

**Johnson City Board of Education Special Meeting**  
**November 1, 2021 5:00 PM**  
Central Office

**1. CALL TO ORDER AND PURPOSE OF MEETING**

A. Policies - Sections One: School Board Operations, Three: Support Services and Four: Instructional Services

1. 1.100 - School District-School Board Legal Status and Authority

2. 1.102 - Board Members Legal Status

3. 1.104 - Memberships

4. 1.105 - School Board Legislative Involvement

5. 1.201 - Duties of Officers

6. 1.204 - Board Member Development Opportunities

7. 1.403 - Agendas

8. 1.404 - Appearances Before the Board

9. 1.407 - School Board Records

10. 1.407 - School District Records

11. 1.501 - Visitors to the Schools

12. 1.600 - Policy Development and Adoption

13. 1.801 - School Day

14. 1.802 - Grievance Procedures for Qualified Individuals with Disabilities

15. 1.803 - Tobacco-Free Schools

16. 1.804 - Alcohol and Drug-Free Workplace

17. 1.805 - Use of Electronic Mail (e-mail)
18. 1.806 - Advertising and Distribution of Materials in the Schools
19. 1.808 - Registered Sex Offenders
20. 1.8011 - Emergency Closings
21. 3.200 - Buildings and Grounds Management
22. 3.201 - Safe and Secure Facilities
23. 3.203 - Crisis Management
24. 3.205 - Security
25. 3.206 - Community Use of School Facilities
26. 3.208 - Long Range Facilities Planning
27. 3.211 - Asbestos
28. 3.212 - Facilities Planning Involvement of Architects
29. 3.216 - Retirement of Facilities
30. 3.300 - Furniture, Equipment and Supplies Management
31. 3.301 - Use of School Equipment and Supplies Leasing and Renting
32. 3.303 - Waste Reduction and Recycling
33. 3.304 - Automated External Defibrillator (AED)
34. 3.400 - Student Transportation Management
35. 3.401 - Transportation Scheduling and Routing
36. 3.404 - Private Vehicles
37. 4.200 - Curriculum Development
38. 4.201 - Basic Program

39. 4.201 Class Size Ratios
40. 4.204 - Summer School
41. 4.205 - Enrollment in College Level Courses
42. 4.206 - Alternate Instruction Programs
43. 4.207 - English Language Learner
44. 4.209 - Alternative Credit Options
45. 4.211 - Credit Recovery
46. 4.213 - Virtual Education Program
47. 4.300 - Extracurricular Activities
48. 4.302 - Field Trips
49. 4.401 - Textbook Selection, Distribution and Care
50. 4.402 - Selection of Instructional Materials (Other than Textbooks)
51. 4.404 - Use of Copyrighted Materials / Trademarks, Mascots and Logos
52. 4.404 - Copyrighted Materials
53. 4.502 - Parent/Family Involvement
54. 4.600 - Grading System
55. 4.601 - Reporting Student Progress
56. 4.602 - Class Ranking
57. 4.604 - Accelerated and advanced Credit
58. 4.605 - Graduation Requirements
59. 4.606 - Graduation Activities
60. 4.606 - Graduation Activities

61. 4.801 - Controversial Materials
62. 4.804 - Religion in the Curriculum
63. 4.804 - Religious Content of Courses
64. 4.2031 - Enrollment in Jump Start Classes
65. 5.701 - Substitute Teachers
66. 5.701 - Substitute Teachers

## **2. ADJOURNMENT**



# Johnson City Board of Education

Monitoring:	<b>Board Members Legal Status</b>	Descriptor 1.102	Issue Date 12/7/2020
Review Annually, in September		Rescinds 1.102	Issued 3/4/2019

1 The legal status of board members shall be as follows:<sup>1</sup>

## 2 3 **NUMBER**

4  
5 The Board shall be composed of seven (7) members.

## 6 7 **QUALIFICATIONS**

8  
9 Members of the Board shall be residents of the City of Johnson City and elected on a non-partisan basis,<sup>1</sup> and  
0 shall be citizens of recognized integrity, intelligence, and ability to administer the duties of the office.<sup>2</sup> To  
1 qualify as a candidate, an individual must show proof of graduation from high school or receipt of a G.E.D.  
2 No member of the city or county legislative body nor any other city or county governmental official shall be  
3 eligible for election as a member of the city or county Board of Education.<sup>3</sup>

## 4 5 **TERMS OF OFFICE**

6  
7 Members of the Board shall serve a term consisting of four (4) years.<sup>1</sup>

## 8 9 **VACANCIES**

0  
1 Vacancies shall be declared to exist on account of death, resignation, ~~removal from the school system,~~<sup>5</sup>  
2 ceasing to be a resident of the city,<sup>5</sup> or through due process proceedings.<sup>4</sup>

3  
4 When a vacancy occurs, the Board of Education shall have the power to make an appointment for the  
5 unexpired term.<sup>5</sup> If the Board elects to make an appointment, the Board shall take applications from interested  
6 and qualified citizens. The Board will, at the next regular scheduled Board meeting following the deadline  
7 for submitting applications, vote on the appointment. Such appointment shall continue until the next regular  
8 election.<sup>6</sup>

## 9 0 1 2 3 **Legal References:**

- 4 1. TCA 49-2-201
- 5 2. TCA 49-2-202(a)(1)
- 6 3. TCA 49-2-202(a)(2)
- 7 4. TCA 8-47-101
- 8 5. TCA 49-2-202(e); TCA 8-48-101(3)
- 9 6. Tennessee Constitution, Article VII, Section 2



# Johnson City Board of Education

Monitoring:  Review Annually, in September	<b>School Board Legislative Involvement</b>	Descriptor 1.105	Issue Date 10/3/2001
		Rescinds	Issued

The Board will work for the passage of new laws designed to advance the cause of improving education and for the repeal or modification of existing laws and the defeat of proposed laws that impede this cause. To accomplish this:

1. The Board shall stay informed of pending legislation and actively communicate its concerns and make its position known to the elected representatives at both the state and national level;
2. The Board shall work with other school boards in the state, local citizen groups, and other local officials to acquaint them with the Board's legislative priorities and to seek their support;
3. The Board may select one (1) of its members to serve as its representative to the Tennessee Legislative Network (TLN);
4. The Board shall work with its TLN representative, with TSBA, ~~NSBA~~, and other concerned groups in developing an annual legislative program; and
5. The Board shall include in its budget appropriate resources, including travel expense, necessary for its TLN representative and other board members to accomplish its desired legislative goals.

# Johnson City Board of Education

Monitoring: Review Annually, in September	<b>Duties of Officers</b>	Descriptor 1.201	Issue Date 12/09/2019
		Rescinds 1.201	Issued 1/4/2016

## CHAIRMAN

The chairman of the Board shall have the following duties:

1. To assist the Superintendent of Schools in preparing meeting agendas;
2. To preside at all meeting of the Board;<sup>1</sup>
3. To appoint committees authorized by the Board;<sup>1</sup>
4. To function as chairman of the executive committee;<sup>1</sup>
5. To countersign all warrants authorized by the Board and issued by the Superintendent of Schools for all expenditures of the school system;<sup>1</sup>
6. To conduct Board hearings;<sup>2</sup>
7. To prepare the school budget with the Superintendent of Schools;<sup>3</sup>
8. To authorize the use of mechanical checkwriting equipment;<sup>4</sup>
9. To certify the value of surplus property valued less than \$250;<sup>5</sup>
10. To certify the official copy of approved minutes for each regular and special meeting of the Board; and
11. To carry out other such duties as may be assigned by the Board.

## VICE CHAIRMAN

The vice chairman shall assume the duties of the chairman in ~~his/her~~ their absence or function as the chairman until a new chairman can be elected in the event the chairman is incapacitated or the office becomes vacant. The vice chairman shall also chair the Superintendent's Compensation Committee.

## SECRETARY

The secretary shall conduct all correspondence of the Board, keep and preserve all of its records, receive all reports acquired by the Board, and see that such reports are in proper form.

The Board may assign some or all of these duties to a clerk; however, the responsibility resides with the secretary.

## CHAIRMAN PRO TEM

At any meeting where neither the chairman nor the vice chairman is present a chairman pro tem shall be elected to preside.

### Legal References:

1. TCA 49-2-205
2. TCA 49-5-512(5)
3. TCA 49-2-203(a)(10)
4. TCA 49-2-113
5. TCA 59-6-2007

### Cross References:

- Duties and Powers of the Board 1.101
- Duties of Board Members 1.202

# Johnson City Board of Education

Monitoring:	<b>Board Member Development Opportunities</b>	Descriptor 1.204	Issue Date 1/5/2015
Review Annually, in September		Rescinds 1.204	Issued 10/1/2007

1 The Board shall participate in activities designed to assist board members in improving their skills as members  
2 of a policy-making body.

3  
4 In order to control both the investment of time and funds necessary to implement this policy, the Board  
5 establishes these principles and procedures for its guidance:

- 6 1. A calendar of school board conferences, conventions and workshops shall be maintained by the  
7 board secretary and provided to each board member. At least annually the Board will identify  
8 which meetings should be attended and the benefits which would be derived from participation  
9 in such meetings;
- 0 2. Funds for participation at such meetings shall be budgeted on an annual basis. The Board, as a  
1 whole, shall retain the authority to approve or disapprove the participation of members in  
2 planned activities;
- 3 3. Reimbursement to board members for their travel expenses shall be in accord with their  
4 reasonable and actual expenses;
- 5 4. When a conference, convention or workshop is not attended by the full Board, those  
6 participating will be requested to share information, recommendations and materials acquired at  
7 the meeting; and
- 8 5. The public shall be kept informed about the Board's continuing in-service education and about  
9 the programs anticipated for short- and long-range benefits to the schools.

0 The Board regards the following as the kinds of activities and services appropriate for implementing this  
1 policy:

- 2 1. Participation in school board conferences, workshops and conventions held by the state,  
3 regional and national school boards associations;<sup>1</sup>
  - 4 2. Local and district-sponsored training sessions for board members; and
  - 5 3. Subscriptions to publications addressing the concerns of board members.
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Legal Reference:

1. TCA 49-2-2001

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Cross References:

- Board Self-Evaluation 1.103
- Membership 1.104
- School Board Legislative Involvement 1.105
- School District Goals and Planning 1.700
- School Calendar 1.800
- Expenses and Reimbursements 2.804

# Johnson City Board of Education

Monitoring:  Review Annually, in September	<b>Agendas</b>	Descriptor 1.403	Issue Date 7/1/2000
		Rescinds	Issued

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The Executive Committee of the Board shall be responsible for reviewing and developing the final agenda for each board meeting at least one (1) week prior to the board meeting. Any board member may place items on the agenda for discussion. The particular order may vary from meeting to meeting in keeping with the business at hand.

For a regular board meeting, the agenda (which shall include the consent agenda), together with supporting materials, shall be distributed to board members at least four (4) days prior to the scheduled date of the meeting. The agenda shall be available for public inspection and/or distribution when it is distributed to the board members. At the beginning of each meeting the Board shall, by a majority vote, approve the agenda for the meeting, which may involve the addition to or deletion of items previously included on the agenda. The Board, however, shall not revise board policies or adopt new ones, unless such action has been scheduled.

Staff members or citizens of the district may suggest items for the agenda.

Items under consideration for inclusion on the agenda must be received in the Superintendent of Schools' office two (2) weeks prior to the scheduled date of the meeting. The person(s) requesting an item on the agenda shall forward any background information to the Superintendent of Schools' office so that the material will be included in the delivery to the board members prior to the meeting.

**CONSENT AGENDA**

While developing the agenda, the chairman and Superintendent of Schools shall identify routine or non-controversial items to be placed on the consent agenda, which shall become a part of the regular agenda. If any member objects to including an item on the consent agenda, that item shall be moved to the regular agenda as an action item requiring discussion. The remaining consent items shall be adopted in a single vote without discussion.

**TIMED AGENDA**

The Executive Committee may assign to each item a certain amount of time determined to be sufficient for disposing of each item on the agenda.

**ANNUAL AGENDA**

At the beginning of each fiscal year, the Board shall adopt an annual planning calendar, stating month-by-month actions required by law and those required to carry out the Board's annual goals and objectives and the State Board of Education's performance standards.

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**Cross References:**

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**Appearances Before the Board 1.404**

# Johnson City Board of Education

Monitoring:	<b>Appearances Before the Board</b>	Descriptor 1.404	Issue Date 1/4/2021
Review Annually, in September		Rescinds 1.404	Issued 1/4/2016

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2 The Board desires that all matters be settled at the lowest level of responsibility and will not hear complaints  
3 or concerns which have not advanced through the proper administrative procedure from the point of origin.  
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## 5 **APPEARING BEFORE THE BOARD**

6  
7 Individuals desiring to have an item placed on the Board Agenda must submit a written request with  
8 descriptive materials to the office of the Superintendent of Schools at least two (2) weeks before the meeting  
9 for consideration by the Executive Committee. If the request is approved by the Executive Committee, the  
0 item will be placed on the agenda. Individuals who have an item placed on the agenda will be recognized at  
1 the beginning of the meeting and given time to speak when their topic of interest is addressed on the agenda.  
2 All **approved** requests **submitted** will be included in the board packet.  
3

## 4 **PUBLIC COMMENT DURING MEETINGS**

5  
6 The public shall be given an opportunity to address the Board at each regularly scheduled monthly Board  
7 meeting about items on that month's agenda. Public comments will be only be allowed during the time  
8 designated on the agenda and will allocated a total time of thirty (30) minutes.  
9

0 Only those persons who are currently enrolled or have children currently enrolled in Johnson City Schools, are  
1 currently employed by the System, are residents of the City of Johnson City or are bona fide property  
2 taxpayers to the City of Johnson City will be allowed to address the Board during the public comments section  
3 of the agenda.  
4

5 If an individual wishes to address the Board he must complete and submit the required form by noon on the  
6 day of the board meeting. Delegations must select only one individual to speak on their behalf unless  
7 otherwise allowed by the Board.  
8

9 The chairman may recognize individuals who wish to address the Board and who have not previously  
0 signed the required form if **he they** determines that such is in the public interest. A majority vote of members  
1 present can overrule the decision of the chairman.  
2

3 Individuals speaking to the Board shall address remarks to the chairman. Each person speaking shall state his  
4 name, affiliation to the school system and subject of presentation. Remarks will be limited to three (3)  
5 minutes unless time is **extended altered** by the Board. No speaker may yield his time to another speaker.  
6

7 The chairman shall have the authority to terminate the remarks of any individual who is disruptive or does not  
8 adhere to Board rules.<sup>1</sup> Unless a majority of members present vote to do otherwise, the members of the Board  
9 will not engage in dialogue with those people addressing the Board.  
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1 Individuals desiring additional information about any item on the agenda shall direct such inquiries to the  
2 office of the Superintendent of Schools.  
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Legal Reference:

1. TCA 39-17-306

Cross References:

- School Board Meetings 1.400
- Agendas 1.403
- Complaints About School Personnel 5.502

# Johnson City Board of Education

Monitoring:  Review Annually, in September	<b>School Board Records</b>	Descriptor 1.407	Issue Date 3/4/2019
		Rescinds 1.407	Issued 4/3/2017

1 The Superintendent of Schools shall maintain all school system records required by law, regulation and Board  
2 policy.<sup>1</sup> Any citizen of Tennessee, state official or other authorized person shall be permitted, upon written  
3 request, at a reasonable time, to inspect all records maintained by the school district unless otherwise  
4 prohibited by law, regulation or board policy. A person who has the right to inspect a record may request in  
5 writing and receive copies of the documents subject to the payment of reasonable cost.<sup>1,2,3,4</sup>  
6

7 No records pertaining to individual students will be released for inspection by the public or any unauthorized  
8 persons. In addition, information, records and plans related to security and safety will not be released for  
9 public inspection.<sup>11</sup>  
0

1 All requests to inspect or receive copies of records shall be submitted to the Director of Human Resources, the  
2 district's public records request coordinator and records custodian.<sup>12</sup>

3 Prior to producing any record, the records custodian shall ensure confidential information is redacted. Original  
4 documents shall remain intact and confidential information in copies produced for a requestor shall be  
5 redacted. The Superintendent of Schools shall develop a procedure to redact confidential information.  
6

## 7 **REQUESTS FOR INSPECTION<sup>2</sup>**

8  
9 Citizens requesting to inspect public records shall submit their request and a government issued photo  
0 identification card with the citizen's address to the district's public records request coordinator during normal  
1 business hours. Requests may be made in person, in writing, or by electronic mail (email). The coordinator  
2 shall submit the information to the appropriate records custodian. The records custodian will contact the  
3 citizen and indicate when the records will be available to inspect.

4 If the records cannot be made available within seven (7) business days, the records custodian shall provide a  
5 records production letter indicating the time needed to complete the request.  
6

7 If the request to inspect is denied, the records custodian shall provide the citizen with a records request denial  
8 letter indicating the basis for the denial.  
9

## 0 **REQUESTS FOR COPIES<sup>2</sup>**

1  
2 Citizens requesting copies of public records shall complete and submit the Records Request Form and a  
3 government issued photo identification card with the citizen's address to the district's public records request  
4 coordinator during normal business hours. The coordinator shall submit the Records Request Form to the  
5 appropriate records custodian.

6 The records custodian shall provide an estimate of the reasonable costs to produce the requested records. The  
7 Tennessee Comptroller of the Treasury, Office of Open Records Counsel Schedule of Reasonable Charges  
8 found at <https://www.comptroller.tn.gov/openrecords/forms.asp> shall be used to determine the reasonable cost.

1 The records custodian will provide the citizen with an invoice detailing the charges. The citizen shall pay the  
2 estimated reasonable costs by cash or check prior to the district producing the copies.

3 If the records cannot be made available within seven (7) business days, the records custodian shall provide a  
4 records production letter indicating the time needed to complete the request.

5 If the request for copies is denied, the records the records custodian shall provide the citizen with a records  
6 request denial letter detailing the basis for the denial.

### 7 **FREQUENT AND MULTIPLE REQUESTS**

8 When the total number of requests for copies made by a requestor within a calendar month exceeds four (4),  
9 the requestor may be charged a fee for any and all labor that is reasonably necessary to produce copies of the  
0 requested records. Prior to charging a reasonable fee, the requestor shall be notified of this policy and  
1 provided with a Notice of Aggregation of Multiple Requestors form. The Tennessee Comptroller of the  
2 Treasury, Office of Open Records Counsel Schedule of Reasonable Charges found at  
3 <https://www.comptroller.tn.gov/openrecords/forms.asp> shall be used to determine the reasonable cost. Further,  
4 the names of persons inspecting records and the date of inspection shall be recorded.

