

Johnson City Board of Education Special Meeting
November 6, 2023 5:00 PM
Central Office

1. CALL TO ORDER AND PURPOSE OF MEETING

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

- 1.A.1. 1.100 - School District-School Board Legal Status and Authority
- 1.A.2. 1.102 - Board Members Legal Status
- 1.A.3. 1.106 - Boardmanship Code of Conduct
- 1.A.4. 1.108 - Nepotism
- 1.A.5. 1.200 - Method of Election of Officers
- 1.A.6. 1.201 - Duties of Officers
- 1.A.7. 1.203 - New Member Orientation
- 1.A.8. 1.300 - Board Committees
- 1.A.9. 1.301 - Executive Committee
- 1.A.10. 1.400 - School Board Meetings
- 1.A.11. 1.402 - Notification of Meetings
- 1.A.12. 1.403 - Agendas
- 1.A.13. 1.404 - Appearances Before the Board
- 1.A.14. 1.405 - Rules of Order
- 1.A.15. 1.406 - Minutes
- 1.A.16. 1.407 - School Board Records

- 1.A.17. 1.500 - Board-Community Relations
- 1.A.18. 1.502 - Board Meeting News Coverage
- 1.A.19. 1.503 - News Releases, News Conferences and Interviews
- 1.A.20. 1.800 - School Calendar
- 1.A.21. 1.802 - Grievance Procedures for Qualified Individuals with Disabilities
- 1.A.22. 1.803 - Tobacco-Free Schools
- 1.A.23. 1.806 - Advertising and Distribution of Materials in the Schools
- 1.A.24. 1.1061 - Code of Ethics
- 1.A.25. 1.8011 - Emergency Closings
- 1.A.26. 3.200 - Buildings and Grounds Management
- 1.A.27. 3.202 - Emergency Preparedness Plan
- 1.A.28. 3.204 - Threat Assessment Team
- 1.A.29. 3.205 - Security
- 1.A.30. 3.207 - Facility Expansion - Goals
- 1.A.31. 3.208 - Long Range Facilities Planning
- 1.A.32. 3.210 - Naming New Schools/Facilities
- 1.A.33. 3.216 - Retirement of Facilities
- 1.A.34. 3.300 - Furniture, Equipment and Supplies Management
- 1.A.35. 3.304 - Automated External Defibrillator (AED)
- 1.A.36. 3.400 - Student Transportation Management
- 1.A.37. 3.401 - Transportation Scheduling and Routing
- 1.A.38. 3.403 - Traffic and Parking Controls

- 1.A.39. 3.404 - Private Vehicles
- 1.A.40. 3.2001 - Energy Conservation
- 1.A.41. 4.204 - Summer School
- 1.A.42. 4.300 - Extracurricular Activities
- 1.A.43. 6.700 - Student Activities
- 1.A.44. 1.900 - Charter School Authorizing Principles
- 1.A.45. 4.204 - Summer School
- 1.A.46. 4.212 - Work Based Learning Program
- 1.A.47. 4.501 - School Volunteers

2. ADJOURNMENT

Johnson City Board of Education

Monitoring: Review Annually, in September	School District-School Board Legal Status and Authority	Descriptor 1.100	Issue Date 1/3/2022
		Rescinds 1.100	Issued 7/1/2000

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The legal basis for education in Tennessee is expressed in the state Constitution and state statutes, as interpreted by the courts. Boards are instruments of the state, and members of the Board are state officers representing local citizens and the state in the management of the public schools.¹

The governing body shall be the Board of Education, serving residents within the boundaries of the school system and non-residents under conditions specified by state law and the Board.²

All powers of the Board lie in its action as a group; therefore, individual board members exercise their authority over school system affairs only as they vote to take action at an official meeting of the Board.

In other instances, an individual board member, including the chairman, shall have power only when specified by state law or when the Board, by vote, has delegated authority to them.

Legal References:

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

Johnson City Board of Education

Monitoring: Review Annually, in September	Board Members Legal Status	Descriptor 1.102	Issue Date 11/7/2022
		Rescinds 1.102	Issued 1/3/2022

1 The legal status of board members shall be as follows:¹

2 **NUMBER**

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

6 **QUALIFICATIONS**

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9 Members of the Board shall be **and must remain** residents of the City of Johnson City and shall be citizens of
10 recognized integrity, intelligence, and ability to administer the duties of the office.² To qualify as a candidate,
11 an individual must show proof of: ~~graduation from high school or receipt of a G.E.D. No member of the~~
12 ~~city or county legislative body nor any other city or county governmental official shall be eligible for~~
13 ~~election as a member of the city or county Board of Education.~~³

- 14
15 **1. Graduation from high school or receipt of a high school equivalency credential approved by the**
16 **State Board of Education;² and**
17 **2. Being a qualified voter and resident in the city for one year prior to the qualifying deadline for**
18 **running as a candidate.²**

19 **TERMS OF OFFICE**

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22 Members of the Board shall serve a term consisting of four (4) years.¹

23 **VACANCIES**

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26 Vacancies shall be declared to exist on account of death, resignation, ceasing to be a resident of the city,⁵ or
27 through due process proceedings.⁴

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29 When a vacancy occurs, the Board of Education shall have the power to make an appointment for the
30 unexpired term.⁵ If the Board elects to make an appointment, the Board shall take applications from interested
31 and qualified citizens. The Board will, at the next regular scheduled Board meeting following the deadline
32 for submitting applications, vote on the appointment. Such appointment shall continue until the next regular
33 election.⁶

34 35 36 37 38 **Legal References:**

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40 1. TCA 49-2-201
41 2. TCA 49-2-202(a)(1)
42 3. TCA 49-2-202(a)(2)
43 4. TCA 8-47-101
44 5. TCA 49-2-202(e); TCA 8-48-101(3)

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6. Tennessee Constitution, Article VII, Section 2

Johnson City Board of Education

Monitoring: Review Annually, in September	Boardmanship Code of Conduct	Descriptor 1.106	Issue Date 11/7/2022
		Rescinds 1.106	Issued 12/9/2019

The Board adopts this Code of Ethics as recommended by the Tennessee School Boards Association and the State of Tennessee as a guide to its members as they provide educational leadership for the youth of our state. The Board further agrees that ethical issues regarding the Board or its members may be referred to the TSBA Ethics Advisory Council.

ARTICLE I. MY RELATIONS TO THE CHILDREN

- Section 1. I will at all times think in terms of “children first,” always determining other important things according to how they affect education and training of children.
- Section 2. I will seek to provide equal educational opportunities for all children regardless of ability, race, color, sex, gender, creed or location of residence.

ARTICLE II. MY RELATIONS TO MY COMMUNITY

- Section 1. I will endeavor to appraise fairly both the present and future educational needs of the community and to support improvements as finances permit.
- Section 2. I will represent at all times the entire school community and refuse to represent special interests or partisan politics.
- Section 3. I will endeavor to keep the community informed about the progress and needs of the schools.

ARTICLE III. MY RELATIONS TO TEACHERS AND PERSONNEL

- Section 1. I will support the employment of those persons best qualified to serve as employees and will insist on a regular and impartial evaluation of all staff.
- Section 2. I will support and protect personnel in performance of their duties.
- Section 3. I will not criticize employees publicly but will make such criticism to the Superintendent of Schools for investigation and action if necessary.

ARTICLE IV. MY RELATIONS WITH OTHER BOARD MEMBERS

- Section 1. I will recognize that authority rests only with the Board in official meetings and that the individual member has no legal status as a board member outside of such meetings.
- Section 2. I will refuse to make promises as to how I will vote on a matter which should

properly come before the Board as a whole.

Section 3. I will make decisions only after full discussion of matters at a Board meeting.

Section 4. I will respect the opinion of other members and will accept the principle of "majority rule."

ARTICLE V. MY RELATIONS WITH THE SUPERINTENDENT OF SCHOOLS

Section 1. I will support full administrative authority as well as responsibility for the Superintendent of Schools to properly discharge all professional duties.

Section 2. I will support Superintendent of Schools' accountability for working and requiring staff to work within the framework of policies set by the Board.

Section 3. I will refer all complaints and concerns to the Superintendent of Schools.

ARTICLE VI. MY RELATIONS TO MYSELF

Section 1. I will inform myself about my duties and responsibilities and current educational issues by individual study and through participation in programs providing needed information, such as those sponsored by my state and national school boards associations.

Section 2. I will avoid being placed in a position of conflict of interest, and will refrain from using my board position for personal or partisan gain.

CONTRACT AGREEMENT

As members of the Johnson City Board of Education, we also commit ourselves collectively and individually to uphold the following contract, which is to be renewed after each Board of Education election of officers:

1. To abide by the code of ethics of the Tennessee School Boards Association.
2. To strive sincerely to build better relationships with one another and with the Superintendent of Schools.
3. To vote on individual convictions and do what we can to prevent or destroy fractionalism on the Board.
4. To refuse to become involved in micromanagement.
5. To emphasize planning, policy making, and public relations rather than becoming involved in management of the schools.
6. To prepare ourselves carefully before each board meeting so that when we have the floor, we can make comments that are concise, organized, and clear.
7. To listen carefully and with courtesy when other people have the floor and are speaking during board meetings.

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8. To set clear goals for the Superintendent of Schools.
 9. To support the Superintendent of Schools and to help them be as effective as possible as long as they are the Superintendent.
 10. To establish goals for our school district and to make sure the community is aware of those goals.

If any board member feels that another board member has violated any provision of this agreement, that board member shall personally talk with the offending board member in an attempt to resolve the issue. If the attempt fails, the board member who feels that another board member has violated this agreement shall bring the matter to the attention of the entire board. Any grievances that arise should be dealt with at the earliest possible practical opportunity.

Cross References

Code of Ethics 1.1061

Board Member Conflict of Interest 1.107

Johnson City Board of Education

Monitoring: Review Annually, in September	Nepotism	Descriptor 1.108	Issue Date 12/7/2020
		Rescinds 1.108	Issued 12/9/2019

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Whenever a person is considered by the Superintendent of schools for initial employment in the system and that person is related to a member of the Board, the Superintendent of schools, an administrator in the system, a city or county commissioner, or any appointed or elected city or county official, the relationship shall be made known to the Board prior to the employment of such person.¹

If a member of the Board has a relative who is an employee in the system, prior to voting on any matter of business that may have an effect upon the employment of the relative, the member shall declare such relationship. In making such a declaration, the member shall certify that their vote on the pending matter will be in the best interest of the school system.¹

No employee will be under the supervision of a member of ~~his~~ their immediate family. Supervision is defined as having direct responsibility for evaluation.

This policy shall not apply to any person within such relationship or relationships who has been regularly employed by the Board prior to the inception of the relationship, the adoption of this policy, or a board member's election.

For purposes of this policy, the terms “related to” and "relative" include the following relationships: spouse, parent, parent-in-law, child, son-in-law, daughter-in-law, grandparent, grandchild, brother, sister, uncle, aunt, nephew, niece, or any person who resides in the same household. Step relationships shall be included in the definitions of “related to” and “relative”.

