

Board of Education Regular Meeting

October 12, 2020 5:30 PM

Administrative Office Building, Board Room

Attendance Taken at 5:30 PM.

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

1. Pledge of Allegiance

Our student representative, Skyler Stone, led us with a moment of silence and led us in the Pledge of Allegiance.

2. *Consent Agenda

Krista McKay requested moving 2.H. *CHS New Credit Card Request to the Regular Agenda. Dawn Robinson recommends it be moved to the Regular Agenda under 3.B. Spotlight.

Motion to approve Consent Agenda moving 2.H. *CHS New Credit Card Request to the Regular Agenda after 3.B. Spotlight Passed with a motion by Ms. Carolyn Ingram and a second by Mr. Tom Cloud.

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

- A. *Approval of Regular Agenda
- B. *Approval of Minutes from September 8 Board Meeting
- C. *Approval of Overnight Field Trips
- D. *Approval of Second Reading of Policies, 6.3041
- E. *New CHS Sports Requests
- F. *Chromebook Lease Agreement
- G. * Surplus School Buses and Van

3. Regular Agenda

A. Director's Update

-National School Lunch Week, this week October 12-16. This a week of celebration in our cafeterias, and I want to thank our cafeteria staff for all they do.

-National Principals Month is all of October. We will be doing some social media posts about this, and we want to thank them for their hard work. Dr. Dyer lets the board know we will email them these posts in case they don't follow CCS on social media.

-Dr. Laing is a finalist for TDOE Principal of the Year. On October 20 there will be an online celebration and they will announce the winner.

-Dr. Dyer had class discussions with Leadership students at CHS and Engineering/Digital Media students at CMS. I like to play stump the director because students ask great questions.

-TOSS/TDOE Superintendent Study Council Fall Meeting was online instead of in person. This was a really good session for superintendents.

-Dr. Dyer went to Nashville and spoke at the TN House of Representatives Educations Committee Summer Study. He shared the CCS story and answered questions about our reopening plan. It is archived and it can be watched if you would like.

-TSBA Journal - CCS is featured in the October 2020 publication.

-Deb Hart Classic was held at Stuart Elementary. It is the Elementary Cross Country meet. Our teachers did a great job with this event.

-The Community Foundation of Cleveland Bradley County Grant - WiFi in all the parking lots of our schools (you must have a CCS issued laptop/device to be able to connect to this WiFi) and helped provide grants to help implement our Strategic Planning.

-Rotary Foundation Grant funded the Raider Reader Program. Before fall break we gave all 1st and 2nd graders a book. Dr. Dyer had the pleasure to read about dinosaurs at Stuart Elementary.

-Upcoming Legal Seminars with TOSS/TSBA and Chuck Cagle: FERPA/Child Abuse Reporting, Title IX, Employment Law, and Budgeting, Purchasing, Bidding, and Contracting.

-Hal Taylor wanted Dr. Dyer to thank the school board for the approval of selling the schools buses and van. There should be 2 new school buses arriving this week.

B. Spotlight - Recognize AP Scholars, and Recognize CCCE SRO

Barbara Ector is here to present the AP Scholars. The Power Point presentation is shown on the screen. We had 27 students that are AP scholars at CHS. AP Scholars means the students scored 3 or higher on 3 or more AP exams. AP Scholars with Honors means students scored 3.25 on all AP exams and scored 3 or higher on 4 or more of these exams. AP Scholar with Distinction means students have an average score of 3.5 or more on all AP exams and score a 3 or higher on 5 of these exams. We have a nice group of students that we are proud of. Also, you will notice Skyler Stone is on this list.

Sara Whitener, the Assistant Principal of CCCES, recognizes Candy's Creek Cherokee Elementary School SRO Mike Harris. When we were informed that Officer Harris would be receiving the Law Enforcement Commendation Medal from the National Society of the Sons of the American Revolution, we weren't very surprised. We work with him every day, and we see the great job he does. When Chief Gibson

came to our school to take part in the presentation, he stated many reasons why Officer Harris was deserving of this honor, and all the reasons revolved around his high level of dependability, work ethic, and loyalty. At school, we all know that Officer Harris has received many awards and has been a patrol officer, a member of the SWAT team, an instructor in different capacities, and even detects explosives with his K-9 partner. However, his role as our School Resource Officer is the most important to our Thunderbird families and students. His role with us involves more than just protecting us. He is a role model for all our students and models respect and kindness to everyone. He guides us and connects us with resources when we have concerns about students. He helps watch over our campus and troubleshoots problems with security and sometimes even maintenance concerns. His response is always the same whether we ask him to help unload an 18 wheeler full of outdoor furniture or to speak to a concerned parent or to take care of a giant spider - with a smile and patience and a positive, willing attitude. Thank you, Officer Harris, for the consistent good example that you set for all of us and for being an integral part of our Thunderbird family. We appreciate your service to our school community and the larger Cleveland community.

-The board thanks Officer Harris for being at CCS and he does a great job.

-Officer Harris enjoys working with everyone in the schools and thanks the board for the recognition.

C. CHS New Credit Card Request

Dr. Dyer ask Cindy Geren to come to the podium in case the board has questions.

-Dr. Dyer states we found out today that TSBA has a model policy on credit cards. Dr. Dyer asks Julie Smith to pass out 2 documents; 1.The model policy from TSBA and 2. Credit Card Procedure (Both documents have blanks to personalize and are just models). The Credit Card Policy from TSBA talks about how to use Credit Cards on page 2: Auditors are ok with using credit cards as long as they follow the TN Rules regarding Credit Cards. Credit Cards are already in use in the district. The Purchase orders still have to be used to use a credit card, just like any other purchase.

-The board asks if there is going to be a limit on the amount spent per purchase like a purchase order? Cindy Geren states they have not discussed this, but the credit cards that are being used now in schools are not allowed to be used by teachers, only the principals. Also, the credit card does not leave the school. The amount allowed to be spent on Credit Cards would be bound by our CCS Purchase Order procedures. Dr. Dyer states they will discuss if they need to set a dollar amount limit when we are updating these models.

-Dawn Robinson ask Dr. Dyer to bring an updated policy to the next meeting for it to be approved.

-The board asks if a credit card lets you earn points could we use that to make purchases in the school with those points? Cindy stated most of our credit cards don't earn points, but if they do they would discuss this.

-The board asks when they are putting the policy together that there is language to have checks and balances with the credit card statement and charges. Cindy and Dr. Dyer stated this is already in place and they will put it in the new policy as well.

D. Strategic Plan Focus

Dr. Dyer presents the Strategic Plan Update:

-The focus this month is student success. The Goal is to provide excellence and equity in instruction and programs for student success. He reviews the action steps, and rationale. We recently did a Portrait of a Graduate video with Dr. Dyer being the moderator, and with Dr. Laing, Mr. Chai, Dr. Elliott, and Mrs. O'Bryan to speak on this for us. The video is on the website.

