

Johnson City Board of Education Special Meeting
November 4, 2024 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 System, School Board Legal Status and Authority
- 1.A.2. 1.101 - Role of the Board of Education
- 1.A.3. 1.102 - Board Members Legal Status
- 1.A.4. 1.103 - Board Self Evaluation
- 1.A.5. 1.104 - Memberships
- 1.A.6. 1.105 - School Board Legislative Involvement
- 1.A.7. 1.106 - Boardmanship Code of Conduct
- 1.A.8. 1.107 - Board Member Conflict of Interest
- 1.A.9. 1.108 - Nepotism
- 1.A.10. 1.201 - Duties of Officers
- 1.A.11. 1.202 - Duties of Board Members
- 1.A.12. 1.203 - New Member Orientation
- 1.A.13. 1.204 - Board Member Development Opportunities
- 1.A.14. 1.205 - Board-Superintendent Relations
- 1.A.15. 1.300 - Board Committees
- 1.A.16. 1.301 - Executive Committee

- 1.A.17. 1.302 - Board Attorney
- 1.A.18. 1.303 - Consultants
- 1.A.19. 1.400 - School Board Meetings
- 1.A.20. 1.401 - Public Hearings
- 1.A.21. 1.402 - Notification of Meetings
- 1.A.22. 1.404 - Appearances Before the Board
- 1.A.23. 1.407 - School Board Records
- 1.A.24. 1.600 - Policy Development and Adoption
- 1.A.25. 1.700 - School Board Goals and Objectives
- 1.A.26. 1.704 - Charter Schools
- 1.A.27. 1.705 - School-Based Decision Making
- 1.A.28. 1.802 -Grievance Procedures for Qualified Individuals with Disabilities
- 1.A.29. 1.805 - Use of Electronic Correspondence
- 1.A.30. 1.807 - Use of Electronic Correspondence
- 1.A.31. 1.900 - Charter School Authorizing Principles
- 1.A.32. 1.901 - Charter School Applications
- 1.A.33. 1.903 - Charter School Oversight
- 1.A.34. 1.905 - Charter School Renewal
- 1.A.35. 1.906 - Charter School Revocation
- 1.A.36. 3.100 - Business Management Goals and Objectives
- 1.A.37. 3.203 - Crisis Management
- 1.A.38. 3.204 - Threat Assessment Team

- 1.A.39. 3.206 - Community Use of School Facilities
- 1.A.40. 3.212 - Facilities Planning: Involvement of Architects
- 1.A.41. 3.213 - Project Planning Specifications
- 1.A.42. 3.215 - Inspection and Acceptance of New Facilities
- 1.A.43. 3.303 - Waste Reduction and Recycling
- 1.A.44. 3.400 - Student Transportation Management
- 1.A.45. 3.402 - Special Use of Vehicles
- 1.A.46. 3.404 - Private Vehicles
- 1.A.47. 3.600 - Insurance Management
- 1.A.48. 4.100 - Instructional Goals and Philosophy
- 1.A.49. 4.101 - Instructional Standards
- 1.A.50. 4.200 - Curriculum Development
- 1.A.51. 4.201 - Basic Program
- 1.A.52. 4.202 - Special Education
- 1.A.53. 4.204 - Summer School
- 1.A.54. 4.205 - Enrollment in College Level Courses
- 1.A.55. 4.209 - Alternative Credit Options
- 1.A.56. 4.211 - Credit Recovery
- 1.A.57. 4.212 - Work-Based Learning Program
- 1.A.58. 4.214 - Use of Artificial Intelligence Programs
- 1.A.59. 4.300 - Extracurricular Activities
- 1.A.60. 4.301 - Interscholastic Athletics

- 1.A.61. 4.302 - Field Trips
- 1.A.62. 4.401 - Textbooks Selection, Distribution and Care
- 1.A.63. 4.402 - Selection of Instructional Materials (Other than Textbooks)
- 1.A.64. 4.403 - Reconsideration of Instructional Materials and Textbooks
- 1.A.65. 4.403 - Reconsideration of Instructional Materials and Textbooks
- 1.A.66. 4.406 - Use of the Internet
- 1.A.67. 4.502 - Parent/Family Engagement
- 1.A.68. 4.604 - Accelerated and Advanced Credit
- 1.A.69. 4.700 - Testing Programs
- 1.A.70. 1.1061 - Code of Ethics
- 1.A.71. 1.8011 - Emergency Closings

2. ADJOURNMENT

Johnson City Board of Education

Monitoring: Review: Annually, in September	Descriptor Term: School District System – School Board Legal Status and Authority	Descriptor Code: 1.100	Issued Date: 01/05/24
		Rescinds: 1.100	Issued: 01/03/22

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

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

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

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

Legal References

1. TCA 49-1-101; TCA 49-1-102; TCA 49-1-103
2. TCA 49-6-3104

Cross References

School Board Meetings 1.400

Johnson City Board of Education

Monitoring: Review: Annually, in July	Descriptor Term: Role of the Board of Education	Descriptor Code: 1.101	Issued Date: 12/09/19
		Rescinds: 1.101	Issued: 02/07/17

1 The Board **of Education** will oversee the operation of the school district in compliance with state and
2 federal laws.¹

3 The Board will function only when in session. The Board's required functions include, but are not
4 limited, to the following:

5 **GENERAL**

- 6 1. To develop and adopt a strategic plan in consultation with the Superintendent of Schools;²
- 7
- 8 2. To adopt all policies required by state or federal law;³
- 9
- 10 3. To approve school zones;⁴
- 11
- 12 4. To approve the district calendar;⁵
- 13
- 14 5. To adopt district safety plans;⁶
- 15
- 16 6. To approve the closure of facilities, if needed;¹
- 17
- 18 7. To approve an insurance provider;¹ and
- 19
- 20 8. To approve/modify the agenda at the beginning of the board meeting.¹

21 **FISCAL**

- 22 1. To approve and adopt the budget;¹
- 23
- 24 2. To approve purchases outside the budget on a case-by-case basis in accordance with board
25 policy;¹
- 26
- 27 3. To approve budget transfers;⁷
- 28
- 29 4. To adopt the district salary schedule;⁸
- 30
- 31 5. To approve a differentiated pay plan;⁹
- 32
- 33 6. To approve funding for the district maintenance plan and capital requests;¹
- 34

- 1 7. To approve the location and scope of new building projects;¹ and
- 2
- 3 8. To approve bids.¹

4 **INSTRUCTION AND STUDENTS**

- 5 1. To adopt the curriculum;¹
- 6
- 7 2. To adopt textbooks;¹⁰
- 8
- 9 3. To review student disciplinary issues appealed to the Board and make a final determination;¹¹
- 10
- 11 4. To authorize or prohibit the use of corporal punishment;¹²
- 12
- 13 5. To approve or deny admission of students expelled from other school districts;¹³ and
- 14

15 **PERSONNEL**

- 16 1. To employ and evaluate the Superintendent of Schools;¹
- 17
- 18 2. To grant tenure to eligible teachers;¹⁴ and
- 19
- 20 3. To dismiss tenured teachers.¹⁵

Legal References

- 1. TCA 49-2-203
- 2. TRR/MS 0520-01-03-.03(14); State Board of Education Policy 2.101; TCA 49-1-613
- 3. TCA 49-2-207
- 4. TCA 49-6-403(c)
- 5. TCA 49-6-3004
- 6. TCA 49-6-804(a)
- 7. OP Tenn. Atty. Gen. 83-464 (Oct 26, 1983)
- 8. TCA 49-3-306(a)
- 9. TCA 49-3-306(h)
- 10. TCA 49-6-2207(a)(1)
- 11. TCA 49-6-3401(c)(4)(C)
- 12. TCA 49-6-4104
- 13. TCA 49-6-3401(f)
- 14. TCA 49-5-504(b); TCA 49-2-203(a)(1)
- 15. TCA 49-5-511

Cross References

- Duties of Board Members 1.202
- Policy Development & Adoption 1.600
- Administrative Procedures 1.601
- School District Goals 1.700
- School District Planning 1.701
- Annual Operating Budget 2.200

Johnson City Board of Education

Monitoring: Review: Annually, in September	Descriptor Term: Board Members Legal Status	Descriptor Code: 1.102	Issued Date: 01/05/24
		Rescinds: 1.102	Issued: 11/07/22

1 The legal status of Board of Education members shall be as follows:¹

2 **NUMBER**

3 The Board shall be composed of seven (7) members. **The Board may chose to include student**
4 **representatives as non-voting members.**

5 **QUALIFICATIONS**

6 Members of the Board shall be and must remain residents of the City of Johnson City and shall be
7 citizens of recognized integrity, intelligence, and ability to administer the duties of the office.² To
8 qualify as a candidate, an individual must show proof of:

- 9 1. Graduation from high school or receipt of a high school equivalency credential approved by
10 the State Board of Education;² and
- 11 2. Being a qualified voter and resident in the city for one year prior to the qualifying deadline for
12 running as a candidate.²

13 **TERMS OF OFFICE**

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

15 **VACANCIES**

16 Vacancies shall be declared to exist on account of death, resignation, ceasing to be a resident of the
17 city,⁴ or through due process proceedings.³

18 When a vacancy occurs, the Board of Education shall have the power to make an appointment for the
19 unexpired term.⁴ If the Board elects to make an appointment, the Board shall take applications from
20 interested and qualified citizens. The Board will, at the next regulary scheduled Board meeting
21 following the deadline for submitting applications, vote on the appointment. Such appointment shall
22 continue until the next regular election.⁵

Legal References

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

Johnson City Board of Education

Monitoring: Review: Annually, in September	Descriptor Term: Board Self Evaluation	Descriptor Code: 1.103	Issued Date: 01/06/14
		Rescinds: 1.103	Issued: 12/05/05

1 For the purpose of improvement of school board leadership, the Board **of Education** will conduct an
2 annual evaluation of its operational procedures and goals.

3 This annual evaluation shall be developed based upon the following premises:

- 4 (a) Board members shall know and be involved in the development of standards by which
5 they will evaluate themselves;
- 6 (b) Evaluation shall be at a scheduled time with all board members present;
- 7 (c) The evaluation shall be a composite of individual board members opinions but the
8 Board as a whole shall meet to discuss the results;
- 9 (d) Evaluation shall include discussion of strengths as well as weaknesses;
- 10 (e) The Board is not required to limit itself to those items included in any formal evaluation
11 instrument which is used;
- 12 (f) Each judgment shall be supported by as much rational and objective evidence as
13 possible; and
- 14 (g) At the conclusion of the evaluation, the Board will develop a series of goals for the
15 ensuing year which are stated in terms of behavioral change or productivity gains.

Johnson City Board of Education

Monitoring: Review: Annually, in September	Descriptor Term: Memberships	Descriptor Code: 1.104	Issued Date: 01/03/22
		Rescinds: 1.104	Issued: 07/01/01

- 1 The Board **of Education** shall maintain membership in the Tennessee School Boards Association,¹ and
- 2 through its membership in TSBA, shall be an affiliate member of other relevant organizations.
- 3 Dues for membership in Tennessee School Boards Association shall be included in each annual budget
- 4 in accordance with state statute.
- 5 The Board may also maintain institutional membership in other educational organizations which the
- 6 Board finds to be of benefit to members and school system personnel.

Legal References

1. TCA 49-2-2001

Johnson City Board of Education

Monitoring: Review: Annually, in September	Descriptor Term: <h2 style="text-align: center;">School Board Legislative Involvement</h2>	Descriptor Code: 1.105	Issued Date: 11/07/22
		Rescinds: 1.105	Issued: 10/03/01

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

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

Johnson City Board of Education

Monitoring: Review: Annually, in September	Descriptor Term: Boardmanship Code of Conduct	Descriptor Code: 1.106	Issued Date: 01/05/24
		Rescinds: 1.106	Issued: 11/07/22

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

5 **ARTICLE I. MY RELATIONS TO THE CHILDREN**

6

7 Section 1. I will at all times think in terms of “children first,” always determining
8 other important things according to how they affect education and
9 training of children.

10 Section 2. I will seek to provide equal educational opportunities for all children
11 regardless of race, color, religion, sex, gender, disabilities, national origin,
12 or location of residence.

13 **ARTICLE II. MY RELATIONS TO MY COMMUNITY**

14 Section 1. I will endeavor to appraise fairly both the present and future educational
15 needs of the community and to support improvements as finances
16 permit.

17 Section 2. I will represent at all times the entire school community and refuse to
18 represent special interests or partisan politics.

19 Section 3. I will endeavor to keep the community informed about the progress and
20 needs of the schools.

21 **ARTICLE III. MY RELATIONS TO TEACHERS AND PERSONNEL**

22 Section 1. I will support the employment of those persons best qualified to serve as
23 employees and will insist on a regular and impartial evaluation of all
24 staff.

25 Section 2. I will support and protect personnel in performance of their duties.

26

1 CONTRACT AGREEMENT

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

- 5 1. To abide by the code of ethics of the Tennessee School Boards Association.
- 6
- 7 2. To strive sincerely to build better relationships with one another and with the Superintendent of
8 Schools.
- 9
- 10 3. To vote on individual convictions and do what we can to prevent or destroy fractionalism on
11 the Board.
- 12
- 13 4. To refuse to become involved in micromanagement.
- 14
- 15 5. To emphasize planning, policy making, and public relations rather than becoming involved in
16 management of the schools.
- 17
- 18 6. To prepare ourselves carefully before each board meeting so that when we have the floor, we
19 can make comments that are concise, organized, and clear.
- 20
- 21 7. To listen carefully and with courtesy when other people have the floor and are speaking during
22 board meetings.
- 23
- 24 8. To set clear goals for the Superintendent of Schools.
- 25
- 26 9. To support the Superintendent of Schools and to help them be as effective as possible as long
27 as they are the Superintendent.
- 28
- 29 10. To establish goals for our school district and to make sure the community is aware of those
30 goals.

