

Johnson City Board of Education Special Meeting

February 6, 2023 5:00 PM

Central Office

1. CALL TO ORDER AND PURPOSE OF MEETING

1.A. Policy Review - Sections Two, Five & Six

- 1.A.1. 2.200 - Annual Operating Budget
- 1.A.2. 2.400 - Revenues
- 1.A.3. 2.401 - Gifts and Bequests to the School System
- 1.A.4. 2.802 - Payroll Procedures
- 1.A.5. 2.806 - Bids and Quotations
- 1.A.6. 5.100 - Personnel Goals
- 1.A.7. 5.103 - Job Descriptions
- 1.A.8. 5.106 - Application and Employment
- 1.A.9. 5.108 - Supervision
- 1.A.10. 5.113 - In-Service and Professional Learning Opportunities
- 1.A.11. 5.116 - Staff Positions
- 1.A.12. 5.201 - Separation Practices for Non-Tenured Teachers
- 1.A.13. 5.500 - Discrimination/Harassment of Employees (Sexual, Racial, Gender, Ethnic, Religious)
- 1.A.14. 5.602 - Staff Time Schedules
- 1.A.15. 5.604 - Overtime Pay of Non-Exempt Personnel
- 1.A.16. 5.609 - Use of School System Technology

- 1.A.17. 5.610 - Staff-Student Relations
- 1.A.18. 5.802 - Superintendent of Schools Duties
- 1.A.19. 5.902 - Board Collaborative Conferencing Agent
- 1.A.20. 6.200 - Attendance
- 1.A.21. 6.202 - Home Schools
- 1.A.22. 6.204 - Attendance of Non-Resident Students
- 1.A.23. 6.208 - Release During School Hours
- 1.A.24. 6.304 - Student Discrimination/Harassment Bullying, Cyber-bullying
and Intimidation
- 1.A.25. 6.305 - Student Concerns, Complaints and Grievances
- 1.A.26. 6.307 - Drug-Free Schools
- 1.A.27. 6.320 - Use of the Internet
- 1.A.28. 6.405 - Medicines
- 1.A.29. 6.408 - Supervision of Students
- 1.A.30. 6.413 - Prevention and Treatment of Sports Related Concussions
- 1.A.31. 6.702 - Student Organizations
- 1.A.32. 6.705 - Student Social Events
- 1.A.33. 6.3071 - Student Alcohol and Drug Testing
- 1.A.34. 2.403 - Surplus Property Sales
- 1.A.35. 2.6011 - Fundraising Activities

2. ADJOURNMENT

Johnson City Board of Education

Monitoring: Review Annually, in January	Annual Operating Budget	Descriptor 2.200	Issue Date 4/5/2016
		Rescinds 2.200	Issued 4/1/2013

The school system budget is the operational plan stated in financial terms which describes the programs to be **conducted funded** during the fiscal year that begins July 1 and ends June 30 the following year.

PREPARATION PROCEDURES

Budget planning shall include an analysis of previous staffing, curriculum and facilities, and projections requiring additional staffing, curriculum modifications, and additional facilities.

Budget preparation shall be the responsibility of the Director of Finance who will establish procedures for the involvement of the Board of Education and staff, including requests from department heads, federal program supervisors and principals, all of whom shall seek advice and suggestions from other staff and faculty members. The Board, after making any changes, shall approve the budget.

The Superintendent of Schools and the ~~Chairman~~ Chairman of the Board shall develop a budget preparation calendar. The calendar shall be used as a guide for coordinating the budgetary activities of individuals and groups, collecting budget data, reviewing budget problems, and making budget decisions.

HEARING AND REVIEWS

The proposed budget will be available for inspection in the office of the Superintendent of Schools.

FINAL ADOPTION PROCEDURE

The Board shall adopt a budget by a roll call vote and submit it to the City Commission no later than forty-five (45) days prior to the actual date the budget is to be adopted by the City Commission in June.¹ A total of three (3) readings by the City Commission is required before adoption can take place.

The Superintendent of Schools shall file with the Commissioner of Education a copy of the budget within the time prescribed by law.²

The budget will be advertised by the City of Johnson City as a portion of the city budget after it has been adopted and presented to the City Commission in accordance with the City Charter.

FEDERAL PROGRAMS

Budgets for federal programs must comply with grant guidelines and the guidelines applicable to other system budgets.

Legal References:

1. TCA 6-36-110, TCA 49-2-203(a)(10)
2. TCA 49-2-301(b)(1)(z); TRR/MS 0520-1-2-.13(2)(a)

Cross Reference:

Executive Committee 1.301

Johnson City Board of Education

Monitoring: Review Annually, in January	Revenues	Descriptor 2.400	Issue Date 4/4/2022
		Rescinds 2.400	Issued 4/4/2019

1 Any money collected by any school shall be documented by a written receipt.

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3 The schools may receive funds collected from activities and for events held at or in connection with the
4 school, including contracts with other schools for interschool events. All monies collected from lunch
5 rooms, athletics, entertainments, school clubs, fees, concessions and all fund raising activities are to be
6 included in this source category of funds. ¹

7
8 Except for school books and school lunches, the purchase of services or items intended for resale through the
9 schools shall be subject to sales tax based on the purchase price to the vendor providing the service or item. ²

1 FEES

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3 School fees are to be kept to a minimum and may be expended only for the purposes for which they were
4 collected. The purpose and amounts of all fees must have the approval of the Board.

5
6 No fees shall be required of any student as a condition to attend the school or use its equipment. ³ School fees
7 shall be waived for students who receive free or reduced-price lunches. ⁴ No student will be penalized for non-
8 payment of any materials fee.

9 FINES

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1 A student will be held responsible for the cost of replacing any materials or property which the student loses
2 or damages ⁵ including textbooks, library books, equipment, technology and buildings. All money collected
3 as fines shall be placed in the general school fund.

4 TUITION INCOME

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6 Children whose parents or guardians reside outside the city of Johnson City may be enrolled in Johnson City
7 Schools by payment of tuition. The Superintendent of Schools and the Board of Education shall determine if
8 and under what circumstances tuition students will be allowed to enroll. Enrollment will be allowed only when
9 space is available in the appropriate grade level. Waivers on maximum class size as established by the state
0 will not be requested to accommodate tuition students. Principals shall have the discretion to hold enrollment
1 below the state maximum for just cause.

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3 Tuition may be paid quarterly, but must be paid in advance. Failure to pay tuition in advance of the quarter
4 shall result in dismissal of the student from Johnson City Schools.

5
6 Teachers and services will not be added to the school program to accommodate tuition students.

7
8 Pre-school programs are not included in the tuition program.

Johnson City Board of Education

Monitoring: Review Annually, in January	Gifts and Bequests to the School System	Descriptor 2.401	Issue Date 4/4/2019
		Rescinds 2.401	Issued 2/2/2009

- 1 The Board shall establish and or identify a non-profit corporation to be known as the Johnson City Schools
2 Foundation, Inc. to receive and administer private grants, gifts, bequests and endorsements for student aid,
3 scholarships and other purposes.¹
4
- 5 The Board shall request that gifts which are not available for immediate school use be made to the Johnson
6 City Schools Foundation, Inc., which will use them for the designated purpose.
7
- 8 The Board shall request that the Johnson City Schools Foundation, Inc. manage its funds **with limited risk in**
9 **a non-speculative manner**, and that gifts in a form other than cash shall be converted to cash in a reasonable
0 time and manner, unless it is to be held in kind for a designated period or for a designated reason.
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- 2 The Board shall request that the Foundation provide a financial report to the Board annually no later than May
3 30. The report shall include information on grants awarded and contributions received.
4
- 5 Gifts of money, property, or securities immediately usable in the schools which may serve to enhance and
6 extend the work of the schools may be received by the system.
7
- 8 The system shall not be obligated to accept gifts.
9
- 0 It shall be the general policy of the system to direct those who desire to make contributions to consider
1 equipment or services that are not likely to be acquired from public fund expenditures.
2
- 3 The following guidelines will apply to gifts to the system:
4
 - 5 1. Equipment contributed to the schools becomes the property of the system and is subject to the
6 same controls and regulations that govern the use of other school-owned property.
 - 7 2. Contributions of equipment or services that may involve major costs for installation or
8 maintenance, or initial or continuing financial commitments from school funds, shall be presented
9 by the Superintendent of Schools' office for Board consideration and approval.
 - 0 3. The purchases of equipment on a matching fund basis, (part of cost provided by an individual or
1 organization and part by the Board of Education from public funds) may be allowed.
 - 2 4. Individuals or organizations desiring to contribute supplies or equipment will be encouraged to
3 counsel with school officials regarding the acceptability of such contributions in advance of the
4 solicitation of funds or the making of budgetary appropriations.
 - 5 5. A list of supplies and equipment contributed primarily for school use shall be reported to the
6 Board by the Superintendent of Schools' office at least annually.
 - 7 6. The Board shall not be obligated to accept property which is subject to any charge or
8 encumbrance.

Legal References:
1. TCA 49-6-2006(a)

Cross References:
Staff Conflict of Interest 5.601
Staff Gifts and Solicitations 5.605
Student Gifts 6.701

Johnson City Board of Education

Monitoring: Review Annually, in January	Payroll Procedures	Descriptor 2.802	Issue Date 4/1/2013
		Rescinds 2.802	Issued 7/2/2012

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All employees shall be paid twice monthly.