-Dr. Dyer asks Mr. Michael Kahrs to come show the board the Grad Rate Dashboard to help discuss Ready Graduate. Mr. Kahrs states they are trying to put the data into the hands of the schools with these dashboards. Keep in mind when you see the state report cards they are a year behind. He wanted to show the board different subgroups and how they compare. He states when you see all of the lines on the graph behaving the same that shows all of the groups are having the same systematic approach. When one line goes way up or way down that's when the district needs to take notice of that group to see what is going on. He first talks about the subgroup ethnicity. He then talks about the CTE Completer subgroup (CTE Completer means they have took 3 classes in one particular CTE course). He then shows the male/female subcategory. Then, he looked at the underserved groups. CCS was recognized for the highest achieving jump in ELL as one of the top 5% in the state. Mr. Kahrs states if the graph doesn't have a line before, that means the state did not measure this category before that year on the graph.

-The Board asks by closing the Denning Center and moving the students to the high school, has that caused our graduation rates to drop? Dr. Dyer states he has looked into this and this is not as big of a factor as he thought it would be. Most of the students are doing what they should be doing and are graduating. He is proud of those students and teachers in this program.

-Mr. Kahrs shows the Ready Graduate Dashboard. You can become a Ready Graduate 4 ways: you would need a 21 on the ACT, or 4 Early Post Secondary Opportunity (EPSO) Credits, or 2 Early Post Secondary Opportunity Credits and get an industry certification, or 2 Early Post Secondary Opportunity Credits and pass the military test. This means we are getting our students ready for post secondary. Overall, we had a great jump from 2017-2018 to 2018-2019. The only subgroups we had a drop in was ELL, and students with disabilities.

-The Board asks how did we decipher this data because of COVID and we didn't test? Dr. Dyer states legislatures are asking the same questions. Dr. Dyer states its hard to find students that don't "show back up" to school and they don't have contact information. Mr. Kahrs states if a student enrolls in CHS as a freshman they are counted as your cohort unless you can prove otherwise that they are in a different school or country. Mrs. Robinson states that could effect us negatively with testing. Mr. Kahrs states every kid represents a 1/3 of a percent.

Dr. Dyer states we are going to create a Portrait of a Graduate and Student Success Task Force. We can't deny or use excuses, we need to address this head on. There will be a Steering Committee chaired by Dr. Dyer. With subcommittees made up of: Elementary school level- Kellye Bender (chair), Secondary/CTE/CAPS - Joel Barnes and Renny Whittenbarger (co-chaired), and Ready Graduate and

Graduate Rate - Michael Kahrs (chair). These subcommittees will be made up of educators, students, and members of the community. The objectives of this Task Force will be: how to close the gaps on testing, Portrait of a Graduate Implementation, Personalizing Learning, Interventions, Set Incremental increase in graduation rates, ACT, Ready Graduate and other data points, Engaging parents and our community, CAPS, and partner with an outside group, NIET (National Institute for Excellence in Teaching). I want NIET to show us what we are doing now and how we can improve this. We will have our first task force meeting in late October. We will bring the plan to the March board meeting so we can implement this next school year.

-The board asks if on the registration documents can we ask for more phone numbers and addresses? Mr. Kahrs states we ask for 12 additional addresses/phone numbers on the current registration form.

E. Student Representative's Update

-Skyler states one word to describe this month was success. The volleyball team has gone undefeated in the district. ACT dates were successful, college acceptance week went well. We already have students accepted into colleges. Notable colleges are University of Montana, Lee University, UTC, an TN Tech. Homecoming court, and SGA Representatives were elected. Senior nights for the girls soccer and volleyball team were this month. We are proud of our football team with their hard work and discipline. There is a lot of Homecoming week preparations going on this week. Golf team came in 7th in the tournament, and Hannah Nall came in 6th overall individually.

F. *Appoint Delegates to TSBA Annual Convention

-Mrs. Robinson states the voting delegates will be Carolyn Ingram, Tom Cloud, Nate Tucker, Krista McKay and the alternate will be Peggy Pesterfield.

-Mrs. Robinson wants to congratulate Carolyn Ingram on being named the Southeast District Director. Mrs. Ingram is excited to serve.

4. **"B" Agenda**

A. Financial Report

B. Personnel Report

C. School Highlights

D. Dates to Remember

-Facilities Meeting: October 29 @ 9:00 am at the AOB

-Mrs. Robinson adjourned the meeting by general consent.

Chairperson

Superintendent

Board of Education Regular Meeting

September 8, 2020 5:30 PM

Administrative Office Building, Board Room

Attendance Taken at 5:26 PM.

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

1. Swearing In of Re-Elected Board Members: Krista McKay and Carolyn Ingram. Swearing in of New Board Member: Nate Tucker.

Chairman, Dawn Robinson, opened the meeting by introducing Mayor Kevin Brooks to the podium. Mayor Brooks asks the three board members to stand and swears Krista McKay, Carolyn Ingram, and Nate Tucker into the Board of Cleveland City Schools. They all recite the duties of the office repeating after Mayor Brooks.

2. Pledge of Allegiance

Our student representative, Skyler Stone, led us with a moment of silence and led us in the Pledge of Allegiance.

3. *Consent Agenda

Motion to approve the consent agenda Passed with a motion by Mr. Charlie Cogdill and a second by Ms. Carolyn Ingram.

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

Yes: 6, No: 0

3.A. *Approval of Regular Agenda

3.B. *Approval of Minutes from August 3 Board Meeting

3.C. *Approval of Second Reading of Policies

3.D. *Position Requests for 20-21 School Year

3.E. *D.C. Field Trip Addendum

4. Regular Agenda

4.A. Dr. Dyer named Superintendent to Watch for 2020

Dawn Robinson wants to recognize Dr. Dyer for being named Superintendent to Watch for 2020 by NSPRA. She asks Dr. Dyer to tell us more about the NSPRA organization. Dr. Dyer says NSPRA is made up of school organizations across the United States. Julie Smith and Kelly Kiser sent in a nomination, and he

still doesn't know what they put in that nomination. NSPRA picks 25 superintendents each year to watch. The nomination deals with communication, and we have tried to up our game the last couple of years in the world of communication.

Dawn Robinson reads part of the press release. "Under Dyer's leadership, Cleveland City Schools has launched multiple initiatives that have required extensive communication with the Cleveland community. From the Blended Learning and Digital Enhancement (BLADE) Project that provided student technology devices to the rezoning efforts required due to the opening of Candy's Creek Cherokee Elementary School, communication has been a cornerstone of all projects during his tenure as Director of Cleveland City Schools. Even with these accomplishments, Dr. Dyer continues to push Cleveland City Schools forward by making communication one of four key areas in Cleveland City Schools' recently adopted strategic plan." We are proud of you, and this highlights the many good things you have brought to the school system. She knows that Dr. Dyer says its a team effort, but every team needs a leader, so congratulations. We would like to present you with this framed certificate.

The Board members thanks Dr. Dyer for his communication to them and the community.

4.B. Director's Update

Dr. Dyer thanks Carolyn Ingram and Krista McKay for being sworn back in, and thank you to Nate Tucker for serving on the board.

Ross Elementary and Yates Primary will have a good month of transition before Stephanie Stone takes over both schools. We have had over 20 people apply for the assistant principal position. As of now, through the end of the school year, both of those schools will be remain separate. Toward the end of the semester we will bring together a committee to look at what it would look like to bring both of those schools under one umbrella.

Tennessee Emergency Management Agency (TEMA) held a COVID-19 Tabletop Exercise for every core region of the state. It was a great zoom of running through scenarios on "what if this happened" or "what if that happened". He wanted to thank TEMA for holding these zooms.

