Cleveland City Schools

Elementary Handbook

2026-2027

Welcome to the 2026-2027 school year!

Our principals, teachers, and staff are glad that you'll be part of our family this year, and we can't wait to share with you the exciting events happening in our schools. Our motto for Cleveland City Schools is "Educate. Innovate. Elevate." I want you to know that it is more than just a slogan.

Our job is to ensure a high-quality education for each and every child in our school system. We are committed to providing rigorous academic programs and opportunities that challenge and inspire all students to reach their full potential. Furthermore, we strive to foster a culture of innovation, encouraging creative thinking and problem-solving skills. Our goal is to prepare students for the future by integrating cutting-edge technology and innovative teaching methods into our classrooms. Additionally, we are dedicated to elevating the learning experience by nurturing the whole child. This means supporting not just academic growth, but also social, emotional, and physical development, ensuring that every student feels valued and empowered.

To that end, we want to partner with you and your family to provide the personalized education experience your child deserves. I encourage you to reach out and make contact with your child's teacher soon and to maintain that contact throughout the year.

Thank you for trusting Cleveland City Schools for your educational needs. We strive to meet the needs of the whole child each day - academically, socially, emotionally, and physically. Together, we can and will help each child find success!

Jeff Elliott, Ed.D.
Director of Schools
Cleveland City Schools

Cleveland City Schools Mission
Our mission is to educate and equip students with the academic, social, and emotional skills necessary to be successful and productive.

Cleveland City Schools Vision
Our vision is to inspire and educate thriving and confident students who become exceptional life learners and contributing citizens in their community.

Cleveland City Schools Strategic Plan
https://core-docs.s3.us-east-1.amazonaws.com/documents/asset/uploaded_file/1335/District/5721515/Strategic_Plan_Highlights_Document__1_.pdf

Title 1
All elementary schools in the Cleveland City Schools system are fortunate to have been identified as Title I schools, eligible for federal funds to develop school-wide programs to enhance the learning of our students. As a school-wide program, all of our students can take advantage of the materials, equipment, and programs funded through Title I allocations. A Title I Leadership Team consisting of the principal, administrative assistant, parent coordinator, a parent, two classroom teachers, one paraprofessional and one specialist teacher, will review and update our goals and plans annually. The focus will be on student learning and finding ways to improve student success in ELA, math and technology.

Family Involvement
A child's academic success is optimized when parents are involved in the learning process. Parents, family members, and other school visitors are welcome to visit our school; however, for the safety of all children, visitors must report to the office, present a photo ID and sign in with our staff.
If you would like to schedule a conference with a teacher, please leave a voicemail or send an email to the teacher. Remember that teachers are responsible for all students in the classroom and cannot leave them to meet with individuals who arrive without an appointment. Your courtesy in this regard is appreciated. Our first concern is the safety and well-being of our children.

The most effective way to reach a teacher is email. You may also leave a voicemail for any school personnel; however, please do not leave urgent information or information about transportation for your child on voicemail, because the teacher may not check their voicemail until after dismissal each day.

Cleveland City Schools Board Policy – *Parent and Family Engagement- 4.502*
https://tsba.net/cleveland-city-board-of-education-policy-manual/

Cleveland City Schools Board Policy – *Family Engagement- 4.5021*
https://tsba.net/cleveland-city-board-of-education-policy-manual/

Cleveland City Schools Elementary Schools

Arnold Memorial Elementary School
Dr. Alicia Khars, Principal/https://www.clevelandschools.org/Arnold

Blythe-Bower Elementary School
Dr. Joe Parker, Principal/https://www.clevelandschools.org/BB

Candy's Creek Cherokee Elementary School
Sara Whitener, Principal/ https://www.clevelandschools.org/Cherokee

Donald P. Yates Primary School
Nat Akiona, Principal/https://www.clevelandschools.org/Yates

E.L. Ross Elementary School
Donald Benton, Principal/https://www.clevelandschools.org/Ross

George R. Stuart Elementary School
Kim Bradford, Principal/https://www.clevelandschools.org/o/Stuart

Mayfield Elementary School
Dr. Keri Miles, Principal/https://www.clevelandschools.org/Mayfield

School Hours
Grades K-5: 8:30 AM - 3:30 PM
Students will be supervised by school personnel from 7:45 AM until 3:45 PM. Students will not be permitted in the school building **before 7:45 AM**. Students should go directly to breakfast or to their classroom when they arrive.

Academic Calendar

https://files-backend.assets.thrillshare.com/documents/asset/uploaded_file/1335/District/915f9f51-2d21-4d77-83ed-2220b7a7fdf3/CCS-2026-2027-Calendar-Final-2.pdf?disposition=inline

After School Programs
Cleveland City Schools has partnered with the Cleveland Family YMCA to provide an after-school program until 6:00 PM. There is an application process and a cost for this childcare program. For additional information contact the YMCA (423) 476-5573.

The Boys and Girls Club of Cleveland provides an extended day program at the Boys and Girls Club. The Boys and Girls Club provides transportation from the school to their program. For further information about the Boys and Girls Club call (423) 472-6826.

The Unity Center also provides an afterschool program. For more information about the program contact The Unity Center, 423-478-1661.

Afternoon Dismissal
Dismissal time is 3:30 PM. Faculty and staff will be on duty to assist with student dismissal. Students who ride buses will remain in the classroom until their bus number is announced. After-school care students go directly to their designated location when the bell rings. Students who remain at school after 3:30 PM need to be registered with the YMCA after school program. For specific school dismissal information, refer to your school's website.

Attendance
Research indicates that students who attend school on a regular basis are more likely to make satisfactory academic progress and less likely to become school dropouts than students who establish a poor attendance record. It is important that your student(s) arrive on time to school each day. The following Cleveland City Schools Board Policy outlines student attendance.

Cleveland City Schools Board Policy – *6.200 Attendance*

Bus Transportation
Bus transportation for students is a service provided by Cleveland City Schools. The privilege of riding a bus is dependent upon the behavior and cooperation of each student. The time spent on the bus is an extension of the school day, and as such, the rules of the school remain in effect. The driver is in full charge of the bus and the students. Violation of the bus regulations will result in disciplinary actions including verbal warnings, writing bus rules, assigned seating, parent conferences, and/or denial of bus privileges for any specified length of time.
Cleveland City Schools is pleased to offer safe and dependable transportation. In accordance with state law, a bus is available to any student living further than 1.5 miles from their school, and to any special education student regardless of where they live if it is part of their individual education plan. For all students who live less than 1.5 miles from school, bus transportation is available on a limited basis. Bus service is not available in the areas just around the schools designated as Parent Responsibility Zones. More information about Cleveland City Schools Transportation Department, including detailed student and parent/guardian responsibilities, is available at www.clevelandschools.org.

Bus Assignment
When you register your student online and request bus transportation, our office assigns the student to the closest bus stop to your residence. By state law, this is where your child must board and depart the bus each day. Exceptions can only be made in the event of an emergency, and then for only one day or a short amount of time if warranted. There are afternoon programs both at school through the YMCA and the Boys and Girls Club for students if needed.