No advance payments of salary shall be made. Upon resignation or retirement of school personnel, final salary payment shall be withheld until all records and assets in custody of the employee are satisfactorily transferred to his successor or another designated person.

~~If the end of a pay period falls on a non-working day, employees will be paid on the last working day prior to the end of the pay period.~~

Cross References:

- Compensation Guides and Contracts 5.110
- Resignation 5.204
- Retirement 5.205
- Overtime Pay 5.604

Johnson City Board of Education

Monitoring: Review Annually, in January	Bids and Quotations	Descriptor 2.806	Issue Date 4/13/2020
		Rescinds 2.806	Issued 4/4/2019

1 All purchases of supplies, materials, equipment, and contractual services of ~~twenty-five~~ fifty thousand dollars
 2 ~~(\$25,000- \$50,000)~~ or more, including those of individual schools, shall be based on sealed competitive bids.
 3 These bids shall be solicited by advertisement in a newspaper of general circulation in the district and by
 4 publication on the Internet. However, said newspaper advertisement and Internet publication may be waived
 5 by the purchasing agent in an emergency. The purchasing agent shall advertise for bids and receive
 6 quotations. The principal shall serve as purchasing agent in each school.¹

7
 8 Purchases between the amounts of ~~fifteen~~ twenty thousand ~~(\$15,000 & 20,000)~~ and twenty-five thousand
 9 (\$25,000) dollars will be solicited by the city purchasing department. ~~Purchases over the amount of ten~~
 0 ~~thousand dollars (\$10,000) must be submitted to the city for approval.~~

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 2 All purchases of less than fifteen thousand dollars (\$15,000), including those of individual schools, may be
 3 made in the open market without newspaper notice, but shall, whenever possible, be based on at least three (3)
 4 competitive bids. Written quotes shall be obtained for purchases between ~~two~~ four thousand dollars ~~(\$2,000~~
 5 ~~\$4,000)~~ and ~~fourteen~~ nineteen thousand nine hundred ninety nine dollars and ninety nine cents ~~(\$14,19,999)~~.

6
 7 The lowest and best bid shall be accepted. The Board reserves the right to reject any or all bids
 8 or any part of any bid and, if applicable, to accept that bid which is best as evidenced by reasons relative
 9 to the purpose of the purchase. Any bid may be withdrawn prior to the scheduled time for the opening
 0 of bids. Any bid received after the time and date specified shall not be considered.

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 2 The bidder to whom the award is made may be required to enter into a written contract.

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 4 The practice of splitting an order or dividing items to be purchased in order to avoid the use of bidding
 5 or other purchasing procedures is prohibited.

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 7 Contracts for legal services, educational consultants, and similar services by professional persons shall not be
 8 based upon competitive bids but shall be awarded on the basis of recognized competence and integrity.²

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 3 Legal References:

Cross References:

- 4 1. TCA 49-2-203(a)(3); TCA 49-2-203(a)(3)(A)(B);
- 5 TCA 49-2-206(b)(2)
- 6 2. TCA 12-4-106

Purchases 2.805

Johnson City Board of Education

Monitoring: Review Annually, in February	Personnel Goals	Descriptor 5.100	Issue Date 4/5/2021
		Rescinds 5.100	Issued 5/5/2008

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The Board of Education recognizes that the employment of highly qualified personnel is essential ~~if for a~~ quality education is to prevail for of students of the school system. In order for the Board to provide a well- qualified staff capable of designing, implementing, and evaluating educational programs, the following goals are adopted.

1. Recruitment, selection, employment and retention of the best qualified personnel available;
2. Provision of attractive compensation and benefits as well as other provisions for staff welfare;
3. Preparation and deployment of personnel in the most effective way to achieve the goals of the Board of Education;
4. Provision of professional growth opportunities for all employees designed to contribute both to the improvement of the educational program and to career development aspirations of staff;
5. Development of a climate in which optimum staff performance, morale, and satisfaction are produced;
6. Involvement of staff in planning, decision making, and evaluation;
7. Development and updating of job descriptions by appropriate administrators, ~~and.~~

The Johnson City School System will use the state evaluation program as a means to provide for the continuous improvement of staff performance and educational programs of the school system.

Cross Reference:

School District Goals & Objectives 1.700

Johnson City Board of Education

Monitoring: Review Annually, in February	Job Descriptions	Descriptor 5.103	Issue Date 4/4/2019
		Rescinds 5.103	Issued 3/5/2007

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A copy of each job description shall be provided to the employee and the immediate supervisor. Job descriptions shall be provided by the Director of Human Resources' office. Job descriptions shall be used as guides in annual employee evaluations.

~~The Superintendent of Schools shall maintain a comprehensive, coordinated set of~~ Job descriptions shall be used for all positions so as to promote efficiency and economy in the staff's operations.

Cross References:

Evaluation 5.109
Duties of the Superintendent of Schools 5.802

Johnson City Board of Education

Monitoring: Review Annually, in February	Application and Employment	Descriptor 5.106	Issue Date 4/4/2022
		Rescinds 5.106	Issued 4/5/2021

APPLICATION

An individual desiring a position with the Johnson City school system shall make application to the Superintendent of Schools on forms approved by the Superintendent of Schools.¹ In a continuing effort to further ensure the safety and welfare of students and staff, the school system shall require criminal history records checks by fingerprinting of applicants ~~offered employment and of others having direct, unsupervised contact with students.~~

Knowingly falsifying information shall be sufficient grounds for termination of employment and shall also constitute a Class A misdemeanor which must be reported to the District Attorney General for prosecution.

Any person applying for a position ~~as a teacher or for any other position requiring proximity to students~~ shall supply a fingerprint sample and submit to a criminal history records check conducted by the Tennessee Bureau of Investigation and agree to the release of investigative records for the purpose of verifying the accuracy of criminal violation information. The cost of such checks and investigations shall be born by the applicant.²

Disciplinary action will be taken against personnel in the event of the misuse, improper disclosure or dissimulation of criminal history records.

Certified Employees

The application must include a transcript of credits earned at the colleges or universities attended **recent evaluations, if available, and along with** reference information from persons such as previous employers, college professors and supervisors of student teachers. Required information shall include whether such applicant has been dismissed for cause from a school system. If previously employed by a local board of education, the applicant shall provide evidence of acceptable resignation.¹

No person shall be employed:

1. Who is not eligible for or does not hold a valid license to teach from the State Board of Education;
2. Who is listed on the state's abuse of vulnerable persons registry maintained by the Department of Health;⁷
3. Who has been identified by the Department of Children's Services as a perpetrator of child abuse, severe child abuse, child sexual abuse, or child neglect or who poses an immediate threat to the health, safety, or welfare of children;⁷
4. Who does not receive a satisfactory background check;

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Legal Reference:

1. TCA 49-5-406
2. TCA 49-5- 406(a); TCA 49-5-413(b)
3. TCA 49-5-403; TCA 49-5-101
4. TCA 49-5-404;TRR/MS 0520-1-3-.08(2)(f)
5. TCA 49-5-405
6. Immigration Reform and Control Act of 1986
7. TCA 49-2-301(b)(1),(J),(L)&(EE); TCA 49-2-303(b)(3)

Johnson City Board of Education

Monitoring: Review Annually, in February	Supervision	Descriptor 5.108	Issue Date 4/5/2021
		Rescinds 5.108	Issued 6/1/2009

Supervision of administrative and supervisory personnel shall be provided by the Superintendent of Schools.

~~Apprentice teachers shall be assisted by supervising teachers in the development of competencies required by the Board.¹~~

All teachers shall be supervised by the principal of their home school or their supervising administrator.

Support personnel shall be supervised by the person designated on the approved job description.

The immediate supervisor and Superintendent of Schools' office share the responsibility for providing orientation experience for newly hired employees. Periodic training sessions will be provided for employees or employee groups as deemed necessary.

The immediate supervisor has the responsibility of assigning specific duties and for giving guidance to the employee for the satisfactory performance of those duties.

The Superintendent of Schools/designee shall assign hours of work for all positions.

Apprentice teachers shall be assisted by supervising teachers in the development of competencies required by the Board.¹

Legal Reference:

1. TCA 49-6-3004(c)(2)

Cross References:

- Nepotism 1.108
- Line and Staff Relations 5.101
- Job Descriptions 5.103
- Staff Positions 5.116

Johnson City Board of Education

Monitoring: Review Annually, in February	In-Service and Professional Learning Opportunities	Descriptor 5.1 13	Issue Date 4/5/2021
		Rescinds 5.1 13	Issued 8/3/2015

IN-SERVICE EDUCATION

In-service education is a program of planned activities designed to increase the competencies needed by all personnel in the performance of their responsibilities. Competencies are defined as the knowledge, skills, and attitudes which enable personnel to perform their tasks with maximum effectiveness to increase student achievement.

Administrative and Supervisory Employees

Administrative and supervisory employees shall show evidence of continual professional growth by attendance at in-service programs and institutes, studying professional literature, meeting with other professionals for discussion, and otherwise keeping abreast of research in methodology, curriculum, and student growth and development.

Each principal and administrator shall be required to fulfill all state mandated training.¹

Professional Employees

The Superintendent and ~~his~~ their staff shall assess system-wide needs, establish priorities, develop objectives, design activities, and evaluate the in-service program.²

In-service credit shall not be given while performing duties which are required as part of regular teaching assignments.

Support Personnel

The immediate supervisors of support personnel shall be responsible for providing in-service trainings. Leaves to attend meetings relating to the employee's job description may be granted by the Superintendent of Schools without loss of pay to the employee.