Superintendent Study Council was held in McMinn County a week ago, which was our regional meeting that meets once a month. It was good to have those other superintendent connections to be able to call and get feedback and ask questions on challenges that occur in our district.

Since it was just Labor Day weekend I wanted to say thank you to all of our employees, but especially school nurses. They have stepped up and are doing an amazing job. We are doing a lot of contact tracings within the system along with the health department. The plan you, the board, approved is working.

I wanted to share some pictures of the schools since you are not able to go to the schools right now. (Pictures of: CHS football game, Thank you notes from TVEC, Candy's Creek Cherokee Elementary School, Ross Elementary School, Mayfield Elementary School and CMS Archery)

4.C. Reopening Task Force

Dr. Jeff Elliott reports they have had a successful first month in the traditional and virtual school. The reopening team has met a couple of times over the past month to review our plan, and we are excited for the month of September. The Reconnection Week was a great opportunity, and we heard a lot of positive comments on the success of this week. Our traditional enrollment is doing well, and our virtual enrollment is doing well. Although, we did have some students who chose to switch back to traditional after the first few weeks of school. We will look in December and see how many students want to transition back to traditional school and we will make those arrangements.

The Board asks what the numbers are in the virtual school? Dr. Elliott states it is a little over 1,100.

We have several virtual teachers learning everyday how to teach in that online setting.

Enrollment numbers: Mr. Michael Kahrs presented the demographics on a live dashboard. 90% of the families completed the online process this school year. This demographic form breaks down enrollment by school, by grade, ethnicity, gender, economically disadvantaged, ESL, and special education. This also includes virtual students. We have a total of 5,554 students.

The board asks if the traditional classrooms become smaller since students were transitioned out to virtual school? Mr. Kahrs said it depends on the school, but there are some classrooms that are smaller.

The board asks if a student is out for 14 days for quarantine how do they keep up with their assignments? There is an attendance code in powerschool, and the teachers are communicating with the students/families, and uploading lessons in canva on a daily basis at the high school level. If the student does not have access to a computer or wifi there will be a paper packet in front of the school to be picked up.

The board asks if the progress bar on the Florida Virtual School curriculum is working? Dr. Elliott states it is working but, its like traditional school, students work at their own pace.

Dr. Elliott reminds them there is another meeting next Monday, September 14 for the reopening task force.

The Board asks if the team has heard the discussions online where the Governor might suggest we go to virtual school, has the task force had any discussions about this? Dr. Elliott states in the reopening plan we have an at home learning plan, so we are prepared to do this. Dr. Dyer states the Governor so far has let each school decide what is best for each school system.

The Board asks if the virtual school students have had any issues, especially with technical support? Dr. Elliott states there have been individual issues, but not a widespread issue.

The Board asks if there is a hot line if there are technical issues? Dr. Elliott states they first speak with the teacher, then communicate with the Blade Facilitators and technology department.

The Board asks if there has been any more information on when the chromebooks will be deployed? Dr. Raper states we are hoping to have them in at the end of September to deploy them at the beginning of October.

4.D. Strategic Plan Focus

Dr. Dyer decided to speak about Safe and Healthy Schools, specifically School Nutrition. School nutrition has implemented a tracking program to better understand daily participation. The goal is to find out why certain trends exist to create improve meal planning. This started last year and will continue through our current strategic plan. The objective is to increase participation rates at all schools. The new area of service is the supper program. Students are eligible for a free supper K-12. This is available currently for any students who stay after-school for clubs, tutoring, sports, band, etc. Sodexo operations are going well at CMS and CHS. Reviews are positive from administrators, teachers, and students! COVID-19 procedures have changed how cafeterias operate, but our staff and students have adjusted well.

The Board asks when the supper program will start? Gena Reed states it has already started.

USDA extends funding for free student meals. This is effective immediately, all children 0-18 years of age are eligible for free breakfast and lunch between 9:00 am and 10:00 am. Supper is not included in this waiver. They do not have to be a student of Cleveland City Schools. This is due to a temporary USDA waiver that extends until 12/31/20. Virtual students may pick-up meals via our curbside service at each school. Pick-up will be available between 9:00 am - 10:00 am each day schools are open. This service will also be available in case a school must close due to COVID-19. Families with children who are not school age or enrolled in a Cleveland City School may participate in this program and pick up a free meal at any of our school sites between 9:00 am - 10:00 am each day schools are open. For additional information, families may contact our School Nutrition department. Dr. Dyer shares pictures from multiple school cafeterias, as well as a menu from CHS. Dr. Dyer states we are still looking to hire substitutes in the nutrition department as well as substitutes in the classroom.

The board asks if we are still short on substitutes? Mr. Kiser states we are still needing substitutes, but we have received several new substitutes over the last couple of weeks.

4.E. Student Representative's Update

Student Representative Skyler Stone notes that the reconnection week was a success. COVID-19 updates: Many students are wearing their masks correctly, sanitizing all the time, using one way hallways, and basic COVID procedures. Anna Ingram was named SGA President, Mariyah Person was named Vice President. Sports and theater have been getting back into things this month. The majority of the students are enjoying the lunch this year since they have more choices.

4.F. Site Committee

Dawn Robinson needed to nominate a new site committee chairman. She has appointed Charlie Cogdill as the Site committee chairman. Krista and Carolyn are on the committee as well, and Tom is an alternate.

5. "B" Agenda

Dr. Dyer wants to remind everyone we will be having a facilities management meeting at the end of October.

Dawn Robinson reminds everyone that Carolyn Ingram is running for TSBA Southeast Area Director . Since the meeting on Thursday is virtual, you will still be able to vote.

5.A. Financial Report

5.B. Personnel Report

5.C. School Highlights

5.D. Dates to Remember

Mrs. Robinson adjourned the meeting by general consent.

Chairperson

DATE

Superintendent

Travel Request Form

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

Field Trips & Off-Campus Excursions Administrative Procedure 4.302.1

May 2019 7

Transportation Guidelines for Field Trips

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

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

Field Trips & Off-Campus Excursions Administrative Procedure 4.302.1

May 2019 8

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

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

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

Charter Buses

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

Field Trips & Off-Campus Excursions Administrative Procedure 4.302.1

May 2019 9

Field Trip Bus Transportation Procedures

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

Transportation Department Contacts

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

Scotty Dye, Operation Supervisor: (593-2864)

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

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

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

Field Trip Request Procedure

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

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

Field Trip Hours

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

Field Trip Rates

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

Trip Number **104**

* Category Travel With Students

* Type of Trip Athletic

* Athletic Event (you may check more than one)
Cross Country

Trip Leave

Trip Return

* Date	11/4/20	Wednesday	* Date	11/6/20	Friday
* Time	5:00 PM		* Time	5:00 PM	

Trip Year/Week 2020-45

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

* Is this an overnight trip? Yes

Comments

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

There will be 7 runners for each male and female group which is decided after regionals. Runners will be driven by parents to the state meet in Sanders Ferry Rd Hendersonville, TN and will room with their own family. The meet will be Thursday and Friday morning CST.

