

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.





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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

PD Session Catalog	Register for a Session	Provide a PD Session
New and Entry Year Teacher Information		
Continuing Education Credits		
Application for your PD Transcript		
Individual PD Plans (IPDP)		
Proctor Assessments: ParaPro, OTES, OPES and CRESS		
External PD Opportunities		
Submitting External PD Hours		
Community Connections: Free PD		



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.

You can access Schoolnet from the CMSD homepage. From the “Staff” link, you will find the Schoolnet link to login.

Schoolnet provides curriculum support including:

- Scope and Sequence
- Student and Parent Resources
- Curriculum and Instruction Contact List
- Weekly Curriculum and Instruction Updates
- Student Growth Measures Help Page with SLO Training Materials, SLO Templates and Resources
- OST Resources
- Teacher Resources (ThinkCentral, Reading A-Z, etc.)
- District and Classroom Data



Prior to logging in, click on “teacher resources” to view the online resources available to you.

Teacher Resource	Description
	Internal CMSD Resources
	Link for OST resources
	Link to tools and resources
	Ohio PreK-12 Digital Library
	Resources & Tools related to pathways
	Books & lesson plans
	Tool for Accelerated Reader
	Training Center Overview
	AR Book Finder
	Lessons for K-12 Core
	Free materials ELA instruction

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.

Sign In

Username

Password

Sign In

[Trouble signing in?](#) **←** click here

Please enter your email address and click OK to receive a new, temporary password.

Email address:

←

If you experience a problem, please contact us:
 (216) 432-6232 or
 email: help_Mon@clevelandmetroschools.org



Scope and Sequence

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.

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 thinkcentral.com
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:

Executive Director: Curriculum Academics

Manager: ELA K5



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 Schoolnet via your Schoolnet username and password.

For assistance, contact:

Manager: Office of Professional Development



Early Childhood Education

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.

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.

For additional information or assistance, contact:

Executive Director: Early Childhood Education



STEM Education

STEM stands for Science, Technology, Engineering and Math. While originally designed to encourage more students to pursue careers in these specific areas, STEM education has evolved into a unique approach to teaching and learning that fosters creativity and innovative thinking in all students. STEM education strives to produce the kind of thinkers, innovators and problem solvers to be successful in a competitive global society.

STEM Design Principles

1. We embrace a culture of discovery, design and communication.

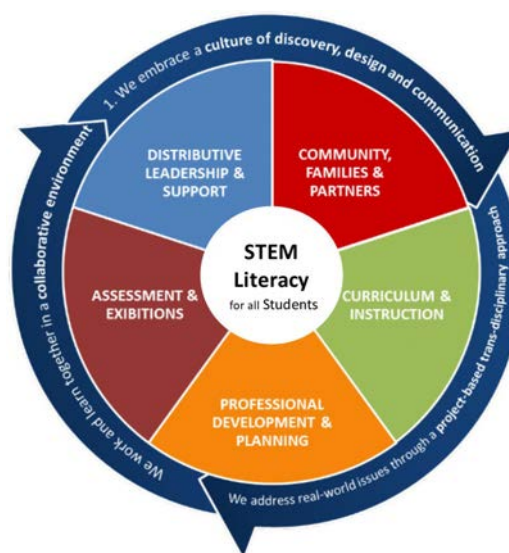
We are naturally curious and try to make sense of the world through our own experiences. We embrace inquiry and question the world around us. We use a design process in all phases of our work as a structure for discovery and problem solving. Students are encouraged to be designers of their own learning.

2. We address real-world issues through project and problem-based trans-disciplinary approaches.

We are committed to a learner-centered approach that places relevant issues and real-world problems at the center of instructional design. Student learning is contextualized and characterized by making and doing, not consuming. Both the learning process and learning outcomes are important, and students document their journey along the way. As a culminating step, students share their learning through presentations and evidence-based discussions.

