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.

Table of Contents (Navigate to the page by holding control + clicking on the Heading or subheading. Shift F5 to return to the TOC.)

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 OPD @ClevelandMetroSchools Click on PD Catalogue to find our professional development listings. There is also a page dedicated to new and entry year teachers.

We look forward to meeting you!
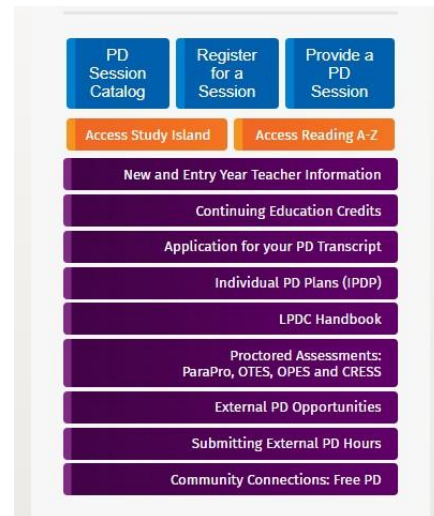The OPD link is https://www.clevelandmetroschools.org/PD

Office of Professional Development

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

Executive 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.
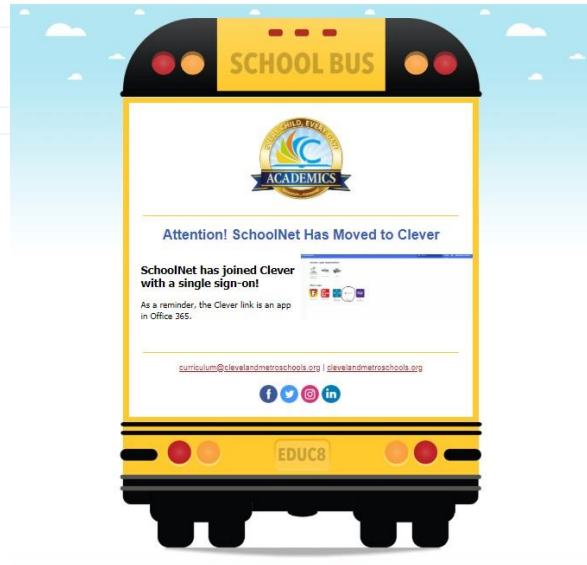
Once you log in, you will be able to access student-level data. See the screenshots below to learn how to obtain your log in information.

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. The District Literacy Priorities are: word knowledge, fluency, comprehension and writing.

Scope and Sequence Documents:

The ELA Scope and Sequence Grades K -12 The link is https://www.clevelandmetroschools.org/Page/15458 Scroll to the bottom of the page.

The Math, Science and Social Studies Scope and Sequence Grades K-12

The Scope and Sequence link is https://drive.google.com/drive/folders/1gxhwCafSKaPrNhF6heyfG7aUcUZRlXmN

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 The link is https://tinyurl.com/yd2u2bu8
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:

Executive Director - Core Curriculum. The email link is https://www.clevelandmetroschools.org/Page/506

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. The link is https://www.clevelandmetroschools.org/Page/14554

For direct access click on the Student Page and log in with the Active Directory. The link is https://www.clevelandmetroschools.org/Page/14554

For assistance, contact Manager - Office of Professional Development -

Reading A to Z Link The link is https://www.clevelandmetroschools.org/Page/14554

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. The link is https://www.edmentum.com/resources/brochures/study-island-and-nwea%E2%84%A2-map%C2%A9-link-integration

- 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 . The Student Page and Active Directory may be found by 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 Reading A-Z, Imagine Learning, McGraw Hill, TCI (History Alive!) and Study Island resources.

For assistance, contact Executive Director - Core Curriculum.

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:

Executive Director of Early Childhood and PK-12 Literacy Support
Staff:
Solution Specialists

Preschool:
Early Learning Assessment and Accountability Manager, Early
Learning Partner and Transition Coordinator

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

Grades 6-8
 ELA Manager

Grades 9-12
ELA Manager

Preschool Supports, K-3 Literacy and Model Lead Teachers,
Data Specialists and Teachers on Assignment

Additional Information Supports can be found on the website: The link is
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.
2. Navigate to https://portal.office.com. The link is https://www.clevelandmetroschools.org/Page/11991
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 The link is https://www.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 link. The link is https://www.clevelandmetroschools.org/Page/11698 or Service Catalog.
The link for to initiate a service ticket go the CMSD website then: Staff and scroll down to Service Delivery.
Log in with your network credentials and select a main service.

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: The link is https://www.clevelandmetroschools.org/Workday or send an email to the link is 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.
Benefits Guide

The link is https://www.clevelandmetroschools.org/Domain/41
Scroll down the page.

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 1-800-521-327 the link is https://allonehealth.com/easeatwork/

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 on the link to view the New Educator Portal. https://www.clevelandmetroschools.org/Page/14133

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.