* Your School/Dept ⓘ 020 Cleveland High School

* Main Destination ⓘ Other (Type Below)

Destination Not Listed

Sanders Ferry Park, Sanders Ferry Road, Hendersonville, TN, USA

* Destination Name Sanders Ferry Park

Add Stop on the Way/Indicate Alternate Pickup

Stops on the Way There

Stop 1

Alt Pickup? ⓘ

Add Stop on the Return

Stops on the Return trip

Stop 1



* Approximate Nbr of Miles Round Trip 368.22 Calculate/Get Directions

* Funding Source #1 Other Budget Code

Funding Source Please indicate the funding information in the Budget Code

Desc Budget Code Field to the right. Desc

Funding Approver

* Teacher / Advisor / Staff Name Megen Saez
 * Teacher / Advisor / Staff Phone # 4237153790
 Teacher / Advisor / Staff Email msaez@clevelandschools.org

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

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

* Emergency Contact Name Megen Saez
 * Emergency Contact Phone # 4237153790

Number of Individuals Making Trip

* Male Adult/Chaperone	7	* Female Adult/Chaperone	7	Total Adult/Chaperone	14
* Male Students	7	* Female Students	7	Total Students	14

* Will you be using external transportation-Does NOT include charters- (includes plane, rental van, personal vehicle or walking)? Yes

* Please indicate mode of travel instead of, or in addition to, the reserved vehicle(s). Please include details of trip, including itineraries. If using a Charter company please do not indicate that in this section. Use the next section to reserve the vehicle.

Students will travel with their parents.

Vehicles Needed

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

Person Submitting Request msaez@clevelandschools.org

Date Submitted

Level 01 Approval - Location Approval

Comment

Decision Approved

Name aobryan@clevelandschools.org

Decision Date Sep 18, 2020, 3:33:31 PM

Level 10 Approval - School Board Approval

Comment

Decision

Designated Approver jusmith@clevelandschools.org

Name

Decision Date

Travel Request Form

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Field Trips & Off-Campus Excursions Administrative Procedure 4.302.1

May 2019 7

Transportation Guidelines for Field Trips

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

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

Field Trips & Off-Campus Excursions Administrative Procedure 4.302.1

May 2019 8

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

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

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

Charter Buses

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

Field Trips & Off-Campus Excursions Administrative Procedure 4.302.1

May 2019 9

Field Trip Bus Transportation Procedures

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

Transportation Department Contacts

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

Scotty Dye, Operation Supervisor: (593-2864)

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

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

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

Field Trip Request Procedure

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

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

Field Trip Hours

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

Field Trip Rates

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

Trip Number **105**

* Category Travel With Students

* Type of Trip Athletic

* Athletic Event (you may check more than one)
Volleyball

Trip Leave

* Date 10/20/20 **Tuesday**

* Time 9:00 AM

Trip Return

* Date 10/23/20 **Friday**

* Time 7:00 PM

Trip Year/Week 2020-43

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

* Is this an overnight trip? Yes

Comments

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

CHS volleyball state tournament.

* Your School/Dept  020 Cleveland High School

* Main Destination  MTSU

Stops on the Way There

Stops on the Return trip

* Approximate Nbr of Miles Round Trip 266.00

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

Funding Source Desc Budget Code Desc

Funding Approver

* Teacher / Advisor / Staff Name Amy McGowan

* Teacher / Advisor / Staff Phone # 423-650-5784

Teacher / Advisor / Staff Email amcgowan@clevelandschools.org

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

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

* Emergency Contact Name Amy Mcgowan

* Emergency Contact Phone # 423-650-5784

Number of Individuals Making Trip

* Male Adult/Chaperone	2	* Female Adult/Chaperone	3	Total Adult/Chaperone	5
* Male Students	0	* Female Students	13	Total Students	13

* Will you be using external transportation-Does NOT include charters-- (includes plane, rental van, personal vehicle or walking)? Yes

* Please indicate mode of travel instead of, or in addition to, the reserved vehicle(s). Please include details of trip, including itineraries. If using a Charter company please do not indicate that in this section. Use the next section to reserve the vehicle.

Car pool with parents

Vehicles Needed

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

Person Submitting Request amcgowan@clevelandschools.org

Date Submitted

Level 01 Approval - Location Approval

Comment

Decision Approved

Name aobryan@clevelandschools.org

Decision Date Sep 21, 2020, 9:13:42 PM

Level 07 Approval - Overnight Trip Approval

Comment

Decision

Designated Approver jelliott@clevelandschools.org

Name

Decision Date

Level 10 Approval - School Board Approval

Comment

Decision

Name

Decision Date

Travel Request Form

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

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

Transportation Guidelines for Field Trips

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10. Supervision of students while on field trips will follow a recommended ratio of no less than one chaperone per 15 students (K-8) and one chaperone per 20 students (9-12). Bus drivers are not to be considered a supervisory staff member.
11. Students and chaperones must cooperate with the driver.

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

12. All other bus rules and regulations for daily transportation services apply to field trips.
13. Your bus driver is not permitted to proceed with the trip until a bus roster of students has been presented for the driver's paperwork. The roster must include the student's name, address, date of birth, and emergency contact number.
14. Any and all changes in the field trip itinerary must be approved by the Principal and the Operations Department prior to the trip as the bus driver will not be allowed to deviate from the approved itinerary.

Charter Buses

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

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Field Trip Hours

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

Field Trip Rates

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

Trip Number **102**
 * Category Travel With Students
 * Type of Trip Athletic
 * Athletic Event (you may check more than one)
 Golf

Trip Leave

Trip Return

* Date	9/29/20	Tuesday	* Date	9/30/20	Wednesday
* Time	7:00 AM		* Time	3:00 PM	

Trip Year/Week 2020-40

* Is this an overnight trip? Yes

Comments

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

Golfers who attend state tournament will travel with their parents. They will also be sleeping with their parents. No students will be staying in room together.

* Your School/Dept ⓘ 020 Cleveland High School

* Main Destination ⓘ Other (Type Below)

Destination Not Listed	WillowBrook Golf Club, McMinnville Highway, Manchester, TN, USA	* Destination Name	Willow Brook
------------------------	---	--------------------	--------------

Stops on the Way There

Stops on the Return trip

* Approximate Nbr of Miles Round Trip 6751.00

* Funding Source #1 School Budget Code

Funding Source Desc Budget Code Desc

Funding Approver

* Teacher / Advisor / Staff Name Stacy Mills

* Teacher / Advisor / Staff Phone # 4235999320
 Teacher / Advisor / Staff Email smills@clevelandschools.org

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

Emergency Contact Info Same as Teacher / Advisor / Staff

* Emergency Contact Name Lamar Mills
 * Emergency Contact Phone # 4233212779

Number of Individuals Making Trip

* Male Adult/Chaperone	5	* Female Adult/Chaperone	4	Total Adult/Chaperone	9
* Male Students	5	* Female Students	3	Total Students	8

* Will you be using external transportation-Does NOT include charters-- (includes plane, rental van, personal vehicle or walking)? Yes

* Please indicate mode of travel instead of, or in addition to, the reserved vehicle(s). Please include details of trip, including itineraries. If using a Charter company please do not indicate that in this section. Use the next section to reserve the vehicle.

Parents will be driving their own children.

