Secretary. The records of
17 the Ethics Committee shall be maintained by the Secretary and shall be filed in the Director of
18 Schools' office, where they shall be open to public inspection.

19 Questions and complaints regarding violations of this Code of Ethics shall be directed to the Chair of
20 the Ethics Committee. Complaints shall be in writing, signed by the person making the complaint, and
21 include details as to the facts surrounding the complaint.

22 The Ethics Committee may investigate an ethical complaint received against a board member or
23 employee and make recommendations to cease any activity that, in the Ethics Committee's judgment,
24 constitutes a violation of this Code of Ethics. If a member of the Ethics Committee is the subject of a
25 complaint, the member shall recuse himself/herself from all proceedings involving the complaint.

26 The Ethics Committee may:

- 27 1. Refer the matter to the board attorney;
- 28
- 29 2. In the case of a board member, refer the matter to the Board of Education for possible public
30 censure, if warranted;
- 31

- 1 3. In the case of an employee, refer the matter to the Director of Schools/designee for possible
- 2 disciplinary action, if warranted; or
- 3
- 4 4. In a case involving possible violation of state statutes, refer the matter to the district attorney
- 5 for possible ouster or criminal prosecution.

6 **POINT OF CONTACT²**

- 7 **The Board Chair shall serve as the point of contact for the Tennessee Ethics Commission. The Director**
- 8 **of Schools shall provide the contact information to the Commission and ensure that any changes are**
- 9 **submitted within thirty (30) calendar days.**

Legal References

1. TCA 8-17-103
2. **Public Acts of 2023, Chapter No. 37**

Cross References

- Board Member Conflict of Interest 1.107
Duties of Board Members 1.202

Cleveland City Board of Education

Monitoring: Review: Annually, in July	Descriptor Term: School Board Meetings	Descriptor Code: 1.400	Issued Date: 08/01/23
		Rescinds: 1.400	Issued: 06/09/14

1 The Board will transact all business at official meetings that may be either regular or special.
2 Every meeting of the Board shall be open to the public, except for those meetings in which the law allows
3 closed sessions.¹ Open meetings will be physically accessible to all students, employees, and interested
4 citizens.²

5 The school board meeting is not a public forum. The Board may restrict the recording of board meetings
6 via camera, camcorder, or other photographic equipment when such recording creates a threat to public
7 safety and welfare or impedes the conducting of efficient and orderly public meetings.³

8 **REGULAR MEETINGS**

9 Regular meetings of the Board shall be held on the first Monday of the month, unless rescheduled by
10 agreement of the executive committee and other board members.

11 In instances when any regular meeting date falls on a legal holiday, the meeting shall be rescheduled
12 by the chair.

13 **SPECIAL MEETINGS**

14 The Board shall hold such special meetings as necessary to transact the business of the Board. Such
15 meetings shall be called by the ~~chair~~ **Chair** whenever, in the ~~chair's~~ **Chair's** judgment, the interests of
16 the schools require it or when requested to do so by a majority of the Board.⁴

17 Only business related to the call of the meeting and details related to agenda items shall be discussed or
18 transacted by the Board at a special meeting.

19 **ELECTRONIC ATTENDANCE⁵**

20 **Absent board members may attend a regular or special meeting by electronic means for certain**
21 **qualifying reasons. The following requirements apply to all electronic attendance, regardless of the**
22 **reason for the absence:**

23 1. **A quorum of the Board shall be physically present at the meeting in order for any board**
24 **member to attend electronically;**

25 2. **Any board member wishing to participate electronically shall do so using technology that**
26 **allows the Chair to visually identify the board member; and**

1 3. The responsibility for the connection lies with the board member wishing to participate
2 electronically. No more than three (3) attempts to connect shall be made unless the Board
3 chooses to make additional attempts.

4 *Work-Related Absence*

5 A board member may attend a meeting by electronic means if out of the county due to work; however,
6 he/she may only participate electronically two (2) times per year for this reason. The board member
7 shall give the Chair and Director of Schools at least five (5) days' notice prior to the meeting of the
8 board member's intention to participate electronically.

9 *Sickness or Period of Convalescence*

10 A board member may attend a meeting by electronic means if sick or in a period of convalescence on
11 the advice of a healthcare professional; however, he/she may only participate electronically three (3)
12 times per year for this reason.

13 *Inclement Weather or Natural Disaster*

14 A board member may attend a meeting by electronic means due to inclement weather or natural
15 disaster if the schools in the school district are closed; however, he/she may only participate
16 electronically three (3) times per year for this reason.

17 *Family Emergency*

18 A board member may attend a meeting by electronic means if there is a family emergency that
19 prevents him/her from attending in person. The absence shall be due to the hospitalization of the board
20 member or the death or hospitalization of the member's spouse, father, mother, son, daughter, brother,
21 sister, son-in-law, daughter-in-law, stepson, stepdaughter, father-in-law, mother-in-law, brother-in-law,
22 or sister-in-law. The board member may only participate electronically two (2) times per year for this
23 reason.
24 reason.

25 *Military Service*

26 A board member may attend a meeting by electronic means if out of the county due to military service.
27 The board member may participate electronically as often as he/she is able to do so.

28 ~~Absent board members may attend a regular or special meeting by electronic means if the member is~~
29 ~~absent because of work, a family emergency, or the member's military service. If a board member is~~
30 ~~absent due to military service, he/she may participate electronically as often as he/she is able to do so.~~
31 ~~However, a board member may not participate electronically more than two (2) times per year for~~
32 ~~absences due to work and/or family emergencies.~~

33 *General Requirements*

34 The following requirements apply to all electronic attendance, regardless of the reason for the
35 member's absence:

- 1 4. ~~A quorum of the Board must be physically present at the meeting in order for any member to~~
2 attend electronically.
- 3 5. ~~Any member wishing to participate electronically must do so using technology that allows the~~
4 chair to visually identify the member.
- 5 6. ~~The responsibility for the connection lies with the member wishing to participate electronically.~~
6 No more than three (3) attempts to connect shall be made unless the Board chooses to make
7 additional attempts.

8 *Work-Related Absence*

9 The following requirements apply to electronic attendance due to a work-related absence:

- 10 1. ~~The Board member must be absent from the county due to work.~~
- 11 2. ~~The member wishing to participate must give the chair and Director of Schools at least five (5)~~
12 days' notice prior to the meeting of the member's desire to participate electronically.

13 *Family Emergency*

14 The following requirement applies to electronic attendance due to a family emergency:

- 15 1. ~~The member must be absent due to the hospitalization of the member or the death or~~
16 hospitalization of the member's spouse, father, mother, son, daughter, brother, sister, son-in-
17 law, daughter-in-law, stepson, stepdaughter, father-in-law, mother-in-law, brother-in-law, or
18 sister-in-law.

Legal References

1. TCA 8-44-102; TCA 49-6-804(b)
2. 28 CFR § 36.201(a); 36.202
3. OP Tenn. Atty. Gen. Op. 95-126
4. TCA 49-2-202(c)(1)
5. TCA 49-2-203(c); **Public Acts of 2023,**
Chapter No. 350

Cross References

- School Board Legal Status and Authority 1.100
Board Committees 1.300
Notification of Meetings 1.402
Appearances Before the Board 1.404
Section 504 and ADA Grievance Procedures 1.802

Cleveland City Board of Education

Monitoring: Review: Annually, in July	Descriptor Term: Notification of Meetings	Descriptor Code: 1.402	Issued Date: 08/01/23
		Rescinds:	Issued:

1 The Board shall ensure adequate public notice¹ of all regular meetings by publishing a complete
2 schedule for the entire school year. This schedule shall be posted in the central office, each school, and
3 on the school system's website and sent to the president of the local education association.²

4 In the event of a special board meeting, notice shall be provided at least twenty-four (24) hours prior to
5 the meeting and shall be posted in the same locations and in the same manner as regular board
6 meetings. All notices of special board meetings shall state the time, place, and purpose of the meeting.

7 The only exception permitted is in the case of an emergency, defined for this policy as a sudden,
8 generally unexpected occurrence or set of circumstances demanding immediate action. In such
9 exceptions, notice shall be given to all appropriate parties as is practical.

10 Notice of all meetings with actionable items on the agenda, with the exception of teacher disciplinary
11 hearings, shall include information on how community members can participate in the public comment
12 portion of the board meeting.³

13 ~~Adequate notice of meetings¹ in the case of regular meetings shall consist of the approval
14 of a schedule of all regular meetings for the Board for a year and subsequent posting of this
15 list on the district website. The schedule shall also be sent to the local news media for
16 periodic announcement. No other notice of regular meetings shall be necessary beyond
17 those stated. If the date and time of the next regular meeting should change, all who
18 received the schedule will be notified.~~

19 ~~In the case of special board meetings, notice shall be posted in the same locations with
20 notice sent to the local news media, as in the case of regular meetings, at least twenty-four
21 (24) hours prior to the meeting.~~

22 ~~Notification of special meetings shall be distributed by the Director's office and shall
23 include an agenda.~~

24 ~~The only exception permitted is in case of emergency, defined for this policy as "a sudden,
25 generally unexpected occurrence or set of circumstances demanding immediate action." In
26 such exceptions, notice shall be given to all appropriate parties as is practical.~~

27 ~~All notices of special board meetings shall state the time, place and purpose of the meeting.~~

Legal References

1. TCA 8-44-103
2. TCA 49-2-202(c)(1)
3. Public Acts of 2023, Chapter No. 300

Cross References

School Board Meetings 1.400

Cleveland City Board of Education

Monitoring: Review: Annually, in September	Descriptor Term: Appeals to and Appearances Before the Board	Descriptor Code: 1.404	Issued Date: 08/01/23
		Rescinds: BCBI	Issued: 10/11/99

1 APPEALS TO THE BOARD

2 Any matter relating to the operation of the school system may be addressed at a Board meeting. However,
3 the Board desires that all matters be settled at the lowest level of responsibility and will not hear
4 complaints or concerns which have not advanced through the proper administrative procedure from the
5 point of origin.

6 If all steps of the administrative procedure have been pursued and there is still a desire to appeal to the
7 Board, the matter shall be referred in writing to the office of the Director. The Board shall determine
8 whether to hear the appeal.

9 APPEARING BEFORE THE BOARD/ PRE-MEETING REQUEST

10 **There shall be a public comment period for each meeting with actionable items on the agenda, with the**
11 **exception of teacher disciplinary hearings.²** Individuals* desiring to appear before the Board must
12 submit a written request with descriptive materials to the office of the Director three (3) days before
13 the meeting. If the request is approved by the Executive Committee, the item will be placed on the
14 agenda. Individuals placed on the agenda will be recognized at the beginning of the meeting and given
15 time to speak when their topic of interest is addressed on the agenda. All requests submitted, whether
16 approved or denied by the Executive Committee, will be included in the board packet.

17 Delegations must select only one individual to speak on their behalf unless otherwise determined by
18 the Board.

19 The chairman may recognize individuals not on the agenda for remarks to the Board if he/she
20 determines that such is in the public interest. A majority vote of members present can overrule the
21 decision of the chairman.

22 Individuals speaking to the Board shall address remarks to the chairman and may direct questions to
23 individual board members or staff members only upon approval of the chairman. Each person speaking
24 shall state his name, address, and subject of presentation. Remarks will be limited to five (5) minutes
25 unless time is extended by the Board. The chairman shall have the authority to terminate the remarks
26 of any individual who is disruptive or does not adhere to Board rules.¹ Members of the Board and
27 Director of Schools may have the privilege of asking questions of any person who addresses the Board.

28 Individuals desiring additional information about any item on the agenda shall direct such inquiries to
29 the office of the Director of Schools.

30

1 **ADDRESSING THE BOARD ON AGENDA ITEMS/ SAME-DAY REQUEST**

2 Any person* may request the opportunity to address the Board on an agenda item. A copy of the meeting
3 agenda and a sign-in sheet will be made available thirty (30) minutes prior to the start of any meeting of
4 the Board. Any person wishing to address the board must list his/her name, address, and agenda item
5 for comments. The chair will recognize the first five (5) persons requesting to comment on an agenda
6 item immediately following adoption of the agenda. Any additional person(s) may be approved by
7 majority vote of the members present. Each person will be given three (3) minutes to address the Board
8 unless time is extended by majority vote of members present. The Board reserves the right to terminate
9 public comments by majority vote after thirty (30) minutes.

10 Each person requesting to comment on an agenda item must agree to the following statement before
11 addressing the Board:

12 The Board wishes to hear the opinion of interested parties on matters pertaining to the business of the
13 Board. All comments shall be restricted to the scope of the agenda item and shall not address topics
14 outside the Board's meeting agenda. Failure to adhere by the rules of the Board ¹ shall result in the chair
15 terminating the remarks of the individual.