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

36

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	Descriptor Term: Board Member Conflict of Interest	Descriptor Code: 1.107	Issued Date: 11/07/22
		Rescinds: 1.107	Issued: 12/07/20

1 A Board **of Education** member shall not be directly interested in any contract in which the Board may be
2 interested. "Directly interested" means any contract with the **bBoard** member or with any business in which the
3 board member is sole proprietor, a partner, or the person having controlling interest. "Controlling interest" shall
4 include the individual with the ownership or control of the largest number of outstanding shares owned by any
5 single individual or corporation.

6 This policy shall not prohibit any **bBoard** member from voting on the school budget or any budget amendments,
7 unless the vote is on a specific budget amendment in which such board member is directly interested.

8 A board member shall not be indirectly interested in any contract in which the Board may be interested unless
9 the board member publicly acknowledges such interest. "Indirectly interested" means any contract in which the
10 board member is interested but not directly so, as defined above, including contracts in which the board member
11 may have a direct interest but is the sole supplier of goods or services in the county.

12 Any **bBoard** member who is an employee of the city and whose employment predates ~~his~~ **their** initial
13 election/appointment to the Board may vote on matters in which they have a conflict of interest if the member
14 informs the Board immediately prior to the vote as follows: "Because I am an employee of (name of
15 governmental unit), I have a conflict of interest in the proposal about to be voted. However, I declare that my
16 argument and my vote answer only to my conscience and to my obligation to my constituents and the citizens
17 the Board represents." The vote of any board member having a conflict of interest who does not inform the
18 Board of such conflict shall be void if challenged during the same Board meeting at which the vote was cast and
19 prior to the transaction of any further business by the Board.

20 Any **bBoard** member who is also an employee of the city and whose employment began on or after the date on
21 which they were initially elected to serve on the Board shall not vote on matters in which they have a conflict of
22 interest.

23 If a **bBoard** member has a conflict of interest in a matter to be voted on by the Board, they may abstain for
24 cause by announcing such to the **eChairman**. Any **bBoard** member who abstains from voting for cause on any
25 issue coming to a vote before the Board shall not be counted for the purpose of determining a majority vote.¹

26 PENALTY FOR UNLAWFUL INTEREST

27 If a **bBoard** member becomes directly or indirectly interested in any such contract, they shall forfeit all pay and
28 compensation and shall be dismissed from the Board and be ineligible to serve in the same or similar position
29 for ten (10) years.¹

Legal References

1. TCA 12-4-101,102

Cross Reference

Boardmanship Code of Conduct 1.106

Johnson City Board of Education

Monitoring: Review: Annually, in September	Descriptor Term: <h2 style="margin: 0;">Nepotism</h2>	Descriptor Code: 1.108	Issued Date: 01/05/24
		Rescinds: 1.108	Issued: 12/07/20

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

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

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

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

15 For purposes of this policy, the terms “related to” and "relative" include the following relationships:
 16 spouse, parent, parent-in-law, child, son-in-law, daughter-in-law, grandparent, grandchild, brother,
 17 sister, uncle, aunt, nephew, niece, or any person who resides in the same household. Step relationships
 18 shall be included in the definitions of “related to” and “relative”.²

Legal References

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

Cross References

Assignment/Transfer of Personnel 5.115

Johnson City Board of Education

Monitoring: Review: Annually, in September	Descriptor Term: Duties of Officers	Descriptor Code: 1.201	Issued Date: 01/05/24
		Rescinds: 1.201	Issued: 11/07/22

1 CHAIR

2 The eChair of the Board of Education shall have the following duties:

- 3 1. To assist the Superintendent of Schools in preparing meeting agendas;
- 4
- 5 2. To preside at all meeting of the Board;¹
- 6
- 7 3. To appoint committees authorized by the Board;¹
- 8
- 9 4. To function as chair of the executive committee;¹
- 10
- 11 5. To countersign all warrants authorized by the Board and issued by the Superintendent of
- 12 Schools for all expenditures of the sSchool sSystem;^{1,2}
- 13
- 14 6. To conduct Board hearings;³
- 15
- 16 7. To prepare the school budget with the Superintendent of Schools;⁴
- 17
- 18 8. To authorize the use of mechanical checkwriting equipment;²
- 19
- 20 9. To certify the value of surplus property valued less than \$250;⁵
- 21
- 22 10. To certify the official copy of approved minutes for each regular and special meetings of the
- 23 Board; and
- 24
- 25 11. To carry out other such duties as may be assigned by the Board.

26 VICE CHAIR

27 The vVice eChair shall assume the duties of the chair in their absence or function as the chair until a
28 new chair can be elected in the event the chair is incapacitated or the office becomes vacant. The vice
29 chair shall also chair the Superintendent of Schools' Compensation Committee.

30 SECRETARY

31 The sSecretary shall conduct all correspondence of the Board, keep and preserve all of its records,
32 receive all reports acquired by the Board, and see that such reports are in proper form.⁶

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

3 **CHAIR PRO TEM**

4 At any meeting where neither the eChair nor the vVice eChair is present, a eChair pro tem shall be
5 elected to preside.

Legal References

1. TCA 49-2-205
2. TCA 49-2-113
3. TCA 49-5-512(c)
4. TCA 49-2-203(a)(9)(A)(i)
5. TCA 49-6-2007(d)(2)
6. TCA 49-2-301(b)(1)(C)

Cross References

Role of the Board of Education 1.101
Duties of Board Members 1.202
Board Committees 1.300
Executive Committee 1.301
Agendas 1.403
Minutes 1.406
Annual Operating Budget 2.200
Surplus Property Sales 2.403
Separation Practices for Tenured Teachers 5.200

Johnson City Board of Education

Monitoring: Review: Annually, in September	Descriptor Term: <h2 style="text-align: center;">Duties of Board Members</h2>	Descriptor Code: 1.202	Issued Date: 11/07/22
		Rescinds: 1.202	Issued: 12/05/05

1 The duties of an individual ~~b~~**Board of Education** member shall be as follows:

- 2 1. To become familiar with State school laws, regulations of the State Department of Education,
3 and school board policies, rules and regulations;
- 4 2. To participate in State-mandated board training;¹
- 5 3. To have a general knowledge of the educational aims and objectives of the system;
- 6 4. To work harmoniously with other ~~b~~**Board** members without trying either to dominate the Board
7 or neglect their share of the work;
- 8 5. To vote and act impartially for the good of the school system;
- 9 6. To accept the will of the majority vote in all cases and give support to the resulting action;
- 10 7. To represent the Board and the school system to the public in such a way as to promote both
11 interest and support;
- 12 8. To refer complaints to the Superintendent of Schools and to abstain from individual counsel and
13 action in regard to staff members;
- 14 9. To prepare for board meetings by reviewing the ~~Board of Education~~ agenda and support
15 material prior to meeting; and
- 16 10. To share relevant information obtained at workshops, conferences, and committee meetings.

Legal References

1. TCA 49-2-202(a)(6); TRR/MS 0520-01-02-.11

Cross References

- Duties and Powers of the Board 1.101
Ethics 1.106

Johnson City Board of Education

Monitoring: Review: Annually, in September	Descriptor Term: New Member Orientation	Descriptor Code: 1.203	Issued Date: 01/05/24
		Rescinds: 1.203	Issued: 03/05/19

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

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

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

11
12 An orientation for new Board members shall be conducted no later than thirty (30) days after new
13 Board members take office. The chair of the board and the Superintendent of Schools shall arrange and
14 plan for such an orientation which may include a mentoring program.

Johnson City Board of Education

Monitoring: Review: Annually, in September	Descriptor Term: Board Member Development Opportunities	Descriptor Code: 1.204	Issued Date: 11/07/22
		Rescinds: 1.204	Issued: 01/03/22

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

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

- 5 1. A calendar of ~~school~~ **board** conferences, conventions and workshops shall be maintained by
6 the **board** secretary and provided to each board member.¹ At least annually the Board will
7 identify which meetings should be attended and the benefits which would be derived from
8 participation in such meetings;
- 9
10 2. Funds for participation at such meetings shall be budgeted on an annual basis. The Board, as a
11 whole, shall retain the authority to approve or disapprove the participation of members in
12 planned activities;
- 13
14 3. Reimbursement to **board** members for their travel expenses shall be in accord with their
15 reasonable and actual expenses;
- 16
17 4. When a conference, convention or workshop is not attended by the full Board, those
18 participating will be requested to share information, recommendations and materials acquired at
19 the meeting; and
- 20
21 5. The public shall be kept informed about the Board's continuing in-service education and about
22 the programs anticipated for short- and long-range benefits to the schools.

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

- 25 1. Participation in school board conferences, workshops and conventions held by the state,
26 regional and national school boards associations;¹
- 27
28 2. Local and district-sponsored training sessions for **board** members; and
- 29
30 3. Subscriptions to publications addressing the concerns of **board** members.

Legal References

1. TCA 49-2-202(a)(6)

Cross References

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

Johnson City Board of Education

Monitoring: Review: Annually, in September	Descriptor Term: Board-Superintendent Relations	Descriptor Code: 1.205	Issued Date: 11/07/22
		Rescinds: 1.205	Issued: 07/01/22

- 1 The Board **of Education** shall be responsible for specifying its requirements and expectations of the
- 2 Superintendent of Schools and then holding the Superintendent **of Schools** accountable by evaluating how well
- 3 those requirements and expectations have been met. In turn, the Superintendent **of Schools** shall be responsible
- 4 for specifying requirements and expectations for all administrators who report to them and then holding each
- 5 accountable by evaluating how well requirements and expectations have been met.

Cross References

Duties and Powers of the Board of Education 1.101
Evaluation of the Superintendent of Schools 5.803

Johnson City Board of Education

Monitoring: Review: Annually, in September	Descriptor Term: <h2 style="text-align: center;">Board Committees</h2>	Descriptor Code: 1.300	Issued Date: 01/05/24
		Rescinds: 1.300	Issued: 12/07/20

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

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

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

Legal References

1. TCA 49-2-205
2. TCA 8-44-102, *et seq.*

Cross References

- Duties of Officers 1.201
 School Board Meetings 1.400
 Public Hearings 1.401

Johnson City Board of Education

Monitoring: Review: Annually, in September	Descriptor Term: <h2 style="text-align: center;">Executive Committee</h2>	Descriptor Code: 1.301	Issued Date: 01/05/24
		Rescinds: 1.301	Issued: 07/01/00

1 The Chair of the Board **of Education** and the Superintendent of Schools shall constitute the executive
 2 committee of the Board, with the Chair of the Board serving as the ~~e~~Chairman of the ~~e~~Executive ~~e~~Committee.¹

3 The duties
 4 shall be:

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

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	Descriptor Term: School <u>Board</u> Attorney	Descriptor Code: 1.302	Issued Date: 07/01/00
		Rescinds:	Issued:

- 1 The Board **of Education** shall employ an attorney to represent the Board in legal matters which arise
- 2 concerning the school system.¹

Legal References

1. TCA 49-2-203(b)(5)

Johnson City Board of Education

Monitoring: Review: Annually, in September	Descriptor Term: Consultants	Descriptor Code: 1.303	Issued Date: 12/07/20
		Rescinds: 1.303	Issued: 10/03/01

1 When necessary, the Board **of Education** may contract for the services of qualified professional consultants.

2 Each contract for consulting services must contain the following detailed information:

- 3 1. The type of services the consultant will provide;
- 4 2. The cost of the services;
- 5 3. The specific objectives to be accomplished;
- 6 4. The specific tasks which will be performed;
- 7 5. The target dates for the completion of the objectives; and
- 8 6. The method to be used to report results to the Board.

9 The Superintendent of Schools is responsible for establishing the procedures under which consultants perform
10 their services and are supervised.

Cross References

Bids and Quotations 2.806

Purchase Orders and Contracts 2.808

Johnson City Board of Education

Monitoring: Review: Annually, in September	Descriptor Term: Ad Hoc Advisory Committees	Descriptor Code: 1.304	Issued Date: 12/07/20
		Rescinds: 1.304	Issued: 01/04/16

1 The Board **of Education** recognizes the value of ~~a~~**Ad h**~~e~~**C**ommittees to provide channels of
2 communication between the school community and the community at-large. In order to ensure
3 maximum benefits from the ad hoc committee, the purpose, composition, responsibilities, and
4 operating procedures are defined in this policy.

5 **BOARD AD HOC ADVISORY COMMITTEES**

6 Any Board Ad Hoc Advisory Committee may include representation from the community, an
7 employee organization, other educational institutions, parents, students, business and other affected or
8 interested parties.

9 The functions of a Board Ad Hoc Committee is to:

- 10 1. Represent the needs and interests of the entire community/school (not special interest groups);
- 11 2. Identify needs, problems, and concerns for more effective public educational services and
12 make recommendations to the Board ~~of Education~~;
- 13 3. Make recommendations to the Board ~~of Education~~ for budget priorities;
- 14 4. Review goals and objectives of the school system and make recommendations as to the same;
- 15 5. Assist with special projects and problems relative to information dissemination, community
16 relations, etc.;
- 17 6. Serve as communication liaison between the community and the Board ~~of Education~~;
- 18 7. Provide general advice to the Board, and promote the best interests of the school system;
- 19 8. Serve as resource person to the community, including the provision for speaker services;
- 20 9. Serve as a “sounding board” for Board questions and ideas.