Rules and Consequences
Transportation by school bus for an eligible student is a privilege, not a right. A student's eligibility to ride a school bus may be revoked for a violation of school bus safety or conduct

policies or for violation of any other law governing student conduct on a school bus. Students who don't obey the rules distract the bus driver from watching the road which makes them a safety hazard to everyone on the bus. Students who continually prove to be a safety hazard must be removed from the school bus.

Rules

1. Follow the driver's instructions.
2. Remain seated until the bus arrives at your stop.
3. Speak in a quiet voice.
4. Keep hands, feet, and objects to yourself.
5. Don't throw objects in the bus or out the window.
6. Don't use profanity (words or gestures).
7. Do not tease or harass others.
8. Do not spit, eat, drink, or chew gum.
9. Do not vandalize the bus.

K-5 Consequences (listed in severity order)

1. Verbal warning & assign a disciplinary seat
1. Letter to Parent
2. Three-day bus suspension, conference with parent(s)
3. Ten-day bus suspension and parent conference
4. Loss of bus riding privileges for the remainder of the school year

Severe behavior moves immediately to step three, four, and five at the administrator's discretion based on the severity of the action and/or previous bus violations.

Rules at the Bus Stop

1. Stay away from the street, road, or highway when waiting for the bus. Line up at least three feet away from the street in an orderly fashion and wait until the bus stops before boarding.
2. Respect the property of others while waiting at your bus stop.
3. Keep your arms, legs and belongings to yourself.
4. Do not use offensive or foul language.
5. Avoid standing in and blocking sidewalks and driveways.
6. No pushing, fighting, harassment, intimidation, or horseplay.
7. Do not run to the curb when the bus comes. Stay back until the bus is actually stopped. (A push at the middle or end of the line can send the front person into the bus or under its wheels.)
8. Older students should be helpful to younger ones.

Safety

Cleveland City Schools has a well-trained staff of drivers and our buses are well maintained. We have an excellent safety record. Safety is everyone's responsibility. The majority of children

injured in student transportation are not hurt on the bus but outside the bus. Students should be aware of the 10-foot area around the stopped school bus referred to as the "Danger Zone." Parents and community members are required by law to stop at least 20 feet from a bus with flashing red lights.

What's allowed on the bus?
Students may bring items such as musical instruments that they can hold in their laps or between their legs during the bus ride. Objects like balls, toys and cell phones must be stowed in a backpack or bag while on the bus. Objects like balls, toys and cell phones must be kept in a backpack or bag while on the bus. Examples of objects not allowed on the bus include: guns (including toy guns or look-alikes); knives or other sharp objects; bats, golf clubs; flammable items; glass items; laser pens; balloons; and any items of dangerous or objectionable nature.

Change of Address
It is important that phone numbers and addresses are kept up-to date. Should the student's address change at any point in the year, please contact the school office to have demographic information updated. An updated proof of residence must be submitted to the school each year.

If a student moves or contact phone numbers change, please notify your school office immediately so that their records can be updated.

Communication
Parent Teacher Conferences
Parent Teacher Conference opportunities are provided for all parents near the end of the first grading period. Other conferences may be scheduled throughout the year at the parent's or teacher's request. Parents are encouraged to call their school office, or e-mail the teacher directly to schedule a conference.

Reports of Progress
Parents will have access to reports of progress (formerly "report cards") every nine weeks during the school year via PowerSchool.

Social Media
Families may follow events and news at Cleveland City Schools and individual schools on social media. Download our CCS app in the App Store.
Twitter/X: @clevecityschools
Facebook: @clevecityschool
Instagram: @clevelandcityschools

Talking Points
All Cleveland City Schools have the capability to send telephone messages, texts and emails to the homes of all students. Through the use of this system, parents can receive important messages that pertain to upcoming school activities and severe weather procedures. Please be sure to keep the school informed with a correct phone number and email.

Disruptive Materials
In order to eliminate unnecessary distractions, students are prohibited from bringing electronic games, tablets, computers, toys, and other novelty items to school except on special days as specified by teachers. If any of these items are confiscated, they will be stored in a safe place until a parent/guardian can pick them up.

Dress Code
Students should dress and groom in a clean, neat and modest manner as to not distract or interfere with the smooth operation of school. Facial coverings will be treated as any article of clothing referenced in Cleveland City School School Board Policy 6.310. At all schools, the following guidelines have been deemed appropriate.

1. The length of walking shorts, skirts or dresses needs to be longer than the fingertips when standing.
2. No hats, bandanas, hoods or sunglasses will be worn in the building.
3. No article of clothing may be worn which implies or otherwise promotes alcohol, sex, tobacco, drugs, violence, gangs, racial or offensive language. This includes belt buckles and jewelry.
4. Pants must be fastened securely around the waist. No clothing should be worn that has holes, rips or tears above the knees.
5. Shoes must be worn at all times.
6. No spandex, bike shorts, or bodysuits may be worn.
7. No bare midriffs, halter tops, see through shirts, tank tops or muscle shirts are to be worn.
8. The top garment (shirt or blouse) must overlap the bottom garment.
9. No underwear (including sports bras) may show.

Cleveland City Schools Board Policy - *6.310 – Dress Code*

English as a Second Language
Each elementary provides English as a Second Language Program staffed with a certified ESL teacher. According to the Cleveland City Schools Title III program service requirements, all students registering in school for the first time must be given a Home Language Survey. The school level ESL teacher will notify parents if their child qualifies for ESL services based on the screening assessment. ESL students are assessed each spring for proficiency on the state English Language Proficiency Assessment which determines if the student will continue to qualify for ESL services during the next school year. Please contact your school's ESL teacher for more information.

Electronic Devices
Personal electronic devices shall not be visible, audible or used during school hours without the consent of the classroom teacher/administrator. Students may not take photos or videos of other students. Schools are not responsible for lost/stolen electronic devices.
Cleveland City Schools Board Policy - *6.312 - Use of Personal Communication Devices and Electronic Devices*

Field Trips
Field trips are a very important part of our school activities. These trips enhance our curriculum. Parents who accompany classes on field trips may be assigned to several students during the trip. Parents will not be permitted to ride the bus, nor will siblings be allowed to go on any field trips. It is essential that all students bring a signed permission form before they are permitted to go on a field trip.
Cleveland City Schools Board Policy *– 4.302 – Field Trips*

Gifts, Flowers, Balloons, and Invitations
It is the policy to discourage giving presents to fellow students. Distributing invitations to private parties is prohibited unless ALL class members are invited. **Please do not send flowers and balloons to school, as they will not be accepted. The staff believes that sharing in the celebration at home rather than at school honors a child far more.**

Homeless Students
The McKinney-Vento Act describes a homeless student as an individual who lacks a fixed, regular and/or adequate nighttime residence (other factors may apply). Students/Families who have become homeless must contact the school and complete the Student Residency Affidavit for approval.
Cleveland City Schools Board Policy – *6.503 - Homeless Students*

Legal Guardianship
Due to the growing number of students who do not live with both birth parents, the person with legal custody must provide proof of guardianship or custody before a student is officially enrolled.

