New Teacher Handbook
Welcome, new educators!

We are excited to have you as a part of our team. We hope that this document will help you find answers to the questions that are most frequently asked by those who are new to our district. Please know that we are committed to supporting you as you work to help our students achieve.

Vision

The Cleveland Metropolitan School District envisions 21st Century schools of choice where students will be challenged with a rigorous curriculum that considers the individual learning styles, program preferences and academic capabilities of each student, while utilizing the highest quality professional educators, administrators and support staff.
Curriculum and Instruction and Supports

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Acronym List
Curriculum and Instruction Supports
Professional Development

Much of your professional development support will happen at your school site. There are other Districtwide professional development activities, many of which are held at East Professional Center, often referred to simply as “East.” The Office of Professional Development is located in room 220.

The Office of Professional Development promotes teacher growth and development in order to support effective teaching practices and in turn positively impact student learning. We believe in engaging teachers as drivers of their professional growth.

Please be sure to familiarize yourself with our website ClevelandMetroSchools.org/pd. Here, you will find a catalog with the professional development listings. There is also a page dedicated to new and entry year teachers.

We look forward to meeting you!

Office of Professional Development

East Professional Center
1349 East 79th Street
Room 220
Cleveland, OH 44103

Director - Office of Professional Development
**Schoolnet**

Schoolnet is a leading online assessment application and reporting system. Learners are able to view trends and track progress in real time. This allows for strategic planning to improve academic performance. In addition, teachers and administrators are able to create online tests and analyze data to align classroom instruction with ODE standards. Schoolnet allows for easy and accessible development of coursework to assist with teaching and learning.

**Teacher Login Directions:**
After logging into Office 365, you will reach the Office 365 home page, at the top left hand corner of this page you will see an icon that looks like 3 rows of small squares. Click on that icon and then select, the blue link that says "all apps". The list will then expand and you should see an icon for "Clever". Select "Clever" and use the "Active Directory link to sign in. Once you are logged into Clever, you will access to the following:

- Imagine Learning,
- McGraw Hill,
- TCI (History Alive!),
- Study Island,
- SchoolNet
- Naviance.
Once you log in, you will be able to access student-level data. See the screenshots below to learn how to obtain your log in information.
Scope and Sequence and Curriculum Alignment Resources

Each content area and grade level has a scope and sequence document that outlines the state standards, which are taught each quarter and the corresponding instructional resources you may find in your building. You should refer to the state standards, the scope and sequence and the Ohio State Test blueprints as a starting point for planning your instruction. Scope is the breadth and depth of content that an educator teaches. Sequence is the order in which the educator presents the content to learners throughout the course.

The Literacy Outcome Framework includes standards explanations, student outcome learning targets, academic vocabulary, recommended evidence-based practices, strategies to determine student mastery, and student exemplars that align to each standard in K-12 English Language Arts with an emphasis on the District priorities for 2019-2020. The District Literacy Priorities for 2019-2020 are: word knowledge, fluency, comprehension and writing.

2019-20 Scope and Sequence Documents

ThinkCentral

ThinkCentral is the Houghton Mifflin Harcourt (HMH) website that allows you to access digital materials associated with one or more HMH programs. A single username and password provides you access to digital resources in Journeys, K-5 ELA, Math Expressions, K-5 Math, Science Fusion and Science K-8. Available resources on ThinkCentral include teacher guides, student eBooks, assessments and reports. You will also find planning tools and activities you can assign to students.

To Access Digital Materials:

1. Type Think Central
2. Select a subject.
3. Pick your HMH program.
   → Clicking the program name will take you to ThinkCentral.
4. Your username is the first four (4) letters of your last name, plus 01 or 02.
5. The password for all users is Three7School!
   → It is case sensitive with an exclamation mark at the end.

For assistance, contact either:
Elizabeth Nelson, Executive Director
- Core Curriculum
**Reading A–Z**

Reading A-Z is famous with educators for its extensive collection of leveled reading resources. With more than 1,500 books at 29 levels of reading difficulty to choose from, you can easily put developmentally appropriate content into each student’s hands. The product also includes thousands of corresponding resources to enhance instruction and strengthen students’ reading skills, such as guided lesson plans, worksheets, assessments and much more.

