Employee Handbook

Cleveland City Schools

General Information, Policies, and Guidelines
2026-2027

Cleveland
CITY SCHOOLS
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IMPORTANT INFORMATION

In the event of a discrepancy between any of the information contained in our handbook and the Cleveland City Schools (CCS) Board Policy, the CCS Board Policy will govern. The purpose of this handbook is to provide information that will help with questions and enable our employees to have a successful career with CCS. Not all board policies and procedures are contained in this handbook; however, those that are have been summarized.

This handbook is neither a contract nor a substitute for the official CCS Board Policy. It is only meant to be a guide for that policy manual. This handbook is not intended to alter the at-will status of any employee.

Board policies and procedures may change at any time. For more information, please refer to the online Board policy section, confer with a supervisor, or contact the appropriate Central Office department. It is the employee's responsibility to be knowledgeable of and adhere to the Board Policies and Procedures.

Link to Cleveland City Schools Online Board Policy Manual:
https://tsba.net/cleveland-city-board-of-education-policy-manual/

WELCOME FROM DIRECTOR OF SCHOOLS: DR. JEFF ELLIOTT

Cleveland City Schools Family,

Welcome to the 2026-2027 school year! I am grateful you chose Cleveland City Schools as your place of employment. Our employees are essential to offering the best educational experience for the students in our community. No matter your title, it is important for each of us to work hard each day to prepare our students for their next stage of life.

This Employee Handbook has been developed to ensure that each of us fully understands the professional expectations set by local, state, and federal laws and policies. Please take time to carefully read this document and ask questions if you need further clarification.

As always, I appreciate the job you do on behalf of our students and community. Together, we can make this school year a successful and rewarding experience for everyone.

Sincerely,



Dr. Jeff Elliott

Director of Schools
Cleveland City Schools

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DISTRICT INFORMATION

Board of Education

The Cleveland City Schools Board of Education is composed of individuals representing the residents of the City of Cleveland. The Board is elected to provide oversight and governance for Cleveland City Schools. The members serve four year terms. They are responsible for setting district policy and selecting the Director of Schools. The Director of Schools is the only employee hired by the Board. The current members of the Board of Education are featured below:

Matthew Coleman



Carolyn Ingram



Andy Lay



Renée Diamond



Peggy Pesterfield



Jodi Riggins



Nate Tucker



DISTRICT OVERVIEW

Detailed demographic information by state, school system, and individual school(s) is available on the Tennessee Department of Education Online Report Card.

Schools	Principal
Arnold Memorial Elementary	Dr. Alicia Kahrs
Blythe Bower Elementary	Dr. Joe Parker
Candy's Creek Cherokee Elementary	Sara Whitener
E.L. Ross Elementary	Donald Benton
George R. Stuart Elementary	Kim Bradford
Mayfield Elementary	Dr. Keri Miles
Yates Primary	Nathaniel Akiona
Cleveland Middle	Emily Raper
Cleveland High	Robert Pritchard

DISTRICT INSTRUCTIONAL CALENDAR LINK:
https://www.clevelandschools.org/o/district/browse/147551

EXECUTIVE STAFF

Dr. Jeff Elliott
Director of Schools
director@clevelandschools.org
General Administration
Financial and Personnel Management
Community Relations

Mrs. Cindy Geren
Director of Finance
cgeren@clevelandschools.org
Finances/Payroll
School Nutrition
Accounting and Budget

Mr. Michael Kahrs
Director of Student Information Systems
mkahrs@clevelandschools.org
Student Information Systems
Testing Coordinator
District Data Analysis

Mrs. Autumn O'Bryan
Director of Family Resource Center
aobryan@clevelandschools.org
Family Resources
Community Resources
Grant Management

Mr. Kelly Kiser
Assistant Director of Schools
kkiser@clevelandschools.org
General Administration
Human Resources
Community Relations

Mr. Hal Taylor
Director of Operations
htaylor@clevelandschools.org
Transportation
Physical Plant
School Facilities

Mr. Mike Chai
Director of Student Services
mchai@clevelandschools.org
Student Discipline and Safety
District Complaint Manager
Athletics

Dr. Cody Raper
Director of Innovation and Technology
craper@clevelandschools.org
Technology Management
BLADE Project
E-Rate

HELPFUL CONTACT INFORMATION	
Department:	**Phone Number:**
Assistant Director of School's Office	**423-472-9571 ext. 1208**
Benefits/Insurance	**423-472-9571 ext. 1234**
Board of Education	**423-472-9571**
Curriculum and Counseling	**423-472-9571 ext. 1328**
Compensation/Payroll	**423-472-9571 ext. 1234**
Director of Schools' Office	**423-472-9571 ext. 1208**
Finance	**423-472-9571 ext. 1235**
Human Resources	**423-472-9571 ext. 1240**
Main Number	**423-472-9571**
Operations	**423-472-9576**
Public Information	**423-472-9571 ext. 1204**
School Nutrition	**423-472-9574**
Student Information System (PowerSchool)	**423-472-9571 ext. 1330**
Technology	**423-472-9571 ext. 1330**
Transportation	**423-472-9576**

STAFF RIGHTS AND RESPONSIBILITIES:

In fulfilling any rights and responsibilities, employees shall give proper consideration to the educational welfare of the students and ensure that no conflict exists with their duties.

Educators have the right to:

1. Be treated with civility and respect;
2. Have their professional judgment and discretion respected;
3. Report any errant, offensive, or abusive content or behavior of a student to the principal and/or appropriate agencies;
4. Provide students with a safe environment;
5. Defend themselves and their students from physical violence or harm;
6. Share information regarding a student's educational experience, health, or safety with the student's parent(s)/guardian(s) unless otherwise prohibited;
7. Review all instructional material or curriculum before being utilized by students;
8. Not be required to use his/her personal money to appropriately equip a classroom;
9. Report students who commit offenses of assault and battery or vandalism on school property endangering the life, health, or safety of others pursuant to state law; and
10. Receive benefits in accordance with state law if the educator is a teacher who is on leave due to a physical assault or other violent criminal act committed during the course of employment.

Each staff member has the responsibility to:

1. Make themselves familiar with and abide by, the laws of the state, the policies of the Board and the procedures designed to implement them.
2. To adhere to the Teacher Code of Ethics, to the extent applicable.
3. Refrain from any sexually related behavior with students, including students who have graduated or withdrawn in the immediately preceding twelve (12) months;
4. Exercise good judgment in selecting issues for discussion and balance the relative maturity of students and the students' right to know.
5. Be courteous and helpful in interacting and responding to parent(s)/guardian(s), visitors and members of the public.
6. Keep all records and prepare and submit promptly all reports that may be required by state law, State Board of Education regulations, local board policy and administrative procedures;
7. Wear appropriate dress for work according to board guidelines and local school rules. Policy 5.600

EMPLOYMENT AND HIRING PRACTICES

Equal Employment Opportunity Statement: Opportunity for employment, as well as continuation and advancement in employment, shall be afforded equally to members of all races, creeds, colors, either sex, religions, ages, national origins, and individuals with disabilities or veteran status with regard only for qualifications for the positions involved. Policy 5.104

Job Postings and Application: Positions for Cleveland City Schools will be advertised online for a minimum of five (5) days through our website under CCS Job Openings/Application. The application process requires an online application. This can be submitted through the district website. For additional questions and clarifications, please contact Human Resources.

Criminal History Background Check: To ensure the safety and welfare of students and staff, the district shall require criminal history background checks and fingerprinting of applicants for all positions. Knowingly falsifying information shall be sufficient grounds for termination of employment and shall also constitute a Class A misdemeanor, which shall be reported to the District Attorney General for prosecution. Policy 5.106, 5.118

Overtime Authorization and Pay: The Board discourages overtime work by non-exempt employees. A non-exempt employee will not work overtime without the express approval of their supervisor. All overtime work must be expressly approved in writing by the Director of Business Operations. All supervisory personnel must monitor overtime on a weekly basis and report such time to the Director of Business Operations. Principals and supervisors will monitor employees' work, will ensure that overtime provisions of this policy and the Fair Labor Standards Act are followed and will ensure that all employees are compensated for any overtime worked. Principals or supervisors may need to adjust daily schedules to prevent non-exempt employees from working more than forty (40) hours in a workweek. Accurate and complete timesheets of actual hours worked during the workweek will be signed by each employee and submitted to the Director of Business Operations. The Director of Business Operations will review work records of employees on a regular basis to make an assessment of overtime use. Policy 5.602

Payroll: Full time employees are paid monthly on or about the 20th. Part time employees and substitutes are paid on or about the 10th. All payroll with the exception of substitute teachers is done through direct deposit. Policy 2.802 If there is a discrepancy in pay, contact Business Operations. If a reimbursement is due, the adjustment will be made on the following paycheck following the resolution of the discrepancy.