Material Fee
An instructional materials fee of $30.00 is suggested from each student at the beginning of each school year. This fee covers workbooks and other consumable materials. General school supplies will be furnished for every student. Grade level specific items may be suggested at registration.

Students are fully responsible for the care of all books that are issued to them. Loss or destruction of any book will result in payment to the school system.

Cleveland City School Board Policy – *6.709 – Textbook and Supplies*
Cleveland City School Board Policy – *6.311 – Care of School Property*
Cleveland City School Board Policy – *4.401 – Damaged Books*

Media Statement
Publicity is an integral part of the regular school program for Cleveland City Schools; therefore, if you do not want your child in any story, picture or video for publicity in the media, please notify the school in writing within two weeks after the first day of school or within two weeks after registration.
Cleveland City School Board Policy - *6.604 Media Access to Students*

Parent Teacher Organization
The Parent Teacher Organization (PTO) of each school is an active group of parents and teachers working together for the continued improvement of their school. You are cordially invited to join the PTO and to participate as a school volunteer. Your services and support are welcomed, needed, and greatly appreciated.

Physical Education Exemption
Individual students will not be excused from participation in physical education class unless a note is received from the parent. Requests for students to be excused for an extended period of time must be accompanied by a note from the student's doctor.

Request for Assignments when Students Miss Several Days of School
If a student is absent for two or more days, a parent/guardian may call the school office by 9 AM and request to pick up books and assignments. The staff will make arrangements to have make-up work in the office for pick up after 2:45 PM. If the call is received after 9 AM, the items will be ready for pick-up the following school day**.**

School Counseling Program
Each school has a licensed school counselor to provide support for students. Parents and staff can refer a student for counseling by completing a "Counseling Referral Form." Counselors provide classroom lessons for all students along with individual or small group counseling. Counseling services will remain confidential except in cases of harm to self or others.

School Improvement Plans
Each individual elementary school has a school improvement plan. The plan is available at each individual school website.

School Nurse
Cleveland City Schools staff one full-time nurse in each school. Nurses provide general first aid care, routine medication administration and are available to assist you in completing a personalized healthcare plan for your student when needed.

Medical Permission Forms Access
https://bit.ly/3xxHKmG

Use the included QR code to access Cleveland City Schools' Medical Permission Forms. You should work with your child's physician and/or school nurse to complete the appropriate forms. We are unable to provide medication or physician ordered medical services without the appropriate documentation. Please contact the school nurse for more information.

Our clinics also offer Telemedicine services to students and staff. This service provides the convenience of being seen by a medical professional to receive a diagnosis through video call while at school. Please inquire about these services through the school nurse.
Notification of Screenings

Students in the appropriate grades will be routinely screened throughout their education in Cleveland City Schools. These Health Screenings will take place at each school and will not substitute for having regular check-ups with a healthcare provider. The screening includes height, weight, blood pressure, hearing, and vision. The information obtained will be used for overall data collection only and no identifying information will be released. If you do not wish for your student to participate in part or parts of the screening, please email lhudson@clevelandschools.org within the first two weeks of return to school. Annual notification is required to opt-out of the screenings.

Cleveland City School Board Policy – *6.402 - Physical Examinations and Immunizations*
Cleveland City School Board Policy - *6.405 – Medicines*

School Nutrition
Child Nutrition / Food Services
Cleveland City Schools is excited to announce that we will provide breakfast and lunch to all students at no cost during the 2026/27 school year. Every single child (pre-k thru 12th grade) can benefit from a healthy breakfast and lunch while at school at no charge. The Community Eligibility Provision (CEP) is part of the federal Healthy, Hunger Free Kids Act of 2010.

Our cafeterias serve a nutritious breakfast and lunch that follows the required USDA meal patterns. We also offer a la carte items to be purchased. Students may bring a lunch from home (no bottles or glass please), but Board Policy 3.500 states that no outside food from local restaurants are allowed to be brought into the dining hall. Please be mindful that some students may have a serious allergy to some products. We ask that you refrain from bringing known allergen products in your lunches. Parents or guardians are always welcome to eat in the cafeteria. However, visitors will not be allowed to use any student's account to purchase a meal. There will be a higher cost for Holiday meals due to labor and food cost. Please visit our School Nutrition page to see meal prices and our menu options.

Severe Weather Procedures
School personnel will be in constant contact with Emergency Management Agency officials so that early warnings can be received concerning possible severe weather. Students will be sent home only if there is sufficient time before severe weather strikes. Parents are urged not to come to the school for children if the severe weather is already in the immediate area since students would be safer at school than traveling under these conditions. Students will not be checked out to parents during a tornado warning; however, parents will be encouraged to join students in designated safe areas within the school building until the warning has expired. Disaster drills are held regularly at each school so that students are familiar with safety areas and procedures. If it becomes necessary to send students home, the decision will be made by the Director of Schools, not the principal.

Cleveland City School Board Policy - *1.8011 – Severe Weather Procedures*

Technology

Acceptable Use Policy –
clv.city/aup

Laptop Agreement
clv.city/studentlaptopagreement

Artificial Intelligence
clv.city/ccs-ai

BLADE Project- Blended Learning And Digital Enhancement Project

BLADE Project Mission: Our mission is to foster an innovative culture that brings together the best methods and practices of teaching with current technologies to promote new and relevant learning opportunities for students. Through blended learning, our district seeks to personalize the educational experience for our students, thus producing students that are college and career ready.

Vision: The vision of the Cleveland City Schools' B.L.A.D.E. Project is to promote collaboration, communication, critical thinking, creativity, and personalized learning.

Teacher Qualifications
At the beginning of each school year, a district that receives Title I funds must notify parents that they may request information regarding the professional qualifications of their children's classroom teachers. If a parent requests the information, it must include at least:

- Whether the teacher has met state qualifications and licensing criteria for the grade levels and subject areas taught;
- Whether the teacher is teaching under emergency or other provisional status;
- The baccalaureate degree major of the teacher; and
- Any other graduate certification or degree held by the teacher and the field of discipline of the certification or degree.

The information must also disclose whether the child is provided services by para-professionals, and if so, their qualifications.

Title III requires that each eligible entity receiving a sub grant under *3114* shall include in its plan a certification that all teachers in any language instruction educational program for limited English proficient children that is, or will be, funded under this part are fluent in English and any other language used for instruction, including having written and oral communication skills. [ESEA Title III].

Tuition
There is a tuition charge for any student who lives outside of Cleveland city limits. By School Board policy, this fee must be paid in full before enrollment. Tuition for the 2026-2027 school

year is $800.00 for county students and $1,675.00 for out of county residents. Anyone attending a Cleveland City School who moves outside of Cleveland city limits during the school year must report this move to the school office immediately. Tuition will be prorated for the remainder of the school year. Students may not attend a city school if tuition has not been paid. By state law and board policy, tuition students are not permitted to ride a Cleveland City Schools bus to or from school.

