

Mayfield Elementary School
501 20th Street NE
Cleveland, TN 37311
Phone: (423) 472-4541 FAX: (423) 472-2539
Website: <http://clevelandschools.org/mayfield>

Principal's Message

Welcome to Mayfield Elementary School!

Mayfield has been a provider of quality education in the Cleveland community since 1928. The primary purpose for our existence is to provide challenging opportunities for our students to learn and grow, moving them forward on their personal path of success. The faculty and staff at Mayfield take this endeavor seriously and approach each lesson with intentionality and purpose.

At Mayfield Elementary we strive to serve every child within the framework of the 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.

The education of a child is a team effort and we cannot emphasize enough the role of parent/guardian involvement in the academic success of children. Thank you for working to maximize your child's success through the following: Ensure that your child is at school on time each day; monitor your child's homework daily; expect and support positive behavior at school; read with your child or encourage your child to read daily.

The student/parent handbook that follows is filled with valuable information about the guidelines and procedures employed in the daily operation of school. Please take the time to review this information with your child and encourage him/her to stay organized by using the fun, fact-filled planner provided.

As an educator it is exciting to witness the transformation as students engage their senses to draw in information and begin to make connections that lead to other powerful learning. We look forward to an exciting academic experience and the opportunity to serve you and your family at Mayfield Elementary School.

Sincerely,

Randall Stephens, Principal

STUDENT AND PARENT HANDBOOK 2020-2021

MISSION STATEMENTS

Cleveland City Schools

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

Mayfield Elementary School

Mayfield School exists to prepare, support, celebrate, and inspire students in a safe, nurturing environment.

BELIEF STATEMENTS

- **Learning:** We believe all students are capable of learning with teacher, parent and community involvement being essential elements to student learning.
- **Assessment:** We believe formative and summative assessments should be used to make research-based, data-driven decisions.
- **Decision Making:** We believe responsible decisions are the result of a collaborative effort between the school, the students, the parents, and the community.
- **Policy:** We believe sound policies and procedures are essential for the school to operate in a safe, cohesive, and effective manner.
- **Instruction:** We believe that to address all learning styles a variety of instructional techniques and activities should be utilized in order to identify and maximize student potential.

Title I School-Wide Program

Mayfield Elementary School is fortunate to have been identified as a Title I school, 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, school secretary, 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 at Mayfield School in reading, math and technology.

Parents may request information about the qualifications of teachers and paraprofessionals who instruct their child. Mayfield Elementary School has 100% of its teachers designated as highly qualified. Documentation is on file at the Cleveland City Schools' Personnel Office.

SCHOOL HOURS

Regular instructional hours for students are 8:15 a.m. until 3:15 p.m. **The doors of our school will be open to students at 7:45 a.m.** Upon arrival students may go to the cafeteria for breakfast or to the gym. Students will pick up breakfast (if they wish) and report directly to their classroom.

Dismissal time for abbreviated days (day before Christmas vacation and last day of school) is 11:20 a.m.

Morning Arrival

Parents will turn into the car drop-off lane and remain in the right lane (nearest the curb). For safety, all students must have temperature checked and exit vehicles at the curb. Students will enter the school at the canopied entrance beside the playground.

All breakfast and food items should be finished before arriving to school. Outside food items (coffee, drinks, pop tarts, breakfast items, fast food meals, etc) are not allowed in the building per state health code regulations.

Students will enter the building and proceed to the breakfast line and then to their classroom independently. If it is necessary for a parent to speak to the teacher, please email the teacher to make an appointment. Arrival and dismissal are busy times for teachers.

Afternoon Dismissal

Dismissal for car riders will begin at 2:45 p.m. Students may be picked up where they were dropped off in the morning. Please have your car sign with your child's name visible from the windshield of your car. This sign will be provided for you. Faculty and staff will be on duty to assist with student dismissal. No student will be escorted to a car unless the sign is visible. **Students should be picked up no later than 3:15 p.m.**

Students who ride buses will remain in the classroom until their bus number is called. After School Care students will go directly to their designated location at the bell.

Bus Transportation

The buses will unload students at the entrance near the gym. Students will have temperature check and then proceed to breakfast and then to their classroom. **STATE LAW FORBIDS PASSING A SCHOOL BUS WHILE IT IS LOADING OR UNLOADING STUDENTS.** This law will be strictly enforced.

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 bus driver is in full charge of the bus and the students. Students shall respectfully obey the driver. Violation of the bus rules may result in the student being denied privilege of riding the bus for any specified length of time.

After School Care - YMCA

Cleveland City Schools has partnered with the YMCA to provide an extended day program until 6:00 p.m. Mayfield students remain at the school where YMCA employees oversee the program. There is an application process and a cost for this program. For further information, call the YMCA at 476-5573 or visit at 220 Urbane Road, Cleveland, TN 37312

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. As a parent, your help is needed to see that your child is in school on time. There are, of course, times when this is not possible. All absences and tardies will be classified as excused or unexcused, based on the definitions of this policy.

THE STATE OF TENNESSEE EXCUSES ONLY THE FOLLOWING ABSENCES:

- Student illness or illness of immediate family member
- Observance of a recognized religious holiday
- Death in the family
- School approved trip
- Court appearance

All other absences are UNEXCUSED.

Steps to follow when a student is absent:

1. A parent or legal guardian needs to call the school before 9:00 a.m. to inform the school.
2. A parent or legal guardian needs to write a note to the teacher telling the name of the child, the date of absence, the reason for the absence, and the parent's or legal guardian's signature. If a doctor's excuse is available, submit it as well. This note may be written, emailed, or faxed.
3. Notes will only be accepted within five (5) school days following the student's return to school.
4. Students not presenting a note will be documented with an unexcused absence.
5. Each student is responsible for completing work missed during any absence.

Parent/legal guardian may submit up to six (6) 'parent notes' per year. After those six have been exhausted, an excuse from a doctor will be required as proof of illness.

In accordance with CCS district guidelines, the following Tiered Attendance Intervention Plan will be utilized to assist parents with keeping track of attendance issues and in an attempt to prevent attendance related matters from moving to Campus Court.