### 5 **RECORDS RETENTION**

6 The Superintendent of Schools and/or his designee(s) shall retain and dispose of school district records in  
7 accordance with the following guidelines: <sup>2,4</sup>

- 8 1. The Superintendent of Schools and/or his/her designee(s) will determine if a particular record is of  
9 permanent or temporary value in accordance with regulations promulgated by County Public Records  
0 Commission and the Tennessee Institute for Public Services records manual;<sup>5,6</sup>
- 1 2. Temporary value records which have been kept beyond the required time may be recommended to the  
2 Public Records Commission for destruction;<sup>7,8</sup>
- 3 3. The records that the State Librarian and Archivist desire to preserve in their facilities will be  
4 transferred to the State Library and Archives. The temporary value records rejected by the State  
5 Library and Archives may be transferred to another institution or destroyed;<sup>7,8,9</sup>
- 6 4. Permanent records will be kept in some usable form (digital, printed, microfilm, etc.). If the  
7 Superintendent of Schools desires to destroy the original permanent record, these records must be  
8 reproduced by microfilming or some other permanent reproduction method. Permission to destroy any  
9 original permanent record after microfilming follows the same procedure noted above for temporary  
0 records;<sup>6,8</sup> and
- 1 5. The Superintendent of Schools shall establish procedures to safeguard against the unlawful destruction,  
2 removal or loss of records.<sup>10</sup>

### 3 **DISTRICT PUBLIC RECORDS REQUEST COORDINATOR<sup>13</sup>**

4 Name: Lee Patterson

5 Title: Human Resources Director

6 Contact Information: 423-232-5384; pattersonl@jcschools.org

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Legal References:

1. TCA 49-2-301(b)(1)(CC)
2. TCA 10-7-503
3. TCA 10-7-506(a)
4. TCA 49-2-104
5. TCA 10-7-401
6. TCA 10-7-406
7. TCA 10-7-404
8. TCA 10-7-413
9. TCA 10-7-414
10. TCA 39-16-504
11. TCA 10-7-504(p)
12. *Policy Related to Reasonable Charges a Records Custodian May Charge for Frequent and Multiple Requests for Public Records*, Tennessee Comptroller of the Treasury, available at <https://www.comptroller.tn.gov/openrecords/forms.asp>.
13. Public Acts of 2016, Chapter No. 722

Cross References:

- Financial Reports and Records 2.701
- Personnel Records 5.114
- Student Records 6.600

Click here to choose a school board.			
Monitoring: <b>Review: Annually, in July</b>	Descriptor Term: <b>School District Records</b>	Descriptor Code: <b>1.407</b>	Issued Date:
		Rescinds:	Issued:

1 *General*

2 The Director of Schools shall maintain all school district records required by law, regulation, and board  
 3 policy. Any citizen of Tennessee shall be permitted during business hours to inspect public records  
 4 maintained by the school district unless otherwise prohibited by law. Any citizen of Tennessee may  
 5 request in writing and receive copies of open public records subject to the payment of reasonable  
 6 cost.<sup>1,2,3,4</sup>

7 No records pertaining to individual students will be released for inspection by the public or any  
 8 unauthorized persons. In addition, information, records, and plans related to security and safety will not  
 9 be released for public inspection.<sup>5</sup>

10 ***OPTION 1: Adopt the following language if the district public records request coordinator and***  
 11 ***records custodian are NOT the same employee:*** All requests to inspect or receive copies of records shall  
 12 be submitted to the district’s public records request coordinator [**the district may list a specific**  
 13 **employee/position**].<sup>6</sup> The public records request coordinator shall forward requests for inspection or  
 14 copies of records to the appropriate records custodian [**the district may list a specific**  
 15 **employee/position**].<sup>6</sup>

16 ***OPTION 2: Adopt the following language if the district public records request coordinator and***  
 17 ***records custodian ARE the same employee:*** All requests to inspect or receive copies of records shall be  
 18 submitted to [**insert employee/position**], the district’s public records request coordinator and records  
 19 custodian.<sup>6</sup>

20 Prior to producing any record, the records custodian shall ensure confidential information is redacted.  
 21 Original documents remain intact, and confidential information in copies produced for a requestor shall  
 22 be redacted. The Director of Schools shall develop a procedure to redact confidential information.

23 **REQUESTS FOR INSPECTION<sup>2</sup>**

24 Citizens requesting to inspect public records shall submit their request and a government issued photo  
 25 identification card with the citizen’s address to the district’s public records request coordinator during  
 26 normal business hours. Requests may be made in person or by telephone, fax, mail, or email.  
 27 **(Requests may also be submitted by electronic portal if the district maintains one.)** The  
 28 coordinator shall submit the information to the appropriate records custodian. The records custodian  
 29 will contact the citizen and indicate when the records will be available to inspect.

30 If the records cannot be made available within seven (7) business days, the records custodian shall  
 31 provide a records production letter indicating the time needed to complete the request.

1 If the request to inspect is denied, the records custodian shall provide the citizen with a records request  
2 denial letter indicating the basis for the denial.

### 3 **REQUESTS FOR COPIES<sup>2</sup>**

4 Citizens requesting copies of public records shall complete and submit the Records Request Form and  
5 a government issued photo identification card with the citizen's address to the district's public records  
6 request coordinator during normal business hours. The coordinator shall submit the Records Request  
7 Form to the appropriate records custodian.

8 The records custodian shall provide an estimate of the reasonable costs to produce the requested  
9 records. The Tennessee Comptroller of the Treasury, Office of Open Records Counsel Schedule of  
10 Reasonable Charges shall be used to determine the reasonable cost. The records custodian will provide  
11 the citizen with an invoice detailing the charges. The citizen shall pay the estimated reasonable costs  
12 by [**insert acceptable forms of payment**] prior to the district producing the copies.

13 If the records cannot be made available within seven (7) business days, the records custodian shall  
14 provide a records production letter indicating the time needed to complete the request.

15 If the request for copies is denied, the records custodian shall provide the citizen with a records request  
16 denial letter detailing the basis for the denial.

### 17 **FREQUENT AND MULTIPLE REQUESTS**

18 When the total number of requests for copies made by a requestor within a calendar month exceeds  
19 four (4), the requestor may be charged a fee for any and all labor that is reasonably necessary to  
20 produce copies of the requested records. Prior to charging a reasonable fee, the requestor shall be  
21 notified of this policy and provided with a Notice of Aggregation of Multiple Requests/Requestors  
22 form. The Tennessee Comptroller of the Treasury, Office of Open Records Counsel Schedule of  
23 Reasonable Charges shall be used to determine the reasonable cost. Further, the names of persons  
24 inspecting records and the date of inspection shall be recorded.

### 25 **DENYING REQUESTS FOR NONCOMPLIANCE<sup>7</sup>**

#### 26 *Requests to Inspect a Public Record*

27 The district shall deny a request to inspect a public record from any citizen that has:

- 28 a. Made two (2) or more requests to view a public record within a six-month period; and
- 29
- 30 b. For each request failed to view the record within fifteen (15) business days of receiving
- 31 notification that the record was available.

32 Requests from this citizen shall be denied for up to six (6) months from the date of the second records  
33 request. The district's public records request coordinator may waive this denial if he/she determines  
34 that failure to view the record was for good cause.

1 *Requests for Copies of Public Records*

2 The district shall deny a request for copies of a public record from any citizen that has:

- 3 a. Been provided with an estimate of the reasonable cost to produce the requested records;  
4 b. Agrees to pay such estimated reasonable cost prior to production of the records; and  
5 c. Fails to pay the actual cost after the records have been produced.

6 Additional requests from this citizen shall be denied until the original cost is paid.

7 **RECORDS RETENTION**

8 The Director of Schools and/or designee(s) shall retain and dispose of school district records in  
9 accordance with the following guidelines:<sup>2,4</sup>

- 10 1. The Director of Schools and/or designee(s) will determine if a particular record is of permanent  
11 or temporary value in accordance with regulations promulgated by County Public Records  
12 Commission and the Tennessee Institute for Public Services records manual;<sup>8,9</sup>
- 13 2. Temporary value records which have been kept beyond the required time may be recommended  
14 to the Public Records Commission for destruction;<sup>10,11</sup>
- 15 3. The records that the State Librarian and Archivist desire to preserve in their facilities will be  
16 transferred to the State Library and Archives. The temporary value records rejected by the State  
17 Library and Archives may be transferred to another institution or destroyed;<sup>10,11,12</sup>
- 18 4. Permanent records will be kept in some usable form (digital, printed, microfilm, etc.). If the  
19 Director of Schools desires to destroy the original permanent record, these records must be  
20 reproduced by microfilming or some other permanent reproduction method. Permission to  
21 destroy any original permanent record after microfilming follows the same procedure noted  
22 above for temporary records;<sup>9,11</sup> and
- 23 5. The Director of Schools shall establish procedures to safeguard against the unlawful  
24 destruction, removal, or loss of records.<sup>13</sup>

25 **DISTRICT PUBLIC RECORDS REQUEST COORDINATOR<sup>14</sup>**

26 **Title:**

27 **Contact Information (phone, email, etc.)**

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**Legal References**

1. TCA 49-2-301(b)(1)(Z)
2. TCA 10-7-503
3. TCA 10-7-506(a)
4. TCA 49-2-104
5. TCA 10-7-504(p)
6. *Policy Related to Reasonable Charges a Records Custodian May Charge for Frequent and Multiple Requests for Public Records*, Tennessee Comptroller of the Treasury, available at <https://www.comptroller.tn.gov/content/dam/cot/orc/documents/oorc/policies-and-guidelines/ScheduleofReasonableCharges.pdf>; TCA 10-7-503(a)(1)(B),(C)
7. TCA 10-7-503(a)(7)(A)(vii)
8. TCA 10-7-401
9. TCA 10-7-406
10. TCA 10-7-404
11. TCA 10-7-413
12. TCA 10-7-414
13. TCA 39-16-504
14. TCA 10-7-503(g)(1)(D)

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**Cross References**

Financial Reports and Records 2.701  
Personnel Records 5.114  
Student Records 6.600

# Johnson City Board of Education

Monitoring:  Review Annually, in September	<b>Visitors to the Schools</b>	Descriptor 1.501	Issue Date 12/7/2020
		Rescinds 1.501	Issued 3/4/2019

Professional visitors and observers will be welcome as long as the following conditions are met:

1. Visits and observations are arranged in advance;
2. Purpose of the visit is established prior to visitation; and
3. Number in the group visiting is small enough to be accommodated without disruption to the educational program.

**A principal** Principals may limit entrance to a school in the event of an emergency or at any time he they believes it to be in the best interest of the school.

In order to maintain the conditions and atmosphere suitable for learning, no other person shall enter onto the grounds or into the school buildings during the hours of student instruction except students assigned to that school, the staff of the school, parents/legal guardians of students, approved volunteers and other persons with lawful and valid business on the school premises.

Visitors with international or national groups sanctioned by the state or national government may visit schools if appropriate sponsorship and programming are in place and if the Superintendent has approved the visit in advance.

Visitors may be required to sign in with a visitor management system.

Any person improperly on the premises of the school shall depart on the request of the school principal or other authorized person.

The principal or his designee has the authority to exclude from the school premises any persons disrupting the educational programs in the classroom or in the school, disturbing the teachers or students on the premises, or on the premises for the purpose of committing an illegal act.<sup>1</sup>

The principal shall engage law enforcement officials when he believes the situation warrants such measures.

Students may not bring visitors to school to visit during the school day without the prior permission of the principal.

## **VISITOR PASSES**

Except on occasions, such as school programs, athletic events, open house and similar public events, all visitors will report to the school office when entering the school and will register as a visitor. Authorization to visit elsewhere in the building or on the school campus will be determined by the principal or his designee.

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Visitor passes shall be issued for all persons other than students and employees of the school system. <sup>2</sup>

Legal Reference:

1. TCA 49-6-2008; TCA 39-14-406
2. TCA 49-2-303(b)(4)

Cross References:

- Section 504/ADA Grievances Procedures 1.802
- Vendor Relations 2.809
- Security 3.205
- Care of School Property 6.311

# Johnson City Board of Education

Monitoring:  Review Annually, in September	<b>Policy Development and Adoption</b>	Descriptor 1.600	Issue Date 1/7/2013
		Rescinds 1.600	Issued 10/2/2006

1 A proposed policy or policy change shall be submitted to the Board as part of the agenda. Any interested  
 2 party shall be given an opportunity to be heard on the proposal. The Board's approval of the proposal or  
 3 return for study and/or further revision shall constitute the first reading.  
 4

5 The proposed policy or policy amendment shall be considered at the next board meeting with the final vote  
 6 following the second reading. Adoption shall require an affirmative vote by a majority of the members of the  
 7 Board.  
 8

9 Policies and amendments adopted by the Board shall be made a part of the minutes and shall be placed in the  
 0 policy manual. Policies and amendments shall be effective immediately upon adoption unless a specific  
 1 effective date is provided, and shall supersede any previous Board action on the subject.  
 2

3 **POLICY MAINTENANCE**

4 The Superintendent of Schools or his designee shall be responsible for drafting policy proposals, maintaining  
 5 the Board Policy Manual and serving as liaison between the Board and the Tennessee School Boards  
 6 Association. At least annually, the Board shall review its policy manual for the purpose of passing, revising or  
 7 deleting policies mandated by changing conditions.<sup>1</sup>  
 8

9 Policies shall be accessible to all employees of the school system, members of the Board, and citizens of the  
 0 community.<sup>1</sup>  
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2 **EMERGENCY PROCEDURE**

3 On matters of unusual urgency, by an affirmative vote of a **two-thirds majority of the members** of the  
 4 Board, the Board may waive the second reading limitation and take immediate action to adopt new or revised  
 5 policies.  
 6

7 **SUSPENSION OF POLICIES**

8 Any board policy or part thereof may be suspended by an affirmative vote of a two-thirds majority of the  
 9 members of the Board.  
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1 **ADMINISTRATION IN POLICY ABSENCE**

2 In cases where the Board has provided no guidelines for administrative action, the Superintendent of Schools  
 3 shall have the power to act, but report to the Board at its next meeting.  
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7 Legal Reference: \_\_\_\_\_

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 9 1. TCA 49-2-207  
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7 Cross Reference: \_\_\_\_\_

8 Duties of the Board of Education 1.101  
 9 Agendas 1.403  
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# Johnson City Board of Education

Monitoring:	<b>Grievance Procedures for Qualified Individuals with Disabilities</b>	Descriptor 1.802	Issue Date 3/4/2019
Review Annually, in September		Rescinds 1.802	Issued 8/5/2013

The Board is committed to maintaining equitable employment/educational practices, services, programs and activities that are accessible and usable by qualified individuals with disabilities.

## DEFINITION

*Section 504 of the Rehabilitation Act of 1973* provides that: No otherwise qualified individual with handicaps in the United States...solely by reason of his/her handicap, be excluded from the participation in, be denied the benefits of, or be subjected to discrimination under any program or activity receiving federal financial assistance.<sup>1</sup>

*Title II of the Americans with Disabilities Act, 1990* and the *ADA Amendments Act* provide that: No otherwise qualified individual with a disability shall be discriminated against in regard to job application procedures, the hiring, advancement, or discharge of employees, employee compensation, job training and other terms, conditions, and privileges of employment.<sup>2</sup>

## COORDINATOR<sup>3</sup>

The Board shall designate at least one employee to coordinate its efforts to comply with and carry out its responsibilities under the Americans with Disabilities Act (ADA), the ADA Amendments Act (ADAAA) and Section 504, including any investigation of any complaint alleging non-compliance with the Acts or alleging any actions that would be prohibited by the Acts.

## NOTICE<sup>4</sup>

The name, office address and telephone number of the ADA/Section 504 coordinator is:

Dr. Robbie Anderson  
Johnson City Schools  
P.O. Box 1517  
Johnson City, TN 37605-1517  
(423) 434-5200

Notification of the public of the ADA/Section 504 Coordinator may be through the posting of notices, publication in newspapers and student and employee handbooks and distribution of memoranda or other written communications.

## COMPLAINT PROCEDURES<sup>5</sup>

The coordinator will hear ADA/Section 504 complaints. Complaints may be submitted orally or in writing to the coordinator who will endeavor to accomplish prompt and equitable resolution of complaints alleging any action that would be prohibited by the ADA/Section 504. The coordinator will respond to all complaints

1 within twenty (20) days with a written response as well as information on further grievance procedures that  
2 may be followed if the complaining party is not satisfied with the coordinator's proposed resolution.  
3

#### 4 **DUE PROCESS HEARING PROCEDURES**

5  
6 Section 504 of the Rehabilitation Act of 1973 provides the right to an impartial due process hearing if a parent  
7 wishes to contest any action of the school system with regard to a child's identification, evaluation, and  
8 placement under Section 504. If a parent/guardian requests a Section 504 hearing, the parent/guardian has the  
9 right to personally participate and to be represented at the hearing by an attorney or advocate at the parent's  
0 expense. Contested actions or omissions that are appropriate for a Section 504 hearing should involve  
1 identification, evaluation, or placement issues involving a child who has or is believed to have a disability.  
2

##### 3 ***Written Request for Hearing***

4 A parent/guardian who wishes to challenge an action or omission with regard to the identification, evaluation,  
5 or placement of a student who has or is believed to have a disability as defined by Section 504, shall make a  
6 written request for a due process hearing to the Section 504 coordinator. The written request must be made on  
7 a form provided through the Central Office.  
8

##### 9 ***Impartial Hearing Officer***

0 The Superintendent of Schools or his/her their designee shall appoint an impartial hearing officer to preside  
1 over the hearing and issue a decision. Such appointment will be made within fifteen (15) days of the date of  
2 receipt of a request for a due process hearing. The hearing officer will be hired as an independent contractor at  
3 no expense to the parent. The hearing officer that is appointed shall not be a current employee of the school  
4 system and shall not be related to any member of the Board of Education. The hearing officer need not be an  
5 attorney but shall be familiar with the requirements of Section 504 and the hearing procedures under Section  
6 504. The choice of an impartial hearing officer is final and may not be presented as an issue at the due process  
7 hearing since such an issue would not relate to the identification, evaluation, or placement of a disabled child  
8 under Section 504. If a parent/guardian disputes the impartiality of the appointed hearing officer, he/she may  
9 raise such issue in a review of the hearing officer's opinion by a court of competent jurisdiction or in a  
0 complaint to the Office for Civil Rights.  
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2 Office for Civil Rights  
3 U.S. Department of Education  
4 61 Forsyth St. S.W., Suite 19T10  
5 Atlanta, GA 30303-8927  
6 Telephone: 404-974-9406; TDD: 877-521-2172  
7 Email: OCR.Atlanta@ed.gov  
8

##### 9 ***Scheduling of Hearing***

0 The appointed hearing officer shall set a date for the hearing within fifteen (15) days of his/her appointment  
1 and provide this information in writing to the parent/guardian and the Section 504 coordinator. The hearing  
2 shall take place at a mutually agreeable time and place.  
3

##### 4 ***Continuances***

5 Upon a showing of good cause, the hearing officer, at his/her discretion may grant a continuance of the  
6 hearing date and set a new hearing date.  
7

##### 8 ***Legal Representation at Hearing***

9 If a parent/guardian is represented by a licensed attorney at the due process hearing, he/she must inform the  
0 Section 504 coordinator and the appointed hearing officer of that fact, in writing, at least seven (7) calendar  
1 days prior to the hearing date, or the hearing can be continued upon the coordinator's request. The school

1 system shall not have legal representation at the hearing unless the parent provides notice that ~~he/she~~ they will  
2 have legal representation.