Legal References

1. TCA 49-2-202(a)(3)

Cross References

Assignment/Transfer of Personnel 5.115

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Johnson City Board of Education

Monitoring: Review Annually, in September	Method of Election of Officers	Descriptor 1.200	Issue Date 3/4/2019
		Rescinds 1.200	Issued 2/7/2017

1 The Board shall hold election for officers at its first regular meeting in December. At such meetings the Board
2 shall organize by electing a **chair chairman**,¹ a vice **chair chairman** and a secretary to serve one-year terms
3 or until a successor is named or they are no longer members of the Board. Each board officer shall be eligible
4 for re-election. Any member may vote in the election of officers.
5

6 Voting shall be for each individual office; slates of officers shall not be permitted.

7 If no officer of the Board is serving at the time of the organizational meeting, the Superintendent shall call the
8 meeting to order and preside until a **chair chairman** is elected as the first order of business.
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10 If the office of **chair chairman** is vacated prior to the expiration of the annual term, the vice **chair chairman**
11 shall assume all responsibilities of the **chair chairman** until a new **chair chairman** is elected.
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32 Legal Reference:

33 1. TCA 49-2-202(c)(2)
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Johnson City Board of Education

Monitoring: Review Annually, in September	Duties of Officers	Descriptor 1.201	Issue Date 1/3/2022
		Rescinds 1.201	Issued 12/09/2019

CHAIRMAN

The ~~chairman~~ of the Board shall have the following duties:

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

VICE CHAIRMAN

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

SECRETARY

The secretary shall conduct all correspondence of the Board, keep and preserve all of its records, receive all reports acquired by the Board, and see that such reports are in proper form⁶.

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

CHAIRMAN PRO TEM

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

Legal References:

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

Cross References:

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

Johnson City Board of Education

Monitoring: Review Annually, in September	New Member Orientation	Descriptor 1.203	Issue Date 3/5/2019
		Rescinds 1.203	Issued 10/6/2008

1 The Board considers board member development to be an ongoing process for all Board members and a
2 vital responsibility for effective Board membership.

3
4 Board members are responsible for becoming knowledgeable about the operations and functions of the
5 school system. This should be achieved through attendance at board meetings, participation in orientation/
6 training sessions conducted by the Tennessee School Boards Association (TSBA), and study of the Policy
7 Manual of the Board of Education and applicable law and regulations.

8
9 It shall be the responsibility of the Superintendent of Schools to provide to each new Board member access to
10 the Board's Policy Manual and any other materials, which in the opinion of the Superintendent, will acquaint
11 the new member with the operation of the school system and board service.

12
13 An orientation for new Board members shall be conducted no later than thirty (30) days after new Board
14 members take office. The chairman of the board and the Superintendent of Schools shall arrange and plan for
15 such an orientation which may include a mentoring program.
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Johnson City Board of Education

Monitoring: Review Annually, in September	Board Committees	Descriptor 1.300	Issue Date 12/7/2020
		Rescinds 1.300	Issued 12/9/2019

The Board may operate without standing committees, except for the Executive Committee. The Chairman of the Board and the Superintendent of Schools constitute the Executive Committee of the Board of Education.¹ Special committees, such as the Policy, Finance, Facilities and Superintendent Compensation Committee, shall be composed of Board members as may be appointed by the chairman at the direction of the Board and as the needs of the Board shall require.² Such committees shall be discharged when the work is finished or earlier by a majority vote of the entire Board. All reports by special committees shall be made directly to the Board.

1. A special committee serving in an advisory capacity shall ordinarily consist of less than a quorum of board members;
2. The committee will be advisory only;
3. Parameters of the work of the committee must be approved in advance by the entire Board;
4. A committee shall serve no longer than the annual organization meeting of the Board unless reappointed to finish a designated task; and
5. Committee meetings shall be held in accordance with the Open Meetings law.³

Anyone desiring to address a committee must notify the chairman prior to the day of the meeting and indicate the topic to be addressed. **Only topics on the agenda may be addressed at the meeting.** Each topic addressed will be limited to five minutes except with the consent of the committee for an extension to the time. The chairman may defer public participation to a future meeting in order to effect an efficient schedule as long as no recommendation on the topic of interest will be made before an opportunity to participate is provided.

Legal References:

1. TCA 49-2-206
2. TCA 49-2-205(2)
3. TCA 8-44-102(b)

Cross References:

- School Board Meetings 1.400
Public Hearings 1.401

Johnson City Board of Education

Monitoring: Review Annually, in September	Executive Committee	Descriptor 1.301	Issue Date 7/01/2000
		Rescinds	Issued

The ~~eChairman~~ of the Board and the Superintendent of Schools shall constitute the executive committee of the Board, with the ~~eChairman~~ of the Board serving as the chairman of the executive committee.¹ The duties shall be:

1. To prepare an agenda for each meeting of the Board;
2. To prepare the annual budget on forms furnished by the Commissioner of Education, to be submitted to the Board for its approval;²
3. To meet at the office of the Superintendent of Schools as often as necessary to perform the duties required;
4. To advertise for bids and let contracts authorized by the Board;
5. To serve as the purchasing agent for the Board;
6. To examine all accounts authorized by the Board and ensure that the approved budget is not exceeded;
7. To submit for approval at each regular meeting of the Board a full report of all business transacted since the last regular meeting; and
8. To transact any other business assigned to the committee by the Board.¹

Legal References:

1. TCA 49-2-206; TCA 49-2-205(3)
2. TCA 49-2-203(a)(11)

Cross References:

- Duties of Officers 1.201
- Annual Operating Budget 2.200
- Purchasing 2.805
- Bids and Quotations 2.806
- Duties of the Superintendent of Schools 5.802

Johnson City Board of Education

Monitoring: Review Annually, in September	School Board Meetings	Descriptor 1.400	Issue Date 11/7/2022
		Rescinds 1.400	Issued 12/7/2020

1 The Board will transact all business at official meetings which may be either regular or special.

2
3 Every meeting of the board shall be open to the public, except for those meetings in which the law
4 allows closed sessions.¹ Open meetings will be physically accessible to all students, employees, and
5 interested citizens.²

6
7 The Board may restrict the recording of Board meetings via camera, camcorder or other photographic
8 equipment when such recording creates a threat to public safety and welfare or impedes the conducting
9 of efficient and orderly public meetings.³

10 11 **REGULAR MEETINGS**

12
13 Regular meetings of the Board shall be held on the first Monday of the month at 6:00 p.m. in the
14 Columbus Powell Building (Central Office) or at another location as announced.

15
16 In instances when any regular meeting date falls on a legal holiday or in other special circumstances,
17 the meeting shall be held on the following day or rescheduled by the Superintendent of Schools and the
18 chair~~man~~. If rescheduled, adequate public notice of such meetings must be given.

19 20 **SPECIAL MEETINGS**

21
22 The Board shall hold special meetings as necessary to transact the business of the Board. Such
23 meetings shall be called by the chair~~man~~ or Superintendent of Schools whenever the interests of the
24 schools require it, or when requested to do so by a majority of the Board.⁴

25
26 Only business related to the call of the meeting, and details related to agenda items shall be discussed
27 or transacted by the Board at a special meeting. A written copy of the notice shall be placed on file in
28 the Superintendent of Schools' office.

29 30 **ELECTRONIC ATTENDANCE**⁵

31
32 Absent Board members may attend a regular or special meeting by electronic means **for certain**
33 **qualifying reasons**. ~~if the member is absent because of work, a family emergency, or the~~
34 ~~member's military service. If a board member is absent due to military service, he/she may~~
35 ~~participate electronically as often as he/she is able to do so. However, a board member may not~~
36 ~~participate electronically more than two (2) times per year for absences due to work and/or~~
37 ~~family emergencies.~~
38

General Requirements

The following requirements apply to all electronic attendance, regardless of the reason for the member's absence:

1. A quorum of the Board must be physically present at the meeting in order for any member to attend electronically;
2. Any **Board** member wishing to participate electronically must do so using technology which allows the Chair~~man~~ to visually identify the member;
3. The responsibility for the connection lies with the **Board** member wishing to participate electronically. No more than three (3) attempts to connect shall be made, unless the Board chooses to make additional attempts.

Work Related Absence

A Board member may attend a meeting by electronic means if out of the county due to work; however, they may only participate electronically two (2) times per year for this reason. The Board member shall give the Chair and Director of Schools at least five (5) days' notice prior to the meeting of the Board member's intention to participate electronically.

~~The following requirements apply to electronic attendance due to a work related absence:~~

- ~~1. The Board member must be absent from the county due to work.~~
- ~~2. The member wishing to participate must give the Chair and Superintendent at least five (5) days notice prior to the meeting of the member's desire to participate electronically~~

Sickness or Period of Convalescence

A Board member may attend a meeting by electronic means if sick or in a period of convalescence on the advice of a healthcare professional; however, they may only participate electronically three (3) times per year for this reason.

Inclement Weather or Natural Disaster

A Board member may attend a meeting by electronic means due to inclement weather or natural disaster if the schools in the school district are closed; however, they may only participate electronically three (3) times per year for this reason.

Family Emergency

A Board member may attend a meeting by electronic means if there is a family emergency that prevents them from attending in person. The absence shall be due to the hospitalization of the Board member or the death or hospitalization of the member's spouse, father, mother, son,

1 **daughter, brother, sister, son-in-law, daughter-in-law, stepson, stepdaughter, father-in-law,**
 2 **mother-in-law, brother-in-law, or sister-in-law. The Board member may only participate**
 3 **electronically two (2) times per year for this reason.**

4
 5 ~~The following requirement applies to electronic attendance due to a family emergency:~~

6
 7 ~~The member must be absent due to the hospitalization of the member or the death or~~
 8 ~~hospitalization of the member's spouse, partner, father, mother, son, daughter, brother,~~
 9 ~~sister, son-in-law, daughter-in-law, step-son, step-daughter, father-in-law, mother-in-law,~~
 10 ~~brother-in-law, or sister-in-law.~~

11 **Military Service**

12 **A Board member may attend a meeting by electronic means if out of the county due to military service.**
 13 **The Board member may participate electronically as often as they are able to do so.**

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 Legal References:

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 18 1. TCA 8-44-102 49-6-804(b)
 19 2. 28 CFR § 36.201(a); 36.202
 20 3. Tenn. Att'y Gen. Op. No. 95-126
 21 4. TCA 49-2-202(c)(1)
 22 5. TCA 49-2-203(c), Public Acts of 2023, Chpt
 23 No. 350

Cross References:

School Board Legal Status and Authority 1.100
 Public Hearings 1.401
 Grievances & the Americans with Disabilities Act

Johnson City Board of Education

Monitoring: Review Annually, in September	Notification of Meetings	Descriptor 1.402	Issue Date 12/7/2020
		Rescinds 1.402	Issued 1/4/2016

1 Adequate notice of meetings¹ in the case of regular meetings shall consist of the approval of a schedule of all
 2 regular meetings for the Board for a year and subsequent posting of this list in the Board/Superintendent of
 3 schools' office, **each school and on the school system's website**. The schedule shall also be sent to the
 4 president of any local education association,² the president of the PTA Council and to the local news media for
 5 periodic announcement. No other notice of regular meetings shall be necessary beyond those stated and the
 6 holding of the particular regular meetings at the appointed times, if the date and time of the next regular
 7 meeting was announced at the last held board meeting.

8
 9 In the case of special board meetings, notice shall be posted in the same locations with notice sent to the local
 10 news media and the president of the local education association, as in the case of regular meetings, at least two
 11 (2) days prior to the meeting.