3. We work and learn together to foster a collaborative environment.

Teachers and students learn by doing, sharing and connecting to others. Learning is not defined by the walls of the buildings nor the neighborhoods where we live; the world is our classroom. We collaborate with stakeholders from every walk of life and all school partners are engaged in an array of opportunities in leadership, internships/fellowships, mentorships and service learning roles. We are an integrated community of practice.



STEM Education Office

East Professional Center
1349 East 79th Street
Cleveland, Oh 44103

Manager: K–12 STEM
Program Manager: Community Wraparound Strategy
Manager: C&I K–8 STEM

Technology

Email: Office 365

1. Open your web browser. We recommend using Chrome or Internet Explorer 10 or higher.
2. Navigate to <https://portal.office.com>.
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

Customer Service Desk (Formerly Help Desk):

216.838.0440 or 216.432.6232

Initiate A Service Desk Ticket

Help_Mon@ClevelandMetroSchools.org

Human Resources / Onboarding



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.

Clicking the image to the right will open the 2018 Enrollment Benefits Guide PDF in a new browser window.



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:

- Traditional & Virtual Counseling Services
- Wellness Services
- Legal Services
- Financial Services
- Childcare & School-Age Services
- Elder Care Resources
- Retirement Coaching

Contact: easeatwork.com/EASEy
216.241.EASE (3273) or 800.521.3273

Workday

Workday is new software that since December 17, 2016 has dramatically improved our human resources and payroll system. 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





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 – 216.920.0905

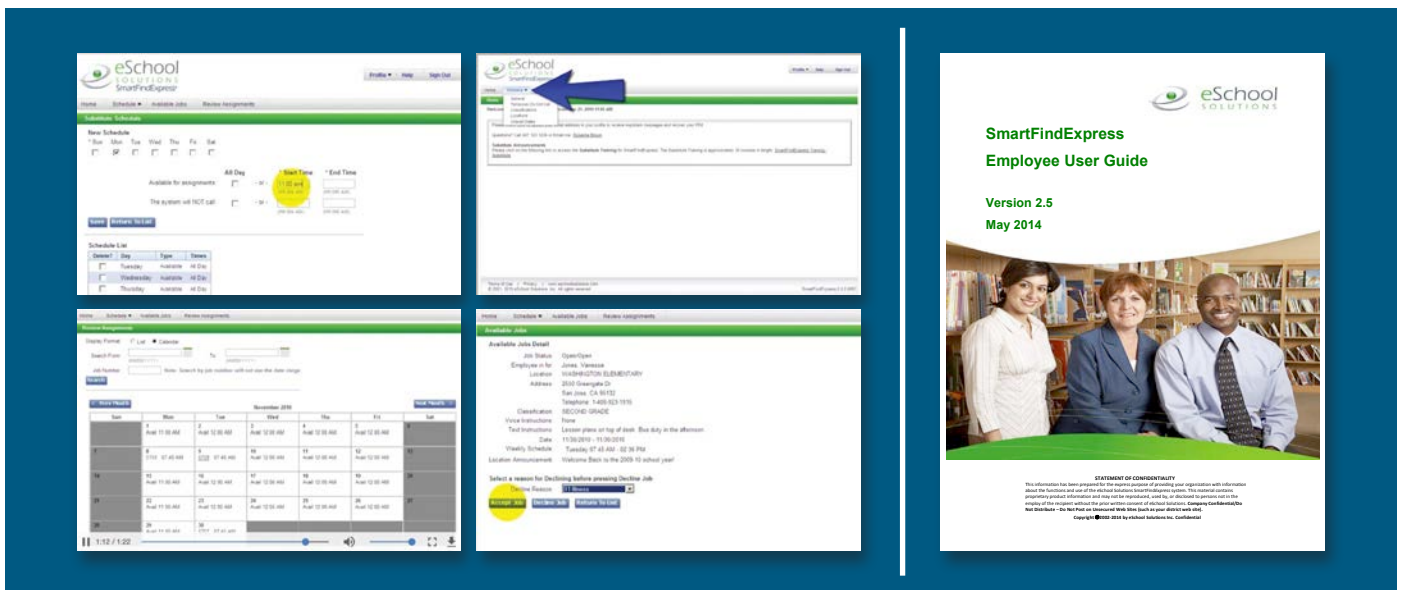
Office of the Substitute Coordinator – 216.838.0077

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 \(.pdf\)](#)





You may need to arrange for a substitute due to illness 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.