### 3 *Pre-Hearing Conference*

4 The hearing officer may order a Pre-Hearing Conference during which the parent/guardian or ~~his/her~~ their  
5 representative will state and clarify the issues to be addressed at the hearing. The Pre-Hearing Conference will  
6 also serve to resolve preliminary matters, clarify jurisdictional issues, and answer the parties' questions  
7 regarding the hearing process. The Pre-Hearing Conference can be held via telephone or in person depending  
8 on the hearing officer's decision based on the convenience to both parties.

### 9 *Dismissals*

1 If, after the Pre-Hearing Conference, the hearing officer finds that the parent, as a matter of law, alleges and/or  
2 raises no factual claims or legal issues that come within ~~his/her~~ their jurisdiction as a Section 504 hearing  
3 officer, he/she may dismiss the hearing and issue an order to that effect explaining the basis for such finding.

### 4 *Hearing*

5 The hearing shall be conducted in an informal, non-adversarial manner. The hearing shall be closed to the  
6 public unless the parent/guardian requests an open hearing. The hearing officer may reasonably limit  
7 testimony and introduction of exhibits for reasons or relevance.

### 8 *Recording*

9 Instead of a formal written transcript produced by a court reporter, the entire due process hearing will be video  
1 recorded. The school system shall provide a copy of the recording to the parent/guardian upon request. In  
2 order for an accurate recording to be made, the parties and witnesses shall introduce themselves at the  
3 beginning of their presentations. If a parent/guardian appeals the decision of the hearing officer to a court of  
4 competent jurisdiction, the school system shall prepare a written transcript of the hearing to be offered to the  
5 court as an exhibit.

### 6 *Witnesses*

7 Witnesses will present their information in narrative form, without the traditional question and answer format  
8 of legal proceedings. Cross-examination of witnesses will not be allowed, but a party may request that the  
9 hearing officer, at ~~his/her~~ their discretion, ask a witness a certain question.

### 1 *Format of Presentation*

2 Each side will have an equal amount of time to present their positions as determined by the hearing officer.  
3 The parent/guardian will present ~~his/her~~ their case first by making an opening statement outlining the issues,  
4 calling witnesses, and making a closing argument. The school system will present its side next. At the end of  
5 the school system's presentation, the parent/guardian may offer a short response. Each side may present  
6 personally or through their representatives.

### 7 *Submission of Exhibits*

8 As part of their presentations and at the discretion of the hearing officer, the parties may submit any reports,  
9 evaluations, correspondence, notes, or any other documents that may support their positions. Exhibits  
1 submitted to the hearing officer by either party must be marked. The hearing officer may, in the exercise of  
2 his/her discretion, reasonably limit the number of documents to be submitted for ~~his/her~~ their review, as well  
3 as the number of witnesses and the length and/or scope of their presentations or statements.

### 4 *Closing Arguments*

5 The hearing officer may allow or request written closing arguments summarizing and characterizing the  
6 information presented at the hearing.

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**Decision**

The hearing officer may make an oral ruling at the conclusion of the hearing or take the case under advisement and issue a written opinion. Such decision shall address all of the issues raised by the parent/guardian as well as any corrective actions, if any, the school system must take. Any issue or claim raised by the parent/guardian that is left unaddressed by the hearing officer in ~~his/her~~ their decision will be deemed to have been denied. The decision must be issued within forty-five (45) days after the date the Request for a Due Process Hearing is received by the district. The hearing officer may not award attorneys' fees as a part of the relief granted to a parent/guardian or the district.

**Review Procedure/Appeal**

If the parent/guardian is not satisfied by the decision of the hearing officer, ~~he/she~~ they may seek review of the decision in a court of competent jurisdiction.

Legal Reference:

- 1. 34 CFR § 104.4(a)
- 2. 42 USCA §12112(a)
- 3. 28 CFR § 35.107
- 4. 28 CFR § 35.106; 34 CFR § 104.8
- 5. 28 CFR § 35.170;172
- 6. 34 CFR §104.36



# Johnson City Board of Education

Monitoring:  Review Annually, in September	<b>Alcohol and Drug-Free Workplace</b>	Descriptor 1.804	Issue Date 12/7/2020
		Rescinds 1.804	Issued 12/9/2019

1 The following conduct is strictly prohibited and will subject a Johnson City School System employee to  
2 immediate discipline, up to and including termination and referral for prosecution:  
3

- 4 1. The buying, selling, transportation, possession, manufacture, provision or use of intoxicants, including  
5 alcohol, or any controlled substances as defined by law while on school system property during school  
6 hours (including meal periods), while assigned to extra duty or special projects, including those held after  
7 or in addition to regular school hours, and/or while driving between work sites during the work day or  
8 while assigned to extra duty or special projects in either a school system vehicle or a vehicle supplied  
9 by the employee.<sup>1</sup>  
0
- 1 2. Reporting to work under the influence of alcohol, intoxicants or any controlled substance. An individual  
2 is considered to be “under the influence of alcohol, intoxicants and/or a controlled substance” when, in  
3 the system’s determination based upon testing conducted by and interpreted by trained medical  
4 personnel, the controlled substance, alcohol or intoxicant is at a level that it may impair the individual’s  
5 ability to safely and/or efficiently perform assigned work OR prevent the employee from presenting a  
6 positive role model to students.  
7

8 If the system has reasonable grounds to believe that an employee is under the influence of intoxicants,  
9 including alcohol or any controlled substance, it may require the employee to submit to immediate  
0 testing by trained medical personnel. Refusal to submit immediately to such test may result in disciplinary  
1 action, up to and including dismissal. “Reasonable grounds” may include, but are not limited to, such things  
2 as slurred speech, confused or incoherent communications, dilated pupils, peculiar odors and unsteady  
3 balance.  
4

5 The school system reserves the right, with prior notice and reasonable suspicion, to conduct searches of  
6 employees and/or their personal property while on school system property. The school system also reserves  
7 the right, with prior notice and reasonable suspicion, to conduct searches of system property, vehicles or  
8 equipment at any time. A refusal to submit to any such search may result in disciplinary action, up to and  
9 including dismissal.  
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1 As a condition of employment, each employee shall notify ~~his or her~~ their supervisor of a conviction under  
2 any criminal drug statute violation or alcohol related event ~~occurring in the workplace as defined above~~.  
3 Such notification shall be provided no later than five (5) days after such conviction.  
4

5 Each employee shall be notified of the system’s policy and procedures regarding employee drug activity at  
6 work.<sup>1</sup> Any staff member who violates any part of this policy may be subject to disciplinary action, which  
7 may include suspension without pay and immediate discharge. As a condition of eligibility for reinstatement,  
8 an employee may be required to satisfactorily complete a drug rehabilitation or treatment program approved  
9 by the board, at the employee’s expense.  
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Nothing in this policy shall be construed to guarantee reinstatement of any employee who violates this policy, nor does the Johnson City School System incur any financial obligation for treatment or rehabilitation ordered as a condition of eligibility for reinstatement.

Other actions such as notification of law enforcement agencies may be taken in regard to a staff member violating this policy at the ~~district's~~ system's discretion, as it deems appropriate.

Appropriate procedures, consent forms and necessary notifications will be developed as are needed for an orderly implementation of this policy.

No employee, while on or in the workplace, shall unlawfully manufacture, distribute, dispense, possess, use or be under the influence of any illegal or unauthorized drug<sup>1</sup> or alcohol.<sup>2</sup>

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Legal Reference

- 1. Drug Free Workplace Act of 1988; 41 USCA §§ 701-707 and 8103
- 2. TCA §39-17-715

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Cross References:

- Suspension/Dismissal of Tenured Teachers 5.201
- Drug and Alcohol Testing, Employees 5.403
- Drug and Alcohol Use, Students 6.307

# Johnson City Board of Education

Monitoring:  Review Annually, in September	<b>Use of Electronic Mail (e-mail)</b>	Descriptor 1.805	Issue Date 12/7/2020
		Rescinds 1.805	Issued 12/9/2019

Electronic **mail communication** capability among board members and district staff exists for the purpose of **enhancing communication enabling all** to better perform tasks associated with their positions and assignments. Therefore all staff and board members who have access to the district network shall adhere to the following guidelines when sending or receiving messages via systemwide-electronic mail (e-mail):

1. Because all computer hardware and software belong to the Board, all data including e-mail communications stored or transmitted on school system computers shall be monitored. Employees/board members have no right to privacy with regard to such data. Confidentiality of e-mail communication cannot be assured. E-mail correspondence may be a public record under the public records law and may be subject to public inspection.<sup>1</sup>
2. Messages shall pertain to legitimate board/district business.
3. Staff/board members will be asked to sign an application for terms and conditions for use of the Internet. Staff/board members shall not reveal their passwords to others in the network or to anyone outside of it. If anyone has reason to believe that a password has been lost or stolen or that e-mail has been accessed by someone without authorization, he/she shall contact the technology coordinator immediately.
4. It is the responsibility of the sender not to violate copyright laws.
5. Messages shall not be sent that contain material that may be defined by a reasonable person as obscene or that are racist, sexist or promote illegal or unethical activity.
6. All Employees will adhere to the System's Responsible Use Agreement.

Any usage contrary to the above shall be reported immediately to the Superintendent of Schools and may result in the suspension and/or revocation of system access or if deemed necessary, appropriate disciplinary action may be taken.

E-mail shall not be used to circumvent requirements of the Open Meetings Act.<sup>2</sup>

Legal Reference:

1. TCA 10-7-512
2. TCA 8-44-102

Cross Reference:

Use of the Internet 4.406

# Johnson City Board of Education

Monitoring:  Review Annually, in September	<b>Advertising and Distribution of Materials in the Schools</b>	Descriptor 1.806	Issue Date 12/7/2020
		Rescinds 1.806	Issued 10/7/2002

No part of the school system, including the facilities, the name, the staff, and the students, shall be used for advertising or promoting the interests of any commercial, political, religious or other non-school agency or organization except that:

1. The school may cooperate in furthering the work of any non-profit, community-wide social service agency, provided that such cooperation does not restrict or impair the educational programs of the schools;
2. The school may participate in radio or television programs under acceptable commercial sponsorship when such programs are educationally beneficial;
3. Community, educational, charitable, recreational and other similar civic groups may advertise events pertinent to students' interests or involvement. Such advertisement, including the distribution of materials, shall be subject to any procedures related to time, place and manner established by the principal;
4. ~~The principal shall screen~~ All materials **shall be screened** prior to distribution to ensure their appropriateness. The **principal system** may prohibit materials that:
  - a. would likely cause substantial disruption of the operation of the school;
  - b. violate the rights of others;
  - c. are obscene, lewd or sexually explicit; or
  - d. students would reasonably believe to be sponsored or endorsed by the school.
5. The school may, upon approval of the Superintendent of Schools, cooperate with any governmental agency in promoting activities which advance the education or other best interests of the students;
6. Political literature shall not be distributed through the school to students, nor sent home to parents, nor placed in teachers' mail boxes, lounges, or on school premises;
7. Political signs for people who are running for public office shall not be allowed on school property except those being held by poll workers on election day; and
8. School publications may accept and publish paid advertising under procedures established by the Superintendent of Schools.

This policy shall not be construed as preventing a teacher from using instructional or informational materials even though the materials might include reference to a brand, product or a service.

Cross References:

- Board-Community Relations 1.500
- Vendor Relations 2.809
- Staff-Community Relations 5.606

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# Johnson City Board of Education

Monitoring:	<b>Registered Sex Offenders</b>	Descriptor 1.808	Issue Date 4/5/2016
Review Annually, in September		Rescinds 1.808	Issued 3/7/2011

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2 Individuals registered as sex offenders in Tennessee or any other state are prohibited from the premises of  
3 any school in this district, except for the limited circumstances stated in this policy.<sup>1</sup>  
4

## 5 **EMPLOYMENT**

6 An individual listed by the state of Tennessee or any other state as a registered sex offender is ineligible for  
7 employment within the school district.  
8

## 9 **PRESENCE ON SCHOOL PROPERTY**

0 No registered sex offender, other than a student enrolled in the school in question, shall come on, about, or  
1 within 1,000 feet of a local school's property line except as provided below.<sup>2</sup> If any employee of the school  
2 district becomes aware of any registered sex offender's presence on school property, he/she shall immediately  
3 inform the principal, who shall direct the individual to leave the premises immediately. The principal shall  
4 request assistance from local law enforcement authorities if offender resists the principal's directives. If the  
5 registered sex offender repeats this restriction of coming on to school property, the principal may confer with  
6 legal counsel to take appropriate legal action.  
7

8 Neither this policy nor state law impose any duty upon a principal or any other employee of the local school  
9 district to review the sex offender registry for individuals who may come upon the property.  
0

## 1 **PARENTS WHO ARE REGISTERED SEX OFFENDERS**

2 A parent or legal guardian of a child who is enrolled in the school may attend a conference with the school  
3 officials with the written permission of the school's principal.  
4

5 An offender may come within the 1,000 feet limit provided the individual is dropping off or picking up a child  
6 or children enrolled in the school after having given written notice of his/her sex offender status to the school  
7 principal.  
8

9 Principals shall speak with the parent upon learning of their status as a sex offender to communicate the  
0 restrictions of this policy and to establish open dialogue with the parent, as much as is possible or reasonable.  
1 The principal shall take all appropriate measures to protect the privacy of the sex offender's child.  
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### 6 Legal References:

7 1. TCA 49-5-413

8 2. TCA 40-39-201, et seq.  
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# Johnson City Board of Education

Monitoring:  Review Annually, in September	<b>Emergency Closings</b>	Descriptor 1.8011	Issue Date 3/4/2019
		Rescinds 1.8011	Issued 10/5/2009

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The Board authorizes the Superintendent of Schools or his designee to close schools, **certain schools or individual classrooms** in the event of hazardous weather or any other emergency which presents a threat to the safety or health of students, staff members or school property.<sup>1</sup>

As soon as the decision to close schools is made, the Superintendent of Schools will notify the public media and request that an announcement be made. Closings and schedule adjustments will also be posted on the system's website and on social media and other available communication lines.

If school is not in session or is dismissed early due to snow or inclement weather, most scheduled activities in which students are involved will be postponed or cancelled. Athletic events may or may not be postponed, depending on weather near game time.

Legal References:

1. TCA 49-6-3004(e)(1); TRR/MS 0520-1-3-.02(1)(b)

# Johnson City Board of Education

Monitoring:  Review Annually, in October	<b>Buildings and Grounds Management</b>	Descriptor 3.200	Issue Date 8/26/2019
		Rescinds 3.200	Issued 1/6/2014

The care, custody, and safekeeping of all school property shall be the responsibility of the Superintendent of Schools. The following responsibilities may be assigned as needed:

1. The review of school building needs and the supervision of new construction when a building program has been approved by the Board;
2. Maintenance of school property and the operation of school plants;
3. The employment and training of maintenance personnel;
4. Compliance with all federal, state and local building codes; and
5. Compliance with requirements set forth by appropriate agencies regarding construction, installation, renovation and operation of all equipment, playground devices and/or other materials that could impact the safety of students and employees.

Facilities in the Johnson City School System are property of the City of Johnson City. All city property is insured for liability purposes through the Tennessee Municipal League (TML) and is subject to the guidelines set forth in policy arrangements with TML. Any agency performing work at a school facility must provide proof of insurability at a minimum of \$1,000,000 and name the City of Johnson City as a named insured.

Within each individual school, the principal shall be responsible for the care and upkeep of the building and for the supervision of the school custodial services. Each principal shall direct the efforts of the custodian(s) toward proper care of the building. The buildings and grounds management provided by the school system through the maintenance supervisor shall be considered a supplementary and coordinating service. Request for this service shall be made by the principal following the procedure established by the Superintendent of Schools.

Any alterations to school property shall be initiated only after approval of the building principal and the Superintendent of Schools. This includes, but is not limited to, landscaping, plantings, walkways, fences, playgrounds, signs, casework, painting, wall hangings, electrical or technical alterations.

Any such alterations shall be reviewed by the Supervisor of Maintenance to determine the ancillary cost of such alterations and the labor required for installations. All alterations, with the exception of minor landscaping changes and plantings, shall be made or installed by the Maintenance Department or an approved outside contractor. Any person making unauthorized alterations will be charged for the cost of returning the property to its original condition.

Any alterations become the property of the school system and as such the school system shall assume all liability and maintenance of such.

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All school properties shall be maintained in a safe and clean condition and with as much comfort and convenience as the facilities will permit or as use requires.

The City Commission shall be responsible for the cost of maintenance and repair of any property leased by any agent of the City Commission for commission use.