<u>Tier I (3-4 unexcused absences)</u>	<u>Tier II (5-8 unexcused absences)</u>	<u>Tier III (9+ total unexcused absences)</u>
<ul style="list-style-type: none">• Attendance plan/contract (for no more than 90 days)• Parent conference• Follow-up attendance meetings each 90 days or less	<ul style="list-style-type: none">• Individualized assessment for student support needs• Modification of attendance plan/contract• Parent conference	<ul style="list-style-type: none">• School-based services referral or school-based community service• Referral to campus court

Tardy Policy

A student is considered tardy after 8:15 a.m. **Parents must sign students in through the office after 8:15.** Please make every effort to have your child at school on time. You will be notified if your child is excessively tardy.

Early Checkout

Early dismissals or checkouts are considered the same as unexcused tardy except for doctor/dentist appointments, court appearances, funerals, or school service activities. Dismissals for other reasons than those listed will be handled individually by the administration. A parent or legal guardian **must** sign the student out in the main office. Students being dismissed will be called to the office.

It is extremely important for students to be present and on time to school. Therefore, the following steps will be taken to discourage tardiness and early checkouts:

- Step 1:** After five (5) tardies a contact in the form of a letter or phone call will be made to the parents.
Step 2: After ten (10) unexcused tardies a complaint will be filed and the parents will be cited to Campus Court for a truancy hearing.

Early check-outs and late check-ins are registered as tardy in the attendance system. Five (5) late check-ins (tardies) to school or early check-outs from school will be regarded as an absence for the purposes of the tiered intervention program and for truancy court purposes.

Request for Missed Assignments

It is understood that sickness will occur during the school year. If your child is sick and you would like to get assignments, please call the office at **472-4541** by **9:00** a.m. The staff will make arrangements to have the books and make-up work in the office for parents to pick up by 2:30 p.m.

STUDENT BEHAVIOR

Students are expected to exercise self-discipline appropriate for their level and are expected to abide by all rules and policies. The staff employs a variety of methods to encourage and reward appropriate behavior. We also have established procedures to handle inappropriate behavior, especially behavior that hinders the learning of others.

Positive Behavior Intervention Support

Positive Behavior Interventions and Supports (**PBIS**) is a “proactive approach to establishing the behavioral supports and social culture needed for all students in a school to achieve social, emotional and academic success.” Mayfield School has established a program based on the PBIS model that encourages and rewards good choices. All students and staff members are assigned to a ‘nest’ and earn points for their nest when staff members observe good behavioral choices. Nest celebrations occur throughout the year and members of the winning nest(s) are invited to participate/celebrate.

Classroom and School Behavior Expectations

1. Students should be on time.
2. Students should follow the rules of the classroom.
3. Students should complete all assigned work.
4. Students should make character words a part of their behavior.
5. Mayfield Elementary has high expectations for all students in all areas.

FOR SEVERE MISBEHAVIOR OR CONTINUATION OF LESS SEVERE BEHAVIORS, THE STUDENT WILL BE REMOVED FROM CLASS AND REFERRED TO THE OFFICE. An office referral will be completed and an administrator will discuss the referral with the student.

Students are prohibited from bringing items to Mayfield School which disrupt the learning environment (cell phones, smart watches, electronics, toys, etc.). Such items will be collected and returned at a later time.

Zero Tolerance Behavior – refer to page 17.

Bus Behavior

The rules of bus conduct have been developed to provide a safe and pleasant environment for students while being transported. Transportation is an elective provided by the Board, and failure to comply with any of the rules will be grounds for excluding a student from riding a bus. Transportation is a privilege, not a right.

Students who endanger and/or harm other students while being transported may warrant suspension of riding privileges for the remainder of the year.

The Transportation Supervisor can refuse to transport a child that is considered a threat (danger, risk, hazard, etc.) to the safety of the other children, driver and assistant.

Any incident that involves the breaking of a law, including vandalism of the bus, is always considered a major offense.

Minor Offenses

- Eating/drinking on bus.
- Failure to remain seated.
- Improper boarding/departing.
- Loud, rude or abusive behavior.
- Profane language or obscene gestures.
- Pushing or tripping.
- Hanging out of window.
- Horseplay.
- Throwing objects (minor at bus driver's discretion).

Disciplinary Action for Minor Offenses:

- First Referral — Written Warning to be taken to parent by student.
- Second Referral — Letter to Parent to be taken to parent by student and returned to the driver signed by the parent.
- Third Referral — 3-day Bus Suspension and Conference with Parent(s).
- Fourth Referral — Suspension of riding privileges for ten (10) days, in addition to parent conference.
- Fifth Referral — Suspension of riding privileges for the remainder of the year.

Major Offenses

- Possession of articles of an injurious or objectionable nature.
- Possession/use of tobacco.
- Bullying or Threats.
- Refusing to obey driver.
- Profane language or cursing directed at the bus driver.
- Fighting.
- Tampering with bus equipment or destruction of property.
- Unapproved use of emergency exits on bus.
- Throwing objects (major at bus driver's discretion).

Disciplinary Action for Major Offenses:

- First Offense — 5-day bus suspension and parent conference.
- Second offense – 10-day bus suspension and parent conference.
- Third Offense — Suspension of riding privileges for remainder of the year.

Dress Code

1. The length of shorts, skirts, and dresses is to be longer than the fingertips when standing.
2. No hats, hoods, bandannas, or sunglasses are to be worn in the building.
3. No bare midriffs, halter-tops, spaghetti-strap tanks, see-through shirts, or muscle shirts are to be worn.
4. No spandex, bike shorts, or body suits are to be worn.

5. Clothing that promotes alcohol, sex, tobacco, drugs, violence, gangs, racial or offensive languages are prohibited.
6. Pants must fasten at the waist and must not have holes above the knee.
7. Shoes must be worn at all times.

On special occasions, some of the guidelines may be relaxed for a day. These occasions will be announced in advance (Hat Day, Pajama Day, etc.)

Textbooks and Supplies

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

An instructional materials fee of \$25.00 will be requested from each student at the beginning of each school year. This fee covers workbooks and other consumable materials. Upon completion of a proper request form, all fees will be waived for any student who qualifies for free or reduced school lunches.

General school supplies will be furnished for every student. Grade level specific items may be requested at registration.

Computers

Technology is a very important part of our school program. This equipment is very expensive and must be used and cared for properly. Therefore, in order for each student to use a computer at Mayfield Elementary School, an agreement must be signed by the student and parent accepting responsibility for damage that may occur if the student fails to observe the rules.

COMMUNICATION

Parent-Teacher Conferences

Parent-teacher conferences are expected for all grades. A parent-teacher conference will be scheduled for all students at or near the end of the first reporting period and also parent-teacher conferences are noted on the system calendar.