PROFESSIONAL LEARNING PROGRAM

Professional learning programs and activities shall reflect the Standards for Professional Learning³ as listed below and shall reflect the needs identified in school improvement plans.

The Board may pay expenses of selected personnel who participate in the training sessions conducted by the State Department of Education.

The Superintendent of Schools shall involve central office personnel and other employees as needed in developing the system-wide professional learning program and shall recommend it to the Board for approval.

~~Standards for Professional Learning~~

Johnson City Board of Education

Monitoring: Review Annually, in February	Staff Positions	Descriptor 5.116	Issue Date 4/4/2019
		Rescinds 5.116	Issued 8/3/2015

CREATION OF POSITION

All staff positions shall be approved through the budget process in accordance with an organizational plan submitted by the Superintendent of Schools.¹ Before an additional position is established, the Superintendent of Schools will present to the Board a **job description of the job responsibilities**, qualifications, performance responsibilities and the method by which the performance of these responsibilities will be evaluated.

The Superintendent of Schools may revise the organizational plan as long as budgetary amounts are not exceeded and Board policy is not violated. In the event of reorganization, the Superintendent of Schools will adhere to all applicable reduction in force guidelines and will inform, in a timely manner, the Board of the change and include the change in the Superintendent's report at the next board meeting. If change in personnel creates additional encumbrance on a future budget, prior approval of the Board is required.

REDUCTION IN FORCE

When it becomes necessary to reduce the number of positions in the system because of a decrease in enrollment or for other good reasons, the Board shall abolish the positions and dismiss such employees as may be necessary.²

Certified Personnel

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

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

The elimination of a position does not necessarily mean the person occupying the position will be dismissed. When an employee is released, it is the responsibility of the Superintendent to make a recommendation about which employee shall be released based upon a composite of the following criteria:

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

Johnson City Board of Education

Monitoring: Review Annually, in February	Separation Practices for Non-Tenured Teachers	Descriptor 5.201	Issue Date 1/9/2023
		Rescinds 5.201	Issued 4/4/2022

Nonrenewal of non-tenured teachers after the contract year is not suspension or dismissal and does NOT follow the suspension/dismissal procedures outlined in this policy.

Under no circumstances shall the Superintendent of Schools suspend a teacher with pay. ~~If vindicated or reinstated, the non-tenured teacher shall be paid full salary for the period of suspension.~~ **If reinstated, the teacher shall be paid full salary for the period of suspension, unless suspension without pay is deemed to be an appropriate penalty.**

SUSPENSION PENDING AN INVESTIGATION¹

The Superintendent of Schools may suspend a teacher at any time that may seem necessary, pending investigation, or final disposition of a case before the board or an appeal. If the matter under investigation is not the subject of an ongoing criminal investigation or a department of children's services investigation, and if no charges for dismissal have been made, a suspension pending investigation shall not exceed ninety (90) days in duration.

SUSPENSION OF THREE DAYS OR LESS²

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

DISMISSAL OR SUSPENSION GREATER THAN THREE DAYS²

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

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

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

1. be represented by counsel;
2. call and subpoena witnesses;

1 A teacher shall give the Superintendent of Schools notice of resignation at least thirty (30) days before the
 2 effective date of the resignation.⁴ The Board may waive the thirty (30) days notice requirement and permit a
 3 teacher to resign in good standing.
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5 The conditions under which it is permissible to break a contract with the Board are as follows:

- 6 1. The drafting of the teacher into military service by a selective service board;
- 7 2. The incapacity on the part of the teacher to perform the contract as evidenced by the certified
 8 statement of a physician approved by the Board;
- 9 3. The release by the Board of the teacher from the contract which the teacher has entered into with
 0 the Board.⁶
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3 Any teacher on leave shall notify the Superintendent of Schools in writing at least thirty (30) days prior to the
 4 date of return if the teacher does not intend to return to the position from which he/she has taken leave.
 5 Failure to render such notice may be considered a breach of contract.⁵
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7 Upon a breach of contract, the Board, upon a motion recorded in its minutes, may file a complaint with the
 8 State Board of Education and request the suspension of a teacher's certificate. After the State Board of
 9 Education has provided the teacher an opportunity for defense during a hearing, the Commissioner of
 0 Education may suspend the certificate for no less than thirty (30) and no more than three hundred sixty-five
 1 (365) days.⁶
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3 **RETIREMENT**

4 Retirement shall mean a termination of services under conditions which will allow the teacher to draw benefits
 5 from retirement plans and/or social security benefits.
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7 Teachers eligible for retirement benefits may elect to retire at any age according to the provisions of the
 8 retirement system. Central office personnel shall assist teachers in securing retirement benefits; however, it
 9 shall be the responsibility of the retiring teacher to provide verification of eligibility in writing from TCRS to
 0 the central office. It shall be the responsibility of the retiring teacher to file for benefits.
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 4 ***(Note: Nonrenewal of non-tenured teachers after the contract year is not suspension or dismissal and does***
 5 ***NOT follow the suspension/dismissal procedures outlined in this policy.)***
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8 Legal References:

- 9 1. TCA 49-5-511(a)(3)
- 0 2. TCA 49-2-301 (b)(1)(GG); TCA 49-5-512(d)
- 1 3. TCA 49-5-409
- 2 4. TCA 49-5-508
- 3 5. TCA 49-5-706
- 4 6. TCA 49-5-411(b)(4)
- 5 7. Public Acts of 2017; Chp No. 287
- 6 8. TCA 8-36-821
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Cross Reference:

Johnson City Board of Education

Monitoring: Review Annually, in March	Discrimination/Harassment of Employees (Sexual, Racial, Gender, Ethnic, Religious)	Descriptor 5.500	Issued Date 6/1/2009
		Rescinds 5.500	Issued 6/2/2008

1 Employees shall be provided a work environment free from sexual, racial, gender, ethnic, age creed,
 2 disability and religious discrimination/harassment. Work environment includes school district facilities and
 3 premises, and non-school property if the employee is at any school sponsored, school approved or school
 4 related activity or function, such as field trips or athletic events where the employee is engaged in school
 5 business. It shall be a violation of this policy for any employee or any student to discriminate against or
 6 harass an employee through disparaging conduct or communication that is sexual, racial, gender, ethnic or
 7 religious in nature. The following guidelines are set forth to protect employees from
 8 discrimination/harassment.

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 0 Employee discrimination/harassment will not be tolerated.¹ Discrimination/harassment is defined as conduct,
 1 advances, gestures, images or words whether written, spoken or transmitted electronically, of a sexual, racial,
 2 gender, ethnic or religious nature which:

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

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 0 Alleged victims of sexual, racial, ethnic and/or religious discrimination/harassment shall report these incidents
 1 immediately.² This report should be made to the immediate supervisor except when the immediate supervisor
 2 is the offending party. If the immediate supervisor is the offending party, the report may be made to the a
 3 Complaint Manager. Allegations of discrimination/harassment shall be fully investigated (as set forth in
 4 Employee Complaints and Grievances 5.501). An oral complaint may be submitted; however, such complaint
 5 must be ~~reduced to~~ made in writing to ensure a more complete investigation.

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 7 The privacy and anonymity of all parties and witnesses to complaints will be respected. However, because an
 8 individual's need for confidentiality must be balanced with obligations to cooperate with police investigations
 9 or legal proceedings, to provide due process to the accused, to conduct a thorough investigation or to take
 0 necessary action to resolve a complaint, the identity of parties and witnesses may be disclosed in appropriate
 1 circumstances to individuals with a need to know.

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 3 A substantiated charge against an employee shall result in disciplinary action up to and including termination.

4
 5 There will be no retaliation against any person who reports discrimination/harassment or participates in an
 6 investigation. However, any employee who refuses to cooperate or gives false information during the course
 7 of any investigation may be subject to disciplinary action. The willful filing of a false report will itself be
 8 considered harassment and will be treated as such.

Johnson City Board of Education

Monitoring: Review Annually, in March	Staff Time Schedules	Descriptor 5.602	Issued Date 4/4/2022
		Rescinds 5.602	Issued 4/3/2017

WORK SCHEDULES

The workday for full-time licensed and professional school based staff will be a minimum of seven hours and thirty minutes¹ and will continue until professional responsibilities to the student and the school are completed. Administrative meetings, curriculum development, student supervision, assigned duties, parent conferences, group or individual planning and extra-curricular activities may require hours beyond the stated minimum. Teachers shall be allotted a duty-free planning period of a minimum of two and one-half (2 1/2) hours each week to provide time for planning, preparation for effective teaching and attention to major program improvement.² Work schedules for other employees will be defined by the Superintendent of Schools/designee, consistent with the Fair Labor Standards Act and the provisions of this policy.

WORKWEEK DEFINED

Working hours for all employees not exempt under the Fair Labor Standards Act,³ including secretaries, bus drivers, cafeteria, janitorial, and maintenance personnel, will conform to federal and state regulations. The Superintendent of Schools will ensure that job positions are classified as exempt or non-exempt and that employees are made aware of such classifications. Supervisors will make every effort to avoid circumstances which will require non-exempt employees to work more than forty (40) hours each week. For purposes of compliance with the Fair Labor Standards Act, the workweek for school district employees will be 12:00 a.m. Saturday until 11:59 p.m. Friday.