Testing of lead levels in drinking water sources at school facilities shall be conducted **biennially** as required by Tennessee Code Annotated. If unacceptrable levels of lead are found in any drinking water source, that source will be immediately removed from service and required notices to state and local officials will be made. Parent and guardians of students enrolled at the effected school facility will be notified with five (5) bsuiness days of the test results.<sup>1</sup>

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Legal References:

- 1. TCA 49-2-133



# Johnson City Board of Education

Monitoring:  Review Annually, in October	<b>Crisis Management</b>	Descriptor 3.203	Issue Date 3/4/2019
		Rescinds 3.203	Issued 1/5/2015

1 The principal shall develop a Crisis Management plan for use in times of crisis. The Plan shall include a  
2 provision for a Crisis Team, which shall be appointed by the principal, and which shall deal with specific  
3 situations and decisions in response to a crisis. Members of the Team shall consist of the principal and/or  
4 designee, guidance counselor, and at least two other staff members designated by the principal.  
5

6 The Crisis Management Plan shall be reviewed annually and revised as needed.  
7

8 The principal shall be responsible for the development of emergency procedures which shall be distributed to  
9 building employees and members of the Crisis Team. Training for all school employees in the crisis  
0 management procedures shall be conducted annually prior to the beginning of school.  
1

2 In the event of a crisis, the principal shall notify the Crisis Team members and the Superintendent of Schools.  
3 If ~~he~~ they determines it to be necessary, the principal shall contact the appropriate emergency services (police,  
4 fire, ambulance, etc.).  
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6 In the event of a crisis all public and media contacts shall be directed to the Superintendent of Schools' office  
7 which will release information when deemed appropriate and safe.  
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Cross Reference:

News Releases, News Conferences and Interviews 1.503

# Johnson City Board of Education

Monitoring: Review Annually, in October	<b>Security</b>	Descriptor 3.205	Issue Date 1/4/2018
		Rescinds 3.205	Issued 3/7/2011

The Superintendent of Schools shall establish procedures as required to adequately protect school property which shall include, but not be limited to:

1. Closing and securing teacher work areas when left unattended or at the end of the day;
2. Supervising students in the classrooms, laboratories, gymnasiums or other school facilities or equipment;
3. Controlling the issuance of building keys, master keys, keycards, entry codes and other means of building access; and
4. Developing procedures which contribute to the proper care and use of school facilities and equipment.

Equipment purchased with Federal funds shall be managed as directed by federal and state law.<sup>1</sup>

The principal shall call law enforcement officials in cases involving illegal entry, theft or vandalism and shall notify the Superintendent of Schools immediately after each case of vandalism, theft, building damage and illegal entry.

The Superintendent of Schools, or **his** their designee, is authorized to sign a criminal complaint and to press charges against perpetrators of illegal activity.

## SCHOOL POLICING

The Board may enter into a memorandum of understanding with a chief of a law enforcement agency to provide school policing. Any memorandum of understanding shall address, at a minimum, the following issues:<sup>2</sup>

1. Any School Resource Officer (SRO) assigned under a memorandum must be in compliance with all laws, regulations and rules of the Peace Officer Standards and Training Commission at the time of assignment and remain compliant throughout the tenure of his or her assignment;
2. As a condition of assignment, any SRO must participate in forty (40) hours of basic training in school policing within twelve (12) months of assignment. Every year thereafter the SRO shall participate in a minimum of sixteen (16) hours of training specific to school policing. All training programs shall be approved by the Peace Officers Standards and Training Commission.
3. Any SRO assigned under the memorandum remains an employee of the law enforcement agency, subject to that agency's direction, control, supervision and discipline, though the Board may agree to indemnify and reimburse the law enforcement agency for any part or all of the increased costs incurred by the law enforcement agency as a result of the assignment of the SROs.

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- 4. No officer shall be assigned to a school, or continue in such an assignment, without the consent of the Superintendent.
- 5. In the event that more than one SRO is assigned to a school system, the law enforcement agency shall designate one of the SROs as the senior SRO, or such other, appropriate title. The duties of the senior SRO, however designated, shall include, but not be limited to, the following:
  - a. To represent and carry out the policies of the law enforcement agency assigning the SROs.
  - b. To supervise the SROs in the performance of their duties;
  - c. To consult with the Superintendent regarding the best use of the available resources for school policing; and
  - d. To resolve disputes between the SROs and students or faculty members.
- 6. The memorandum may be effective for any length of time, including continuing until terminated by the parties, and may contain any reasonable notice requirement for the termination of the memorandum. However, the memorandum shall contain a provision allowing the Superintendent to suspend the active participation of the SROs in the event that the Superintendent certifies that the health, safety or well being of the students or faculty members require the immediate suspension.

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Legal References:

- 1. EDGAR 43 Subtitle A Part 80.32
- 2. TCA 49-6-4217

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Cross References:

- Visitors to the Schools 1.501
- Care of School Property 6.311

# Johnson City Board of Education

Monitoring:  Review Annually, in October	<b>Community Use of School Facilities</b>	Descriptor 3.206	Issue Date 12/7/2020
		Rescinds 3.206	Issued 3/4/2019

When not in use for school purposes, school buildings and grounds or portions thereof may be used for public, governmental, charitable, civic, recreational, cultural, and other non-profit, non-political purposes as approved by the Board.<sup>1,2,3</sup>

1. Requests for the use of school facilities shall be made at the office of the principal prior to the date of use;
2. All non-school affiliated organizations must enter into a facilities use agreement prior to usage;
3. Student clubs and activities, parent-teacher associations, and other organizations affiliated with the schools shall be permitted use of school facilities without charge;
4. School facilities may only be used by non-profit entities except that unused facilities may be leased for private day-care centers which provide educational and child care services to the community;<sup>2</sup>
5. All activities must be under adult supervision at all times and must have the prior approval of the building principal. In all cases, an assigned school employee or an approved city employee will be present during use. The group using the facilities will be responsible for any damage to the building or equipment;
6. Groups receiving permission for building use are restricted to the dates and hours and the building area and facilities specified in the facilities use agreement, unless requested changes are approved in advance by the principal;
7. Groups receiving permission for building use are responsible for the observance of all security, fire and safety regulations at all times;
8. The use of alcoholic beverages, illegal drugs, tobacco products, **e-cigs/vaporizers** vulgar language, or gambling in any form is not permitted in school buildings or on school grounds;
9. The Board will cooperate with recognized agencies, such as the Red Cross, National Guard and Civil Defense, and will make suitable facilities available without charge during community emergencies;
10. When school kitchens are used, at least one member of the Food Service staff approved by the principal must be present to supervise the use of the equipment;
11. School facilities shall not be used for any non-school affiliated organization on a permanent basis; and
12. The Board will approve and periodically review a fee schedule for the use of school facilities by any non-school affiliated organization.

The Board reserves the right to deny rental of school facilities to any or all organizations where such use **may** be detrimental or disruptive.

Legal References:

1. TCA 49-50-201
2. TCA 49-2-203(b)(4)
3. *Lamb's Chapel v. Center Moriches Union Free School District*, 113 S. Ct. 2141 (1993)

Cross References:

- Tobacco-Free Schools 1.803  
Care of School Property 6.311

# Johnson City Board of Education

Monitoring:	<b>Long Range Facilities Planning</b>	Descriptor 3.208	Issue Date 11/3/2008
Review Annually, in October		Rescinds 3.208	Issued 11/5/2007

1 The Board will develop a long range facilities plan which will be designed to meet the needs of the school  
2 system in the future. This plan shall be reviewed annually.

3  
4 The objectives of such a plan shall be:

- 5 1. To improve the educational environment for students and teachers by raising the physical  
6 standards in all buildings to match the most effective facilities already existing in the district;
- 7 2. To establish priorities based upon the established need and financial resources available; and
- 8 3. To create school complexes which are the best possible balance of effective grouping of  
9 educational resources, effective management and operations, and community concerns for the  
0 character of the school system.
- 1 4. To consider the Master Plan of the City of Johnson City in Facility Planning.

2  
3 **Planning for new facility construction or facility renovation or expansion shall begin as soon as a need is**  
4 **recognized. Needs shall be based upon student population, enrollment, condition of existing facilities**  
5 **and equality in physical standards. Once a need has been recognized, the Board shall begin planning**  
6 **the project, in accordance with the school program, and with the involvement of all stakeholders who**  
7 **will be served by the facility.**

8  
9 **All equipment, fixtures and furniture purchases for any new, renovated or expanded facility shall be**  
0 **approved by the Board pursuant to normal purchasing procedures.**

# Johnson City Board of Education

Monitoring:	<b>Facility Planning</b>	Descriptor 3.211	Issue Date 12/7/2020
Review Annually, in October	<b><u>Asbestos</u></b>	Rescinds 3.211	Issued 4/3/2107

~~Planning for new facility construction or facility renovation or expansion shall begin as soon as a need is recognized. Needs shall be based upon student population, enrollment, condition of existing facilities and equality in physical standards. Once a need has been recognized, the Board shall begin planning the project, in accordance with the school program, and with the involvement of all stakeholders who will be served by the facility.~~

~~All equipment, fixtures and furniture purchases for any new, renovated or expanded facility shall be approved by the Board pursuant to normal purchasing procedures.~~

## ASBESTOS<sup>1</sup>

The Superintendent of Schools shall maintain an Asbestos Management Plan for all buildings leased, owned, or otherwise used as school buildings and maintain and update the plan to keep it current with ongoing operations and maintenance, periodic surveillance, inspection, re-inspection, and response action activities.

The Superintendent of Schools shall:

- A. annually publish a notification on the Asbestos Management Plan availability and the status of asbestos activities;
- B. educate and train maintenance and custodial staff about asbestos and how to deal with it, in accordance with state and federal statutes;
- C. notify short-term or temporary workers on the locations of the building materials containing asbestos;
- D. post warning labels in routine maintenance areas where asbestos was previously identified or assumed;
- E. follow set plans and procedures designed to minimize the disturbance of building materials containing asbestos; and
- F. survey the condition of these materials every six (6) months to assure that they remain in good condition.

The Superintendent of Schools shall designate an Asbestos Hazard Emergency Response Act (AHERA) Manager as the designated Asbestos Program Coordinator. All inquiries regarding the asbestos plan and asbestos related issues should be directed to the AHERA Manager.

### Legal References

1. CFR §763.91-93

### Cross References:

- Facilities Planning: Involvement of Architects 3.212  
 Project Planning Educational Specifications 3.213  
Safe and Secure Facilities 3.201

# Johnson City Board of Education

Monitoring:	<b>Facilities Planning: Involvement of Architects</b>	Descriptor 3.212	Issue Date 2/7/2017
Review Annually, in October		Rescinds 3.212	Issued 11/6/2006

1 Believing that several separate architects or architectural firms will produce a wider range of experience and  
2 talent which should result in development of better or more efficient plans, the Board, **in consensus with the**  
3 **City Commission**, shall recommend one or more qualified architects or firms to be assigned to buildings  
4 projects.

5  
6 When it becomes necessary to secure the services of an architect or firm, the Board shall request submission  
7 of proposal(s) including qualifications and services from interested architectural firms. Public announce-  
8 ments of the proposed projects shall be made.

9  
0 After review of the proposal(s) submitted and interviews with selected firms under consideration, the Board  
1 shall select an architect to recommend for the project. The Board may also name an architect(s) as a  
2 consultant for any special project.

3  
4 In recommending architects the following criteria will be considered:

- 5  
6 1. Training and experience; especially with school construction, past performance, location,  
7 ability to be bonded;
- 8  
9 2. Planning ability;
- 0  
1 3. Promptness;
- 2  
3 4. Volume of work previously awarded by the school system with the objective of effecting an  
4 equitable distribution of contracts among qualified firms; and
- 5  
6 5. Experience with government agencies.

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9 The Board may also select any other building/construction consultant as needed.  
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# Johnson City Board of Education

Monitoring: Review Annually, in October	<b>Retirement of Facilities</b>	Descriptor 3.216	Issue Date 1/4/2016
		Rescinds 3.216	Issued 11/3/2008

1 As population matures or shifts, and as educational needs evolve, school buildings and campuses may no  
2 longer be needed and may be released to the city. In determining retirement of facilities, the Board will be  
3 guided by the following:

- 4 1. Ability of building to house a modern and flexible educational program;
- 5 2. Proximity to population served;
- 6 3. Enrollment capacity;
- 7 4. Cost of upkeep and maintenance; and
- 8 5. Ability of building to meet safety standards for public buildings, including state fire code.

9 The Board will seek professional advice and community input before making a final decision regarding  
0 retirement of a school facility. ~~Any facility~~ Retired facilities will remain the property of the city of Johnson  
1 City.

# Johnson City Board of Education

Monitoring: Review Annually, in October	<b>Furniture, Equipment and Supplies Management</b>	Descriptor 3.300	Issue Date 12/7/2020
		Rescinds 3.300	Issued 12/9/2019

1 All equipment and materials permanently placed in school facilities by any group or organization shall  
2 become the property of the Board. The Board reserves the right to transfer property to other facilities if the  
3 facility in which it was originally placed is no longer in service to the school system or if there is no longer  
4 any need for the equipment or materials where originally placed.

5  
6 The Superintendent of Schools shall develop procedures which promote the useful life of equipment and  
7 supplies. Adequate insurance coverage shall be maintained. Equipment management shall be in accordance  
8 with federal and state laws, regulations and guidelines.

9  
0 Each employee of the system shall be responsible for the materials, equipment and supplies assigned to **them**  
1 **him**. In addition, **he they are is** responsible for the preservation and protection of materials, equipment and  
2 supplies not under **his their** direct control when **he is they are** aware that such are endangered and when the  
3 system employee having direct control is not present or is otherwise unable to act.

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5 The Board will develop a long range furniture, equipment, and supplies plan which will be designed to meet  
6 the needs of the school system in the future.

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Cross Reference:

Code Of Ethics 1.1061  
Inventories 2.702

# Johnson City Board of Education

Monitoring:	<b>Use of School Equipment and Supplies Leasing and Renting</b>	Descriptor 3.301	Issue Date 1/4/2016
Review Annually, in October		Rescinds 3.301	Issued 1/6/2014

- 1 With the prior written permission of the principal, certain School System equipment may be lent or leased to
- 2 staff and students. The equipment available for loan or lease shall be determined by the principal, based upon
- 3 the cost of the equipment, ease of transport and need. Parties in whose name the equipment is borrowed or
- 4 leased will be responsible for loss or damage to the equipment or supplies.
- 5
- 6 Staff members have the right to use system equipment and supplies outside of their normal working hours
- 7 when such use is related to their employment. There shall be no cost to the staff member for such use.
- 8 Permission for such use must be granted by the staff member's immediate supervisor.
- 9
- 0 Students may borrow approved school equipment and supplies at no cost when used in connection with their
- 1 studies or extracurricular school activities.
- 2
- 3 When approved by the school principal or **his their** designee responsible parties or organizations may rent
- 4 audio-visual equipment or public address equipment for use on school property.
- 5
- 6 Staff members borrowing school equipment for personal use will be subject to the same regulations, including
- 7 fees, as for non-school usage.
- 8
- 9 The Superintendent will approve a rental fee and contracts for the use of school equipment as the need arises.
- 0

# Johnson City Board of Education

Monitoring:  Review Annually, in October	<b>Waste Reduction and Recycling</b>	Descriptor 3.303	Issue Date 11/6/2006
		Rescinds 3.303	Issued 7/1/2000

1 The Board will integrate the concept of resource conservation, including waste reduction and recycling, into  
2 the environmental education curriculum at all levels of the school system.

3  
4 The principal of each school shall develop and establish a recycling plan, subject to approval by the Board.

5  
6 The amount of consumable materials used will be decreased by:

- 7 1. Limited use of disposable materials;
- 8 2. Limited use of nonbiodegradable materials; and
- 9 3. Making full use of all materials prior to disposal.

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4 The Board will purchase environmentally friendly products when financially possible.

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Cross Reference:

Energy Conservation 3.2001

# Johnson City Board of Education

Monitoring:  Review Annually, in October	<b>Automated External Defibrillator (AED)</b>	Descriptor 3.304	Issue Date 12/7/2020
		Rescinds 3.304	Issued 2/7/2017

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All schools within the system shall have personnel trained in the use of AEDs. Such training shall be in accordance with the State of Tennessee Department of Health Division of Emergency Medical Services Automated External Defibrillator Program. Trained personnel shall follow the established protocol for the use of the AED. Trained personnel shall be held harmless by the school system for appropriate use of an AED.

Upon any use of an AED documentation and reports, as required by the Department of Health Defibrillator Program, shall be filed by the employee that uses the AED with ~~his/her~~ their building administrator.

All equipment and accessories necessary for support of AED usage shall be maintained in a state of readiness as outlined by the Department of Health.<sup>1</sup>

A notebook containing training procedures and protocols, names of and documentation records on trained personnel, records of required examinations and maintenance of AEDs, and AED physical location information will be maintained and available in the office of System-Wide School Nurses at Columbus Powell Service Center.

Secondary school students (grades 7-12) will be made aware of the steps to be taken if an event should occur that requires the use of an AED.<sup>2</sup>

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Legal References:  
1. TCA 49-2-122  
2. TCA 49-6-1208

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Cross Reference:  
Emergency Preparedness Plan 3.202

# Johnson City Board of Education

Monitoring:	<b>Student Transportation Management</b>	Descriptor 3.400	Issue Date 12/2/2020
Review Annually, in October		Rescinds 3.400	Issued 1/4/2018

1 The city of Johnson City Transit Authority shall be responsible for providing student transportation services,  
2 and shall be in compliance with all federal and state laws, rules and regulations.<sup>1</sup>

3  
4 Each bus shall be equipped with the phone number for reporting safety complaints. This number shall appear  
5 on the rear bumper.<sup>2</sup>

6 All accidents, regardless of the damage involved, must be reported to the transportation supervisor, including  
7 incidents in which any part of the bus contacts any other object or vehicle.

8 The Superintendent of Schools shall develop procedures to ensure compliance with the statutory and  
9 regulatory requirements for the transportation program.