Employee Benefits

Eligible employees may participate in benefit programs offered by Cleveland City Schools, including health insurance and other available benefit programs. Eligibility, enrollment periods, coverage options, employee contributions, and other requirements vary by plan. Employees should contact the Business Office for current information.

Pay for Advanced Degrees: Certified employees that are seeking to move from one pay lane to another due to additional academic coursework or advanced degrees must have official transcripts reflecting said coursework sent to the Human Resources Department prior to the first day of school for this to be reflected in salary ratings for the entire school year. Requests received after the beginning of school will be evaluated for salary changes to be reflected after January 1. Requests received after February 1 will be evaluated for the following school year.

Employee Badges: Employee badges should be worn during all scheduled work hours. Lost badges must be reported to the Innovation Department immediately. Badges are the property of Cleveland City Schools and should be returned at the request of administration.

Personnel Records: Upon being selected and approved for employment with Cleveland City Schools, a personnel file is established.

Employee records (except medical records, fingerprint background checks, and other security check information such as your SSN, personal phone number, address, etc.) are public records. As such, any individual or agency including the news media may request access to a personnel file. However, a record of the person inspecting the file and the date of the inspection shall be kept.

Employees may view the contents of his or her personnel file which contains information pertaining to evaluations and other employment matters related to work history by making an appointment with Human Resources. The file must be reviewed in the presence of a Human Resources employee. If an employee wants to receive a copy of his or her records, a nominal fee per page may be assessed. Policy 5.114

Performance Evaluations: All newly hired classified employees shall be evaluated once during the first 90 days of employment and once more before the end of the first year to mark satisfactory or unsatisfactory performance. Support employees hired for more than one (1) year shall be evaluated at least once a year. Employees receiving a score of one (1) in any domain may be recommended for termination of employment.

Annual evaluations are mandated for all teachers and other school-based certified employees. The State Board of Education has adopted the Tennessee Educator Acceleration Model (TEAM) and that is the model used for evaluation in Cleveland City Schools.

During the first weeks of the school year, new employees shall become thoroughly familiar with the evaluation procedure and instrument(s). Administrators shall be held accountable for this important responsibility. Policy 5.109

TEAM Evaluation Grievance Procedure

Through this procedure, principals and teachers may challenge the following, relative to their evaluation:
1. Accuracy of the data
2. Adherence to the evaluation policies adopted by the State Board of Education

Step I – Evaluator

1. A written grievance must be submitted to the evaluator within fifteen (15) days of the receipt of the result of the component being grieved, otherwise it will be considered untimely and invalid. Grievances may be filed at the end of each of the three (3) components of the evaluation model: qualitative appraisal; student growth measures; and other measures of student achievement.
Grievance forms will be provided in the Administrative Procedures Handbook at each school. These forms may be requested from your supervisor.

2. Required components of grievance:

a. teacher or principal's name, position, school, and additional title, if any
b. name of the teacher or principal's immediate supervisor
c. name of the evaluator/reviewer
d. date the challenged summative evaluation was received
e. evaluation period in question
f. basis for the grievance
g. corrective action desired by the grievant
h. sufficient facts or other information to begin an investigation

3. Failure to state specific reasons shall result in the grievance being considered improperly filed and invalid.

4. After receiving the grievance, the evaluator shall:

a. Examine the documentation presented by the grievant and such other documentation as may be relevant and available.
b. Communicate a decision, in writing, to the grievant within fifteen (15) days of receipt of the grievance.
c. At their discretion, correct any procedural errors made during the evaluation process.

Step II – Director of Schools

1. A written grievance must be submitted by the grievant to the Director of School or designee no later than fifteen (15) days of receipt of the decision rendered in Step I.

a. A designee may not be used if the complainant is a principal.

2. The Director of Schools will:

a. Hold informal discussion with grievant.
b. Hear facts, allegations, and testimony by appropriate witnesses as soon as practical.
c. Communicate, in writing, a decision to the grievant within fifteen (15) days of the discussion with grievant.
d. Take any action necessary, based on the circumstances, to immediately correct any procedural errors made in the evaluation process.

Step III- Local Board of Education

1. Teachers and principals may request a hearing before the Board of Education by submitting a written grievance and all relevant documentation to the Board of Education within fifteen (15) days of receipt of the decision rendered in Step II.

2. The Board of Education, based on a review of the record, may:

a. Grant or deny a request for a full Board hearing.
b. Affirm or overturn the decision of the Director of Schools with or without a hearing before the Board.

3. If a hearing is granted, the Board will:

a. Hold such hearing no later than thirty (30) days after the receipt of a request for a hearing.
b. Give written notice of the time and place of the hearing to the grievant, Director of Schools, and all administrators involved.
c. Communicate its decision, in writing, to all parties no later than thirty (30) days after the conclusion of the hearing.
d. The Board of Education shall serve as the final step for all grievances.

Progressive Discipline: Cleveland City Schools follows a progressive discipline model and requires due process when dealing with issues of unsatisfactory performance. As such, employees receive notice of concerns and an opportunity to improve or correct behavior prior to receiving disciplinary action. Please note, depending on the nature of the infraction, the steps may not be followed in sequential order. The steps involved are as follows:

- **Conference of Concern** – This is a conference between the employee and immediate supervisor during which there is initial discussion of behavior that does not meet performance standards. The conference will be followed-up by an email or memo summarizing the meeting discussion. This documentation remains at the school level.
- **Professional Communication** – This is the next step of progressive discipline which indicates the employee did not correct the behavior after being discussed in the Conference of Concern or another type of infraction has occurred. A Memorandum of Understanding will be written by the Supervisor and placed in the employee's file at the school. The employee will receive a copy as well.
- **Written Reprimand** – This serves as a final notice that if specified behavior does not improve, disciplinary action will be taken. Board policy must be addressed in this reprimand. The employee shall receive a copy of this reprimand and the board policy and it will be placed in the employee's personnel file in the Human Resources office. The employee may respond in writing to material placed in records. Policy 5.114
- **Suspension** – This is the first punitive action resulting from an employee's continued disregard of prior notifications regarding work performance. Employees are placed on administrative leave without pay, as determined by Board policy. Policy 5.200, 201, 202
- **Dismissal** – Termination is the final action and typically taken after other options have been exhausted.

Please note that depending upon the severity of employee misconduct or policy violation, he or she may be immediately recommended for punitive action, up to and including termination, at the discretion of the Director of Schools.

Interim Positions: Interim positions are handled according to Board Policy 5.700.
Employee Transfer Procedure: Any employee, regardless of tenure status or years of service, may apply for a transfer to a posted, full-time position for which they qualify (interim jobs are not open for transfer). The employee must apply for the job through our online application program and be selected for an interview by the school's principal. For example, if a high school teacher would like to transfer to a middle school the teacher would apply for an opening through the internal application. No transfer applicant is guaranteed an interview and jobs will be filled based on mutual consent between the schools' principals and the applicant for the position.

Reduction in Force: When reductions are necessary due to the reduction in student enrollment at a given school, the Assistant Director of Schools shall meet with the faculty regarding this process.

Licensed Personnel:

Reductions in staff shall be made in an attempt to have the least detrimental effect on children. In general, this objective dictates a staff reduction policy which:

1. Retains the most effective teachers;
2. Avoids undue increases in class size; and
3. Provides consideration for the exceptional teacher without exclusive emphasis on seniority.