- Differentiate student reading with more than 1,500 books at 29 levels of reading difficulty.
- Hone reading skills with lesson plans, worksheets, discussion cards and comprehension quizzes that accompany every leveled book.
- Teach important 21st century skills and address critical ELA curriculum standards with thousands of downloadable, projectable and printable teaching materials.
- Utilize hundreds of world language/translated books ideal for bilingual, ELL and dual-language programs.

Access is through [Clever](#) via your username and password.

For direct access click on the [Student Page](#) and log in with the Active Directory.

For assistance, contact Manager - Office of Professional Development - Cheryl Shelton at [cheryl.shelton@clevelandmetroschools.org](mailto:cheryl.shelton@clevelandmetroschools.org).

**Reading A to Z Link**

**Study Island**

Study Island combines rigorous content that is highly customized to specific state standards in math, reading, writing, science, and social studies with interactive features and games that engage students and reinforce and reward learning achievement. Study Island uses technology to transform education.

- Improve instruction and boost student outcomes with K-12 standards-based formative assessments, integrated high-stakes test preparation, and ongoing practice for math, ELA, science, and social studies.
- Gives students a mastery quiz at the end of a lesson. They get immediate feedback to guide their learning, and teachers immediate data to determine who needs intervention and who is ready to move on. Imports NWEA™ MAP© student’s results to generate a targeted learning path to fill knowledge gaps.
- Uses formative assessment items are built from Ohio standards and aligned to Ohio assessments, so every time students work in Study Island, they are gaining experience with the same types of items they will see on their state test.
- Allows parents to see how the student is performing but also how he or she is using the program: Measure and track the student’s overall progress within the program

Access is through [Clever](#) via your username and password. For direct access click on the [Student Page and log in with the Active Directory](#).

For assistance, contact Manager - Office of Professional Development - Cheryl Shelton at [cheryl.shelton@clevelandmetroschools.org](mailto:cheryl.shelton@clevelandmetroschools.org).
Early Childhood Education and Literacy

The mission of the Early Childhood Office is to create a rich, stimulating and child-centered environment in every classroom. Our PreK-3 educators utilize developmentally appropriate teaching strategies in a center-based learning environment. In K-12, all students will participate in a rigorous, high quality learning experience aligned to Ohio’s Learning Standards.

It is important for new early childhood educators to understand Ohio’s Third Grade Reading Guarantee. This initiative is designed to identify and support students in grades K-3 who are behind in reading. Over the course of the school year, you will receive professional development on creating reading improvement and monitoring plans (also known as RIMPs for students who are off track in reading. Be sure to visit the Early Childhood Education website which can be found by going to the District home page and then clicking on “departments.” Here you will find more information on the department and a link to Third Grade Reading Guarantee instructional resources.

The CMSD Early Childhood Office manages preschool enrollment, operations, licensing, curriculum, professional development and Step Up to Quality for all preschool classrooms in the District. The Early Childhood and Literacy Office also leads and manages curriculum, professional development, systems and processes aligned to Ohio’s Third Grade Reading Guarantee. The team manages and provided professional development for Model Lead Teachers, Reading Recovery Teachers and Early Literacy Tutors. The department collaborates to oversee and manage the Elementary Summer Reading Academy as well.

For additional information or assistance, contact the appropriate staff member:

Nicole Vitale, Executive Director of Early Childhood and PK-12 Literacy

Support Staff:
Jackie Williams, Solution Specialist
Sadie Matlock, Solution Specialist

Preschool:
Amy Wallack, Early Learning Assessment and Accountability Manager
Hillary Thomas, Early Learning Partner and Transition Coordinator

PK-5
Vacancy, Early Learning Program Manager (PK-5)

Grades 6-8
Marcia Roach, 6-8 ELA Manager

Grades 9-12
Rita Duda, 9-12 ELA Manager

Preschool Supports, Third Grade Reading Guarantee, K-3 Literacy
Traci Immon, Model Lead Teacher Data Specialist
Michael Gliebe, Model Lead Teacher Data Specialist
Erin Shakour, Model Lead Teacher Data Specialist
Raquel White, Model Lead Teacher Data Specialist
Dolores Khadige, Teacher on Assignment
Sue Ehlert, Teacher on Assignment

Additional Information Supports and Professional Development Registration can be found on the website:
https://www.clevelandmetroschools.org/Domain/142
Technology

Email: Office 365

1. Open your web browser. We recommend using Chrome or Internet Explorer 10 or higher.
3. Enter User Name, which is your District email account.
   a. For example enter: Firstname.Lastname@ClevelandMetroSchools.org
4. Enter Password, which is your District password.