Vehicles Needed

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

Person Submitting Request smills@clevelandschools.org

Date Submitted

Level 01 Approval - Location Approval

Comment

Decision Approved

Name aobryan@clevelandschools.org

Decision Date Sep 16, 2020, 9:05:33 AM

Level 10 Approval - School Board Approval

Comment

Decision

Designated Approver jusmith@clevelandschools.org

Name

Decision Date

Cleveland City Board of Education

Monitoring: Review: Annually, in March	Descriptor Term: Title IX & Sexual Harassment	Descriptor Code: 6.3041	Issued Date: 09/08/20
		Rescinds:	Issued:

1 *General*

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

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

12 **TITLE IX COORDINATOR**⁵

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

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

17 **Title:** Director of Student Services

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

19 **Phone number:** (423) 472-9571

20 **Email:** dmoore@clevelandschools.org

21 **DEFINITIONS**⁴

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

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

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

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

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

1. Sexually suggestive remarks;
2. Verbal harassment or abuse;
3. Sexually suggestive pictures;
4. Sexually suggestive gesturing;
5. Harassing or sexually suggestive or offensive messages that are written or electronic;
6. Subtle or direct propositions for sexual favors; and
7. Touching of a sexual nature.

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

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

1. Counseling;
2. Course modifications;
3. Schedule changes; and
4. Increased monitoring or supervision.

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

GRIEVANCE PROCESS

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

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

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

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

21 **Complaints**

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

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

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

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

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

3 **Investigations**¹⁶

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

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

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

16 All investigations shall:

- 17 1. Provide an equal opportunity for the parties to present witnesses and evidence;
- 18
- 19 2. Not restrict the ability of either party to discuss the allegations under investigation or gather
20 and present relevant evidence;
- 21
- 22 3. Refrain from requiring, allowing, relying upon, or otherwise using questions or evidence that
23 seek disclosure of information protected under a legally recognized privilege unless such
24 privilege has been waived;¹⁷
- 25
- 26 4. Provide the parties with the same opportunities to have others present during any grievance
27 proceeding;
- 28
- 29 5. Provide to parties whose participation is requested written notice of the date, time, location,
30 participants, and purpose of all investigative interviews, or other meetings, with sufficient time
31 for the party to prepare to participate;
- 32
- 33 6. Provide both parties an equal opportunity to inspect and review any evidence directly related to
34 the allegations in the formal complaint; and
- 35
- 36 7. Result in the creation of an investigative report that fairly summarizes relevant evidence.
37
- 38 a. Prior to the completion of the investigative report, the investigator shall send to each
39 party the evidence subject to inspection and review. All parties shall have at least ten
40 (10) days to submit a written response which shall be taken into consideration in
41 creating the final report.

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

6 **Determination of Responsibility**¹⁹

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

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

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

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

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

21 **APPEALS**²²

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

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

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

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

1 RETALIATION²³

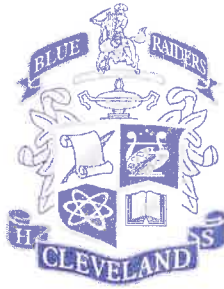
- 2 Retaliation against any person who makes a report or complaint or assists, participates, or refuses to
3 participate in any investigation of an act alleged in this policy is prohibited.

Legal References

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

Cross References

- Section 504 and ADA Grievance Procedures 1.802
 Discrimination/Harassment of Employees (Sexual, Racial,
 Ethnic, Religious) 5.500
 Complaints and Grievances 5.501
 Staff-Student Relations 5.610
 Code of Conduct 6.300
 Student Discrimination, Harassment, Bullying, Cyber-
 bullying, and Intimidation 6.304
 Student Concerns 6.305
 Reporting Child Abuse 6.409



CLEVELAND HIGH SCHOOL

Accredited by Southern Association of Colleges and Schools

Dr. Dyer and Cleveland City School Board:

Cleveland High School supports over 400 student athletes with amazing coaches and facilities. We feel it is time to expand our sport options for our students. Numerous parents have expressed desires to start a boys and girls bowling team and a girls lacrosse team. We are requesting the opportunity to survey our students, parents and community about exploring new sports at Cleveland High School.

Thank you,

Karen Hall

Assistant AD
9th grade AP

David Turner

Assistant AD
11th grade AP

Autumn O'Bryan


Principal



Russell Dyer, Ed.D. • Director of Schools

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

INTEROFFICE MEMORANDUM

TO: RUSSELL DYER, ED.D. - DIRECTOR OF SCHOOLS
FROM: CODY RAPER, ED.D. - DIRECTOR OF INNOVATION 
SUBJECT: HP LEASE - 1,500 CHROMEBOOKS
DATE: SEPTEMBER 29, 2020
CC: CINDY GEREN - DIRECTOR OF BUSINESS OPERATIONS

After a vote and on the Cleveland City School Board's authority, on June 1, 2020, Cleveland City Schools initiated a signed lease agreement with HP Finance to purchase 1,500 Lenovo Chromebooks for Cleveland Middle School. After this lease was signed, the Tennessee Department of Education released a grant that allowed Cleveland City Schools to obtain \$321.34 for every third device purchased. This grant allows Cleveland City Schools to purchase the devices outright and cancel the lease with HP.

HP Finance has agreed to nullify the lease since devices were never received, and the device order has been moved to a PO issued by Cleveland City Schools. On advice of our school system attorney, the board must approve the nullification of this lease.

The 1,500 devices are slated to arrive in the "October allotment" from our vendor along with the 1,400 devices purchased for 3rd-5th grade elementary schools.



Russell Dyer, Ed.D. • Director of Schools

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

9-30-20

RE: Surplus School Buses and Van

FROM: Hal Taylor

School buses #54 and #135, and a 2001 Chevy van have reached the legal limit for use. The Operations Department request that the two school buses and van be sold as surplus.

AP Scholars



Miriam Blake

12th grade

AP Scholar with

Honors



Greg Brownfield
12th grade
AP Scholar



Joyce Chen
12th grade
AP Scholar



*Brayden Conn
12th grade
AP Scholar with
Distinction*



Josef Eilf
12th grade
AP Scholar



Bryce Elliott

12th grade

AP Scholar



Wyatt Fallin
12th grade
AP Scholar



Abdiel Medina
12th grade
AP Scholar



Sophia Milen
12th grade
AP Scholar



Kaleb Mullins
12th grade
AP Scholar



Matthew Peterson

12th grade

AP Scholar with Honor



Gabriel Randolph

11th grade

AP Scholar



Jackson Ritzhaupt

12th grade

AP Scholar with

Distinction



Marcella Santiago

12th grade

AP Scholar



Rishi Soni
11th grade
AP Scholar



Skyler Stone
12th grade
AP Scholar with
Distinction



Victoria Thomas
12th grade
AP Scholar with Honor



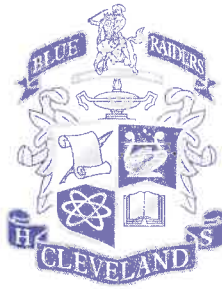
Rachel Turner

11th grade

AP Scholar with

Honor





CLEVELAND HIGH SCHOOL

Accredited by Southern Association of Colleges and Schools

September 24, 2020

Dear Dr. Dyer,

Cleveland High School is requesting permission to apply for a business credit card through our bank, First Horizon. This card would be used for conference reservations, athletic reservations, online purchases, etc. A credit card would greatly expedite the process for making reservations and the flexibility to shop more online outlets for the best prices available. This card will be monitored by Administration and the Bookkeeper. The cardholders will be Autumn O'Bryan, Barbara Ector, and Cindy Wagers. Thank you for your consideration in this matter.