## 1 RESPONSIBILITIES OF OUTSIDE CONTRACTING BUS OWNERS

2  
3 **In the event the school system hires an outside bus company to provide transportation, the following**  
4 **will apply:**

- 5 1. Each school bus and all related equipment shall be maintained in condition to operate safely at all  
6 times during the school year and shall conform to specifications as set forth by the State Board of  
7 Education<sup>1</sup> and National Highway Traffic Safety Administration.
- 8 2. Each bus driver shall obey all applicable state rules and regulations.
- 9 3. A school bus owner shall give four weeks written notice to the board when ~~he/she~~ they wishes to  
0 terminate ~~his/her~~ their bus operation contract.
- 1 4. A school bus owner shall secure the approval of the Superintendent of Schools before he/she may sell  
2 a bus during the period of their contract. The sale of a bus does not obligate the Superintendent of  
3 schools to enter into contract with the new owner.
- 4 5. Each school bus owner shall have on file in the Superintendent of Schools' office a current statement of  
5 liability and property damage insurance coverage carried on the bus.
- 6 6. Each school bus owner must specify for the Superintendent of Schools' approval the name of the  
7 designated driver and at least one substitute driver of ~~his/her~~ their bus.
- 8 7. Each school bus driver shall submit to the Superintendent of Schools the results of his latest physical  
9 examination.
- 0 8. By the end of the first month of each school year, each bus owner shall file with the Superintendent of  
1 Schools, on forms approved by the board, a report giving an accurate record of the names of all  
2 students transported on his/her bus and the school to which each student is transported.
- 3 9. Participate fully in the complaint process as outlined below.
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1 10. Comply with recordkeeping requirements as outlined below. This includes the responsibility to furnish  
2 the transportation supervisor with all necessary records on a regular basis.  
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### 5 **TRANSPORTATION SUPERVISOR<sup>3</sup>**

6  
7 The Superintendent of Schools shall appoint a Transportation Supervisor for the system. They shall be  
8 responsible for the monitoring and oversight of transportation services for the district.  
9

0 The Transportation Supervisor shall complete a student transportation management training program upon  
1 appointment. Every year the Transportation Supervisor shall complete a minimum of four (4) hours of training  
2 annually.  
3

4 The Superintendent of Schools shall ensure that training is completed and provide the state department of  
5 education with appropriate documentation.  
6

7 **Any individual may contact the Transportation Supervisor at any time using the information below:**

8 **Title: Dr. Greg Wallace**

9 **Mailing address: P.O. Box 1517, Johnson City, Tennessee 37605**

0 **Phone number: 423-434-5200**

1 **Email: wallaceg@icschools.org**  
2  
3

### 4 **COMPLAINT PROCESS<sup>4</sup>**

5  
6 The following procedure will govern how students, teachers, staff, and community members shall submit bus  
7 safety complaints:  
8

- 9 1. All complaints shall be submitted to the transportation supervisor; and
- 0 2. Forms may be submitted in person, via phone call, mail, or email. Written complaints shall be  
1 submitted on forms located on the district's website. In the case of a complaint received via phone, the  
2 person receiving the phone call shall be responsible for filling out the form and submitting it to the  
3 transportation supervisor.  
4

5  
6 The transportation supervisor shall begin an investigation of all bus safety complaints within twenty-four (24)  
7 hours of receipt.  
8

9 Within forty-eight (48) hours of receipt of the initial complaint, the transportation supervisor shall submit a  
0 preliminary report to the Superintendent of schools. This report shall include:  
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- 2 1. The time and date the complaint was received;
- 3 2. The name of the bus driver;  
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# Johnson City Board of Education

Monitoring:  Review Annually, in October	<b>Transportation Scheduling and Routing</b>	Descriptor 3.401	Issue Date 12/7/2020
		Rescinds 3.401	Issued 2/7/2017

1 Transportation will be provided by the city of Johnson City for all students residing at a distance of one and  
2 one-half (1-1/2) miles or more from any school to which they are assigned, or from an elementary school  
3 which is designated as a pick up point for secondary students or from the closest **school** bus stop to a student  
4 residence. Transportation shall be furnished for shorter distances if, in the opinion of the City Transportation  
5 Division, a shorter distance is logistically possible based on street configurations and student safety.  
6

7 Required transportation for special education students or students assigned to schools outside the zone of their  
8 residence will be arranged by the school system.  
9

0 The Director of Johnson City Transit/designee shall be responsible for periodically surveying all bus routes  
1 and scheduling bus transportation, including the determination of bus stops and the assignment of students.  
2

3 Appeals of transportation decisions shall be made to the Director of Johnson City Transit/designee.  
4

5 Students shall not be in transit to and from school more than one and one-half hours each way.<sup>1</sup> Under  
6 no circumstances shall students be transported past their assigned school.  
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8 Students who ride school buses shall attend their designated school. If a parent chooses to send his child to  
9 another school in the system, the parent must provide transportation to and from that school.  
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7 Legal References:

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9 1. TCA 49-6-2105  
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Cross Reference:

Bus Conduct 6.308  
**Student Assignments 6.205**

# Johnson City Board of Education

Monitoring:	<b>Private Vehicles</b>	Descriptor 3.404	Issue Date 12/7/2020
Review Annually, in October		Rescinds 3.404	Issued 2/7/2017

The Board recognizes that certain employees may need to use their private vehicles for school purposes. With the use of private vehicles, the following policy shall be observed:

1. To use a private vehicle for school purposes, the employee must have the permission of the Superintendent of Schools or ~~his~~ their designee (which permission may be in the form of an approved leave request, a job description or pursuant to a specific directive), a valid driver's license and proof of vehicle liability insurance coverage in the following forms:
  - a. A copy of the insurance certificate issued to the insured indicating liability limits of at least \$25,000/50,000/15,000;<sup>1</sup> and
  - b. A specific permit for each trip involving students, including field trips.
2. The school system shall assume no responsibility for liability in case of accident, unless the employee has the proper authorization described above.
3. The Board specifically forbids any employee to transport students for school purposes in privately owned vehicles without prior authorization by the Superintendent of Schools or his designee. In an emergency situation the employee may transport the student, however notification of the transportation with a description of the emergency must be reported to the Superintendent of Schools within 24 hours.
4. Privately-owned school buses and drivers of such shall meet all requirements of state law and state Board Rules, Regulations, and Minimum Standards.<sup>2</sup>
5. No student shall be sent on errands during the school day by school personnel, whether personal or school-related, in a vehicle owned by the student, an employee, or the school system.
6. No employee may ask for or give permission to students to transport other students to and from any school or school-related activity without written parental permission and proof of student insurance.

The Board recognizes that volunteer parent drivers may be needed to use their private vehicles for school purposes. The volunteer parent drivers who use a private vehicle must provide proof of a valid driver's license and vehicle liability insurance coverage in the form of an insurance certificate issued to the insured indicating limits of at least \$100,000/300,000/50,000.<sup>1</sup>

The Board also recognizes that students may need to drive themselves to school related events in their own private vehicles. The student drivers must provide a signed parental/guardian permission slip before each event to which they will drive, proof of a valid driver's license and proof of vehicle liability insurance coverage in the form of an insurance certificate issued to the insured or their parent/guardian indicating limits

1 of at least \$100,000/300,000/50,000.<sup>1</sup> Student drivers are not approved to drive other students to such events,  
2 except when the other student is a member of the driver's immediate family.  
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6 Legal Reference:

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8 1. TCA55-12-102; OP Tenn. Atty. Gen. 04-136 (August 24, 2004)  
9 2. TRR/MS 0520-1-5

Cross References:

Field Trips 4.302

# Johnson City Board of Education

Monitoring:  Review Annually, in November	<b>Curriculum Development</b>	Descriptor 4.200	Issue Date 3/4/2019
		Rescinds 4.200	Issued 1/4/2016

Under the leadership and direction of the Superintendent of Schools and instructional supervisors, a unified curriculum shall be developed within the framework of the state’s standards for the school system in each subject area, grades K-12.<sup>1,2</sup>

A system-wide curriculum council shall be established and maintained under the direction of the Superintendent of Schools. The system wide curriculum council will be a vehicle to provide the support and resources required for the system wide improvement of curricula and instruction.

The curricula of the school system shall fulfill the goals and requirements of education as established by the State Department of Education in the Rules, Regulations, and Minimum Standard for Government of Schools in the State of Tennessee and additions as approved by the Board from time to time. Reports concerning curriculum development and revision shall be made at regular intervals to the Board. Such reports shall be made by the Superintendent or ~~his~~ their designee.

The complete curriculum is available online and all teachers will ~~be given~~ have access to the curriculum. Use of newer concepts of curriculum design, scheduling, and instructional techniques is encouraged but must have prior approval of the principal.

A special course (not listed in TRR/MS 0520-1-3-.06) requires the approval of the Superintendent of Schools, the Board, the State Board of Education and prior approval of the Commissioner of Education.<sup>2</sup> A course may become a permanent part of the school program after three (3) years of offering upon approval by the State Board of Education.<sup>2</sup>

All State/Federally funded Pre-K programs shall adopt a State approved curriculum.

## IMPLEMENTATION

The primary responsibility for the effective operation of the curriculum program and activities shall be delegated to the Superintendent of Schools.

Principals shall be responsible for administering the established instructional programs and for the development and supervision of a coordinated plan for the improvement of instruction in their schools.

Legal References:

1. TCA 49-1-302(a);(1);(2);(3);(8)
2. TRR/MS 0520-1-3-.05(1)(a); TRR/MS 0520-1-3.05(2)

Cross Reference:

- In-Service & Staff Development Opportunities 5.113  
Student Surveys 6.4001

# Johnson City Board of Education

Monitoring:  Review Annually, in November	<b>Basic Program</b>	Descriptor 4.201	Issue Date 6/3/2002
		Rescinds 4.201	Issued 12/3/2001

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The Board shall not discriminate nor shall it condone discrimination on the basis of sex, race, color, national origin, gender, creed, handicapping condition or age in its educational programs or activities.

Curriculum material utilized shall reflect the cultural and racial diversity present in the United States and Johnson City and the variety of careers, roles, and life experiences open to all members of our society. One of the objectives of the total curriculum and teaching strategies is to reduce stereotyping and to eliminate bias on the basis of gender, race, ethnicity, religion and disability. The curriculum shall foster respect and appreciation of the cultural diversity found in our country and an awareness of the rights, duties and responsibilities of each individual as a member of a community and our society<sup>1</sup>

The course of study in the schools shall include those subjects required by the Legislature and Tennessee State Board of Education.<sup>2,3</sup>

The Board reserves the right to add additional courses and to amend the content of prescribed courses as experience and the process of curriculum development indicate the desirability of such change.

Legal References:

1. 42 U.S.C. 12101; CFR §106.34
2. TCA 49-6-1001 through 49-6-1205; TCA 49-6-1301
3. TRR/MS 0520-1-3-.05(1)(c)

Cross References:

- Student Goals and Objectives 6.100
- Complaints and Grievances 6.305
- Waste Reduction and Recycling 3.303

Click here to choose a school board.			
Monitoring: <b>Review: Annually, in November</b>	Descriptor Term:  <b>Class Size Ratios</b>	Descriptor Code: <b>4.201</b>	Issued Date:
		Rescinds:	Issued:

1 *General*<sup>1</sup>

2 Pupil-teacher ratios shall not exceed the averages outlined in state law. Further, class sizes shall not  
3 exceed the maximum allowed by state law.

4 **WAIVERS**

5 The Director of Schools/designee may seek a waiver from the Commissioner of Education to extend  
6 the career and technical education (CTE) classes in grades nine through twelve (9-12) as long as these  
7 class sizes do not exceed the maximum.

8 If a natural disaster results in the enrollment of displaced students, the Commissioner of Education  
9 may grant a waiver from the maximum class sizes.

10 The Director of Schools shall apply for additional waivers as needed in compliance with state law.

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Legal References

1. TCA 49-1-104; TRR/MS 0520-01-02-.31(4)

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Cross References

- Graduation Requirements 4.605
- Waivers of Statute, Rules, and Regulations 4.607
- Religious Content of Courses 4.804
- Student Goals 6.100
- Student Concerns 6.305

# Johnson City Board of Education

Monitoring:  Review Annually, in November	<b>Summer School</b>	Descriptor 4.204	Issue Date 12/7/2020
		Rescinds 4.204	Issued 1/7/2013

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Summer schools shall be organized and operated as a part of the public school program, shall be under the control and management of the Board, and shall comply with rules and regulations of the State Board of Education.<sup>1, 2</sup>

The summer school program, subject to annual approval by the Board, shall provide opportunities for remedial instruction at the elementary, ~~intermediate~~ and middle school levels. **At the secondary level, students may take classes in the summer for the first time and for credit recovery purposes. Credit recovery opportunities will be offered at the secondary level.**

~~Students who have a cumulative grade point average of less than 3.0 or its equivalent may take courses required for graduation for the first time during a summer school session upon the recommendation of the principal of the school which the student regularly attends.~~

No more than two (2) units shall be earned during any summer school session.

~~All summer school classes shall meet on school property; any exceptions must be approved by the Superintendent of Schools.~~ The library, laboratories, and other facilities shall be made available to all students enrolled in the summer school program.

Summer school tuition rates may be set when appropriate.<sup>3</sup>

Legal Reference:

1. TRR/MS 0520-1-3-.03(6)
2. **TCA 49-6-1501, et. seq.**
3. TCA 49-6-3003(b)(1)

Cross Reference:

Promotion and Retention 4.603

# Johnson City Board of Education

Monitoring:  Review Annually, in November	<b>Enrollment in College Level Courses</b>	Descriptor 4.205	Issue Date 12/7/2020
		Rescinds 4.205	Issued 1/3/2012

1 ~~Students in the 11th or 12th grades~~ Qualified high school students who are in good standing may earn high  
2 school credit by enrolling in college level courses.<sup>1</sup> Written approval by the parent, principal, and institution  
3 of higher learning shall be required before enrollment.  
4

5 Grades earned in such college level courses may be used to determine ~~class rank and~~ grade point average.  
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7 The Board shall not be responsible for transportation to and from the college or for payment of tuition or  
8 related fees.  
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5 Legal Reference:

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7 1. TRR/MS 0520-1-3-.06(4)(c)  
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5 Cross References:

6 Accelerated College Admission 4.203  
7 Enrollment in Jump Start Classes 4.2031  
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# Johnson City Board of Education

Monitoring:	<b>Alternate Instruction Programs</b>	Descriptor 4.206	Issue Date 1/7/2013
Review Annually, in November		Rescinds 4.206	Issued 1/3/2012

## 1 **REMEDIAL INSTRUCTION**

2 The remedial program will concentrate mainly on improvement of reading and math skills for the most  
3 educationally needy students. Various materials will be used to supplement the work being done in the  
4 classroom.

## 5 **HOMEBOUND INSTRUCTION**

6 The Homebound Instruction Program is for students who, because of health impairments, are unable to attend  
7 the regular instructional program. The program consists of three (3) hours of instruction per week provided by  
8 a certified and properly endorsed teacher. The Superintendent of Schools may approve additional hours of  
9 homebound instruction when necessary.

1 To qualify for the Homebound Program, a student must have a health impairment of sufficient seriousness to  
2 anticipate that the student will be absent for a minimum of ten (10) consecutive school days. The student must  
3 be certified by a physician as being health-impaired and unable to attend the regular instructional program.  
4 The services provided the homebound student should reflect capabilities and be determined by the homebound  
5 instructor, after consultation with the appropriate professional staff of the student's assigned school.

6 Upon the approval of the Superintendent of Schools, a student with other serious issues that may affect his  
7 ability to attend the regular instructional program may be provided homebound instruction. The services  
8 provided the homebound student should reflect capabilities and be determined by the homebound instructor,  
9 after consultation with the appropriate professional staff of the student's assigned school.

## 1 **COVID-19 QUARANTINE<sup>2</sup>**

2 Students on homebound instruction who are temporarily quarantined due to a positive COVID-19 test  
3 result or possible exposure to COVID-19 may participate in remote instruction during the period of  
4 quarantine only.

## 5 **~~HOMEBOUND PROGRAM FOR PREGNANT STUDENTS~~**

6 ~~The homebound instruction program for pregnant students shall consist of three (3) hours of~~  
7 ~~instruction per week for a period of six (6) weeks.<sup>1,2</sup>~~

8 ~~The student's physician shall recommend, in writing, the six-week period for which the student shall be~~  
9 ~~eligible for homebound instruction.~~

10 ~~A homebound instruction program for longer than the six (6) week period shall only be provided to a~~  
11 ~~student who is certified in writing by her physician as having health complications arising from the~~  
12 ~~pregnancy that prevent her from returning to regular classes.~~

## 1 **Legal References:**

2 1. TCA 49-10-1102

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2. TRR/MS 0520-1-2-.10

# Johnson City Board of Education

Monitoring:	<b>English Language Learner</b>	Descriptor 4.207	Issue Date 4/4/2019
Review: Annually, in November		Rescinds 4.207	Issued 1/2/2006

The Board recognizes the need to provide equal educational opportunities for all students in the district. Therefore, if the inability to speak and understand the English language excludes a student from effective participation in the educational programs offered by the district, the district shall take appropriate action to rectify the English language deficiency in order to provide the student equal access to its programs. Students in a language minority (LM) or who have limited English proficiency (LEP) will be identified, assessed and provided appropriate services. No child will be admitted to or excluded from the program based solely on surname or LM status.<sup>1,2</sup>

Identification procedures will be consistent with state and federal statutes, and will include information from parents and teachers, as well as assessment data for both English proficiency and the home language. Individual learning plans (ILPs) must be developed for all active English Learners (i.e., students coded learners "L" or withdrawn "W" in the student educational system). In addition, all educators who have English Learners in the classroom must be trained on the WIDA English Language Development Standards.

ESL (English as a Second Language) instruction will be provided by a licensed teacher with an ESL endorsement who will deliver ESL instruction through one of the state approved service delivery models: Pull Out, Push In, Sheltered Instruction, or Content-based EL Classes. Staffing ratios will meet federal compliance requirements. ELs will receive the number of hours of service required by the state policy and will continue to receive service until they meet the exit criteria set by the state.

Every effort will be made to schedule tutoring sessions during times which are least disruptive of opportunities for socialization and classroom participation. ELL students enrolled in grades 9-12 will be able to earn up to two credits of English in ELL classes.

Students dominant in a language other than English will be generally assigned to grade levels on an age-appropriate basis. A student will not be assigned to a classroom in excess of two years below his/her their age appropriate level, except under unusual circumstances and after consultation with the school counselor/designee.

## LANGUAGE INSTRUCTION PROGRAM

The Board directs the administration to develop and implement language instruction programs that:<sup>3</sup>

1. Appropriately identify language minority students through the use of a Student Home Language Survey. The building administrator shall develop procedures to ensure that all new and currently enrolled students complete the Home Language Survey.
2. Appropriately identify students with limited English proficiency.
3. Determine the appropriate instructional environment for LEP students.
4. Annually assess the English proficiency of LEP students and monitor the progress of students receiving ESOL or bilingual instruction in order to determine their readiness for the mainstream classroom environment.
5. Provide parents with notice of and information regarding the instructional program as required by law.