21 **PROCEDURES**

- 22 1. The Board shall determine the need for an Ad Hoc Advisory Committee for a certain topic.
- 23 2. Frequency of the meetings shall be determined by the Ad Hoc Advisory Committee (and reports

- 1 of such meeting shall be given to the Board at the Board's next scheduled meeting).
- 2 3. One or more school ~~board~~ **B**oard members or designees may meet with the Board Ad Hoc Committee
3 as necessary and may be a member of that Committee.
- 4 4. Ad Hoc Committee members will be appointed on an as needed basis.
- 5 5. The Ad Hoc Advisory Committee shall select a president.
- 6 6. School administration shall serve in a resource capacity and not in a primary interface capacity.
- 7 7. Ad Hoc Advisory Committee members shall be expected to have regular attendance. This will
8 be emphasized in the invitation to the respective organizations to submit nominations.
- 9 8. The Ad Hoc Advisory Committee shall serve in an advisory role to the Board, not in a policy or
10 regulatory manner, and shall serve as a body of the whole at regular meetings only.

Johnson City Board of Education

Monitoring: Review: Annually, in September	Descriptor Term: School Board Meetings	Descriptor Code: 1.400	Issued Date: 01/05/24
		Rescinds: 1.400	Issued: 11/07/22

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

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

4 The Board may restrict the recording of Board meetings via camera, camcorder or other photographic equipment
5 when such recording creates a threat to public safety and welfare or impedes the conducting of efficient and
6 orderly public meetings.⁴

7 **REGULAR MEETINGS**

8
9 Regular meetings of the Board shall be held on the first Monday of the month at 6:00 p.m. in the Columbus
10 Powell Building (Central Office) or at another location as announced.

11

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

15

16 **SPECIAL MEETINGS**

17

18 The Board shall hold special meetings as necessary to transact the business of the Board. Such meetings shall
19 be called by the chair or Superintendent of Schools whenever the interests of the schools require it, or when
20 requested to do so by a majority of the Board.²

21

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

25

26 **ELECTRONIC ATTENDANCE⁵**

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

- 29
1. A quorum of the Board must be physically present at the meeting in order for any member to
30 attend electronically:
 2. Any Board member wishing to participate electronically must do so using technology which
31 allows the Chair to visually identify the member:
32

1 3. The responsibility for the connection lies with the member wishing to participate electronically.
2 No more than three (3) attempts to connect shall be made, unless the Board chooses to make
3 additional attempts.

4
5 Absent Board members may attend a regular or special meeting by electronic means for certain qualifying
6 reasons.

7 ***Work Related Absence***

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

12 ***Sickness or Period of Convalescence***

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

16 ***Inclement Weather or Natural Disaster***

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

20

21 ***Family Emergency***

22 A Board member may attend a meeting by electronic means if there is a family emergency that
23 prevents them from attending in person. The absence shall be due to the hospitalization of the Board
24 member or the death or hospitalization of the member's spouse, father, mother, son, daughter, brother,
25 sister, son-in-law, daughter-in-law, stepson, stepdaughter, father-in-law, mother-in-law, brother-in-law,
26 or sister-in-law. The Board member may only participate electronically two (2) times per year for this
27 reason.

1 **Military Service**

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

Legal References

1. TCA 8-44-102; TCA 49-6-804(b)
2. TCA 49-2-202(c)(1)
3. 28 CFR § 36.201(a); 36.202
4. OP Tenn. Atty Gen 95-126
5. TCA 49-2-203(c); Public Acts of 2023, Chpt. 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	Descriptor Term: Public Hearings	Descriptor Code: 1.401	Issued Date: 12/07/20
		Rescinds: 1.401	Issued: 01/04/16

1 The Board **of Education** will hold a public hearing in the following circumstances:

- 2 1. When requested, in writing, by any licensed employee who is dismissed during a contract
3 period. Any licensed employee who is dismissed must be advised of his right to a hearing
4 before the Board.¹
5
- 6 2. When requested by the parent who is dissatisfied with the school assignment of a student.²

7 The Board may, but is not obligated to, hold a public hearing in the following circumstances:

- 8 When requested by a student, principal, or teacher in regard to a student who, as a result of a
9 suspension of more than ten (10) days has had a hearing by the Discipline Hearing Authority.³
10 The notice of this type of hearing shall include a statement that, unless the student (or the
11 student's parent or guardian) requests an open hearing, the hearing will be closed to the public.⁴

12 The Board may also hold a public hearing when it deems it to be in the public interest.

13 Except as noted above, a request for a hearing before the Board must be in writing, stating the purpose
14 of the hearing, the action desired, and, in the case of contesting a school assignment, the specific
15 reasons why the child shall be assigned to a different school. All hearing requests must be received by
16 the Board or the Superintendent of Schools within the time limit prescribed by law for that type of
17 hearing.

Legal References

1. TCA 49-2-301(GG)(i); TCA 49-5-512
2. TCA 49-6-3201
3. TCA 49-6-3401
4. TCS 49-6-3401(c)(6)

Cross References

Appeals To and Appearances Before the Board 1.404
Suspension/Dismissal of Nontenured Teachers 5.200
Student Assignment 6.205
Student Disciplinary Hearing Authority 6.317

Johnson City Board of Education

Monitoring: Review: Annually, in September	Descriptor Term: Notification of Meetings	Descriptor Code: 1.402	Issued Date: 01/05/24
		Rescinds: 1.402	Issued: 12/07/20

- 1 Adequate notice of meetings¹ in the case of regular meetings shall consist of the approval of a schedule
 2 of all regular meetings for the Board **of Education** for a year and subsequent posting of this list in the
 3 Board/Superintendent of Schools' office, and on the school system's website. The schedule shall also
 4 be sent to the president of any local education association,² the president of the PTA Council and to the
 5 local news media for periodic announcement. No other notice of regular meetings shall be necessary
 6 beyond those stated and the holding of the particular regular meetings at the appointed times, if the
 7 date and time of the next regular meeting was announced at the last held board meeting.
- 8 In the case of special board meetings, notice shall be posted in the same locations with notice sent to
 9 the local news media and the president of the local education association, as in the case of regular
 10 meetings, at least two (2) days prior to the meeting.
- 11 The only exception permitted is in case of emergency, defined for this policy as "a sudden, generally
 12 unexpected occurrence or set of circumstances demanding immediate action." In such exceptions,
 13 notice shall be given to all appropriate parties as is practical.
- 14 Notice of all meetings with actionable items on the agenda, with the exception of teacher disciplinary
 15 hearings, shall include information on how community members can participate in the public comment
 16 portion of the board meeting.³
- 17 Notice of intent to extend the contract of the Superintendent of Schools will be given at least fifteen
 18 (15) calendar days prior to the scheduled meeting at which action will be taken.⁴
- 19 All notices of special board meetings shall state the time, place and purpose of the meeting.

Legal References

1. TCA 8-44-103
2. TCA 49-2-202(c)(1)
3. Public Acts of 2023, Chapter No. 300
4. TCA 49-2-203(a)(13)(C)

Cross References

School Board Meetings 1.400

Johnson City Board of Education

Monitoring: Review: Annually, in September	Descriptor Term: Appearances Before the Board	Descriptor Code: 1.404	Issued Date: 01/05/24
		Rescinds: 1.404	Issued: 01/03/22

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

4 **APPEARING BEFORE THE BOARD**

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

11 **PUBLIC COMMENT DURING MEETINGS**

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

16 Only those persons who are currently enrolled or have children currently enrolled in Johnson City
17 Schools, are currently employed by the School System, are residents of the City of Johnson City or are
18 bona fide property taxpayers to the City of Johnson City will be allowed to address the Board during
19 the public comments section of the agenda.

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

23 The Chair may recognize individuals who wish to address the Board and who have not previously
24 signed the required form if they determine that such is in the public interest. A majority vote of
25 members present can overrule the decision of the Chair.

26 Individuals speaking to the Board shall address remarks to the Chair. Each person speaking shall state
27 their name, affiliation to the school system and subject of presentation. Remarks will be limited to
28 three (3) minutes unless time is altered by the Board. No speaker may yield their time to another
29 speaker.

30 The Chair shall have the authority to terminate the remarks of any individual who is disruptive,
31 violates state law or does not adhere to Board rules.¹ Unless a majority of members present vote to do

- 1 otherwise, the members of the Board will not engage in dialogue with those people addressing the
- 2 Board.

- 3 Individuals desiring additional information about any item on the agenda shall direct such inquiries to
- 4 the office of the Superintendent of Schools.

Legal References

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	Descriptor Term: School Board Records	Descriptor Code: 1.407	Issued Date: 01/05/24
		Rescinds: 1.407	Issued: 01/03/22

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

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

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

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

16 **REQUESTS FOR INSPECTION²**

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

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

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

26 **REQUESTS FOR COPIES²**

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

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

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

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

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

11 **FREQUENT AND MULTIPLE REQUESTS**

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

20 **DENYING REQUESTS FOR NONCOMPLIANCE⁷**

21 *Requests to Inspect a Public Record*

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

- 23 a. Made two (2) or more requests to view a public record within a six-month period; and
- 24
- 25 b. For each request failed to view the record within fifteen (15) business days of receiving
- 26 notification that the record was available.

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

30 *Requests for Copies of Public Records*

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

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

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

2 **RECORDS RETENTION**

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

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

20 **DISTRICT PUBLIC RECORDS REQUEST COORDINATOR¹⁴**

21 Name: Amber Forbes

22 Title: Supervisor of Human Resources

23 Contact Information: 423-549-4274 **232-5384**; forbesa@jcschools.org hr-info@jcschools.org

Legal References

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

Cross References

Financial Reports and Records 2.701
Personnel Records 5.114
Student Records 6.600

Johnson City Board of Education

Monitoring: Review: Annually, in September	Descriptor Term: Policy Development and Adoption	Descriptor Code: 1.600	Issued Date: 11/07/22
		Rescinds: 1.600	Issued: 01/03/22

1 A proposed policy or policy change shall be submitted to the Board **of Education** as part of the
2 agenda. ~~Any interested party~~ **Those persons who are currently enrolled or have children currently**
3 **enrolled in Johnson City Schools, are currently employed by the School System, are residents of**
4 **the City of Johnson City or are bona fide property taxpayers to the City of Johnson City** shall be
5 given an opportunity to be heard on the proposal. The Board's approval of the proposal or return for
6 study and/or further revision shall constitute the first reading.

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

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

13 **POLICY MAINTENANCE**

14 The Superintendent of Schools or their designee shall be responsible for drafting policy proposals,
15 maintaining the Board Policy Manual and serving as liaison between the Board and the Tennessee
16 School Boards Association. At least annually, the Board shall review its policy manual for the purpose
17 of passing, revising or deleting policies mandated by changing conditions.¹

18 Policies shall be accessible to all employees of the school system, members of the Board, and citizens
19 of the community.

20 **EMERGENCY PROCEDURE²**

21 On matters of unusual urgency, by an affirmative vote of a majority of the members of the Board, the
22 Board may waive the second reading limitation and take immediate action to adopt new or revised
23 policies.

24 **SUSPENSION OF POLICIES²**

25 Any board policy or part thereof may be suspended by an affirmative vote of a majority of the
26 members of the Board.

27 **ADMINISTRATION IN POLICY ABSENCE**

- 1 In cases where the Board has provided no guidelines for administrative action, the Superintendent of
- 2 Schools shall have the power to act, but report to the Board at its next meeting.

Legal References

1. TCA 49-2-207(a)
2. TCA 49-2-202(g)

Cross References

- Role of the Board of Education 1.101
Agendas 1.403
Administrative Procedures 1.601

Johnson City Board of Education

Monitoring: Review: Annually, in September	Descriptor Term: <h2 style="text-align: center;">School Board Goals and Objectives</h2>	Descriptor Code: 1.700	Issued Date: 10/02/06
		Rescinds: 1.700	Issued: 12/05/05

- 1 The Board **of Education** is charged, on behalf of the public, with the responsibility for determining the
- 2 educational goals of the school system. In discharging that responsibility, the Board will adopt goals
- 3 and objectives.

- 4 The Board shall develop policies to implement the goals within each area and shall annually review
- 5 these goals and revise them as necessary so that each program will at all times support the stated goals.

Cross References:

Fiscal Management Goals 2.100
 Business Management Goals 3.100
 Instructional Goals 4.100
 Personnel Goals 5.100
 Student Goals 6.100

Johnson City Board of Education

Monitoring: Review: Annually, in September	Descriptor Term: Charter Schools	Descriptor Code: 1.704	Issued Date: 08/26/19
		Rescinds: 1.704	Issued: 03/05/19

1 Pursuant to Tennessee Public Charter Schools Act of 2002, Johnson City Board of Education shall
2 have the authority to approve applications to establish public charter schools and renew public charter
3 school agreements.¹

4 A charter school shall be a public, nonsectarian, non-religious, non-homebase school which operates
5 within a public school district. It shall be subject to all state and federal laws and constitutional
6 provisions prohibiting discrimination on the basis of ~~disability, race, creed, color, sex, gender, national~~
7 ~~origin, religion, ancestry or need for special education services~~ **race, creed, color, sex, gender,**
8 **religion, age, national origin, disability, or veteran status.**

9 The Board of Education shall give preference to applications that demonstrate the capability to meet
10 the needs of the following groups of students:

- 11 1. Students who are assigned to, or were previously enrolled in, a school identified as a priority
12 school, as defined by the state's accountability system;
- 13 2. Students who, in the previous school year, failed to test proficient in the subjects of
14 reading/language arts or mathematics in grades three through eight (3-8) on the Tennessee
15 comprehensive assessment program examinations;
- 16 3. Students who, in the previous school year, failed to test proficient in the subjects of
17 reading/language arts or mathematics on the end of course assessments in grades nine through
18 twelve (9-12); or
19 4. Students who are eligible for free or reduced price lunch;
- 20 21
- 22

23 Charter schools may be formed to:

- 24 1. Provide alternatives for students in schools failing to make adequate yearly progress.
- 25 2. Address the unique needs of students eligible for special education services.
- 26 3. Provide local school systems the option to work in concert with the state's public higher
27 education teacher training institutions.
- 28 29

30 Any sponsor seeking to establish a public charter school shall file with the Board, on or before April 1st
31 of the calendar year preceding the calendar year in which the proposed charter school plans to begin
32 operation a written application with required supporting documents. Each application shall be

- 1 accompanied by a \$2,500 application fee. The Board may withhold 1% of the charter school's funds
- 2 (up to \$20,000) per year for the first four years of operation for payment of services provided by the
- 3 Board.²

Legal References

1. Tennessee Public Charter Schools Act of 2002
2. TCA 49-13-112(b)

Johnson City Board of Education

Monitoring: Review: Annually, in September	Descriptor Term: School-Based Decision Making	Descriptor Code: 1.705	Issued Date: 11/07/22
		Rescinds: 1.705	Issued: 10/05/09

1 The Board **of Education** shall operate its schools under principles of school based decision making.
2 Principals will operate and manage schools with the assistance of local decision making teams
3 representative of school stake holders.