Sincerely,

Autumn O'Bryan
Principal
Cleveland High School

**Cleveland City Schools
Financial Report
August 2020**

Balance on hand August 1, 2020 2,817,810.53

RECEIPTS

City Clerk's Monthly Report	4,051,630.11
Prior Yr Adjustment #39000	5,922.44
Tuition #43511	(29.04)
Retiree Ins #44160	(1,781.91)
Contributions & Gifts #44570	2,835.36
Interest Earned	<u>525.46</u>
	<u>6,876,912.95</u>

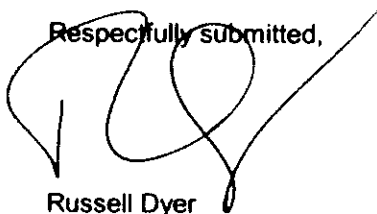
DISBURSEMENTS

Instruction	368,800.82
Special Education	48,899.92
Vocational Education	18,700.44
Attendance	9,476.50
Health Services	6,166.94
Other Student Support	60,229.94
Regular Instruction Support	78,184.82
Special Education Support	11,085.05
Vocational Education Support	10,189.95
Technology Support	92,959.40
Board of Education	5,334.15
Office of the Superintendent	50,869.75
Office of the Principal	149,342.90
Fiscal Services	33,065.52
Operation of Plant	207,171.77
Maintenance of Plant	125,813.93
Transportation	55,252.39
Food Service	7,251.24
Community Services	0.00
Early Childhood Education	38,917.48
Regular Capital Outlay	121,196.25
Education Debt Service	<u>0.00</u>
	1,498,909.16
Retirement paid	88,754.96
Insurance paid	127,082.33

Balance September 1, 2020 5,162,166.50

6,876,912.95

Respectfully submitted,



Russell Dyer
Director of Schools

Personnel Items – September 2020

Assignments

Klepper, Mark, CMS (Technician) Effective 9/21/2020

Perrigo, Madeline, MA (Teacher) Effective 10/2/2020

Stone, Stephanie, RO (Principal) Principal @ YA, Effective 10/2/2020

Resignations

Ruby, Sonya, AR (Teacher) Effective 10/2/2020

Shepherd, Christina, BB (Assistant) Effective 10/30/2020

Retirements

Pirkle, Stephanie, CMS (AP) Effective 1/4/2021

Transfers

O'Connor, Kerry, CMS (Behavior Support Specialist) to Assistant Principal, YA/RO, Effective 10/2/2020

Brewer, Amanda, ST (Teacher) to Special Services Interventionist, AR, effective 10/12/2020

Leave of Absence

Jones, Katie, BB (Teacher) Maternity leave, beginning Oct.12, 2020-May 21, 2021, returning 7/27/2021

Haddock, Sarah, BB (Nurse) Maternity leave, beginning March 15-May 21, 2021, returning 7/27/2021

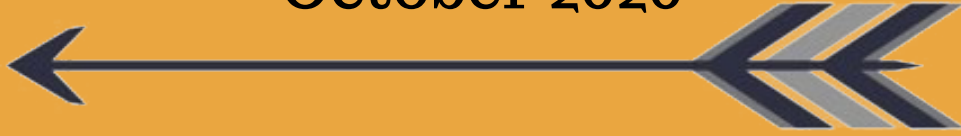
Franklin, Mandy, BB (Teacher) Maternity leave, beginning November 30, returning January 4, 2021

VanBenscoten, Megan, AR (Teacher) Maternity leave, beginning Sept. 30, returning January 4, 2021

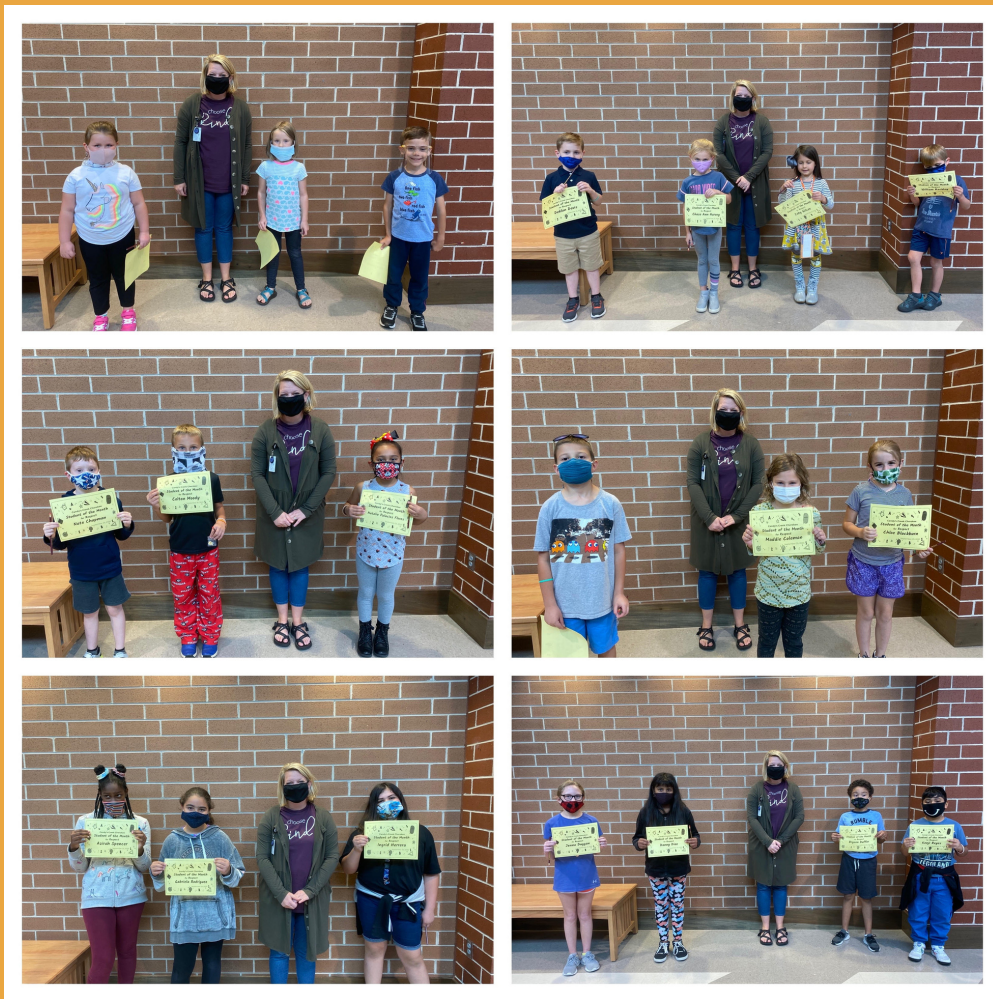
Candy's Creek Cherokee Elementary School

Board Highlights

October 2020



We celebrated our Students of the Month for the character trait, respect. These students were nominated to represent their class for being respectful in all situations.



Birthday Book Club



Mrs. Collins (aka Dr. Booklove) initiated the CCCES Birthday Book Club for this school year. Family members and friends of students and staff will have the opportunity to donate a book to our library in honor of a birthday. The birthday student will be the first to check out the book and will receive a bookmark. These students are proudly showing off their birthday books.