12
 13 The only exception permitted is in case of emergency, defined for this policy as “a sudden, generally
 14 unexpected occurrence or set of circumstances demanding immediate action.” In such exceptions, notice shall
 15 be given to all appropriate parties as is practical.
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17 **Notice of all meetings with actionable items on the agenda, with the exception of teacher disciplinary**
 18 **hearings, shall include information on how community members can participate in the public comment**
 19 **portion of the board meeting.**³

20
 21 **Notice of intent to extend the contract of the Superintendent of Schools will be given at least fifteen (15)**
 22 **calendar days prior to the scheduled meeting at which action will be taken.**⁴

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 24 All notices of special board meetings shall state the time, place and purpose of the meeting.
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 34 Legal References:
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 36 1. TCA 8-44-103
 37 2. TCA 49-2-202(c)(1)
 38 3. **Public Acts of 2023, Chapter No. 300**
 39 4. **TCA 49-2-203 (a)(14)(C)**
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Cross References
School Board Meetings 1.400

Johnson City Board of Education

Monitoring: Review Annually, in September	Agendas	Descriptor 1.403	Issue Date 1/3/2022
		Rescinds 1.403	Issued 7/1/2000

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

5
6 For a regular board meeting, the agenda (which shall include the consent agenda), together with supporting
7 materials, shall be distributed to board members at least four (4) days prior to the scheduled date of the
8 meeting. The agenda shall be available for public inspection and/or distribution when it is distributed to the
9 board members. At the beginning of each meeting the Board shall, by a majority vote, approve the agenda for
10 the meeting, which may involve the addition to or deletion of items previously included on the agenda. The
11 Board, however, shall not revise board policies or adopt new ones, unless such action has been scheduled.

12
13 Staff members or citizens of the district may suggest items for the agenda.

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

19 20 **CONSENT AGENDA**

21
22 While developing the agenda, the Chairman and Superintendent of Schools shall identify routine or non-
23 controversial items to be placed on the consent agenda, which shall become a part of the regular agenda. If
24 any member objects to including an item on the consent agenda, that item shall be moved to the regular
25 agenda as an action item requiring discussion. The remaining consent items shall be adopted in a single vote
26 without discussion.

27 28 **TIMED AGENDA**

29
30 The Executive Committee may assign to each item a certain amount of time determined to be sufficient for
31 disposing of each item on the agenda.

32 33 **ANNUAL AGENDA**

34
35 At the beginning of each fiscal year, the Board shall adopt an annual planning calendar, stating month-by-
36 month actions required by law and those required to carry out the Board's annual goals and objectives and the
37 State Board of Education's performance standards.

38
39 _____
Cross References:

40
41 Appearances Before the Board 1.404
42
43

Johnson City Board of Education

Monitoring: Review Annually, in September	Appearances Before the Board	Descriptor 1.404	Issue Date 1/3/2022
		Rescinds 1.404	Issued 1/4/2021

1
2 The Board desires that all matters be settled at the lowest level of responsibility and will not hear complaints
3 or concerns which have not advanced through the proper administrative procedure from the point of origin.
4

5 **APPEARING BEFORE THE BOARD**

6
7 Individuals desiring to have an item placed on the Board Agenda must submit a written request with
8 descriptive materials to the office of the Superintendent of Schools at least two (2) weeks before the meeting
9 for consideration by the Executive Committee. If the request is approved by the Executive Committee, the
10 item will be placed on the agenda. Individuals who have an item placed on the agenda will be recognized at
11 the beginning of the meeting and given time to speak when their topic of interest is addressed on the agenda.
12 All approved requests will be included in the board packet.
13

14 **PUBLIC COMMENT DURING MEETINGS**

15
16 The public shall be given an opportunity to address the Board at each regularly scheduled monthly Board
17 meeting about items on that month's agenda, **with the exception of teacher disciplinary hearings**. Public
18 comments will be only be allowed during the time designated on the agenda and will allocated a total time of
19 thirty (30) minutes.
20

21 Only those persons who are currently enrolled or have children currently enrolled in Johnson City Schools, are
22 currently employed by the System, are residents of the City of Johnson City or are bona fide property
23 taxpayers to the City of Johnson City will be allowed to address the Board during the public comments section
24 of the agenda.
25

26 If an individual wishes to address the Board they must complete and submit the required form by the end of
27 the last business day before the the day of the board meeting. Delegations must select only one individual to
28 speak on their behalf unless otherwise allowed by the Board.
29

30 The chair~~man~~ may recognize individuals who wish to address the Board and who have not previously
31 signed the required form if they determines that such is in the public interest. A majority vote of members
32 present can overrule the decision of the chair~~man~~.
33

34 Individuals speaking to the Board shall address remarks to the chair~~man~~. Each person speaking shall state
35 their name, affiliation to the school system and subject of presentation. Remarks will be limited to three (3)
36 minutes unless time is altered by the Board. No speaker may yield their time to another speaker.
37

38 The chair~~man~~ shall have the authority to terminate the remarks of any individual who is disruptive, **violates**
39 **state law** or does not adhere to Board rules.¹ Unless a majority of members present vote to do otherwise, the
40 members of the Board will not engage in dialogue with those people addressing the Board.
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Individuals desiring additional information about any item on the agenda shall direct such inquiries to the office of the Superintendent of Schools.

Legal Reference:

- 1. TCA 39-17-306

Cross References:

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

Johnson City Board of Education

Monitoring: Review Annually, in September	Rules of Order	Descriptor 1.405	Issue Date 12/9/2019
		Rescinds 1.405	Issued 3/4/2019

The rules contained in the current edition of *Robert's Rules Of Order, Newly Revised*, shall govern the Board in all cases to which they are applicable, except as otherwise provided by any statutes¹ applicable to the Board, or by policies of this Board including the following exceptions:

VOTING METHOD

When a formal vote is taken on any question brought before the Board, the decision shall be made on the basis of a majority of the membership of the Board.² A majority of all of the members constituting the Board, and not merely a majority of the quorum, shall be required to transact all business coming before the Board in regular or special meetings.

Votes on all motions and resolutions shall be "yes" or "no". No vote shall be taken by secret ballot.³

Roll call votes will be used when required by law and at the discretion of the chairman or upon the request of any board member. Each member's vote shall be recorded in the minutes on a roll call vote. Upon request, any member's individual vote may be recorded in the minutes.

During a roll call vote on a motion, a member may register one "pass," but must register a "yes" or "no" vote upon a second call of the roll for the same motion.

CHAIRMAN'S PARTICIPATION

The person chairing a meeting may participate in discussion, make motions, and vote on all issues as any other member without relinquishing the chair.⁴ The chairman will vote on all issues.

SUSPENSION OF RULES

Rules of order may be suspended by a majority vote at any regular or special meeting.⁵

Legal Reference:

1. TCA 49-5-409(b)(1)
2. TCA 49-2-202 (2)(g)
3. TCA 8-44-104(b)
4. *Reeder v. Trotter*, 142 Tennessee 37 (1919)
5. TN Atty Gen' Op 14-102

Cross Reference:

Board Member Conflict of Interest 1.107

Johnson City Board of Education

Monitoring: Review Annually, in September	Minutes	Descriptor 1.406	Issue Date 10/6/2008
		Rescinds 1.406	Issued 10/1/2007

1 The Superintendent of Schools shall keep, or cause to be kept, complete and accurate minutes of all meetings
2 of the Board.¹ The draft of the minutes of previous meetings shall be sent to all Board members in a timely
3 fashion. Following their approval by the Board, the minutes shall be signed by the ~~chairman~~ and the secretary
4 of the Board.² The minutes shall become permanent records of the Board and shall be made available to
5 interested citizens and the news media upon request.^{3,4} A copy shall be provided to all Board members, the
6 president of the local education association, and to each of the schools no more than thirty (30) days after
7 approval by the Board.⁵

8
9 The minutes shall include:

- 10
11 1. The nature of the meeting (regular or special), time, place, date, Board members present or
12 absent, and the approval of the minutes of the preceding meeting;^{2,3}
- 13
14 2. A record of all motions, proposals, and resolutions passed or denied by the Board, together
15 with the names of the members making and seconding the motions, and a record of the
16 members voting yes and no in the event of a roll call vote;^{2,3}
- 17
18 3. Reports, documents and objects relating to a formal motion may be omitted from the
19 minutes, if they are referred to and identified by title and date;⁶
- 20
21 4. Names of persons addressing the Board and the purpose of their remarks; and
- 22
23 5. A brief account of those items discussed, and whether or not any motions were made
24 regarding those items.

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32 Legal References:

- 33
34 1. TCA 49-2-301(f)(C)(D)
 - 35 2. Robert's Rules of Order, Article VII, Paragraph 41
 - 36 3. TCA 8-44-104
 - 37 4. TCA 10-7-503
 - 38 5. TCA 49-2-203(a)(12)
 - 39 6. OP Tenn. Atty. Gen. 79-284 (June 11, 1979)
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Johnson City Board of Education

Monitoring: Review Annually, in September	School Board Records	Descriptor 1.407	Issue Date 1/3/2022
		Rescinds 1.407	Issued 3/4/2019

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

6
 7 No records pertaining to individual students will be released for inspection by the public or any unauthorized
 8 persons. In addition, information, records and plans related to security and safety will not be released for
 9 public inspection.⁵

10
 11 All requests to inspect or receive copies of records shall be submitted to the ~~Director of~~ Human Resources
 12 **Department**, the system’s public records request coordinator and records custodian.⁶

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

16
 17 **REQUESTS FOR INSPECTION²**

18
 19 Citizens requesting to inspect public records shall submit their request and a government issued photo
 20 identification card with the citizen’s address to the system’s public records request coordinator during normal
 21 business hours. Requests may be made in person, in writing, or by electronic mail (email). The coordinator
 22 shall submit the information to the appropriate records custodian. The records custodian will contact the
 23 citizen and indicate when the records will be available to inspect.

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

26
 27 If the request to inspect is denied, the records custodian shall provide the citizen with a records request denial
 28 letter indicating the basis for the denial.

29
 30 **REQUESTS FOR COPIES²**

31 Citizens requesting copies of public records shall complete and submit the Records Request Form and a
 32 government issued photo identification card with the citizen’s address to the district’s public records request
 33 coordinator during normal business hours. The coordinator shall submit the Records Request Form to the
 34 appropriate records custodian.

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

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

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

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

7 **FREQUENT AND MULTIPLE REQUESTS**

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

15 **DENYING REQUESTS FOR NONCOMPLIANCE⁷**

16 ***Requests to Inspect a Public Record***

17 The system shall deny a request to inspect a public record from any citizen that has:

- 18 a. Made two (2) or more requests to view a public record within a six-month period; and
- 19
- 20 b. For each request failed to view the record within fifteen (15) business days of receiving notification
21 that the record was available.

22 Requests from this citizen shall be denied for up to six (6) months from the date of the second records request.
23 The district's public records request coordinator may waive this denial if they determine that failure to view
24 the record was for good cause.