Visitors
Parents are always welcome. ALL visitors MUST check in at the office area and present a valid photo ID.

It is the policy of Cleveland City Schools system to publish the following policies annually:

SECTION 504 AND AMERICANS WITH DISABILITIES ACT (ADA) - 1.802

The Board is committed to maintaining equitable employment/educational practices, services, programs and activities that are accessible and usable by qualified individuals with disabilities.

DEFINITION
Section 504 of the Rehabilitation Act of 1973 provides that: No otherwise qualified individual with handicaps in the United States...solely by reason of his/her handicap, be excluded from the participation in, be denied the benefits of, or be subjected to discrimination under any program or activity receiving federal financial assistance.
Title II of the Americans with Disabilities Act, 1990 provides that: No otherwise qualified individual with a disability shall be discriminated against in regard to job application procedures, the hiring, advancement, or discharge of employees, employee compensation, job training and other terms, conditions and privileges of employment.

COORDINATOR
The Board shall designate at least one employee to coordinate its efforts to comply with and carry out its responsibilities under the Americans with Disabilities Act (ADA) and Section 504, including any investigation of any complaint alleging non-compliance with the Acts or alleging any actions that would be prohibited by the Acts.

NOTICE
The Board shall make available the name, office address and telephone number of the ADA/Section 504 coordinator.

Methods of initial and continuing notification may include the posting of notices, publication in newspapers and student and employee handbooks and distribution of memoranda or other written communications.

COMPLAINT PROCEDURE
The coordinator will hear ADA/Section 504 complaints. Complaints shall be submitted orally or in writing to the coordinator who will endeavor to accomplish prompt and equitable resolution of complaints alleging any action that would be prohibited by the ADA/Section 504. The coordinator will respond to all

complaints within twenty (20) days with a written response as well as information on further grievance procedures that may be followed if the complaining party is not satisfied with the coordinator's proposed resolution.

DUE PROCESS HEARING PROCEDURES

Section 504 of the Rehabilitation Act of 1973 provides the right to an impartial due process hearing if a parent wishes to contest any action of the school system with regard to a child's identification, evaluation, and placement under Section 504.6 If a parent/guardian requests a Section 504 hearing, the parent/guardian has the right to personally participate and to be represented at the hearing by an attorney or advocate at the parent's expense. Contested actions or omissions that are appropriate for a Section 504 hearing should involve identification, evaluation, or placement issues involving a child who has or is believed to have a disability.

Request for Hearing

A parent/guardian who wishes to challenge an action or omission with regard to the identification, evaluation, or placement of a student who has or is believed to have a disability as defined by Section 504, shall make an oral or written request for a due process hearing to the Section 504 coordinator. The request shall be submitted on or reduced to writing on a form provided through the Central Office.

Impartial Hearing Officer

The director of schools or his/her designee shall appoint an impartial hearing officer to preside over the hearing and issue a decision. Such appointment will be made within fifteen (15) days of the date of receipt of a request for a due process hearing. The hearing officer will be hired as an independent contractor at no expense to the parent. The hearing officer that is appointed shall not be a current employee of the school system and shall not be related to any member of the Board of Education. The hearing officer need not be an attorney but shall be familiar with the requirements of Section 504 and the hearing procedures under Section 504. The choice of an impartial hearing officer is final and may not be presented as an issue at the due process hearing since such an issue would not relate to the identification, evaluation, or placement of a disabled child under Section 504. If a parent/guardian disputes the impartiality of the appointed hearing officer, he/she may raise such issue in a review of the hearing officer's opinion by a court of competent jurisdiction or in a complaint to the Office for Civil Rights.

Office for Civil Rights
U.S. Department of Education
61 Forsyth St. S.W., Suite 19T10
Atlanta, GA 30303-8927
Telephone: 404-974-9406; TDD: 877-521-2172
Email: OCR.Atlanta@ed.gov

Scheduling of Hearing

The appointed hearing officer shall set a date for the hearing within fifteen (15) days of his/her appointment and provide this information in writing to the parent/guardian and the Section 504 coordinator. The hearing shall take place at a mutually agreeable time and place.

Continuances

Upon a showing of good cause, the hearing officer, at his/her discretion may grant a continuance of the hearing date and set a new hearing date.

Legal Representation at Hearing
If a parent/guardian is represented by a licensed attorney at the due process hearing, he/she must inform the Section 504 coordinator and the appointed hearing officer of that fact, in writing, at least seven (7) calendar days prior to the hearing date, or the hearing can be continued upon the coordinator's request.

Pre-Hearing Conference
The hearing officer may order a Pre-Hearing Conference during which the parent/guardian or his/her representative will state and clarify the issues to be addressed at the hearing. The Pre-Hearing Conference will also serve to resolve preliminary matters, clarify jurisdictional issues, and answer the parties' questions regarding the hearing process. The Pre-Hearing Conference can be held via telephone or in person depending on the hearing officer's decision based on the convenience to both parties.

Dismissals
If, after the Pre-Hearing Conference, the hearing officer finds that the parent, as a matter of law, alleges and/or raises no factual claims or legal issues that come within his/her jurisdiction as a Section 504 hearing officer, he/she may dismiss the hearing and issue an order to that effect explaining the basis for such finding.

Hearing
The hearing shall be conducted in an informal, non-adversarial manner. The hearing shall be closed to the public unless the parent/guardian requests an open hearing. The hearing officer may reasonably limit testimony and introduction of exhibits for reasons or relevance.

Recording
Instead of a formal written transcript produced by a court reporter, the entire due process hearing will be video recorded. The school system shall provide a copy of the recording to the parent/guardian upon request. In order for an accurate recording to be made, the parties and witnesses shall introduce themselves at the beginning of their presentations. If a parent/guardian appeals the decision of the hearing officer to a court of competent jurisdiction, the school system shall prepare a written transcript of the hearing to be offered to the court as an exhibit.

Witnesses
Witnesses will present their information in narrative form, without the traditional question and answer format of legal proceedings. Cross-examination of witnesses will not be allowed, but a party may request that the hearing officer, at his/her discretion, ask a witness a certain question.

Format of Presentation
Each side will have an equal amount of time to present their positions as determined by the hearing officer. The parent/guardian will present his/her case first by making an opening statement outlining the issues, calling witnesses, and making a closing argument. The school system will present its side next. At the end of the school system's presentation, the parent/guardian may offer a short response. Each side may present personally or through their representatives.

Submission of Exhibits
As part of their presentations and at the discretion of the hearing officer, the parties may submit any reports, evaluations, correspondence, notes, or any other documents that may support their positions. Exhibits submitted to the hearing officer by either party must be marked. The hearing officer may, in the exercise of his/her discretion, reasonably limit the number of documents to be submitted for his/her

review, as well as the number of witnesses and the length and/or scope of their presentations or statements.

Closing Arguments
The hearing officer may allow or request written closing arguments summarizing and characterizing the information presented at the hearing.