The elimination of a position does not necessarily mean the person occupying the position will be dismissed. When an employee is released, the Director of Schools shall make the decision based upon a composite of the following criteria:

1. Effectiveness in teaching and in related professional responsibilities evidenced by teacher evaluation;
2. Adaptability to other assignments (academic and extracurricular);
3. Evidence of professional growth as well as specialized or advanced training;
4. Previous history of grade levels and subject areas taught; and
5. Type, length and quality of service made to the teaching profession and the school system.

When a teacher is released because of reduction in staff, the teacher shall be given written notice of release explaining the circumstances or conditions making dismissal necessary.

Non-Licensed Personnel:

When a non-licensed employee is released because of a reduction in the number of support positions, the Director of Schools shall give the employee written notice of dismissal explaining the circumstances or conditions making termination of employment necessary.

Coaching Vacancies: Positions required to be posted online at the discretion of the Director of Schools include: Head Football, Head Varsity Basketball (boys and girls), Head Baseball, Head Softball, Head Soccer (boys and girls), Head Wrestling, Head Volleyball, Varsity Cheerleading, and Varsity Dance.All TSSAA regulations will be enforced as well as Cleveland City Schools Board of Education policies. Employees hired to both teach and coach must remain employed in both areas unless mutually agreed to by the school principal in accordance with Human Resources. Policy 5.115

KEY PERSONNEL STANDARDS AND POLICIES

Dress Code: All employees must dress neatly and in a manner that is consistent with their duties and responsibilities and yet befitting their assignment.

Cell Phones/Personal Communication Devices: Employees may use their cell phone or PCD during their scheduled planning time, assigned lunch/dinner time or designated break times as long as it is not used in the presence of students. Cell phones or PCD for non-educational purposes are not to be used during assigned work time.

Political Activities: Employees have the right to express their views on any issue but must in each case make clear that the view expressed is not the official view of Cleveland City Schools. Teachers may not express their personal views during academic classes except as allowed by law.
Employees may, on their own time, campaign for or against any candidate or referendum, but they shall not use their classroom, school supplied computer or equipment, or system position as a political forum nor engage in any political promotion or solicitation during school hours. Policy 5.606

Notification of a Criminal Offense: As a condition of employment, all employees must report being charged with any criminal offense to the department head/principal within 48 hours of the incident. If the department head/principal cannot be reached within the specified time frame, an employee must make the report immediately the next workday. The supervisor must report the offense to the Director of Schools immediately and the Director of Schools must report the offense to the Board Chairman as soon as practical. It is not necessary to report traffic citations unless required by the department. Policy 5.6001

Complaints and Grievances: The Board believes that differences of opinions arising in the course of employment should be resolved as quickly as possible and at the lowest supervisory level. In instances of questions by an individual staff member concerning the interpretation of policies and procedures to that staff member, administrative practices within the staff member's particular school, and relationships with other employees, the staff member concerned must consult the administrative or supervisory personnel to whom they are responsible. If a satisfactory resolution of the problem cannot be reached after ample opportunity for consideration of the matter, the staff member concerned may discuss the matter with the next level of supervision up to and including the Director of Schools or designee. Policy 5.501
The employee should notify the District Complaint Managers if they believe the Board, its employees or agents have violated their rights guaranteed by the state or federal constitution, state or federal statute, or board policy.

Use of Technology:

Cleveland CITY SCHOOLS
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Acceptable and Responsible Use Policy

For The Network, Devices, and Accounts

This Document Must Be Signed Before Using any CCS Owned Network, Devices, or Account. Students/Parents Must Renew Signature Every School Year.

Cleveland City Schools seeks to empower students and teachers with the latest technology and resources that enable them to more effectively lead, teach, and learn. However, the use of the school network, accounts, and devices is a privilege. Inappropriate use can result in cancellation of these privileges as well as other consequences.

I Will . . .	I Will Not . . .
• Follow board policy and be respectful, responsible, and safe while using all school technology resources. • Use school devices, accounts, and networks knowing that there is absolutely no expectation of privacy. • Care for the devices used to prevent loss or damage. • Utilize CCS devices for approved and appropriate uses as indicated by board policy. • Only install software or use websites/apps that require login or collect student data when they have been pre-approved by the Director of Innovation and Technology. • Only use the device that is assigned to me. • Report any threatening, obscene, inappropriate, bullying, or other offensive behavior to a school representative or supervisor and navigate away from the material. • Only search for or visit appropriate websites. • Use artificial intelligence tools responsibly for approved educational or work-related purposes, while protecting private information and verifying any AI-assisted work. • Follow teachers' and/or administrators' rules and requests with regard to technology usage. • Be kind, courteous, and professional when communicating with others. • Keep my username and password secure. • Promptly return the device I am borrowing from Cleveland City Schools upon request.	• Send, display, request, or attempt to download offensive messages or pictures. • Bully, harass, insult, defame, discriminate against, threaten, attack, use obscene language, or injure others. • Film or photograph others without their consent. • Attempt unauthorized access to the network or resources. • Bypass filters to access unauthorized websites. • Damage a device, network, or account. • Use another individual's login credentials or trespass into another individual's account or files. • Reveal personal or confidential information about myself or others (e.g., addresses, phone numbers). • Plagiarize, cheat, facilitate academic dishonesty, or violate copyright laws. • Use artificial intelligence tools to cheat, misrepresent my work, share unapproved private or confidential information, or create harmful, false, or inappropriate content. • Engage in inappropriate uses of video conferencing, text messages, chats, social media, etc. or use these tools in ways that violate the terms of this policy. • Change settings of computers or programs (outside of minor personalizations) or attempt to repair or alter devices or any other equipment. • Engage with or facilitate any illegal activity.

In addition to this acceptable and responsible use policy, the use of Cleveland City Schools' network, devices, and accounts by employees and students is governed by Cleveland City Schools Board Policy. The following policies are explicit in their definition of uses of technology resources and the consequences of abuse: Use of Internet 4.406; Use of Electronic Mail 1.805; Web Pages 4.407; Use of Copyrighted Material 4.404; Student Publications 6.704; and Use of Artificial Intelligence Programs 4.214.

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Política de uso aceptable y responsable

para la red, los dispositivos y las cuentas

Este documento debe ser firmado antes de utilizar cualquier red de CCS, dispositivo o cuenta. Los estudiantes / padres deben renovar la firma cada año escolar.

Las Escuelas de la Ciudad de Cleveland buscan capacitar a los estudiantes y maestros con la última tecnología y recursos que les permitan liderar, enseñar y aprender de manera más efectiva. Sin embargo, el uso de la red, las cuentas y los dispositivos de la escuela es un privilegio. El uso inapropiado puede resultar en la cancelación de estos privilegios, así como en otras consecuencias.

Cumpliré con lo siguiente . . .	No haré lo siguiente . . .
• Seguiré la política de la junta y seré respetuoso, responsable y seguro al utilizar todos los recursos tecnológicos escolares. • Usaré los dispositivos, cuentas y redes escolares sabiendo que no existe absolutamente ninguna expectativa de privacidad. • Cuidaré los dispositivos utilizados para evitar pérdida o daño. • Utilizaré los dispositivos de CCS para usos aprobados y apropiados, según lo indicado por la política de la junta. • Solo instalaré software o usaré sitios web/aplicaciones que requieran inicio de sesión o recopilen datos estudiantiles cuando hayan sido aprobados previamente por el Director de Innovación y Tecnología. • Solo usaré el dispositivo que se me haya asignado. • Reportaré cualquier comportamiento amenazante, obsceno, inapropiado, de acoso escolar u otro comportamiento ofensivo a un representante escolar o supervisor, y saldré del material. • Solo buscaré o visitaré sitios web apropiados. • Usaré herramientas de inteligencia artificial de manera responsable para fines educativos o laborales aprobados, protegiendo la información privada y verificando cualquier trabajo asistido por IA. • Seguiré las reglas y solicitudes de los maestros y/o administradores con respecto al uso de la tecnología. • Seré amable, cortés y profesional al comunicarme con otras personas. • Mantendré seguros mi nombre de usuario y contraseña. • Devolveré de inmediato el dispositivo que esté tomando prestado de Cleveland City Schools cuando se me solicite.	• Enviar, mostrar, solicitar o intentar descargar mensajes o imágenes ofensivas. • Intimidar, acosar, insultar, difamar, discriminar, amenazar, atacar, usar lenguaje obsceno o lastimar a otros. • Grabar o fotografiar a otras personas sin su consentimiento. • Intentar obtener acceso no autorizado a la red o a los recursos. • Evadir los filtros para acceder a sitios web no autorizados. • Dañar un dispositivo, una red o una cuenta. • Usar las credenciales de inicio de sesión de otra persona o acceder sin autorización a la cuenta o los archivos de otra persona. • Revelar información personal o confidencial sobre mí mismo o sobre otras personas, como direcciones o números de teléfono. • Plagiar, hacer trampa, facilitar la deshonestidad académica o violar las leyes de derechos de autor. • Usar herramientas de inteligencia artificial para hacer trampa, tergiversar mi trabajo, compartir información privada o confidencial no aprobada, o crear contenido dañino, falso o inapropiado. • Participar en usos inapropiados de videoconferencias, mensajes de texto, chats, redes sociales, etc., o usar estas herramientas de manera que infrinja los términos de esta política. • Cambiar la configuración de computadoras o programas, excepto personalizaciones menores, o intentar reparar o alterar dispositivos u otros equipos. • Participar en cualquier actividad ilegal o facilitarla.