25 ***Requests for Copies of Public Records***

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

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

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

31 **RECORDS RETENTION**

32 The Superintendent of Schools and/or their designee(s) shall retain and dispose of school system records in
33 accordance with the following guidelines: ^{2,4}

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

DISTRICT PUBLIC RECORDS REQUEST COORDINATOR¹⁴

Name: Amber Forbes ~~Lee Patterson~~

Title: Supervisor of Human Resources ~~Director~~

Contact Information: 423-549-4274; forbesa@icschools.org 232-5384; pattersonl@jcschools.org

Legal References:

Cross References:

- | | |
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| <ol style="list-style-type: none"> 1. TCA 49-2-301(b)(1)(Z) 2. TCA 10-7-503 3. TCA 10-7-506(a) 4. TCA 49-2-104 5. TCA 10-7-504(p) 6. <i>Policy Related to Reasonable Charges a Records Custodian May Charge for Frequent and Multiple Requests for Public Records</i>, Tennessee Comptroller of the Treasury, available at https://www.comptroller.tn.gov/content/dam/cot/orc/documents/oorc/policies-and-guidelines/ScheduleofReasonableCharges.pdf; TCA 10-7-503(a)(1)(B),(C) 7. TCA 10-7-503(a)(7)(A)(vii) 8. TCA 10-7-401 9. TCA 10-7-406 10. TCA 10-7-404 11. TCA 10-7-413 12. TCA 10-7-414 13. TCA 39-16-504 14. TCA 10-7-503(g)(1)(D) | <p>Financial Reports and Records 2.701
 Personnel Records 5.114
 Student Records 6.600</p> |
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Johnson City Board of Education

Monitoring: Review Annually, in September	Board-Community Relations	Descriptor 1.500	Issue Date 12/9/2019
		Rescinds 1.500	Issued 1/5/2015

In order to promote school-community interaction relating to the policy and operation of the schools, the Board will:

1. Strive to keep citizens of the school system regularly informed about through channels of communication, its own efforts, and the office of the Superintendent of Schools;
2. Direct all school employees, including teachers, administrators and support service personnel to participate in positive school-community interaction by:
 - a. Transmitting pertinent and correct information to citizens upon request or upon initiative of school employees;
 - b. Seeking ways to improve school-community relations; and
3. Recognize the right of news media to inquire, research and report to the public information about local schools.

The principal of each school shall be responsible for the development of a public relations program and shall promote programs which involve parents and the community with the school.

The Superintendent of Schools shall be responsible for leadership in school-community relations. Through the use of ~~his~~ their staff, ~~he~~ they will promote a program to best coordinate the involvement of the schools and community.

Cross References:

- Board Meeting News Coverage 1.609
- Crisis Management 3.205
- Community Use of School Facilities 3.208
- Visitors to the Schools 3.209
- Advertising & Distribution of Materials in Schools 3.212
- Staff Community Relations 5.606

Johnson City Board of Education

Monitoring: Review Annually, in September	Board Meeting News Coverage	Descriptor 1.502	Issue Date 11/17/2022
		Rescinds 1.502	Issued 12/7/2020

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A copy of the agenda and agenda materials will be sent in advance to members of the news media as requested. Additionally, all reports approved by the Board shall be made available to the media. However, reports-in-progress on which the Board has taken no final action shall be released only upon the Board's authority as "tentative reports."

A press table shall be provided to enable reporters to follow discussion without difficulty.

The press will be provided with working copies of the agenda and agenda materials upon request.

In order that the Board may transact its business with dispatch, questions from the press will not be entertained while meetings are in progress.

The ~~Chairman~~ Chairman of the Board and/or the Superintendent of Schools will be available after each meeting to answer questions and to clarify points of discussion and action.

When individual Board members receive requests from news media representatives for information about Board meetings in regard to their own statements or actions, the members may choose to respond or refer the media to the Board chairman, who is the spokesperson for the Board, except as they specifically delegates this responsibility to others.

Cross References:

Board-Community Relations 1.500
News Releases, Conferences and Interviews 1.503

Johnson City Board of Education

Monitoring: Review Annually, in September	News Releases, News Conferences and Interviews	Descriptor 1.503	Issue Date 11/7/2022
		Rescinds 1.503	Issued 12/5/2005

The release of official news from the system and schools shall be coordinated as follows:

1. The Board Chair~~man~~ will be the official spokesperson for the Board, except as this duty is delegated to others;
2. News releases which are of a systemwide nature or pertain to established system policy are the responsibility of the Superintendent of Schools or a designated member of the administrative staff; and
3. News releases which are of concern to only one school or to an organization of one school shall be coordinated by the principal of that particular school.

When individual Board members or the Superintendent of Schools express their views on any issue which is in opposition to a view expressed in Board policy, they have the duty to make clear that the view expressed is not the official view of the Board or school system.

Cross References:

Board-Community Relations 1.500
Board Meeting News Coverage 1.502
Crisis Management 3.203

Johnson City Board of Education

Monitoring: Review Annually, in September	School Calendar	Descriptor 1.800	Issue Date 12/9/2019
		Rescinds 1.800	Issued 1/7/2013

1 No later than March of every school year, the Board will adopt, upon the recommendation of the calendar
 2 committee, the official school calendar for the succeeding school year. The calendar will identify holidays,
 3 vacation days, ~~summer sessions~~ and ~~other~~ extensions of the school year **to the extent possible**. The calendar
 4 may be revised by the Board, upon recommendation of the Superintendent of Schools, due to inclement
 5 weather or other factors.

6
 7 The regular school year shall be 200 days¹ and scheduled as follows:

- 8 A minimum of 180 student attendance days;
- 9 Five (5) days for in-service education;
- 10 One (1) day for teacher-parent conferences;
- 11 Four (4) other days as designated by the Board upon recommendation of the Superintendent of
- 12 Schools;
- 13 Ten (10) days paid vacation for all certificated personnel.

14
 15
 16 The Superintendent of Schools shall plan each year's program accounting for a 200-day year. The calendars
 17 shall be made available to the school staff at the opening of the school term.

18
 19 **STUDENT ATTENDANCE DAYS**

20
 21 When schools are closed due to emergencies or unforeseen circumstances such as epidemics or inclement
 22 weather, the time lost shall be made up to the required minimum unless otherwise approved by the State
 23 Department of Education.

24
 25 **IN-SERVICE EDUCATION**

26
 27 Each day of in-service education included in the school calendar shall be equivalent to not less than six (6)
 28 hours of planned activities.²

29
 30 **DISCRETIONARY DAYS**

31
 32 Four (4) discretionary days shall be included in the calendar and may be designated by the Board as student
 33 attendance days, in-service days or administrative days, which may be used by administrators, faculty and
 34 staff for preparation for commencement of classes, record keeping, grading examinations, parent-teacher
 35 conferences and other classroom functions.¹

36
 37
 38 Legal References:
 39
 40 1. TCA 49-6-3004
 41 2. State Board of Education Guidelines for Planning
 42 Approvable In-Service Education Activities, 1997

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 37
 38 Cross References:
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 40 Compensation Guides and Contracts 5.111
 41 In-Service & Staff Development Opportunities 5.113
 42 Attendance 6.200

Johnson City Board of Education

Monitoring: Review Annually, in September	Grievance Procedures for Qualified Individuals with Disabilities	Descriptor 1.802	Issue Date 1/3/2022
		Rescinds 1.802	Issued 3/4/2019

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

DEFINITION

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

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

COORDINATOR³

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

NOTICE⁴

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

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

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

COMPLAINT PROCEDURES⁵

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

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

3 4 **DUE PROCESS HEARING PROCEDURES**

5
6 Section 504 of the Rehabilitation Act of 1973 provides the right to an impartial due process hearing if a parent
7 wishes to contest any action of the school system with regard to a child's identification, evaluation, and
8 placement under Section 504.⁶ If a parent/guardian requests a Section 504 hearing, the parent/guardian has the
9 right to personally participate and to be represented at the hearing by an attorney or advocate at the parent's
10 expense. Contested actions or omissions that are appropriate for a Section 504 hearing should involve
11 identification, evaluation, or placement issues involving a child who has or is believed to have a disability.

12 13 ***Written Request for Hearing***

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

18 19 ***Impartial Hearing Officer***

20 The Superintendent of Schools or their designee shall appoint an impartial hearing officer to preside over the
21 hearing and issue a decision. Such appointment will be made within fifteen (15) days of the date of receipt of a
22 request for a due process hearing. The hearing officer will be hired as an independent contractor at no expense
23 to the parent. The hearing officer that is appointed shall not be a current employee of the school system and
24 shall not be related to any member of the Board of Education. The hearing officer need not be an attorney but
25 shall be familiar with the requirements of Section 504 and the hearing procedures under Section 504. The
26 choice of an impartial hearing officer is final and may not be presented as an issue at the due process hearing
27 since such an issue would not relate to the identification, evaluation, or placement of a disabled child under
28 Section 504. If a parent/guardian disputes the impartiality of the appointed hearing officer, he/she they may
29 raise such issue in a review of the hearing officer's opinion by a court of competent jurisdiction or in a
30 complaint to the Office for Civil Rights.

31
32 Office for Civil Rights
33 U.S. Department of Education
34 61 Forsyth St. S.W., Suite 19T10
35 Atlanta, GA 30303-8927
36 Telephone: 404-974-9406; TDD: 877-521-2172
37 Email: OCR.Atlanta@ed.gov
38

39 ***Scheduling of Hearing***

40 The appointed hearing officer shall set a date for the hearing within fifteen (15) days of their appointment and
41 provide this information in writing to the parent/guardian and the Section 504 coordinator. The hearing shall
42 take place at a mutually agreeable time and place.

43 44 ***Continuances***

45 Upon a showing of good cause, the hearing officer, at their discretion may grant a continuance of the hearing
46 date and set a new hearing date.

47 48 ***Legal Representation at Hearing***

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

1 system shall not have legal representation at the hearing unless the parent provides notice that they will have
2 legal representation.
3

4 ***Pre-Hearing Conference***

5 The hearing officer may order a Pre-Hearing Conference during which the parent/guardian or their
6 representative will state and clarify the issues to be addressed at the hearing. The Pre-Hearing Conference will
7 also serve to resolve preliminary matters, clarify jurisdictional issues, and answer the parties' questions
8 regarding the hearing process. The Pre-Hearing Conference can be held via telephone or in person depending
9 on the hearing officer's decision based on the convenience to both parties.
10

11 ***Dismissals***

12 If, after the Pre-Hearing Conference, the hearing officer finds that the parent, as a matter of law, alleges and/or
13 raises no factual claims or legal issues that come within their jurisdiction as a Section 504 hearing officer, they
14 may dismiss the hearing and issue an order to that effect explaining the basis for such finding.
15

16 ***Hearing***

17 The hearing shall be conducted in an informal, non-adversarial manner. The hearing shall be closed to the
18 public unless the parent/guardian requests an open hearing. The hearing officer may reasonably limit
19 testimony and introduction of exhibits for reasons or relevance.
20

21 ***Recording***

22 Instead of a formal written transcript produced by a court reporter, the entire due process hearing will be video
23 recorded. The school system shall provide a copy of the recording to the parent/guardian upon request. In
24 order for an accurate recording to be made, the parties and witnesses shall introduce themselves at the
25 beginning of their presentations. If a parent/guardian appeals the decision of the hearing officer to a court of
26 competent jurisdiction, the school system shall prepare a written transcript of the hearing to be offered to the
27 court as an exhibit.
28

29 ***Witnesses***

30 Witnesses will present their information in narrative form, without the traditional question and answer format
31 of legal proceedings. Cross-examination of witnesses will not be allowed, but a party may request that the
32 hearing officer, at their discretion, ask a witness a certain question.
33

34 ***Format of Presentation***

35 Each side will have an equal amount of time to present their positions as determined by the hearing officer.
36 The parent/guardian will present their case first by making an opening statement outlining the issues, calling
37 witnesses, and making a closing argument. The school system will present its side next. At the end of the
38 school system's presentation, the parent/guardian may offer a short response. Each side may present
39 personally or through their representatives.
40

41 ***Submission of Exhibits***

42 As part of their presentations and at the discretion of the hearing officer, the parties may submit any reports,
43 evaluations, correspondence, notes, or any other documents that may support their positions. Exhibits
44 submitted to the hearing officer by either party must be marked. The hearing officer may, in the exercise of
45 their discretion, reasonably limit the number of documents to be submitted for their review, as well as the
46 number of witnesses and the length and/or scope of their presentations or statements.
47

48 ***Closing Arguments***

49 The hearing officer may allow or request written closing arguments summarizing and characterizing the
50 information presented at the hearing.
51

Decision

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

Review Procedure/Appeal

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

Legal Reference:

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

Johnson City Board of Education

Monitoring: Review Annually, in September	Tobacco-Free Schools	Descriptor 1.803	Issue Date 1/3/2022
		Rescinds 1.803	Issued 12/7/2020

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All uses of tobacco, tobacco products and smoking devices, including smokeless tobacco and electronic cigarettes and vaping products, are prohibited in all of the school system’s buildings and on school grounds.¹ Smoking and the use of smokeless tobacco and electronic or any other simulated cigarettes shall be prohibited in any public seating areas, including but not limited to, bleachers used for sporting events, or public restrooms.²

The use of tobacco, tobacco products and smoking devices, including smokeless tobacco, vaporizers and electronic cigarettes, is prohibited in all vehicles, owned, leased or operated by the system.