Decision
The hearing officer may make an oral ruling at the conclusion of the hearing or take the case under advisement and issue a written opinion. Such decisions shall address all of the issues raised by the parent/guardian as well as any corrective actions, if any, the school system must take. Any issue or claim raised by the parent/guardian that is left unaddressed by the hearing officer in his/her decision will be deemed to have been denied. The decision must be issued within forty-five (45) days after the date the Request for a Due Process Hearing is received by the district. The hearing officer may not award attorneys' fees as a part of the relief granted to a parent/guardian or the district.

Review Procedure/Appeal
If the parent/guardian is not satisfied by the decision of the hearing officer, he/she may seek review of the decision in a court of competent jurisdiction.

EMERGENCY PREPAREDNESS- 3.202
The Director of Schools shall be responsible for developing, maintaining, and acquiring board approval of the district Emergency Preparedness Plan,1 which shall include procedures for bomb threats, civil disturbances, armed intruders, earthquakes, fires, tornadoes or other severe weather, and medical emergencies.

The principal of each school shall develop and implement emergency preparedness drills which shall be approved by the Director of Schools. When appropriate, such drills shall be held in conjunction with emergency response agencies. These procedures shall be in written form and distributed to all staff, students, and parents.

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

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

ARMED INTRUDER DRILLS
The Director of Schools or his/her designee shall ensure that each school safety team conducts at least one (1) armed intruder drill annually in coordination with local law enforcement.

AED DRILLS

Any school with an AED shall conduct a CPR and AED drill to ensure students are aware of the steps that must be taken in the event of a medical emergency. The principal shall be responsible for ensuring the drill occurs. The principal shall regularly check the quantity, locations, and conditions of fire extinguishers and shall give all school personnel instructions on how to properly use fire extinguishers.

MEDICAL EMERGENCIES/PANDEMIC FLU

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

CODE OF BEHAVIOR AND DISCIPLINE -6.300

The Director of Schools shall be responsible for the overall implementation and supervision of the Board's Code of Behavior and Discipline and shall ensure that students at all schools are subject to a uniform and fair application of the Code, which includes policies 6.301 - 6.319, but is summarized below. The complete Code can be found on the web at www.clevelandschools.org.

The principal of each school shall be responsible for implementation and administration in his/her school and shall apply the Code uniformly and fairly to each student at the school without partiality and discrimination.

The Board delegates to the Director of Schools the responsibility of developing more specific codes of behavior and discipline which are appropriate for each level of school, namely, elementary, middle, and senior high. The development of each code shall involve principals and faculty members of each level of school and shall be consistent with the content of the Board's Code.

Copies of the Code shall be posted on the district website and school counselors may be supplied copies for discussion with students. The code shall be referenced in all school handbooks. All teachers, administrative staff and parents shall be provided copies of the following summary and have access to the complete Code on the website:

The Board expects all school staff, students and parents to assume responsibility for appropriate behaviors in the schools.

Staff, students and parents have the right to expect safety, non-discrimination and a focus on learning in the schools.

Staff, students and parents have the responsibility to:

- follow the rules of the school and the laws of the country.
- treat themselves and others with respect.
- handle personal and school property carefully.
- behave at all times in a manner that encourages learning.

RIGHTS AND RESPONSIBILITIES - 6.301

The Board expects all school staff, students and parents to assume the responsibility for appropriate behaviors in the school.

Each student has the right to:

1. Have the opportunity for a free education in the most appropriate learning environment;
2. Be secure in his/her person, papers and effects against unreasonable searches and seizure;
3. Expect that the school will be a safe place;

4. Have an appropriate environment conducive to learning;
5. Not be discriminated against on the basis of sex, race, color, creed, religion, national origin or disabilities; and
6. Be fully informed of school rules and regulations.

Each student has the responsibility to:

1. Know and adhere to reasonable rules and regulations established by the Board;
2. Respect the human dignity and worth of every other individual;
3. Refrain from libel, slanderous remarks, and obscenity in verbal and written expression;
4. Study and maintain the best possible level of academic achievement;
5. Be punctual and present in the regular school program;
6. Dress and groom in a manner that meets reasonable standards of health, cleanliness, modesty and safety;
7. Maintain and/or improve the school environment, preserve school and private property, and exercise care while using school facilities;
8. Refrain from behavior which would lead to physical or emotional harm or disrupts the educational process;
9. Respect the authority of school administrators, teachers and other authorized personnel in maintaining discipline in the school and at school-sponsored activities;
10. Obey the law and school rules as to the possession or the use of alcohol, illegal drugs and other unauthorized substances or materials; and
11. Possess on school grounds only those materials which are acceptable under the law and accept the consequences for articles stored in one's locker.

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

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

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

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

DEFINITIONS

Intimidation/Harassment - An act that substantially interferes with a student's educational benefits, opportunities, or performance, and the act has the effect of:

- Physically harming a student or damaging a student's property;
- Knowingly placing a student or students in reasonable fear of physical harm to the student or damage to the student's property;
- Causing emotional distress to a student or students; or

- Creating a hostile educational environment.

Bullying - Bullying can be defined as repeated and systematic harassment and attacks on others, perpetrated by individuals or groups. Bullying takes many forms and can include many different behaviors, such as but not limited to:

- Physical violence and attacks
- Verbal taunts, name-calling and put downs including ethnically-based verbal abuse and gender-based put downs
- Threats and intimidation
- Extortion or stealing of money and possessions
- Exclusion from the peer group
- Cyber bullying

Bullying, intimidation, or harassment may also be unwelcome conduct based on a protected class (race, nationality, origin, color, gender, age, disability, religion) that is severe, pervasive, or persistent and creates a hostile environment.

Cyber-bullying - A form of bullying undertaken through the use of electronic devices. Electronic devices include, but are not limited to, telephones, cellular phones or other wireless telecommunication devices, text messaging, emails, social networking sites, instant messaging, videos, web sites or fake profiles.

Hazing - An intentional or reckless act by a student or group of students that is directed against any other student(s) that endangers the mental or physical health or safety of the student(s) or that induces or coerces a student to endanger his/her mental or physical health or safety. Coaches and other employees of the school district shall not encourage, permit, condone or tolerate hazing activities.

"Hazing" does not include customary athletic events or similar contests or competitions and is limited to those actions taken and situations created in connection with initiation into or affiliation with any organization.

COMPLAINTS AND INVESTIGATIONS

Alleged victims of the above-referenced offenses shall report these incidents immediately to a teacher, counselor or building administrator. All school employees are required to report alleged violations of this policy to the principal/designee. All other members of the school community, including students, parents, volunteers, and visitors, are encouraged to report any act that may be a violation of this policy.

While reports may be made anonymously, an individual's need for confidentiality must be balanced with obligations to cooperate with police investigations or legal proceedings, to provide due process to the accused, to conduct a thorough investigation or to take necessary actions to resolve a complaint, and the identity of parties and witnesses may be disclosed in appropriate circumstances to individuals with a need to know.