Aurora and her grandfather, Randy, saw that our flag was beginning to get tattered, so they surprised us with a brand new flag.

They have also offered to purchase a Tennessee state flag for us! And Aurora wants everyone to know that she does not like the wind blowing her hair!



Cleveland High School School Highlights

E



Engage

Ginger Crouch

Health Science

SGA Sponsor

"Mornings at CHS are my favorite part of the day. Students stop by my room to say hello, or tell me what is going on in their world as they head to first block and it just starts my day out right! I love teaching health science; it is my thing, but the students are why I come back everyday."

X



eXplore

Heather Turner

Algebra I

Asst. Softball Coach/Homecoming & Prom Committee

"CHS is a great place to inspire hearts and minds in life and academics. I enjoy getting to know each student, their story, and what motivates them to learn."

C



Communicate

Rhonda Ferguson

Choir/Survey of Fine Arts/FX

"Being able to build authentic relationships with our students is just one of the things I love about teaching here at CHS"

E



Empower

Leia Talley

Health Science/EMS/FX

SGA Sponsor/HOSA Sponsor/Homecoming Committee

"I love teaching at CHS because of the impactful relationships I am able to build with the students. It is exciting to foster a passion for the medical field, and encourage the students to chase their career goals and dreams. CHS has some of the brightest and most intelligent students in Bradley County! I feel such pride knowing that our CHS graduates will one day lead our community and be passionate medical caregivers!"

L



Launch

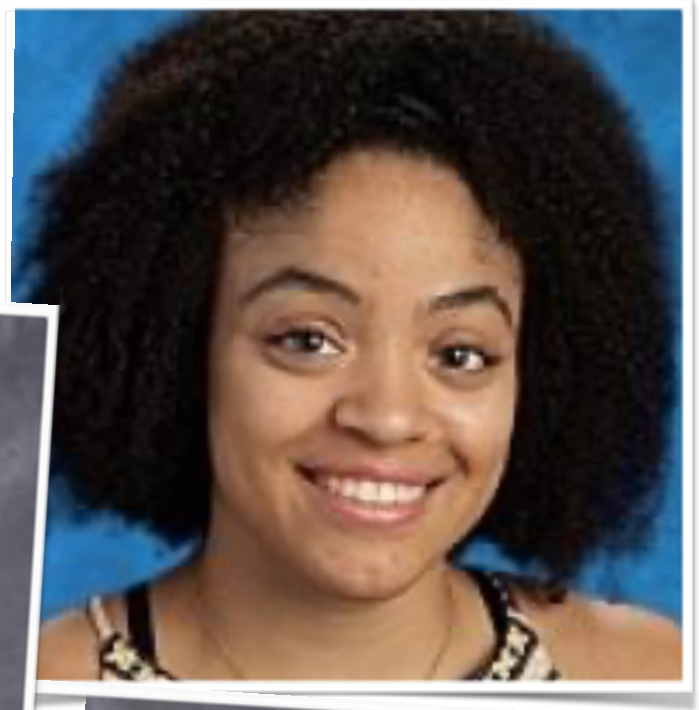
Dustin Fromm

TVEC/Capstone/FX

Assistant Baseball and Soccer Coach

"I look forward to each and every day getting to work around the community and colleagues that has been built and established within our PE/Leadership department here at Cleveland High School. Prov 27:17 says, "Iron sharpens iron". The teachers and students I work around make Cleveland High School a great place to work."

**Work
hard.**



Senior: Mariya Person
Junior: Noah Bishop
Sophomore: Angela Davis
Freshman: Joshua Whitaker

**Get
smart.**



**Senior: Marvel Attipoe
Junior: Ryan Lovelace
Sophomore: Neil Patel
Freshman: Logan Fowler**

Be nice.



Senior: Esteban Gallego

Junior: Tori Price

Sophomore: Addison Hurst

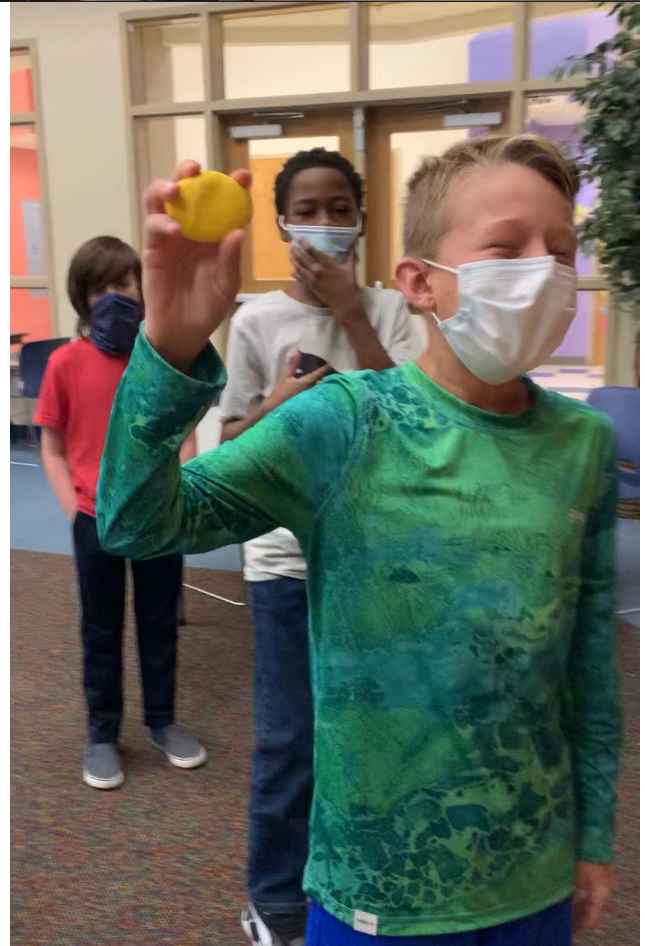
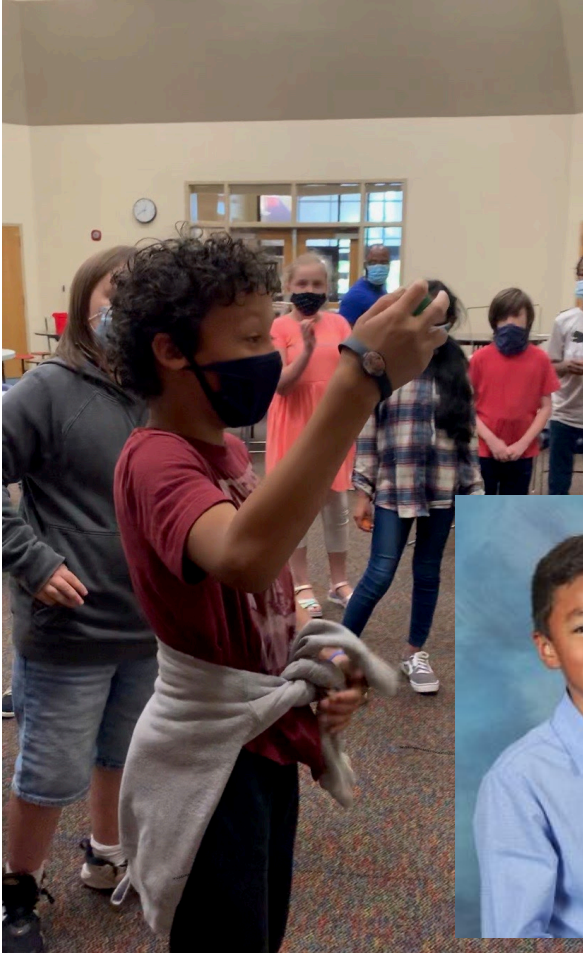
Freshman: Gincy Pendergrass

School Highlights

For

Mayfield Elementary – October 2020

NEST LEADERS SELECTED



Four students were recently chosen to be student leaders of our 'Nests' at Mayfield. As part of our PBIS program, each student is assigned to a 'nest' (community group). Barrack Smith will lead the Green Nest, Madison McKinley will lead the Red Nest, Noah McClary will lead the Yellow Nest, and Edward Nunez will lead the Blue Nest. Student Nest leaders serve as motivators and encouragers to their groups and are sometimes called upon for other leadership roles/activities. We are proud of the duties that our student leaders perform.