Other conferences may be scheduled throughout the year at parents' or teacher's request. Parents are encouraged to call the school office (472-4541) or to email the teacher directly if they desire to schedule a parent-teacher conference.

Report Cards

Report cards are issued every nine weeks and are available in either paper copy or online. Report cards are typically issued one week after the grading period ends.

Parent Link

All Cleveland City Schools has the capability to send telephone messages or texts to the homes of all students if there is a working telephone number for the parents. 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 when you have a new phone number.

Student Contact Information

If there is a change in residence or contact numbers for your child, **please notify the office immediately** so that we may update our records. It is important that we maintain current, correct student contact information in case of emergencies.

BREAKFAST/LUNCH PROGRAM

Cleveland City Schools is excited to be able to provide breakfast and lunch to all students at no cost during the 2018-2019 school year. Every child may benefit from a healthy breakfast and lunch while at school. This Community Eligibility Provision (CEP) is part of the federal Healthy, Hunger Free Kids Act of 2010. Students will still select a meal option. Extra items such as second servings, ice cream, and chips are not part of this program and will require funds to purchase.

Our cafeteria staff serves excellent breakfasts and lunches. **Foods from outside sources (such as local restaurants) and carbonated drinks may not be brought to student in the dining hall. (CCS Board Policy 3.500).** These types of foods must be included in a lunch packed from home. No bottles please.

In accordance with Federal Law and U.S. Department of Agriculture policy, this institution is prohibited from discriminating on the basis of race, color, national origin, sex, age, or disability. To file a complaint of discrimination, write USDA, Director, Office of Adjudication, 1400 Independence Avenue, SW, Washington, D.C. 20250-9410 or call toll free (866) 632-9992 (Voice). Individuals who are hearing impaired or have speech disabilities may contact USDA through the Federal Relay Service at (800) 877-8339; or (800) 845-6136 (Spanish). USDA is an equal opportunity provider and employer.

Adult visitors are welcome to the cafeteria but must inform the office **NO LATER THAN 8:45 a.m.** on the day of the visit. Parents are requested to purchase the lunch served in the cafeteria when eating with their child. Because of labor and the high cost of food, there will be an extra charge for our Thanksgiving and Christmas lunches.

Adult Meal Prices:

Faculty/Staff Breakfast	\$2.00	Visitor Breakfast	\$2.50
Faculty/Staff Lunch	3.50	Visitor Lunch	4.00
		Visitor Holiday Meal	5.00

Severe Weather Procedures (3.202)

The administration will be in constant contact with the Emergency Management Service so that early warning can be received concerning possible severe weather. Parents are urged not to come to the school for their children if the severe weather is already in the immediate area. Disaster drills will be held regularly at the school so the children will be familiar with safety areas and procedures. If it becomes necessary to send students home, the Director of Schools will make that decision. A Parent Link message will be sent. If there is a tornado warning in effect, the school will be locked down and students will not be permitted to leave. If parents come to the school, they will be asked to come inside.

Photographs

During the course of the school year photographs may be taken for the Mayfield yearbook, for bulletin boards, or for the newspaper. Publicity is an integral part of the regular school program for Cleveland City Schools. Therefore, if you **do not** want your child in any picture, video, or 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.

Medication

According to State Law, students **may not** bring medication to school or take medication home from school. If it is necessary for your child to take medication at school, please complete the proper medication form and supply requested parent and physician signatures. **Parents must bring the medication to the office.**

Forms are available from the website. School personnel **will not** disperse medication to students without this form on file. Thank you for your cooperation in this matter.

Field Trips

Field trips are a very important part of our school activities. These trips enhance our curriculum. There will be ample notification prior to the trips. Parents who accompany classes on field trips may be asked to care for several students assigned by the teacher. As funds are always limited, siblings will not be able to attend and parents will be asked to pay their own way. Chaperones may not ride the bus.

Flowers and Gifts for Students

Mayfield Elementary School **does not** accept deliveries of flowers and/or gifts to students for special occasions such as Valentine's Day and birthdays. These items tend to cause disruption and are not allowed to be taken onto the bus.

Extra-Curricular Activities

All athletic teams and cheerleaders are coordinated by the **Cleveland Youth Basketball League (CYBL)**. Concerns in that area are handled by the CYBL leaders.

Family Engagement

Parent-Teacher Organization

The Mayfield Parent-Teacher Organization is an active group of parents and teachers working together for the continued improvement of our school. You are cordially invited to join the PTO and to participate as a school volunteer. Your services and support are welcomed and needed.

Parent Volunteer Program

A Parent Volunteer Program utilizes volunteers as assistants to the classroom teachers. These volunteers can assist with clerical duties and other assignments. If you are interested in this program, please fill out the Parent Volunteer Form which will be available at the Grade Level Open House/Parent Orientation at the beginning of the school year.

Mayfield School values parent volunteers. Their many skills and talents enrich the learning experiences of our students. To ensure the success of our parent volunteer program, certain guidelines must be followed.

1. Punctuality and reliability are expected. If you can't volunteer on the day for which you are scheduled, please call the school office (472-4541) to let us know.
2. When you have questions about policy and/or procedures, ask the Principal, office personnel or Parent Coordinator.
3. Volunteers are expected to dress professionally – no shorts, revealing tops, or t-shirts with negative or inappropriate words, pictures or phrases on them.
4. Due to board policy, parent volunteers are not permitted to work in their child's classroom. They can pick up work from their child's teacher and take it to a workroom.
5. Parent volunteers cannot bring younger siblings with them as this is disruptive in the classroom.
6. Information learned about students must be kept confidential.
7. Parent volunteers will be given a Parent Handbook with more information.