Además de esta política de uso aceptable y responsable, el uso de la red, los dispositivos y las cuentas de Cleveland City Schools por parte de empleados y estudiantes se rige por la Política de la Junta de Cleveland City Schools. Las siguientes políticas son explícitas en su definición de los usos de los recursos tecnológicos y las consecuencias del uso indebido: Uso de Internet 4.406; Uso del Correo Electrónico 1.805; Páginas Web 4.407; Uso de Material con Derechos de Autor 4.404; Publicaciones Estudiantiles 6.704; y Uso de Programas de Inteligencia Artificial 4.214.

Social Media Accounts: Cleveland City Schools' Social Media Procedure and Cleveland City School Board policy will be used to address and administer the fast-changing landscape of the Internet and the ways stakeholders communicate and obtain information online. District departments may consider using social media tools to reach a broader audience. Cleveland City Schools encourages the use of social media to further the goals of the district and the missions of its departments where appropriate. Policy 4.407 Policy 5.606

Click here for the Social Media Internal Procedure.

Registering a New Social Media Page/Account:

All social media sites shall be:

1. Approved by the Cleveland City Schools' Communications Specialist.

   Brandi King- bking@clevelandschools.org or (423) 472-9571

   A social media account registration form should be completed and approved by the Communications Coordinator prior to the activation of any social media accounts on behalf of Cleveland City Schools. Registration forms can be obtained from your principal/supervisor.
2. Published using approved social networking platforms and tools.
3. Administered by the contact or their designee.

Transferring an Existing Social Media Page/Account:

If a social media page/account is no longer in use or ownership needs to change:

1. DO NOT close any social media account.
2. Notify the Cleveland City Schools' Communications Coordinator.

   Brandi King- bking@clevelandschools.org or (423) 472-9571.
3. Provide updated password and account information to the Cleveland City Schools' Communications Coordinator.
4. Transferred accounts will need to update the social media account registration form with the Communications Coordinator.

Use of Artificial Intelligence Programs

Cleveland City Schools permits the use of Artificial Intelligence (AI) tools by staff and students in accordance with Board Policy 4.214 and Administrative Procedure 4.214.1. Staff are authorized to use AI programs for instructional, administrative, and communication purposes. Students may use approved AI tools under teacher supervision and in alignment with curriculum standards.

Key expectations for staff include:

- **Use Approved Tools Only:** Only AI programs approved in Administrative Procedure 4.214.1 may be used by staff or in classrooms.
- **Protect Confidential Information (PII and FERPA):** Do not input personally identifiable, financial, or confidential information into any AI tool. Avoid student names and use pseudonyms.

- **Be Transparent:** Disclose use of AI tools when appropriate to maintain professional ethics and accurate representation of work.
- **Verify Outputs:** Always review and fact-check AI-generated content before using it in any official capacity.
- **Support Student Use:** Ensure students understand responsible AI use, including ethical considerations and academic integrity.

For full details, see:

- Board Policy 4.214 – Use of Artificial Intelligence Programs
- Administrative Procedure 4.214.1 – Approved AI Programs

Conflict of Interest: Employees of the Board will not engage in, or have financial interest in, any activity that raises a reasonable question of conflict of interest with their duties and responsibilities as members of the school staff. This includes but is not limited to the following:

1. School employees may not purchase for sale to students any goods or equipment or render any service to the school system on a commission basis;
2. Employees who have patented or copyrighted any device, publication, or other item will not receive royalties for use of such item in the school system;
3. Employees will not engage in any type of work where the source of information concerning a customer, client, or employer originates from information obtained through the school system;
4. The Board shall make no purchase of supplies, materials, or equipment from a school system employee; and
5. Employees shall not solicit for the purpose of selling instructional supplies, equipment and reference books in a territory that includes the parents of the children of the school in which the employee is assigned.
6. Employees shall not be subjected to pressure to participate in solicitations contrary to their wishes. No administrator, teacher, or other employee of the Board shall furnish any list of names of pupils, teachers, or other employees to any individual, firm, or company without the approval of the Director of Schools. Any employee may request that his/her name be omitted from such an approved list.

Moreover, administrative and supervisory personnel, teachers, or any other school officer shall have no financial interest, directly or indirectly, in supplying books, maps, school furniture, or apparatus for the schools or to act as agent for any author, publisher, bookseller, or dealer in school furniture or apparatus. Policy 5.601.

Drug Free Workplace: The Cleveland City Schools Board of Education and its employees share a commitment to create and maintain an alcohol and drug-free workplace. The Cleveland City Schools Board of Education is responsible for the instruction and well-being of the students entrusted to its care. All employees are subject to randomized or periodic drug screening. See Policy 1.804 & 5.403 for more details.

Drug Screening Procedures: Per Board Policy, 5.403, Cleveland City Schools reserves the right to order a drug screening for any employee based on reasonable suspicion. The following procedures will be in place for all drug screening.

1. The principal or departmental supervisor will send a written statement to the Assistant Director of Schools indicating why a drug screening may be appropriate. The written statement will include the name of the employee, any witness statements, as well as any other pertinent information.
2. If approved for a drug screening, a Cleveland City Schools Human Resources representative will come to the work location and hold a meeting with the employee. The employee will be sent or transported by the Human Resources representative to a clinic chosen by Cleveland City Schools for a drug screening. The District will pay for the screening. The Human Resources representative will remain with the employee until taken by the physician's office for the screening.
3. No fluids are to be consumed for 2-4 hours before testing.
4. If results from an initial drug screening are positive, the employee will be placed on unpaid suspension immediately. The initial results will then be sent to a Medical Review Officer (MRO) for further testing. If either report shows a negative screen, the employee will return to work with pay for time on suspension. Please note the District maintains the right to require a hair and/or urine test.
5. All computers, the employee's badge, school keys, and other District equipment and resources will also be gathered and placed in the office of the principal of the school during the period of unpaid suspension.
6. If the drug screen returns with an indication of diluted, a second screening may be conducted. If the MRO concludes no medical reason for a second diluted sample, the District may make an employment decision up to and including termination of employment.
7. A positive drug screening from the MRO may result in discipline measures up to and including termination of employment.
8. Cleveland City Schools will assist staff with an Employee Assistance Program (EAP). The EAP program may be reached at (855) 437-3486 or go to Here4TN.com for those with medical insurance.

Staff Solicitations: No school personnel shall engage in solicitation of gifts or services from any business or individual for school purposes unless prior approval has been requested and received from both the principal and the Director of Schools/designee. Policy 5.605

Non-School Employment: Employees shall be permitted to hold employment outside the school system so long as such activities do not (a) occur during the school day, or (b) interfere with regularly scheduled or appropriately assigned duties for the school system, or (c) reflect unfavorably on the school system.
Teachers may tutor students for pay, but this must be limited to those children the teacher is not currently teaching or have administrative or supervisory responsibility over.
Policies 5.607 and 5.608

Discrimination/Harassment: Employees shall be provided a work environment free from sexual, racial, ethnic and religious discrimination/harassment. It shall be a violation of this policy for any employee or any student to discriminate against or harass an employee through disparaging conduct or communication that is sexual, racial, ethnic or religious in nature. The following guidelines are set forth to protect employees from discrimination/harassment.