16 Individuals speaking to the Board shall address remarks to the chair and may direct questions to
17 individual board members or staff members only upon approval of the chair. Each person speaking shall
18 state his/her name, address, and agenda item for comment. The chair shall have the authority to terminate
19 the remarks of any individual who is disruptive or does not adhere to Board rules.¹

20 Individuals desiring additional information about any item on the agenda shall direct such inquiries to
21 the office of the Director of Schools.

22 *An individual or person referenced within this policy refers to a city resident, Cleveland City Schools
23 employee, or a parent/guardian of a Cleveland City Schools student.

Legal References

- 1. TCA 39-17-306
- 2. [Public Acts of 2023, Chapter No. 300](#)

Cross References

- School Board Meetings 1.400
- [Public Hearings 1.401](#)
- Agendas 1.403
- [Discrimination/Harassment of Employees 5.500](#)
- Complaints and Grievances 5.501
- [Student Discrimination, Harassment, Bullying, Cyber-bullying, and Intimidation 6.304](#)
- [Student Concerns 6.305](#)

Cleveland City Board of Education

Monitoring: Review: Annually, in October	Descriptor Term: Emergency Preparedness Plan	Descriptor Code: 3.202	Issued Date: 08/01/23
		Rescinds: 3.202	Issued: 08/15/22

1 *General*

2 The Director of Schools shall be responsible for developing, maintaining, and acquiring board
3 approval of the district Emergency Preparedness Plan¹ which shall include procedures for bomb
4 threats, civil disturbances, armed intruders, earthquakes, fires, tornadoes or other severe weather, and
5 medical emergencies.

6 The principal of each school shall develop and implement emergency preparedness drills which shall
7 be approved by the Director of Schools. When appropriate, such drills shall be held in conjunction with
8 emergency response agencies.

9 ~~FIRE AND SAFETY DRILLS~~

10 The principal shall ensure that one (1) fire drill requiring full evacuation is given every thirty (30)
11 school days, with two (2) fire drills occurring during the first thirty (30) full days of the school year.
12 Additionally, he/she shall ensure that four (4) fire safety educational announcements are conducted
13 throughout the year.²

14 The principal/~~designee~~ shall regularly check the quantity, locations, and conditions of fire
15 extinguishers and shall give all school personnel instructions on how to properly use fire extinguishers.

16 ~~ARMED INTRUDER DRILLS~~

17 ~~The principal shall ensure that the school safety team conducts at least one (1) armed intruder drill~~
18 ~~annually in coordination with local law enforcement.~~⁴

19 **ANNUAL DRILLS³**

20 **The principal shall ensure that the school safety team conducts each of the following type of drills**
21 **annually:**

- 22 **1. An armed intruder drill in coordination with local law enforcement;**
- 23
- 24 **2. An incident command drill; and**
- 25
- 26 **3. An emergency safety bus drill.**

27 **AED DRILLS⁴**

1 All schools shall conduct a CPR and AED drill to ensure awareness of the steps that shall be taken in
2 the event of a medical emergency. The principal shall ensure that the drill occurs.

3 The Director of Schools shall develop the necessary administrative procedures on AED and CPR
4 training, planning, notification, and maintenance to comply with state law.

5 **ADDITIONAL SAFETY DRILLS**

6 The principal shall ensure that three (3) additional safety drills are given during the school year.⁵ These
7 drills may cover inclement weather, earthquakes, armed intruders, or other emergency drills that do not
8 require full evacuation. A record of all fire or safety drills, including the time and date, shall be kept in
9 each school's office.⁵

10 **MEDICAL EMERGENCIES/PANDEMIC FLU⁶**

11 In the event of medical emergencies such as a pandemic flu outbreak, school officials shall cooperate
12 and consult with the local and state health departments and other local emergency or healthcare
13 providers in protecting students and the community from further infection. The Director of Schools
14 shall develop procedures for health emergencies in accordance with state law.

15 **REMOTE LEARNING DRILLS⁷**

16 At least once each school year, a remote learning drill shall be conducted. The drill shall accurately
17 reflect how students will transition to remote learning in the event of a disruption to school operations.
18 Students shall not be asked or required to transition to remote learning at any time during the drill.

Legal References

1. TRR/MS 0520-01-02-.30(2); TCA 49-6-804; TCA 49-6-805(8)
2. TCA 68-102-137(b)
3. TCA 49-6-807, **Public Acts of 2023, Chapter No. 367**
4. TCA 49-2-122; TCA 49-6-1208
5. TCA 68-102-137(f)
6. TCA 49-6-3004(a), (e); TCA 49-5-404
7. **TCA 49-2-139** ~~Public Acts of 2022, Chapter No. 936~~

Cross References

Emergency Closings 1.8011
Safety 3.201
Community Use of School Facilities 3.206

Cleveland City Board of Education

Monitoring: Review: Annually, in September	Descriptor Term: Threat Assessment Team	Descriptor Code: 3.204	Issued Date: 08/01/23
		Rescinds:	Issued:

1 *General*¹

2 A threat assessment team shall be created within the school district to develop intervention-based
3 approaches to prevent violence, manage reports of potential threats, and create a system that fosters a
4 safe, supportive, and effective school environment. The Director of Schools shall appoint the members
5 of the threat assessment team.

6 The Director of Schools shall develop administrative procedures regarding the training and operations
7 of the team to comply with state law and State Board of Education rules and regulations.

8 **TEAM MEETINGS**

9 All threat assessment team meetings shall be closed to the public.²

10 **RECORDKEEPING**³

11 The team shall document all behaviors and incidents deemed to pose a risk to school safety or that
12 resulted in intervention and shall provide the information to the Director of Schools.

13 A report of the activities of the threat assessment team will be compiled and shared with the Board
14 before each regular meeting.

15 Documents produced or obtained regarding these assessment activities will not be open for public
16 inspection.

Legal References

1. TCA 49-6-2701 *et seq.*; Public Chapter 2023, Chapter No. 367
2. TCA 49-6-2701(f)
3. TCA 49-6-2702

Cross References

School District Records 1.407
Safety 3.201
Security 3.205
Student Records 6.600

Cleveland City Board of Education

Monitoring: Review: Annually, in October	Descriptor Term: Security	Descriptor Code: 3.205	Issued Date: 08/01/23
		Rescinds: 3.205	Issued: 09/07/21

1 *General¹*

2 The Director of Schools shall establish procedures to protect school property which shall include, but
3 not be limited to:¹

- 4 1. Closing and securing teacher work areas when left unattended or at the end of the day;
- 5 2. Denying students permission to use the classrooms, laboratories, gymnasiums, or other school
6 facilities or equipment without appropriate faculty supervision;
- 7 3. Controlling the issuance of keys and master keys in consultation with the **Director of Operations**
8 ~~supervisor of maintenance~~;
- 9 4. Developing programs that contribute to the proper care and use of school facilities and
10 equipment; and
- 11 5. Ensuring that equipment purchased with federal funds is managed as directed by federal law.²

12 ~~The principal shall call law enforcement officials in cases involving illegal entry, theft, or vandalism.~~

13 ~~The principal shall notify the Director of Schools immediately after a case of vandalism, theft, building~~
14 ~~damage, and/or illegal entry.~~

15 ~~The Director of Schools, or his/her representative, is authorized to sign a criminal complaint and to press~~
16 ~~charges against perpetrators of vandalism against school property.~~

17 **All exterior doors leading into a school building shall be locked at all times and access to school buildings**
18 **is limited to the school's primary entrance during the school day as well as when students are present**
19 **outside of regular school hours.³**

20 **The principal shall call law enforcement officials in cases involving illegal entry, building damage, theft,**
21 **or vandalism. The principal shall notify the Director of Schools as soon as practical, but no longer than**
22 **twenty-four (24) hours, after a case of vandalism, theft, building damage, and/or illegal entry. The**
23 **Director of Schools/designee is authorized to sign a criminal complaint and press charges.**

24 **AFTER SCHOOL HOURS**

25 **If, outside of regular school hours, there is a need to unlock the doors during a school activity, a school**
26 **district employee shall be stationed by the door to ensure access is limited to authorized persons.³**

1

2 **SCHOOL POLICING LAW ENFORCEMENT SERVICES¹**

3 The Board may enter into collaborative partnerships with appropriate law enforcement agencies.
4 Partnerships may include, but not be limited to, education and recreational programs, delinquency
5 prevention, and mentoring initiatives.

6 The Board may enter into a memorandum of understanding with the chief of a law enforcement agency
7 to provide school policing. Any memorandum of understanding shall address, at a minimum, the
8 following issues:

- 9 1. Any school resource officer (SRO) assigned under a memorandum must be in compliance with
10 all laws, regulations, and rules of the Peace Officer Standards and Training Commission at the
11 time of assignment and remain compliant throughout his/her assignment.
- 12 2. As a condition of assignment, any SRO must participate in forty (40) hours of basic training
13 in school policing within twelve (12) months of assignment . Every year thereafter the SRO
14 shall participate in a minimum of sixteen (16) hours of training specific to school policing. All
15 training programs shall be approved by the Peace Officers Standards and Training
16 Commission.³⁴
- 17 3. Any SRO assigned under the memorandum remains an employee of the law enforcement agency,
18 subject to that agency's direction, control, supervision and discipline, ~~though the Board may~~
19 ~~agree to indemnify and reimburse the law enforcement agency for any part or all of the increased~~
20 ~~costs incurred by the law enforcement agency as a result of the assignment of the SROs.~~
- 21 4. No officer shall be assigned to a school, or continue in such an assignment, without the consent
22 of the Director of Schools.
- 23 5. In the event that more than one SRO is assigned to a school system, the law enforcement agency
24 shall designate one of the SROs as the senior SRO, or such other, appropriate title. The duties
25 of the senior SRO, however designated, shall include, but not be limited to, the following:
- 26 a. To represent and carry out the policies of the law enforcement agency assigning the
27 SROs.
- 28 b. To supervise the SROs in the performance of their duties;
- 29 c. To consult with the Director regarding the best use of the available resources for school
30 policing; and
- 31 d. To resolve disputes between the SROs and students or faculty members
- 32 6. The memorandum may be effective for any length of time, including continuing until
33 terminated by the parties, and may contain any reasonable notice requirement for the
34 termination of the memorandum. However, the memorandum shall contain a provision
35 allowing the Director to suspend the active participation of the SROs in the event that the

1 Director certifies that the health, safety or wellbeing of the students or faculty members require
2 the immediate suspension- believes that such suspension is best for the health, safety, or
3 wellbeing of the students or staff members.

4 **CYBERSECURITY⁴⁵**

5 The Director of Schools/designee shall develop an administrative procedure regarding the district's
6 cybersecurity plan to identify cybersecurity risks, implement mitigation planning, and protect
7 cyberinfrastructure against cyberattacks and other cybersecurity threats and incidents.

Legal References

1. TCA 49-6-805(3)
2. 2 CFR § 200.313
3. Public Acts of 2023, Chapter No. 367
4. TCA 49-6-4217
5. TCA 49-6-805 (9)
6. ~~TCA 49-6-4217~~
7. Public Acts of 2021, Chapter No. 335

Cross References

- Visitors to the Schools 1.501
Inventories 2.702
Care of School Property 6.311

Cleveland City Board of Education

Monitoring: Review: Annually, in November	Descriptor Term: Summer Instructional Programs	Descriptor Code: 4.204	Issued Date: 08/01/23
		Rescinds: 4.204	Issued: 03/14/22

1 ~~Summer schools may be offered. These schools shall be organized and operated as a part of the public~~
2 ~~school.~~

3 *General*

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

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

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

16 **SUMMER PROGRAMMING²**

17 The Director of Schools shall present a recommended summer programming plan to the Board each
18 year, **no later than two months prior to the program start date**, outlining the following:

- 19 1. Courses offered;
- 20
- 21 2. Transportation;
- 22
- 23 3. Class size ratios;
- 24
- 25 4. Budget, including staff compensation;
- 26
- 27 5. School nutrition needs;
- 28
- 29 6. Staffing;
- 30
- 31 7. Enrollment criteria; and
- 32

1 8. Any additional necessary information.

2 **ATTENDANCE REQUIREMENTS²**

3 Priority students, as defined by state law, shall be encouraged but not be required to attend summer
4 programs.

5 The Director of Schools/designee shall be responsible for developing administrative procedures
6 regarding the attendance requirements of priority students in each program.