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Parental involvement will be encouraged and parents will be regularly apprised of their child's progress.<sup>4</sup>

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Legal References:

1. PL 107-110 Part A § 3102
2. **TRR/MS 0520-01-19.01**
3. PL 107-110 Part A § 3116
4. PL 107-110 Part A § 1112 (g) & (4)

# Johnson City Board of Education

Monitoring: <b>Review: Annually, in November</b>	Descriptor Term: <b>Alternative Credit Options</b>	Descriptor Code: <b>4.209</b>	Issued Date: <b>12/7/2020</b>
		Rescinds: <b>4.209</b>	Issued: <b>12/09/19</b>

## 1 ONLINE COURSES

2 High school students may earn credit to be applied toward graduation requirements by completing  
3 online courses. **For courses** offered through agencies **other than** the Johnson City School System **or**  
4 **institutions approved by the Board**, credit from these online courses may be earned only in the  
5 following circumstances:

- 6 1. The course is not offered at the high school, or although the course is offered at the high school,  
7 the student has an unavoidable scheduling conflict;
- 8 2. The course will serve as a supplement to homebound instruction;
- 9 3. The student has been expelled from a regular school setting, but educational services are to be  
10 continued; or
- 11 4. The principal, with agreement from the student's teachers and parent(s)/guardian(s), determines  
12 the student requires a differentiated or accelerated learning environment.

13 The express approval of the principal/designee shall be obtained before a student enrolls in an online  
14 course. The school shall receive an official record of the final grade before credit toward graduation  
15 will be recognized.

16 Through a supervision plan, the school shall be responsible for providing appropriate supervision and  
17 monitoring of students taking online courses.

## 18 COURSE ACCESS PROGRAM

19 Students in grades seven through twelve (7-12) may participate in the statewide course access  
20 program. To become eligible to participate, students shall:

- 21 1. Meet all prerequisite requirements for the course access course; and
- 22 2. Be unable to enroll in a comparable course at the student's school because:
  - 23 a. A comparable course is not offered; or
  - 24 b. A legitimate situation exists that prevents the student from enrolling in a comparable  
25 course.<sup>1</sup>
- 26

27 The Director of Schools shall develop administrative procedures to ensure that students and  
28 parent(s)/guardian(s) are given written notice of their right to appeal any denial of a course access

- 1 course enrollment in a timely manner.<sup>2</sup> All appeals shall be submitted in writing to the Board within  
2 ten (10) days of a denial.
- 3 After a timely appeal is made, the Board will provide written notification to the student and  
4 parent(s)/guardian(s) of the time, place, and date of the hearing. The hearing shall be held no later than  
5 ten (10) days after the appeal is submitted. At the hearing, the Board shall determine whether there was  
6 an error in denying the student the ability to participate in the course access program.<sup>3</sup>

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**Legal References**

1. TRR/MS 0520-01-14-.03(1)
2. TRR/M 0520-01-14-.03(7)
3. TRR/MS 0520-01-14-.03(6)

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**Cross References**

Homebound Instruction 4.206  
Grading System 4.600  
Graduation Requirements 4.605



# Johnson City Board of Education

Monitoring: Review Annually, in November	<b>Credit Recovery</b>	Descriptor 4.211	Issue Date 12/7/2020
		Rescinds 4.211	Issued 1/4/2018

## GENERAL<sup>1</sup>

The Superintendent of Schools shall ensure that credit recovery facilitators receive training regarding course organization, online instruction management, and related technology. Credit recovery teachers shall comply with all State Board of Education certification and training requirements.<sup>1</sup>

## ADMISSION AND REMOVAL<sup>2</sup>

No student shall be admitted to or otherwise enrolled in credit recovery courses unless:

1. The student's parent/guardian gives written consent for the student to enroll in the proposed credit recovery course. Parents/guardians should be informed that not all postsecondary institutions will accept credit recovery courses for credit and that the NCAA Clearinghouse will not accept credit recovery courses for credit; and
2. The student has previously taken an initial, non-credit recovery section of the proposed course and received a grade of at least fifty percent (50%). Students who receive a grade of below fifty percent (50%) in the non-credit recovery section of the course must re-take the course.

If a student is seeking to recover credit for the first semester of a two-semester course, the student may not receive the full credit for the course until ~~he/she has~~ they have enrolled in and passed the second semester of the course and taken any applicable End of Course examinations.

The Board shall track students enrolled in credit recovery courses as directed by the Tennessee Department of Education.

## INSTRUCTION AND CONTENT<sup>1</sup>

Credit recovery teachers shall work closely with credit recovery facilitators to correlate class content and instruction.

The Superintendent of Schools shall ensure that all credit recovery courses:

1. Align with Tennessee's current academic standards for the relevant course content area, as approved by the State Board of Education; and
2. Differentiate instruction to address individual student growth needs based on diagnostic assessment or End of Course data.

Students in credit recovery programs shall:

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1. Complete a course skill-specific diagnostic to determine skill-specific goals;
2. Meet individual skill-specific goals in a flexible time frame as established by identified student need; and
3. Master all individualized skill-specific goals as established by the diagnostic process in order to earn credit.

**GRADES<sup>3</sup>**

Students passing credit recovery shall receive a grade of seventy percent (70%).

Grades awarded in credit recovery courses shall adhere to the State Board of Education’s Uniform Grading Policy.

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Legal References:

1. SBOE Policy 2.103 (7)(b)
2. SBOE Policy 2.103 (7)(a)
3. SBOE Policy 2.103 (7)(c)

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Cross Reference:

- Grading Systems 4.600  
Promotion and Retention 4.603

# Click here to choose a school board.

Monitoring: Review: Annually, in November	Descriptor Term: <b>Virtual Education Program</b>	Descriptor Code: <b>4.213</b>	Issued Date:
		Rescinds:	Issued:

## 1 *General*

2 The Johnson City School System's virtual education program is a course or series of courses offered  
3 by a school district to provide students a broader range of educational opportunities through the use of  
4 technology. Utilizing this program is temporary and shall not replace a student's regular instructional  
5 program.<sup>1</sup>

6 Class size ratios for the virtual education program shall comply with the requirements as outlined in  
7 state law.<sup>2</sup>

8 **[Revise the list below to align with how the district utilizes virtual education programs (i.e., this**  
9 **is the full list of options to utilize this program but not all of these are required).]**

10 Virtual education programs<sup>3</sup> shall be made available to students for the following purposes:

- 11 1. Academic remediation, enrichment, or providing students access to a wider range of courses;
- 12
- 13 2. Continuity of educational service for students who are homebound;<sup>4</sup>
- 14
- 15 3. Continuity of educational service for students who are quarantining;<sup>5</sup> and
- 16
- 17 4. Continuity of educational service for students enrolled in an alternative school.<sup>6</sup>

## 18 **ELIGIBILITY AND PARTICIPATION REQUIREMENTS**

19 Students shall be eligible to utilize a virtual education program if participating in one of the above  
20 educational opportunities. The following factors shall also be taken into consideration when  
21 determining eligibility:

- 22 1. Attendance;
- 23
- 24 2. Grades;
- 25
- 26 3. Technology survey; and
- 27
- 28 4. **[Include any additional local requirements].**

1 **ATTENDANCE**

2 Student attendance in the virtual education program shall adhere to the general requirements of board  
3 policy 6.200 and any relevant administrative procedures.

4 Methods of confirming student attendance shall include two or more of the following:

- 5 1. Students participating in a phone call with a teacher, with parent/guardian support as  
6 appropriate for the age of the student;  
7  
8 2. Students participating in synchronous virtual instruction;  
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10 3. Students completing work in a learning management system;  
11  
12 4. Students submitting work via hard-copy or virtual formats; or  
13  
14 5. **[Insert any additional local methods].**

15 **REMOVAL FROM VIRTUAL EDUCATION PROGRAM**

16 A student may be removed from the virtual education program or denied future enrollment in a virtual  
17 education program based on disciplinary issues, attendance issues, or poor academic performance.

18 Before a student is removed based on poor academic performance, the following interventions shall  
19 occur:

- 20 1. Notification of parent/guardian;  
21  
22 2. One-on-one assessment conducted by the principal/designee regarding any learning needs and  
23 academic performance; and  
24  
25 3. **[Insert additional local intervention options].**

26 **ENROLLMENT AGREEMENT (if applicable)**

27 The Director of Schools shall work with the Board's attorney to draft an enrollment agreement for  
28 students from other school districts that want access to virtual education program courses.

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**Legal References**

1. TRR/MS 0520-01-03-.05(2)
2. TCA 49-1-104(h); State Board of Education Policy 3.206
3. TCA 49-16-101; TRR/MS 0520-01-03-.05(2)(a)
4. TRR/MS 0520-01-02-.10; TRR/MS 0520-01-09-.07
5. TRR/MS 0520-01-13-.01(1)(d)(1)
6. TRR/MS 0520-01-02-.09

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**Cross References**

Homebound Instruction 4.206  
Credit Recovery 4.210  
Alternative Education 6.319

# Johnson City Board of Education

Monitoring:  Review Annually, in November	<b>Extracurricular Activities</b>	Descriptor 4.300	Issue Date 12/7/2020
		Rescinds 4.300	Issued 1/4/2016

The following guidelines shall be followed in administering the student extracurricular activities program:

1. The Superintendent or Designee shall initially approve each specific extracurricular activity so that proper support and supervision may be assured;
2. The principal, after obtaining the recommendation of the faculty and approval of the Superintendent of Schools, shall determine which clubs and organizations will be permitted;
3. Student activities must be under the guidance and direction of a staff member and must have the approval of the principal;
4. Student activities occurring before or after regularly scheduled school hours must be under the supervision of the principal or ~~his/her~~ their designee;
5. Secret organizations shall not be operated in any school;
6. A student shall not be required to attend a school-sponsored student activity that is scheduled at a time which conflicts with his religious practices;
7. School-sponsored student activities during vacation periods shall be restricted to regularly scheduled athletic programs and major events which cannot be scheduled otherwise;
8. Student groups shall not participate in state or national activities which are not listed as approved activities by regional accrediting associations or state and national principals' associations without the approval of the Superintendent of Schools;
9. A student on out-of-school suspension/expulsion **or a health related quarantine** shall not be permitted to participate in school-sponsored activities;
10. Activities which restrict participation because of race, color, religion, sex, gender, disabilities, or national origin are forbidden;<sup>1</sup> and
11. Activities sponsored by outside groups or agents will be approved only if they are co-sponsored by the school.

Legal Reference:

1. 20 U.S.C. § 1703

Cross References:

Interscholastic Athletics 4.301  
 Field Trips and Excursions 4.302  
 Student Clubs and Organizations 6.702

# Johnson City Board of Education

Monitoring:  Review Annually, in November	<b>Textbook Selection, Distribution and Care</b>	Descriptor 4.401	Issue Date 1/7/2013
		Rescinds 4.401	Issued 3/7/2011

1 **SELECTION**

2  
3 The selection of textbooks shall be completed according to the laws and policies required by the State of  
4 Tennessee and the State Textbook Commission.<sup>1</sup> The responsibility for textbook selection rests with the local  
5 textbook selection committees and is subject to approval by the Board.<sup>2</sup> The Superintendent of Schools shall  
6 establish a procedure for providing the citizens of the community an opportunity to examine proposed  
7 textbooks prior to their final adoption,<sup>3</sup> including public notice of time and location at which textbooks may  
8 be examined.

9  
0 **DISTRIBUTION**

1  
2 The Director of Finance shall be designated by the Board to be responsible for the purchase and distribution of  
3 textbooks in each school. The principal shall be responsible for seeing that each student receives the required  
4 textbooks at no cost to the student.<sup>4</sup>

5  
6 **CARE OF TEXTBOOKS**

7  
8 Textbooks are property of the Board and shall be returned at the end of the school year, upon completion of  
9 the course or upon withdrawal from a course or school. Parents shall sign an agreement accepting  
0 responsibility for the textbooks received and used by their children.

1  
2 The following reimbursement schedule shall be used as a guide for collecting fines for lost or destroyed  
3 books:

<u>Age of Book</u>	<u>Amount Collected</u>
1 - 2 years	100% of replacement cost
3 - 4 years	75% of replacement cost
5 or more years	50% of replacement cost

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5 In cases where the book is damaged to the extent it is no longer useable, the amount collected shall conform to  
6 the reimbursement schedule for lost books.

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8 If, after hearing the student's explanation and other investigation as necessary, the principal determines that  
9 there has been willful loss or damage of the textbook, he shall assess the appropriate fine and notify the  
0 parents in writing.

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2 The principal may include with the notice a provision stating that failure to pay the fine imposed within a  
3 reasonable time may result in the imposition of one or both of the following sanctions:

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1. Refusal to issue any additional textbooks until restitution is made; and

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- 2. Withholding of all grade cards, diplomas, certificates of progress, or transcripts until restitution is made.

The Superintendent/designee may waive the assessment of fines when in **his** their judgment the student is the victim of uncontrollable circumstances or not responsible for the damages.<sup>4</sup>

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Legal References:

- 1. **TCA 49-6-2202**
- 2. TCA 49-6-2207
- 3. 20 USCA § 1232h(a); TCA 49-6-7003
- 4. TCA 49-3-310(4)(A)
- 5. TCA 49-3-310(4)(B)

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Cross References:

- Personal Property Sales 2.403
- Reconsideration of Instructional Materials 4.503
- Controversial Materials 4.901
- Student Fees and Fines 6.709

# Johnson City Board of Education

Monitoring:  Review Annually, in November	<b>Selection of Instructional Materials (Other than Textbooks)</b>	Descriptor 4.402	Issue Date 12/7/2020
		Rescinds 4.402	Issued 1/4/2018

The Board will provide a wide range of instructional materials<sup>1</sup> representing all levels of difficulty, with diversity of appeal and incorporating different points of view. The Board will provide procedures for review and reconsideration of allegedly inappropriate instructional materials.

## OBJECTIVES OF SELECTION

In order to assure that instructional materials are an integral part of the educational program, the following selection objectives are adopted:

1. To provide materials that will enrich and support the curriculum and individual needs of the students, taking into consideration their varied interests, abilities and learning styles;
2. To provide age appropriate materials that will stimulate growth in factual knowledge, literary appreciation, aesthetic values and ethical standards;
3. To provide a background of information which will enable students to make informed judgments in their daily lives;
4. To provide materials on opposing sides of controversial issues so that the students may develop ~~with guidanec~~ the practice of critical analysis;
5. To provide materials which realistically represent our diverse society and reflect the contributions made by groups and individuals to our American heritage;
6. To place principles above personal opinion and reason above prejudice in the selection of materials of the highest quality in order to ensure a comprehensive media collection appropriate for all students.

Legal References:

1. TRR/MS 0520-1-3-.07(2)
2. TCA 49-3-359

Cross Reference:

Controversial Materials 4.801

# Johnson City Board of Education

Monitoring:  Review Annually, in November	<b>Use of Copyrighted Materials/Trademarks, Mascots and Logos</b>	Descriptor 4.404	Issue Date 1/4/2018
		Rescinds 4.404	· Issued 1/3/2012

In order to define the fair and reasonable use that employees may make of copyrighted work for educational purposes without the permission of the copyright owner and to reduce the risk of copyright infringement, the Board shall require the following:

1. All employees shall adhere to the provisions of the United States Code regarding the copying and/or the use of copyrighted materials;<sup>1</sup>
2. In the case of computer software, the ethical and practical problems caused by computer software piracy shall be taught in all computer courses;
3. The Superintendent of Schools shall establish regulations regarding the copying, distribution and use of copyrighted materials for instructional purposes; and
4. The principal of each school shall establish practices to enforce this policy at the school level.

## ADOPTION OF LOGOS AND MASCOTS

Prior to use in a school, a new logo or mascot must have the approval of the building principal and the Superintendent of Schools. The principal shall take measures through consultation with the Board's legal counsel to ensure that a proposed logo or mascot is not registered or in use by other entities and that the use of the logo or mascot will not cause confusion with other schools or entities.

Employees must obtain permission from the Superintendent/designee prior to using any school or School System logo or mascot. School logos may only be used in a professional capacity and not for private profit.

---

### Legal Reference:

1. Title 17 of the U.S.C.A.

Click here to choose a school board.

Monitoring: <b>Review: Annually, in November</b>	Descriptor Term: <b>Use of Copyrighted Materials</b>	Descriptor Code: <b>4.404</b>	Issued Date:
		Rescinds:	Issued:

- 1 To define the fair and reasonable use of copyrighted work for educational purposes without the  
2 permission of the copyright owner and reduce the risk of copyright infringement the following  
3 guidelines are in effect:
- 4 1. All employees shall adhere to the provisions of the United States Code regarding the copying  
5 and/or the use of copyrighted materials;<sup>1</sup>
- 6 2. In the case of computer software, the ethical and practical problems caused by computer  
7 software piracy shall be taught in all computer courses;
- 8 3. The Director of Schools shall establish specific procedures regarding the copying, distribution,  
9 and use of copyrighted materials for instructional purposes;<sup>1</sup> and
- 10 4. The principal of each school shall establish practices which will enforce this policy at the  
11 school level.

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Legal References

1. 17 USCA §§ 106, 107, 110

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Cross References

School and System Websites 4.407  
Use of Multimedia 4.408  
Student Publications 6.704

# Johnson City Board of Education

Monitoring:		Descriptor 4.502	Issue Date 12/7/2020
Review: Annually, in November	<b>Parent/Family Involvement</b>	Rescinds 4.502	Issued 4/3/2017

**GENERAL EXPECTATIONS FOR ALL SCHOOLS**

The Board is committed to increasing and ensuring the involvement of parents and other family members in the education of students.