Employee discrimination/harassment will not be tolerated. Discrimination/harassment is defined as conduct, advances, gestures or words either written or spoken of a sexual, racial, ethnic or religious nature that:

1. Unreasonably interfere with the individual's work or performance; or
2. Create an intimidating, hostile or offensive work environment; or
3. Imply that submission to such conduct is made an explicit or implicit term of employment;
4. Imply that submission to or rejection of such conduct will be used as a basis for an employment decision affecting the harassed employee.

Alleged victims of sexual, racial, ethnic and religious discrimination/harassment shall report these incidents immediately. This report should be made to the immediate supervisor, except when the immediate supervisor is the offending party. If the immediate supervisor is the offending party, the report may be made to the Complaint Manager, the Director of Student Services. Allegations of discrimination/harassment shall be fully investigated (as set forth in Complaints and Grievances 5.501). An oral complaint may be submitted; however, such complaint must be reduced to writing to ensure a more complete investigation. Policy 5.500

Reporting Child Abuse/Neglect: Cleveland City Schools' employees are considered mandatory reporters in relation to child abuse and/or neglect. A report may be filed by calling 1-877-237-0004. Failure to report abuse is a violation of the law and a Class A misdemeanor, carrying a sentence of up to three months imprisonment, a fine or both. Those who report and "act in good faith" are immune from any civil or criminal charges, which may result. The reporter has the right to remain confidential and anonymous. Policy 6.409

Smoking, Vaping or Tobacco Use: The Cleveland City Schools Board of Education prohibits smoking, vaping or tobacco use by all staff, students, visitors, and guests on all school property, in all school buildings, and in all school vehicles (including schools, offices, warehouses, sports complexes, etc.). "Smoking" will mean all uses of tobacco (including all "smokeless" and chewing tobacco products), cigars, cigarettes, pipes, imitation tobacco products, vape kits, and electronic cigarettes. Policy 1.803

EMPLOYEE RELATIONS

Nepotism: No employee shall be under the immediate supervision of a member of the employee's immediate family. Immediate family shall be defined as spouse, child, parent, parent-in-law, brother, sister, brother-in-law, and sister-in-law. A principal and an immediate family member shall not be assigned to the same building. Policy 1.108

Supervisor-Staff Relationships: Cleveland City Schools strongly discourages romantic relationships between supervisors and anyone whom he or she directly supervises.

Student-Staff Relationships: Staff members shall maintain professional relationships with students at all times and develop wholesome and constructive relationships with them. Staff members shall be expected to regard each student as an individual and to accord each student the rights and respect that is due. Staff members shall promote a learning environment that encourages fulfillment of each student's potential in regard to their program, consistent with district goals and with optimal opportunities for students. This goal may be reached by adapting instruction to individual needs by:

1. Insisting on reasonable standards of scholastic accomplishment for all students;
2. Creating a positive atmosphere in and out of the classroom;
3. Extending courtesy and respect to students; and
4. Treating all students with consistent fairness.

Staff members shall use good judgment in their relationships with students beyond their work responsibilities and/or outside the school setting and shall avoid excessive informal and social involvement with individual students. Any appearance of impropriety shall be avoided. Sexual relationships between employees and students shall be prohibited. Policy 5.610 and 5.611

Staff Time Schedules: The workday for full-time licensed and professional staff shall be a minimum of 7.5 hours and will continue until professional responsibilities to the students and the school are completed. Administrative meetings, curriculum development, student supervision, assigned duties, parent conferences, group or individual planning and extra-curricular activities may require hours beyond the stated minimum (seven hours and thirty minutes). Work schedules for other employees will be defined by the Director of Schools or their designee, consistent with the Fair Labor Standards Act and provisions of this policy.

The principal of each school will be responsible for setting the work hours for all employees. At the Central Office, the Director of Schools or designee will set working hours.
All employees are expected to be present during all work hours. Absence without prior approval, chronic absences, habitual tardiness or abuses of designated working hours are all considered neglect of duty and will result in disciplinary action up to and including dismissal.

Staff meetings shall be held in each school for the purpose of promoting school improvement and professional growth and may be conducted by the principal, teachers or committees.
All staff members are expected to attend all meetings called by the administration and all in-service programs designed to improve the total school, unless excused by the person calling the meeting.

Overtime for support personnel must be approved in advance by the immediate supervisor and the Director of Business Operations. Overtime is defined in Policy 5.602 and may be compensated by overtime pay. The DBO will be the final authority of compensation for overtime. Policies 5.602 and 5.603

Lunch Time: All classified employees shall be allowed a thirty (30) minute unpaid meal period. The employee shall be relieved of all work responsibilities for the purpose of eating a meal. The authorized meal period must be taken during the work shift and may not be used to alter arrival or departure time by not using the meal period or any part thereof. The Principal or Department Director sets the lunch schedule for employees.

Camps: Extracurricular activities are an important part in the overall educational experience of our students. Attending camps, whether for band, athletics, cheer, etc. can enhance a student's performance in those areas. Teachers/coaches may conduct such camps as long as the following conditions are met:

- Camps which utilize Cleveland City Schools' facilities must be approved in writing by the school principal and the Director of Operations. The camp must be under the direction of the teacher/coach responsible for the school's program.
- Teachers/coaches are prohibited from requiring current or prospective students/athletes to attend camps in which they profit financially.
- Students in a program conducted by their teacher/coach can be charged a camp fee only if the money covers program expenses. The teacher/coach can never realize any personal financial gain from camp fees charged to his/her students.
- A fee can be charged against camp receipts if it is deemed the camp causes increased utility usage and/or maintenance/custodial fees.

- If the school will be issuing disbursements for the camp, all money and receipt of that money must follow school, system, and state laws.
- Compensation for teachers/coaches must be paid through the **district office.** All adults working with students shall have a background check completed first as well as all forms with the school. The school principal must be made aware of the salary in writing.
- The compensation is subject to withholding and social security taxes.

EMPLOYEE WELFARE

Inclement Weather Procedures: Under the Fair Standards Labor Act (FLSA), employers are not required to compensate hourly workers for time they do not work.

12-month hourly staff members, at the school or Central Office, may use their annual or personal days as well as allotted vacation days for days when schools are closed due to weather. Otherwise, if schools are closed for the day and the Central Office is open, those employees are expected to report to work.

When the Director of Schools closes schools due to inclement weather and students and employees are already at the work location, hourly and exempt 10 month staff may leave after **all students** have safely exited. These employees will be paid their daily rate for a full day of work. This is also true for Central Office hourly staff if the Director of Schools closes those offices after employees have reported to work. Please note the principal, or designee, must remain at the school until all buses have been cleared.

Exempt staff members such as teachers and administrators will be paid for any day a school or Central Office is closed due to weather. However, if the school or Central Office is open and the employee doesn't report for work, a vacation or personal day must be used.

Emergency/Crisis Management: At each school, the principal shall develop a Crisis Management Plan for use in times of such things as, but not limited to, fire, tornados, intruders, suicides, shootings, and death of a student, parent or faculty member. Principals must send a copy of the emergency plan for the school to the Director of Students Services each year, as required by the SAVE Act (Schools against Violence in Education) enacted by the state of Tennessee in 2007. The principal shall appoint a Crisis Team which shall deal with specific situations, make decisions, and disseminate information in the event of a crisis.
Training for all school employees in the crisis management procedures shall be conducted annually during in-service sessions prior or during the school year. In the event of a crisis, the principal shall notify the Crisis Team members, the Director of Schools or designee, and any

necessary emergency services (police, fire, ambulance, etc.).