7 **THIRD GRADE PROMOTION/RETENTION LAW & MAKE UP DAYS**

8 Students who are required to attend summer programming in order to be promoted to fourth grade shall
9 attend with a ninety percent (90%) attendance rate. Missed days will be documented, and options for
10 make up days will be provided by the coordinator of summer programs.

11 Parents shall be provided information on the summer program attendance policy through district
12 communication methods such as text and email notification by the first day of the program.

13 The Director of Schools/designee shall develop administrative procedures regarding the documentation
14 of student attendance including make up days and the administration of the post-test for students who
15 participate in summer programming.

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~~
1. TRR/MS 0520-01-03-.03(9); Public Acts of 2023, Chapter No. 144
2. TCA 49-6-1504
3. TCA 49-6-3003
4. State Board of Education Policy 3.300

Cross References

Extended Contracts 5.112

Cleveland City Board of Education

Monitoring: Review: Annually, in November	Descriptor Term: Extracurricular Activities	Descriptor Code: 4.300	Issued Date: 08/01/23
		Rescinds: 4.300	Issued: 02/09/09

General

Cleveland City Schools recognizes and respects the parents' right to choose an educational setting for their child other than the public school for which they are zoned. However, beginning August, 2009, Cleveland City Schools' extracurricular and interscholastic activities will be available only to students who are properly enrolled in Cleveland City Schools.

The following guidelines shall be followed in administering the student activities program:

The following shall be adhered to:

- ~~1.~~ 1. The Board shall initially approve each specific extracurricular activity **activities** so that to **ensure** proper support and supervision may be assured.
- ~~2.~~ 2. The principal, after obtaining the recommendation of the faculty and the Director of Schools, shall determine which clubs and organizations will be permitted.
- ~~3.~~ 2. Each student activity ~~must~~ **shall** be under the guidance and direction of a ~~certified~~ staff member.
- ~~4.~~ 3. All student **extracurricular** activities ~~must~~ **shall** have the approval of the principal.
- ~~5.~~ 4. Student activities occurring before or after regularly scheduled school hours must be under the supervision of the principal or his/her designee.
- ~~6.~~ 5. Secret organizations shall not be operated in any school.
- ~~7.~~ 6. A student shall not be required to attend a school-sponsored student activity **an extracurricular activity** that is scheduled at a time which conflicts with his religious practices.¹
- ~~8.~~ School-sponsored student **7. Extracurricular** activities during vacation periods shall be restricted to regularly scheduled athletic programs and major events which cannot be scheduled otherwise.
- ~~9.~~ 8. Student groups shall not participate in state or national activities which are not listed as approved activities by regional accrediting associations or state and national principals' associations without the approval of the Director of Schools.
- ~~10.~~ 9. A student on out-of-school suspension shall not be permitted to participate in **extracurricular school-sponsored** activities.
- ~~11.~~ 10. Activities which restrict participation because of ~~gender, ethnicity, religion, disabilities, or national origin~~ **race, color, religion, sex, disabilities, or national origin** are **strictly** forbidden.^{1 2}
- ~~12.~~ 11. Activities sponsored by outside groups or agents will be approved only if they are co-sponsored by the school.

STUDENT CLUBS & ORGANIZATIONS³

1 All students under the age of eighteen (18) shall present a signed and dated statement from their
2 parent/guardian before joining any club or organization or participating in activities of a club or
3 organization. The Director of Schools/designee shall develop administrative procedures outlining this
4 recordkeeping process.

Legal References

- ~~1. 20 U.S.C. § 1703~~
- 1. TCA 49-6-1002(c)
- 2. 34 CFR § 106.41
- 3. Public Acts of 2023, Chapter No. 353

Cross References

- Special Use of School Vehicles 3.402
- Interscholastic Athletics 4.301
- Field Trips and Excursions 4.302
- Attendance 6.702

Cleveland City Board of Education

Monitoring: Review: Annually, in November	Descriptor Term: Library Materials	Descriptor Code: 4.403	Issued Date: 08/01/23
		Rescinds: 4.403	Issued: 08/15/22

1 *General*

2 The Director of Academics shall be responsible for library collection development. Library materials
3 shall be reviewed to ensure the content aligns with state law.¹ The library collection shall adhere to the
4 following criteria:

- 5 1. Materials shall be suitable for and consistent with the educational mission of the school;
6
- 7 2. Materials shall be appropriate for the age and maturity levels of the students who may access
8 them. The determining factor will be based on an assessment of any mature themes or content
9 (i.e., violence, sexual content, vulgar language, substance abuse);
10
- 11 3. Materials shall contain literary, historical, and/or artistic value and merit; and
12
- 13 4. The collection as a whole shall offer a variety of viewpoints.

14 The Director of Academics shall be responsible for periodically reviewing the district's library collection
15 in line with these established standards. **He/she shall post the list of library materials online.**

16 **COMPLAINTS²**

17 ~~If a complaint is made by an employee, student, or parent/guardian, this process is to be followed:~~

- 18 ~~1. Inform the complainant of the selection procedures and make no commitments.~~
19
- 20 ~~2. Request the complainant to submit a Request for Reconsideration of Library Materials form.~~
21
- 22 ~~3. Inform the principal (and other appropriate personnel).~~
23
- 24 ~~4. Keep challenged materials available for use during the reconsideration process.~~
25
- 26 ~~5. Upon receipt of the completed form, the principal shall notify the Director of Schools.~~
27
- 28 ~~6. The principal shall request review of the challenged materials by an ad hoc materials review~~
29 ~~committee within fifteen (15) days. The review committee is appointed by the principal and~~
30 ~~includes certified library media personnel, representatives from classroom teachers, one or~~
31 ~~more parents, and may include one or more students. The principal will inform the Director of~~

1 Schools of the review committee's progress.

2
3 ~~7. The review committee shall take the following steps after receiving the challenged materials:~~

- 4
5 a. ~~Read, view, or listen to the contested material in its entirety; _____~~
6 b. ~~Check general acceptance of the material by reading recognized and evaluative reviews;~~
7 c. ~~Determine the extent to which the material is appropriate for the age and maturity levels~~
8 ~~of the students who have access to the materials and whether the material is suitable for,~~
9 ~~and consistent with, the educational mission of the school;~~
10 d. ~~Complete the appropriate Checklist for Reconsideration of Library Materials, judging~~
11 ~~the material for its strength and value; and~~
12 e. ~~Present a recommendation to the Director of Schools and the Board.~~

13
14 ~~8. The Board shall review the recommendation presented by the review committee and make the~~
15 ~~determination whether the material is appropriate for the age and maturity levels of the students~~
16 ~~who have access to the materials and whether the material is suitable for, and consistent with,~~
17 ~~the educational mission of the school.~~

18
19 ~~9. If it is determined that the material is not appropriate for the age and maturity levels of the~~
20 ~~students who have access to them or is not suitable for, and consistent with, the educational~~
21 ~~mission of the school, the Board shall require the school to remove the material from the library~~
22 ~~collection.~~

23 Tier One

24 If a complaint is made by an employee, student, or parent/guardian, the person receiving the complaint
25 shall:

- 26 1. Inform the complainant of the selection procedures and make no commitments.
27
28 2. Request the complainant to submit a Request for Reconsideration of Library Materials form.
29
30 3. Inform the principal (and other appropriate personnel).
31
32 4. Keep challenged materials available for use during the reconsideration process.
33

34 Upon receipt of the completed form, the principal may notify the Director of Schools. The principal
35 may request review of the challenged materials by an ad hoc materials review committee within fifteen
36 (15) days. The review committee is appointed by the principal and should include certified library
37 media personnel, representatives from classroom teachers, one or more parents, and may include one
38 or more students. The principal will inform the Director of Schools of the review committee's
39 progress.

40 After receiving the challenged materials, the following steps should occur:

- 1 1. Read, view, or listen to the contested material in its entirety;
- 2
- 3 2. Check general acceptance of the material by reading recognized and evaluative reviews;
- 4
- 5 3. Determine the extent to which the material is appropriate for the age and maturity levels of the
- 6 students who have access to the materials and whether the material is suitable for, and
- 7 consistent with, the educational mission of the school; and
- 8
- 9 4. Complete the appropriate Checklist for Reconsideration of Library Materials, judging the
- 10 material for its strength and value.

11 **Tier Two**

12 The complainant may appeal the principal's decision. The appeal shall be to the Director of Schools.
 13 He/she shall review the recommendation presented by the review committee along with the principal's
 14 recommendation and make the determination whether the material is appropriate for the age and
 15 maturity levels of the students who have access to the materials and whether the material is suitable
 16 for, and consistent with, the educational mission of the school.

17 **Tier Three**

18 The complainant may appeal the decision of the Director of Schools. The Board shall evaluate the
 19 material to determine whether the material is appropriate for the age and maturity levels of the students
 20 who have access to the materials and whether the material is suitable for, and consistent with, the
 21 educational mission of the school.

22 If, at any tier, it is determined that the material is not appropriate for the age and maturity levels of the
 23 students who have access to them or is not suitable for, and consistent with, the educational mission of
 24 the school, the material shall be removed from the library collection.

Legal References

1. *Board of Education, Island Trees Union Free School District No. 26 v. Pico*, 457 U.S. 853, 102 S. Ct. 2799 (1982); Public Acts of 2022, Chapter No. 744
1. *Board of Education, Island Trees Union Free School District No. 26 v. Pico*, 457 U.S. 853, 102 S. Ct. 2799 (1982); TCA 49-6-3803
2. Public Acts of 2023, Chapter No. 472

Cross References

Textbooks and Instructional Materials 4.400
 School and System Websites 4.407
 Controversial Materials 4.801

Cleveland City Board of Education

Monitoring: Review: Annually, in January	Descriptor Term: Application and Employment	Descriptor Code: 5.106	Issued Date: 08/01/23
		Rescinds: 5.106	Issued: 09/07/21

1 APPLICATION

2 An individual desiring a position with the Board shall make application to the Director of Schools on
3 forms developed by his/her office.¹ ~~In a continuing effort to further~~ To ensure the safety and welfare of
4 students and staff, the district shall require criminal history background checks and fingerprinting of
5 applicants for teaching positions and any other positions who has proximity to children. If applying
6 for a teaching position, the Director of Schools shall also check the applicant's license status in the
7 State Board of Education's database to determine if there is a hold on that applicant's license, and if so,
8 the reasoning behind the hold.²

9 Knowingly falsifying information shall be sufficient grounds for termination of employment and shall
10 also constitute a Class A misdemeanor which must be reported to the District Attorney General for
11 prosecution.³

12 Any costs incurred shall be paid by Cleveland City Schools for regular professional and support staff
13 positions hired by the Director of Schools.⁴

14 Any employee terminated due to the findings of the background investigation will have the cost of the
15 background check deducted from their final check.

16 Substitute teachers and substitute cafeteria workers shall be reimbursed for the costs of the background
17 check after a completion of a minimum of four (4) teaching days.

18 *Professional Employees*

19 The application must include a transcript of credits earned at the colleges or universities attended along
20 with reference information from persons such as previous employers, college professors and
21 supervisors of student teachers. Other information shall include whether such applicant has been
22 dismissed for cause from a school system.⁵ If previously employed by a local board of education, the
23 applicant shall provide evidence of acceptable resignation.⁴

24 No person shall be employed:

- 25 1. Who does not hold a valid license to teach or a temporary permit to teach from the State Board
26 of Education;⁶
- 27
- 28 2. Who has been identified by the Department of Children's Services, **or on a similar registry in**
29 **another jurisdiction**, as a perpetrator of child abuse, severe child abuse, child sexual abuse, or
30 child neglect, or who poses an immediate threat to the health, safety, or welfare of children.⁷
- 31

- 1 3. Who is listed on the state's abuse of vulnerable persons registry maintained by the
2 Department of Health, **or on a similar registry in another jurisdiction;**⁷
3
- 4 4. Who does not present a physician's certificate showing a satisfactory health record or has any
5 contagious or communicable disease in such form that might endanger the health of school
6 children;⁸
7
- 8 5. Who refuses to take and subscribe to an oath to support the Constitution of the State of
9 Tennessee and of the United States of America;⁹
10
- 11 6. Who fails to make a full disclosure of any prior criminal record and any prior dismissals from
12 employment for cause; or
13
- 14 7. Who does not receive a satisfactory background check;¹⁰

15 ***Support Employees***

16 No person shall be employed:

- 17 1. Who has any contagious or communicable disease in such form that might endanger the health
18 of the children; ⁸
19
- 20 2. Who has been identified by the Department of Children's Services as a perpetrator of child
21 abuse, severe child abuse, child sexual abuse, or child neglect, or who poses an immediate
22 threat to the health, safety, or welfare of children.⁷
23
- 24 3. Who is listed on the state's abuse of vulnerable persons registry maintained by the Department
25 of Health;⁷
26
- 27 4. Who has not complied with the Immigration Reform and Control Act of 1986; ¹¹
28
- 29 5. Who fails to make a full disclosure of any prior criminal record and any prior dismissals from
30 employment for cause; or
31
- 32 6. Who does not receive a satisfactory background check. ¹⁰

33 **EMPLOYMENT**

34 ***Professional Employees***

35 After checking references and receiving written recommendations, the Director of Schools shall hire
36 and assign qualified applicants.