ATTENDANCE EXPECTATIONS

~~All employees are expected to be present during all work hours.~~ Absence without prior approval, chronic absences, habitual tardiness or abuses of designated working hours are all considered neglect of duty and will result in disciplinary action up to and including dismissal.

Legal References:

1. TRR/MS 0520-1-3-.03
2. TRR/MS 0520-1-3-.03; TCA 49-1-203
3. 29 CFR § 54.205; 541.303

Cross References:

Overtime Pay of Non-Exempt Personnel 5.604

Johnson City Board of Education

Monitoring: Review Annually, in March	Overtime Pay of Non-Exempt Personnel	Descriptor 5.604	Issued Date 4/5/2021
		Rescinds 5.604	Issued 4/4/2019

1 The Board expects that when requested, employees will work in excess of standard hours. When work
2 in excess of standard hours is required, non-exempt employees will be compensated for the unscheduled
3 additional hours worked.

4
5 Overtime is defined as hours physically worked in excess of forty (40) hours per week. When a non-exempt
6 employee is requested to work over regularly scheduled hours, the following shall apply¹:

7
8 The Superintendent of Schools and the immediate supervisor must approve hours worked over the scheduled
9 hours prior to the work being performed, except in an emergency situation.

0 Compensation for Unscheduled Additional Hours

- 1
2
- 3 1. All payment of overtime shall be processed through the payroll office, and must be approved in
4 advance by the employee's immediate supervisor, Superintendent of Schools, or the Director of
5 Finance.
 - 6 2. Overtime compensation (either overtime pay or compensatory time off) shall be provided for all
7 hours worked over forty (40) hours per week.
 - 8 3. All hours physically worked in excess of forty (40) hours in a week shall be compensated at a rate
9 of time and one-half (1.5).

0 Compensatory Time:

- 1
2
- 3 1. Whenever possible, compensatory time off shall be used in preference to overtime pay.
 - 4 2. If it is determined by the immediate supervisor that compensatory time cannot be granted within
5 a reasonable period or without unduly disrupting the operation of the facility, overtime pay may
6 be authorized. ²
 - 7 3. Compensatory time shall be provided at the rate of time and one-half for all hours worked in excess
8 of forty (40) hours in a week.

0 Payroll Provisions

- 1
2
- 3 1. An authorization for overtime pay must be submitted by the immediate supervisor.
 - 4 2. Payment for overtime will be included in the paycheck for the period immediately following the
5 one in which it was earned, or the period immediately following the determination that compen-
6 satory time would not be possible.

7 Discipline

- 8
9
- 0 1. Persons who have been assigned to work overtime unscheduled hours, whether voluntary or
1 mandatory, shall be expected to report to work as requested scheduled.
 - 2 2. Failure to report shall subject an employee to disciplinary procedures as specified for any other
non-appearance for a regularly scheduled work time.

Johnson City Board of Education

Monitoring: Review Annually, in March	Use of School System Technology	Descriptor 5.609	Issued Date 4/5/2021
		Rescinds 5.609	Issued 7/2/2012

The Board supports the reasonable access to various information formats and believes it incumbent upon staff to use this privilege in an appropriate and responsible manner.

Before any employee is allowed use of the school system's network, the employee shall sign a written agreement, developed by the Superintendent/designee that sets the terms and conditions of such use. Any employee who accesses the district's computer system for any purpose agrees to be bound by the terms of that agreement, even if no signed written agreement is on file.

Prohibited and illegal activities include but are not limited to the following:¹

1. Sending or displaying offensive messages or pictures
2. Using obscene language
3. Harassing, insulting, defaming, bullying or attacking others
4. Hacking or attempting unauthorized access to any computer or server
5. Violation of copyright laws
6. Trespassing in another's folders, work, or files
7. Using another's password or other identification (impersonation) **or creating a false persona**
8. **Excessive or inappropriate** use of the network for commercial purposes
9. **Excessive or inappropriate** buying or selling on the Internet for personal use
10. **Excessive or inappropriate** using school or system computers for personal business

Additionally, employees shall not use school system technology for purposes prohibited by law or for accessing sexually explicit materials. The Board retains the right to regularly monitor the on-line activities conducted on school system technology.

E-Mail

Users with network access shall not utilize school system resources to establish electronic mail accounts through third-party providers or any other nonstandard electronic mail system. All data including e-mail communications stored or transmitted on school system equipment shall be monitored. Employees have no expectation of privacy with regard to such data. E-mail correspondence may be a public record under the public record's law and may be subject to public inspection.² E-mail and attachments transmitted via the school system's network will be archived for a minimum period of one (1) year.

Legal Reference:

1. TCA 39-14-602
2. TCA 10-7-512

Cross Reference:

- Use of Electronic Mail (e-mail) 1.805
- Web pages 4.407
- Use of the Internet 4.406

Johnson City Board of Education

Monitoring: Review Annually, in March	Staff-Student Relations	Descriptor 5.610	Issued Date 4/4/2022
		Rescinds 5.610	Issued 4/13/2020

Staff members shall maintain professional and constructive relationships with students at all ~~times and shall strive to develop wholesome and constructive relationships with them~~. Staff members shall be expected to regard each student as an individual and to accord each student the rights and respect that they are due.

Staff members shall promote a learning environment that encourages fulfillment of each student's potential in regard to his—their program, consistent with district goals and with optimal opportunities for students. This goal may be reached by adapting instruction to individual needs, by:

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

Staff members shall use good judgment in their relationships with students beyond their work responsibilities and/or outside the school setting and shall avoid unnecessary informal and social involvement, in person or electronically, with individual students. Any appearance of impropriety shall be avoided. Sexual relationships between employees and students are expressly prohibited.²

Employees who violate this policy are subject to discipline, up to and including suspension or dismissal and when appropriate, may be reported to authorities for criminal prosecution.

Legal References:

1. TEA Code of Ethics of the Education Profession
2. TCA 39-13-506; TCA 39-13-527

Cross References:

- Staff Rights & Responsibilities 5.600
Ethics 5.611

Johnson City Board of Education

Monitoring: Review Annually, in March	Superintendent of Schools Duties	Descriptor 5.802	Issued Date 4/13/2020
		Rescinds 5.802	Issued 4/4/2019

1 The Superintendent of Schools shall be the chief executive officer to the school system and shall have, under
2 the direction of the Board, general supervision of all the public schools, personnel and departments of the
3 school system. The Superintendent of Schools is responsible for the management of the schools under the
4 Board's policies and is accountable to the Board.¹

5
6 The Superintendent of Schools, at ~~his~~ their discretion, may delegate any of ~~his~~ their duties to other school
7 personnel.

8
9 The Superintendent of Schools is the administrative agent of the Board. ~~He They have has~~ the responsibility
0 of efficient administration of the schools. ~~He They~~ shall enforce the policies of the Board and shall exercise
1 executive authority in all phases of the operation of the schools. ~~He They~~ shall direct the administrative staff
2 in preparing plans and policies.¹

3 **ADMINISTRATIVE RESPONSIBILITIES**

- 4 1. Together with the Chair~~man~~ of the Board, prepares an annual System budget for submission to
5 the entire Board, the City Commission and the State of Tennessee. The budget must be submitted
6 to the City Commission at least forty-five (45) days prior to its first July meeting.
- 7 2. Employs new personnel and makes changes in position or rank of all personnel, both professional
8 and non-professional, in accordance with state law.
- 9 3. Subject to the approval of the Board, establishes an organizational chart and develops job
0 descriptions.
- 1 4. Supervises all administrative and supervisory personnel of the system.
- 2 5. Provides leadership in developing and maintaining the best possible educational programs and
3 services, as funding allows.
- 4 6. ~~Ooversees the maintenance of Maintains~~ the Master Policy Manual for the system.
- 5 7. Informs the individual Board members of any lawsuits, threats of lawsuits, claims or formal
6 grievances within seventy-two (72) hours of receipt. Informs the attorney to the Board as soon
7 as possible after receipt.

8 **PERFORMANCE RESPONSIBILITIES**

- 9 1. Attends and participates in all meetings of the Board and its committees when appropriate;
- 0 2. Advises the Board on the need for new and/or revised policies and sees that all policies of the
1 Board are implemented;
- 2

school purposes;

18. Attends, or delegates a representative to attend, all meetings of municipal agencies at which matters pertaining to the public schools appear on the agenda or are expected to be raised;

19. Performs such other tasks as may from time to time be assigned by the Board;

20. Remains cognizant of the laws affecting the administration of the schools.

TERMS OF EMPLOYMENT

Twelve month annual contract with multi-year contract of up to four (4) years duration at the discretion of the Board of Education.²

EVALUATION

The Board of Education shall conduct an evaluation of the Superintendent of Schools annually.

Legal Reference:

- 1. TCA 49-2-301
- 2. TCA 49-2-203

Cross Reference:

Evaluation of the Superintendent of Schools 5.803

Johnson City Board of Education

Monitoring: Review Annually, in March	Board Collaborative Conferencing Agent	Descriptor 5.902	Issued Date 5/7/2018
		Rescinds 5.902	Issued 8/5/2013

1
2 If the Board and Professional Employees enter into Collaborative Conferencing, the Board of Education shall
3 appoint at least seven (7), but not more than eleven (11) persons, to serve as management personnel.

4
5 The collaborative conferencing panel is appointed for a three (3) year term. The Board shall designate one of
6 the persons as spokesman-spokesperson.