NOTE: If this is your first time accessing Office 365, please make sure you choose the option “Work or school account,” not personal account.

Visit the Office 365 learning center: ClevelandMetroSchools.org/Page/2619

Technology Services and Support

Department of Information Technology (DoIT) Service Desk
(Formerly Help Desk): 216.838.0440

Initiate A Service Desk Ticket

The Department of Information Technology (DoIT) has a new approach to delivering district-wide technology services. To request a service, access the on-line service catalog for support or to report an incident. You may access the link from the CMSD Website from the Staff selection by choosing “Service Delivery” or access it from the following URL: http://servicedelivery.clevelandmetroschools.org/footprints/servicedesk or Service Catalog: servicedelivery.clevelandmetroschools.org DoIT Home Page: http://www.clevelandmetroschools.org/Domain/122
Talent/Onboarding
Workday

*Workday is the one source of record for human resources, finance, purchasing and payroll.*

The systems and processes in Workday allow for greater accuracy and efficiency by automating manual processes, streamlining work and consolidating our many software systems into one place.

There are different types of access and training tools and job aids available to all employees. The access and training is dependent upon your position with the District. For example:

Employees will be able to:

- Keep their personal information up to date
- View more detailed paystubs online
- See timesheet information real time
- View your time off and time off balance
- Change benefits, beneficiaries and dependents
- View your benefit elections and current benefits cost

For more information, including training materials and job aids, visit the Workday@CMSD website: clevelandmetroschools.org/workday or send an email to WorkdayInfo@ClevelandMetroSchools.org
Employee Benefits

The Employee Benefits page may be accessed through the Staff portal under Employee Benefits or through the Human Resources Department page. There, you can download the Benefits Enrollment Guide to get detailed information.

The 2019 Benefits Guide

Ease at Work

Ease at Work is a confidential and voluntary employee assistance program provided free of charge to employees and their families. Supports include:

- Marital and family problems
- Parenting
- Teen Resources (dating, bullying, eating concerns, etc)
- Work-related difficulties
- Relationship difficulties
- Alcohol and substance abuse
- Domestic violence
- Health and wellness resources
- Personal financial management
- Legal and financial resources and counseling

Contact: easeatwork.com/EASE

216-241-EASE (3273) or 1-800-521-3273 or http://www.easeatwork.com
New Educator Portal

We are excited to welcome you as a new member of our CMSD team! At CMSD we are all educators. Now that you are ready to begin your career as an educator and part of our CMSD team, we want to ensure that you have the tools you need before reporting to your assignment. Click here to view the New Educator Portal.

Substitute Center: SmartFindExpress Management System

The SmartFindExpress Management System is where teachers, paraprofessionals and secretaries will enter their absence and request a substitute.

The SmartFindExpress Management System is also where substitute teachers, paraprofessionals and secretaries will search for open job assignments.

SmartFindExpress Substitute Management System – 216.838.4782

Office of the Substitute Coordinator – 216.838.0077

There is an Employee User Guide located on the Human Resources page.

There are also helpful training videos.

SmartFindExpress – Substitute User Guide (.pdf)

SmartFindExpress – Employee User Guide (.pdf)

For detailed information and training guides, please visit our New Educator Portal – Substitute page at https://www.clevelandmetroschools.org/Page/14138
You may need to arrange for a substitute due to any absence or professional development.