37 ***Initial Employment***

38 Upon initial employment, the Director of Schools shall notify such person, in writing, of the offer and
39 conditions of employment. Upon receipt of employment notification, such person shall respond within

1 the timeline established by state law.¹² From the date of the written acceptance, such person is
2 considered to be under employment with the Board and is subject to all rights, privileges and duties.

3 ***Support Employees***

4 After checking references and receiving written recommendations from principals and/or supervisors,
5 the Director of Schools shall hire and assign qualified applicants.

Legal References

1. TCA 49-5-406; TCA 49-5-413
2. State Board of Education Policy 5.501
3. TCA 49-5-406(a)(2)(A)
4. TCA 49-5-413(c)
5. TCA 49-2-131
6. TCA 49-5-403; TCA 49-5-101; TCA 49-5-106
7. TCA 49-5-413(e); **Public Acts of 2023, Chapter No. 222**
8. TCA 49-5-404
9. TCA 49-5-405
10. TCA 49-5-413(a), (f)
11. Immigration Reform and Control Act of 1986; Pub. L. No. 99-603, 100 Stat. 3359, 8 USCA § 1101 *et seq.*
12. TCA 49-5-406(b)

Cross References

- Orientation and Probation 5.107
- Compensation Guides & Contracts 5.110
- Background Investigations 5.118
- Recommendations and File Transfers 5.203
- Interim Employees 5.700
- Qualifications and Duties of the Director of Schools 5.802

Cleveland City Board of Education

Monitoring: Review: Annually, in January	Descriptor Term: Employment of Retirees	Descriptor Code: 5.119	Issued Date: 08/01/23
		Rescinds: 5.119	Issued: 08/15/22

1 *General*

2 The Director of Schools may hire a retired individual if certain conditions are met as provided for in
3 state law.

4 **EMPLOYMENT CONTRACTS FOR UP TO 120 DAYS**

5 ~~Teachers who retire~~ **Retired members** under the Tennessee Consolidated Retirement System (TCRS)
6 may be employed for up to one hundred twenty (120) days per year without loss of retirement benefits.
7 Retired teachers may substitute teach for additional days ~~if the Director of Schools certifies in writing to~~
8 ~~the Division of Retirement that no other qualified personnel are available to substitute teach.~~¹

9 ~~EMPLOYMENT CONTRACTS FOR ONE YEAR~~

10 ~~The Director of Schools may employ teachers retired for at least one (1) year for full-time employment~~
11 ~~as a kindergarten through twelfth (K-12) grade teacher on a year-to-year basis. Retirement benefits will~~
12 ~~not be lost or suspended under certain conditions which include, but are not limited to, the following:~~²

- 13 1. ~~The Director of Schools of the employing district shall certify in writing that no other qualified~~
14 ~~individuals are available to fill the position;~~
- 15 2. ~~The Commissioner of Education shall certify that the employing school district serves an area~~
16 ~~that lacks qualified teachers to serve in the position to be filled;~~
- 17 3. ~~The retired teacher shall hold a valid license and shall not be entitled to tenure status;~~
- 18 4. ~~The retired teacher shall not be eligible to accrue additional retirement benefits, accrue leave, or~~
19 ~~receive medical insurance coverage; and~~
- 20 5. ~~The salary paid to the retired teacher shall not be less than the rate of compensation set by the~~
21 ~~Board for teachers with no experience filling similar positions or more than eighty-five percent~~
22 ~~(85%) of the rate of compensation set by the Board for teachers with comparable training and~~
23 ~~years of experience filling similar positions.~~

24 **The Director of Schools may employ retired teachers. Retirement benefits will not be lost or suspended**
25 **under certain conditions which include, but are not limited to, the following:**²

26
27
28
29
30

- 1 1. The retired teacher shall hold a valid license and shall not be entitled to tenure status;
- 2
- 3 2. The retired teacher shall not be eligible to accrue additional retirement benefits, accrue leave, or
- 4 receive medical insurance coverage; and
- 5
- 6 3. The salary paid to the retired teacher shall not be less than the rate of compensation set by the
- 7 Board for teachers with no experience filling similar positions or more than eighty-five percent
- 8 (85%) of the rate of compensation set by the Board for teachers with comparable training and
- 9 years of experience filling similar positions.

10 **ADDITIONAL EMPLOYMENT OPTION FOR RETIREES³**

11 Retired members of TCRS or a similar system may be offered reemployment for up to one (1) year as
 12 a kindergarten through twelfth (K-12) grade teacher, substitute teacher, or bus driver under the
 13 following conditions:

- 14 1. The retired member has been retired for at least sixty (60) calendar days;
- 15
- 16 2. The retirement benefit payable to the retired member is reduced to seventy percent (70%) of the
- 17 retirement allowance;
- 18
- 19 3. The retired member's employment can't be longer than a one (1) year period; however, the
- 20 retired member can be reemployed for additional one (1) year periods;
- 21
- 22 4. The retired member is not drawing disability retirement benefits; and
- 23
- 24 5. The retired member can't accrue additional retirement benefits.

25 The Director of Schools shall notify TCRS of the member's reemployment. ~~and certify in writing that~~
 26 ~~the retired member has the required experience and training for the position and that no other qualified~~
 27 ~~persons are available to fill the position.~~

28 Once the retired member is hired by the district, the district shall pay TCRS as prescribed by state law.
 29 The school district shall pay to TCRS during the period of reemployment the greater of (1) a payment
 30 equal to the amount the school district would have contributed to TCRS; or (2) an amount equal to five
 31 percent (5%) of the retired member's pay rate.

Legal References

1. TCA 8-36-805; **Public Acts of 2023, Chapter No. 425**
2. TCA 8-36-821; **Public Acts of 2023, Chapter No. 425**
3. ~~TCA 8-36-822; Public Acts of 2022, Chapter No. 821~~ **Public Acts of 2023, Chapter No. 425**

Cross References

Application and Employment 5.106
 Substitute Teachers 5.701

Cleveland City Board of Education

Monitoring: Review: Annually, in February	Descriptor Term: Sick Leave	Descriptor Code: 5.302	Issued Date: 08/01/23
		Rescinds: 5.302	Issued: 07/11/05

1 PROFESSIONAL PERSONNEL

2 The time allowed for sick leave for professional personnel shall be one (1) day for each month employed
3 during the school year and shall accumulate for an unlimited number of days.¹

4 Sick leave shall be defined as: illness of a teacher from natural causes or accident, quarantine, or illness
5 or death of a member of the immediate family of a teacher, including the teacher's wife or husband,
6 parents, grandparents, children, grandchildren, brothers, sisters, mother-in-law, father-in-law, daughter-
7 in-law, son-in-law, brother-in-law, and sister-in-law.²

8 A signed statement listing the cause of absence shall be provided by the employee on forms furnished
9 by the Director of Schools and shall promptly be given to the immediate supervisor in support of all
10 claims for sick leave pay. A falsified statement shall be grounds for dismissal.

11 ~~A certificate from the physician on forms furnished by the Board may be required in support of any~~
12 ~~claim for sick leave pay.~~

13 **Documentation from a physician may be required in support of any claim for sick leave pay.**

14 ~~When an employee is sick beyond the limit of his/her sick leave accumulation, the substitute teacher~~
15 ~~must have a certificate or permit and must be paid according to the state salary scale.~~

16 **The principal shall notify the Director of Schools' office at once if an employee is sick beyond the limit**
17 **of his/her sick leave accumulation.**

18 Permanent, cumulative sick leave records for each active professional employee shall be kept in the
19 Director of Schools' office.

20 A teacher, upon employment, may transfer his/her accumulated sick leave from another Tennessee
21 school system, provided that the Director of Schools of the system in which the accumulated leave was
22 held provides notarized verification.³

23 SUPPORT PERSONNEL

24 Sick leave shall be the same for support personnel as for certified employees.

25 The time allowed (days earned) for sick leave shall be one (1) day for each month an employee is
26 employed.

27 Sick leave shall be unlimited.

1 At the termination of the employment of any employee, all unused sick leave accumulated by the
2 employee ~~that is not being transferred to another participating Tennessee system shall be~~ **may be**
3 **forfeited.** ~~terminated.~~

4 The immediate supervisor may require a physician's certificate for any absence within the sick leave
5 regulation. Frequent and misuse of sick leave by an individual are sufficient grounds for requiring a
6 physician's certificate stating the reason for absence.

7 **SICK LEAVE BANK**

8 *Professional Personnel*

9 A sick leave bank is available for all professional personnel who are eligible for accumulated sick leave.
10 Guidelines and procedures for operation are available at the Administrative Office Building.

11 *Support Personnel*

12 A sick leave bank is available for all support personnel who are eligible for accumulated sick leave.
13 Guidelines and procedures for operation are available at the Administrative Office Building.

14 **BEREAVEMENT LEAVE**

15 Each school year, two (2) days of bereavement leave are provided to all employees for use at the time of
16 death of a member of the immediate family. One of the two days may be used at the death of a close
17 friend or relative who is not covered in the definition of immediate family. Immediate family includes
18 the employee's wife or husband, parents, grandparents, children, grandchildren, brothers, sisters, mother-
19 in-law, father-in-law, daughter-in-law, son-in-law, brother-in-law, and sister-in-law.

Legal References

1. TCA 49-5-710(a)(1)
2. TRR/MS 0520-01-02-.04(2)
3. TCA 49-5-710(a)(5)

Cross References

Workers' Compensation 3.602
Orientation and Probation 5.107
Short Term Leaves of Absence 5.300
Family and Medical Leave 5.305
Physical Assault Leave 5.307

Cleveland City Board of Education

Monitoring: Review: Annually, in January	Descriptor Term: Family and Medical Leave	Descriptor Code: 5.305	Issued Date: 08/01/23
		Rescinds: 5.305	Issued: 09/04/18

1 ELIGIBILITY

2 Anyone who has been employed for at least twelve (12) months by the school district and anyone who
3 has at least 1,250 hours of service (hours used for leave, even FMLA leave, shall not be credited for
4 service for purposes of FMLA eligibility¹) during the previous twelve-month period shall be eligible to
5 use FMLA leave.²

6 GENERAL PRINCIPLES

7 An eligible employee shall be granted, upon request, up to twelve (12) weeks unpaid leave during a fixed
8 calendar year for the following reasons:

- 9 1. The birth of a child;
- 10 2. The placement of a child with the employee for adoption or foster care;
- 11 3. A serious health condition of the employee that makes the employee unable to perform the
12 essential functions of his or her job position;
- 13 4. The care of a spouse, child, or parent of the employee who has a serious health condition; and
14
- 15 5. Any qualifying circumstances arising out of the fact that a spouse, child, or parent of the
16 employee is on covered active duty or has been notified of an impending call or order to
17 covered active duty in the Armed Forces.
18
19
20

21 An employee may substitute accrued paid leave for unpaid time. Use of accrued paid leave shall run
22 concurrently with and be counted toward the employee's total period of FMLA leave.

23 MATERNITY/PATERNITY LEAVE

- 24 1. *Relationship between FMLA leave and Tennessee Maternity Leave Act* - FMLA leave shall run
25 concurrently with leave provided under the Tennessee Maternity Act, which affords eligible
26 employees leave for a period not to exceed four (4) months for the adoption, pregnancy,
27 childbirth, and nursing of a newborn child.³
28
- 29 2. *Teachers' Leave* - In accordance with state law, any teacher who goes on maternity or paternity
30 leave shall be allowed to use all or a portion of the teacher's accumulated sick or annual leave for
31 maternity leave purposes. In order to be eligible to use sick leave, written request of the teacher
32 accompanied by a statement from the teacher's physician verifying pregnancy shall be submitted.