School system employees and students enrolled in the system’s schools will not be permitted to use tobacco, tobacco products or smoking devices, including smokeless tobacco and electronic cigarettes and vaping products, while they are participants in any class or activity in which they represent the school system.

Any student who possesses tobacco products on school grounds ~~shall~~ may be issued a citation by the school principal/resource officer.³ The Superintendent of Schools, in cooperation with the juvenile court and the local (police/~~sheriff's~~ department), is responsible for developing procedures for issuance of the citations which shall include the form and content of citations and methods of handling completed citations.

Parents and students shall be notified of this citation requirement at the beginning of each school year.

Signs will be posted throughout the system’s facilities to notify students, employees and all other persons visiting the school that the use of tobacco and tobacco products is forbidden.¹ The following notice shall be prominently posted (including at each ticket booth) for elementary or secondary school sporting events:
*Smoking is prohibited by law in seating areas and in restrooms.*²

Employees who are found to violate this policy shall be subject to routine disciplinary action including reprimand, leave without pay, and dismissal for cause.

Legal Reference:

1. Section 1042 of the Environmental Tobacco Smoke/Pro-Children Act of 1994
2. TCA 39-17-1604(6)(10); TCA 39-17-1605; TCA 39-17-1606
3. TCA 39-17-1505

Johnson City Board of Education

Monitoring: Review Annually, in September	Advertising and Distribution of Materials in the Schools	Descriptor 1.806	Issue Date 1/3/2022
		Rescinds 1.806	Issued 12/7/2020

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

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

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

Cross References:

Board-Community Relations 1.500
Vendor Relations 2.809

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Staff-Community Relations 5.606
Student Publications 6.704

Johnson City Board of Education

Monitoring: Review Annually, in September	Code of Ethics	Descriptor 1.1061	Issue Date 11/7/2022
		Rescinds 1.1061	Issued 12/1/2008

CODE OF ETHICS
JOHNSON CITY SCHOOL DISTRICT

Section 1. Definitions:¹

- (1) "School district" means Johnson City School District, which was duly created by a public or private act of the General Assembly; and which includes all boards, committees, commissions, authorities, corporations or other instrumentalities appointed or created by the school district or an official of the school district.
- (2) "Officials and employees" means and includes any official, whether elected or appointed, officer, employee or servant, or any member of any board, agency, commission, authority or corporation (whether compensated or not), or any officer, employee or servant thereof, of the school district.
- (3) "Personal interest" means, for the purpose of disclosure of personal interests in accordance with this Code of Ethics, a financial interest of the official or employee, or a financial interest of the official's or employee's spouse or child living in the same household, in the matter to be voted upon, regulated, supervised, or otherwise acted upon in an official capacity.

Section 2. Disclosure of personal interest in voting matters. An official or employee with the responsibility to vote on a measure shall disclose during the meeting at which the vote takes place, before the vote and to be included in the minutes, any personal interest that affects or that would lead a reasonable person to infer that it affects the official's or employee's vote on the measure. In addition, the official or employee may, to the extent allowed by law, recuse themselves from voting on the measure.

Section 3. Disclosure of personal interest in non-voting matters. An official or employee who must exercise discretion relative to any matter other than casting a vote and who has a personal interest in the matter that affects or that would lead a reasonable person to infer that it affects the exercise of the discretion shall disclose, before the exercise of the discretion when possible, the interest on an approved disclosure form and file the disclosure form with the school district's central office. In addition, the official or employee may, to the extent allowed by law, recuse themselves from the exercise of discretion in the matter.

Section 4. Acceptance of gifts and other things of value. An official or employee, or an official's or employee's spouse or child living in the same household, may not accept, directly or indirectly, any gift, money, gratuity, or other consideration or favor of any kind from anyone other than the school district that a reasonable person would understand was intended to influence the vote, official action or judgment of the official or employee in executing decision-making authority affecting the school district.

It shall not be considered a violation of this policy for an official or employee to receive entertainment, food, refreshments, meals, health screenings, amenities, foodstuffs, or beverages that are provided in connection with a conference sponsored by an established or recognized statewide association of school board officials or by an umbrella or affiliate organization of such statewide association of school board officials.

Section 5. Ethics Complaints. The school district may create a School District Ethics Committee (the “Ethics Committee”) consisting of three members who will be appointed to one-year terms by the Chairman of the Board of Education with confirmation by the Board of Education. At least two members of the committee shall be members of the board of education. The Ethics Committee shall convene as soon as practicable after its appointment and elect a chair and a secretary. The records of the Ethics Committee shall be maintained by the secretary and shall be filed in the office of the Superintendent of Schools, where they shall be open to public inspection.

Questions and complaints regarding violations of this Code of Ethics or of any violation of state law governing ethical conduct should be directed to the chair of the Ethics Committee. Complaints shall be in writing and signed by the person making the complaint, and shall set forth in reasonable detail the facts upon which the complaint is based.

The School District Ethics Committee may investigate any credible complaint against an official or employee charging any violation of this Code of Ethics, or may undertake an investigation on its own initiative when it acquires information indicating a possible violation, and make recommendations for action to end or seek retribution for any activity that, in the Committee’s judgment, constitutes a violation of this Code of Ethics. If a member of the Committee is the subject of a complaint, such member shall recuse themselves from all proceedings involving such complaint.

The Committee may:

- (1) Refer the matter to the Board Attorney for a legal opinion and/or recommendation for action;
- (2) In the case of an official, refer the matter to the school board body for possible public censure if the board body finds such an action warranted;
- (3) In the case of an employee, refer the matter to the official responsible for supervision of the employee for possible disciplinary action if the official finds discipline warranted; or
- (4) In a case involving possible violation of state statutes, refer the matter to the district attorney for possible ouster or criminal prosecution.

The interpretation that a reasonable person in the circumstances would apply shall be used in interpreting this Code of Ethics. When a violation of this Code of Ethics also constitutes a violation of a personnel policy or a civil service policy, the violation shall be dealt with as a violation of the personnel or civil service provisions rather than as a violation of this Code of Ethics.

POINT OF CONTACT²

The Board Chair shall serve as the point of contact for the Tennessee Ethics Commission. The Director of Schools shall provide the contact information to the Commission and ensure that any changes are submitted within thirty (30) calendar days.

Legal References

1. TCA 87-17-103
2. Public Acts of 2023, Chapter No. 37

Cross References

- Code of Ethics 1.1061
- Board Member Conflict of Interest 1.107

Johnson City Board of Education

Monitoring: Review Annually, in September	Emergency Closings	Descriptor 1.8011	Issue Date 2/7/2022
		Rescinds 1.8011	Issued 3/4/2019

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

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

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

Legal References:

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

Johnson City Board of Education

Monitoring: Review Annually, in October	Buildings and Grounds Management	Descriptor 3.200	Issue Date 1/3/2022
		Rescinds 3.200	Issued 8/26/2019

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

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

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

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

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

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

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

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2 All school properties shall be maintained in a safe and clean condition and with as much comfort and
3 convenience as the facilities will permit or as use requires.
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5 The City Commission shall be responsible for the cost of maintenance and repair of any property leased
6 by any agent of the City Commission for commission use.
7

8 Testing of lead levels in drinking water sources at school facilities shall be conducted as required by
9 Tennessee Code Annotated. If unacceptable levels of lead are found in any drinking water source, that source
10 will be immediately removed from service and required notices to state and local officials will be made.
11 Parent and guardians of students enrolled at the effected school facility will be notified with five (5) business
12 days of the test results.¹
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Legal References:

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36 1. TCA 49-2-133
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Johnson City Board of Education

Monitoring: Review Annually, in October	Emergency Preparedness Plan	Descriptor 3.202	Issue Date 1/9/2023
		Rescinds 3.202	Issued 12/7/2020

The Superintendent of Schools shall be responsible for developing, maintaining and acquiring Board approval of the district Emergency Preparedness Plan,¹ which shall include procedures for bomb threats, civil disturbances, armed intruders, earthquakes, fire, tornados, and other severe weather and medical emergencies such as pandemic outbreaks.

Emergency preparedness drills will be developed and implemented by each principal, with approval of the Superintendent of Schools, and when appropriate, be held in conjunction with emergency response agencies. Drill procedures shall be published and distributed to all staff, students and parents.

The emergency preparedness plan shall be reviewed and updated annually and distributed to law enforcement and other emergency personnel as needed.

FIRE AND SAFETY DRILLS

The principal shall ensure that one (1) fire drill requiring full evacuation is given every thirty (30) school days, with two (2) fire drills occurring during the first thirty (30) full days of the school year. Additionally, they shall ensure that four (4) fire safety educational announcements are conducted throughout the year.²

The principal shall ensure that three (3) additional safety drills are given during the school year.³ These drills may cover inclement weather, earthquakes, armed intruders, or other emergency drills that do not require full evacuation. A record of all fire or safety drills, including the time and date, shall be kept in each school's office.³

The principal/designee shall regularly check the quantity, locations, and conditions of fire extinguishers and shall give all school personnel instructions on how to properly use fire extinguishers.

~~ARMED INTRUDER DRILLS~~

~~The Superintendent of Schools or their designee shall ensure that each school safety team conducts at least one (1) armed intruder drill annually in coordination with local law enforcement.⁴~~

ANNUAL DRILLS⁴

The principal shall ensure that the school safety team conducts each of the following type of drills annually:

- 1. An armed intruder drill in coordination with local law enforcement:**
- 2. An incident command drill:**

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3. An emergency safety bus drill.

AED DRILLS

Schools shall conduct a CPR and an AED drill to ensure students are aware of the steps that must be taken in the event of a medical emergency. The principal shall be responsible for ensuring the drill occurs.⁵

The Superintendent of Schools shall develop the necessary administrative procedures on AED and CPR training, planning, notification and maintenance to comply with laws.