4 The following functions are retained by the Board ~~of Education~~ and the Superintendent of Schools:

- 5
- 6 1. policy;
- 7
- 8 2. budget and financial practices;
- 9
- 10 3. legal and regulatory provisions;
- 11
- 12 4. ethical practices;
- 13
- 14 5. legal requirements for personnel employment and evaluation; and
- 15
- 16 6. other areas as designated by the Superintendent of Schools.
- 17

18 The Board shall provide the necessary resources and training to institute school based decision making.
19 Further, ~~it directs the Superintendent of Schools to present annual reports to~~ **shall share information**
20 **with** the Board indicating the benefits attained through the implementation of school based decision
21 making principles and structures.

Johnson City Board of Education

Monitoring: Review: Annually, in September	Descriptor Term: Grievance Procedures for Qualified Individuals with Disabilities	Descriptor Code: 1.802	Issued Date: 01/03/22
		Rescinds: 1.802	Issued: 03/05/19

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

4 **DEFINITION**

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

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

13 **COORDINATOR**³

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

18 **NOTICE**⁴

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

21 ~~Dr. Robbie Anderson~~
22 ~~Johnson City Schools~~
23 ~~P.O. Box 1517~~
24 ~~Johnson City, TN 37605-1517~~
25 ~~(423) 434-5200~~

26 **Students:**
27 **Title: Dr. Allecia Frizzell**
28 **Email: frizzella@jcschools.org**

Employees/ Public:
Title: Ms. Amber Forbes
Email: hr-info@jcschools.org

29
30 **Phone number: 423-434-5200**
31 **Mailing address: P.O. Box 1517, Johnson City, Tennessee 37605**

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.

1 **COMPLAINT PROCEDURES⁵**

2 The coordinator will hear ADA/Section 504 complaints. Complaints may be submitted orally or in
3 writing to the coordinator who will endeavor to accomplish prompt and equitable resolution of
4 complaints alleging any action that would be prohibited by the ADA/Section 504. The coordinator
5 will respond to all complaints within twenty (20) days with a written response as well as information
6 on further grievance procedures that may be followed if the complaining party is not satisfied with the
7 coordinator's proposed resolution.

8 **DUE PROCESS HEARING PROCEDURES⁶**

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

16 ***Written Request for Hearing***

17 A parent/guardian who wishes to challenge an action or omission with regard to the identification,
18 evaluation, or placement of a student who has or is believed to have a disability as defined by Section
19 504, shall make a written request for a due process hearing to the Section 504 coordinator. The written
20 request must be made on a form provided through the Central Office.

21 ***Impartial Hearing Officer***

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

34 Office for Civil Rights
35 U.S. Department of Education
36 61 Forsyth St. S.W., Suite 19T10

1 Atlanta, GA 30303-8927
2 Telephone: 404-974-9406; TDD: 877-521-2172
3 Email: OCR.Atlanta@ed.gov

4 ***Scheduling of Hearing***

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

8 ***Continuances***

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

11 ***Legal Representation at Hearing***

12 If a parent/guardian is represented by a licensed attorney at the due process hearing, they must inform
13 the Section 504 coordinator and the appointed hearing officer of that fact, in writing, at least seven (7)
14 calendar days prior to the hearing date, or the hearing can be continued upon the coordinator's request.
15 The school system shall not have legal representation at the hearing unless the parent provides notice
16 that they will have legal representation.

17 ***Pre-Hearing Conference***

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

24 ***Dismissals***

25 If, after the Pre-Hearing Conference, the hearing officer finds that the parent, as a matter of law,
26 alleges and/or raises no factual claims or legal issues that come within their jurisdiction as a Section
27 504 hearing officer, they may dismiss the hearing and issue an order to that effect explaining the basis
28 for such finding.

29 ***Hearing***

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

33 ***Recording***

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

7 ***Witnesses***

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

11 ***Format of Presentation***

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

17 ***Submission of Exhibits***

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

24 ***Closing Arguments***

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

27 ***Decision***

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

35 ***Review Procedure/Appeal***

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

Legal References

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, 35.172
6. 34 CFR §104.36; 34 CFR § 104.7

Cross References

- School Board Meetings 1.400
- Visitors to the Schools 1.501
- Reporting Student Progress 4.601
- Graduation Activities 4.606
- Equal Opportunity Employment 5.104
- Personnel Health Examinations/Communicable Diseases 5.400
- Acquired Immune Deficiency Syndrome 5.401
- Complaints and Grievances 5.501
- Student Discrimination, Harassment, Bullying, Cyber-bullying, and Intimidation 6.304
- Acquired Immune Deficiency Syndrome 6.404

Johnson City Board of Education

Monitoring: Review: Annually, in September	Descriptor Term: Use of Electronic Correspondence	Descriptor Code: 1.805	Issued Date: 11/07/22
		Rescinds: 1.805	Issued: 01/03/22

1 Electronic communication capability among board members and school system staff exists for the
2 purpose of enabling all to better perform tasks associated with their positions and assignments.
3 Therefore, all staff and board members who have access to the district network shall adhere to the
4 following guidelines when sending or receiving messages via any systemwide electronic means.

- 5 1. Because all computer hardware and software belong to the Board **of Education**, all data
6 including e-mail communications stored or transmitted on school system computers shall be
7 monitored. Employees/~~b~~**Board** members have no right to privacy with regard to such data.
8 Confidentiality of electronic correspondence cannot be assured. Electronic correspondence may
9 be a public record under the public records law and may be subject to public inspection.¹
10
- 11 2. Electronic correspondence shall pertain to legitimate Board/ **school** system business.
12
- 13 3. Staff/~~b~~**Board** members will be asked to sign an application for terms and conditions for Use of
14 the Internet. Staff/board members shall not reveal their passwords to others in the network or to
15 anyone outside of it. If anyone has reason to believe that a password has been lost or stolen or
16 that the electronic correspondence has been accessed by someone without authorization, they
17 shall contact the technology coordinator immediately.
18
- 19 4. It is the responsibility of the sender not to violate copyright laws.
20
- 21 5. Messages shall not be sent that contain material that may be defined by a reasonable person as
22 obscene or that are racist, sexist, or promote illegal or unethical activity.
23
- 24 6. All employees will adhere to the System's Responsible Use Agreement.

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

28 E-mail shall not be used to circumvent requirements of the Open Meetings Act.²

Legal References

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

Cross References

Use of the Internet 4.406

Johnson City Board of Education

Monitoring: Review: Annually, in September	Descriptor Term: Use of School Name	Descriptor Code: 1.807	Issued Date: 11/07/22
		Rescinds: 1.807	Issued: 07/01/00

- 1 No school or community organization, employee, student or other person may use the name of any
- 2 school or the school sytem in any promotional manner or for personal benefit without prior approval of
- 3 the Board **of Education**/designee.
- 4

Cross References

Board-Community Relations 1.500

Johnson City Board of Education

Monitoring: Review: Annually, in August	Descriptor Term: Charter School Authorizing Principles	Descriptor Code: 1.900	Issued Date: 01/05/24
		Rescinds:	Issued:

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

Cross References

- Charter Schools 1.704**
- Charter School Application 1.901**
- Charter School Oversight 1.903**
- Charter School Renewal 1.905**
- Charter School Revocation 1.906**

Johnson City Board of Education

Monitoring: Review: Annually, in August	Descriptor Term: Charter School Applications	Descriptor Code: 1.901	Issued Date: 11/07/22
		Rescinds: 1.901	Issued: 12/09/19

1 *General*

2 This policy shall apply to sponsors and potential sponsors of charter schools. It shall not apply to
3 charter schools converting from existing public schools. Proposals from existing charter school
4 operators or replicators and applicants proposing to contract with educational service providers shall
5 include the information required by state law.¹

6 **APPLICATION PROCESS²**

7 A prospective charter school sponsor shall send the Superintendent of Schools notice of its intent sixty
8 (60) days prior to February 1st of the year preceding the year in which the proposed charter school
9 plans to begin operation as a charter school.

10 A sponsor seeking ~~board~~ approval **from the Board of Education** of an initial charter school
11 application shall complete the forms provided by the Department of Education. The application shall
12 provide all the information required by law. The sponsor shall demonstrate that the proposed charter
13 school meets the purpose prescribed by law for the formation of a charter school, and the proposed
14 charter school will be able to implement a viable program of quality education for its students.³

15 Applications shall be submitted to the Board and Department of Education on or before 4:30 p.m. on
16 February 1st of the year preceding the year in which the proposed charter school plans to begin
17 operation as a charter school. If the 1st of February falls on a Saturday, Sunday, or holiday on which
18 the school district offices are closed, applications will be accepted on the next business day on or
19 before 4:30 p.m. Late applications will not be accepted, without exception. The sponsor shall pay an
20 application fee of \$2,500.00.²

21 **REVIEW TEAM¹**

22 If necessary, the Board shall appoint a review team to assist in reviewing and evaluating charter school
23 applications. The team shall be composed of members of the administrative staff for the district,
24 community members, and a member of the Board with relevant educational, organizational, financial,
25 and legal experience. At the board meeting in December of each year, the Superintendent of Schools
26 shall make a recommendation to the Board on which members of their administrative staff should be
27 appointed to the team. The Board shall name the members of the team at its meeting in January of each
28 year. The Board shall designate a Chair of the review team as the contact person for answering
29 questions about the application process and receiving applications. The Superintendent of Schools
30 shall develop an orientation for the team to ensure consistent evaluation standards and the elimination
31 of real or perceived conflicts of interest.

1 The Board shall require the Superintendent of Schools to develop a procedure for receiving, reviewing,
2 and ruling on applications for the establishment of charter schools by the review team. The procedure
3 shall include a timeline for the application and review process. A copy of the procedure, including the
4 review criteria, shall be available to any interested party upon request.

5 The review team shall:

- 6 1. Evaluate all charter school applications based on the review criteria adopted by the Board;
7
- 8 2. Recommend one of the following options to the Board for each application: approve, reject, or
9 reject with stipulations for reconsideration; and
10
- 11 3. Make recommendations for revocation, renewal, or non-renewal of charter school contracts.

12 **APPROVAL/DENIAL OF APPLICATION⁴**

13 The Board shall rule by resolution on the approval or denial of a charter school application within
14 ninety (90) days of receipt of the completed application, or the application shall be deemed approved
15 by law. The Superintendent of Schools shall report the action taken by the Board to the Department of
16 Education.

17 *Approval*

18 The sponsor of a charter school that is approved by the Board shall enter into a written agreement with
19 the Board which shall be binding on the charter school's governing body. The charter school agreement
20 shall be in writing and signed by the sponsor and the Board.

21 The Board will receive an annual authorizer fee of three percent (3%) of the annual per student state
22 and local allocations or thirty-five thousand dollars (\$35,000), whichever is less.⁵

23 Charter schools approved by the Board are expected to implement the application as submitted and
24 approved. Material variations in operations from the approved application require amendment pursuant
25 to statute and the charter school agreement.⁶

26 The Board shall not provide services to charter schools that are not requested during the application
27 process except for those services that are required under state or federal laws. Services agreed to be
28 provided to the charter school by the Board shall be provided at board actual cost. The Board and
29 charter school shall execute a service contract for any additional services.

30 New charter school agreements are approved for a ten (10) year period.⁷ The Board may revoke or
31 deny renewal of a charter school agreement for any of the reasons enumerated in state law.⁸

32 *Denial*

33 Upon written receipt of the grounds for denial, the sponsor shall have thirty (30) days within which to
34 submit an amended application to correct the deficiencies. The Board shall have sixty (60) days either
35 to deny or to approve the amended application, or the application shall be deemed approved by law.⁴

- 1 Within ten (10) days of final denial, an appeal may be filed with the State Board of Education.⁹

Legal References

1. TCA 49-13-106; State Board of Education Policy 6.111
2. TCA 49-13-107; TCA 1-3-102; TCA 49-13-108; TRR/MS 0520-14-01
3. TCA 49-13-110
4. TCA 49-13-108; TRR/MSS 0520-14-01
5. TCA 49-13-128
6. TRR/MS 0520-14-01-.06; TCA 49-13-110
7. TCA 49-13-110(c)
8. TCA 49-13-122
9. TCA 49-13-108(b)(5)

Cross References

- Charter Schools 1.704**
- Charter School Application 1.901**
- Charter School Oversight 1.903**
- Charter School Renewal 1.905**
- Charter School Revocation 1.906**

Johnson City Board of Education

Monitoring: Review: Annually, in August	Descriptor Term: Charter School Oversight	Descriptor Code: 1.903	Issued Date: 12/09/19
		Rescinds:	Issued:

1

2 The Board **of Education** shall oversee and annually evaluate charter schools to ensure they meet the
3 performance standards and targets set forth in the charter school agreement.¹ The Board shall create a
4 comprehensive performance, accountability, and compliance monitoring system based on the charter
5 school agreement and communicate the results to each charter school. At a minimum, the monitoring
6 system shall address academic, financial, and organizational performance standards as outlined in the
7 charter school agreement and required by the State Board of Education.¹ The Board shall utilize the
8 results when making renewal, revocation, and intervention decisions.