1 Upon verification by a written statement from an adoption agency or other entity handling an
2 adoption, a teacher may also be allowed to use accumulated leave for adoption of a child. If both
3 adoptive parents are teachers employed by the district, however, only one (1) parent is entitled
4 to use such leave.⁴

- 5
- 6 3. Spouses who are both eligible employees of the school district are limited to a combined total of
7 twelve (12) workweeks of FMLA leave in a single twelve (12) month period if the leave is taken
8 for the birth and care of a newborn child, for the placement of a child for adoption or foster care,
9 or to care for a parent or child who has a serious health condition. Under certain circumstances,
10 spouses who share leave for the birth or adoption of a child may be eligible for limited amounts
11 of additional leave for other qualifying FMLA reasons.⁵

- 12
- 13 4. *Paid Parental Leave* – Under state law, an additional six (6) work weeks of paid leave is available
14 to eligible employees after a birth, stillbirth, or adoption of a newly placed minor child. An
15 eligible employee taking leave under this provision shall not be required to utilize any other type
16 of accrued leave during this period. Eligible employees include teachers, principals, supervisors,
17 or other individuals required by law to hold a valid license of qualification for employment who
18 have been employed with a school district full time for at least twelve (12) consecutive months.

19

20 Employees shall provide notice to the school district thirty (30) days prior to the intended use of
21 the leave. If the employee learns about the need for leave less than thirty (30) days in advance,
22 the employee shall give notice as soon as reasonably possible in order to be eligible for the paid
23 leave. This paid leave does not need to be taken consecutively; however, the paid leave shall be
24 used within twelve (12) months of the qualifying event. The leave shall run concurrently with
25 FMLA leave.⁶

26 LEAVE FOR A SERIOUS HEALTH CONDITION⁶⁷

27 Eligible employees, upon request, shall be granted up to twelve (12) weeks of unpaid leave when he/she
28 is unable to work because of a serious health condition or to care for an immediate family member with
29 a serious health condition. Employees shall contact Human Resources to determine if the reason for
30 leave qualifies as FMLA leave. If the leave is foreseeable, the employee shall give thirty (30) days'
31 notice. If the leave is not foreseeable, the employee shall notify Human Resources as soon as practicable-
32 generally, either the same or next business day.

33 LEAVE FOR MILITARY FAMILY MEMBERS

- 34 5. *Qualifying Exigency Leave*⁷⁸ - Eligible employees are entitled to up to twelve (12) workweeks
35 of leave because of any qualifying exigency arising out of the fact that the spouse, son,
36 daughter, or parent of the employee, as defined under the FMLA, is on active duty, or has been
37 notified of an impending call to active duty, or has been notified of an impended call to active
38 duty status in the Armed Forces. Qualifying exigencies may include:

- 39
- 40 a. Issues arising from the service member's short notice deployment;
- 41 b. Military events and related activities (e.g. official ceremonies, support programs);
- 42 c. Making or updating financial and legal arrangements;
- 43 d. Attending counseling;

- 1 e. Taking up to fifteen (15) days leave to spend time with a covered service member who
 2 is on short-term rest and recuperation leave during deployment; or
 3 f. Attending post-deployment activities.

- 4
 5 6. *Military Caregiver Leave*⁸⁹- An eligible employee who is the spouse, son, daughter, parent, or
 6 next of kin of a covered service member or covered veteran with a serious injury or illness is
 7 entitled to up to twenty-six (26) workweeks of leave in a “single twelve (12) month period.” A
 8 covered service member is a current member of the Armed Forces, including a member of the
 9 National Guard or Reserves, who is undergoing medical treatment, recuperation, or therapy, is
 10 otherwise in out-patient status, or is otherwise on the temporary disability retired list for a serious
 11 injury or illness.

12
 13 A covered veteran is an individual who was a member of the Armed Forces at any time during
 14 the period of five (5) years preceding the date of the medical treatment, recuperation, or therapy
 15 that has a serious injury or illness who is currently receiving medical treatment, recuperation, or
 16 therapy.

17
 18 The single twelve (12) month period for military caregiver leave begins on the first day the
 19 employee takes leave for this reason and ends twelve (12) months later. An eligible employee is
 20 limited to a combined total of twenty-six (26) workweeks of leave to provide care for a covered
 21 service member. The maximum of twenty-six (26) workweeks may include no more than twelve
 22 (12) workweeks of leave that is taken for the birth and care of a newborn child, for the placement
 23 of a child for adoption or foster care, for care of a parent who has a serious health condition, or
 24 for the employee's own serious health condition.

25 **INTERMITTENT LEAVE**⁹¹⁰

26 Eligible employees may take FMLA leave intermittently when medically necessary to care for a
 27 seriously ill family member, because of the employee's own serious health condition, or for the care for
 28 a newborn, a newly adopted child, or a newly placed foster care child. When an ~~licensed~~ employee
 29 requests foreseeable leave for planned medical treatment and the employee would be on leave for greater
 30 than 20% of the total number of working days in the period during which the leave would extend, the
 31 school district may require that such employee elect either to take the leave for periods of a particular
 32 duration, not to exceed the duration of the planned medical treatment, or to transfer temporarily to an
 33 available alternative position offered by the school district for which the employee is qualified and that
 34 has equivalent pay and benefits and better accommodates recurring periods of leave.

35 **RESTRICTIONS**

36 1. Notice Requirements

- 37
 38 a. *Employee Notice*¹⁰¹¹- For foreseeable leave, the employee shall provide the Director of
 39 Schools with at least thirty (30) days written notice before the beginning of the anticipated
 40 leave.
 41
 42 b. *District Notice*- Once it has been established that the leave requested qualifies for
 43 FMLA, the Director of Schools/designee shall notify the employee within three (3)

1 business days (absent extenuating circumstances) that any leave taken pursuant to state
2 leave statutes (paid vacation leave, personal leave, sick leave, or workers'
3 compensation) shall run concurrently with FMLA leave.¹¹¹² The notice may be given
4 orally or in writing. If the notice is oral, it shall be confirmed in writing, no later than
5 the following pay day.¹²¹³
6

7 2. Certification Requirement¹³¹⁴
8

9 a. The Director of Schools may require that a request for leave be supported by
10 certification issued by a health care provider with the following information:
11

- 12 i. The date on which the serious health condition commenced;
13 ii. The probable duration of the condition;
14 iii. The appropriate medical facts within the knowledge of the health care provider
15 regarding the condition; and
16 iv. A statement that the eligible employee is needed to care for the son, daughter,
17 spouse, or parent and an estimate of the amount of time that such employee is
18 needed.
19

20 b. If there is any reason to doubt the validity of the certification provided, the Director of
21 Schools may require, at the expense of the school district, an opinion of a second health
22 care provider.
23

24 3. Period Near the End of an Academic Term (Professional Employees)¹⁴¹⁵
25

26 a. If leave is taken more than five (5) weeks prior to the end of the term, the Director of
27 Schools may require the employee to continue taking leave until the end of the term if
28 the leave is at least three (3) weeks of duration and the return of employment would
29 occur during the three (3) week period before the end of the term.
30

31 b. If the leave is taken five (5) weeks prior to the end of the term, the Director of Schools
32 may require the employee to continue taking leave until the end of the term if the leave
33 is greater than two (2) weeks duration and the return to employment would occur during
34 the two (2) week period before the end of the term.

35 **REQUIREMENTS OF THE BOARD**¹⁵¹⁶

36 1. The employee shall be restored to the same position of employment or an equivalent position
37 with no loss of benefits, pay, or other terms of employment.

38 2. The employee shall be kept under any group health plan for the duration of the leave.

39 3. The Board may recover the premium paid under the following conditions:
40

41 a. The employee fails to return from leave after the period of leave has expired; and

- 1 b. The employee fails to return to work for a reason other than the continuation,
2 recurrence, or onset of a serious health condition or other circumstances beyond the
3 control of the employee.

 Legal References

1. ~~*Hinson v. Tecumseh Products Co.*, 2000 U.S. App. LEXIS 26778, at *1—10 (6th Cir. Oct. 17, 2000)~~
2. ~~29 USCA § 2601, 2611—2619~~
3. ~~TCA 49-5-702; TCA 4-21-408~~
4. ~~TCA 49-5-710(a)(2); TCA 8-50-802(a)(4)~~
5. ~~29 CFR § 825.120(a)(3)~~
6. ~~29 CFR § 825.113~~
7. ~~29 CFR § 825.126~~
8. ~~29 CFR § 825.124; 29 CFR § 825.127~~
9. ~~29 CFR § 825.202~~
10. ~~29 CFR § 825.302-825.304~~
11. ~~29 CFR § 825.207~~
12. ~~OP Tenn. Atty Gen 94-006 (Jan 13, 1994); *Plant v. Morton International, Inc.*, 212 F. 3d 929, 932 (6th Cir. 2000)~~
13. ~~29 CFR § 825.305-825.313~~
14. ~~29 CFR § 825.602~~
15. ~~29 USCA § 2614~~

 Cross References

- Sick Leave 5.302
Long-Term Leaves of Absence 5.304

1. *Hinson v. Tecumseh Products Co.*, 2000 U.S. App. LEXIS 26778, at *1—10 (6th Cir. Oct. 17, 2000)
2. 29 USCA § 2601, 2611—2619
3. TCA 49-5-702; TCA 4-21-408
4. TCA 49-5-710(a)(2); TCA 8-50-802(a)(4)
5. 29 CFR § 825.120(a)(3)
6. Public Acts of 2023, Chapter No. 399
7. 29 CFR § 825.113
8. 29 CFR § 825.126
9. 29 CFR § 825.124; 29 CFR § 825.127
10. 29 CFR § 825.202
11. 29 CFR § 825.302-825.304
12. 29 CFR § 825.207
13. OP Tenn. Atty Gen 94-006 (Jan 13, 1994); *Plant v. Morton International, Inc.*, 212 F. 3d 929, 932 (6th Cir. 2000)
14. 29 CFR § 825.305-825.313
15. 29 CFR § 825.602
16. 29 USCA § 2614

Cleveland City Board of Education

Monitoring: Review: Annually, in February	Descriptor Term: Physical Assault Leave	Descriptor Code: 5.307	Issued Date: 08/01/23
		Rescinds: 5.307	Issued: 06/20/13

1 ~~A teacher who is absent from assigned duties as a result of personal injury caused by physical assault~~
 2 ~~or other violent criminal acts committed in the course of the teacher's employment duties, shall receive~~
 3 ~~workers' compensation or comparable benefits without loss of accumulated or granted sick, personal or~~
 4 ~~professional leave.¹~~

5 ~~The school system shall continue to pay the teacher's full benefits including, but not limited to health~~
 6 ~~insurance benefits, until the earlier of the date on which the teacher is released by the teacher's~~
 7 ~~physician to return to work or the date on which the teacher is determined by the teacher's physician to~~
 8 ~~be permanently disabled from returning to work.²~~

9 ~~A teacher who is absent from assigned duties as a result of personal injury caused by physical assault or~~
 10 ~~other violent criminal acts committed in the course of the teacher's employment duties shall receive~~
 11 ~~his/her full salary and full benefits until the teacher is released by his/her physician to return to work or~~
 12 ~~his/her physician determines the teacher is permanently unable to return to work. If the teacher receives~~
 13 ~~workers' compensation or other similar benefits, the Board shall pay the difference between that amount~~
 14 ~~and the teacher's full salary.¹~~

15 A signed statement listing the cause of the absence shall be provided by the employee on forms
 16 furnished by the director of schools and shall promptly be given to the immediate supervisor in support
 17 of all claims. A certificate from the physician on forms furnished by the director of schools may also
 18 be required to verify the extent of the injury.^{3,2}

Legal References

1. TCA 49-5-714(a); **Public Acts of 2023, Chapter No. 343**
2. TCA 49-5-714(b)
3. TRR/MS 0520-01-02-.04(4)(b)

Cross References

- Worker's Compensation 3.602
 Long Term Leaves of Absence 5.304

Cleveland City Board of Education			
Monitoring: Review: Annually, in March	Descriptor Term: Staff Rights & Responsibilities	Descriptor Code: 5.600	Issued Date: 08/01/23
		Rescinds: 5.600	Issued: 04/04/05

1 In fulfilling any citizenship rights and responsibilities, employees shall give proper consideration to the
2 educational welfare of the students and ensure that no conflict exists with their actual duties.