- Prepare your students early in the school year by setting expectations and remind them the day before you are absent.
- Leave lesson plan and schedule (your school may have specific procedures for submitting emergency lesson plans). Enter this information or files for the substitute to see on your absence in the SmartFindExpress.
- Keep an accurate seating chart.
- Have a schedule for students that leave the room for special classes.
- Provide a class list.
- List the names of neighboring teachers who may be of assistance.
- Near the phone, post important phone numbers.
- If available, provide a school map.
- Write down dismissal time with any specific procedures and include length of time it takes students to prepare to leave.
- Call the Sub Center to extend all absences before 11 a.m. each day to keep the same sub and consistency in your classroom.
- For substitute assistance you may need in the classroom (IEPs, testing, help, etc.) when you are not absent from the building, you must have the principal send in the request for a substitute, as you do not want to report this as an absence.
- When there are no students and there is professional development you will not be attending, you must enter the absence as “no sub required.”
- If you are going to report being absent and you do not need a sub for that time, please enter “no sub required.”
- We do not provide subs for any absence that is a half of day or less and you will need to enter “no sub required.”
- SmartFind entries such as: absences, time off, sub changes or extensions must be made before the Workday upload at 11 a.m. on the current day.
- SmartFind does not work retroactively and whatever is missing after 11 a.m. will have to be entered and corrected by the timekeeper at your school.
- Please review and confirm each absence entry on your SmartFind calendar when finished and balance to your Workday at the end of each day.
- The SmartFind and Workday should match daily by 5 p.m.
- It is recommended for all SmartFind users to review both systems daily in order to submit your payroll each Friday of the pay period.
- When specifying any sub in your absence, please review the absence 3 days in advance to confirm your sub has accepted or to make changes.
- Have all your requests for sub in the sub system before the 5 a.m. callout starting time.
Policies and Procedure Manual

The Cleveland Metropolitan School District (“District”) is responsible for providing educational services to the children of Cleveland through its talented and diverse employee resources. The District relies upon employees to fulfill their roles in providing these services and to perform their jobs in a professional, fair, honest and thorough manner. The District expects that employees will strive for excellence in advancing the District’s mission by demonstrating integrity and upholding professional standards.

All District employees are subject to the provisions of federal law, the Ohio Revised Code, the Ohio Administrative Code, Cleveland Board of Education policies (ClevelandMetroSchools.org/Page/3455), collective bargaining agreements and the District Administrative Rules included in this Manual. This Manual addresses the most frequently asked questions regarding District policy. It should be noted that changes to policy are initiated by changes in the law and/or District operating procedure. Employees are required to make themselves familiar with the contents of this Manual.

Click here to view the Policies and Procedure Manual
Badges and Background Checks

Where is Safety & Security located?

East Professional Center
1349 East 79th Street
Cleveland, OH 44103
Room 125
216.838.0420

Administrative Assistant - Division of Safety and Security

What are Safety & Security’s hours for Background Checks and Photo ID Badges?

Monday, Wednesday and Friday
9:00–11:00 am and 2:00–4:00 pm.

What is the cost for a Background Check?

BCI – $22.00
FBI – $25.25
Both BCI/FBI – $47.25

What forms of payment are accepted for my Background Check?

Money Orders ONLY (No cash, personal checks or credit cards)

Who do I contact to determine what Background Check is needed?

Human Resources Department – 216.838.0467
For all other questions, contact Support Specialist - Division of Safety and Security
Is there a fee for a photo ID badge?
For staff and students, the first two badges are free. After the third badge, there will be a $10.00 replacement fee.

Where do I go to obtain a replacement photo ID badge?

East Professional Center
1349 East 79th Street
Cleveland, OH 44103
Room 125

* You will need your employee ID number (6 digits) to obtain a badge.

How do I get my Photo ID activated?

• You badge will be activated in the Safety & Security Department.
• Questions should be directed to Division of Safety and Security (216) 838-0467
**Teacher Development and Evaluation System (TDES)**

TDES is the Teacher Development and Evaluation System for the Cleveland Metropolitan School District. Based on the Charlotte Danielson Framework for Professional Practice, TDES has transformed an outdated employee evaluation checklist into a comprehensive system based on self-reflection, observation, feedback and a plan for growth.

The teacher development focus of the TDES system provides opportunities for CMSD teachers to engage within the District in meaningful learning experiences to benefit every child in Cleveland. With focused professional development offered at buildings and at locations throughout the district, CMSD teachers dig deep into the Framework for Professional Practice (the TDES rubrics) to enhance the effectiveness of their teaching.

Click here to view the district’s TDES link: ClevelandMetroSchools.org/Page/555

**TDES Steering Committee 2018–2019**

TDES policy and procedures are developed by a joint committee of CTU and CMSD administrators.