Family Engagement Plan

Components:

- A. The Family Engagement Plan is developed with parental input and is distributed to and reviewed by parents. Families are notified of the plan in an understandable and uniform format and, as possible, provided in a language families can understand.
- Title I Family Engagement Committee meetings are held to develop and review the Family Engagement Plan to meet the changing needs of families and school.
 - The Family Engagement Plan is published in the student agendas in an understandable and uniform format and, as possible, in a language the families can understand.
 - The Family Engagement Plan is available to families on the school's website: www.clevelandschools.org.
- B. The school's Family Engagement Plan is made available to the local community and updated periodically to meet the changing needs of families and school.
- The Family Engagement Plan is available to the local community and our BEST Partners on the school's website: www.clevelandschools.org.
 - Mayfield School conducts meetings with the Family Engagement Committee to review and update the Family Engagement Plan to meet the changing needs of families and school.
- C. The school has convened an annual Parent Meeting to inform families about the school's family engagement programs and right of families to be involved.
- Mayfield School holds an annual Parent Meeting to explain the Title I program, the school's family engagement programs and the right of families to be involved. Family engagement programs provide information about curriculum, Student/Family/School Compact, assessments, standards, reporting to parents, parent conferences, PTO meetings, Fine Arts Night, literacy sessions, ESL sessions, transitional programs, family events, and musicals.
 - Parents are informed in the annual meeting of how they will receive information about school programs through the Mayfield School sign, flyers, student agenda, parent letters, and Blackboard messages.
- D. The school offers a flexible number of meetings - mornings or evenings.
- Mayfield School schedules family sessions, Parent Teacher Organization (PTO) and Family Engagement Committee meetings at different times - mornings & evenings so families can attend and be involved in the education of their children.
 - School meetings are scheduled at other locations (BETA Club Banquet is held at Johnston Woods and Fifth Grade Achievement Celebration is held at a convenient location in the community for families and friends).
 - Christmas musical production is held in the Conn Center at Lee University to make the school program more accommodating for families.
- E. Families, or an adequate representation of parents, are involved in an organized, on-going, and timely way in planning, review, and improvement of the school's Family Engagement Plan and joint development of the school-wide program plan (TSIP).
- Mayfield School invites parents to serve on the Family Engagement Committee to plan, review, update and improve the Family Engagement Plan.
 - An annual Needs Assessment is available on the school's website or a paper copy is sent to families on request for their suggestions on improving the Family Engagement Plan and the school-wide program (TSIP).

- The Needs Assessment results are reviewed by the Family Engagement Committee and addressed as quickly as possible so necessary changes can be made to meet the changing needs of families and school.
 - Mayfield parents assist with planning and reviewing the school-wide program plan (TSIP) every year.
- F. The school provides families with timely information about school programs under ESSA
- Mayfield School holds an annual Parent Meeting to explain family engagement programs to families and how they can be involved.
 - Student agendas are provided to students that explain school rules, procedures, our discipline code and other pertinent information.
 - Parents may use the school's website: www.clevelandschools.org for up to date information on school programs.
 - Mayfield School utilizes the Mayfield School sign, sends flyers, Blackboard messages and notes home well in advance to inform families of upcoming events: Open House, Parent Orientation, family sessions, Fine Arts Night, literacy sessions, musicals, and parent conferences.
- G. The school provides families a description and explanation of the curriculum the school uses, forms of academic assessment used to measure student progress, and the proficiency levels students are expected to meet.
- Mayfield School schedules annual grade level Parent Orientation meetings and holds parent conferences to discuss and explain the report card, school/state standards, the forms of assessment and results of these assessments, how to monitor a student's progress and the proficiency levels students are expected to meet.
 - Mayfield teachers send student reading assessment results to parents on a regular basis so parents can monitor their child's progress.
 - During parent/teacher conferences, teachers discuss with parents the components of the Student/School/Parent Compact and outline how parents, the entire school staff, and students will share the responsibility for improved student academic achievement and the means by which the school and parents will build and develop a partnership to help students achieve the state's high standards.
- H. Per parent request, opportunities are provided for regular meetings to formulate suggestions and to participate, as appropriate, in decisions relating to the education of their children, and respond to any such suggestions as soon as practically possible.
- Mayfield School holds parent conferences as requested by parents to discuss student progress and to decide the best plans for academic or behavioral improvement as practically possible.
 - A support team (may include principal, vice principal, classroom teacher, resource teacher, guidance counselor, school psychologist, school resource officer or speech therapist) holds meetings with parents as needed to make informed decisions relating to the education of the student involved.
 - An annual Needs Assessment is made available to families to get feedback on improving the education of our students.
- I. A process is in place to submit parent comments on the school program (TSIP) if it is not satisfactory to the parents when the school makes the plan available to the district/LEA.
- Mayfield parents are included on the school-wide program (TSIP) committees for their input relating to the education of students.
 - The school-wide program (TSIP) is available to families on the school website.
 - Parent comments on the school-wide program (TSIP) can be made by emailing Principal: rstephens@clevelandschools.org.

- J. Assistance is provided to parents in understanding topics such as the State's academic content standards, State's student academic achievement standards, State and local academic assessments, how to monitor a child's progress and work with educators to improve student achievement
- Mayfield School holds an annual Parent Orientation for parents to provide information about school's curriculum, state academic achievement standards, state/local academic assessments, report card, how to monitor a child's progress and work with educators to improve student achievement.
 - Parent conferences are held biannually and as requested by parent or teacher to address student progress.
 - Mid-nine week progress reports are sent to parents so conferences can be scheduled to discuss how to improve their child's academic achievement, behavior or other concerns.
 - Report cards are sent home at the end of each nine weeks so parents can monitor their child's progress.
 - Classroom observations are provided as requested by parents by appointments only and classroom schedules permitting.
 - Mayfield School provides parents access to staff through phone calls, emails or requested conferences during the teachers' planning times to discuss a student's progress or behavior and to set up volunteer schedules.
- K. Materials and training are provided to help parents work with their children to improve achievement, such as literacy training and using technology to foster parental engagement.
- Mayfield School provides basic school supplies for all students through Title I funds.
 - During Mayfield School's Parent Orientation sessions, teachers use technology as a tool in their presentations for improving academic achievement, and academic websites.
 - Literacy training is a part of Parent Orientation sessions held on each grade level to inform parents about the school's reading program, to share reading tips with parents, and how to support the reading program at home.
 - Parenting sessions are held with the guidance counselor on topics of interest to parents, such as the school's safety and drug program, etc.
 - Parent conferences are held to discuss student progress and how parents can work at home with their child to improve academic achievement.
 - Parenting tips in English and Spanish are provided through the monthly Parent Newsletters to assist parents of all learners.
- L. Staff are educated with the assistance of parents in the value and contribution of parents, and in working with parents - how to reach out to, communicate with, and work with as equal partners, implement and coordinate family programs, and to build ties between families and the school.
- As Principal, Mr. Stephens trains staff on how to communicate with, and work as equal partners, to implement and coordinate parent programs, to build ties between families and the school.
 - Mayfield School uses Parent Teacher Organization (PTO) meetings, Open House, Parent Orientation, parent conferences, Needs Assessment, parenting sessions, Parent Surveys, Fine Arts Night and a Family Engagement Committee for building ties between families and school.
 - Mayfield School distributes a Parent Volunteer Manual to parent volunteers, and a parent volunteer information form informing the teachers of parents' special interests, dates and times they are available to volunteer in the teachers' classrooms.
 - The Title I Needs Assessment results are distributed to the staff to inform them of ways to improve communication with families.
- M. Family engagement strategies are coordinated and integrated with parent engagement strategies under other programs, such as Head Start, Reading First, Early Reading First, Even

Start, Parents as Teachers, Home Instruction Program for Preschool Youngsters, State-run preschool programs, transition programs between Grade K and higher levels of school and into college or work, and Title III language instructional programs.