3 ~~Each staff member~~ **Educators have has the right to²:**

- 4 ~~1. A work environment free from sexual, racial, ethnic and religious discrimination/harassment.¹~~
5
6 ~~2. Academic freedom within the confines of state law and board policy in order to create an~~
7 ~~atmosphere of freedom in the classroom.~~
8
9 **1. Be treated with civility and respect as well as having his/her professional judgement and**
10 **discretion respected;**
11
12 **2. Have their professional judgment and discretion respected;**
13
14 **3. Report any errant, offensive, or abusive content or behavior of a student to the principal and/or**
15 **appropriate agencies;**
16
17 **4. Provide students with a safe environment;**
18
19 **5. Defend themselves and their students from physical violence or harm;³**
20
21 **6. Share information regarding a student’s educational experience, health, or safety with the**
22 **student’s parent(s)/guardian(s) unless otherwise prohibited;⁴**
23
24 **7. Review all instructional material or curriculum before being utilized by students;**
25
26 **8. Not be required to use his/her personal money to appropriately equip a classroom;**
27
28 **9. Report students who commit offenses of assault and battery or vandalism on school property**
29 **endangering the life, health, or safety of others pursuant to state law;⁵ and**
30
31 **10. Receive benefits in accordance with state law if the educator is a teacher who is on leave due to**
32 **a physical assault or other violent criminal act committed during the course of employment.⁶**

33 **Each staff member has the responsibility to:**

- 1 1. Make themselves familiar with and abide by, the laws of the state as these affect their work, the
- 2 policies of the Board and the procedures designed to implement them.²
- 3
- 4 2. To adhere to ~~the Code of Conduct according to state law~~ **the Teacher Code of Ethics, to the**
- 5 **extent applicable.**³⁷
- 6
- 7 3. Exercise good judgment in selecting issues for discussion and balance the relative maturity of
- 8 his/her students and the students' right to know.
- 9
- 10 4. Be courteous and helpful in interacting and responding to parents, visitors and members of the
- 11 public.
- 12
- 13 5. Keep all records and prepare and submit promptly all reports that may be required by state law,
- 14 state board regulations, board policy and administrative procedures.
- 15
- 16 6. Wear appropriate dress for work according to board guidelines and local school rules.

 Legal References

1. ~~42 U.S.C.A. § 2000 E-E 2; TCA 49-6-8002 through 8006~~
2. ~~TCA 49-5-201~~
3. ~~TCA 49-5-501(3)~~
 1. 42 USCA § 2000e-2(a), (b); TCA 49-6-8004
 2. TCA 49-5-209; Public Acts of 2023, Chapter No. 153
 3. TCA 49-6-2802
 4. 20 USCA § 1232g
 5. TCA 49-6-4301
 6. TCA 49-5-714
 7. TCA 49-5-1001 *et seq.*

 Cross References

Curriculum Development 4.200
 Controversial Issues 4.800
 Religion in the Curriculum 4.804
Staff-Student Relations 5.610
Ethics 5.611

Cleveland City Board of Education

Monitoring: Review: Annually, in March	Descriptor Term: Attendance	Descriptor Code: 6.200	Issued Date: 08/01/23
		Rescinds: 6.200	Issued: 08/15/22

1 *General*

2 Attendance is a key factor in student achievement; therefore, students are expected to be present each
3 day school is in session.

4 The Director of Schools/designee shall ensure that this policy is posted in each school building and
5 disseminated to all students, parent(s)/guardian(s), teachers, and administrative staff.

6 The Attendance Supervisor shall oversee the entire attendance program which shall include: ¹

- 7 1. All accounting and reporting procedures and their dissemination;
- 8 2. Alternative program options for students who severely fail to meet minimum attendance
9 requirements;
- 10 3. Ensuring that all school age children attend school;
- 11 4. Providing documentation of enrollment status upon request for students applying for new or
12 reinstatement of driver's permit or license; and
- 13
- 14 5. Notifying the Department of Safety whenever a student with a driver's permit or license
15 withdraws from school.²

16 Student attendance records shall be given the same level of confidentiality as other student records. Only
17 authorized school officials with legitimate educational purposes may have access to student information
18 without the consent of the student or parent(s)/guardian(s).³

19 Absences shall be classified as either excused or unexcused as determined by the principal/designee.
20 Excused absences shall include: ⁴

- 21 1. Personal illness/injury;
- 22
- 23 2. Illness of immediate family member;
- 24
- 25 3. Death in the family;
- 26
- 27 4. Extreme weather conditions;
- 28

- 1 5. Religious observances;⁵
- 2
- 3 6. Pregnancy;
- 4
- 5 7. School-endorsed activities;
- 6
- 7 8. Summons, subpoena, or court order; or
- 8
- 9 9. Circumstances which in the judgment of the principal create emergencies over which the
- 10 student has no control.

11 The principal shall be responsible for ensuring that:⁶

- 12 1. Attendance is checked and reported daily for each class;
- 13
- 14 2. Daily absentee sheets contain sign in/sign out sheets and indicate students present or absent
- 15 for the majority of the day;
- 16
- 17 3. All student absences are verified;
- 18
- 19 4. Written excuses are submitted for absences and tardiness; and
- 20
- 21 5. System-wide procedures for accounting and reporting are followed.

22 **TRUANCY**

23 Annually, the Director of Schools/designee will provide written notice to parent(s)/guardian(s) that
24 attendance at school is required. Students shall be present at least fifty percent (50%) of the scheduled
25 school day in order to be counted present. Students may attend part-time days, alternating days, or for a
26 specific amount of time as indicated in their Individualized Education Plan or 504 Plan and shall be
27 considered present for school attendance purposes. If a student is required to participate in a remedial
28 instruction program outside of the regular school day where there is no cost to the parent(s)/guardian(s)
29 and the school district provides transportation, unexcused absences from these programs shall be
30 reported in the same manner.⁷

31 A student who is absent five (5) days without adequate excuse shall be reported to the Director of
32 Schools/designee who will, in turn, provide written or actual notice to the parent(s)/guardian(s) of the
33 student's absence. If a parent/guardian does not provide documentation within adequate time excusing
34 those absences or request an attendance hearing, then the Director of Schools shall implement tier two
35 of the progressive truancy plan described below prior to referral to juvenile court.

36 *Progressive Truancy Plan*⁸

37 Tier 1: Prevention-Oriented Supports

- 38 a. The progressive truancy plan will be published annually to parents and students prior to the
- 39 start of the school year.

1 b. Each school will be responsible for contacting the parent/guardian of a student who
2 accumulates 5 days of unexcused absences. If the student accumulates another unexcused
3 absence after contact is made with the parent/guardian, a referral to Tier 2 will be made and the
4 Campus Court Mediation process will begin.

5 Tier 2: Campus Court Mediation

6 a. School personnel will schedule a meeting with the student, parent/guardian, relevant school
7 personnel, and Juvenile Court Staff mediator;

8 b. During the meeting, an agreement will be drafted and signed by the student, parent/guardian,
9 school personnel, and Juvenile Court Staff Mediator. A review date will be set for each
10 agreement. The agreement will include, but will not be limited to:

11 i. Attendance expectations;

12 ii. Penalties for additional absences;

13 iii. Any additional expectations determined necessary by meeting members; and/or

14 iv. If necessary, referral of the child to counseling, community-based services, or other
15 in-school or out-of-school services aimed at addressing the student's attendance
16 problems.

17

18 c. A report of the meeting will be drafted and maintained in the Campus Court system. The
19 report will include the basis for the student's absences provided by the parent, as well as a
20 report from the school concerning the student's absences.

21 d. A review date will be set for each Tier 2 case.

22 Tier 3: Campus Court Review and Services

23 a. If following the Tier 2 process, a student accumulates one or more unexcused absences, a
24 review meeting will be scheduled with the student, parent/guardian, relevant school personnel,
25 and the Juvenile Court Staff mediator.

26 b. The mediator may recommend any services deemed necessary by the mediator.

27 c. The student may be referred to the "Behavior Unit" for a service assessment.

28 d. Further absences or non-compliance will result in a Juvenile Court petition for truancy
29 pursuant to T.C.A. § 49-6-3009 through Bradley County Juvenile Court.

30 If Tier 2 or Tier 3 is unsuccessful with a student and the school can document that the student's
31 parent/guardian is unwilling to cooperate with the truancy intervention plan, then a referral may be
32 made to Bradley County Juvenile Court without first having to implement subsequent intervention
33 tiers, if any, pursuant to T.C.A. § 49-6-3009(f)(1-2). Evidence that a parent/guardian is unwilling to
34 cooperate can include, but is not limited to, a parent/guardian's failure or refusal, on multiple
35 occasions, to attend meetings scheduled for Tier 2 or 3 interventions, return telephone calls, attend

1 follow-up meetings, enter into an attendance agreement, or actively participate in any of the tiers of the
2 truancy intervention plan.

3 **NON-SCHOOL SPONSORED EXTRACURRICULAR ACTIVITY⁹**

4 A principal/designee may excuse a student to participate in non-school sponsored extracurricular
5 activities. The principal shall document the approval in writing and shall excuse no more than ten (10)
6 absences each school year. No later than seven (7) business days prior to the student's absence, the
7 student shall provide documentation to the school as proof of the student's participation along with a
8 written request for the excused absence from the student's parent/guardian. The request shall include
9 the following:

- 10 1. Student's name and personal identification number;
- 11 2. Student's grade;
- 12 3. The dates of the student's absence;
- 13 4. The reason for the student's absence; and
- 14 5. The signatures of the student and parent/guardian.
- 15 6. Excuse for a sibling's attendance in this activity must be requested at the student's individual
- 16 school.
- 17
- 18
- 19
- 20
- 21

22 **RELEASED TIME COURSE¹⁰**

23 A principal/designee may excuse a student to attend a course in religious moral instruction for up to
24 one (1) class period per school day. Students shall not be excused during any class which requires an
25 examination for state or federal accountability purposes.

26 The student shall submit a written consent form signed by the student's parent/guardian prior to
27 participation in the released time course. The principal/designee shall document the approval in
28 writing. The student shall provide documentation to the principal/designee as proof of the student's
29 participation in the released time course.

30 The district shall not be responsible for transporting students to and from the place of instruction.

31 **MAKE-UP WORK**

32 Students will have an equal amount of time plus one day to make up work missed due to an excused
33 absence. (I.e. student is absent Monday, make-up work must be turned in Wednesday; student misses
34 Monday and Tuesday, make-up work must be turned in Friday). Make-up work for unexcused
35 absences will be handled on a case by case basis. Make-up work for absences (arranged at least one
36 week in advance) may be provided.

37 **STATE-MANDATED ASSESSMENT**

1 Students who are absent the day of the scheduled end-of-course (EOC) exams shall present a signed
2 doctor's excuse or shall have been given an excused release by the principal prior to testing to receive
3 an excused absence. Students who have excused absences will be allowed to take a make-up exam.
4 Excused students will receive an incomplete in the course until they have taken the EOC exam.

5 Students who have an unexcused absence shall receive a failing grade on the EOC exam which shall be
6 averaged into their final grade.

7 **CREDIT/PROMOTION DENIAL**

8 Credit/promotion denial determinations may include student attendance; however, student attendance
9 may not be the sole criterion.⁹¹¹ If attendance is a factor prior to credit/promotion denial, the following
10 shall occur:

- 11 1. The student and the parent(s)/guardian(s) shall be advised if the student is in danger of
12 credit/promotion denial due to excessive absenteeism; and
13
- 14 2. Procedures in due process are available to the student when credit or promotion is denied.

15 **DRIVER'S LICENSE REVOCATION²**

16 A student who has more than ten (10) consecutive or fifteen (15) unexcused absences during any
17 semester shall be ineligible to retain a driver's permit or license.

18 **ATTENDANCE HEARING¹⁰¹²**

19 Students with excessive (more than five (5)) unexcused absences or those in danger of credit/promotion
20 denial shall have the opportunity to appeal to an attendance hearing committee appointed by the
21 principal. If the student chooses to appeal, the student or his/her parent(s)/guardian(s) shall be provided
22 written or actual notice of the appeal hearing and shall be given the opportunity to address the committee.
23 The committee will conduct a hearing to determine if any extenuating circumstances exist to excuse an
24 absence(s) or to determine if the student has met attendance requirements that will allow him/her to pass
25 the course or be promoted. Upon notification of the attendance committee decision, the principal shall
26 send written notification to the Director of Schools/designee and the parent(s)/guardian(s) of the student
27 of any action taken regarding the excessive unexcused absences. The notification shall advise
28 parent(s)/guardian(s) of their right to appeal such action within two (2) school days to the Director of
29 Schools/designee.

30 The appeal shall be heard no later than ten (10) school days after the request for appeal is received.

31 Within five (5) school days of the Director of Schools/designee rendering a decision, the student's
32 parent(s)/guardian(s) may request a hearing by the Board, and the Board shall review the record.
33 Following the review, the Board may affirm or overturn the decision of the Director of Schools/designee.
34 The action of the Board shall be final.