7
8 The spokesman spokesperson shall have the following responsibilities:

- 9
0
- 1 To serve as the Board's spokesman during conferencing bargaining;
 - 2 To report to the Board and work in consultation with the Superintendent of Schools;
 - 3 To make progress reports and news releases as approved by the Superintendent of Schools; and
 - 4 To make available information regarding negotiations as required by law.³
- 5
6
7

8 Annually, the Board will determine an additional amount of compensation for members of the collaboration
9 team.

1 *Superintendent Of Schools' Role In Collaborations*

2
3 The Superintendent of Schools is a member of management personnel.¹

4
5 The Superintendent of Schools or designee shall serve as a member of the Board's conferencing negotiation
6 team.

7
8 The Superintendent of Schools or designee duties shall be:

- 9
0
- 1 To consult with the Board on all proposals presented to the Board's conferencing negotiating
2 team; and
 - 3 To coordinate the collective efforts of the central office staff and the Board's conferencing
4 negotiating team.
- 5
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9 Legal References:

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2
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- 1 TCA 49-5-608
 - 2 TCA 49-5-602(9)(13)
 - 3 TCA 8-44-101 through 106

Johnson City Board of Education

Monitoring:	Attendance	Descriptor 6.200	Issued Date 4/4/2022
Review: Annually, in March		Rescinds 6.200	Issued 4/5/2021

1 Attendance is a key factor in student achievement and therefore, students are expected to be present each day
2 school is in session. The attendance supervisor shall oversee the entire attendance program which shall
3 include:¹

- 4
- 5 1. Providing accounting and reporting procedures and their dissemination;
- 6 2. Providing alternative program options for students who severely fail to meet minimum attendance
7 requirements;
- 8 3. Ensuring that all school age children attend school;
- 9 4. Providing documentation of enrollment status upon request for students applying for new
0 or reinstatement of driver's permit or license; and
- 1 5. Notifying the Department of Safety whenever a student with a driver's permit or license
2 drops out of school.²
- 3

4 Chronic absenteeism is defined as a student missing ten percent (10%) or more of the days the student is
5 enrolled, for any reason, including excused absences and out-of-school suspensions.

6 Student attendance records shall be given the same level of confidentiality as other student records. Only
7 authorized school officials with legitimate educational purposes may have access to student information
8 without the consent of the student or parent.³

9 Absences shall be classified as either excused or unexcused as determined by the principal or **his their**
0 designee. Excused absences shall include⁴:

- 1 1. Personal illness;
- 2 2. Illness of immediate family member;
- 3 3. Death in the family;
- 4 4. Extreme weather conditions;
- 5 5. Principal/designee approved absences-up to three (3) days per school year as
6 requested by the parent/legal guardian. No student will be allowed to use these absences during
7 standardized testing dates or during final exams;
- 8 6. Religious observances;⁵
- 9 7. Five (5) college visits;
- 0 8. **Pregnancy related**;
- 1 9. School endorsed activities;
- 2 10. Summons, subpoena or court order; or
- 3 11. Circumstances over which, in the judgment of the principal, the student has no control.
- 4

5 The principal shall be responsible for ensuring that:⁶

- 6 1. Attendance is checked and reported daily for each class;
- 7 2. Daily absentee sheets contain sign in/sign out sheets and indicate students present or absent
8 for the majority of the day;

1 **Tier 2**

2 If the Tier 1 Intervention Plan is unsuccessful, Tier 2 is triggered. The same procedures as stated in Tier 1
3 shall be followed regarding scheduling the conference. An administrator will need to conduct the Tier 2
4 conference. Additional measures will be added to the plan developed in Tier 1. Additional measures may
5 include conferences with the school counselor and check-in/check-out. The Tier 2 Truancy Contract must be
6 completed. A review meeting should be set within the next 30 days or end of the semester, whichever occurs
7 first. If the student misses another unexcused day prior to the review meeting, Tier 3 will be triggered.
8

9 **Tier 3**

0 Tier 3 meetings will be conducted by the Johnson City Schools Truancy Board. Meetings will be held at
1 Johnson City Juvenile Court. If a student from a school is required to attend, a representative from that school
2 should also be in attendance.

3 A parent/guardian failing to attend the Truancy Board hearing or to make other arrangements will be subject
4 to a petition to juvenile court. The attendance policies of the Johnson City Board of Education and the reasons
5 for the student's unexcused absenteeism will be discussed at this meeting. Additional resources will be added
6 to the intervention plan. If the student misses another unexcused day prior to the review meeting, a petition
7 will be filed in Juvenile Court.

8 **RELEASED TIME COURSE⁹**

9 A principal/designee may excuse a student to attend a course in religious moral instruction for up to one (1)
0 class period per school day. Students shall not be excused during any class which requires an examination for
1 state or federal accountability purposes.

2 The student shall submit a written consent form signed by the student's parent/guardian prior to participation
3 in the released time course. The principal/designee shall document the approval in writing. The student shall
4 provide documentation to the principal/designee as proof of the student's participation in the released time
5 course.

6 The district shall not be responsible for transporting students to and from the place of instruction.

7 Upon submission of the student's transcript from the entity that provided the released time course, the student
8 may be awarded one-half (1/2) unit of elective credit.

9 The Superintendent of Schools shall develop procedures with secular criteria for determining whether credit
0 shall be awarded.
1

2 **MAKE-UP WORK AND INCOMPLETES**

3 All students are expected to make up the work missed during an absence. It is the responsibility of the student
4 to meet with the teacher within two (2) days of returning to class to make arrangements for the completion of
5 work to be made up. Work that is assigned at least five (5) days prior to an absence and due during the
6 absence must be turned in the day the student returns to class. Students who are to be absent due to school
7 sponsored activities are to meet with their teachers prior to the activity to get assignments and to schedule a
8 time to take any missed test, quizzes, etc. ⁵
9

0 **STATE MANDATED TESTS/END OF COURSE EXAMS**

1 **Grades 9-12**

2 Secondary students who are absent the day of scheduled End of Course Exams and on the make-up day must
3 present a signed doctor's excuse or must have been given an excused release by the principal prior to testing to

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The Superintendent/designee shall ensure that this policy is posted in each school building and disseminated to all students, parents, teachers, and administrative staff.

TARDIES

Being on time for school and class is required of all students. Each school shall adopt a plan designed to reduce or eliminate tardies. This plan shall be consistent across school divisions (i.e. elementary, middle, or secondary) and within individual schools.

PRE-K PROGRAMS

Pre-K programs may have alternate attendance requirements.

Legal References:

1. TRR/MS 0520-1-3-.08(1)(a); TCA 49-6-3006
2. TCA 49-6-3017(c)
3. 20 USC 1232g
4. TRR/MS 0520-1-3-.03(16)
5. TCA 49-6-2904(b)(5)
6. TCA 49-6-3007
7. TCA 49-6-3021
8. TCA 49-6-3007; 49-6-3009
9. TCA 49-2-130
10. TCA 49-2-203(b)(7); 49-6-3002(b)
11. TRR/MS 0520-01-02.17

Cross Reference:

- School Calendar 1.800
- Extracurricular Activities 4.300
- Interscholastic Athletics 4.301
- Field Trips/Excursions 4.302
- Reporting Student Progress 4.601
- Promotion and Retention 4.603
- Recognition of Religious Beliefs 4.803
- Voluntary Pre-K Attendance 6.2011
- Students in Foster Care 6.505
- Student Records 6.600
- Students From Military Families 6.506
- Student Records 6.600

Johnson City Board of Education

Monitoring:	Home Schools	Descriptor 6.202	Issued Date 4/4/2022
Review Annually, in April		Rescinds 6.202	Issued 4/5/2021

1 A "home school" is a school conducted or directed by parent(s) for their own children. Home schools which
2 teach K-12 where the parents are associated with and students are enrolled in a church-related schools (*as*
3 *defined by TCA §49-50-801*); which are supervised by such organization; and which administer or offer
4 standardized achievement tests at the same time tests are given in their regular day schools are exempt from
5 the following provisions, but must follow procedures issued by the State Department of Education.¹
6

7 A parent wishing to conduct a home school shall meet the following requirements:

- 8 1. Provide notice to the Superintendent of Schools each school year of the intent to conduct a
9 home school;
- 0 2. Submit to the Superintendent of Schools the name, age, grade level of children involved,
1 location of the school, curriculum to be offered, proposed hours of instruction,
2 qualifications of the parent/teacher, and a description of the courses to be taught each
3 year;
- 4 3. Maintain attendance records, subject to inspection of the local Superintendent of Schools;
- 5 4. Submit attendance records to the Superintendent of Schools at the end of each school year;
- 6 5. Provide instruction for at least four (4) hours per day for the same number of instructional
7 days as are required by state law for public schools;
- 8 6. Possess a high school diploma or GED, HISET or pass a high school equivalency test in order
9 to conduct a home school.
- 0 7. Cooperate in the administration to home school students of appropriate tests as determined
1 by the Commissioner of Education, ~~his~~ their designee or by a professional testing service;
- 2 8. Take action, including remediation, according to state law if home school student falls behind
3 appropriate grade level;
- 4 9. Submit proof to the Superintendent of Schools that the home school student has been
5 vaccinated as required by law;
- 6 10. Submit proof to the Superintendent of Schools that other health services and examinations as
7 required by law have been received by the home school student; and
- 8 11. In the event of illness or inadequacy of the home school parent-teacher to teach a specific
9 subject, employ engage a tutor having the same qualifications as required of parent/teacher.
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Johnson City Board of Education