The Board shall implement the following as required by federal and state legislation;<sup>1</sup>

- The school district shall annually work with parents in evaluating and potentially revising the provisions of this policy in improving the quality of schools. Such an evaluation shall strive to identify any barriers to greater participation by parents (with particular attention to parents who are economically disadvantaged, are disabled, have limited English proficiency, have limited literacy, or are of any racial or ethnic minority background).
- The school district shall provide the coordination, technical assistance, and other necessary support to assist individual schools with planning and implementing parental involvement activities.
- The school district shall involve parents with the development of required educational or improvement plans.
- The school district shall coordinate and integrate parental involvement strategies with those associated with other federal or state programs.
- The school district shall put into operation activities and procedures for the involvement of parents in all of its schools.<sup>2</sup> Those programs, activities and procedures will be planned and operated with meaningful consultation with parents.
- The school district shall ensure that activities and strategies are implemented to support this policy and included in the district plan.
- The district improvement plan shall include strategies for parental participation in the district's schools which are designed to improve parent and teacher cooperation in such areas as homework, attendance, discipline and higher education opportunities for students.
- The district plan shall include procedures to enable parents to learn about the course of study of their children and have access to all learning materials.
- The district plan shall identify opportunities for parents to participate in and support classroom instruction in the school. Such opportunities include, but are not limited to, organizing fundraising activities, volunteering as a field trip chaperone, assisting in the library, computer lab, or on the playground, offering after-school clubs, and recycling clothes.
- If the school district's plan is not satisfactory to parents, the school district shall submit parental comments regarding the plan to the State Department of Education as required.

- The school district shall ensure Title I schools are in compliance with the *Every Student Succeeds Act*.

The Superintendent shall develop and implement any procedures necessary to accomplish the goals of this policy.

#### **SCHOOL LEVEL POLICY**

Each school shall submit to the Superintendent/designee ~~and Board~~, for review and comment, its Title I school parent involvement policy, which must meet state and federal requirements, including a school-parent compact. This school level policy shall be developed jointly with and distributed to parents of participating students. A copy of these documents shall be retained in the district office and made available on the school's (if applicable) and school system's website.

#### **SUPPORT FOR PROGRAM**

If the Title I allocation is \$500,000 or more to the school system, then not less than one per cent (1%) nor more than five percent (5%) of that allocation shall be reserved for the purpose of promoting parent involvement. Parents of students participating in the Title I programs shall be consulted on the use of these funds.

#### **FAMILY-SCHOOL PARTNERSHIPS<sup>1</sup>**

Families and community members should be engaged in the education of students based on the following standards:

- Families are welcomed into the school community;
- Families and school staff should engage in regular and meaningful communication about student learning;
- Families and school staff work together to support student learning and development;
- Families are informed and encouraged to be advocates for students;
- Families are full partners in the decisions that affect children and families; and
- Community, civic, and business resources are made available to strengthen school programs, family practices, and student learning.

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#### Legal Reference:

1. Every Student Succeeds Act of 2015, Pub. L. No 114-95 § 114 Stat. 1177 (2015-2106); State Board of Education, Tennessee Parent/Family Involvement Policy 4.207; TCA 49-2-305
2. TCA 49-6-7001

# Johnson City Board of Education

Monitoring: <b>Review: Annually, in November</b>	Descriptor Term:  <b>Grading System</b>	Descriptor Code: <b>4.600</b>	Issued Date: <b>04/13/20</b>
		Rescinds: <b>4.600</b>	Issued: <b>09/30/19</b>

1 The Superintendent of Schools shall develop an administrative procedure to establish a system of  
2 grading and assessment for evaluating and recording student progress and to measure student  
3 performance in conjunction with board-adopted content standards for grades K-8.<sup>1</sup> The  
4 grading/assessment system shall follow all applicable statutes and rules and regulations of the State  
5 Board of Education. The grading/assessment system shall be uniform district-wide at comparable  
6 grade levels, except that the Superintendent of Schools shall have the authority to establish and operate  
7 ungraded and/or unstructured classes in grades K-3 according to state rules and regulations.<sup>2</sup>

8 The Superintendent of Schools shall submit a copy of the grading, reporting and assessment systems to  
9 the board before the system is implemented.<sup>3</sup> These guidelines shall be communicated annually to  
10 students and parents/guardians.<sup>1</sup>

## 11 **GRADING SYSTEM: GRADES NINE - TWELVE (9-12)<sup>1</sup>**

12 Schools teaching grades nine through twelve shall use the uniform grading system established by the  
13 State Board of Education. Using the uniform grading system, students' grades shall be reported for the  
14 purposes of application for post-secondary financial assistance administered by the Tennessee Student  
15 Assistance Corporation.

16 Subject-area grades shall be expressed by the following letters with their corresponding percentage  
17 range:

- 18 • A (93-100)
- 19 • B (85-92)
- 20 • C (75-84)
- 21 • D (70-74)
- 22 • F (0-69)

23 This grading system shall be uniform throughout the school system for each grade.

24 Advanced coursework grades will be calculated with additional percentage points to calculate the  
25 semester average. Depending on the course taken, the following percentage points will be assigned:

- 26 • Honors Courses – three (3) percentage points;
- 27 • Local and Statewide Dual Credit, Capstone Industry Certification Aligned, and Dual  
28 Enrollment Courses – four (4) percentage points; and
- 29 • Advanced Placement, Cambridge International, College Level Exam Program (CLEP), and  
30 International Baccalaureate Courses – five (5) percentage points.

1 A student must take the related Capstone Industry Certification Aligned exam in order to receive the  
2 additional four points. A student must take the AP Exam in an Advanced Placement course in order to  
3 receive AP level credit of 5 points.

4 No grade lower than a 50 will be recorded for any 9-weeks term or semester.

5 ~~A student in the 12<sup>th</sup> grade in the 2019-20 school year shall not have End-of-Course exams scheduled~~  
6 ~~to occur in the spring semester of the 2019-20 school year count as a percentage of a student's final~~  
7 ~~grade in a course with an associated End-of-Course exam.~~

8 ~~Students in grades 9-12 taking courses for high school credit shall receive no grade lower than the~~  
9 ~~grade they earned in the course as of March 20, 2020; however, Johnson City Schools will provide~~  
10 ~~remote learning opportunities for students as an opportunity to improve the student's grade. Printed~~  
11 ~~materials will be made available to those students who lack home internet access.~~

12 ~~Credit recovery options via remote learning will be made available to students during the spring 2020~~  
13 ~~semester and during summer 2020.~~

14 ~~Online course opportunities for students in grades 9-11 during the 2019-20 school year will be made~~  
15 ~~available via Canvas for no fee to students in the following half-credit courses: Personal Finance,~~  
16 ~~Personal Fitness, Economics, and US Government. These courses may be taken during Summer 2020~~  
17 ~~and during the 2020-21 school year.~~

18 **WEIGHTING FOR HONORS, NATIONAL INDUSTRY CERTIFICATION, ADVANCED**  
19 **PLACEMENT, STATEWIDE DUAL CREDIT AND DUAL ENROLLMENT COURSES<sup>2</sup>**

20 The uniform grading system will be used for student application for postsecondary assistance  
21 administered by the Tennessee Student Assistance Corporation. For other purposes a grading system  
22 based on quality points to calculate overall Grade Point Averages will be used. Beginning with the  
23 2019-2020 school year and retroactive for all courses for students in grades 10-12 (Classes of 2022,  
24 2021, 2020):

- 25 • Add .5 point to the numerical quality point value corresponding to the final letter grade  
26 received in an honors course;
- 27 • Add .75 point to the numerical quality point value corresponding to the final letter grade  
28 received in a local or statewide dual credit, dual enrollment or capstone industry certification  
29 course ; and
- 30 • Add 1 point to the numerical quality point value corresponding to the final letter grade received  
31 in an AP, Cambridge International, or IB course.

32 Conduct grades are based on behavior and shall not be deducted from scholastic grades.

33 Attendance records will be used in determining the awarding of grades or the passing of a course or  
34 promotion or retention. <sup>2</sup>

1 Plus and minus evaluations are not to be added to letter grades. A grade report may not be changed  
2 once grades have been finalized. If an erroneous grade has been recorded, correction must be made  
3 on a new report.

4 Grades given at the end of each nine (9) weeks period will be determined from daily work, homework,  
5 written assignments and tests. The teacher will weigh the value of grades given for various  
6 assignments and tests within the applicable period in computing the grade. This procedure will enable  
7 the teacher to allow for individual student differences in the grading process. Any assignments and  
8 tests required of a student must be considered in the computation of his grade.

### 9 **LOTTERY SCHOLARSHIPS<sup>3</sup>**

10 Each school counselor shall provide incoming freshmen with information on college core courses  
11 required for lottery scholarships as well as necessary criteria (grade point average, ACT and SAT  
12 score, etc.) that must be met in order to receive a scholarship. Seniors may apply for the Tennessee  
13 HOPE Scholarship by completing the Free Application for Federal Student Aid (FAFSA). The  
14 FAFSA is available at the guidance office or on-line at [www.fafsa.ed.gov](http://www.fafsa.ed.gov). The priority date for FAFSA  
15 completion is May 1. Students shall be made aware of all applicable FAFSA deadlines and encouraged  
16 to submit applications in a timely manner.

17 Elementary school counselors should explain the HOPE Scholarship and its requirements to their  
18 students and impress upon them the benefits of making good grades.

### 19 **TENNESSEE PROMISE<sup>4</sup>**

20 Each school counselor will provide students with information on the Tennessee Promise scholarship  
21 and mentoring program, including eligibility standards and application information.

### 22 **HONORS RECOGNITION**

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23 The weighted GPA will be calculated on all course work using the Johnson City Schools internal  
24 weighted GPA. GPA will also be calculated using the Tennessee Uniform Grading Scale for  
25 Lottery/Hope Scholarship purposes. Both the Johnson City weighted GPA and the Tennessee Uniform  
26 GPA will appear on the transcript.

27 ~~Johnson City Schools will not rank students numerically.~~

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28 For the purposes of honors recognition, Johnson City Schools will use the following Latin System  
29 based on the weighted GPA:

30 Summa Cum Laude 4.25 and above

31 Magna Cum Laude 4.00-4.25

32 Cum Laude 3.75-3.99

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2 **LOTTERY SCHOLARSHIP DAY**

3 Each school year, prior to scheduling courses for the following school year, schools teaching students  
4 in grades 8-11 shall conduct a lottery scholarship day for students and their parents.<sup>5</sup>

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**Legal References**

1. TRR/MS 0520-01-03-.05(3), State Board of Education Policy 3.301; Public Acts of 2019, Chapter No. 248
2. TCA 49-6-407; TCA 49-2-203(b)(7); TCA 49-2-301(b)(1)(H)
3. TCA 49-2-203(b)(7); TCA 49-2-301(b)(1)(H)
4. TCA 49-4-904, 907
5. TCA 49-4-932(f)

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**Cross References**

Testing Program 4.700

# Johnson City Board of Education

Monitoring:	<b>Reporting Student Progress</b>	Descriptor 4.601	Issue Date 3/4/2019
Review Annually, in November		Rescinds 4.601	Issued 1/5/2015

1 Student progress reports shall be provided at least once every nine (9) weeks during the school year with a  
2 midterm progress report each 4 1/2 weeks for grades K-8. The reporting procedure shall be uniform for all  
3 reporting periods during each school year.<sup>1</sup> Each report shall be signed or otherwise acknowledged by the  
4 parents. In grades ~~seven (7)~~ six (6) through twelve (12), reports may be made in electronic format and  
5 acknowledgment is not required provided the dates and methods of reporting pupil progress are published.  
6 Ample opportunity will be provided for parents to notify the school of concerns. The administration shall  
7 establish rules and regulations which will keep parents of students with academic deficiencies advised.

8  
9 Student progress reports may indicate the students' conduct, attendance and academic progress and other  
0 information necessary to communicate effectively with the parents.

1  
2 In addition to the regular progress reports, principals and teachers are encouraged to confer with parents on the  
3 educational progress of their children. Teachers are expected to consult with parents of students who are  
4 working at an unsatisfactory level or whose performance shows a marked or sudden deterioration. Parents  
5 shall be notified by the teacher as early in the school year as possible if the retention of a student is being  
6 considered.

## 8 **SURROGATE PARENTS**

9  
0 For students with disabilities, IDEA requires the Board to maintain a list of surrogate parents who meet  
1 the following requirements:

- 2 1. They have no interest or conflicts of interest involving the child;
- 3 2. They have adequate knowledge to insure adequate representation for the child; and
- 4 3. They are not public employees who provide direct services to the child.

5  
6  
7 The Board will be prepared to defend the qualifications of the persons selected.

8  
9  
0 Surrogate parents will be appointed for students when:

- 1 1. The school system cannot identify a parent of the child;
- 2 2. The guardian parent of the child is an agency of the State of Tennessee; or
- 3 3. The child is institutionalized or parentless and is assigned a guardian who is an employee of the  
4 State.

**DRIVER'S LICENSE REVOCATION**

Any student fifteen (15) years of age or older who becomes academically deficient shall be reported to the Department of Safety for driver's license revocation.

A student shall be deemed academically deficient if he/she has not received passing grades in at least three (3) full unit subjects or their equivalency at the end of semester grading.

A copy of the notice sent to the Department of Safety by the attendance teacher or the Superintendent of Schools shall also be mailed to the student's parent or guardian.<sup>2</sup>

**PARENT CONFERENCES**

At least two (2) times during the school year, conferences shall be scheduled in which parents and teachers may discuss any pertinent problems or other matters of concern regarding the development and education of each student. These scheduled conferences shall not use any portion of the 180 days of classroom instruction.<sup>3</sup> The Superintendent of Schools shall be responsible for scheduling and coordinating systemwide conferences. Teachers will be available for conferences, by appointment, at other times. Conferences may also be held during a teacher's designated planning time. Because of the excessive demands made on the teacher's time, parents are asked to schedule conferences in advance. Teachers will be expected to schedule conference in advance with parents except in cases of emergency.

Conferences shall be physically accessible to all students and parents.<sup>4</sup>

**Legal References:**

1. TRR/MS 0520-1-3-.05(3)(a); TCA 49-6-901
2. TCA 49-6-3017; TCA 55-50-511(a)(b);  
TCA 55-50-512(a)(d); TCA 55-50-513
3. TCA 49-6-7002
4. 28 CFR § 36.201-2

**Cross References:**

School Calendar 1.800  
Grievances & the Americans w/ Disabilities Act 1.802  
Grading System 4.600  
Attendance 6.200

# Johnson City Board of Education

Monitoring:

Review: Annually, in  
November

## Class Ranking

Descriptor  
4.602

Issue Date  
2/7/2017

Rescinds  
4.602

Issued  
12/2/2002

~~In order to be eligible for ranking, a student must be enrolled with the Johnson City Schools.~~

~~Grade point average (GPA) is calculated for students at the end of the junior year for college applications and scholarships. This GPA is calculated to determine an approximate rank in class. GPA is calculated at the end of the seventh session (senior year) to determine rank for Academic Achievement and Graduate of Distinction. GPA will be calculated again upon graduation and the final average will be recorded on the student's permanent records.~~

~~Each school department or club which presents honors or awards or conducts contests will file with the principal the name of the honor, award or contest; the basis for selection of the award and honor; the method of participation; and the reason for the contest.~~

Cross References:

Grading System 4.600  
Graduation Requirements 4.605

# Johnson City Board of Education

Monitoring:  Review Annually, in November	<b>Accelerated and Advanced Credit</b>	Descriptor 4.604  Rescinds 4.604	Issue Date 12/9/2019  Issued 3/4/2019
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**Elementary/Intermediate/Middle Schools Students:**

Students may be allowed to take advanced levels of selected courses to count as prerequisites to higher level courses offered in grades 9-12. No credit earned in elementary ~~or intermediate~~ school may be used toward high school graduation. Credits earned in middle school may be used as elective high school credits.<sup>1</sup>

**High School Students**

All high school students shall be eligible to enroll in Advanced, Honors, and/or Advanced Placement (AP) classes in accordance with the recommendations and requirements set forth in the Program of Studies.

**Dual Enrollment/Dual Credit:**

Students in grades 11-12 may be allowed to participate in a dual enrollment program with local colleges/universities/technical schools according to guidelines established by the Superintendent of Schools.

**Early Graduation:**

No student shall be allowed to graduate with a Science Hill diploma more than one session early without the approval of the principal and the Superintendent of Schools.

**Legal References:**

1. TRR/MS 0520-1-3-.06(2)
2. TCA 49-6-1202

**Cross References**

- Accelerated College Admission 4.203  
Enrollment in College Level Courses 4.205  
Alternative Credit Options 4.209

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# Johnson City Board of Education

Monitoring: <b>Review: Annually, in November</b>	Descriptor Term: <b>Graduation Requirements</b>	Descriptor Code: <b>4.605</b>	Issued Date: <b>12/07/20</b>
		Rescinds: <b>4.605</b>	Issued: <b>04/13/20</b>

1 To meet the requirements for graduation, a student shall have attained an approved attendance, conduct  
2 and subject matter record which covers a planned program of education, and this record shall be kept on  
3 file in the high school.

4 The program of studies shall include areas and content in these areas within State Board of Education  
5 Regulations and shall be flexible enough to facilitate progress from one stage of development to another,  
6 thus providing for more effective student achievement.

7 The pattern of courses which shall be required of all students in grades nine (9) through twelve (12) shall  
8 be in accordance with the Rules and Regulations of the State Board of Education and the Board of  
9 Education.

10 Except in the instance identified in policy 4.203, a student must attend high school during the school  
11 year in which he intends to graduate. Exceptions to this may be approved by the principal or  
12 Superintendent subject to an effective program being planned in advance with parent concurrence.

13 Before graduation, every student shall:<sup>1</sup>

- 14 1. Achieve the specified units of credit;
- 15
- 16 2. Take the required end-of-course exams;
- 17
- 18 3. Have satisfactory records of attendance and conduct;
- 19
- 20 4. Take the SAT or the ACT;<sup>2</sup> and
- 21
- 22 5. Pass a United States civics test;<sup>3</sup> and complete the required community service.

## 23 SPECIAL EDUCATION STUDENTS<sup>4</sup>

24 A regular high school diploma will be awarded to students who:

- 25 1. Earn the specified 22 units of credit;
- 26
- 27 2. Have satisfactory records of attendance and conduct.

28 A special education diploma shall be awarded to students who have not met the requirements for a regular  
29 high school diploma<sup>5</sup> but have:

- 1 1. Completed four (4) years of high school;
- 2
- 3 2. Satisfactorily completed an individualized education program; and
- 4
- 5 3. Satisfactory records of attendance and conduct.