- Mayfield School holds afternoon and evening kindergarten registrations in the spring and welcomes incoming kindergarten students with “Welcome to Kindergarten Kits.”
- Kindergarten teachers plan a “meet the family and student” kindergarten activity at the beginning of the school year to welcome families to Mayfield.
- An annual Parent Orientation for kindergarten parents is held in August.
- The Mayfield librarian invites students’ preschooler siblings to our Book Fairs.
- Families are informed of Head Start opportunities and activities for pre-school children and made aware that information may be obtained by contacting the Family Resource Agency at (423) 479-9339, extension 3510.
- An evening middle school registration for fifth grade students and families is held at the Cleveland Middle School.
- Cleveland Middle School counselors are provided for families and fifth grade students during in-school registration to answer parent and student’s questions about the middle school’s curriculum and school programs.
- ‘Shadow a Raider’ Orientation is held by Cleveland Middle School for all fifth grade students so that each student can shadow a middle school student for a day to get a better understanding of a sixth grader’s daily schedule.
- Mayfield School guidance counselor holds an annual Career Day for all grade levels to introduce students to job opportunities available as careers.

N. Ensure that information related to school and parent programs, meetings, and other activities is sent to the families in a format and to the extent possible, in a language families can understand.

- Mayfield School utilizes the Mayfield School sign, flyers, Blackboard messages for each upcoming school activity, program and meeting.
- Blackboard messages are translated into Spanish when possible.
- Mayfield School teachers send notes home on agendas daily to inform families and guardians of programs, homework and upcoming class events.
- Student/School/Parent Compact, Home Language Survey, Parent Conference forms and Migrant Forms are provided in Spanish.

O. Provide other reasonable support for parent engagement activities per parent request (example: transportation, childcare).

- Mayfield School provides an annual Needs Assessment for family input on how beneficial the school’s program is to students’ education.
- The Needs Assessment gives families an opportunity to list family engagement activities they would like added or deleted from the school’s program.
- The school’s Family Engagement Committee reviews the Needs Assessment results, addresses their findings and passes this information to the school faculty and staff to be used to improve the school’s family engagement activities when practically possible.
- Cleveland City Schools provide transportation to the homeless students to keep students in the same academic setting, to the best extent possible.
- Mayfield School’s parent coordinator provides transportation to families who want to attend special family sessions and do not have transportation.
- Childcare is provided when possible for family sessions.

P. Local educational agencies and schools, to the extent possible, shall provide full opportunities for the participation of families with limited English proficiency, parents with

disabilities, and families of migratory children, including providing information and school reports in a format and, to the extent possible, in a language families understand.

- Office receptionist translates for Spanish speaking families who have questions during school hours.
- Several teachers translate as needed for Spanish speaking families during regular hours.
- Mayfield School removes barriers for families with limited English proficiency by providing translators as needed during Parent Orientation, parent conferences, PTO meetings and family sessions.
- Disabled parents are provided handicap parking, ramps and elevators.
- Liaisons are provided to assist with meeting the needs of the migrant and homeless families by enrolling the students as quickly as possible and providing transportation when needed.
- Migrant and homeless training are provided as needed to the school's faculty and staff.

***Title I does not discriminate on the basis of race, color, national origin, sex, handicap or age.

STUDENT RIGHTS AND OTHER INFORMATION

Notification of Rights (6.601)

Parents and eligible students (students having reached the legal age of eighteen) have the right to:

1. Inspect and review the student's educational 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. (Notification of Rights continued)
4. Obtain a copy of this policy and a copy of such education records.
5. Exercise control of other people's access to the records, except when prior written where the school system has designated certain information as "directory information." The records custodian will mark the appropriate student records for which director information is to be limited, and this designation will remain in effect until it is modified in writing by the student's parent(s) or the eligible student.

Other Rights and Information

1. You need to keep copies of critical records such as birth certificates, immunizations, Social Security numbers, health physicals and individualized education programs (IEPs) for your child.
2. Mayfield has developed a School Improvement Plan that you may view at any time on our website.
3. You may request information about the professional qualifications of teachers and paraprofessionals who instruct your child.
4. Parents of students in Title I schools must receive notification if a teacher is employed for four or more consecutive weeks who does not meet the highly qualified requirements.
5. You have the right to request that your child's name, address, and telephone number not be released to a military recruiter without prior written consent.
6. Parents of students in schools identified as unsafe are notified in writing of their rights.
7. According to the McKinney-Vento Homeless Education Act, if you are homeless you can keep your child in the same school he attended before you became homeless.

Directory Information

Cleveland City Schools may disclose certain information, known as directory information, in its discretion without consent. Parents or eligible students may refuse to let the system release any or all of this information. If you do not want this information released, you must send written notice annually.

The following information regarding students is considered directory information: (1) name, (2) address, (3) telephone number, (4) date and place of birth, (5) major field of student, (6) participation in officially recognized activities, (7) weight and height of members of athletic teams, (8) dates of attendance, (9) degrees and awards received, (10) the most recent previous educational agency or institution attended by the student, and (11) other similar information that would not generally be considered harmful or an invasion of privacy if disclosed, such as a photograph.

CLEVELAND BOARD OF EDUCATION POLICIES

6.300 – School Discipline Code

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 6.3-01 – 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, junior high 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 guidance 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: www.clevelandschools.org. 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 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.

6.309 – Zero Tolerance Offenses

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

WEAPONS AND 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.

BATTERY

In accordance with state law, any student who commits battery 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.

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.

6.314 – Corporal Punishment

Any principal, assistant principal or teacher may use corporal punishment in a reasonable manner against any student for good cause in order to maintain discipline and order within the public schools in accordance with the following guidelines: corporal punishment shall be administered only after other less stringent measures have been documented and failed, or if the conduct of a student is of such nature that corporal punishment is the only reasonable form of punishment under the circumstances.