9

10 The Board shall communicate with the charter schools in its portfolio as needed, including both the
11 charter school leader and governing board, and provide timely notice of any material charter school
12 agreement violations and performance deficiencies.

13

14 The Board shall articulate and enforce stated consequences for failing to meet performance
15 expectations or compliance requirements.

16 **SITE VISITS**

17 A site visit to each charter school shall be conducted annually. The purpose shall be to collect data and
18 other qualitative information that cannot be obtained otherwise. The Superintendent of Schools shall
19 develop a site visit procedure that outlines the expectations of charter schools prior to, during, and after
20 the site visit, including review of the documents and data, classroom observations, and interviews.
21 These visits shall minimize operational interference.

22 The Board shall provide the charter school with a report that summarizes the charter school's
23 performance. The report shall provide an analysis of relevant data and include general
24 recommendations, if applicable.²

25 **CHARTER SCHOOL REPORTING**

26 Charter schools shall provide the information required by the charter school agreement and state law to
27 the Board. The Superintendent of Schools shall develop a reporting calendar that defines and
28 communicates the process, methods, and timing of gathering and reporting data to the Board.²

1 By September 1st, the governing body of an approved charter school shall make a written report to the
2 Board.³ The annual report shall include:

- 3 1. A report on the progress of the charter school in achieving the goals outlined in the charter
4 school agreement;
- 5 2. A financial statement disclosing the financial health of the charter school, including the costs of
6 the administration, instruction, and other spending categories of the charter school; and
- 7 3. A detailed accounting, including the amounts and sources, of all funds received by the charter
8 school, other than the funds received per state law.⁴

9 This reporting requirement shall begin in the year after the year in which the charter school begins
10 operation.

11 Multiple charter schools overseen by a single governing board shall report their performance as
12 separate, individual charter schools. Each charter school shall be independently accountable for its
13 performance.

14 Each charter school governing body shall submit an annual audit of all accounts and records, to include
15 internal school activity and cafeteria funds, to the Board as soon as practical after June 30th.⁵

16 **AUTHORIZER REPORTING AND REVIEW**

17 By December 1st, the Board shall report to the Department of Education detailing the authorizer fees
18 collected in the previous school year and the authorizing obligations fulfilled using the fee.⁶ By
19 January 1st, the Board shall submit an annual authorizer report to the Department of Education and the
20 State Board of Education.⁷ The Superintendent of Schools shall prepare the reports and provide the
21 information to the Board prior to submission.
22
23

Legal References

1. TCA 49-13-111(d); State Board of Education Policy 6.111
2. State Board of Education Policy 6.500
3. TCA 49-13-120(a), (b)
4. TCA 49-13-112(a), Public Acts of 2019, Chapter No. 219
5. TCA 49-13-127
6. TCA 49-13-128(c)
7. TCA 49-13-120(d)

Cross References

- [Charter Schools 1.704](#)
- [Charter School Application 1.901](#)
- [Charter School Oversight 1.903](#)
- [Charter School Renewal 1.905](#)
- [Charter School Revocation 1.906](#)

Johnson City Board of Education

Monitoring: Review: Annually, in September	Descriptor Term: Charter School Renewal	Descriptor Code: 1.905	Issued Date: 12/09/19
		Rescinds:	Issued:

1 CUMULATIVE PERFORMANCE REPORT

2 Three (3) months prior to the date on which a charter school is required to submit a renewal
3 application, the Superintendent of Schools/designee shall submit a performance report to the charter
4 school.¹

5 APPLICATION AND EVALUATION

6 No later than April 1st of the year prior to the year in which the charter school agreement expires, the
7 governing body of a charter school shall submit a renewal application to the Board **of Education**.¹

8 The Superintendent of Schools/designee shall conduct a renewal evaluation site visit to each charter
9 school that submits a charter school renewal application.¹

10 The Board will make renewal decisions by February 1st in the year the charter school agreement
11 expires.

12 RENEWAL CRITERIA

13 The Board shall make its renewal decision based on the renewal application, annual progress reports,
14 and renewal performance report.

Legal References

1. TCA 49-13-120; State Board of Education Policy 6.111; TCA 49-13-121; Public Acts of 2019, Chapter No. 219

Cross References

Charter Schools 1.704
Charter School Application 1.901
Charter School Oversight 1.903
Charter School Renewal 1.905
Charter School Revocation 1.906

Johnson City Board of Education

Monitoring: Review: Annually, in August	Descriptor Term: Charter School Revocation	Descriptor Code: 1.906	Issued Date: 12/09/19
		Rescinds:	Issued:

- 1 The Board **of Education** shall revoke a charter school agreement if the charter school:¹
- 2 1. Failed to meet the minimum performance requirements set forth in the charter school
3 agreement;
 - 4
 - 5 2. Committed a material violation of any of the conditions, standards, or procedures set forth in
6 the charter school agreement;
 - 7
 - 8 3. Failed to meet generally accepted standards of fiscal management; or
 - 9
 - 10 4. Performed any of the acts that are conditions for non-approval of charter schools under state
11 law.

12 NOTICE

13 The Superintendent of Schools/designee shall notify the charter school of the Board's intent to revoke
14 the charter school agreement in writing at least thirty (30) days prior to the revocation.²

15 Within ten (10) days of the Board voting to renew, not renew, or revoke a charter school agreement,
16 the Superintendent of Schools/designee shall report the Board's decision to the Department of
17 Education. The Superintendent of Schools/designee shall also provide a copy of the Board's resolution
18 setting forth the decision and the reasons for the decisions.³

19 REVOCATION DUE TO PRIORITY STATUS

20 The Board may revoke a charter school agreement if the charter school is identified as a priority school
21 under state law. Revocation shall take effect immediately following the close of the school year in
22 which the charter school is identified as a priority school.⁴

The Board shall revoke a charter school agreement if the charter school is identified as a priority school for two consecutive cycles (beginning in 2017). Revocation shall occur immediately after the close of the school year in which the charter school is identified as a priority school for the second consecutive cycle.

23 PROCEDURES FOR CLOSURE

24 The Superintendent of Schools shall develop administrative procedures regarding charter school
25 closures prior to the Board denying renewal or revoking a charter school agreement.

Legal References

1. TCA 49-13-122(b); State Board of Education Policy 6.111
2. TCA 49-13-122(c)
3. TCA 49-13-122(e)
4. TCA 49-13-122(a); Public Acts of 2019, Chapter No. 205; State Board of Education Policy 6.110
5. TCA 49-13-130

Cross References

- Charter Schools 1.704**
Charter School Application 1.901
Charter School Oversight 1.903
Charter School Renewal 1.905
Charter School Revocation 1.906

Johnson City Board of Education

Monitoring: Review: Annually, in October	Descriptor Term: <h2 style="text-align: center;">Business Management Goals and Objectives</h2>	Descriptor Code: <h3 style="text-align: center;">3.100</h3>	Issued Date: <h3 style="text-align: center;">03/05/19</h3>
		Rescinds: <h3 style="text-align: center;">3.100</h3>	Issued: <h3 style="text-align: center;">01/05/15</h3>

1 The Board **of Education** establishes these general goals for the conduct of its management program:

- 2 1. To develop a proactive plan for the management of buildings and grounds which provides a
- 3 safe, secure, comfortable, and clean environment for instruction and administration;
- 4
- 5 2. To provide a building maintenance program which protects the taxpayer’s investment in
- 6 facilities and ensures their continued use;
- 7
- 8 3. To provide sufficient supplies and equipment for effective teaching and learning;
- 9
- 10 4. To provide for a student transportation system which meets state requirements;
- 11
- 12 5. To design and implement a program of food services which emphasizes nutritional needs of
- 13 children as the basis of growth and development of bodies and minds and which meets all local,
- 14 state, and federal standards;
- 15
- 16 6. To collect and maintain data pertinent to educational planning; and
- 17
- 18 7. To provide an insurance plan for the system.

Cross References

School District **Board** Goals **and Objectives** 1.700

Johnson City Board of Education

Monitoring: Review: Annually, in October	Descriptor Term: <h2 style="text-align: center;">Crisis Management</h2>	Descriptor Code: 3.203	Issued Date: 01/09/23
		Rescinds: 3.203	Issued: 01/03/22

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

- 5 The Crisis Management Plan shall be reviewed annually and revised as needed.

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

- 9 In the event of a crisis, the principal shall notify the Crisis Team members and the Superintendent of
- 10 Schools. If they determine it to be necessary, the principal shall contact the appropriate emergency
- 11 services (police, fire, ambulance, etc.).

- 12 In the event of a crisis all public and media contacts shall be directed to the Superintendent of Schools'
- 13 office which will release information when deemed appropriate and safe.

Legal References

1. TCA 49-6-804(a); TCA 49-6-805(1)

Cross References

News Releases, News Conferences, and Interviews 1.503

Johnson City Board of Education

Monitoring: Review: Annually, in September	Descriptor Term: <h2 style="text-align: center;">Threat Assessment Team</h2>	Descriptor Code: 3.204	Issued Date: 01/05/24
		Rescinds:	Issued:

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

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

7 **TEAM MEETINGS**

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

9 **RECORDKEEPING³**

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

12 A report of the activities of the threat assessment team will be compiled and shared with the Board of
 13 Education before each ~~regular~~ **safety** meeting.

14 Documents produced or obtained regarding these assessment activities will not be open for public
 15 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	Descriptor Term: Community Use of School Facilities	Descriptor Code: 3.206	Issued Date: 01/03/22
		Rescinds: 3.206	Issued: 12/07/20

1 When not in use for school purposes, school buildings and grounds or portions thereof may be used for
2 public, governmental, charitable, civic, recreational, cultural, and other purposes as approved by the
3 Board **of Education**.¹

- 4 1. Requests for the use of school facilities shall be made at the office of the principal prior to the
5 date of use;
- 6
- 7 2. All non-school affiliated organizations must enter into a facilities use agreement prior to usage;
- 8
- 9 3. Student clubs and activities, parent-teacher associations, and other organizations affiliated with
10 the schools shall be permitted use of school facilities without charge;
- 11
- 12 4. School facilities may only be used by non-profit entities except that unused facilities may be
13 leased for private day-care centers which provide educational and childcare services to the
14 community;²
- 15
- 16 5. All activities must be under adult supervision at all times and must have the prior approval of
17 the building principal. In all cases, an assigned school employee or an approved city employee
18 will be present during use. The group using the facilities will be responsible for any damage to
19 the building or equipment;
- 20
- 21 6. Groups receiving permission for building use are restricted to the dates and hours and the
22 building area and facilities specified in the facilities use agreement, unless requested changes
23 are approved in advance by the principal;
- 24
- 25 7. Groups receiving permission for building use are responsible for the observance of all security,
26 fire and safety regulations at all times;
- 27
- 28 8. The use of alcoholic beverages, illegal drugs, tobacco products, e-cigs/vaporizers, vulgar
29 language, or gambling in any form is not permitted in school buildings or on school grounds;
- 30
- 31 9. The Board will cooperate with recognized agencies, such as the Red Cross, National Guard and
32 Civil Defense, and will make suitable facilities available without charge during community
33 emergencies;
- 34
- 35 10. When school kitchens are used, at least one member of the Food Service staff approved by the
36 principal must be present to supervise the use of the equipment;
- 37

- 1 11. School facilities shall not be used for any non-school affiliated organization on a permanent
2 basis; and
- 3 12. The Board will approve and periodically review a fee schedule for the use of school facilities
4 by any non-school affiliated organization.
- 5 The Board reserves the right to deny rental of school facilities to any or all organizations where such
6 use may be detrimental or disruptive.

Legal References

1. TCA 49-50-201; TCA 49-2-203(b)(4); TCA 49-2-405
2. TCA 49-2-203(b)(4)(B)

Cross References

Board-Community Relations 1.500
Tobacco-Free Schools 1.803
Emergency Preparedness Plan 3.202
Tutoring for Pay 5.608
Care of School Property 6.311

Johnson City Board of Education

Monitoring: Review: Annually, in October	Descriptor Term: <p style="text-align: center;">Facilities Planning: Involvement of Architects</p>	Descriptor Code: <p style="text-align: center;">3.212</p>	Issued Date: <p style="text-align: center;">01/03/22</p>
		Rescinds: <p style="text-align: center;">3.212</p>	Issued: <p style="text-align: center;">02/07/17</p>

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

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

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

11 In recommending architects the following criteria will be considered:

- 12
- 13 1. Training and experience; especially with school construction, past performance, location,
 14 ability to be bonded;
- 15
- 16 2. Planning ability;
- 17
- 18 3. Promptness;
- 19
- 20 4. Volume of work previously awarded by the school system with the objective of effecting an
 21 equitable distribution of contracts among qualified firms; and
- 22
- 23 5. Experience with government agencies.

24 The Board may also select any other building/construction consultant as needed.

Johnson City Board of Education

Monitoring: Review: Annually, in October	Descriptor Term: Project Planning Specifications	Descriptor Code: 3.213	Issued Date: 01/05/15
		Rescinds: 3.213	Issued: 01/06/14

1 The Board **of Education** shall require the Superintendent of Schools to develop a set of comprehensive
2 educational specifications for the architect.¹ These specifications, which shall then be discussed in
3 conferences with the architect, shall include but not be limited to:

- 4 1. Information concerning the plan of school organization and estimated enrollment in the
5 proposed building;
- 6
- 7 2. A description of the proposed curriculum and teaching methods and techniques to be
8 employed;
- 9
- 10 3. A schedule of space requirements, including an indication of relative locations of various
11 spaces;
- 12
- 13 4. A desired layout of special areas and the equipment needed for such areas;
- 14
- 15 5. An outline of mechanical features and special finishes desired;
- 16
- 17 6. A description of standard codes and regulations (school district, city, county, and state)
18 affecting such planning;
- 19
- 20 7. Site appropriateness and accessibility;
- 21
- 22 8. An estimated budget which includes land, construction and other ancillary costs; and
- 23
- 24 9. A plan for providing energy efficient buildings.