STEM Contribution

Mr. Renny Whittenbarger, CCS Supervisor of Career and Technical Education, along with assistant Maranda Reffner stopped by to donate a Makey, Makey STEM Pack (value \$700) to our technology classroom. The kit contains devices and equipment to create 1000s of STEM activities. He also donated 'Career Exploration' graphics and has committed other monies to bolster the STEM initiative at the elementary level.



WELCOME NEW STAFF MEMBERS...

We would like to welcome a few new members to the Mayfield family. As you see these ladies around the building, introduce yourself and make them feel welcome.



Ms. Madeline Perrigo will replace Mrs. Stuart in 4th Grade



Mrs. Keri Fitzhugh-Jobe will replace Mrs. Picklesimer as a PT Interventionist



Ms. Kelly Brownlow will replace Kay Simpkins as Family Engagement Coordinator

Arnold Elementary School Highlights

For
September 2020

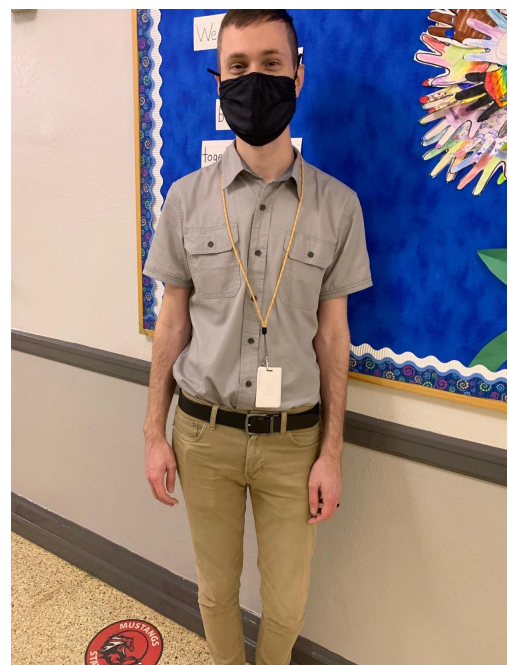
Fact Ninjas

Second graders are working on becoming Ninja Fact Masters! Students can earn different colored belts for their ninja as they pass a series of math fact tests. Students are loving the challenge.



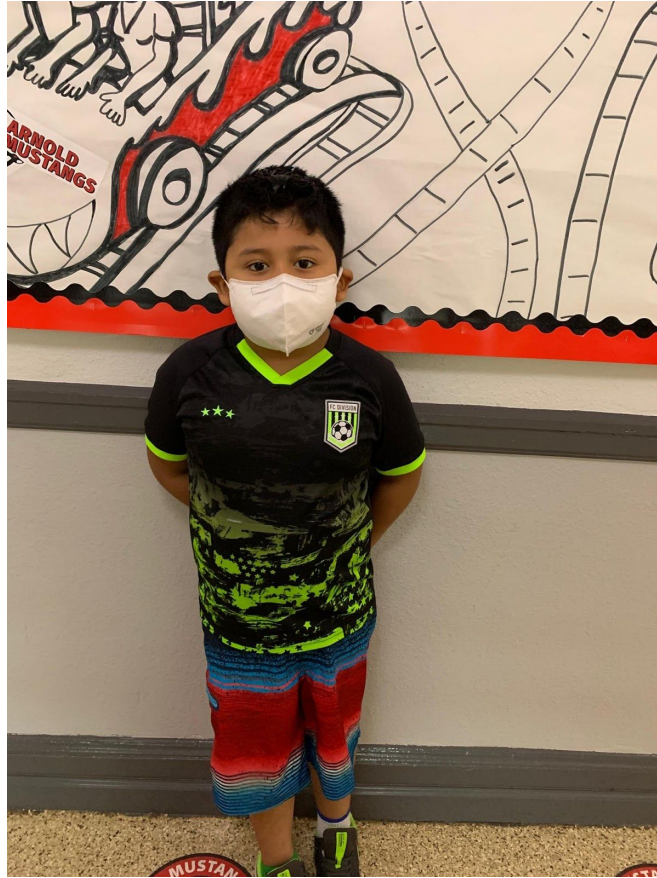
Art Teacher, Jonathan Dockery

Mr. Jonathan Dockery is the wonderful art teacher at Arnold Memorial School. Not only does he serve every student of Arnold, he also serves every student of Blythe Bower. Mr. D has taken on the impressive goal of remembering each and every student's name. The children love to see Mr. D walk into the room. They know he always has something fun and creative for them to do. When not teaching, Mr. Dockery enjoys basketball, singing, playing piano, photography and traveling.



Eddie Lopez Morales

Eddie is new to Arnold Memorial Elementary. He moved to Cleveland from Alabama. Eddie is a hard worker and always tries his best. He is kind to his classmates and has a great attitude. He likes playing outside with his friends. His favorite subject in school is PE.





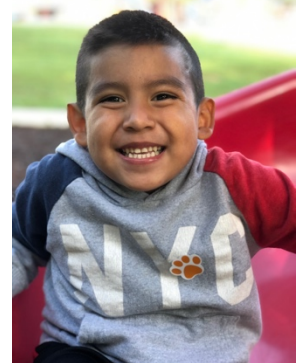
STUART ELEMENTARY

Love • Learn • Lead

September Highlights

Pack Pickin'

We welcomed our new Kindergarteners to the PACK this month. Each student drew for a pack that they will be a part of for their entire Stuart career. Usually, they would get to slide into their new pack greeted with cheers and celebration, so we went and celebrated outside on the slide!





Students of the Month for Sportsmanship



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Welcome

Ms. Liner is a native of Cleveland and a recent graduate of the University of Memphis. She is a lover of the outdoors and her sweet cat, Emmett. She has been such a great asset to our Kindergarten team already this year. We are so excited to have her as part of the Bulldog family!



December 2020

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



November 2020

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



October 2020

Sun.	Mon.	Tue.	Wed.	Thu.	Fri.	Sat.
				1	2	3
4	5 School Closed Fall Break	6 School Closed Fall Break	7 School Closed Fall Break	8 School Closed Fall Break	9 School Closed Fall Break	10 School Closed Fall Break
11	12 5:30 – BOE Meeting @ AOB	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27 TSBA 2020 Delegate Assembly - Online	28	29 Facilities Meeting 9:00 am @ AOB	30	31