MEDICAL EMERGENCIES/PANDEMIC/FLU⁶

In the event of medical emergencies, such as a pandemic flu outbreak, school officials shall cooperate and consult with the local and state health departments and other local emergency or healthcare providers in protecting students and the community from further infection. The Superintendent of Schools shall develop procedures for health emergencies in accordance with state law and regulations.⁴

~~The emergency preparedness plan shall be reviewed and updated annually and distributed to law enforcement and other emergency personnel as needed.~~

REMOTE LEARNING DRILLS⁷

At least once each school year, a remote learning drill shall be conducted. The drill shall accurately reflect how students will transition to remote learning in the event of a disruption to school operations. Students shall not be asked or required to transition to remote learning at any time during the drill.

Legal Reference:

- 1. TRR/MS 0520-1-02-.30(2); TCA 49-6-804; 805(8)
- 2. TCA 68-102137(b)
- 3. TCA 68-102-137(f)
- 4. TCA 49-6-807
- 5. TCA 49-2-122; 49-6-1208
- 6. TCA 49-6-3004(a), e; TCA 49-5-404
- 7. Public Act of 2022, Chapter No. 936

Cross Reference:

- Emergency Closings 1.8011
- Safety 3.201
- Community Use of School Facilities 3.206

Johnson City Board of Education [Click here to choose a school board.](#)

Monitoring: Review: Annually, in September	Descriptor Term: <h2 style="text-align: center;">Threat Assessment Team</h2>	Descriptor Code: 3.204	Issued Date:
		Rescinds:	Issued:

1 *General¹*

2 A threat assessment team shall be created within the school district to develop intervention-based
 3 approaches to prevent violence, manage reports of potential threats, and create a system that fosters a
 4 safe, supportive, and effective school environment. The Director of Schools shall appoint the members
 5 of the threat assessment team.

6 The Director of Schools shall develop administrative procedures regarding the training and operations
 7 of the team to comply with state law and State Board of Education rules and regulations.

8 **TEAM MEETINGS**

9 All threat assessment team meetings shall be closed to the public.²

10 **RECORDKEEPING³**

11 The team shall document all behaviors and incidents deemed to pose a risk to school safety or that
 12 resulted in intervention and shall provide the information to the Director of Schools.

13 A report of the activities of the threat assessment team will be compiled and shared with the Board
 14 before each regular meeting.

15 Documents produced or obtained regarding these assessment activities will not be open for public
 16 inspection.

Legal References

1. TCA 49-6-2701 *et seq.*; Public Chapter 2023, Chapter No. 367
2. TCA 49-6-2701(f)
3. TCA 49-6-2702

Cross References

- School District Records 1.407
 Safety 3.201
 Security 3.205
 Student Records 6.600

Johnson City Board of Education

Monitoring: Review Annually, in October	Security	Descriptor 3.205	Issue Date 1/3/2022
		Rescinds 3.205	Issued 1/4/2018

The Superintendent of Schools shall establish procedures as required to adequately protect school property which shall include, but not be limited to¹:

- 1.
1. Closing and securing teacher work areas when left unattended or at the end of the day;
2. ~~Supervising students in the classrooms, laboratories, gymnasiums or other school facilities or equipment; Denying students permission to use the classrooms, laboratories, gymnasiums, or other school facilities or equipment without appropriate supervision;~~
3. Controlling the issuance of building keys, master keys, keycards, entry codes and other means of building access; and
4. Developing procedures which contribute to the proper care and use of school facilities and equipment.

Equipment purchased with Federal funds shall be managed as directed by federal and state law.²

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

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

All exterior doors leading into a school building shall be locked at all times and access to school buildings is limited to the school's primary entrance during the school day as well as when students are present outside of regular school hours.³

The principal shall call law enforcement officials in cases involving illegal entry, building damage, theft, or vandalism. The principal shall notify the Superintendent of Schools as soon as practical, but no longer than twenty-four (24) hours, after a case of vandalism, theft, building damage, and/or illegal entry. The Superintendent of Schools/designee is authorized to sign a criminal complaint and press charges and shall report all signing of such complaints to the Board.

SCHOOL POLICING¹

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

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1. Any School Resource Officer (SRO) assigned under a memorandum must be in compliance with all laws, regulations and rules of the Peace Officer Standards and Training Commission at the time of assignment and remain compliant throughout the tenure of their assignment;
2. As a condition of assignment, any SRO must participate in forty (40) hours of basic training in school policing within twelve (12) months of assignment. Every year thereafter the SRO shall participate in a minimum of sixteen (16) hours of training specific to school policing. All training programs shall be approved by the Peace Officers Standards and Training Commission.⁴
3. Any SRO assigned under the memorandum remains an employee of the law enforcement agency, subject to that agency’s direction, control, supervision and discipline, though the Board may agree to indemnify and reimburse the law enforcement agency for any part or all of the increased costs incurred by the law enforcement agency as a result of the assignment of the SROs.
4. No officer shall be assigned to a school, or continue in such an assignment, without the consent of the Superintendent.
5. In the event that more than one SRO is assigned to a school system, the law enforcement agency shall designate one of the SROs as the senior SRO, or such other, appropriate title. The duties of the senior SRO, however designated, shall include, but not be limited to, the following:
 - a. To represent and carry out the policies of the law enforcement agency assigning the SROs.
 - b. To supervise the SROs in the performance of their duties;
 - c. To consult with the Superintendent regarding the best use of the available resources for school policing; and
 - d. To resolve disputes between the SROs and students or faculty members.
6. The memorandum may be effective for any length of time, including continuing until terminated by the parties, and may contain any reasonable notice requirement for the termination of the memorandum. However, the memorandum shall contain a provision allowing the Superintendent to suspend the active participation of the SROs in the event that the Superintendent certifies that the health, safety or well being of the students or faculty members require the immediate suspension.

CYBERSECURITY⁵

The Superintendent of Schools/designee shall develop an administrative procedure regarding the district’s cybersecurity plan to identify cybersecurity risks, implement mitigation planning, and protect cyberinfrastructure against cyberattacks and other cybersecurity threats and incidents.

Legal References:

1. TCA 49-6-805(3)
2. 2 CFR § 200.313
3. Public Acts of 2023, Capter 367
4. TCA 49-6-4217
5. TCA 49-6-805(9)

Cross References:

- Visitors to the Schools 1.501
Care of School Property 6.311

Johnson City Board of Education

Monitoring: Review Annually, in October	Facility Expansion - Goals	Descriptor 3.207	Issue Date 1/3/2012
		Rescinds 3.207	Issued 11/3/2008

The Board, in conjunction with the City, shall authorize the construction of a sufficient number of school buildings to meet the demands of present and future enrollments.

The Board establishes these broad goals for development of facilities:

1. To integrate facilities planning with educational programming;
2. To base educational specifications for facilities on identifiable learner needs;¹
3. To involve the community, school staff, and authorities on school construction and design and to use the latest developments and research in building plans and specifications; and
4. To design school buildings for maximum potential community use while keeping educational needs the first priority.
- ~~5. To design school buildings for maximum potential community use while keeping educational needs the first priority.~~

In order for the Board to meet the established broad goals for development of facilities, it is necessary to obtain information concerning student population. Accordingly, principals shall be required to submit, on a yearly basis, student/grade level population reports of their respective schools. The Board will take such reports and determine if a plan is needed to contend with future growth. If necessary, the Board will begin research and implement a long-range plan addressing the need to keep the respective school within the capacity guidelines.

Legal Reference:

1. TRR/MS 0520-1-4-.01

Johnson City Board of Education

Monitoring: Review Annually, in October	Long Range Facilities Planning	Descriptor 3.208	Issue Date 1/9/2023
		Rescinds 3.208	Issued 1/3/2022

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

3
4 The objectives of such a plan shall be:

- 5
6 1. To improve the educational environment for students and teachers by raising the physical
7 standards in all buildings to match the most effective facilities already existing in the district;
- 8
9 2. To establish priorities based upon the established need and financial resources available; **and**
- 10
11 3. To create school complexes which are the best possible balance of effective grouping of
12 educational resources, effective management and operations, and community concerns for the
13 character of the school system; **and**
- 14
15 4. To coordinate school facilities planning with the Master Plan of the City of Johnson
16 City Facility Planning.

17
18 Planning for new facility construction or facility renovation or expansion shall begin as soon as a need is
19 recognized. Needs shall be based upon student population, enrollment, condition of existing facilities and
20 equality in physical standards. Once a need has been recognized, the Board shall begin planning the project,
21 in accordance with the school program, and with the involvement of all stakeholders who will be served by the
22 facility.

23
24 All equipment, fixtures and furniture purchases for any new, renovated or expanded facility shall be approved
25 by the Board pursuant to normal purchasing procedures.

Johnson City Board of Education

Monitoring: Review Annually, in October	Naming New Schools/Facilities	Descriptor 3.210	Issue Date 8/1/2011
		Rescinds 3.210	Issued 12/5/2005

1 The Superintendent of Schools will be responsible for soliciting suggestions for names from staff, students,
 2 the community, and other interested parties and will prepare for approval of the Board a procedure to follow in
 3 the naming of school properties. The procedure will include a timetable for the naming process. Schools
 4 should be named before construction begins.

6 The Board will name a school after the name of the geographic section which it serves. The name should be
 7 easily identifiable with the school and should not be in conflict with names of other schools in the system. The
 8 name should have significance for the students who will attend the school.

10 Names of the following people shall be placed on the building plaque of each facility in recognition of
 11 contributions to the building projects:

- 13 1. Superintendent of Schools,
- 14 2. Principal,
- 15 3. Contractor,
- 16 4. Architect,
- 17 5. Members of the Board of Education that initiated the project
- 18 **6. Members of the Board of Education that complete the project**
- 19 7. City Manager, and
- 20 8. Members of the City Commission that funded the project.

22 Facilities on school properties will not be given a separate name, but will be referenced by the school's name
 23 unless 2/3 of the Board votes in favor of specifically naming a facility. Any vote to name a facility will be
 24 taken before specific names are recommended.

Johnson City Board of Education

Monitoring: Review Annually, in October	Retirement of Facilities	Descriptor 3.216	Issue Date 1/3/2022
		Rescinds 3.216	Issued 1/4/2016

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

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

10 The Board will seek professional advice and community input before making a final decision regarding
11 retirement of a school facility. Retired facilities will remain the property of the city of Johnson City.
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Johnson City Board of Education

Monitoring: Review Annually, in October	Furniture, Equipment and Supplies Management	Descriptor 3.300	Issue Date 1/3/2022
		Rescinds 3.300	Issued 12/7/2020

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

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

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

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

Cross Reference:

Code Of Ethics 1.1061
Inventories 2.702

Johnson City Board of Education

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

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

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

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

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

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

Legal References:

1. TCA 49-2-122
2. TCA 49-6-1208

Cross Reference:

Emergency Preparedness Plan 3.202

Johnson City Board of Education

Monitoring: Review Annually, in October	Student Transportation Management	Descriptor 3.400	Issue Date 1/9/2023
		Rescinds 3.400	Issued 1/3/2022

1 The city of Johnson City Transit Authority shall be responsible for providing student transportation services,
2 and shall be in compliance with all federal and state laws, rules and regulations¹ as outlined in this policy.