25 SCHOOL GROUNDS SIZE

It is recommended that each new site be at least five acres in size plus one acre for each 100 students of anticipated enrollment for the building, unorganized play, hard surface play area, drives, walks, and employee and visitor parking. Additional acreage would be required for specialized activities and parking which exceeds 300 automobiles as warranted by the activity or parking desired; for example, tennis court(s), softball field, baseball field, football field or stadium, soccer field, driver education range, marching band practice area, etc. This policy is not intended to preclude the Board from increasing or decreasing the school grounds size if the situation is warranted

26 SITE ACQUISITION

- 1 The Board shall recommend school sites in accordance with the long-range facilities plan. Educational
2 needs shall be established well in advance so that proper locations may be acquired on a schedule that
3 will allow time for completion of topography studies and other preliminary work prior to construction.
4 Locations of such sites shall be based upon location of student population and anticipated growth patterns
5 of such population, safety of students, transportation routes, traffic patterns, accessibility of utilities and
6 potentiality for development and maintenance of a productive educational environment. Land on the
7 selected site shall be at least eighty percent (80%) usable. An ad hoc site selection committee may be
8 established to evaluate possible sites for the new school construction and to make recommendations to
9 the Board. If committee recommendations are received, the Board will review the recommendations.
10 The Board will make recommendations to the City Commission. Every effort will be made to purchase
11 the sites through negotiations with the willing seller at a fair and reasonable price. Condemnation
12 procedures will be requested only in the event other procedures fail. In such cases, local and state laws
13 and proper legal procedures will be observed.
- 14 The Board may permit the Superintendent of Schools to approve property acquisitions in accordance
15 with the plan for expansion provided the property is sold at fair market value and the Superintendent of
16 Schools secures official Board approval at the next regularly scheduled Board meeting.

Legal References

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

Cross References

Facility Planning 3.211

Johnson City Board of Education

Monitoring: Review: Annually, in October	Descriptor Term: Inspection and Acceptance of New Facilities	Descriptor Code: 3.215	Issued Date: 01/09/23
		Rescinds: 3.215	Issued: 02/07/17

1 New construction will not be accepted until all details are certified complete by the Superintendent of
2 Schools or /designee.

3 **PROJECT ADMINISTRATION**

4 The Board **of Education** shall appoint a staff member to represent the school system's interest in
5 building projects. The staff member shall make periodic reports regarding the work of the construction
6 contractor and the architect and that to the best of their knowledge their work is being performed in
7 accordance with plans, specifications, and contracts.

8 If no additional funds are required, the Superintendent of Schools/designee may approve change orders
9 and present to the Board at the next regular meeting of the Board. If additional funds are required,
10 change orders must be approved by the Board before being implemented.

Johnson City Board of Education

Monitoring: Review: Annually, in October	Descriptor Term: Waste Reduction and Recycling	Descriptor Code: 3.303	Issued Date: 01/09/23
		Rescinds: 3.303	Issued: 01/03/22

- 1 The Board **of Education** will integrate the concept of resource conservation, including waste reduction
2 and recycling, into the environmental education curriculum at all levels of the school system.
- 3 The principal of each school shall develop and establish a recycling plan, ~~subject to approval by the~~
4 ~~Board.~~
- 5 The amount of consumable materials used will be decreased by:
- 6 1. Limited use of disposable materials;
 - 7
 - 8 2. Limited use of nonbiodegradable materials; and
 - 9
 - 10 3. Making full use of all materials prior to disposal.
- 11 The Board will purchase environmentally friendly products when financially practical.

Cross References

Energy Conservation 3.2001

Johnson City Board of Education

Monitoring: Review: Annually, in October	Descriptor Term: Student Transportation Management	Descriptor Code: 3.400	Issued Date: 01/05/24
		Rescinds: 3.400	Issued: 01/09/23

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

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

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

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

10 **RESPONSIBILITIES OF BUS OWNERS**

11 In the event the Johnson City Transit Authority hires an outside bus company to provide transportation,
12 the following will apply:

- 13 1. Each school bus and all related equipment shall be maintained in condition to operate safely at
14 all times during the school year and shall conform to specifications as set forth by the State
15 Board of Education¹ and National Highway Traffic Safety Administration.
- 16 2. Each bus driver shall obey all applicable state rules and regulations.
- 17 3. A school bus owner shall give four weeks written notice to the board when they wish to
18 terminate their bus operation contract.
- 19 4. A school bus owner shall secure the approval of the Superintendent of Schools before they may
20 sell a bus during the period of their contract. The sale of a bus does not obligate the
21 Superintendent of schools to enter into contract with the new owner.
- 22 5. Each school bus owner shall have on file in the Superintendent of Schools' office a current
23 statement of liability and property damage insurance coverage carried on the bus.
- 24 6. Each school bus owner must specify for the Superintendent of Schools' approval the name of
25 the designated driver and at least one substitute driver of their bus.
- 26
- 27
- 28
- 29
- 30
- 31

- 1 7. Each school bus driver shall submit to the Superintendent of Schools the results of their latest
2 physical examination.
3
- 4 8. **Each school bus driver shall** ~~By the end of the first month of each school year, each bus~~
5 ~~owner shall~~ file with the Superintendent of Schools, on forms approved by the board, a report
6 giving an accurate record of the names of all students transported on their bus and the school to
7 which each student is transported **by the end of the first month of each school year.**
8
- 9 9. **Each school bus driver shall** ~~P~~participate fully in the complaint process as outlined below.
10
- 11 10. **Each school bus driver shall** ~~C~~comply with recordkeeping requirements as outlined below.
12 This includes the responsibility to furnish the transportation supervisor with all necessary
13 records on a regular basis.

14 **TRANSPORTATION SUPERVISOR³**

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

17 The Transportation Supervisor shall complete a student transportation management training program
18 upon appointment. The Transportation Supervisor shall complete a minimum of four (4) hours of training
19 annually.

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

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

23 Title: Dr. Greg Wallace
24 Mailing address: P.O. Box 1517, Johnson City, Tennessee 37605
25 Phone number: 423-434-5200
26 Email: wallaceg@jcschools.org

27 **COMPLAINT PROCESS⁴**

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

- 30 1. All complaints shall be submitted to the Transportation Supervisor; and
31
32 2. Complaints may be submitted in person, via phone call, mail, or email.

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

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

- 1 1. The time and date the complaint was received;
- 2
- 3 2. The name of the bus driver;
- 4
- 5 3. A copy or summary of the complaint; and
- 6
- 7 4. Any prior complaints or disciplinary actions taken against the driver.

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

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

13 **RECORDKEEPING⁵**

14 The ~~Transportation Supervisor~~ **City of Johnson City Transit Authority** shall be responsible for the
15 collection and maintenance of the following records:

- 16 1. Bus maintenance and inspections forms;
- 17
- 18 2. Bus driver credentials, including required background checks, health records, and performance
19 reviews;
- 20
- 21 3. Driver training records; and
- 22
- 23 4. Complaints received and any records related to the investigation and complaints.

Legal References

1. TCA 49-6-2109; TRR/MS 0520-01-05
2. TCA 49-6-2116(d)(3)
3. TCA 49-6-2116(a)-(c)
4. TCA 49-6-2116(d)(1)-(2)
5. TCA 49-6-2116(d)(5)

Cross References

Business Management Goals and Objectives 3.100

Johnson City Board of Education

Monitoring: Review: Annually, in October	Descriptor Term: Special Use of Vehicles	Descriptor Code: 3.402	Issued Date: 02/07/17
		Rescinds: 3.402	Issued: 01/05/15

- 1 All standard rules of student and driver conduct shall apply to all extracurricular trips.
- 2 System-owned buses may be used by athletic teams and other school groups, provided such trips are
- 3 recommended by the principal and approved by the Superintendent.
- 4 The principal will attempt to make transportation arrangements for extracurricular and other similar
- 5 types of trips on city owned buses with the Director of the Johnson City Transit Authority. If city
- 6 owned buses are not available, other transportation arrangements may be made, but those arrangements
- 7 must be in conformity with all applicable laws, rules and procedures, including requirements set forth
- 8 by the City of Johnson City.
- 9 The **City of** Johnson City Transit Authority shall be reimbursed by the individual school for the use of
- 10 buses for extracurricular activities, and may establish special rates for extended trips or in special
- 11 cases. Forms for reporting extra use of buses will be furnished to each school principal.
- 12 Only qualified drivers may drive school vehicles for extracurricular activity trips.
- 13 Buses owned by the school system may be used only for the transportation of students or school
- 14 personnel on authorized school business.
- 15 **BOARD-ASSIGNED VEHICLES**
- 16 The Board **of Education** shall provide to the Superintendent of Schools and on-call maintenance
- 17 personnel a vehicle or car allowance.
- 18 Unless covered by special contract, school owned vehicles shall not be used for personal use with the
- 19 exception of incidental stops in route to and from work.

Cross References

Extracurricular Activities 4.300
Interscholastic Athletics 4.301
Field Trips and Excursions 4.302

Johnson City Board of Education

Monitoring: Review: Annually, in October	Descriptor Term: Private Vehicles	Descriptor Code: 3.404	Issued Date: 01/05/24
		Rescinds: 3.404	Issued: 10/03/22

1 EMPLOYEE DRIVERS

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

- 4
- 5 **1)** To use a private vehicle for school purposes, the employee must have the permission of the
6 Superintendent of Schools or their designee (which permission may be in the form of an
7 approved leave request, a job description or pursuant to a specific directive). The
8 employee's personal insurance will be in effect while using their personal vehicle for
9 school related purposes. The school system shall assume no responsibility for liability in
10 case of accident, unless the employee has the proper authorization. The following
11 documents must be submitted before use:
- 12
- 13 **a)** A valid driver's license;
- 14
- 15 **b)** Proof of vehicle liability insurance coverage in the form of an insurance certificate
16 issued to the insured indicating liability limits of at least \$25,000/50,000/15,000;¹
- 17
- 18 **c)** Specific permit for each trip involving students, including field trips; and
- 19
- 20 **d)** A completed Employee Use of Private Vehicle Authorization Form, which shall be kept
21 by the employee's supervisor, shall serve as a standing permit for employees who use
22 their own vehicles for school purposes. Additionally, it shall serve as a permit to be
23 used on a one-time or as-needed basis. This document shall state the particular purpose
24 of the trip.
- 25
- 26 **2)** Privately-owned school buses and drivers of such shall meet all requirements of state law
27 and state Board Rules, Regulations, and Minimum Standards.²
- 28
- 29 **3)** No student shall be sent on errands during the school day by school personnel, whether
30 personal or school-related, in a vehicle owned by the student, an employee, or the school
31 system.
- 32

- 1 4) No employee may ask for or give permission to students to transport other students to and
2 from any school or school-related activity without written parental permission and proof of
3 student insurance.

4

5 **EMPLOYEE DRIVERS OF STUDENTS**

6

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

- 10
- 11 1) To use a private vehicle for transportation of students for school purposes, the employee must have
12 written permission from the Superintendent of Schools/designee. Employee's personal insurance
13 will be in effect for using their personal vehicle for transporting students for a school-related event.
14 However, as noted below, a higher level of liability coverage is required. The following documents
15 will be necessary:
16 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 indicating liability limits of at least \$100,000/300,000/50,000.
19 c) The Employee Use of Private Vehicle Authorization Form shall serve as a permit for
20 employees transporting students and shall state the purpose of the trip.
21 2) The school system shall assume no responsibility for legal liability in case of accident.
22 3) The Board specifically forbids any employee to transport students for school purposes without
23 prior authorization by the Superintendent of Schools/designee.
24 4) A completed parental Student Field Trip Permission Form must be on file.

25

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

29

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

32

33 Additional Guidelines for Employees

1

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

11 **VOLUNTEER PARENT DRIVERS**

12

13 The Board recognizes that volunteer parent drivers are ~~often~~ **at times** needed to use their private
14 vehicles for school purposes or to transport students for a school-related event. In order to use their
15 private vehicle to drive for school purposes, a parent shall be authorized by the school. Such
16 authorization will be approved by the principal of the school only when the parent driver submits the
17 following forms which will be kept on file in the school office:

18

19 (a) Valid driver's license

20

21 (b) Proof of vehicle liability insurance coverage in the form of an insurance certificate issued
22 to the insured indicating liability limits of at least \$100,000/300,000/50,000 will be necessary.²

23

24 (c) Volunteer Personal Automobile Use Form.

25

26 **All volunteer parent drivers must submit to a TBI/FBI background check**

27

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

29

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

4

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

7

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

11

12 **STUDENT DRIVERS**

13

14 **Credit-Bearing Courses**

15

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

18

19 a) Proof of a valid driver's license;

20

21 b) Proof of vehicle liability insurance coverage in the form of an insurance certificate issued to
22 the insured or their parent/guardian indicating limits of at least \$25,000/\$50,000/\$15,000;

23

24 c) The Student Use of Private Vehicle Authorization Form.

25

26 **All Other Occasions**

27

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

3

4 a) Proof of a valid driver's license;

5

6 b) Proof of vehicle liability insurance coverage in the form of an insurance certificate issued to
7 the insured or their parent/guardian indicating limits of at least \$100,000/\$300,000/\$50,000;

8

9 c) The Student Use of Private Vehicle Authorization form.