**Great Teachers & Great Leaders**

Great Teachers & Great Leaders is our Internet-based portal for managing and accessing TDES. This site allows both the professional and the evaluator to manage the evaluation forms, communications and notifications electronically.
Frequently Asked Questions

What is TDES?

TDES is the Teacher Development and Evaluation System of the Cleveland Metropolitan School District. The Cleveland Teachers’ Union and CMSD have worked together to create a system for evaluating Cleveland’s teaching staff. Our model is informed by the research of Charlotte Danielson, a nationally recognized expert in education, and is founded on a research-based framework for evaluating four domains of teacher effectiveness.

Why do teachers have to be evaluated in TDES?

House Bill 153 was signed into law on June 30, 2011. This legislation makes changes to the teacher evaluation process throughout Ohio, not just in Cleveland. HB 153 requires that all Ohio school districts have new evaluation system in place by July, 2013. ODE has a good FAQ on HB 153 for more information. Additionally the CBA for Cleveland teachers includes TDES.

What is OTES?

OTES is the State version of TDES. It stands for Ohio Teacher Evaluation System. Our system, TDES, is aligned to OTES, but they are not identical. Evaluators must receive training in OTES in order to be state-certified evaluators. They take a computer-based test that they must pass in a proctored setting in order to conduct valid evaluations for the State of Ohio.

Who will evaluate the teachers?

The building principal will be the evaluator. In large buildings with assistant principals, the AP may do the evaluation instead. A CIS may also conduct evaluations. If you work under a teaching contract, but are not a classroom teacher, then your department head or supervisor will conduct your evaluation.

Can teachers choose their evaluators?

Generally, no.

Will Teach for America teachers be evaluated using TDES?

Yes. All CMSD teachers, including TFA teachers, will be evaluated using TDES.
Are substitutes evaluated in TDES?

No. The state does not require that we evaluate substitutes.

For additional information please follow the link below to the TDES website or contact Megan Scully, megan.scully@clevelandmetroschools.org for more information

https://www.clevelandmetroschools.org/Page/10320
Licensure
Resident Educators

The Resident Educator (RE) Program is a four-year Induction Program required by the Ohio Department of Education (ODE) for any teacher holding a four-year Resident Educator License or a four-year Alternative Resident Educator License.

The Ohio Resident Educator Program can be envisioned as the first years of a journey or the first steps on a path of continued professional learning, leading educators to more effective practices and excellence in teaching.

Successful completion of the program and the Resident Educator Summative Assessment (RESA) will result in a transition to a Five Year Professional License.

Contacts:

ResidentEducator@ClevelandMetroSchools.org

Resident Educator Program Coordinator
Administrator (HR)

Licensure Renewal

Information regarding the online licensure renewal process may be located through the CMSD website. You will access the Human Resources page via the Departments tab. Once on that page, click on Licensure (Certification) for renewal procedures.

The Ohio Department of Education (ODE) only accepts online license renewal applications.

You can renew your license by logging into your ODE SAFE account here: https://safe.ode.state.oh.us/portal

Each year, License Renewal Applications officially open on ODE’s website November 1 of the year your license expires. Visit the CMSD licensure page for the license renewal checklist for your certificate at ClevelandMetroSchools.org/Page/2137 and complete the steps that are listed.

Your application process is not complete until all required documentation for your specific licensure is turned in to Human Resources.

If you have specific questions about required documentation and need assistance please email Administrator (HR) at Licensing@ClevelandMetroSchools.org or call the direct line 216.838.2984 to set up an appointment.
IPDP Approval and Information

What is an Individual Professional Development Plan (IPDP)?

An IPDP is a document prepared by individual educators as a record of personal professional development goals and as a document of their achievement. The IPDP must be completed and approved prior to professional development activities and/or coursework. Individual Professional Development Plan guide: IPDP Guide – follow this closely, as it will help you gain an approval.

LPDC –What are Local Professional Development Committees (LPDCs)?

LPDCs are groups sanctioned by the state to review coursework and professional development activities proposed and completed by educators to determine if state certification and licensure requirements have been met.