Monitoring: Review Annually, in April	Attendance of Non-Resident Students	Descriptor 6.204	Issued Date 4/6/2009
		Rescinds 6.204	Issued 5/6/2002

Students residing outside the boundaries of the school system may attend Johnson City Schools. The following conditions shall apply to non-resident students: ¹

1. They must be approved by the Superintendent of Schools/designee;
2. They must pay a tuition fee established annually by the Board. Tuition may not exceed per student, per annum, an amount equal to the amount of funds actually used for school purposes by the school system per student during the preceding school year minus any funds received from the state or from the student's resident system;²
3. They must make application at least two (2) weeks prior to the first day of school. **The Board may choose to institute an earlier application deadline.** After two (2) weeks prior to the beginning of school and thereafter during the remainder of the school year, students wishing to transfer into the system must also have the approval of the sending system; ¹
4. They will be assigned to city schools only when space is available after all resident students have been assigned;
5. They will be refunded any unused portion of the tuition on a pro-rata basis if they become residents of the school system;
6. They shall be excluded from future attendance until all prior and current tuition is paid, when payment is not made on all or any part of the required tuition for a previous year;
7. The parent furnishes transportation for the student. (No transportation will be provided by the school system for non-resident students.);
8. Acceptance of non-resident students is on an annual basis and acceptance one year does not guarantee subsequent years; and
9. Failure to abide by school system rules and regulations may result in loss of attendance privileges.

Tuition students may be admitted after the start of the school year on a space available basis with the approval of the Superintendent/designee.

Legal References:

1. TCA 49-63104
2. TCA 49-6-3003
3. TCA 49-6-3113

Cross Reference:

- Foreign Exchange Students 6.502
Revenues 2.400

Johnson City Board of Education

Monitoring: Review Annually, in April	Release During School Hours	Descriptor 6.208	Issued Date 4/4/2019
		Rescinds 6.208	Issued 4/14/2014

The following procedures will be observed with regard to dismissal of students:

1. No student will leave school prior to regular dismissal hours, except with the approval of the principal/designee and parent. PreK through 8th grade students will be permitted to leave school prior to regular dismissal time only in the company of a parent, legal guardian, school employee, police officer, court officer, or a person designated in writing by the parent(s). Parents of high school students must follow the procedures set out in the school's student handbook in regard to early dismissals.
2. No student will be sent from the school during school hours to perform an errand or act as a messenger.
3. When dental and medical appointments cannot be scheduled outside school hours, parents of PreK through 8th grade students must send a written request for dismissal or pick up the student in person. Parents of high school students must follow the procedures set out in the school's student handbook.
4. Students will be released only upon the request of the parent whom the court holds directly responsible for the child, or who is the parent or guardian registered on the school record.
5. No principal or teacher shall permit a change in the physical custody of a child at school unless:
 - (a) The person seeking custody of the child presents the school official with a certified copy of a valid court order from a Tennessee court designating the person who has custody of the child; and
 - (b) The person seeking custody gives the school official reasonable advance notice of his intent to take custody of the child at school; ¹and
 - (c) The person seeking custody adequately identifies himself.
6. High school students may be released for, dual enrollment classes, jobs and approved training at centers outside their home schools under ~~regulations~~ policies approved by the Board. ²
7. No students will be released during a hard lock down.

Legal References:

1. TCA 36-6-105
2. TRR/MS 0520-1-7-.03

Cross References:

Child Custody/Parental Access 6.209

Johnson City Board of Education

Monitoring: Review Annually, in April	Student Discrimination/Harassment Bullying, Cyber-bullying and Intimidation	Descriptor 6.304	Issued Date 4/4/2022
		Rescinds 6.304	Issued 4/5/2021

1 A safe, civil, and supportive environment in school is necessary for students to learn and achieve high
2 academic standards. In order to maintain that environment, acts of bullying, cyber-bullying, discrimination,
3 harassment, hazing or any other victimization of students, based on any actual or perceived traits or
4 characteristics, are prohibited.¹

5 This policy shall be disseminated annually to all school staff, students, and parents. This policy shall cover
6 employees, employees' behaviors, students and students' behaviors while on school property, at any school-
7 sponsored activity, on school-provided equipment or transportation, or at any official school bus stop. If the
8 act takes place off school property or outside of a school-sponsored activity, this policy is in effect only if the
9 conduct is directed specifically at a student or students and has the effect of creating a hostile educational
0 environment or otherwise creating a substantial disruption to the education environment or learning process.

1 Building administrators are responsible for educating and training their respective staff and students as to the
2 definition and recognition of discrimination/harassment.

3 DEFINITIONS

4 Bullying is when someone repeatedly and on purpose says or does mean or hurtful things to another person
5 who has a hard time defending themselves.

6 Bullying/Intimidation/Harassment – can take the form of an act that substantially interferes with a student's
7 educational benefits, opportunities, or performance, and the act has the effect of:

- 8 • Physically harming a student or damaging a student's property;
- 9 • Knowingly placing a student or students in reasonable fear of physical harm to the
0 student or damage to the student's property;
- 1 • Causing emotional distress to a student or students; or
- 2 • Creating a hostile educational environment.

3 Bullying, intimidation, or harassment may also be unwelcome conduct based on a protected class (race,
4 nationality, origin, color, gender, age, disability, religion) that is severe, pervasive, or persistent and creates a
5 hostile environment.

6 Cyber-bullying - A form of bullying undertaken through the use of electronic devices. Electronic devices
7 include, but are not limited to, telephones, cellular phones or other wireless telecommunication devices, text
8 messaging, emails, social networking sites, instant messaging, videos, web sites or ~~fake~~ creating a false
9 profiles.

0 Hazing - An intentional or reckless act by a student or group of students that is directed against any other
1 student(s) that endangers the mental or physical health or safety of the student(s) or that induces or coerces a

RESPONSE AND PREVENTION

School administrators shall consider the nature and circumstances of the incident, the age of the violator, the degree of harm, previous incidences or patterns of behavior, or any other factors, as appropriate to properly respond to each situation.

A substantiated charge against an employee shall result in disciplinary action up to and including termination. A substantiated charge against a student may result in corrective or disciplinary action up to and including suspension/expulsion.

An employee disciplined for violation of this policy may appeal the decision by contacting a System Complaint Manager. Any student disciplined for violation of this policy may appeal the decision in accordance with disciplinary policies and procedures.

REPORTS

When a complaint is filed alleging a violation of this policy where there is physical harm or the threat of physical harm to a student or a student's property, the principal/designee of each school shall report the findings and any disciplinary actions taken to the Superintendent of Schools and the chair of the board of education and other members of the board of education if it is determined they have a need to know.

By July 1 of each year, the Superintendent of Schools/designee shall prepare a report of all of the bullying cases brought to the attention of school officials during the prior academic year. The report shall also indicate how the cases were resolved and/or the reasons they are still pending. This report shall be presented to the board of education at either its July or August meeting, and it shall be submitted to the state department of education by August 1.

The Superintendent of Schools shall develop forms and procedures to ensure compliance with the requirements of this policy and TCA 49-6-4503.

RETALIATION AND FALSE ACCUSATIONS

Retaliation against any person who reports or assists in any investigation of an act alleged in this policy is prohibited. The consequences and appropriate remedial action for a person who engages in retaliation shall be determined by the administrator after consideration of the nature, severity, and circumstances of the act.

False accusations accusing another person of having committed an act prohibited under this policy are prohibited. The consequences and appropriate remedial action for a person found to have falsely accused another may range from positive behavioral interventions up to and including suspension and expulsion.

Legal References:

- 1. TCA 49-6-4503
- 2. 20 USCS §§ 1681 to 1686
- 3. TCA 49-2-120
- 4. Public Acts of 2016, Chp. No. 783

Cross References:

- Appeals to and Appearances Before the Board 1.608 36
- Staff-Student Relations 5.610 37
- Student Complaints and Grievances 6.305 38
- Discipline Procedures 6.313 39
- 40
- 41

Johnson City Board of Education

Monitoring: Review Annually, in April	Student Concerns, Complaints and Grievances	Descriptor 6.305	Issued Date 4/4/2022
		Rescinds 6.305	Issued 4/5/2021

STUDENT CONCERNS AND COMPLAINTS

Decisions made by school personnel - such as ~~teacher assistants, teachers, or assistant principals, assistant principals, teachers, or teacher assistants~~ - which students believe are unfair or in violation of policies of the Board or individual school rules may be appealed orally or in writing to the school principal or a designated representative. To appeal, students or parents/guardians, must contact the principal's office in their school within two (2) days of the decision and provide their name, the issue and the reason for their appeal. The appeal will be investigated and a decision reached, preferably within five (5) school days, but no later than ten (10) school days.

If the principal does not make a decision within ten (10) school days or if the student or parent is unsatisfied with the decision of the principal, the student or parent may appeal by contacting the Superintendent of Schools or ~~his~~ their designee. The appeal may be made in writing or orally and shall include the student's name, the school and a description of the problem and shall be filed within five (5) days of receipt of the decision of the principal.

The Superintendent of Schools shall use due diligence in the investigation, and their decision shall be communicated to the school principal and student. A written copy of the decision also will be sent to the student and the principal.