10

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

12

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

15

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

19

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

Legal References

1. TRR/MS 0520-01-05-.02(1)
2. TCA 29-20-403(b)(3); TCA 49-55-102; Tenn. Att'y Gen. Op. No. 04-136 (August 24, 2004)

Cross References

Field Trips 4.302

Johnson City Board of Education

Monitoring: Review: Annually, in October	Descriptor Term: Insurance Management	Descriptor Code: 3.600	Issued Date: 01/07/13
		Rescinds: 3.600	Issued: 01/03/12

1 The insurance program shall provide coverages in a minimum of the following broad categories:

- 2 1. Property: Buildings contents against fire, extended coverage, vandalism and malicious
3 mischief, boiler and machinery explosion, and vehicles;
- 4 2. Liability: Board members, Superintendent of Schools, and employees resulting from
5 discharging their duties
- 6 3. Workers' compensation; and
- 7 4. Fidelity: Blanket bond and fiscal agent's bond as required by statute.

8 The Superintendent of Schools/~~D~~esignee will periodically review the insurance program to ensure
9 that adequate protection is being provided at a reasonable price.

10 **GROUP HEALTH**

11 The Board of Education shall make group health insurance available for purchase by all full-time
12 employees, ~~and~~ part-time employees who work a minimum of thirty (30) hours per week, and Board
13 members.¹The Board shall select the carrier of any insurance for which the Board makes payment.

14 **LIFE**

15 The Board will provide life insurance, free of charge, to certified employees and to non-certified
16 administrative and supervisory personnel. The amounts shall be one (1) times the regular salary for
17 those employed less than two (2) years and two (2) times the regular salary for those employed two (2)
18 years or more.

19 **RETIREES²**

21 Payment of individual health insurance coverage shall be available for any retiring employee until the
22 employee reaches age 65, provided that:

- 23 1. The employee is eligible for full retirement benefits under the eligibility standards as set by
24 Tennessee Retirement System;
- 25 2. The employee was enrolled in the Board-sponsored insurance plan for five (5) consecutive
26 years prior to retirement; and
27
28

- 1 3. The employee has worked at least ten (10) years in the Johnson City School System.
- 2 Retired employees will be permitted to pay the difference in an individual plan and a family plan on a
- 3 quarterly basis and continue coverage if they so desire.

Legal References

1. TCA 49-2-209
2. TCA 49-2-906

Cross References

- Resignation 2.802
Retirement 4.211

Johnson City Board of Education

Monitoring: Review: Annually, in November	Descriptor Term: Instructional Goals and Philosophy	Descriptor Code: 4.100	Issued Date: 01/09/23
		Rescinds: 4.100	Issued: 01/04/18

1 The Board **of Education** approves the following broad-based instructional goals:

- 2
- 3 • Advance student achievement, participation, and support in all curricular and extra-curricular programs
 - 4 • Strengthen stakeholder communication and community connections
 - 5 • Recruit, support, and retain a high-quality workforce.
 - 6 • Create and enhance safe, effective learning environments.
 - 7 • Promote physical, social, and mental wellness.

8 The current Five -Year Strategic Plan can be viewed at:

9 [https://www.jcschools.org/docs/district/final%20-](https://www.jcschools.org/docs/district/final%20-%202022%20five%20year%20strategic%20plan.pdf?id=2783)
10 [%202022%20five%20year%20strategic%20plan.pdf?id=2783](https://www.jcschools.org/docs/district/final%20-%202022%20five%20year%20strategic%20plan.pdf?id=2783)

11 **VISION STATEMENT**

12 The Board of Education’s vision for Johnson City Schools is to be a progressive school system that is
13 globally competitive in all areas. All students have equal opportunity to learn and be successful while
14 meeting high expectations and are provided the resources to be healthy, productive citizens and
15 lifelong learners.

16 **MISSION STATEMENT**

17 The mission of Johnson City Schools is to enable all students to achieve excellence in learning, social
18 responsibility and self worth.

19 **BELIEFS**

20 To be successful, Johnson City Schools must

- 21 • Provide the highest quality public education to all students
 - 22 • Attract, develop, and retain the very best teachers and staff
 - 23 • Engage families, business, community, and government
 - 24 • Stay on the cutting edge of educational leadership and practice
 - 25 • Foster a caring, safe, and inclusive environment
- 26

Cross Reference:

School District Goals & Objectives 1.700

Johnson City Board of Education

Monitoring: Review: Annually, in November	Descriptor Term: Instructional Standards	Descriptor Code: 4.101	Issued Date: 01/09/23
		Rescinds: 4.101	Issued: 12/07/20

1 The **Board of Education** is charged with selection of the curriculum. No subjects or topics prohibited
2 by state or federal law shall be taught.¹ The Director of Schools shall develop administrative
3 procedures to implement this policy.

4 **STATE STANDARDS²**

5 Only Tennessee state standards shall be taught within the school district. The following are prohibited:

- 6 1. Instructional materials, textbooks, or supplemental materials created to align exclusively with
7 Common Core; or
- 8 2. Instructional materials, textbooks, or supplemental materials that are marketed or otherwise
9 identified as Common Core textbooks or instructional materials.
10

11 Any complaints regarding the above shall be submitted per board policy 4.402.

12 **CURRICULUM AND INSTRUCTIONAL PROGRAMMING**

13 All curriculum and instructional programming implemented in the school district shall adhere to state
14 and federal laws. ~~District~~ **School system** employees shall not include or promote any concepts that
15 would violate state law when providing instruction, using instructional or supplemental materials, or
16 when implementing the instructional program and curriculum.¹

17 The ~~Director~~ **Superintendent of Schools** shall develop procedures to ensure that the district's
18 instructional program complies with state law.

Complaints regarding teaching prohibited concepts in violation of state law shall be submitted per the regulation developed by the Tennessee Department of Education.

Legal References

1. TCA 49-6-2202; TCA 49-6-1304; TCA 49-6-2206; TCA 49-6-1019
2. TCA 49-1-302(a)(8); TCA 49-1-314; Public Acts of 2022, Chapter No. 1085
3. TRR/MS 0520-12-04

Cross References

- Reconsideration of Textbooks and Instructional Materials 4.402
Controversial Issues 4.800
Controversial Materials 4.801

Johnson City Board of Education

Monitoring: Review: Annually, in November	Descriptor Term: Curriculum Development	Descriptor Code: 4.200	Issued Date: 01/03/22
		Rescinds: 4.200	Issued: 03/05/19

1 Under the leadership and direction of the Superintendent of Schools and instructional supervisors, a
2 unified curriculum shall be developed within the framework of the state's standards for the school
3 system in each subject area, grades K-12.¹

4 A system-wide ~~curriculum council~~ **Collaborative Learning Council** shall be established and
5 maintained under the direction of the Superintendent of Schools. The system wide curriculum council
6 will be a vehicle to provide the support and resources required for the system wide improvement of
7 curricula and instruction.

8 The curricula of the school system shall fulfill the goals and requirements of education as established
9 by the State Department of Education in the Rules, Regulations, and Minimum Standard for
10 Government of Schools in the State of Tennessee and additions as approved by the Board from time to
11 time.² Reports concerning curriculum development and revision shall be made at regular intervals to
12 the Board. Such reports shall be made by the Superintendent or their designee.

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

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

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

21 **IMPLEMENTATION**

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

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

Legal References

1. TCA 49-1-302(a)(1)-(3), (8); TRR/MS 0520-01-03-.03
2. TCA 49-6-1001, *et seq.*; TCA 49-6-1201, *et seq.*; TCA 49-6-1301-1302

Cross References

Evaluations of Instructional Programs 4.702
In-Service & Staff Development Opportunities 5.113
Staff Rights & Responsibilities 5.600
Staff Time Schedules 5.602

Johnson City Board of Education

Monitoring: Review: Annually, in November	Descriptor Term: <h2 style="text-align: center;">Basic Program</h2>	Descriptor Code: <h3 style="text-align: center;">4.201</h3>	Issued Date: <h3 style="text-align: center;">06/04/24</h3>
		Rescinds: <h3 style="text-align: center;">4.201</h3>	Issued: <h3 style="text-align: center;">01/09/23</h3>

1 The Board of Education shall not discriminate nor shall it condone discrimination on the basis of ~~race,~~
 2 ~~color, religion, sex, gender, disabilities, national origin, or age~~ **race, creed, color, sex, gender,**
 3 **religion, national origin, or disability.** in its educational programs or activities.

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

10 The course of study in the schools shall include those subjects required by the Legislature and
 11 Tennessee State Board of Education.²

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

Legal References

1. [42 USCA § 2000d et seq.](#)
2. [TCA 49-6-1001, et seq.](#); [TCA 49-6-1201](#); [TCA 49-6-1301, 1302](#)

Cross References

- Student Goals and Objectives 6.100
 Complaints and Grievances 6.305
 Controversial Materials 4.801

Johnson City Board of Education

Monitoring: Review: Annually, in November	Descriptor Term: Special Education	Descriptor Code: 4.202	Issued Date: 01/03/22
		Rescinds: 4.202	Issued: 04/05/21

1 The Board shall provide access to a free appropriate public education to all IDEA (Individuals with
2 Disabilities Education Act) Eligible children ages 3-21, inclusive, residing within the jurisdiction of
3 the school system. The plan for implementation of appropriate instruction and special education
4 services shall be in accordance with the current Rules, Regulations, and Minimum Standards of the
5 State Board of Education,¹ and state² and federal³ law.

6 The Board shall develop and periodically update a local plan for providing special education services
7 for disabled students (IDEA and other students with IEPs). Specifically, the Board shall assure that:

- 8 1. Reasonable effort will be made to identify all children ages three (3) through twenty-two (22)
9 who reside within the jurisdiction of the school system, including those in private schools, or
10 are homeless and are suspected of having a disability; and
11
- 12 2. All disabled children living within the school district have available to them a free, appropriate
13 public education which emphasizes special education and related services to meet their unique
14 needs; and
15
- 16 3. Children with disabilities are are given appropriate accommodations and modifications for state
17 and district-wide assessment programs, are included in the admisitration of thoses assessments
18 and the reporting of the assessment data; and
19
- 20 4. The rights of disabled children and their parents/guardians are protected.

21 The plan shall address the following objectives:

- 22 1. To carry out a comprehensive screening and assessment plan emphasizing the early
23 identification and evaluation of disabled students;
24
- 25 2. To provide each disabled child with an Individualized Educational Program (IEP) specifically
26 designed to meet his unique needs;
27
- 28 3. To use the Individualized Education Program (IEP) for reviewing assessment, formulating
29 programming, and determining placement for every disabled student, including review of
30 proposed suspensions when appropriate, in accordance with the State Board of Education
31 Rules, Regulations, and Minimum Standards;
32
- 33 4. To ensure that placements are made which educate disabled children with non-disabled age
34 appropriate peers in the schools these children would normally attend if not disabled and to the

- 1 extent appropriate;
- 2
- 3 5. To provide continuing evaluation of each disabled child's progress, including at least annual
- 4 review of his IEP and re-evaluation at least every three (3) years;
- 5
- 6 6. To ensure that procedural safeguards required by state and federal laws are adhered to; and
- 7
- 8 7. To involve parents of disabled children in a meaningful dialogue with school personnel which
- 9 will begin with initial referral and continue throughout the student's educational career;
- 10
- 11 8. To follow all required confidentiality laws and procedures;
- 12
- 13 9. Include goals for the performance of children with disabilities in school improvement plans;
- 14
- 15 10. To include children with disabilities in required assessments with appropriate accommodations
- 16 and modifications and to report assessment data;
- 17
- 18 11. To collaborate with outside agencies as needed to provide supports for students with
- 19 disabilities; and
- 20
- 21 12. To budget at least the same total or per-capita amount for special education from the
- 22 combination of state and local funds as spent for the same purpose from the prior year
- 23 (Maintenance of Effort.)
- 24 Students receiving special education services shall not be restrained except as permitted by law. The
- 25 Superintendent/designee will develop procedures for isolation and restraint of students with
- 26 disabilities.

 Legal References

1. TRR/MS 0520-01-09
2. TCA 49-10-101 *et seq.*
3. 20 USCA §§ 1400-1485; 29 USCA § 794; 34 CFR § 300.504

 Cross References

Compulsory Attendance Ages 6.201
 Alternative Education 6.319
 Student Communicable Diseases 6.403
 Acquired Immune Deficiency Syndrome 6.404
 Special Education Students 6.500

Johnson City Board of Education

Monitoring: Review: Annually, in November	Descriptor Term: Summer School	Descriptor Code: 4.204	Issued Date: 01/05/24
		Rescinds: 4.204	Issued: 01/09/23

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

- 2 1. ~~Traditional summer school~~ **Learning Loss Bridge Camp**;
- 3
- 4 2. ~~Learning loss bridge camps~~ **Summer Learning Camp**;
- 5
- 6 3. ~~After-school learning mini-camps~~ **STREAM Camp**; and
- 7
- 8 4. ~~Summer learning camps~~ **Summer/STREAM Hybrid Camp**.

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

13 **SUMMER PROGRAMMING²**

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

- 16 1. Courses offered;
- 17
- 18 2. Transportation;
- 19
- 20 3. Class size ratios;
- 21
- 22 4. Budget, including staff compensation;
- 23
- 24 5. School nutrition needs;
- 25
- 26 6. Staffing;
- 27
- 28 7. Enrollment criteria; and
- 29
- 30 8. Any additional necessary information.

31 **ATTENDANCE REQUIREMENTS²**

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

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

5 **THIRD GRADE PROMOTION/RETENTION LAW & MAKE UP DAYS⁴**

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

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

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

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

Legal References

1. TRR/MS 0520-01-03-.03(8); TCA 49-6-1502, 1503
2. TCA 49-6-1504
3. TCA 49-6-3003
4. State Board of Education Policy 3.300

Cross References

- Promotion and Retention 4.603
Extended Contracts 5.112

Johnson City Board of Education

Monitoring: Review: Annually, in November	Descriptor Term: <h2 style="margin: 0;">Enrollment in College Level Courses</h2>	Descriptor Code: 4.205	Issued Date: 01/03/22
		Rescinds: 4.205	Issued: 12/07/20

- 1 Qualified high school students who are in good standing may earn high school credit by enrolling in
- 2 college level courses.¹ Written approval by the parent, principal, and institution of higher learning shall
- 3 be required before enrollment.