Essential Employees: During emergencies as defined by Policy 1.8011, the Director of Schools may designate certain employees as essential. Such employees shall work as directed by the Director of Schools, whether that is by physical appearance at work or teleworking under Policy 5.1151. Essential employees must use leave to be excused from work absent special permission as determined by the Director of Schools/designee.
Policy 1.8011

Safety: All staff members shall report current and potential hazards to their immediate supervisors. At each school, the principal shall develop procedures for keeping school facilities safe and free from hazards. Each site's safety program will include: fire prevention; accident prevention; warning signals; emergency drills such as, but not limited to, fire, severe weather, earthquake, bomb threat and intruders; emergency closings; traffic safety; traffic and parking controls; safety inspections; first aid; and disaster preparedness plan for major emergencies.
Only persons with lawful and valid business on the school/site premises shall enter onto the grounds or into the buildings. All staff members shall report all persons appearing to be improperly on school premises. School security and/or law enforcement officials should be engaged, if necessary, to maintain order or security. All visitors must report to the school's office to receive a badge and to sign-in.

All exterior school doors as well as interior classroom doors must be closed, latched as intended by the manufacturer and locked in order to be in compliance with this procedure. Propping doors open with wedges, door stops, etc., is not permitted.

A procedure will be enforced by school administrators and their designees as well as central office staff. There will be disciplinary measures taken when this procedure is not followed. Those measures will include the following:

- 1st offense: verbal warning
- 2nd offense: written warning and meeting with the principal
- 3rd offense: formal letter of reprimand and meeting with the Director of Schools
- 4th offense: additional disciplinary action up to and including unpaid suspension and/or termination of employment

Telework: Teleworking is a work arrangement where designated employees are allowed to perform their normal duties and responsibilities through the use of hardware and software at an alternate location from their normal work site.

The Director of Schools may require an employee to telework if the duties and responsibilities of the position are required during times of emergency. An employee's participation in the program will be determined by the length and duration of the emergency and will be both initiated and ended at the discretion of the supervisor and/or the Director of Schools.

Employees approved for telework shall maintain a dedicated and safe work environment. An employee who teleworks shall not allow anyone other than district employees to utilize district provided services or equipment. Employees shall keep remote work and information confidential, in accordance with district policies, procedures, and applicable privacy laws. Policy 5.1151

Workers' Compensation: In order to qualify for any benefits, an employee **must** give notice of a personal accident to his/her immediate supervisor on the day the accident occurs unless the employee is prevented by disability from the accident from giving such notice. Policy 3.602

PROCEDURES FOR REPORTING WORKERS' COMPENSATION

Any employee injured while at work must report their injury to their supervisor **immediately.**

- All claims must be reported the same day they occur. The injury should be reported to the immediate supervisor. If the supervisor is unavailable, report the injury to an administrator. Your school nurse, supervisor, or building administrator must also contact Teresa Gates, Education Support Center, (423) 472-9571..

- You must complete the Worker's Compensation employee packet within 24 hours after the injury, regardless if you seek medical attention. The agreement between Employer/Employee Choice of Physician form must be completed prior to receiving medical treatment UNLESS you have been transported by ambulance to the hospital.

- You must choose one of the physicians listed on the Employee Choice of Physician form. Unless the injury is life threatening, the employee must first go to one of the physicians on the panel. Employees should not go to any other minor medical clinic or their primary care physician unless he/she is listed on the panel of physicians. In the event that you are referred to a specialist, TNRMT (Tennessee Risk Management) will provide an additional list of physicians, as well as make the appointment for you.

- Failure to comply with any of the above steps could result in your claim being denied!

- It is the employee's responsibility to ask for a "Return to Work" order which specifies, if any, restrictions or limitations based on the doctor's evaluation/treatment. You must submit the document to your immediate supervisor **before** beginning your next work day.

- You will not be charged sick or personal days for any time away from your job due to a work-related injury. You must return to work based on the doctor's recommendations. If you choose to remain off duty, you will need to use sick or personal days for any absence that was not approved by your physician.

- Failure to submit proper documentation, communicate with your supervisor, or comply with regulations set by TNRMT could result in your claim being denied.

CLEVELAND CITY SCHOOLS NOTICE TO EMPLOYEES IN CASE OF INJURY

PANEL OF PHYSICIANS: The Tennessee Workers' Compensation Law (T.C.A. 50-6-204), allows Cleveland City Schools to select a group of three or more physicians to provide treatment for these work related injuries. The approved physicians are listed below.

Dr. Todd Rudolph- (AFC/American Family Care/Urgent Care)
170 Mouse Creek Road NW Cleveland, TN 37312
Phone (423) 458-1426
Operating Hours: 8 AM to 8 PM (M-F); 8 AM to 5 PM (Sat-Sun)

Dr. David Alvarez - (Erlanger Express Care)
4312 Holiday Inn Express NW Suite 102 Cleveland, TN 37312
Phone (423) 331-5200
Operating Hours: 8 AM to 8 PM (M-Th); 8 AM-6 PM (F); 9 AM to 4 PM (Sat-Sun)

Dr. Anders Peterson- (Tennova Primary Care of Cleveland)
1060 Peerless Crossing NW Cleveland, TN 37312
Phone (423) 303-2997
Operating Hours: 8 AM to 6 PM (M-F)

Cleveland City Schools has provided for the payment of benefits by insuring with:
Tennessee Risk Management Trust
404 BNA Drive, Suite 208
Nashville, TN. 37217
Office: 888-743-4336
Fax: 615-953-6292

Hepatitis B Vaccinations: All employees deemed to be in safety positions will be offered free vaccinations. The nurse at each school will coordinate this with the Coordinator of School Health. Policy 5.402

Break Time for Nursing Mothers: An employee who needs to express breast milk for the nursing child shall be allowed a reasonable break time and a space to do so that is not a bathroom, is shielded from view, and is free from intrusion from coworkers and the public. Break time for nursing mothers shall be allowed in addition to other breaks provided for herein and shall not be used to alter the employee's scheduled arrival or departure time.

Investigations/Searches: When a supervisor has reasonable cause to suspect that an employee has violated the substance abuse policy, he or she may inspect vehicles which an employee brings on Cleveland City Schools property, lockers, work areas, desks, purses, briefcases, tool boxes or other belongings, and at all locations where school related activities are being conducted without prior notice in order to ensure a work environment free of prohibited substances. An employee may be asked to be present and remove a lock. When the employee is not present or refuses to remove a personal lock, the Human Resources official will do so for him/her. The School Board will release any illegal or controlled substance to appropriate law enforcement officials, as needed.

TIME AWAY FROM WORK

Requesting/Reporting Leave Forms

All leave reporting forms are on the Cleveland City Schools website: clevelandschools.org. Sick leave requests are completed online.

Emergency Leave: An immediate supervisor may grant a certificated employee emergency leave during the workday for a sudden, unexpected occurrence demanding immediate attention. Leave shall be taken as personal leave, sick leave or leave without pay. The employee who uses emergency leave shall confirm said leave on appropriate forms the day after returning to work. Principals or administrative supervisors shall keep a tally of the amount of time individual employees are released under this policy and when the total time reaches one (1) day, the employee shall be charged with one (1) day of applicable leave. Policy 5.301

Jury Duty: The following procedures shall regulate the leave for jury duty for teachers:

1. The teacher shall present written evidence that s/he had been summoned to serve on a jury; and
2. The teacher shall be entitled to the usual compensation. Policy 5.301

Court Appearances: If a certified employee appears in state court because of a personal interest, whether as a plaintiff, defendant or witness or voluntarily appears in behalf of family or friends, or when a certified employee is required to appear in court either as a defendant or

plaintiff in a civil case, personal leave or leave without pay shall be granted in accordance with the established board policies on leaves.

Support Personnel: Support personnel called for jury duty or who serve as court witnesses shall present the subpoena or other documents which give reporting instructions to the immediate supervisor. The employee shall receive the usual compensation. Policy 5.301

Military Leave: Employees who are members of any reserve component of the Armed Forces of the United States shall be granted leave of absence for all periods of military service during which they are engaged in the performance of duty or training in the service of the state or the United States. Reservists who anticipate military duty during the school year must give written notice to the Director of Schools, within thirty (30) days of the beginning of the school year, of the dates of the anticipated duty. While performing such duty or training, the employee shall be paid his/her regular salary up to a maximum of twenty (20) working days in any one (1) calendar year, plus such additional days as may result from any call to active state duty. An employee called to active duty by the governor to enforce the laws of the state shall be paid his/her regular salary for such time as he/she is engaged in the performance of his/her duty, and any time spent in active state duty shall not count against the twenty-day period of leave allowed for military service.