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

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

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

12 **RESPONSIBILITIES OF BUS OWNERS**

13
14
15 In the event the Johnson City Transit Authority hires an outside bus company to provide transportation, the
16 following will apply:

- 17
18 1. Each school bus and all related equipment shall be maintained in condition to operate safely at all
19 times during the school year and shall conform to specifications as set forth by the State Board of
20 Education¹ and National Highway Traffic Safety Administration.
- 21
22 2. Each bus driver shall obey all applicable state rules and regulations.
- 23
24 3. A school bus owner shall give four weeks written notice to the board when they wish to terminate their
25 bus operation contract.
- 26
27 4. A school bus owner shall secure the approval of the Superintendent of Schools before they may sell a
28 bus during the period of their contract. The sale of a bus does not obligate the Superintendent of
29 schools to enter into contract with the new owner.
- 30
31 5. Each school bus owner shall have on file in the Superintendent of Schools' office a current statement of
32 liability and property damage insurance coverage carried on the bus.
- 33
34 6. Each school bus owner must specify for the Superintendent of Schools' approval the name of the
35 designated driver and at least one substitute driver of their bus.
- 36
37 7. Each school bus driver shall submit to the Superintendent of Schools the results of their latest physical
38 examination.
- 39
40 8. By the end of the first month of each school year, each bus owner shall file with the Superintendent of
41 Schools, on forms approved by the board, a report giving an accurate record of the names of all
42 students transported on their bus and the school to which each student is transported.

1 9. Participate fully in the complaint process as outlined below.

2
3 10. Comply with recordkeeping requirements as outlined below. This includes the responsibility to furnish
4 the transportation supervisor with all necessary records on a regular basis.
5

6 7 **TRANSPORTATION SUPERVISOR³**

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

11
12 The Transportation Supervisor shall complete a student transportation management training program upon
13 appointment. The Transportation Supervisor shall complete a minimum of four (4) hours of training annually.

14
15 The Superintendent of Schools shall ensure that training is completed and provide the state department of
16 education with appropriate documentation.
17

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

19 Title: Dr. Greg Wallace

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

21 Phone number: 423-434-5200

22 Email: wallaceg@jcschools.org
23
24

25 **COMPLAINT PROCESS⁴**

26
27 The following procedure will govern how students, teachers, staff, and community members shall submit bus
28 safety complaints:
29

- 30 1. All complaints shall be submitted to the Transportation Supervisor; and
- 31 2. Complaints may be submitted in person, via phone call, mail, or email. ~~Written complaints shall be~~
32 ~~submitted on forms located on the system's website. In the case of a complaint received via~~
33 ~~phone, the person receiving the phone call shall be responsible for filling out the form and~~
34 ~~submitting it to the Transportation Supervisor.~~
35
36

37 The Transportation Supervisor shall begin an investigation of all bus safety complaints within twenty-four
38 (24) hours of receipt.
39

40 Within forty-eight (48) hours of receipt of the initial complaint, the Transportation Supervisor shall submit a
41 preliminary report to the Superintendent of schools. This report shall include:
42

- 43 1. The time and date the complaint was received;
- 44 2. The name of the bus driver;
- 45
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- 3. A copy or summary of the complaint; and
- 4. Any prior complaints or disciplinary actions taken against the driver.

Within sixty (60) school days of receiving the initial complaint, the Transportation Supervisor shall submit a final written report to the Superintendent of Schools that details the investigation’s findings as well as the action taken in response to the complaint.

An annual notice of this complaint process shall be provided to parents and students. This information shall be made available in the student handbook.

RECORDKEEPING⁵

The Transportation Supervisor shall be responsible for the collection and maintenance of the following records:

- 1. Bus maintenance and inspections forms;
- 2. Bus driver credentials, including required background checks, health records, and performance reviews;
- 3. Driver training records; and
- 4. Complaints received and any records related to the investigation and complaints.

Legal Reference:

- 1. TCA 49-6-2101 through 2113; TRR/MS 0520-1-5-.01(4)
- 2. TCA 49-6-2116(d)(3)
- 3. TCA 49-6-2116
- 4. TCA 49-6-2116(d)
- 5. TCA 49-6-2116(d)(5)

Cross Reference:

Bus Management and Objectives 3.100

Johnson City Board of Education

Monitoring: Review Annually, in October	Transportation Scheduling and Routing	Descriptor 3.401	Issue Date 1/3/2022
		Rescinds 3.401	Issued 12/7/2020

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

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

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

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

Students shall not be in transit to and from school more than one and one-half hours each way.¹ Under no circumstances shall students be transported past their assigned school.

Students who ride school buses shall attend their designated school. If a parent chooses to send **his their** child to another school in the system, the parent must provide transportation to and from that school.

Legal References:

1. TCA 49-6-2105

Cross Reference:

Bus Conduct 6.308
Student Assignments 6.205

Johnson City Board of Education

Monitoring: Review Annually, in October	Traffic and Parking Controls	Descriptor 3.403	Issue Date 2/7/2017
		Rescinds 3.403	Issued 7/1/2000

1 The **Johnson City School System principal of each school** shall develop and implement a plan to ensure
2 maximum vehicular and pedestrian safety for his campus and shall submit it to the Superintendent of Schools
3 for approval. The plan shall include a sketch showing various parking areas, traffic flow, areas reserved for
4 school bus loading and unloading; the location of any safety hazards as areas to be avoided by vehicles or
5 students; and dismissal times for car and bus students.

6
7 Students who ride bicycles or drive motor vehicles to school must leave the vehicles parked in designated
8 areas until the end of the school day, unless permission is obtained from the principal/designee to use said
9 vehicle during school hours.

10
11 Parking regulations for each school will be developed by the **Johnson City School System principal** and
12 published in the school handbook.

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Cross References:

Code of Behavior and Discipline 6.300
Interrogations and Searches 6.303

Johnson City Board of Education

Monitoring: Review Annually, in October	Private Vehicles	Descriptor 3.404	Issue Date 10/3/2022
		Rescinds 3.404	Issued 1/3/2022

EMPLOYEE DRIVERS

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

- 1) To use a private vehicle for school purposes, the employee must have the permission of the Superintendent of Schools or their designee (which permission may be in the form of an approved leave request, a job description or pursuant to a specific directive). The employee's personal insurance will be in effect while using their personal vehicle for school related purposes. The school system shall assume no responsibility for liability in case of accident, unless the employee has the proper authorization. The following documents must be submitted before use:
 - a) A valid driver's license;
 - b) Proof of vehicle liability insurance coverage in the form of an insurance certificate issued to the insured indicating liability limits of at least \$25,000/50,000/15,000;¹
 - c) specific permit for each trip involving students, including field trips; and
 - d) A completed Employee Use of Private Vehicle Authorization form (3.404.1), which shall be kept by the employee's supervisor, shall serve as a standing permit for employees who use their own vehicles for school purposes. Additionally, it shall serve as a permit to be used on a one-time or as-needed basis. This document shall state the particular purpose of the trip.
- 2) Privately-owned school buses and drivers of such shall meet all requirements of state law and state Board Rules, Regulations, and Minimum Standards.²
- 3) No student shall be sent on errands during the school day by school personnel, whether personal or school-related, in a vehicle owned by the student, an employee, or the school system.
- 4) No employee may ask for or give permission to students to transport other students to and from any school or school-related activity without written parental permission and proof of student insurance.

EMPLOYEE DRIVERS OF STUDENTS

The Board recognizes that certain employees may at times need to use their private vehicles to transport students to a school-related event. With the use of private vehicles, the following policy shall be observed:

- 1) To use a private vehicle for transportation of students for school purposes, the employee must have written permission from the Superintendent of Schools/designee. Employee's personal insurance will be in effect

- 1 for using their personal vehicle for transporting students for a school-related event. However, as noted
- 2 below, a higher level of liability coverage is required. The following documents will be necessary:
- 3 a) Valid driver’s license.
- 4 b) Proof of vehicle liability insurance coverage in the form of an insurance certificate issued to the
- 5 insured indicating liability limits of at least \$100,000/300,000/50,000.
- 6 c) The Employee Use of Private Vehicle Authorization form (3.404.1) shall serve as a permit for
- 7 employees transporting students and shall state the purpose of the trip.
- 8 2) The school system shall assume no responsibility for legal liability in case of accident.
- 9 3) The Board specifically forbids any employee to transport students for school purposes without prior
- 10 authorization by the Superintendent of Schools/designee.
- 11 4) A completed parental Student Field Trip Permission Form ~~(3.404)~~ must be on file.

12 Authorization granted by a school to drive for school purposes shall be effective for the academic year, partial
 13 year or sports season for which it was granted unless revoked at the sole discretion of the school. Verification
 14 forms shall be retained by the school for the effective time period.

15 Authorized employee drivers are under a continuing obligation to notify the school of any change in status
 16 regarding their driver’s license or vehicle liability insurance.

17 **Additional Guidelines for Employees**

- 18 1) Privately owned buses and drivers of such shall meet all requirements of State law and State Board Rules,
- 19 Regulations and Minimum Standards.1 Charter bus companies must be approved in advance by the
- 20 Supervisor of Transportation. A passenger van designed to carry more than 10 persons shall not be used to
- 21 transport students.
- 22 2) No student shall be sent on errands, personal or school-related, in a vehicle owned by the student, an
- 23 employee, or the school system.
- 24 3) No employee may ask for or give permission to students to transport other students to and from any school
- 25 or school-related activity without written parental permission and proof of student insurance.

26 **VOLUNTEER PARENT DRIVERS**

27 The Board recognizes that volunteer parent drivers are often needed to use their private vehicles for school
 28 purposes or to transport students for a school-related event. In order to use their private vehicle to drive for
 29 school purposes, a parent shall be authorized by the school. Such authorization will be approved by the
 30 principal of the school only when the parent driver submits the following forms which will be kept on file in
 31 the school office:

- 32 (a) Valid driver’s license
- 33 (b) Proof of vehicle liability insurance coverage in the form of an insurance certificate issued to the
- 34 insured indicating liability limits of at least \$100,000/300,000/50,000 will be necessary.2
- 35 (c) Volunteer Personal Automobile Use Form ~~(3.404.2)~~.

36 The school system shall assume no responsibility for legal liability in case of accident.

37 Authorization granted by a school to drive for school purposes shall be effective for the academic year, partial
 38 year or sports season for which it was granted unless revoked at the sole discretion of the school. Verification
 39 forms shall be retained by the school for the effective time period.

1 Authorized volunteer parent drivers are under a continuing obligation to notify the school of any change in
2 status regarding their driver’s license or vehicle liability insurance.

3 A completed parental Student Field Trip Permission Form (3.404) must be on file for each student transported
4 by a parent volunteer. Each event will require a separate parental Student Field Trip Permission form.

5 **STUDENT DRIVERS**

6 **Credit-Bearing Courses**

7 The Board also recognizes that students may need to drive themselves for school-related, credit-bearing
8 courses in their own private vehicles. The student drivers must provide the following:

- 9 a) Proof of a valid driver’s license;
- 10 b) Proof of vehicle liability insurance coverage in the form of an insurance certificate issued to the
11 insured or their parent/guardian indicating limits of at least \$25,000/\$50,000/\$15,000;
- 12 c) The Student Use of Private Vehicle Authorization Form (~~3.404.3~~).