The principal/designee at each school shall be responsible for investigating and resolving complaints. Once a complaint is received, the principal/designee shall initiate an investigation within forty-eight (48) hours of receipt of the report. If a report is not initiated within forty-eight (48) hours, the principal/designee shall provide the Director of Schools with appropriate documentation detailing the reasons why the investigation was not initiated within the required timeframe.

The principal/designee shall notify the parent/legal guardian when a student is involved in an act of discrimination, harassment, intimidation, bullying, or cyber-bullying. The principal/designee shall provide

information on district counseling and support services. Students involved in an act of discrimination, harassment, intimidation, bullying, or cyber-bullying shall be referred to the appropriate school counselor by the principal/designee when deemed necessary.

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

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

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

RESPONSE AND PREVENTION

School administrators shall consider the nature and circumstances of the incident, the age of the violator, the degree of harm, previous incidents or patterns of behavior, or any other factors, as appropriate to properly respond to each situation. A substantiated charge against an employee shall result in disciplinary action up to and including termination. A substantiated charge against a student may result in corrective or disciplinary action up to and including suspension. An employee disciplined for violation of this policy may appeal the decision by contacting the Federal Rights Coordinator. Any student disciplined for violation of this policy may appeal the decision in accordance with disciplinary policies and procedures.

REPORTS

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

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

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

RETALIATION AND FALSE ACCUSATIONS

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

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

ZERO TOLERANCE OFFENSES - 6.309

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

WEAPONS & DANGEROUS INSTRUMENTS

Students shall not possess, handle, transmit, use or attempt to use any dangerous weapon in school buildings or on school grounds at any time, or in school vehicles and/or buses or off the school grounds at a school-sponsored activity, function or event.

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.

Violators of this section shall be subject to suspension and/or expulsion from school. Firearms (as defined in 18 U.S.C. § 921)

In accordance with state law, any student who brings or possesses a firearm on school property shall be expelled for a period of not less than one (1) calendar year. The director of schools shall have the authority to modify this expulsion requirement on a case-by-case basis.

DRUGS

In accordance with state law, any student who unlawfully possesses any drug including any controlled substance or legend drug shall be expelled for a period of not less than one (1) calendar year. The director of schools shall have the authority to modify this expulsion requirement on a case-by-case basis.

ASSAULT

In accordance with state law, any student who commits aggravated assault as defined in § 39-13-102 21 upon any teacher, principal administrator, any other employee of the school or school resource officer shall be expelled for a period of not less than one (1) calendar year. The director of schools shall have the authority to modify this expulsion requirement on a case-by-case basis.

ELECTRONIC THREATS

In accordance with state law, any student who transmits by an electronic device any communication containing a credible threat to cause bodily injury or death to another student or school employee and the transmission of such threat creates actual disruptive activity at the school that requires administrative intervention shall be expelled for a period of not less than one (1) calendar year. The director of schools shall have the authority to modify this expulsion requirement on a case-by-case basis.

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

DISCIPLINE PROCEDURES - 6.313
The following levels of misbehavior and disciplinary procedures and options are designed to protect all members of the educational community in the exercise of their rights and duties.1 Special education students may be suspended up to a cumulative total of ten (10) days. After ten days, the IEP team must meet to determine placement and services.

MISBEHAVIORS: Level I
Minor misbehavior on the part of the student which impedes orderly classroom procedures or interferes with the orderly operation of the school, but which can usually be handled by an individual staff member.

Examples (not an exclusive listing):

- Classroom disturbances
- Classroom tardiness
- Cheating and lying
- Abusive language
- Non-defiant failure to do assignments or carry out directions
- Wearing while on the grounds of a public school during the regular school day, clothing that exposes underwear or body parts in an indecent manner that disrupts the learning environment
- Harassment (Sexual, Racial, Ethnic, Religious or Other)

Disciplinary Procedures:

- Immediate intervention by the staff member.
- Determine what offense was committed and its severity.
- Determine offender and that he/she understands the nature of the offense.
- Employ appropriate disciplinary options.
- Record of the offense and disciplinary action maintained by staff member.

Disciplinary Options:

- Verbal reprimand
- Special Assignment
- Restricting activities
- Assigning work details
- Counseling
- Withdrawal of privileges
- Issuance of demerits which might affect citizenship or department grades
- Strict supervised study
- Detention
- In-school suspension

MISBEHAVIORS: Level II
Misbehavior whose frequency or seriousness tends to disrupt the learning climate of the school. Included in this level are misbehaviors which do not represent a direct threat to the health and safety of others but whose educational consequences are serious enough to require corrective action on the part of administrative personnel.

Examples (not an exclusive listing):

- Continuation of unmodified Level I behaviors

- School or class tardiness
- School or class truancy
- Violation of dress code
- Using forged notes or excuses
- Disruptive classroom behavior
- Harassment (Sexual, Racial, Ethnic, Religious, or Other)

Disciplinary Procedures:

- Student is referred to principal for appropriate disciplinary action.
- Principal meets with student and teacher.
- Principal hears accusation made by teacher, permits student the opportunity of explaining his/her conduct, denying it or explaining any mitigating circumstances.
- Principal takes appropriate disciplinary action and notifies teacher of action.
- Record of offense and disciplinary action maintained by principal.

Disciplinary Options:

- Required parent/guardian contact
- Assignment to no more than five (5) hours detention or in-school suspension
- Suggested referral to school counselor
- Teacher/schedule change
- Modified probation
- Behavior modification
- Social probation
- Peer counseling
- Referral to outside agency
- In-school suspension
- Transfer
- Detention
- Suspension from school-sponsored activities or from riding school bus
- Restricting school related honors student is otherwise due
- Out-of-school suspension (not to exceed ten (10) days).

MISBEHAVIORS: Level III

Acts directly against persons or property but whose consequences do not seriously endanger the health or safety of others in the school.

Examples (not an exclusive listing):

- Continuation of unmodified Level I and II behaviors
- Fighting (simple)
- Vandalism (minor)
- Use, possession, sale, and/or distribution of tobacco, drugs, and alcohol
- Stealing
- Threats to others
- Inciting a riot/disturbance, or encouraging others to disrupt school
- Gambling
- Failure to report to after-school suspension
- Possession and/or use of disabling defense substances such as mace, tear gas, pepper spray and others
- Indecent exposure
- Harassment (Sexual, Racial, Ethnic, Religious, or Other)

Disciplinary Procedures:

- Student is referred to the principal for appropriate disciplinary action.
- Principal meets with the student and teacher.
- Principal hears accusation by accusing party and permits offender the opportunity of explaining conduct.
- Principal takes appropriate disciplinary action.
- Principal may refer incident to Director of Schools and make recommendations for consequences.
- If student's program is to be changed, adequate notice shall be given to the student and his/her parents of the charges against him, his/her right to appear at a hearing and to be represented by a person of his/her choosing.
- Any change in school assignment is appealable to the Board.
- Record of offense and disciplinary action maintained by principal/designee or Director of Schools.