Cross References:

Appeals To & Appearances Before the Board 1.404
Grievances & the Americans w/ Disabilities Act 1.802
Discrimination/Harassment of Students 6.304
Title IX & Sexual Harassment 6.3041

Johnson City Board of Education

Monitoring: Review Annually, in April	Drug-Free Schools	Descriptor 6.307	Issued Date 4/6/2015
		Rescinds 6.307	Issued 4/6/2009

In order to protect the rights of students, to safeguard the learning environment, and to contribute to a “Drug Free” community, the Board’s plan for dealing with alcohol and drugs¹ shall include the following:

1. Appropriate ways for handling alcohol/drug-related medical emergencies;
2. Guidelines for reporting alcohol/drug incidents and illegal activities;
3. Guidelines for referral of students who may have an alcohol/drug problem and/or are considered “high risk” to agencies and other sources of appropriate help;
4. Effective working relationships with appropriate community agencies, such as alcohol/drug service providers, law enforcement agencies and judicial officials;
5. Drug testing of students.

Through the use of state guidelines the Superintendent of Schools shall be responsible for:

1. Developing and implementing an appropriate curriculum on alcohol and drug education for students;
2. Providing adequate information and training for all staff personnel as appropriate to their responsibilities;
3. Implementing the relevant portions of the Drug-Free Youth Act²;
4. Developing administrative rules and guidelines for the school system to effectively respond to alcohol and drug situations that may occur at school or school-sponsored events; and
5. Providing notification to parents and students that compliance with this policy is mandatory.

It is a violation of the Student Code of Conduct for a student to consume, possess, use, sell, distribute or be under the influence of illegal drugs or alcoholic beverages in school buildings or on school grounds at any time, in school vehicles or buses, or at any school-sponsored activity, function or event whether on or off school grounds. This includes but is not limited to abuse of inhalants and prescription drugs.³

~~Disciplinary sanctions~~ **Discipline** will be imposed on students who violate standards of conduct required by this policy. Such ~~sanctions~~ **discipline** will be consistent with local, state and federal laws, up to and including suspension/expulsion as well as referral for prosecution.⁴ Completion of an appropriate rehabilitation program may also be recommended.

Information about drug and alcohol counseling and rehabilitation programs will be made available through the school office.

Use of alcohol/drugs is within the zero tolerance provision of TCA and is punishable by one (1) year’s expulsion unless otherwise modified by the Superintendent of Schools.⁴

Legal References:

1. TRR/MS 0520-1-3-.08(2)(d)
2. 20 USCA § 7116; 34 CFR § 86.200

Cross References:

- Drug-Free Workplace 1.804
Zero Tolerance Offenses 6.309

Johnson City Board of Education

Monitoring: Review Annually, in May	Use of the Internet	Descriptor 6.320	Issued Date 4/4/2020
		Rescinds 6.320	Issued 4/13/2020

The Board supports the reasonable access to various information formats and believes it incumbent upon students to use this privilege in an appropriate and reasonable manner.

Before any student is allowed use of the school system's Internet or intranet access, a written parental consent shall be signed by the parent for students in grades prek-2 and both parent and student in grades 3-12. The required permission/agreement form shall specify acceptable uses, rules of on-line behavior, access privileges and penalties for policy/procedural violations. The permission/agreement form shall be signed annually and shall be valid for the entire year unless written parental notice that consent is withdrawn is provided. Any student who accesses the district's computer system for any purpose agrees to be bound by the terms of that agreement, even if no signed written agreement is on file.

Prohibited and illegal activities include but are not limited to the following. ¹

1. Sending or displaying offensive or obscene messages or pictures
2. Using obscene language
3. Harassing, insulting, defaming, bullying or attacking others
4. Damaging computers, computer systems, or computer networks
5. Hacking or attempting unauthorized access to any computer or server
6. Violation of copyright laws
7. Trespassing in another's folders, work, or files
8. Using another's password or other identity (impersonation)
9. Use of the network for commercial purposes
10. Excessive buying or selling on the Internet
11. Using school or system computers for personal business
- 12. Creating a false identity**

Additionally, students shall not use school system technology for purposes prohibited by law or for accessing sexually explicit materials. The Board retains the right to regularly monitor the on-line activities conducted on school system technology.

E-MAIL

Users with network access shall not utilize school system resources to establish electronic mail accounts through third-party providers or any other nonstandard electronic mail system. All data including e-mail communications stored or transmitted on school system computers shall be monitored. Users have no expectation of privacy with regard to such data. E-mail correspondence may be a public record under the public record's law and may be subject to public inspection.²

Legal Reference:

1. TCA 39-14-602
2. TCA 10-7-512

Cross Reference:

- Use of Electronic Mail (e-mail) 1.805
Use of the Internet 4.406
Web Pages 4.407

Johnson City Board of Education

Monitoring: Review Annually, in May	Medicines	Descriptor 6.405	Issued Date 4/4/2022
		Rescinds 6.405	Issued 4/5/2021

If under exceptional circumstances a student is required to take non-prescription or prescription medication during school hours and the parent/guardian cannot be at school to administer the medication, **only** the principal/designee will assist in self-administration of the medication ~~if the student is competent to self-administer medicine with assistance~~ in compliance with the following guidelines.¹

Written instructions signed by the parent/guardian are required and shall include:

1. Child's name;
2. Name of medication;
3. Name of physician;
4. Time to be self-administered;
5. Dosage and directions for self-administration (non-prescription medicines shall have label directions);
6. Possible side effects, if known; **and**
7. Termination date for self-administration of the medication; **and**
8. **A statement certifying the student is competent to self-administer medication with assistance.**

Students with asthma shall be permitted to self-administer prescribed, metered dosage asthma-reliever inhalers if the additional information is provided by a parent/guardian:

1. Written statement from the prescribing health care practitioner that the student suffers from asthma and has been instructed in self-administration; and
2. Purpose of the medication.

The medication shall be delivered to the principal's office in person by the parent/guardian of the student unless the medication ~~shall be~~ **is** retained by the student for immediate self-administration.

The principal/designee will:

1. Inform appropriate school personnel of the medication to be self-administered;
2. Keep written instructions from the parent/guardian in the student's record;
3. Keep an accurate record of the self-administration of the medication;

Legal References

1. TCA 49-50-1602 *et seq.*; TRR/MS 0520-01-13-.03
2. TCA 49-50-1602(d)(7)
3. State Board of Education Policy 4.205; TRR/MS 0800-01-10
4. TCA 49-50-1601
5. TRR/MS 0520-01-13; State Board of Education Policy 4.205

Cross References

- Promoting Student Welfare 6.400
Emergency Allergy Response Plan 6.412

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Johnson City Board of Education

Monitoring: Review Annually, in May	Supervision of Students	Descriptor 6.408	Issued Date 4/5/2021
		Rescinds 6.408	Issued 5/7/2018

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Students enrolled in in-person learning will be under the supervision of school personnel, either certificated or noncertificated,¹ at all times, including play periods and lunch periods, during the school day. During extracurricular activities, students will be under the supervision of school personnel. A volunteer may be utilized during extracurricular activities in the absence of school personnel, provided such volunteer has signed a confidentiality agreement and undergone a background search as required by law, satisfactory to ~~the Board~~ and subsequently approved by the Board.

The principal shall assign students to school personnel and ensure proper supervision.

Legal Reference:

1. TCA 49-2-303(b)(10)(A)

Johnson City Board of Education

Monitoring: Review Annually, in May	Prevention and Treatment of Sports Related Concussions	Descriptor 6.413	Issued Date 4/4/2022
		Rescinds	Issued 4/14/2014

The Board recognizes that concussions can be a serious health issue and should be treated as such.

The Board adopts the guidelines and other pertinent information and forms developed by the Tennessee Department of Health to inform and educate coaches, school administrators, student athletes, and parent(s)/guardian(s) of the nature, risk and symptoms of concussions and head injuries. These guidelines and materials may be viewed on the Department of Health's website and shall be made available to interested parties through the Superintendent's Office.

This policy shall govern all activities and those individuals involved in those activities which constitute an organized athletic game or competition against another team or in practice or preparation for an organized game or competition. It does not govern those activities or individuals involved in those activities which are entered into for instructional purposes only or those that are incidental to a nonathletic program or lesson.

REQUIRED TRAINING ¹

The Superintendent of Schools shall ensure that each school's athletic director and coaches, employed or volunteer, annually complete the *Concussion in Sports - What You Need to Know* online course. This course may be accessed online at www.nfhslearn.com.

Prior to the annual initiation of practice or competition, the following persons must review and sign a concussion and head injury information sheet approved by the Tennessee Department of Health: the Superintendent of Schools, licensed healthcare professionals (if appointed), each school athletic director, and each coach, whether employed or volunteer.

In addition, prior to the annual initiation of practice or competition, all student athletes and their parent(s)/guardian(s) shall review the concussion and head injury information sheet approved by the Tennessee Department of Health. A form confirming this review shall be signed and returned by the student athlete, if the athlete is eighteen (18) years of age or older; or by the student athlete's parent (s)/guardian(s), for athletes younger than eighteen (18) years of age.

All documentation of the completion of a concussion recognition and head injury safety education course program and signed concussion and head injury information sheets shall be maintained by the Superintendent of Schools or ~~his~~ their designee for a period of three (3) years.

REMOVAL FROM ATHLETICS ¹

Any student athlete who shows signs, symptoms and/or behaviors consistent with a concussion during an athletic activity or competition shall be immediately removed for evaluation by a licensed healthcare professional, if available, and if not, by the coach or other designated individuals.