13 **All Other Occasions**

14 The Board also recognizes that students may need to drive themselves for school-related events in their own
15 private vehicles. The student drivers must provide the following:

- 16 a) Proof of a valid driver’s license;
- 17 b) Proof of vehicle liability insurance coverage in the form of an insurance certificate issued to the
18 insured or their parent/guardian indicating limits of at least \$100,000/\$300,000/\$50,000;
- 19 c) The Student Use of Private Vehicle Authorization form (~~3.404.3~~).

20 The school system shall assume no responsibility for legal liability in case of accident.

21 Student drivers are not approved to drive other students to such events, except when the other student is a
22 member of the driver’s immediate family.

23 Authorization granted by a school to drive for school purposes shall be effective for the academic year, partial
24 year or sports season for which it was granted unless revoked at the sole discretion of the school. Verification
25 forms shall be retained by the school for the effective time period.

26 Authorized student drivers are under a continuing obligation to notify the school of any change in status
27 regarding their driver’s license or vehicle liability insurance.

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29 _____
30 Legal Reference:

- 31 1. TCA55-12-102; OP Tenn. Atty. Gen. 04-136 (August 24, 2004)
- 32 2. TRR/MS 0520-1-5
- 33

Cross References:

Field Trips 4.302

Johnson City Board of Education

Monitoring: Review Annually, in October	Energy Conservation	Descriptor 3.2001	Issue Date 12/7/2020
		Rescinds 3.2001	Issued 3/4/2019

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~~It is the philosophy of the Johnson City Public Schools that~~ Every effort should be made to conserve utilities and help our environment. It is the responsibility of every administrator, staff member, maintenance employee, custodian and student to minimize utility consumption (electricity, gas and water.) All such stakeholders will be expected to be an energy saver.

The Supervisor of the Maintenance Department will be responsible for monitoring the energy conservation processes at school facilities. This Supervisor shall report to the District Energy Manager on an as needed basis. Specific energy checklists to assist in the minimization of energy consumption will be developed for each facility. Best practices for energy conservation shall be followed and equipment shall be operated at maximum efficiency.

Johnson City Schools shall amend its policies and action plans as required to strive for continuing compliance with the most recent adoption of the American Society of Heating, Refrigeration, and Air-Conditioning Engineers.

The District Energy Manager will provide reports on a quarterly basis to school principals, district administration and the Board of Education. The goal of the reports will be to recognize successful conservation practices and to focus attention on underperforming areas.

Each school should make an effort to emphasize energy education and recognition of Earth Day activities.

Cross References:

Project Planning Educational Specifications 3.213

Johnson City Board of Education

Monitoring: Review Annually, in November	Extracurricular Activities	Descriptor 4.300	Issue Date 1/9/2023
		Rescinds 4.300	Issued 1/3/2022

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

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

STUDENT CLUBS & ORGANIZATIONS³

All students under the age of eighteen (18) shall present a signed and dated statement from their parent/guardian before joining any club or organization or participating in activities of a club or organization. The Superintendent of Schools shall develop administrative procedures outlining this recordkeeping process.

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Legal Reference:

1. TCA 49-6-1002(c)
2. 34 CFR § 106.41
3. Public Acts of 2023, Chapter 353

Cross References:

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

Johnson City Board of Education [Click here to choose a school board.](#)

Monitoring: Review: Annually, in August	Descriptor Term: Charter School Authorizing Principles	Descriptor Code: 1.900	Issued Date:
		Rescinds:	Issued:

1 The Johnson City Board of Education shall ensure that only high-quality charter schools are authorized
2 to operate within the district and adhere to the State Board of Education’s quality charter authorizing
3 standards. To accomplish this, the Board shall adopt the following authorizing principles that require
4 charter schools to maintain high standards, while upholding school autonomy and protecting student
5 and public interests.¹

6 **MAINTAINING HIGH STANDARDS**

7 Charter schools shall be held accountable for meeting the performance standards and targets set forth
8 in their charter agreement. The Board shall maintain high standards for the charter school(s) it oversees
9 and close any charter school that fails to meet the standards and targets established in the charter
10 agreement or set by state law.²

11 **UPHOLDING SCHOOL AUTONOMY**

12 Charter school governing boards shall be independent of the Board and have the authority to make
13 instructional programming, financial, personnel, school culture, and scheduling decisions. The Board
14 shall assume responsibility not for the success or failure of individual schools but for holding schools
15 accountable for their performance.

16 The Board shall only impose requirements on charter schools in its portfolio when there is a legal basis
17 or compelling reason to do so.

18 **PROTECTING STUDENT AND PUBLIC INTERESTS**

19 The Board shall ensure clarity, consistency, and public transparency in authorizing policies, practices,
20 and decisions regarding any charter school. The Board shall hold charter school governing boards
21 accountable for being fiscally responsible and transparent.

22 Charter schools are part of the public education program and shall adhere to non-selective,
23 nondiscriminatory practices and ensure the fair treatment of all students. They shall provide
24 appropriate services to all enrolled students in accordance with state and federal laws.³ Charter school
25 governing boards shall ensure fiscal responsibility and transparency.

Legal References

1. TCA 49-13-108(f); State Board of Education Policy 6.111; TRR/MS 0520-14-01-.01
2. TCA 49-13-111, TCA 49-13-120, TCA 49-13-122
3. TCA 49-13-111

Johnson City Board of Education

Monitoring: Review Annually, in November	Summer School	Descriptor 4.204	Issue Date 1/9/2023
		Rescinds 4.204	Issued 1/3/2022

~~Summer schools shall be organized and operated as a part of the public school program, shall be under the control and management of the Board, and shall comply with rules and regulations of the State Board of Education.~~^{1,2}

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

General

The following programs will be made available to students:^{1,2}

1. Traditional summer school;
2. Learning loss bridge camps;
3. After-school learning mini camps; and
4. Summer learning camps.

These programs shall be organized and operated in accordance with state law as well as guidelines provided by the Tennessee Department of Education. Funding for all programming shall be provided for in the annual budget and take into account any available grants. The Board may adopt tuition rates for those students attending a traditional summer school program.³

SUMMER PROGRAMMING²

The Superintendent of Schools shall present a recommended summer programming plan to the Board each year, no later than the end of the regular school year, outlining the following:

1. Courses offered;
2. Transportation;
3. Class size ratios;
4. Budget, including staff compensation;
5. School nutrition needs;
6. Staffing;

1 **7. Enrollment criteria; and**

2
3 **8. Any additional necessary information.**

4 **ATTENDANCE REQUIREMENTS²**

5 **Priority students, as defined by state law, are strongly encouraged, but shall not be required to attend**
6 **summer programs.**

7 **The Superintendent of Schools shall be responsible for developing administrative procedures regarding**
8 **the attendance requirements of priority students in each program.**

9 **THIRD GRADE PROMOTION/RETENTION LAW & MAKE UP DAYS**

0 **Students who are required to attend summer programming in order to be promoted to fourth grade**
1 **shall attend with a ninety percent (90%) attendance rate. Students shall attend eighteen (18) days out of**
2 **the twenty (20) days required for summer school attendance.**

3 **Parents shall be provided information on the summer program attendance policy. The Superintendent**
4 **of Schools/designee shall develop administrative procedures regarding the documentation of student**
5 **attendance including make up days and the administration of the post-test for students who participate**
6 **in summer programming.**

7
8
9 No more than two (2) high school credits shall be earned during any summer school session.

0 The library, laboratories, and other facilities shall be made available to all students enrolled in the summer
1 school program.

2 ~~**Summer school tuition rates may be set when appropriate.³**~~

3 _____
4 Legal Reference:

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

8 _____
9 Cross Reference:

0 Promotion and Retention 4.603
1 Extended Contracts 5.112

Johnson City Board of Education

Monitoring: Review Annually, in November	Work Based Learning Program	Descriptor 4.212	Issue Date 1/4/2018
		Rescinds	Issued

1 Students shall have access to a system of structured work-based learning (WBL) experiences that allow them
2 to apply classroom theories to practical problems as well as explore career options.¹

3 General

4 **Students that participate in a work-based learning program may be authorized to perform support**
5 **service within the school as an intern or apprentice. These support services must supervised by a**
6 **teacher, administrator or other approved school employee. Services performed by the student must**
7 **follow the work-based learning policies of the Tennessee Department of Education.**

8 Scope

9 **Students may be asked to perform duties which are normally performed by school sytem staff, but those**
0 **duties must be related to their internship or apprenticeship, and the student must be under the**
1 **supervision of a designated system employee when performing the duties. The supervising employee is**
2 **responsible for ensuring all work performed follows the work based policies of the Tennessee**
3 **Department of Education and of the Johnson City Board of Education.**

4 Safety

5 **Students are not authorized to use their personal devises, email addresses or other social media**
6 **accounts to address the public in regard to their work-based learning duties. Before work-based**
7 **learning students release any information to the public, the relase must be approved by authorized**
8 **school system staff. This includes, but is not limited to, emails, flyers and social media postings.**

9 **Work-based learning students may be allowed to have keys to school buildings as necessary for**
0 **performing their internship or apprenticeship. Students will be required to sign for keys to school**
1 **buildings on a daily basis. Students may not be in possession of keys overnight.**

2 **Work-based learning students are not allowed to have electronic access to school buildings.**

3 Legal References:

4 1. State Board of Education Policy 2.103; TCA 49-7-1205

Johnson City Board of Education

Monitoring: Review Annually, in November	School Volunteers	Descriptor 4.501	Issued Date 12/4/2020
		Rescinds 4.501	Issued 3/4/2019

1 The Board endorses a volunteer program in the schools¹ and authorizes principals to develop a volunteer
2 program for each school.

3
4 All volunteers must be approved by the principal/designee and shall serve under the supervision and direction
5 of the professional personnel of the school to which they are assigned. Volunteers shall assist professional
6 personnel in the performance of their teaching and administrative responsibilities. They may not teach but
7 may reinforce skills taught by the professional staff.

8
9 All volunteers must sign a Volunteer Agreement regarding confidentiality.

0
1 All volunteers must submit to a routine background check before beginning working with students in an
2 unsupervised or one-on-one setting.

3
4 The principal/designee shall identify appropriate tasks for volunteers and shall be responsible for planning and
5 conducting orientation programs and regular in-service training sessions.

6
7 Volunteers shall serve without compensation but shall be insured by the Board against loss or damage in the
8 performance of their duties.²

9
0 The principal shall ensure that appropriate recognition of volunteer services is made annually.

1
2 No volunteer shall perform the job duties of professional personnel on a regular basis.

3 **STUDENT VOLUNTEERS**

4 **General**

5 **Students may be authorized to perform volunteer support services within the schools. These services shall be under**
6 **the supervision of a teacher, administrator, or other school employee and may not interfere with the student's**
7 **academic or extracurricular schedule.**

8 **SCOPE**

9 **Student volunteers shall assist district personnel. They may not perform the duties of district staff but may assist in**
0 **limited capacities as deemed appropriate by the Superintendent.**

1 **SAFETY**

2 **Student volunteers are not authorized to be in possession of keys to school buildings and may not perform**
3 **unsupervised work. Student volunteers will follow all school district and individual facility rules and regulations**
4 **while volunteering. Students volunteering as part of a school club, organization, or athletic team will follow all the**
5 **rules and regulations of their club, organization, or team.**

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Legal References:

1. TCA 49-6-7001
2. TCA 29-20-310(e)

Cross Reference:

Visitors to the School 1.501