Parent or guardians may submit a letter annually to the principal requesting that no corporal punishment be administered to their children. If such a letter is sent, this form of discipline will not be used. The instrument to be used in administering corporal punishment shall be approved by the principal. The instrument should be the same used in all schools. At no time should the hand be used as the instrument. Corporal punishment shall be reasonable. Corporal punishment shall be administered in the principal's office in the presence of another professional employee. The nature of the punishment will be such that it is in proportion to the gravity of the offense, the apparent motive and disposition of the offender, and the influence of the offender's example and conduct on others. In determining the use and degree of corporal punishment, consideration will be given to the sex, size, physical and emotional condition of the child.

A disciplinary record shall be maintained and shall contain the name of the student, the type of misconduct, the type of corporal punishment administered, and the name of the person administering the punishment, the name of the witness present and the date and time of punishment. Disciplinary records shall be filed in the school office and made available to parents or students whichever is appropriate.

6.604 – Media Access to Students

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.

Non-Discrimination Policy

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 Instruction for Cleveland City Schools. A grievance form may be obtained in the school office or the central Administration Office 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. These policies are: 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 our website www.clevelandschools.org.

5.500 – Discrimination/Harassment of Employees (Age, Gender, Race, Ethnicity, Religion, Disability)

I. GENERAL STATEMENT

The Cleveland City Board of Education is committed to safeguarding the right of all students and employees within the school system to learn and work in an environment that is free from all forms of harassment and/or sexual harassment. It is the policy of the Cleveland City School System to maintain a learning and working environment that is free from harassment of any type. The school system prohibits any form of sexual harassment or harassment based upon age, religion, disability or race/national origin. It shall be a violation of this policy for any student or employee of the school system to harass a student or an employee through conduct or communication in any form as defined by this policy. Title VI of the civil Rights Act of 1964, Title IX of the Education Amendments of 1972 and Section 504 of the Rehabilitation Act of 1973 require school districts to have officially adopted policy statements of nondiscrimination on the basis of sex, disability, national origin and race.

II. HARASSMENT DEFINED AND PROHIBITED

It is the policy of the Cleveland City Board of Education not to discriminate on the basis of sex, race, national origin, creed, religion, age, marital status, or disability in its educational programs, activities, or employment policies as required by the herein-referenced federal status. Any employee or student of this school system shall be punished for infractions of this policy as provided for herein.

III. SEXUAL HARASSMENT DEFINED AND PROHIBITED

A. Sexual harassment consists of unwelcome sexual advances, requests for sexual favors, sexually motivated physical conduct or other verbal or physical conduct or communication of a sexual nature when:

- Submission to that conduct or communication is made a term or condition, either explicitly or implicitly, of obtaining or retaining employment, or of obtaining an education; or
- Submission to or rejection of that conduct or communication by an individual is used as a factor in decisions affecting the individual's employment or educational opportunities; or
- The conduct or communication has the purpose or effect of substantially or unreasonably interfering with an individual's employment or education, or creating an intimidating, hostile or offensive employment or educational environment. Any sexual harassment as defined when perpetrated on any student or employee by any student or employee will be treated as sexual harassment under this policy.

B. Sexual harassment may include but is not limited to:

- sexual advances;
- verbal harassment or abuse;
- subtle pressure for sexual activity;
- touching of a sexual nature including inappropriate patting or pinching;

- intentional brushing against a student or an employee's body;
- demanding sexual favors accompanied by implied or overt threats concerning an individual's employment or educational status;
- demanding sexual favors especially when accompanied by implied or overt promises of preferential treatments with regard to an individual's employment or educational status;
- graffiti of a sexual nature;
- displaying or distributing sexually explicit drawings, pictures or written materials including making and playing sexual explicit audio/video tapes;
- sexual gestures including touching oneself sexually or talking about one's sexual activities in front of others;
- sexual or "dirty" jokes; or
- Spreading rumors about or rating other students as to sexual activity or performance.

IV. REPORTING PROCEDURES

Any person who believes he or she has been the victim of harassment or sexual harassment by a student or an employee of the school system, or any third person with knowledge or belief of conduct that may constitute harassment or sexual harassment should report the alleged acts immediately to an appropriate school system official as designated by this policy. The school system encourages the reporting party or complainant to use the report form available from the principal of each school or available from the school system central office.

- A. **In Each School** – The school principal is the person responsible for receiving oral and written reports of harassment or sexual harassment at the school level. A written report will be forwarded simultaneously to the Complaint Coordinator and the Director of Schools or his/her designee. If the report was given verbally, the principal shall reduce it to written form within 24 hours. Failure to forward any harassment or sexual harassment report or complaint as provided herein shall result in disciplinary action. If the complaint involves the school principal, the complaint shall be filed directly with the Complaint Coordinator or the Director of Schools or his/her designee.
- B. **System Wide** – The school board hereby designates the Director or Supervisor of Secondary Education as the complaint Coordinator and Title IX Coordinator to receive reports or complaints of sexual harassment from any individual, employee, or victim of harassment or sexual harassment or discrimination and also from the school principals as outlined above. If the complaint involves the complaint Coordinator, the complaint shall be filed directly with the Director of Schools. The school system shall conspicuously post the name of the Complaint Coordinator, including a mailing address and telephone number. If the complaint involves the Director of Schools, the complaint shall be filed directly with the Chairman of the Board of Education. If the complaint involves a member of the school board, the complaint shall be filed with the City's Attorney.
- C. **Submission** of a complaint or report of harassment or sexual harassment will not affect the reporting individual's present or future employment, grades or work assignments.
- D. **Use of formal reporting forms** is not mandatory; however, a sample of the reporting form currently used in this system is attached to this policy. The school system will respect the confidentiality of the complainant and the individual(s) against whom the complaint is filed as much as possible, consistent with the school system's legal obligations and the necessity to investigate allegations or harassment and take disciplinary action when the conduct has occurred.