Legal References

1. TCA 49-6-3006
2. TCA 49-6-3017(c); ~~Public Acts of 2022, Chapter No. 878~~
3. 20 USCA § 1232g
4. TRR/MS 0520-01-02-.17(5); State Board of Education Policy 4.100
5. TCA 49-6-2904(b)(5)
6. TCA 49-6-3007
7. TCA 49-6-3021
8. TCA 49-6-3007; TCA 49-6-3009
9. ~~TCA 49-6-3022~~ TCA 49-2-203(b)(7); TCA 49-6-3002(b)
10. ~~TCA 49-2-130~~ TRR/MS 0520-01-02-.17(7)
11. TCA 49-2-203(b)(7); TCA 49-6-3002 (b); ~~Public Acts of 2023, Chapter No. 130~~
12. TRR/MS 0520-01-02-.17(7)

Cross References

- School Calendar 1.800
- Extracurricular Activities 4.300
- Interscholastic Athletics 4.301
- Field Trips/Excursions/Competitions 4.302
- Reporting Student Progress 4.601
- Promotion and Retention 4.603
- Recognition of Religious Beliefs, Customs, & Holidays 4.803
- Voluntary Pre-K Attendance 6.2011
- Homeless Students 6.503
- Students in Foster Care 6.505
- Students from Military Families 6.506
- Student Records 6.600

Cleveland City Board of Education

Monitoring: Review: Annually, in April	Descriptor Term: <h2 style="text-align: center;">Home Schools</h2>	Descriptor Code: 6.202	Issued Date: 08/01/23
		Rescinds: 6.202	Issued: 01/09/12

2 *General*

3 A home school is a school conducted or directed by parent(s)/guardian(s) for their own children. Home
4 schools which teach grades K-12 where the parent(s)/guardian(s) are associated with an organization
5 that conducts church-related schools¹ are exempt from the following provisions but shall follow
6 procedures issued by the State Department of Education.

7 A parent/guardian wishing to conduct a home school shall meet the following requirements:²

- 8 1. Provide annual notice to the Director of Schools before the commencement of each school year
9 of the intent to conduct a home school;
- 10 2. Submit to the Director of Schools the name, number, age, grade level of children involved,
11 location of the school, curriculum to be offered, proposed hours of instruction, qualifications of
12 the parent/teacher;
- 13 3. Maintain attendance records, subject to inspection of the local Director of Schools;
- 14 4. Submit attendance records to the Director of Schools at the end of each school year;
- 15 5. Provide instruction for at least four (4) hours per day for the same number of instructional days
16 as are required by state law for public schools;³
- 17 6. Possess a high school diploma, GED, ~~or~~ HiSET, **or high school equivalency credential**
18 **approved by the State Board of Education;**⁴
- 19 7. Cooperate in the administration to home school students of appropriate tests by the
20 Commissioner of Education, his/her designee or by a professional testing service in grades five
21 (5), seven (7), and nine (9);
- 22 8. Take action according to state law if home school student falls behind appropriate grade level;
- 23 ~~9. Submit proof to the Director of Schools that the home school student has been vaccinated as~~
24 ~~required by state law;~~⁵
- 25 **9. Submit proof to the Director of Schools that other health services and examinations as required**
26 **by law have been received by the home school student; and**

1 **10.** In the event of illness or inadequacy of the home school parent-teacher to teach a specific
 2 subject, employ a tutor having the same qualifications as required of parent/teacher.

3 If one or more of these requirements are not met, the Board authorizes the Director of Schools to take
 4 formal action to bring the child into compliance with the compulsory attendance law (until the child
 5 has reached age 17), either in the home school or in a public, private or church-related school.

6 **FACILITIES USE**

7 School facilities shall be available for home school instruction only when all of the following conditions
 8 exist:

- 9 1. Special needs courses are being taught which require services unavailable to the home school
 10 student;
- 11 2. These services cannot be provided through any means other than the public schools;
- 12 3. Requests for services are made known by the home school parent when notice is given to the
 13 Director of Schools of the intent to conduct a home school;
- 14 4. The Director of Schools investigates the request and makes recommendations to the Board;
- 15 5. No overcrowding, additional expenses, including providing transportation, or other special
 16 situations which interfere with the normal operation of the school system shall be incurred; and
- 17 6. Approval by the Board on a case-by-case basis.

18 **RECORD ACCESS**

19 The Director of Schools, through the Attendance Supervisor, shall have the attendance records of the
 20 home school inspected at least two (2) times each school year in order to provide assistance in
 21 implementing the compulsory attendance law.

22 **STUDENT PERFORMANCE⁶⁵**

23 The Director of Schools shall develop administrative procedures regarding necessary consultations
 24 with home school parents in regard to student performance.

25

Legal References

1. TCA 49-50-801(a)
2. TCA 49-6-3050(b)
3. TCA 49-6-3004(a); TCA 49-6-3050(b)(3)
4. TCA 49-6-3050(b)(4); **Public Acts of 2023, Chapter
 No. 114**
5. **TCA 49-6-3050(b)(6)** TCA 49-6-5001
6. ~~TCA 49-6-3050(b)(6)~~

Cross References

Compulsory Attendance Ages 6.201

Cleveland City Board of Education

Monitoring: Review: Annually, in April	Descriptor Term: Zero Tolerance Offenses	Descriptor Code: 6.309	Issued Date: 08/01/23
		Rescinds: 6.309	Issued: 04/03/23

In order to ensure a safe and secure learning environment, the following offenses shall not be tolerated¹:

1. Bringing to school or being in unauthorized possession of a firearm on school property;²
2. Unlawful possession of any drug, including any controlled substance, controlled substance analogue, or legend drug on school grounds or at a school-sponsored event;³
3. Aggravated assault;⁴
4. Assault that results in bodily injury⁵ upon any teacher, principal, administrator, any other employee of the school, or school resource officer;
5. Possession of dangerous weapons made or adapted for the purpose of inflicting death or serious bodily injury or anything that in the manner of its use or intended use is capable of causing death or serious bodily injury; or
6. Threats of mass violence on school property or at a school-related activity.⁶

Committing any of these offenses shall result in a student being expelled from the regular school program for at least one (1) calendar year unless modified by the Director of Schools. Modification of the length of time shall be granted on a case-by-case basis. Students that commit zero tolerance offenses may be assigned to an alternative school or program at the discretion of the Director of Schools.⁷

When it is determined that a student has violated this policy, the principal shall notify the student's parent(s)/guardian(s) and the criminal justice or juvenile delinquency system as required by law.⁸

WEAPONS & DANGEROUS INSTRUMENTS

~~Students shall not possess, handle, transmit, use or attempt to use any dangerous weapon on school buses, on school property, or while on school sponsored outings.¹~~

~~Dangerous weapons for the purposes of this policy shall include, but are not limited to a firearm or anything manifestly designed, made or adapted for the purpose of inflicting death or serious bodily injury or anything that in the manner of its use or intended use is capable of causing death or serious bodily injury.²~~

~~Violators of this section shall be subject to suspension and/or expulsion from school.~~

1 *Firearms*³

2 In accordance with state law, any student who brings to school or is in unauthorized possession of a
 3 firearm on school property shall be expelled for a period of not less than one (1) calendar year. The
 4 Director of Schools shall have the authority to modify this expulsion requirement on a case-by-case
 5 basis.⁴

6 **DRUGS**

7 In accordance with state law, any student who unlawfully possesses any drug including any controlled
 8 substance, controlled substance analogue, or legend drug on school grounds or at a school-sponsored
 9 event, shall be expelled for a period of not less than one (1) calendar year. The Director of Schools
 10 shall have the authority to modify this expulsion requirement on a case-by-case basis.⁴

11 **ASSAULT**

12 In accordance with state law, any student who commits aggravated assault⁵ or commits assault that
 13 results in bodily injury⁶ upon any teacher, principal, administrator, any other employee of the school or
 14 school resource officer shall be expelled for a period of not less than one (1) calendar year. The
 15 Director of Schools shall have the authority to modify this expulsion requirement on a case-by-case
 16 basis.⁴

17 When it is determined that a student has violated this policy, the principal of the school shall notify the
 18 student's parent(s)/ guardian(s) and the criminal justice or juvenile delinquency system as required by
 19 law.⁶

Legal References

1. ~~TCA 39-17-1309(b)~~
2. ~~TCA 39-11-106(a)(5)~~
3. ~~18 USCA § 921(a)(3); 20 USCA § 7961(b)(3)~~
4. ~~TCA 49-6-3401(g)~~
5. ~~TCA 39-13-102~~
6. ~~TCA 49-6-4209; TCA 39-17-1312; 20 USCA § 7961(h)(1)~~
1. TCA 49-6-3401(g)
2. 18 USCA § 921(a)(3); 20 USCA § 7961
3. TCA 39-17-454; TCA 53-10-101
4. TCA 39-13-102
5. TCA 39-13-101(a)(1)
6. TCA 39-16-517; Public Acts of 2023, Chapter No. 299
7. TCA 49-6-3401(g)(2); TCA 49-6-3402
8. TCA 49-6-4209; TCA 39-17-1312; 20 USCA § 7961(h)(1)

Cross References

- Code of Conduct 6.300
 Drug-Free Schools 6.307
 Suspension/Expulsion/Remand 6.316
 Student Disciplinary Hearing Authority
 6.317
 Alternative Education 6.319
 Safe Relocation of Students 6.4081

Cleveland City Board of Education

Monitoring: Review: Annually, in March	Descriptor Term: Alternative Education	Descriptor Code: 6.319	Issued Date: 08/01/23
		Rescinds: 6.319	Issued: 04/03/23

1 *General*¹

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

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

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

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

18 **ASSIGNMENT**

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

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

28 The Director of Schools/designee is not required to assign a student to the alternative school or program
29 if the student committed one of the following:

- 30 1. A zero tolerance offense;⁴ or
- 31

- 1 2. An offense of violence or threatened violence, or an offense that threatened the safety of other
2 students at the school, if the location of the alternative school or program is on the same grounds
3 as the school from which the student was disciplined **or assigning the student to that location**
4 **would endanger the safety of the students or staff.**⁵

5 Consideration to assign these students to the alternative school or program will be determined by the
6 Director of Schools/designee on a case-by-case basis.

7 Prior to the assignment of the student to the alternative school or program, the Director of
8 Schools/designee shall provide written notice to the student's parent/guardian stating the reason for the
9 student's placement.⁶

10 Placement in an alternative education setting shall be reserved for students who significantly disrupt
11 the educational process. If a student has an active Individualized Education Plan, a 504 plan, or is
12 suspected of having a disability, all state and federal laws and rules and regulations related to special
13 education shall be followed. The Director of Schools/designee shall develop procedures regarding
14 placement of students in the program, taking into consideration the impact of exclusionary discipline
15 practices.⁷

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

18 **REMOVAL**⁸

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

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

24 **ADDITIONAL OFFENSES**⁹

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

28 **TRANSITION PLAN**¹⁰

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

Legal References

1. TCA 49-6-3402;TRR/MS 0520-01-02-.09
2. TRR/MS 0520-01-02-.09(9)(a)
3. TCA 49-6-3402(c)(1)(A)
4. TRR/MS 0520-01-02-.09(6)(a); TCA 49-6-3402(c)(1)(B)
5. TCA 49-6-3402(c)(1)(C); **Public Acts of 2023, Chapter No. 279**
6. TRR/MS 0520-01-02-.09(9)(i)
7. TRR/MS 0520-01-02-.09(9)(h)
8. TCA 49-6-3402(c)(2)(A)(B)
9. TRR/MS 0520-01-02-.09(9)(g)(2)
10. TRR/MS 0520-01-02-.09(9)(m)

Cross References

Special Education 4.202
Virtual Education Program 4.212
Suspension 6.316
Student Disciplinary Hearing Authority 6.317
Special Education Students 6.500

Cleveland City Board of Education

Monitoring: Review: Annually, in May	Descriptor Term: Student Surveys, Analyses, and Evaluations	Descriptor Code: 6.4001	Issued Date: 08/01/23
		Rescinds: 6.4001	Issued: 05/04/09

1 Surveys, analyses, and evaluations for research purposes shall be allowed by the Board when the
2 project is viewed as contributory to greater understanding of the teaching-learning process, the project
3 does not violate the goals of the Board and the disruption of the regular school program is minimal. The
4 Director of Schools shall develop administrative procedures for approving requests for conducting
5 surveys, analyses, or evaluations by agencies, organizations or individuals. The requests shall outline
6 what is to be done, who is to be involved and how the results will be used and distributed.¹