Disciplinary Options:

- Required parent/guardian conference
- Required school counseling referral
- Assignment to a minimum of Out-of-School Suspension (OSS)
- In-school suspension
- Detention
- Restitution from loss, damage or stolen property
- Out-of-school suspension not to exceed ten (10) days
- Social adjustment classes
- Transfer
- Expulsion

MISBEHAVIORS: Level IV

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

Examples (not an exclusive listing):

- Unmodified Level I, II and III behaviors
- Death threat (hit list)
- Extortion
- Bomb threat
- Assault/Battery *
- Possession and/or Use of Alcohol
- Vandalism
- Theft/possession/sale of stolen property
- Arson/Possession of unauthorized substances *
- Use/transfer of unauthorized substances
- Possession/use/transfer of dangerous weapons *
- Possession and/or use of illegal substances
- Harassment (Sexual, Racial, Ethnic, Religious, or Other)

Disciplinary Procedures:

- Principal confers with appropriate staff members and with the student.

- Principal hears accusations and permits offender opportunity to explain conduct.
- Parents are notified.
- Law enforcement officials are contacted and principal/designee is notified.
- Incident is reported and recommendations made to the Director of Schools.
- Complete and accurate reports are submitted to the Director of Schools.
- Student is given hearing before disciplinary hearing authority.

Disciplinary Options:

- Ten (10) days Out-of-School Suspension or long term suspension
- Required parent/guardian involvement
- Expulsion
- Alternative schools
- Other hearing authority or Board action which results in appropriate placement

* Expulsion/Remand for a period of not less than one (1) calendar year subject to modification by the Director of Schools on a case-by-case basis.

ADDITIONAL GUIDELINES:

1. Students shall be prohibited from attending or participating in any school activities on or off the school campus at any time during the school suspension or expulsion period.
2. A student shall not be suspended solely because charges are pending against him/her in juvenile or other court.
3. A principal shall not impose successive short term suspensions that cumulatively exceed ten (10) days for the same offense.
4. A teacher or other school official shall not reduce or authorize the reduction of a student's grade because of discipline problems except in deportment or citizenship.
5. A student shall not be denied the passing of a course or grade promotion solely on the basis of absences except as provided by board policy.
6. A student shall not be denied the passing of a course or grade promotion solely on the basis of failure to:
    a. pay any activity fee;
    b. pay a library or other school fine; or
    c. make restitution for lost or damaged school property.

CORPORAL PUNISHMENT – 6.314

Corporal punishment shall not be used as a disciplinary measure in any school.[1]

The Director/designee shall be responsible for developing and implementing in-service training programs for teachers and staff in the use of alternative, positive measures of discipline.

MEDIA ACCESS TO STUDENTS - 6.604

School administrators shall be authorized to grant permission and set parameters for media access to students in their respective schools. Media representatives shall be required to report to the administration for prior approval before accessing students involved in instructional programs and activities not attended by the general public. The media may interview and photograph students involved in instructional programs and school activities including athletic events. Such media access shall not be unduly disruptive and shall comply with Board policies.

Each year parents/guardians will be given the option to withhold permission for public news media interviews or photographs of their child at school.

Specific parental/guardian permission must be obtained if the story or photograph covers topics of a sensitive nature.

If any student is to be filmed or videotaped and will be identified or a primary subject of the filming or videotaping, prior written consent/release/waiver will be obtained from the student's parent/guardian.

District employees may release student information to the media only in accordance with applicable provisions of the education records law and Board policies governing directory information and personally identifiable information.

Parents will be advised of this policy at the time of the student's registration and each fall in the student/ parent handbook.

STUDENT RECORDS - 6.600

A cumulative record shall be kept for each student enrolled in school. The folder shall contain a health record, attendance record, and scholarship record; shall be kept current; and shall accompany the student through his/her school career.

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

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

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

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

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

ACCESS TO STUDENT RECORDS

Student records shall be confidential. Authorized school officials shall have access to and permit access to student education records for legitimate educational purposes. A "legitimate educational interest" is the official's need to know information in order to:

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

Authorized school officials may release information from or permit access to a student's education record without the parent(s) or eligible students* prior written consent in the following instances: To comply with a judicial order or lawfully issued subpoena. The school system will make a reasonable effort to notify the student's parent(s) or the eligible student before making a disclosure;

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

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

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

The student's parent(s) or the eligible student* may obtain a copy of any records

disclosed under this provision.

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

The record will include at least:

1. The name of the person or agency that makes the request;
2. The interest the person or agency has in the information;
3. The date the person or agency makes the request; and
4. Whether the request is granted and, if it is, the date access is permitted or the disclosure is made. Additional administrative procedures for operation are available at the Administrative Office Building.

* The student becomes an "eligible student" when he/she reaches age 18 or enrolls in a post-secondary 21 school, at which time all of the above rights become the student's right.

ANNUAL NOTICE OF RIGHTS - 6.601

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

The notice will include the right of the student's parent(s) or the eligible student to:

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

DIRECTORY INFORMATION

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

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

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

Required Annual Notices

Grievances – Section 504 and Americans with Disabilities Act (ADA)

Cleveland City Schools Board is committed to maintaining equitable employment/educational practices, services, programs, and activities that are accessible and usable by qualified individuals with disabilities.

Cleveland City Schools Notice for Directory Information

The Family Educational Rights and Privacy Act (FERPA), a Federal law, requires that Cleveland City Schools, with certain exceptions, obtain your written consent prior to the disclosure of personally identifiable information from your child's education records. However, Cleveland City schools may disclose appropriately designated "directory information" without written consent, unless you have advised the District to the contrary in accordance with District Procedures.

In addition, two federal laws require local educational agencies (LEAs) receiving assistance under the Elementary and Secondary Education Act of 1965 (ESEA) provide military recruiters, upon request, with three directory information categories – names, addresses, and telephone listings – unless parents have advised the LEA that they do not want their student's information disclosed without their prior written consent.

Cleveland City Schools Title VI and IX Non-Discrimination/Harassment Policy

Title VI and Title IX Coordinator
Supervisor of Curriculum and Instruction
Cleveland City Schools
4300 Mouse Creek RD NW
Cleveland, TN 37312

Cleveland City Schools will not tolerate discrimination or harassment from employee to employee, employee to student, or student to student on the basis of race, color, national origin, sex or disability. Anyone who feels he/she has been grieved in regard to any of the aforementioned categories may file a grievance with the Supervisor of Curriculum and Instruction for Cleveland City Schools. A grievance form may be obtained in the school office or the Administrative Offices Building. A grievance may also be filed with the U.S. Office of Civil Rights. For detailed information, refer to the Cleveland City Schools Board of Education policies Discrimination/Harassment of Employees (5.500), Discrimination/Harassment of Students (6.304), and Student Concerns, Complaints, and Grievances (6.305). Copies of these policies may be obtained at any school or they can be accessed at www.clevelandschools.org.