V. INVESTIGATION AND RECOMMENDATIONS

Upon receipt of a report or complaint alleging harassment, sexual harassment or discrimination, the Complaint Coordinator shall immediately undertake an investigation. The investigation shall be conducted by the Complaint Coordinator, who shall be assisted by the school principal if such complaint originates at a school site. In determining whether alleged conduct constitutes harassment, sexual

harassment or discrimination, the school system shall consider all relevant circumstances, the nature of the sexual advances if sexual harassment is alleged, relationships between the parties involved and the context in which the alleged incidents occurred. The investigation shall consist of, but not be limited to, personal interviews with the complainant, the individual(s) against whom the complaint is filed, and others who may have knowledge of the alleged incident(s) or circumstances giving rise to the complaint. The investigations shall also consist of any other methods and documents deemed relevant by the Complaint Coordinator. In addition, the school system shall take immediate steps to protect the complainant, students and employees pending completion of an investigation of alleged harassment, sexual harassment, or discrimination. The Complaint Coordinator shall make a final report, including findings and recommendations for disciplinary actions, if any, to the Director of Schools or his/her designee upon completion of the investigation.

VI. SCHOOL DISTRICT ACTION

- A. Upon receipt of a recommendation that the complaint is valid, the school system shall take such action as appropriate based on the results of the investigation.
- B. The result of the investigation of each complaint filed under these procedures shall be reported in writing to the complainant by the school system. The report shall document any disciplinary action taken as a result of the complaint.
- C. The school system shall take such other steps as are necessary to prevent recurrence of the harassment.
- D. The school system shall keep the complainant informed of the status of complaints.

VII. REPRISAL

The school system shall discipline any individual who retaliates against any person who reports alleged incidents of harassment, sexual harassment or discrimination, as well as any individual who retaliates against any person who testifies, assists or participates in an investigation, proceeding or hearing relating to a harassment, sexual harassment or discrimination complaint. Retaliation includes, but is not limited to, any form of intimidation, reprisal or harassment that creates a hostile environment.

VIII. NON-HARASSMENT/FALSE ACCUSATIONS

The school system recognizes that not every reported incident, advance or consent containing sexual content constitutes harassment. Whether a particular action or incident constitutes a personal or social relationship having a discriminatory effect requires a determination based on all the facts and surrounding circumstances. False accusations of harassment, sexual harassment or discrimination can have serious detrimental effect on innocent parties. Any person who knowingly and intentionally makes a false accusation for any reason that would be contrary to the spirit and intent of this policy, shall be subject to immediate and appropriate disciplinary action.

IX. RIGHT TO ALTERNATIVE COMPLAINT PROCEDURES

These proceedings do not deny the right of any individual to pursue other avenues of recourse, which may include filing charges with the Tennessee Department of Human Rights, initiating the civil action, filing a complaint with the Office of the Civil Rights of the United States Department of Education, or in certain instances, seeking redress under state statutes.

X. SEXUAL HARASSMENT AS SEXUAL ABUSE

Under certain circumstances, sexual harassment may constitute sexual abuse under Tennessee Law. In such situations, the school system shall comply with Tennessee statutory requirements regarding the reporting of suspected abuse to the appropriate authorities.

XI. DISCIPLINE

Any school system action taken pursuant to this policy shall be consistent with requirements of federal law, Tennessee statutes and other school system policies. The school system shall take such disciplinary action it deems necessary and appropriate, including warning, suspension or immediate discharge to end harassment, sexual harassment or discrimination, and to prevent its recurrence.

XII. POLICY DISTRIBUTION

A copy of the foregoing policy and reporting procedure shall be published in the school system policy online. A reference to this policy shall be included in each student handbook published by the school system, shall be posted in a conspicuous place in each school building, and included in a statement of nondiscrimination in the system's annual calendar.

A complete list of Cleveland City Board of Education Policies can be viewed on the website at www.clevelandschools.org, or you may view a copy of these policies by coming to the administrative office building at 4300 Mouse Creek Road, Cleveland, TN 37312.

6.304 – Discrimination/Harassment (Sexual, Racial, Ethnic, Religious)

Students shall be provided a learning environment free from sexual, racial, ethnic and religious discrimination/harassment. It shall be a violation of this policy for any employee or any student to discriminate against or harass a student through disparaging conduct or communication that is sexual, racial, ethnic or religious in nature. The following guidelines are set forth to protect students from discrimination/harassment. Student discrimination/harassment will not be tolerated. Discrimination/harassment is defined as conduct, advances, gestures or words either written or spoken of sexual, racial, ethnic or religious nature which:

- Unreasonably interfere with the student's work or educational opportunities; or
- Create an intimidating, hostile or offensive learning environment; or
- Imply that submission to such conduct is made an explicit or implicit term of receiving grades or credit; or
- Imply that submission to or rejection of such conduct will be used as a basis for determining the student's grades and/or participation in a student activity.

Bullying/Intimidation

Students shall be provided a safe learning environment. It shall be a violation of this policy for any student to bully, intimidate or create a hostile educational environment for another student. Bullying and intimidation are defined as either physically harming a student or damaging his/her property, or knowingly placing the student in reasonable fear of such, or creating a hostile educational environment. The policy addresses conduct taking place on school grounds, at any school-sponsored activity, on school-provided transportation, or at any official school bus stop immediately before boarding and immediately following de-boarding. Alleged victims of the above-referenced offenses shall report these incidents immediately to a teacher, counselor or building administrator. Any allegations shall be fully investigated by a complaint manager (as set forth in *Student Concerns, Complaints and Grievances 6.305*).

The privacy and anonymity of all parties and witnesses to complaints will be respected. However, because 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 action to resolve a complaint, the identity of parties and witnesses may be disclosed in appropriate circumstances to individuals with a need to know.

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.

Student Discrimination/Harassment and Bullying/Intimidation

There will be no retaliation against any person who reports harassment or participates in an investigation. However, any employee who refuses to cooperate or gives false information during the course of any investigation may be subject to disciplinary action. The willful filing of a false report will itself be considered

harassment and will be treated as such. An employee disciplined for violation of this policy may appeal the decision by contacting the Federal Rights Coordinator or the complaint Manager. Any student disciplined for violation of this policy may appeal the decision in accordance with disciplinary policies and procedures. This policy shall be referenced in the parent/student handbook distributed annually to every student. Building administrators are responsible for educating and training their respective staff and students as to the definition and recognition of discrimination/harassment.

6.305 – Student Concerns and Complaints

Decisions made by school personnel – such as instructional assistants, teachers, or assistant principals – which students believe are unfair or in violation of pertinent policies of the Board or individual school rules may be appealed to the school principal or a designated representative. To appeal, students will contact the principal's office in their school and provide their name, the issue and the reason for their appeal on a printed form available at the school office within two (2) days. The appeal will usually be decided confidentially and promptly, preferably within five (5) school days. However, if the principal does not make a decision within five (5) school days following the date of complaint, students or parents may appeal at that time by contacting the Director of Schools/designee at the central office. The information provided should include the student's name, the school and a description of the problem. An investigation and decision will be made within two (2) school days and communicated to the school principal and student by telephone. A written copy of the decision will be sent to the student and the principal.