7 Prior to the dissemination of a survey, analysis, or evaluation to students, parents/guardians shall be
8 notified of their ability to review the materials.¹ ~~Such notification shall include information indicating~~
9 ~~the purpose of the survey, analysis, or evaluation as well as who will have access to the results. Following~~
10 ~~such notification and prior to the administration of the survey, analysis, or evaluation, parents/guardians~~
11 ~~may opt their child out of participation. The Director of Schools/designee shall develop procedures for~~
12 ~~granting such parental requests and to implement the other provisions of this policy.~~ **Such notification**
13 **shall include information indicating the purpose of the survey, analysis, or evaluation as well as who**
14 **will have access to the results. The survey, analysis, or evaluation shall only be administered to students**
15 **under the age of eighteen (18) whose parent(s)/guardian(s) provide written, informed, and voluntarily**
16 **signed consent. A student who is eighteen (18) years of age or older may participate after he/she provides**
17 **written, informed, and voluntarily signed consent. The Director of Schools/designee shall develop**
18 **procedures for granting such parental requests.**¹

19 No student shall be required as part of any program, to submit to a survey, analysis, or evaluation that
20 reveals information concerning:^{2,5,1,2}

- 21 1. ~~M~~mental or psychological problems of the student or the student's family;
- 22 2. ~~S~~exual behavior or attitudes;
- 23 24 3. ~~I~~llegal, anti-social, self-incriminating, or demeaning behavior;
- 25 26 4. ~~C~~ritical appraisals of other individuals with whom respondents have close family
- 27 28 relationships;
- 29 30 5. ~~L~~egally privileged relationships;
- 31 32 6. ~~I~~ncome; or
- 33

1 7. The collection of student biometric data involving the analysis of facial expressions, EEG
2 brain wave patterns, skin conductance, galvanic skin response, heart-rate variability, pulse,
3 blood volume, posture, and eye-tracking⁶³

4 without the prior consent of the student (if the student is an adult or emancipated minor), or in the case
5 of an unemancipated minor, without the prior written consent of the parent.⁵

6 The collection of the following student data is strictly prohibited:⁷⁴

- 7 1. Political affiliation or voting history;
- 8 2. Religious practices; and
- 9 3. Firearm ownership.

10 **COLLECTING, DISCLOSING, OR USING INFORMATION FOR MARKETING**³⁵

11 In general, the district will not collect, disclose or use personal student information for the purpose of
12 marketing or selling that information or otherwise providing that information to others for that
13 purpose.

14 If any collected information is to be marketed or sold, parents will be directly notified at least annually
15 at the beginning of the school year of the specific or approximate dates when such information will be
16 collected. Parents, upon request, may inspect any instrument used to collect personal information for
17 the purpose of marketing or selling that information before the instrument is administered or
18 distributed to the student. All parents and students of appropriate age may decline to provide the
19 information requested.

20 This portion of the policy does not apply to the collection, disclosure or use of personal information
21 collected from students for the exclusive purpose of developing, evaluating or providing educational
22 products or services for or to students or educational institutions to the extent allowed by law, such as
23 the following:⁴

- 24 1. College or other postsecondary education recruitment or military recruitment.
- 25 2. Book clubs, magazines, and programs providing access to low-cost literary products.
- 26 3. Tests and assessments used by elementary schools and secondary schools to provide
27 cognitive, evaluative, diagnostic, clinical, aptitude, or achievement information about
28 students (or to generate other statistically useful data for the purpose of securing such tests
29 and assessments) and the subsequent analysis and public release of the aggregate data from
30 such tests and assessments.
- 31 4. The sale by students of products or services to raise funds for school-related or education
32 related activities.
- 33 5. Student recognition programs.
- 34 5. Student recognition programs.
- 35 6. Student recognition programs.
- 36 7. Student recognition programs.
- 37 8. Student recognition programs.

Legal References

1. TCA 49-2-211; **Public Acts of 2023, Chapter No. 353**
2. 20 USCA § 1232h
3. ~~No Child Left Behind, Part F § 1061 (1)(E) & (F) & (2) TCA 49-1-706~~
4. ~~No Child Left Behind, Part F § 1061 (4)(A) TCA 49-1-705~~
5. ~~TCA 49-2-211~~ **20 USCA § 1232h (c) (1); 20 USCA § 1232h (c) (4)**
6. ~~TCA 49-1-706~~
7. ~~TCA 49-1-705~~

Cross References

Testing Programs 4.700

Cleveland City Board of Education

Monitoring: Review: Annually, in May	Descriptor Term: Physical Examinations and Immunizations	Descriptor Code: 6.402	Issued Date: 08/01/23
		Rescinds: 6.402	Issued: 12/09/02

1 **PHYSICAL EXAMINATIONS¹**

2 The principal shall ensure that there is a complete physical examination of each student prior to:²

3 1. Entering school for the first time. ~~This applies to kindergarten, first grade and other~~
4 ~~students for whom there is no health record;~~ ¹ and

5 2. Participation as a member of any athletic team or in any other strenuous physical activity
6 program.²

7 Cost of the examination shall be ~~borne~~ **covered** by the parent or guardian of the student. These records
8 shall be on file in the principal's office.³

9 Screening tests for ~~vision, hearing, scoliosis and lice~~ **as recommended by the Tennessee Department of**
10 **Education and the Department of Health** will be conducted. Parents/Guardians will receive written
11 notice of any screening result that indicates a condition that might interfere or tend to interfere with a
12 student's progress. **Parent(s)/guardian(s) may excuse their student from participating in health**
13 **screenings that are part of a coordinated school health program by submitting a request in writing to**
14 **the school nurse, instructor, school counselor, or principal.³**

15 ~~In general, the school district will not conduct physical and dental examinations of a student without~~
16 ~~parental consent to do so or by court order, unless the health or safety of the student or others is in~~
17 ~~question.⁴~~

18 **IMMUNIZATIONS**

19 ~~No students entering school, including those entering kindergarten or first grade, those from out-of-~~
20 ~~state and those from nonpublic schools, will be permitted to enroll (or attend) without proof of~~
21 ~~immunization, as determined by the Commissioner of Public Health.^{1,3} **Students will not be permitted**~~
22 **to attend school without proof of immunization as determined by the Commissioner of Health unless**
23 **circumstances outlined in state or federal law prevent a student from producing such records.** It is the
24 responsibility of the parents or guardians to have their children immunized and to provide such proof
25 to the principal of the school which the student is to attend.^{5,4} ~~Homeless students shall be immediately~~
26 ~~enrolled, even if they are unable to produce proof of immunization.⁶~~

27 ~~Exceptions, in the absence of an epidemic or immediate threat thereof, will be granted to any child~~
28 ~~whose parent or guardian shall file with school authorities a signed, written statement that such~~

1 ~~measures conflict with his/her religious tenets and practices; or due to medical reasons if such child has~~
2 ~~a written statement from his/her doctor excusing him from such immunization.⁷~~

3 ~~Proof of exceptions will be in writing and filed in the same manner as other immunization records.~~

4 ~~A list of transfer students shall be kept at each school throughout the school year in order that their~~
5 ~~records can be monitored by the Department of Health.~~

6 ~~Exceptions will be granted to any student whose parent/guardian files with school authorities a signed,~~
7 ~~written statement that such measures conflict with the one of the following:~~

8 ~~1. His/her religious tenets and practices if in the absence of an epidemic or immediate threat of an~~
9 ~~epidemic;⁵ or~~

10 ~~2. Due to medical reasons if the student has a written statement from his/her doctor excusing~~
11 ~~him/her from the immunization.⁶~~

12 ~~The Director of Schools shall ensure that appropriate immunization records are maintained for each~~
13 ~~student.~~

Legal References

- 1. ~~TRR/MS 0520-1-3-.08(2)(a); TCA 49-6-5004(a)~~
- 2. ~~TRR/MS 0520-1-3-.08(2)(b)~~
- 3. ~~TCA 49-6-5001(b)(1)~~
- 4. ~~P.L. 107-110 Part F § 1061 (1)(D) & (2)(B) & (4)(B)~~
- 5. ~~TCA 49-6-5001(a)~~
- 6. ~~McKinney-Vento Education Assistance Improvements Act of 2001.~~
- 7. ~~TCA 49-6-5001(b)(2)~~

- 1. 20 USCA § 1232h(c)
- 2. TRR/MS 0520-01-13-.01(1)(a)
- 3. Public Acts of 2023, Chapter No. 353; Tennessee School Health Screening Guidelines, https://www.tn.gov/content/dam/tn/education/csh/FINAL_Health_screening_Guidelines_2022.pdf; 20 USCA § 1232h(c)(2)(C)
- 4. TCA 49-6-5001(a),(c)
- 5. TCA 49-6-5001(b)(2)-(3)
- 6. TCA 49-6-5001(c)(2)

Cross References

~~Homeless Students 6.503~~

~~Promoting Student Welfare 6.400~~

CLEVELAND COMMITS



Elevating Instruction in Cleveland City Schools

CLEVELAND COMMITS

Elevating Instruction in Cleveland City Schools

Cleveland City Schools must provide all students with effective instruction in a safe and warm environment. Students must engage in grade-level work grounded in high quality instructional materials and purposeful assessments. Teachers hold high expectations for students through well-prepared and sequenced tasks that encourage students to productively struggle and do the majority of the work. Ongoing support for teachers is provided through collaboration in Professional Learning Communities and coaching cycles with building-level instructional support staff. Led by the Principal, School Instructional Leadership Teams will conduct check-ins to gather data to understand the state of instruction and curriculum implementation and tailor support for all stakeholders.



CLEVELAND COMMITS

Elevating Instruction in Cleveland City Schools

[The Acceleration Imperative](#): (not an endorsement of the entire document)

1. Many students—especially the youngest children in the highest-need schools— will need extra help coming out of the pandemic, particularly in such forms as **extended learning time, high-dosage tutoring, and expanded mental-health supports.**
2. That extra help should compliment but cannot replace what students need from schools' core programs. **Tutoring cannot substitute for high-quality curriculum and mental-health services can't take the place of a positive school culture.** No amount of extended learning time can compensate for not making optimal use of the “regular” school day. So while education leaders must address the particular needs of students related to the pandemic, they may also need to reboot their school improvement efforts. **Implementing a high-quality curriculum is job No. 1.**



CLEVELAND COMMITS

Elevating Instruction in Cleveland City Schools

The Acceleration Imperative: (continued)

3. To make up for what's been lost, we need to **focus on acceleration, not remediation**—going forward rather than going back. That means devoting the bulk of classroom time to challenging instruction, at grade-level or higher, and giving all students access to “the good stuff”: a rich, high-quality curriculum in English language arts, mathematics, social studies, science, the arts, and more.

4. Our decisions should be guided by high-quality research evidence whenever possible.





Cleveland Commits means that every student in Cleveland City Schools must be known by name, ability, and need, and graduate ready for the career path they choose.

CLEVELAND COMMITS

Elevating Instruction in Cleveland City Schools

CURRICULUM

High Quality Instructional Materials

ELA

- ❑ Provide teachers with standards aligned daily lesson material
- ❑ Ensure success for all students with grade level work
- ❑ Ensure students engage in a variety of high quality texts (fiction and nonfiction)
- ❑ All students across CCS engage in a common set of texts (with scaffolds when needed) so that all students have equitable opportunities to build knowledge and thinking skills.

Math

- ❑ Ensure students have opportunities to grapple with rigorous and standards aligned tasks
- ❑ Build conceptual understanding, procedural fluency, and the ability to apply learning
- ❑ Engage in discourse of multiple representations and strategies



CLEVELAND COMMITS

Elevating Instruction in Cleveland City Schools

CHECK-INS

- ❑ Help all stakeholders (teachers, school leaders, district leaders) understand the state of instruction and curriculum implementation at designated points in the year
- ❑ To gather data to understand where we are collectively with our progress towards instructional goals
- ❑ To tailor support to all stakeholders in implementation of high quality instructional materials



CLEVELAND COMMITS

Elevating Instruction in Cleveland City Schools

COLLABORATION

District Level and School Level Professional Development

- ❑ Integrated and aligned with the overall system of professional learning to ensure useful and applicable learning outcomes
- ❑ PD sessions build understanding of standards, curriculum, data analysis, and strong instructional practices
- ❑ PD session about diverse groups ensures understanding of specific learning strategies
- ❑ Set vision of instructional focus and goals



CLEVELAND COMMITS

Elevating Instruction in Cleveland City Schools

COACHING

- ❑ Provide teachers with the support of an instructional coach to capitalize on instructional strategies
- ❑ Significant body of research pointing to the positive impact coaching has on instruction
- ❑ Supporting teachers to have the greatest impact on student learning and academic success