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 & 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 – \$24.00
Both BCI/FBI – \$46.00

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 – 216.838.5627

For all other questions, contact:
Support Specialist: Division of Safety & 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:
Student Assignment Specialist: Division of Safety & Security





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.

By state law, the evaluation system for teachers is based on 50% teacher performance and 50% student growth measures. TDES is the performance-based assessment tool. TDES was piloted during the 2011–2012 and 2012–2013 school years and began Districtwide for the 2013–2014 school year.

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

TDES Steering Committee 2016–2017

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.

How do test scores figure into the teacher’s final rating?

HB 153 requires that 50% of a teacher’s final evaluation score be based on student growth measures. Student growth measures for CMSD include: Value Added Data, Vendor Data and SLOs. If you are working in a grade that has standardized testing data, that data will be used in part to determine your effectiveness. If your grade or subject does not have standardized testing data, then student learning objectives (SLOs) will be used to measure student progress throughout the school year.

Will a teacher’s rating affect his or her pay?

Yes. HB 153 does include provisions for performance-based compensation as part of a district’s salary schedule. In many other states, excellent teacher performance is recognized and rewarded by additional compensation. Cleveland’s Differentiated Compensation System takes evaluation ratings into consideration when awarding an increase in pay.

Where can I get more information?

Keep an eye on the [ODE Teacher Evaluation website](#). They frequently update their content. Also check back on the TDES Announcements site for CMSD updates.

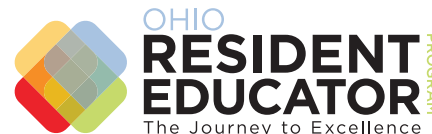
Licensure





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.



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

Acronym List





AAP	Academic Achievement Plan
ACT	American College Test
ADM	Average Daily Membership
AFT	American Federation of Teachers
AIT	Academic Intervention Teacher
AP	Assistant Principal
AP	Advanced Placement, high school high-level courses
APT	Academic Progress Team
AR	Accelerated Reader
ATC	Action Team Coach
AU	Autism
AYP	Adequate Yearly Progress
BB	Barrier Breaker
BIP	Behavior Intervention Plan
BLT	Building Level Team
CAO	Chief Academic Officer
CAP	Corrective Action Plan
CBA	Collective Bargaining Agreement
CCSS	Common Core State Standards
CD	Cognitive Disabilities – Intellectual Disabilities
CEO	Chief Executive Officer
CEUs	Continuing Education Units
CFL	Conditions for Learning
CFO	Chief Financial Officer
CIS	Curriculum and Instruction Specialist
CM	Classroom Meetings
CMSD	Cleveland Metropolitan School District
COO	Chief Operating Officer
CTAG	Closing the Achievement Gap
CTE	Career and Technical Education
CTU	Cleveland Teachers Union
CWA	Community Wrap Around
D/B	Deaf/Blindness
DD	Developmental Delay
ED	Emotionally Disabled
ELA	English Language Arts
ELL	English Language Learner
EMIS	Educational Management Information System
EOC	End of Course Test
EPDC	East Professional Development Center