#### 6 *Occupational Diploma*

7 Special education students who do not meet the requirements for a regular high school diploma may be  
8 awarded an occupational diploma if the student has:<sup>1,4</sup>

- 9 1. Completed at least four (4) years of high school;
- 10
- 11 2. Made satisfactory progress on their IEP;
- 12
- 13 3. Maintained satisfactory records of attendance and conduct;
- 14
- 15 4. Completed the occupational diploma Skills, Knowledge, and Experience Mastery Assessment  
16 (SKEMA); and
- 17
- 18 5. Has two (2) years of paid or non-paid work experience.

19 The decision to attain an occupational diploma shall be made at the conclusion of the student's 10<sup>th</sup> grade  
20 year or two (2) academic years prior to the expected graduation date.

#### 21 *Alternate Academic Diploma*

22 Special education students who do not meet the requirements for a regular high school diploma may be  
23 awarded an alternate academic diploma if the student has:<sup>4</sup>

- 24 1. Completed at least four (4) years of high school;
- 25
- 26 2. Participated in the high school alternate assessment;
- 27
- 28 3. Earned the prescribed twenty-two (22) credit minimum;
- 29
- 30 4. Made satisfactory progress on their IEP;
- 31
- 32 5. Maintained satisfactory records of attendance and conduct; and
- 33
- 34 6. Completed a transition assessment that measures postsecondary education and training,  
35 employment, independent living, and community involvement.

#### 36 **STUDENT LOAD/CREDIT REQUIREMENTS**

37 ~~All students in grades nine (9) through twelve (12) must attempt twenty nine (29) credits during their~~  
38 ~~four (4) years of high school. Transfer students are required to attempt seven (7) classes per year once~~  
39 ~~they have entered Science Hill High School.~~

1 Students must earn a minimum of twenty-eight (28) credits for graduation with a ~~Science Hill High~~  
2 ~~School~~ Johnson City Schools' Diploma. Students earning only the state required twenty two (22) credits  
3 will receive a Tennessee State Diploma. Hardship or gifted cases may be appealed by the student to the  
4 Superintendent of Schools with further appeal to the Board.<sup>6</sup>

#### 5 **EARLY GRADUATION MOVE ON WHEN READY**<sup>7</sup>

6 High school students shall be permitted to complete an early graduation program. Students intending to  
7 graduate early shall inform the school principal of this intent prior to the beginning of 9<sup>th</sup> grade or as  
8 soon thereafter as the intent is known.

9 In order to graduate early, students shall meet the following requirements:

- 10 1. Earn the required eighteen (17~~8~~) credits;
- 11 2. Achieve a benchmark score for each required end-of-course exam;
- 12 3. Attain a cumulative GPA of at least 3.2 on a 4.0 scale;
- 13 4. Meet the minimum ACT or SAT benchmark score;
- 14 5. Obtain a qualifying benchmark score on a world language proficiency assessment; and
- 15 6. Complete at least two (2) types of the following courses:
  - 16 a. AP;
  - 17 b. IB;
  - 18 c. Dual enrollment; or
  - 19 d. Dual credit.

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26 The Superintendent of Schools shall develop administrative procedures to ensure that the early  
27 graduation program is conducted in accordance with state law.

#### 28 **COMMUNITY SERVICE REQUIREMENT**

29 Students who graduate from ~~Science Hill High School~~ Johnson City Schools with a ~~Science Hill High~~  
30 ~~School~~ traditional high school diploma must have completed forty (40) hours of community service  
31 prior to graduation. Community service hours will be prorated at ten (10) hours per year for students  
32 who do not attend a full four years at ~~Science Hill High School~~ in Johnson City Schools. The  
33 community service hours must be completed outside the regular school day. As hours are completed,  
34 students must submit a signed verification form to their counselor so that hours can be logged. A  
35 verification form is available at the main high school office and the counseling offices and online.

36 The choice of organizations used to acquire hours is the responsibility of the student/parent. If a  
37 student needs assistance in locating volunteer opportunities, a list of possible organizations is available  
38 at each school office.

- 1 ~~Science Hill High School and the~~The Johnson City School System are not liable for students during
- 2 community service activities. It is the responsibility of the student/parent to select opportunities that
- 3 will be most beneficial to the individual student and the community.

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#### Legal References

1. TCA 49-6-6001; State Board of Education Policy 2.103
2. TCA 49-6-6001(b); State Board of Education Policy 2.103
3. TCA 49-6-408; Public Acts of 2019, Chapter No. 442;  
State Board of Education Policy 2.103
4. TRR/MS 0520-01-03-.06(1)(a); State Board of Education  
Policy 2.103
5. TCA 49-6-6005; State Board of Education Policy 2.103
6. TRR/MS 0520-01-03-.06(1)(a)(7)
7. TCA 49-6-81303; State Board of Education Policy 2.103

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#### Cross References

Basic Curriculum Program 4.201  
Alternative Credit Options 4.209  
Honor Roll, Awards, & Class Ranking 4.602

Click here to choose a school board.

Monitoring: <b>Review: Annually, in December</b>	Descriptor Term: <b>Graduation Activities</b>	Descriptor Code: <b>4.606</b>	Issued Date:
		Rescinds:	Issued:

1 Students who have met graduation requirements are expected to participate in graduation activities.  
2 Students who are within two (2) or fewer credits of meeting all requirements<sup>1</sup> and can complete the  
3 requirements during the summer may participate in graduation activities (**include if applicable**). If  
4 extenuating circumstances exist at any school, the matter shall be presented to the Board prior to  
5 graduation activities.

6 Students who do not wish to participate in graduation activities shall notify the school principal in writing  
7 at least five (5) days prior to the day of graduation. Non-participating students shall receive their  
8 diplomas or certificates from the principal's office within one (1) week of the day of graduation.

9 Graduation apparel shall be determined by the administration of each school and shall be the personal  
10 expense of each student. Any fees required for graduation shall be waived for students who are eligible  
11 to receive free or reduced-price lunches, and in such cases, the school shall assume responsibility for  
12 payment of fees.<sup>2</sup>

13 Graduation shall be physically accessible to all students, their parent(s)/guardian(s), and other interested  
14 citizens.<sup>3</sup>

15 Graduation activities organized by district employees shall not be religious in nature.<sup>4</sup> The content of  
16 any students' speeches shall not reflect the endorsement, sponsorship, position, or expression of the  
17 school, employees, or Board.

18 The Director of Schools shall develop procedures to ensure that students are recognized at graduation  
19 for the following achievements:<sup>5</sup>

- 20 ● Honors;
- 21 ● State Honors;
- 22 ● State Distinction;
- 23 ● District Distinction;
- 24 ● Tri-Star Scholar;
- 25 ● Students receiving a TN Seal of Biliteracy;
- 26 ● Students voluntarily completing at least ten (10) hours of community service each semester the  
27 student is in attendance at a public high school;
- 28 ● Students receiving a gold or platinum medal on National Career Readiness Certificate; and
- 29 ● Students graduating with a district-developed work ethic distinction.

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**Legal References**

1. TCA 49-6-405(b)(2)
2. TCA 49-2-114
3. 28 CFR § 36.201
4. *Lee v. Weisman*, 505 U.S. 577(1992), 112 S. Ct. 2649, 120 L. Ed. 2d 467 (1992)
5. State Board of Education Policy 2.103; TCA 49-6-6010

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**Cross References**

Section 504 & ADA Grievance Procedures 1.802  
Student Fees and Fines 6.709



# Johnson City Board of Education

Monitoring:	<b>Controversial Materials</b>	Descriptor 4.801	Issue Date 1/2/2006
Review Annually, in November		Rescinds 4.801	Issued 7/1/2000

1 Parent(s) may request that a student not be required to read a book, use certain materials, or participate in an  
2 activity. If the request to the teacher is denied then a written request may be submitted on the appropriate  
3 form to the principal and the procedure outlined in 4.403 should be followed.

4  
5 No student who is granted such a request shall be penalized academically for ~~his/her~~ their failure to  
6 participate in an activity, read a book or use certain materials.

7  
8 The final decision concerning the use of all materials and textbooks shall rest with the Board.  
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Cross References:

Textbook Selection, Distribution and Care 4.401  
Selection of Instructional Materials 4.402  
Reconsideration of Instructional Materials 4.403  
Use of the Internet 4.406

# Johnson City Board of Education

Monitoring:  Review Annually, in November	<b>Religion in the Curriculum</b>	Descriptor 4.804	Issue Date 4/3/2107
		Rescinds 4.804	Issued 12/4/2009

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It is essential that the teaching *about* religion-and not *of* a religion be conducted in a factual, objective and respectful manner in accordance with the following guidelines:

1. Music, art, literature, or drama with a religious theme or basis is permitted as part of the curriculum for school-sponsored activities and programs provided it is integral to the learning experience in the various fields of study and is presented objectively;
2. The inclusion of religion shall be for educational purposes only;<sup>1</sup>
3. The emphasis on religious themes in the arts, literature and history should be only as extensive as necessary for a balanced and comprehensive study of these areas. Such studies shall never foster any particular religious tenets or demean any religious beliefs; and
4. Student-initiated expressions to questions or assignments which reflect their beliefs or non-beliefs about a religious theme shall be accommodated. For example, students are free to express religious belief or non-belief in compositions, art forms, music, speech and debate.

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Legal References  
  
1. Puclic Acts of 2016, Chpt 660

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Cross References:  
  
Basic Curriculum Program 4.201

Click here to choose a school board.			
Monitoring: <b>Review: Annually, in December</b>	Descriptor Term: <b>Religious Content of Courses</b>	Descriptor Code: <b>4.804</b>	Issued Date: Click here to enter a date.
		Rescinds:	Issued:

- 1 Educational content which consists of religious themes shall be presented in a factual, objective, and  
2 respectful manner in accordance with the following guidelines:
- 3 1. Religious themes may be a part of the curriculum for school-sponsored activities and programs,  
4 provided it is essential to the learning experience in the various fields of study and is presented  
5 objectively;
  - 6 2. The inclusion of religion shall be for educational purposes only;<sup>1</sup>
  - 7 3. The emphasis on religious themes shall be only as extensive as necessary for a balanced and  
8 comprehensive study of the curriculum. Such studies shall never be used to proselytize, establish,  
9 foster, or demean any particular religion, religious tenets, or beliefs;<sup>1</sup> and
  - 10 4. Student-initiated expressions to questions or assignments which reflect their beliefs or non-  
11 beliefs about a religious theme shall be accommodated.

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Legal References

1. TCA 49-6-1005(a)

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Cross References

- Staff Rights & Responsibilities 5.600

# Johnson City Board of Education

<b>Monitoring:</b>	<b>Enrollment in Jump Start Classes</b>	<b>Descriptor</b> 4.2031	<b>Issue Date</b> 1/4/2018
<b>Review Annually, in November</b>		<b>Rescinds</b> 4.2031	<b>Issued</b> 2/7/2017

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~~Students who are in good standing may earn high school credit by enrolling in college level courses presented by Northeast State Community College's Jump Start Program. These courses must be state approved courses not currently taught as part of Science Hill's program of studies. These courses will be taught at either the Science Hill campus or at the Northeast State Downtown Johnson City campus.~~

~~To be considered for this program, the student shall have earned an ACT score of at least 18 for English or 19 for math or have an equivalent SAT score.~~

Legal References:

1. ~~TCA 49-1-01; TCA 49-1-102; TCA 49-1-103~~
2. ~~TCA 49-6-3104~~

Cross References:

- Accelerated College Admisson 4.203
- Enrollment in College Level Courses 4.205
- Alternative Credit Options 4.209

# Johnson City Board of Education

Monitoring:	<b>Substitute Teachers</b>	Descriptor 5.701	Issued Date 4/4/2019
Review Annually, in March		Rescinds 5.701	Issued 8/5/2013

1 Substitute teachers are those teachers used to replace teachers on leave or to fill temporary vacancies.<sup>1,2</sup> All  
2 substitute teachers shall be employed by the Superintendent of Schools and paid by the Board.<sup>2</sup> In order to be  
3 approved as a substitute, a candidate must hold, at a minimum, a valid high school diploma or a GED. All  
4 candidates must attend a training session and must have a background check.

5  
6 A list of qualified, eligible substitutes will be maintained by the Human Resources Department on an active  
7 substitute list.

8  
9 All substitute teachers shall be responsible for providing correct addresses and phone numbers, for having  
0 fingerprints for TBI/FBI background checks, and for notifying the Human Resources office if they wish to  
1 terminate their service as substitutes.

2  
3 Applicants whose records with the State Department of Education indicate a license or certificate currently in  
4 revoked status shall not be hired.<sup>3</sup>

5  
6 On a regular basis, the Superintendent of Schools, with input from the Human Resources Department and the  
7 principals, shall determine which substitute teachers performed at an acceptable level. Substitute teachers who  
8 are determined to have performed below an acceptable level shall be removed from the active substitute list.

9  
0 When a teacher is unable to meet classes for any reason, the teacher shall call or log in to the AESOP system  
1 and register his absence.

2  
3 At the beginning of each day of their teaching assignment, all substitute teachers shall report to the office of  
4 the school in which they are to substitute. Each substitute is responsible for signing in and out each day and  
5 for securing a "substitute" badge. Substitute teachers will be given a copy of the individual school's  
6 guidelines and procedures on the first day they substitute in the school.

7  
8 Substitute teachers shall assume the same hours as the regular teacher, including bus duty and playground  
9 supervision. Substitute teachers will have those responsibilities and authority as directed by the building  
0 principal.

1  
2 When substituting for a regular teacher who has been absent for twenty (20) consecutive days for any  
3 reason, a teacher licensed in the discipline will be used. When a substitute teacher has substituted in the  
4 same position for forty (40) consecutive days, pay will be in accordance with the regular teacher salary  
5 schedule based upon the education and experience of the substitute.

6  
7 Retired teachers may substitute one hundred twenty (120) days per year without loss of retirement benefits,<sup>1</sup>  
8 and may substitute for an additional ninety (90) days if the Superintendent of Schools certifies in writing to the  
9 State Board of Education that no other qualified personnel are available to substitute teach.<sup>4</sup>

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1 In order to make the work of the substitute teacher as satisfactory as possible, the regular teacher shall  
2 make available:

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1. Daily schedule (academic and supervisory);
2. Class rolls; and
3. Lesson plans and other information for the day's activities. In case of emergency when plans are not provided, the principal shall provide the substitute with directions for the day.

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Legal References:

1. TRR/MS 0520-1-2-.04(5)
2. TCA 49-5-709
3. TCA 49-203(a)
4. TCA 8-36-805

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Cross Reference:

Retirement 5.205

Click here to choose a school board.

Monitoring: <b>Review: Annually, in February</b>	Descriptor Term: <b>Substitute Teachers</b>	Descriptor Code: <b>5.701</b>	Issued Date: Click here to enter a date.
		Rescinds:	Issued:

1 Substitute teachers are those teachers used to replace teachers on leave or to fill temporary vacancies  
2 until a licensed teacher is available.<sup>1,2</sup> Substitute teachers may be employed and paid directly by the  
3 Board or by a third-party employer through an agreement between such third-party employer and the  
4 Board.

5 Substitute teachers employed by third party entities shall be subject to the same unemployment benefit  
6 eligibility conditions as substitute teachers employed directly by the Board.<sup>2</sup>

#### 7 **APPLICATION/QUALIFICATIONS**

8 Criminal history record checks and fingerprinting of applicants for substitute teaching are required.<sup>3</sup>

9 Applicants with revoked licenses or certificates according to the Department of Education shall not be  
10 hired.<sup>4</sup>

11 Qualifications for substitute teachers shall be determined by the Director of Schools in compliance with  
12 board policy, state laws, and State Board of Education rules and regulations.

13 A list of substitute teacher(s) will be prepared by the [*Director of Schools, Personnel Director, etc.*]  
14 who will maintain file(s) which may include transcripts, credentials, recommendations, and other  
15 pertinent information.

#### 16 **COMPENSATION**

17 If employed directly by the district, the compensation of substitute teachers shall be determined annually  
18 by the Board.

19 Retired teachers serving as substitutes who do not have an active teaching license shall be paid the same  
20 as a retired substitute teacher with an active teaching license. This only applies to teachers who retired  
21 after July 1, 2011 through July 1, 2016.<sup>5</sup>

#### 22 **CERTIFICATION**

23 When substituting for a regular teacher who has been absent for twenty (20) consecutive days, a  
24 substitute teacher shall possess a teaching certificate with endorsement in the discipline(s) to be taught  
25 or shall be a retired teacher that held the appropriate endorsement.<sup>6</sup> When substituting for a teacher  
26 without sick leave, the substitute shall be certified and paid according to the state salary schedule.<sup>1</sup>

1 Retired teachers may substitute one-hundred twenty (120) days per year without loss of retirement  
2 benefits<sup>1</sup> and may substitute for additional days if the Director of Schools certifies in writing to the  
3 Division of Retirement that no other qualified personnel are available to substitute teach.<sup>7</sup>

#### 4 **EMERGENCY NEEDS**

5 All teacher aides, secretaries, and clerks are approved substitute teachers for use in emergency situations.  
6 Emergency use shall be defined as less than a full day due to the regular or substitute teacher being  
7 unable to arrive on time or remain for the full day.

8 Said substitutes shall receive the proportionate equivalent salary regular substitute teachers would  
9 receive under similar circumstances or their regular salary, if higher; however, they shall not receive pay  
10 for both positions at the same time.

#### 11 **TRAINING AND ORIENTATION**

12 The Director of Schools shall be responsible for ensuring that there are appropriate training and  
13 development programs for substitute teachers.

#### 14 **RESPONSIBILITIES**

15 Substitute teachers shall assume the same responsibilities as the regular teacher, including but not limited  
16 to, bus duty and playground supervision.

#### 17 **RE-EMPLOYMENT/TERMINATION**

18 On an annual basis, the Director of Schools, with input from the principals, shall determine which  
19 substitute teachers performed at an acceptable level. Substitute teachers who performed below an  
20 acceptable level shall not be re-employed.

21 All substitutes shall be responsible for providing correct addresses and phone numbers and for notifying  
22 the principal and/or third-party employer if they wish to terminate their service as substitutes.

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#### Legal References

1. TRR/MS 0520-01-02-.04(5)
2. TCA 49-5-709
3. TCA 49-5-413(a)(2)
4. TCA 49-2-203(a)(15)
5. TCA 49-3-312(b)
6. TCA 49-3-312(a); TRR/MS 0520-01-02-.04(5)(b)
7. TCA 8-36-805

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#### Cross References

Background Investigations 5.118