CTU Contacts

Tracy Radich – 216.861.7676 ext. 226
Jim Wagner – 216.861.7676 ext. 255

Human Resources Contact

Licensure Coordinator
License Details

Resident Educator (4 Year)

- For teachers new to the profession
- Individuals eligible for an initial Ohio license and recommended by an Ohio college or university

Professional Educator License (5 Year): License Renewal Requirements

- Six (6) semester hours of 18 CEUs or a combination as approved in the IPDP

Senior Professional Educator License (5 Year): Requirements to Advance

- Master’s Degree
- Nine (9) years under a standard teaching license or certificate with 120 days of service each year, of which at least 5 years are under a professional/permanent license certificate
- Successful completion of the Master Teacher Portfolio

Lead Professional Educator License (5 Year): Requirements to Advance

- Master’s Degree
- Nine (9) years under a standard teaching license or certificate with 120 days of service each year, of which at least 5 years are under a professional/permanent license certificate or a Senior Professional Educator License
- Hold an active National Board Certification OR
- Earn the Teacher Leader Endorsement AND completion of the Master Teacher Portfolio

For detailed information on licenses, please visit the ODE site at http://education.ohio.gov/Topics/Teaching/Licensure/Apply-for-Certificate-License/Educator-License-Types-and-Descriptions
Acronym List
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<tr>
<td>GPA</td>
<td>Grade Point Average</td>
</tr>
<tr>
<td>GRE</td>
<td>Graduate Record Exam</td>
</tr>
<tr>
<td>HEC</td>
<td>Higher Education Act</td>
</tr>
<tr>
<td>HI</td>
<td>Hearing Impairment</td>
</tr>
<tr>
<td>HIPPA</td>
<td>Health Insurance Portability Act</td>
</tr>
<tr>
<td>HR</td>
<td>Human Resources</td>
</tr>
<tr>
<td>HST</td>
<td>High School Transition</td>
</tr>
<tr>
<td>ID</td>
<td>Intellectual Disability</td>
</tr>
<tr>
<td>IEP</td>
<td>Individual Educational Plan</td>
</tr>
<tr>
<td>IPDP</td>
<td>Individual Professional Development Plan</td>
</tr>
<tr>
<td>IPR</td>
<td>Interim Progress Report</td>
</tr>
<tr>
<td>ITR</td>
<td>Infor Teach Resources</td>
</tr>
<tr>
<td>IVR</td>
<td>Interactive Voice Response (Automated Phone Calls)</td>
</tr>
<tr>
<td>jROTC</td>
<td>Junior Reserve Officers’ Training Corps</td>
</tr>
<tr>
<td>JSEC</td>
<td>Joint Special Education Committee</td>
</tr>
<tr>
<td>KRAL</td>
<td>Kindergarten Readiness Assessment Literacy</td>
</tr>
<tr>
<td>LEA</td>
<td>Local Education Agency (CMSD)</td>
</tr>
<tr>
<td>LEP</td>
<td>Limited English Proficiency</td>
</tr>
<tr>
<td>LMS</td>
<td>Learning Management System</td>
</tr>
<tr>
<td>MAP</td>
<td>Measures of Academic Progress – Test associated NWEA</td>
</tr>
<tr>
<td>MD</td>
<td>Multiple Disabilities</td>
</tr>
<tr>
<td>Abbreviation</td>
<td>Description</td>
</tr>
<tr>
<td>--------------</td>
<td>-------------</td>
</tr>
<tr>
<td>MF</td>
<td>Medically Fragile</td>
</tr>
<tr>
<td>MFE</td>
<td>Multi-factored Evaluation</td>
</tr>
<tr>
<td>MOU</td>
<td>Memorandum of Understanding – agreements between CTU and CMSD outside the CBA</td>
</tr>
<tr>
<td>NOW</td>
<td>Not On Our Watch</td>
</tr>
<tr>
<td>NWEA</td>
<td>Northwest Evaluation Association – assessments used for data</td>
</tr>
<tr>
<td>OAM</td>
<td>Orientation and Mobility</td>
</tr>
<tr>
<td>ODE</td>
<td>Ohio Department of Education</td>