No student athlete who has been removed from an athletic activity or competition due to a concussion or suspected concussion shall be allowed to return to any supervised team activities involving physical exertion, including games, competitions, or practices, until the student athlete has been evaluated by and received

Johnson City Board of Education

Monitoring: Review Annually, in May	Student Organizations	Descriptor 6.702	Issued Date 4/4/2022
		Rescinds 6.702	Issued 3/1/2010

1 Student organizations are an extension of the academic curriculum and are intended to complement the
2 basic instructional program.

3
4 The principal, in cooperation with the faculty and student body representatives, shall approve all
5 organizations within the school.

6
7 One or more staff members will serve as sponsors of each organization and will attend all meetings and
8 events. A volunteer may be utilized during the organization's activities in lieu of one or more staff members
9 provided such volunteer has **signed a confidentiality agreement**, undergone a background search
0 satisfactory to the Board and has been subsequently approved by the Superintendent/Designee. Each sponsor
1 will evaluate his organization annually and make recommendations concerning changes, continuance, or
2 deletion from the school's activity program.

3
4 An approved copy of the aims, objectives, and constitution or bylaws for each organization will be kept on file
5 in the principal's office.

6
7 The Superintendent of Schools shall approve all requirements imposed by organizations which have restricted
8 membership.

9
0 The nature of any initiation shall be outlined and presented in writing to the organization sponsor and the
1 principal of the school for approval prior to the actual initiation. Hazing by students acting alone or with
2 others is strictly prohibited. Any organization which permits an initiation to go beyond the scope of activities
3 planned and previously approved will be suspended until reinstated by the principal.¹

4
5 Sororities, fraternities, and all secret organizations are prohibited.

6
7 School groups, either continuing or ad hoc, are not permitted to use the school name in participating in public
8 demonstrations or other activities outside the school unless prior written permission has been granted by the
9 principal or his designated representative. In case of violation, appropriate action will be taken when in the
0 judgment of the Superintendent of Schools circumstances warrant.

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Legal Reference:
1. TCA 49-2-120; TCA 49-6-3401

Cross Reference:
Extracurricular Activities 4.300
**Student Harassment, Bullying, Cyber-bullying,
and Intimidation 6.304**

Johnson City Board of Education

Monitoring: Review Annually, in May	Student Social Events	Descriptor 6.705	Issued Date 3/1/2010
		Rescinds 6.705	Issued 6/3/2002

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Events which enhance social development may be conducted by schools but **must not interfere with the scholastic academic** program in any school.

Student organizations may sponsor social events which are planned under the guidance of club sponsors or school administrators, scheduled well in advance, and serve to complement the educational program. Minimal admission fees may be charged to defray costs.

School sponsored social events scheduled for out-of-school hours shall be approved by the principal.

Annual school proms have board approval provided that adequate supervision is secured.

Cross Reference:

Student Fees and Fines 6.709

Johnson City Board of Education

Monitoring: Review Annually, in April	Student Alcohol and Drug Testing	Descriptor 6.3071	Issued Date 4/4/2022
		Rescinds 6.3071	Issued 4/5/2016

1 Students will be notified in writing at the beginning of each school year or at the time of enrollment that they
2 are subject to testing for drugs and alcohol during the school year.¹ Principals are authorized to order drug
3 tests for individual students when there is a reasonable cause to believe that:

- 4 1. The school board policy on alcohol and drug use has been violated;
- 5 2. A search of lockers, vehicles, persons, and/or containers will produce evidence of the presence of
6 drugs and/or alcohol;
- 7 3. Through observation or other reasonable information reported by a teacher, staff member or other
8 student that a student is using drugs and/or alcohol on school property.

9 Upon receiving reasonable information, the principal shall take the following steps:

- 1 1. Call the student into the principal's office or another private place;
- 2 2. Summon an appropriate witness to the proceeding and to assist in furtherance of the proceeding;
- 3 3. Inform the student of the information available to them which is the basis for the determination that
4 a test is necessary;
- 5 4. Inform the student of the procedures which are followed in administering the test;
- 6 5. Give the student an opportunity to decline the test and inform the student that if the test is not taken
7 the penalty is suspension from school;
- 8 6. Notify the parent or guardian of the student of the impending test.

9 The appropriate witness shall take the student to a designated place ~~and collect~~ where a specimen will be
0 collected from the student. The specimen shall be ~~taken~~ collected in a manner which will protect the privacy
1 rights of the students and which will assure that the integrity of the specimen itself is not compromised.

2 The type of specimen taken shall depend on the substance in question and the test performed on the specimen
3 shall be appropriate for accurate detection of the substance in question. Once taken, the specimen shall be
4 given an identifying number which in no way will reveal the identity of the student.

5 The specimen shall be forwarded for analysis to a laboratory accredited by the Tennessee Department of
6 Health and Environment and designated by the Board.

Johnson City Board of Education

Monitoring: Review: Annually, in September	Descriptor Term: Surplus Property Sales	Descriptor Code: 2.403	Issued Date: 04/04/22
		Rescinds: 2.403	Issued: 12/09/19

1 The Superintendent of Schools shall prepare a list of unusable items for Board approval.¹ The list shall
2 contain the following information: name of item, date of purchase, and reason for disposal.

3 All unusable items shall be sold to the highest bidder after advertising in a newspaper of general
4 circulation at least seven (7) days prior to the sale. Additional forms of advertising may also be
5 utilized.

6 Surplus property which has no value or has a value of less than five hundred dollars (\$500) may be
7 disposed of without the necessity of bids. In order for such disposal without bids, the Superintendent of
8 Schools and the Board Chair shall agree in written form that the property is of no value or is of less value
9 than five hundred dollars (\$500).²

10 If reasonable attempts to dispose of surplus properties fail to produce monetary return to the district, the
11 Board shall approve other methods of disposal.³

12 Surplus equipment will be auctioned off by the district at the end of the school year. The Board shall
13 approve all surplus equipment prior to the materials being disposed of at the end of the school year.

14 **DISPOSITION OF EQUIPMENT PURCHASED WITH FEDERAL DOLLARS⁴**

15 When equipment that was purchased with federal dollars is no longer needed for the original project or
16 program or for other activities currently or previously supported by a federal agency, disposition of the
17 equipment shall be made as follows:

- 18 1. Items of equipment with a current per-unit fair market value of less than \$5,000 may be
19 retained, sold, or otherwise disposed of with no further obligation to the awarding agency; or
20
- 21 2. Items of equipment with a current per unit fair market value in excess of \$5,000 may be retained
22 or sold, and the awarding agency shall have a right to an amount calculated by multiplying the
23 current market value or proceeds from sale by the awarding agency's share of the equipment.
24

Legal References

1. TCA 49-6-2006(b)(3); TCA 49-6-2208
2. TCA 49-6-2007; Public Acts of 2019, Chapter No. 413
3. TCA 12-2-403(a)
4. 2 CFR § 200.313

Cross References

- Duties of Officers 1.201
Inventories 2.702
Textbooks 4.401

Johnson City Board of Education

Monitoring: Review: Annually, in September	Descriptor Term: Fundraising Activities	Descriptor Code: 2.6011	Issued Date: 12/09/19
		Rescinds:	Issued:

1 *General*

2 The following guidelines shall be followed:¹

- 3 1. Fundraising activities shall be authorized by the Board and shall be for the purpose of
4 supplementing funds for established school programs and not for replacing funds which are the
5 responsibility of the Board.
- 6 2. Fundraising companies and other salespersons shall obtain permission in writing from the
7 Superintendent of Schools' office in order to visit the schools.
- 8 3. Any commission payable by companies shall be paid in the form of reduced prices to the
9 students or paid into the activity fund of the school for use by the school. No school employee
10 shall personally benefit from any fundraising activity.
- 11 4. The principal shall obtain written approval from the Superintendent of Schools/designee for all
12 fundraising activities, including online fundraising activities, which involve the participation of
13 the general student population in the marketing process of the fundraising effort. All other
14 fundraising activities, including online fundraising activities, shall have written approval from
15 the principal and comply with all administrative procedures issued by the Superintendent of
16 Schools. The authorization request shall contain the following information:²
- 17 a. A list of the proposed fundraising activities;
- 18 b. Purpose of the fundraising activity;
- 19 c. Proposed uses of funds raised;
- 20 d. Expected student involvement in fundraising activity (school-wide, individual class, or
21 club); and
- 22 e. Margin of profit and how it is to be paid to the school.
- 23 5. The Superintendent of Schools shall determine whether or not the activity will benefit the
24 school, contribute to the welfare of the student body, and supplement, not replace, funds
25 necessary to fulfill the Board's required contributions.
- 26 6. Students shall not be excused from a regular class to participate in a fundraising activity. No
27 grade in a subject or course shall be affected by a student's participation in a fundraising
28 activity.

- 1 shall ensure that the procedures are consistent with board policy and state law and disseminate them to
- 2 all employees.

Legal References

1. *Tennessee Internal School Uniform Accounting Policy Manual*, Section 4-30, 4-31
2. *Tennessee Internal School Uniform Accounting Policy Manual*, Section 4-32
3. ~~Tenn. Op. Att'y Gen. No. 03-049 (Apr. 22, 2003)~~
TCA § 3-17-106 et. seq.
4. Public Acts of 2019, Chapter No. 134

Cross References

Revenues 2.400
School Support Organization 2.404
Audits 2.703
Vendor Relations 2.809
Student Activity Funds Management 2.900
Staff Gifts and Solicitations 5.605