ERF	Employee Request Form
ESC	Educational Service Center
ESEA	Elementary and Secondary Education Act
ESSA	Every Student Succeeds Act
ESL	English as a Second Language
ESP	Encore Teachers
ETR	Evaluation Team Report
eTPES	Electronic Teacher & Principal Evaluation System – summative evaluation
FACE	Family and Community Engagement
FBA	Functional Behavior Assessment
FERPA	Family Educational Rights and Privacy Act
FIM	First in Math
FIP	Formative Instructional Practices
GT	Gifted and Talented
GGG	Get It Got It Go (Preschool testing)
GPA	Grade Point Average
GRE	Graduate Record Exam
HEC	Higher Education Act
HI	Hearing Impairment
HIPPA	Health Insurance Portability Act
HR	Human Resources
HST	High School Transition
ID	Intellectual Disability
IEP	Individual Educational Plan
IPDP	Individual Professional Development Plan
IPR	Interim Progress Report
ITR	Infor Teach Resources
IVR	Interactive Voice Response (Automated Phone Calls)
jROTC	Junior Reserve Officers’ Training Corps
JSEC	Joint Special Education Committee
KRAL	Kindergarten Readiness Assessment Literacy
LEA	Local Education Agency (CMSD)
LEP	Limited English Proficiency
LMS	Learning Management System
MAP	Measures of Academic Progress – Test associated NWEA
MD	Multiple Disabilities
MF	Medically Fragile
MFE	Multi-factored Evaluation



MOU	Memorandum of Understanding – agreements between CTU and CMSD outside the CBA	SBB	School Based Budgeting
NOW	Not On Our Watch	SDI	Specific Designed Instruction
NWEA	Northwest Evaluation Association – assessments used for data	SEL	Social Emotional Learning
OAM	Orientation and Mobility	SIG	Student Improvement Grant
ODE	Ohio Department of Education	SLD	Specific Learning Disability
OFT	Ohio Federation of Teachers	SLI	Speech or Language Impairment
OHI	Other Health Impairment(s) – could be Major or Minor	SLP	Speech Language Pathologist
OH/ID	Ohio Identification Portal	SOP	Summary of Performance
OI	Orthopedic Impairment	SPED	Special Education
OIP	Ohio Improvement Process	SPO	School Parent Organization
OPD	Office of Professional Development	SST	Student Support Team
OPES	Ohio Principal Evaluation System	STAR	Standardized Test for Readiness (Early Literacy)
OST	Ohio State Tests – Grades 4–8 Reading/Math	STEAM	Science, Technology, Engineering, Arts, and Mathematics
OT	Occupational Therapy (Therapist)	STEM	Science, Technology, Engineering, and Mathematics
OTELA	Ohio Test of English Language Acquisition	S&S	Scope and Sequence
OTES	Ohio Teacher Evaluation System	SST	Student Support Team
PAR	Peer Assistance and Review	TBI	Traumatic Brain Injury
PATHS	Promoting Alternative Thinking Strategies	TBT	Teacher Based Team
PBL	Problem Based Learning	TDES	Teacher Development and Evaluation System
PBL	Project Based Learning	TOEFL	Test of English as a Foreign Languages
PCIA	Planning Center Instruction Aid	TESOL	Teaching English to Students of Other Languages
PD	Professional Development	TGRG	Third Grade Reading Guarantee
PE	Physical Education	UBD	Understanding By Design
PLC	Professional Learning Community	UCC	Union Conference Committee
PLTW	Project Lead the Way	UWGC	United Way of Greater Cleveland
PRE4CLE	Pre Kindergarten for Cleveland	VA	Value Added
PSAT	Preliminary Scholastic Aptitude Test	VI	Visual Impairment
PSEOP	Post Secondary Education Opportunity Program	WAP	Written Acceleration Plan (for subject, whole grade, early entry, and early grad)
PT	Physical Therapy (Therapist)	WAVE	Winning Against Violent Environment
RE	Resident Educator	WEP	Written Education Plan (for gifted identified)
RIMP	Reading Intervention Monitoring Program	WMA	Written Mutual Agreement – specific in the CBA and building level
RSBP	Responsible Sexual Behavior Program	VI	Visual Impairment
RSPs	Related Service Providers (nurses, psychologists, SLPs, OTs, PTs, etc.)	WAP	Written Acceleration Plan (for subject, whole grade, early entry, and early grad)
RTA	Regional Transit Authority	WEP	Written Education Plan (for gifted identified)
RTI	Response to Intervention	WMA	Written Mutual Agreement
SAT	Scholastic Aptitude Test		

Special thanks to the Joint Governing Panel for beginning the work on this resource for our new educators.



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216.838.0000 • ClevelandMetroSchools.org

A CMSD Communications Publication