</tr>
<tr>
<td>OFT</td>
<td>Ohio Federation of Teachers</td>
</tr>
<tr>
<td>OHI</td>
<td>Other Health Impairment(s) – could be Major or Minor</td>
</tr>
<tr>
<td>OH/ID</td>
<td>Ohio Identification Portal</td>
</tr>
<tr>
<td>OI</td>
<td>Orthopedic Impairment</td>
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<tr>
<td>OIP</td>
<td>Ohio Improvement Process</td>
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<tr>
<td>OPD</td>
<td>Office of Professional Development</td>
</tr>
<tr>
<td>OPES</td>
<td>Ohio Principal Evaluation System</td>
</tr>
<tr>
<td>OST</td>
<td>Ohio State Tests – Grades 4-8 Reading/Math</td>
</tr>
<tr>
<td>OT</td>
<td>Occupational Therapy (Therapist)</td>
</tr>
<tr>
<td>OTELA</td>
<td>Ohio Test of English Language Acquisition</td>
</tr>
<tr>
<td>OTES</td>
<td>Ohio Teacher Evaluation System</td>
</tr>
<tr>
<td>PAR</td>
<td>Peer Assistance and Review</td>
</tr>
<tr>
<td>PATHS</td>
<td>Promoting Alternative Thinking Strategies</td>
</tr>
<tr>
<td>PBL</td>
<td>Problem Based Learning</td>
</tr>
<tr>
<td>PBL</td>
<td>Project Based Learning</td>
</tr>
<tr>
<td>PCIA</td>
<td>Planning Center Instruction Aid</td>
</tr>
<tr>
<td>PD</td>
<td>Professional Development</td>
</tr>
<tr>
<td>PE</td>
<td>Physical Education</td>
</tr>
<tr>
<td>PLC</td>
<td>Professional Learning Community</td>
</tr>
<tr>
<td>PLTW</td>
<td>Project Lead the Way</td>
</tr>
<tr>
<td>PRE4CLE</td>
<td>Pre Kindergarten for Cleveland</td>
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<tr>
<td>PSAT</td>
<td>Preliminary Scholastic Aptitude Test</td>
</tr>
<tr>
<td>PSEOP</td>
<td>Post Secondary Education Opportunity Program</td>
</tr>
<tr>
<td>PT</td>
<td>Physical Therapy (Therapist)</td>
</tr>
<tr>
<td>RE</td>
<td>Resident Educator</td>
</tr>
<tr>
<td>RIMP</td>
<td>Reading Intervention Monitoring Program</td>
</tr>
<tr>
<td>RSBP</td>
<td>Responsible Sexual Behavior Program</td>
</tr>
<tr>
<td>RSPs</td>
<td>Related Service Providers (nurses, psychologists, SLPs, OTs, PTs, etc.)</td>
</tr>
<tr>
<td>RTA</td>
<td>Regional Transit Authority</td>
</tr>
<tr>
<td>RTI</td>
<td>Response to Intervention</td>
</tr>
<tr>
<td>SAT</td>
<td>Scholastic Aptitude Test</td>
</tr>
</tbody>
</table>
SBB  School Based Budgeting
SDI  Specific Designed Instruction
SEL  Social Emotional Learning
SIG  Student Improvement Grant
SLD  Specific Learning Disability
SLI  Speech or Language Impairment
SLP  Speech Language Pathologist
SOP  Summary of Performance
SPED  Special Education
SPO  School Parent Organization
SST  Student Support Team
STAR  Standardized Test for Readiness (Early Literacy)
STEAM  Science, Technology, Engineering, Arts, and Mathematics
STEM  Science, Technology, Engineering, and Mathematics
S&S  Scope and Sequence
SST  Student Support Team
TBI  Traumatic Brain Injury
TBT  Teacher Based Team
TDES  Teacher Development and Evaluation System
TOEFL  Test of English as a Foreign Languages
TESOL  Teaching English to Students of Other Languages
TGRG  Third Grade Reading Guarantee
UBD  Understanding By Design
UCC  Union Conference Committee
UWGC  United Way of Greater Cleveland
VA  Value Added
VI  Visual Impairment
WAP  Written Acceleration Plan (for subject, whole grade, early entry, and early grad)
WAVE  Winning Against Violent Environment
WEP  Written Education Plan (for gifted identified)
WMA  Written Mutual Agreement – specific in the CBA and building level