Request for leaves and extension of leaves shall conform to state law and board policy governing all leaves of absence. Failure to comply with applicable laws and policies shall constitute grounds for dismissal. The employee shall supply a copy of the orders for duty, including the dates of departure and return it to the director of schools prior to, or simultaneous with, requesting leave. Policy 5.306

Personal and Professional Leave: Personal and professional leave shall be granted in accordance with the laws of the State of Tennessee and the rules and regulations of the State Board of Education. Certified employees shall earn personal leave at the rate of two days for each half year employed for a total of four (4) days per year. Any personal leave remaining unused at the end of a year shall be credited to sick leave. Certified full-time employees are permitted a fifth (5) personal leave day which may not be credited to sick leave. If, at the termination of services, any employee has been absent for more days than leave has been earned, an amount sufficient to cover the excess days used shall be deducted from the employee's final salary payment and those days shall be considered days of leave without pay..

Non-certified employees are allowed two (2) personal leave days at the rate of one day for each half year employed. If, at the termination of services, any employee has been absent for more days than leave has been earned, an amount sufficient to cover the excess days used shall be deducted from the employee's final salary payment and those days shall be considered day of leave without pay.

Subject to the following condition, personal leave may be taken at the discretion of the employee:

Except in an emergency, each employee shall give the principal at least five (5) days' notice in writing of intent to take leave;

The approval of the principal of the school shall be required

A. If more than ten percent (10%) of the teachers in any given school request its use on the same day;
B. If requested during any prior established student examination period;
C. If requested on the day immediately preceding or following a holiday or vacation period;
D. If personal leave is requested for days scheduled for professional development or in-service training, according to a school calendar adopted by the Board prior to the commencement of the school year; or
E. If personal leave is requested for days scheduled for parent-teacher conferences, according to a school calendar adopted by the Board prior to the commencement of the school year.
F. Any request for personal days taken consecutively for more than 3 days requires a 30-day notice in advance and approval from the principal.

NOTE: Any employee who takes leave without permission will forfeit pay for each day absent.

Professional leave is a short, temporary absence for the purpose of attending workshops and other meetings relating to school business or serving on boards and commissions which meet during daytime hours when appointed by a mayor, city council, county executive or county commission. Requests shall be submitted to the principal at least five (5) days prior to requested leave of absence. Policy 5.303

Sick Leave:

PROFESSIONAL PERSONNEL

Professional personnel shall earn sick leave as outlined below and shall accumulate for an unlimited number of days.

- 10-month contract = 8 sick days earned per year
- 11-month contract = 9 sick days earned per year
- 12-month contract = 10 sick days earned per year

Sick leave shall be defined as: illness of a teacher from natural causes or accident, quarantine, or illness or death of a member of the immediate family of a teacher, including the teacher's wife or husband, parents, grandparents, children, grandchildren, brothers, sisters, mother-in-law, father-in-law, daughter-in-law, son-in-law, brother-in-law, and sister-in-law.

A signed statement listing the cause of absence shall be provided by the employee on forms furnished by the Director of Schools and shall promptly be given to the immediate supervisor in support of all claims for sick leave pay. A falsified statement shall be grounds for dismissal. An employee absent five (5) consecutive working days shall submit a doctor’s statement verifying illness or injury of the employee or immediate family member.

Documentation from a physician may be required in support of any claim for sick leave pay.

The principal shall notify the Director of Schools' office at once if an employee is sick beyond the limit of his/her sick leave accumulation.

Permanent, cumulative sick leave records for each active professional employee shall be kept in the Director of Schools' office.

A teacher, upon employment, may transfer his/her accumulated sick leave from another Tennessee school system, provided that the Director of Schools of the system in which the accumulated leave was held provides notarized verification.

SUPPORT PERSONNEL

Support personnel shall earn one (1) day of sick leave for each month an employee is employed.

The time allowed (days earned) for sick leave shall be one (1) day for each month an employee is employed.

Sick leave shall be unlimited.

At the termination of the employment of any employee, all unused sick leave accumulated by the employee may be forfeited.

The immediate supervisor may require documentation from a physician stating the reason for absence.

Sick leave for maternity purposes may be taken. In order to be eligible to use sick leave, a written request of the teacher accompanied by a statement from the teacher's physician verifying pregnancy shall be submitted. A certified employee may use up to thirty (30) days of accumulated sick leave for the adoption of a child. If both adoptive parents are teachers, only one parent may request sick leave. Written verification from the adoption agency or other entity handling the adoption shall be required before the leave is granted.
Policy 5.302 and 5.305

Bereavement Leave: Two (2) days of bereavement leave are provided to **all** employees for use at the time of death of a member of the immediate family. One of the two days may be used at the death of a close friend or relative who is not covered in the definition of immediate family. For definition of "immediate family," refer to Board Policy 5.302.

Family Medical Leave: All employees that qualify for Family and Medical Leave in accordance with Cleveland City Schools Board Policy 5.305 shall follow established procedures to request leave. Cleveland City Schools a rolling twelve month period measured backward from the date an employee uses any FMLA leave to determine FMLA eligibility.

Parental Leave: Under state law, an additional six (6) work weeks of paid leave is available to eligible employees after a birth, stillbirth, or adoption of a newly placed minor child. An eligible employee taking leave under this provision shall not be required to utilize any other type of accrued leave during this period. Eligible employees include teachers, principals, supervisors, or other individuals required by law to hold a valid license of qualification for employment who have been employed with Cleveland City Schools full time for at least twelve (12) consecutive months.

Employees shall provide notice to the school district thirty (30) days prior to the intended use of the leave. If the employee learns about the need for leave less than thirty (30) days in advance, the employee shall give notice as soon as reasonably possible in order to be eligible for the paid leave. This paid leave shall be taken consecutively, except in extenuating circumstances, as determined by the Director of Schools. The leave shall run concurrently with FMLA leave.

Cleveland City Schools Paid Parental Leave – For employees not covered under state law by Paid Parental Leave, an additional six (6) work weeks of paid leave is available to eligible employees after a birth, stillbirth, or adoption of a newly placed minor child. An

eligible employee taking leave under this provision shall not be required to utilize any other type of accrued leave during this period. Eligible employees are individuals who have been employed with Cleveland City School full time for at least twelve (12) consecutive months and are not eligible for Paid Parental Leave under the current state law.

Employees shall provide notice to the school district thirty (30) days prior to the intended use of the leave. If the employee learns about the need for leave less than thirty (30) days in advance, the employee shall give notice as soon as reasonably possible in order to be eligible for the paid leave. This paid leave shall be taken consecutively immediately following the birth, stillbirth, or adoption of a newly placed minor child. The leave shall run concurrently with FMLA leave.

Licensure and Certification:
Staff members whose roles necessitate a valid Tennessee license or professional certification bear the responsibility of keeping these credentials current and adhering to all state renewal criteria. For any inquiries pertaining to license endorsements, status updates, or the renewal process, employees are encouraged to consult with the Human Resources Department.

Leave Without Pay: Employees shall receive prior permission from their immediate supervisor and the Assistant Director of Schools before taking leave without pay except in emergency leave situations as defined in Board Policy 5.301. Failure to follow this guidance may lead to this absence being considered job abandonment.

Job Abandonment: Employees who do not show up for work, do not contact their supervisor about taking leave or do not file appropriate leave forms and/or put their absences into the substitute teacher system will be considered to have abandoned their job. This abandonment may be treated as a resignation and benefits will end in the same manner as if the person had turned in a resignation letter.

Long-Term Leave for Professional Personnel: All personnel holding a position that requires a teacher's license shall be granted leave for military service, legislative service, maternity, adoption, recuperation of health, or visitation of a spouse, child or parent deployed for military duty out of the country who has been granted rest and recuperation leave. Such personnel may be granted leave for educational improvements or other sufficient reasons as determined by the Director of Schools. If granted, such leave shall not result in the forfeiture of accumulated leave credits or tenure status.