Discrimination/Harassment Grievance Procedures

Filing a complaint – Any student of this school district who wishes to file a discrimination/harassment grievance against another student or an employee of the district may file a written or oral (recorded, if possible) complaint with a complaint manager. Students may also report an allegation of discrimination/harassment to any teacher or other adult employed in the school who shall inform a complaint manager of the allegation. The complaint should include the following information:

- Identity of the alleged victim and person accused
- Location, date, time and circumstances surrounding the alleged incident
- Description of what happened
- Any other evidence available

Investigation – Within 24 hours of receiving the student's complaint, the complaint manager shall notify the complaining student's parent/guardian and the principal who shall inform the Director of Schools. The parent/guardian shall be given notice of the right to attend an interview of the student in a non-intimidating environment in order to elicit full disclosure of the student's allegations. This interview shall take place within five (5) days from the time the complaint was first made. If no parent/guardian attends the interview, another adult, mutually agreed upon by the student and the complaint manager, shall attend and may serve as the student's advocate. After a complete investigation, if the allegations are substantiated, immediate and appropriate corrective or disciplinary action shall be initiated. The complaint and identity of the complainant will not be disclosed except (1) as required by law or this policy; or (2) as necessary to fully investigate the complaint; or (3) as authorized by the complainant. A school representative will meet with and advise the complainant regarding the findings, and whether corrective measures and/or disciplinary action were taken. The investigation and response to the complainant will be completed within thirty (3) school days. Copies of the report will be sent to the student, principal, Federal Rights Coordinator and the Director of Schools. One copy shall be kept in the complaint manager's file for one (1) year beyond the student's eighteenth (18th) birthday. The Director of Schools shall keep the Board informed of all complaints.

Decision and Appeal – If the complainant is not in agreement with the findings of act as reported by the complaint manager, an appeal may be made, within five (5) work days to the Director of Schools. The Director of Schools shall review the investigation, make any corrective action deemed necessary and provide a written response to the complainant. If the complainant is not in agreement with the Director of Schools' findings of fact, appeal may be made to the Board of Education within five (5) work days. The Board shall, within thirty (30) days from the date the appeal was received, review the investigation and the actions of the

Director of Schools and may support, amend or overturn the actions based upon review and report their decision in writing to the complainant.

Appointing Complaint Managers

The Director of Schools shall appoint at least two (2) complaint managers, one of each gender for each school. The Federal Rights Coordinator may serve as a complaint manager. The Director of Schools shall insert into this policy the names, addresses and telephone numbers of current complaint managers (see note). This policy shall be referenced in the parent/student handbook distributed annually to every student. Building administrators are responsible for educating and training their respective staff and students as to the definition and recognition of discrimination/harassment. See policy 5.500 for the complete policy about harassment.

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

Complaint Managers: Supervisors of Instruction)

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

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 I 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 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. At any time, a complaining party may request a hearing before an impartial hearing officer designated by the LEA. The request for a hearing must be in writing and signed by the requesting party and sent to the ADA/504 Coordinator. The LEA shall ensure that not later than forty-five (45) days after the receipt of a request for a hearing –

- A final decision is reached in the hearing; and
- A copy of the decision is mailed to each of the parties.

The hearing officer may grant specific extensions of the forty-five (45) day timeline at the request of either party.

ADA Coordinator – Supervisor of Special Services
504 Coordinator – Supervisor of School Counselors
4300 Mouse Creek RD NW
Cleveland, TN 37312
(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.

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]

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.



**2020/2021
School Calendar**

- Regular School Day
- Abbreviated Day
August 14, December 18, May 21
- School-Level Sessions (AM) and District Virtual Convocation (PM)
(All Staff attend sessions at local school/ No Classes)
July 27
- Teacher In-Service (No Classes)
July 29, 30, 31 and January 4
July 24 – Self-Selection
(6 hours in lieu of this date)
- Teacher Workday (No Classes)
July 28
(Two More Work Days at Teacher's Discretion and documented with building administrator)
- Parent Conferences (No Classes)
November 3 (12 noon – 7:00 p.m.)
- Staff Development (No Classes)
August 3
August 4
August 5
August 6
August 7
November 23 (in lieu of Safe Schools Online)
- Holiday (Schools and AOB Closed)
 - July 2 (Independence Day Holiday)
 - September 7 (Labor Day)
 - October 5-9 (Fall Break)
 - November 24-27 (Thanksgiving)
 - December 21-January 1 (Christmas/New Year)
 - January 18 (Martin Luther King Day)
 - February 15 (President's Day)
 - March 8-12 (Spring Break)
 - April 2 (Easter Break)
 - May 31 (Memorial Day)

Report of Progress Information Periods

- Grading period 1:* Aug 3 - Oct 2 (44 days)
Paper Reports issued: October 23
- Grading period 2:* Oct 12 - Dec 18 (45 days)
Paper Reports issued: January 15
- Grading period 3:* Jan 5 - Mar 5 (42 days)
Paper Reports issued: March 26
- Grading Period 4:* Mar 15 - May 21 (49 days)
Paper Reports issued: May 21

JULY 2020						
Su	M	Tu	W	Th	F	Sa
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

AUGUST 2020						
Su	M	Tu	W	Th	F	Sa
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					21

SEPTEMBER 2020						
Su	M	Tu	W	Th	F	Sa
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			
						21

OCTOBER 2020						
Su	M	Tu	W	Th	F	Sa
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31
						17

NOVEMBER 2020						
Su	M	Tu	W	Th	F	Sa
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					16

DECEMBER 2020						
Su	M	Tu	W	Th	F	Sa
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		14

JANUARY 2021						
Su	M	Tu	W	Th	F	Sa
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						18

FEBRUARY 2021						
Su	M	Tu	W	Th	F	Sa
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28						
						19

MARCH 2021						
Su	M	Tu	W	Th	F	Sa
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			18

APRIL 2021						
Su	M	Tu	W	Th	F	Sa
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	21

MAY 2021						
Su	M	Tu	W	Th	F	Sa
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					15

JUNE 2021						
Su	M	Tu	W	Th	F	Sa
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			