Cleveland City Schools Notification of Rights Under the Protection of Pupil Rights Amendment (PPRA)

PPRA affords parents and students who are 18 or emancipated minors (eligible students) certain rights regarding our conduct of surveys, collection and use of information for marketing purposes, and certain physical exams. These include the right to:

- Consent before students are required to submit to a survey that concerns one or more of the following protected areas (protected information survey) if the survey is funded in whole or in part by a program of the U.S. Department of Education.
    - Political affiliations or beliefs of the student or student's parent;
    - Mental or psychological problems of the student or student's family;
    - Sex behavior or attitudes;
    - Illegal, anti-social, self-incriminating, or demeaning behavior;
    - Critical appraisals of others with whom respondents have close family relationships;
    - Legally recognized privileged relationships, such as with lawyers, doctors, or ministers;
    - Religious practices, affiliations, or beliefs of the student or parents; or
    - Income, other than as required by law to determine program eligibility.
- Receive notice and an opportunity to opt a student out of
    - Any other protected information survey, regardless of funding;
    - Any non-emergency, invasive physical exam or screening required as a condition of attendance, administered by the school or its agent, and not necessary to protect the immediate health and safety of a student, except for hearing, vision, or scoliosis screenings, or any physical exam or screening permitted or required under State law; and
    - Activities involving collection, disclosure, or use of personal information obtained from students for marketing or to sell or otherwise distribute the information to others.
- Inspect, upon request and before administration or use
    - Protected information surveys of students;
    - Instruments used to collect personal information from students for any of the above marketing, sales, or other distribution purposes; and
    - Instructional material used as part of the educational curriculum.

Cleveland City Schools conducts an Alcohol, Tobacco, and Violence Survey each March for students in grades 5, 7, and 11. This is an anonymous survey that asks students questions about drug and alcohol abuse, violence, and other at risk behaviors. Copies of this survey will be available in the school office two weeks before the survey is to be distributed. Parents or students who are 18 may choose to opt out of this survey simply by providing written notice to the school principal before distribution of the survey.

Cleveland City Schools has developed and adopted policies, in consultation with parents, regarding these rights, as well as arrangements to protect student privacy in the administration of protected surveys and the collection, disclosure, or use of personal information for marketing, sales, or other distribution purposes. (See Board of Education Policy 6.4001 available at www.clevelandschools.org)

Cleveland City Schools will directly notify parents and eligible students of these policies at least annually at the start of each school year and after any substantive changes. Cleveland City Schools will also directly notify parents and eligible students, at least annually at the start of each school year of the specific or approximate dates of the following activities and provide an opportunity to opt a student out of participating in:

- Collection, disclosure, or use of personal information for marketing, sales or other distribution.
- Administration of any protected information survey not funded in whole or in part by the U.S. Department of Education.
- Any non-emergency, invasive physical examination or screening as described above.

Parents/eligible students who believe their rights have been violated may file a complaint with:

Family Policy Compliance Office
U.S. Department of Education
400 Maryland Ave SW
Washington, DC 20202-4605
(202) 260-3887

Transfer Option for Students Victimized by Violent Crime at School
Under the Tennessee State Board of Education's Unsafe School Choice Policy, any public school student who is the victim of a violent crime as defined under Tennessee Code Annotated 40-38-111(g), or the attempt to commit one of these offenses as defined under Tennessee Code Annotated 39-12-101, shall be provided an opportunity to transfer to another grade-level appropriate school within the district. Additional information regarding this option may be obtained by contacting the Supervisor of Curriculum and Instruction at (423) 472-9571.

Annual Notice to Parents
In compliance with state and federal law, the Cleveland City School district will provide to each protected student with a disability without discrimination or cost to the student or family, those related aids, services or accommodations which are needed to provide equal opportunity to participate in and obtain the benefits of the school program and extracurricular activities to the maximum extent appropriate to the student's abilities. In order to qualify as a protected student with a disability, the child must be of school age with a physical or mental disability that substantially limits or prohibits participation in or access to an aspect of the school program.
These services and protections for 'protected students who are disabled' are distinct from those applicable to all eligible or exceptional students enrolled (or seeking enrollment) in special education programs.
For further information on the evaluation procedures and provision of services to protected handicapped students, contact the 504 Coordinator for Cleveland City Schools, 4300 Mouse Creek RD, Cleveland, TN 37312, (423) 472-9571.

Cleveland City Schools Notification of Rights under FERPA
The Family Educational Rights and Privacy Act ((FERPA) affords parents and students over 18 years of age ("eligible students") certain rights with respect to the student's education records. These rights are:

- The right to inspect and review the student's education records within 45 days of the day the School receives a request for access. Parents or eligible students should submit to the School principal (Or appropriate school official) a written request that identifies the records(s) they wish to inspect. The School official will make arrangements for access and notify the parent or eligible student of the time and place were the records may be inspected.
- The right to request the amendment of the student's education records that the parent or eligible student believes are inaccurate, misleading, or otherwise in violation of the student's privacy acts under FERPA. Parents or eligible students may ask the School to amend a record that they believe is inaccurate. They should write to the school principal (or appropriate school official), clearly identify the part of the record they want changed, and specify why it is inaccurate. If the School decides not to amend the record as requested by the parent or eligible student, the School will notify the parent or eligible student of the decision and advise them of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided.
- The right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosure without consent. One exception, which permits disclosure without consent, is disclosure to school

officials with legitimate educational interests. A school official is a person employed by the School as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel); a person serving on the School board; a person or company with whom the School has contracted as its agent to provide a service instead of using its own employees or officials (such as an attorney, auditor, medical consultant, or therapist); or a parent or student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility. Upon request, Cleveland City Schools discloses education records without consent to officials of another school district in which a student seeks or intends to enroll.

- The right to file a complaint with the U.S. Department of Education concerning alleged failures by the School District to comply with the requirements of FERPA. The name and address of the Office that administers FERPA are:
    - Family Policy Compliance Office
      U.S. Department of Education
      400 Maryland AVE SW
      Washington, DC 20202-4605

Tennessee Department of Education Contact Information
Legal Services Division, Division of Special Education
Tennessee Department of Education
710 James Robertson PKWY
Andrew Johnson Tower, 5th Floor
Nashville, TN 37243-0380
(615) 741-2851 [voice]
(615) 253-5557 or (615) 532-9412 [fax]

East Tennessee Regional Resource Center
2763 Island Home BLVD
Knoxville, TN 37290
(865) 594-5691 [voice]
(865) 594-8909 [fax]

Child Advocacy Group Contact Information
In addition to the state and local resources available to parents and children, there are many agencies and organizations that offer support, information, training, and help in advocating for persons with disabilities in Tennessee. A few of these organizations are listed below.

The ARC of Tennessee
www.thearctn.org
44 Vantage WAY, STE 550
Nashville, TN 37228
(615) 248-5878 or (800) 835-7077 [voice]
(615) 248-5879 [fax]
pcooper@thearctn.org

Support and Training for Exceptional Parents (STEP)

www.tnstep.org
712 Professional Plaza
Greeneville, TN 37745

Tennessee Protection and Advocacy (TP&A)
www.tpainc.org
416 21st AVE South
Nashville, TN 37212
(615) 298-1080 or (800) 287-9636 [voice]
(615) 298-2471 [TTY]
(615) 298-2046 [fax]