All leaves shall be requested in writing at least thirty (30) days in advance on forms provided by the Director of Schools. The 30-day notice may be waived or reduced by the Director of Schools upon submission of a certified statement by a physician. Policy 5.304

Vacation: Regular full-time 12-month employees earn vacation days as established by Cleveland City Schools Board Policy 5.310. An employee may only carry fifteen (15) days in their vacation bank at a time. Once the vacation bank reaches fifteen (15) days, the employee will not earn days until the bank balance is below fifteen (15) days. Days not earned because the bank balance is at its maximum will not be restored. The time of vacation must be approved by the Director of Schools and immediate supervisor.

TERMINATION OF EMPLOYMENT

Classified Employees: All non-certified (classified) employees are employed at the will of the Director of Schools. The Director of Schools may dismiss any non-certified employee during the year for any lawful reason. Policy 5.202

Suspension Pending Investigation:
The Director of Schools may suspend a teacher at any time that may seem necessary, pending investigation, or final disposition of a case before the board or an appeal. If the matter under investigation is not the subject of an ongoing criminal investigation or a department of children's services investigation, and if no charges for dismissal have been made, a suspension pending investigation shall not exceed ninety (90) days in duration. Under no circumstances shall the Director of Schools suspend a teacher with pay. If vindicated or reinstated, the non-tenured teacher shall be paid full salary for the period of suspension. Policy 5.200 & 5.201

Non-Tenured Teachers:

Suspension of 3 Days or Less:

A Director of Schools or his/her designee may suspend a teacher for incompetence, inefficiency, neglect of duty, unprofessional conduct, and insubordination. Before an employee is suspended, he/she shall be: (1) provided with written notice, including the reasons for the suspension along with an explanation of the evidence; (2) given an opportunity to respond to the director at a recorded conference, if requested within five (5) days; and (3) given a written decision of the suspension within ten (10) days. Both parties may be represented by counsel at the conference, which shall be recorded.

Dismissal or Suspension Greater Than Three Days:
The Director of Schools may dismiss or suspend for more than three days any non-tenured teacher during the contract year for incompetence, inefficiency, insubordination, improper conduct, or neglect of duty after giving the non-tenured teacher, in writing, due notice of the charges.

The Director of Schools shall give the non-tenured teacher an opportunity for a full and complete hearing before an impartial hearing officer.

The board will appoint an impartial hearing officer to conduct such hearings. The hearing officer will hear the case and the employee shall have the right to:

1. Be represented by counsel;
2. Call and subpoena witnesses;
3. Examine all witnesses; and
4. Require that all testimony be given under oath.

Nonrenewal:
Non-tenured teachers are subject to the same rules and regulations and are entitled to the privileges of employment enjoyed by tenured teachers except that they have no claim upon continuing employment or tenure protections.

The principal is responsible for discussing deficiencies as part of the evaluation process with the non- tenured teacher and providing assistance for overcoming these deficiencies.

The Director of Schools is under no obligation to re-employ non-tenured teachers at the end of their contract period. If the Director of Schools determines not to renew the contract of a non-tenured teacher, the following action shall be taken:

1. The Board shall be notified at the next regular board meeting; and
2. Written notice of non-renewal shall be sent to the teacher by certified mail or overnight carrier or by email within five (5) business days following the last instructional day for the school year. Policy 5.201

Tenured Teachers/Certified Personnel: When charges are made against a tenured teacher, charging the teacher with offenses which may justify dismissal or a suspension greater than three days, the charges shall be made in writing, specifically stating the offenses which are charged and shall be signed by the party or parties making the charges. If, in the opinion of the Board, the charges are of such nature as to warrant the release or a suspension greater than three days of the teacher, the Director of Schools shall give the teacher a written notice of this decision, a copy of the charges against the teacher, and a copy of a form provided by the Commissioner of Education advising the teacher of his/her legal duties, rights and recourse. Policy 5.200

RESIGNATIONS

Classified Employees: Support personnel shall give the immediate supervisor written notice of resignation at least ten (10) working days in advance of the effective date of voluntary termination. The ten (10) working days may be waived by the Director of Schools for justifiable reason. The immediate supervisor shall forward copies on the day received to the Director of Schools' office. The payroll office will prepare final payment for the next appropriate scheduled pay day. Policy 5.202

Teachers/Certified Employees: A teacher shall give the Director of Schools notice of resignation at least thirty (30) days before the effective date of the resignation. The Board may waive the thirty (30) days' notice requirement and permit a teacher to resign in good standing. The conditions under which it is permissible to break a contract with the Board are as follows:

1. The incapacity on the part of the teacher to perform the contract as evidenced by the certified statement of a physician approved by the Board;

2. The release by the Board of the teacher from the contract which the teacher has entered into with the Board.

Any teacher on leave shall notify the Director of Schools in writing at least thirty (30) days' prior to the date of return if the teacher does not intend to return to the position from which he/she has taken leave. Failure to render such notice may be considered a breach of contract. Policies 5.200, 5.201

Upon a breach of contract, the Board, upon a motion recorded in its minutes, may file a complaint with the State Board of Education and request the suspension of a teacher's license. After the State Board of Education has provided the teacher an opportunity for defense during a hearing, the Commissioner of Education may suspend the license for no less than thirty (30) and no more than three hundred sixty-five (365) days. Policies 5.200, 5.201

RETIREMENT

Classified Employees: Retirement shall mean a termination of services under conditions which will allow the employee to draw benefits from retirement plans and/or social security benefits.

Employees eligible for retirement benefits may elect to retire at any age according to the provisions of the retirement system. Central office personnel shall assist employees in securing retirement benefits; however, it shall be the responsibility of the retiring employee to obtain verification of eligibility in writing from TCRS to the central office. It shall be the responsibility of the retiring employee to file for eligible benefits.

Employees who retire under TCRS may be employed up to one-hundred-twenty (120) days per year without loss of retirement benefits. Policy 5.119

Teachers/Certified Personnel: Retirement shall mean a termination of services under conditions which will allow the employee to draw benefits from retirement plans and/or social security benefits. Employees eligible for retirement benefits may elect to retire at any age according to the provisions of the retirement system.

Central office personnel shall assist employees in securing retirement benefits; however, it shall be the responsibility of the retiring employee to provide verification of eligibility in writing from TCRS to the Central Office. It shall be the responsibility of the retiring employee to file for benefits. Employees who retire under TCRS may be employed up to one hundred twenty (120) days per year without loss of retirement benefits. Retired teachers may substitute teach for an additional ninety (90) days if the director of schools certifies in writing to the Division of Retirement that no other qualified personnel are available to substitute teach. Policies 5.119, 5.200 and 5.201

EMPLOYEE HANDBOOK

In the event of a discrepancy between any of the information contained in our handbook and the Cleveland City Schools (CCS) Board Policy, the CCS Board Policy will govern. The purpose of this handbook is to provide information that will help with questions and enable our employees to have a successful career with CCS. Not all board policies and procedures are contained in this handbook; however, those that are have been summarized.

This handbook is neither a contract nor a substitute for the official CCS Board Policy. It is only meant to be a guide for that Policy manual. This handbook is not intended to alter the at-will status of any employee.

Board policies and procedures may change at any time. For more information, please refer to the online Board policy section, confer with a supervisor, or contact the appropriate Central Office department. It is the employee's responsibility to be knowledgeable of and adhere to the Board Policies and Procedures.

I have reviewed and understand the contents of the employee handbook.

EEOC

I understand Cleveland City Schools is an equal opportunity employer under Policy 5.104.

DRUG AND ALCOHOL TESTING FOR EMPLOYEES

I have read the Alcohol and Drugs in the Workplace policy and the Drug and Alcohol Testing for Employees policy (Policy 1.804 and 5.403) and agree to abide by the Cleveland City Schools Board of Education policies. I agree to submit to drug and alcohol tests at any time as a condition for my initial or continued employment. I authorize any laboratory or medical provider to release test results to the Cleveland City Schools Board of Education and its Medical Review Officer (MRO).

I expressly authorize the School Board or its MRO to release any test-related information, including positive results, to any government agency investigating my employment or termination thereof.

I understand that any workers comp may require a mandatory drug screening.

I understand that this agreement in no way limits my right to terminate my employment or to be terminated in accordance with federal and state law.

Please go to the online form at https://forms.gle/3LdcsijrJiJF8y2F8 to complete the online affirmations related to this year's handbook.