For detailed information and training guides, please visit our New Educator Portal – Substitute page at https://www.clevelandmetroschools.org/Page/14138

SmartFindExpress – Employee User Guide *(.pdf)*
https://tinyurl.com/y8wbee89

SmartFindExpress – Substitute User Guide *(.pdf)*
https://tinyurl.com/y7tn5w3t
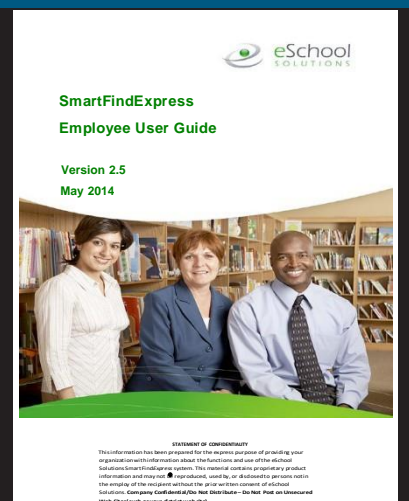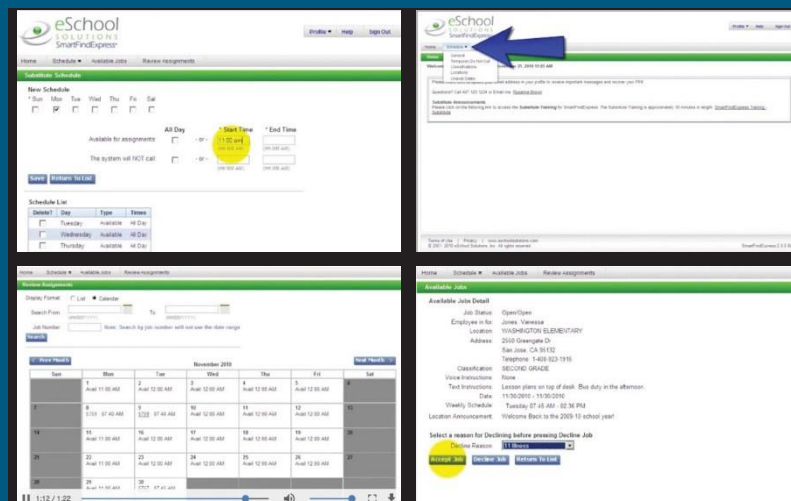
You may need to arrange for a substitute due to any absence or professional development.

- 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/), 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.

Go to the CMSD home page. Click on Departments and scroll over to and click on Human Resources. The Employee Policies and Procedure Manual is found on the lower part of the page.

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

The link is: https://www.clevelandmetroschools.org/Domain/48

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 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: https://www.clevelandmetroschools.org/domain/143

TDES Steering Committee

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 the TDES coordinator for more information
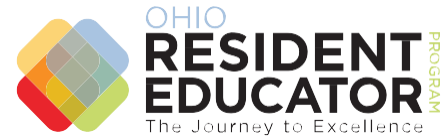
 The link is: https://www.clevelandmetroschools.org/Page/10320

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.

Educators can apply online with ODE here. The link is https://tinyurl.com/yby3etk9 The CMSD

LPDC IRN number is 014451.

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.

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. IPDP Guide link: https://www.clevelandmetroschools.org/Page/9309

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

Contact – 216.861.7676 ext. 226

or 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

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 CBA	Memorandum of Understanding – agreements between CTU and CMSD outside the
NOW	Not On Our Watch
NWEA	Northwest Evaluation Association – assessments used for data
OAM	Orientation and Mobility
ODE	Ohio Department of Education
OFT	Ohio Federation of Teachers
OHI	Other Health Impairment(s) – could be Major or Minor
OH/ID	Ohio Identification Portal
OI	Orthopedic Impairment
OIP	Ohio Improvement Process
OPD	Office of Professional Development
OPES	Ohio Principal Evaluation System
OST	Ohio State Tests – Grades 4-8 Reading/Math
OT	Occupational Therapy (Therapist)
OTELA	Ohio Test of English Language Acquisition
OTES	Ohio Teacher Evaluation System
PAR	Peer Assistance and Review
PATHS	Promoting Alternative Thinking Strategies
PBL	Problem Based Learning
PBL	Project Based Learning
PCIA	Planning Center Instruction Aid
PD	Professional Development
PE	Physical Education
PLC	Professional Learning Community
PLTW	Project Lead the Way
PRE4CLE	Pre Kindergarten for Cleveland
PSAT	Preliminary Scholastic Aptitude Test
PSEOP	Post Secondary Education Opportunity Program
PT	Physical Therapy (Therapist)
RE	Resident Educator
RIMP	Reading Intervention Monitoring Program
RSBP	Responsible Sexual Behavior Program
RSPs	Related Service Providers (nurses, psychologists, SLPs, OTs, PTs, etc.)
RTA	Regional Transit Authority
RTI	Response to Intervention
SAT	Scholastic Aptitude Test

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

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