- 4 Grades earned in such college level courses may be used to determine grade point average.

- 5 The Board **of Education** shall not be responsible for transportation to and from the college or for
- 6 payment of tuition or related fees.

Legal References

1. Public Acts of 2021, Chapter No. 170; State Board of Education Policy 3.301

Cross References

Accelerated College Admission 4.203

Johnson City Board of Education

Monitoring: Review: Annually, in November	Descriptor Term: Alternative Credit Options	Descriptor Code: 4.209	Issued Date: 06/04/24
		Rescinds: 4.209	Issued: 01/03/22

1 **ONLINE COURSES**

2 High school students may earn credit to be applied toward graduation requirements by completing online
3 courses. Credit from online courses offered through institutions other than the Johnson City School
4 system that are approved by the Board of Education may be earned only in the following circumstances:

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

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

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

17 **COURSE ACCESS PROGRAM**

18 Students in grades ~~seven~~ six through twelve (6-12) may participate in the statewide course access
19 program. To become eligible to participate, students shall:

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

26 The Superintendent of Schools shall develop administrative procedures to ensure that students and
27 parent(s)/guardian(s) are given written notice of their right to appeal any denial of a course access
28 course enrollment in a timely manner.² All appeals shall be submitted in writing to the Board within
29 ten (10) days of a denial.

30 After a timely appeal is made, the Board will provide written notification to the student and
31 parent(s)/guardian(s) of the time, place, and date of the hearing. The hearing shall be held no later than

- 1 ten (10) days after the appeal is submitted. At the hearing, the Board shall determine whether there was
- 2 an error in denying the student the ability to participate in the course access program.³

Legal References

1. [TRR/MS 0520-01-14-.03\(1\)](#)
2. [TRR/MS 0520-01-14-.03\(7\)](#)
3. [TRR/MS 0520-01-14-.03\(6\)](#)

Cross References

Homebound Instruction 4.206
Grading System 4.600
Graduation Requirements 4.605

Johnson City Board of Education

Monitoring: Review: Annually, in November	Descriptor Term: Credit Recovery	Descriptor Code: 4.211	Issued Date: 01/09/23
		Rescinds: 4.211	Issued: 01/03/22

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

4 **ADMISSION AND REMOVAL**²

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

- 6 1. The student's parent/guardian gives written consent for the student to enroll in the proposed
7 credit recovery course. Parents/guardians should be informed that not all postsecondary
8 institutions will accept credit recovery courses for credit and that the NCAA Clearinghouse will
9 not accept credit recovery courses for credit; and
10
- 11 2. The student has previously taken an initial, non-credit recovery section of the proposed course
12 and received a grade of at least fifty percent (50%). Students who receive a grade of below fifty
13 percent (50%) in the non-credit recovery section of the course must re-take the course.

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

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

19 **INSTRUCTION AND CONTENT**²

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

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

- 23 1. Align with Tennessee's current academic standards for the relevant course content area, as
24 approved by the State Board of Education; and
25
- 26 2. Differentiate instruction to address individual student growth needs based on diagnostic
27 assessment or End of Course data.
28

29 Students in credit recovery programs shall:

- 1 1. Complete a course skill-specific diagnostic to determine skill-specific goals;
- 2
- 3 2. Meet individual skill-specific goals in a flexible time frame as established by identified student
- 4 need; and
- 5
- 6 3. Master all individualized skill-specific goals as established by the diagnostic process in order to
- 7 earn credit.

8 **GRADES²**

9 Students passing credit recovery shall receive a grade of sixty percent (60%) under the state uniform
10 grading system. If the system utilizes a locally-adopted grading scale that differs from the uniform
11 grading scale, a student passing credit recovery shall receive a D.³

Legal References

1. State Board of Education Policy 2.103; TRR/MS 0520-01-03-.03(13)
2. State Board of Education Policy 2.103
3. State Board of Education Policy 3.301

Cross References

Virtual Education Program 4.2121
Grading System 4.600
Promotion and Retention 4.603

Johnson City Board of Education

Monitoring: Review: Annually, in November	Descriptor Term: Work-Based Learning Program	Descriptor Code: 4.212	Issued Date: 01/05/24
		Rescinds: 4.212	Issued: 01/04/18

1 Students shall have access to a system of structured work-based learning (WBL) experiences that allow
2 them 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 be 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 system staff, but
10 those duties must be related to their internship or apprenticeship, and the student must be under the
11 supervision of a designated system employee when performing the duties. The supervising employee
12 is responsible for ensuring all work performed follows the work based policies of the Tennessee
13 Department of Education and of the Johnson City Board of Education.

14 **Safety**

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

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

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

Legal References

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

Johnson City Board of Education

Monitoring: Review: Annually, in November	Descriptor Term: Use of Artificial Intelligence Programs	Descriptor Code: 4.214	Issued Date: 08/06/24
		Rescinds:	Issued:

1 Artificial Intelligence (AI) programs as defined by state law may be used by staff and students in the
2 district.¹

3 Only approved AI programs may be utilized in student instruction or in completing student work. The
4 district will utilize the same procedure for approving AI platforms as used with other digital
5 applications.

6 Curriculum and Technology will oversee the implementation of AI programs. These staff members
7 will review artificial intelligence programs to ensure compliance with district policies and state and
8 federal student data privacy laws. Any approved programs shall be accessible to all students based on
9 age-appropriateness.

10 Employees shall not place staff or student personally identifiable information (PII), financial
11 information, intellectual property, or other confidential information into any AI system.

12 Professional development will be established for training staff and students in the appropriate use of AI
13 applications. This training shall focus on the responsible use of AI and best practices for use in school
14 settings and include instruction regarding personally identifiable information and the need to comply
15 with state and federal data privacy laws. Emphasis shall be placed on the importance of securing and
16 properly storing any data collected by the district in compliance with state and federal law.

17 **STAFF USE**

18 Staff may use AI in the completion of their own work. This may include, but not be limited to, drafting
19 communications, notes, images, and the development of content for instructional or administrative
20 purposes, as well as analyzing data and information. The following requirements shall be adhered to
21 when using AI in the completion of work:

- 22 1. Employees shall disclose their use of a generative AI tool if failure to do so would:
 - 23 a. Violate the terms of the use of the AI tool;
 - 24 b. Would mislead a supervisor or others as to the nature of the work; or
 - 25 c. Would be inconsistent with the teacher code of ethic;²
- 26
- 27 2. Employees shall take all reasonable precautions to ensure the security of private student data
28 when utilizing AI programs and collect only data necessary for the intended educational
29 purpose;
- 30

- 1 3. Outputs from AI programs shall be verified by reliable sources and reviewed prior to use to
2 reduce the risk of errors and inaccuracies;
- 3
- 4 4. Outputs shall not be incorporated into proprietary content or works; and
- 5
- 6 5. Adhere to legal standards such as FERPA (Family Educational Rights and Privacy Act) and
7 COPPA (Children’s Online Privacy Protection Act).

8 **STUDENT USE**

9 Teachers may allow students to use approved AI programs for instructional purposes. Any such use
10 shall align with approved instructional standards and curriculum. Prior to using AI, teachers shall
11 ensure students are provided with appropriate instruction on the responsible use of AI.

12 **ACADEMIC INTEGRITY**

13 Students shall be instructed on responsible use standards including but not limited to the following:

- 14 1. Effective use of generative AI;
- 15
- 16 2. When it is appropriate to use AI in assignments;
- 17
- 18 3. How to determine whether AI responses are accurate;
- 19
- 20 4. Users assume responsibility for incorporating AI content responsibly; and
- 21
- 22 5. The difference between cheating and seeking support.

23 **NOTICE TO PARENTS**

24 The ~~District~~ **school system** shall provide notice to parent(s)/guardian(s) about the use of AI programs
25 in the ~~district~~ **school system** by listing approved AI applications on the ~~district~~ **school system** website
26 with other approved digital applications.

27 **ENFORCEMENT AND REPORTING**

28 Enforcement policies used with other digital applications and platforms will be utilized to enforce the
29 appropriate use of AI applications and platforms. The Superintendent of Schools shall submit a report
30 to the Board of Education each June on how this policy will be enforced in the upcoming school year.
31 The Board shall approve the report and the Superintendent of Schools shall submit it to the Department
32 of Education by July 1st.

Legal References

1. [Public Acts of 2024, Chapter No. 550](#)
2. [TCA 49-5-1001](#)

Cross References

Use of the Internet 4.406

Johnson City Board of Education

Monitoring: Review: Annually, in November	Descriptor Term: Extracurricular Activities	Descriptor Code: 4.300	Issued Date 08/06/24
		Rescinds: 4.300	Issued: 06/04/24

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

- 3 1. The Superintendent of Schools/designee shall initially approve each specific extracurricular
4 activity so that proper support and supervision may be assured;
- 5
- 6 2. The principal, after obtaining the recommendation of the faculty and approval of the
7 Superintendent of Schools, shall determine which clubs and organizations will be permitted;
8
- 9 3. Student activities must be under the guidance and direction of a staff member;
- 10
- 11 4. Student activities occurring before or after regularly scheduled school hours must be under the
12 supervision of the principal or their designee;
- 13
- 14 5. Secret organizations shall not be operated in any school;
- 15
- 16 6. A student shall not be required to attend a school-sponsored student activity that is scheduled at
17 a time which conflicts with their religious practices;¹
18
- 19 7. School-sponsored student activities during vacation periods shall be restricted to regularly
20 scheduled athletic programs and major events which cannot be scheduled otherwise;
- 21
- 22 8. Student groups shall not participate in state or national activities which are not listed as
23 approved activities by regional accrediting associations or state and national principals'
24 associations without the approval of the Superintendent of Schools;
- 25
- 26 9. A student on out-of-school suspension/expulsion or a health-related quarantine shall not be
27 permitted to participate in school-sponsored activities;
- 28
- 29 10. Activities which restrict participation because of race, **creed**, color, ~~religion~~, sex, gender,
30 **religion**, ~~disabilities~~ **national origin**, or ~~national origin~~ **disabilities** are forbidden;² and
31
- 32 11. Non-school sponsored activities will be approved only if they are coordinated with the school.
- 33 12. Written parental consent shall be required to participate in any extracurricular activity.

34 STUDENT CLUBS & ORGANIZATIONS³

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

Legal References

1. TCA 49-6-1002(c)
2. 34 CFR § 106.41
3. TCA 49-6-1031(b)

Cross References

Special Use of School Vehicles 3.402
Interscholastic Athletics 4.301
Field Trips/Excursions/Competitions 4.302
Attendance 6.200
Student Organizations 6.702

Johnson City Board of Education

Monitoring: Review: Annually, in November	Descriptor Term: Interscholastic Athletics	Descriptor Code: 4.301	Issued Date: 01/09/23
		Rescinds: 4.301	Issued: 12/07/20

1 ~~No person shall, on the basis of gender, be excluded from participation in, be denied the benefits of, be~~
2 ~~treated differently from another person or otherwise be discriminated against in any athletic program of~~
3 ~~the school. Equal athletic opportunity shall be provided for members of both genders.¹~~
4

5 **No person shall, on the basis of sex, be excluded from participation in, be denied the benefits of,**
6 **be treated differently from another person, or otherwise be discriminated against in any athletic**
7 **program of the school. Equal athletic opportunities shall be provided for members of both sexes.¹**

8 **Student athletes shall only be allowed to participate in athletic activities or events that align with**
9 **the student's sex indicated on their original birth certificate.² The Superintendent of**
10 **Schools/designee shall require the parent/guardian to provide the student's original birth**
11 **certificate prior to participation in any interscholastic athletics. If the original birth certificate is**
12 **not available or does not indicate the student's sex at the time of birth, the parent/guardian shall**
13 **provide medical documentation showing evidence of the student's sex at birth.**

14 Interscholastic athletics shall be administered as a part of the regular school program and shall be the
15 principal's responsibility. Athletic schedules shall be filed in each school principal's office. The
16 principal/ employee designee must accompany all athletic teams on out of town trips.

17 The Board **of Education** approves transportation of teams to athletic events, however such
18 transportation must comply with the procedures and guidelines in place for all student trips. In
19 addition, the athletic department must pay its own mileage and other related expenses.

20 Bylaws of the Tennessee Secondary School Athletic Association shall regulate the operation and
21 control of secondary athletics.²³ **The Superintendent of Schools shall develop a code of conduct for**
22 **all coaches to follow in order to ensure the health and safety of athletes.⁴**

23 Participation in interscholastic athletics or marching band shall not be substituted for the lifetime
24 wellness graduation requirement.⁶

25 **INSURANCE & PHYSICAL EXAMINATIONS**

26 **In the event that the school's insurance provider does not extend coverage to an athlete, the athlete**
27 **shall provide proof of independently secured catastrophic coverage and liability coverage, with**
28 **the school district as a named insured, of not less than the limits set forth in state law.⁵ It shall be**
29 **the responsibility of the parent(s)/guardian(s) to provide health and hospitalization insurance for**
30 **all students participating in interscholastic athletics.**

31 ~~There shall be a complete annual physical examination of every student prior to their participation in~~
32 ~~interscholastic athletics.³ **Prior to participation in interscholastic athletics, every student shall**~~

1 **complete an annual physical examination.⁶ The parent(s)/guardian(s) of each student shall be**
2 **responsible for covering the cost of the examination, and these records shall be on file in the at**
3 **the school.**

4 ~~A record of the examination shall be on file at the school.~~

5 **SCHEDULING CONFLICTS**

6 No principal or teacher of any school under the control of the Board shall dismiss their school or any
7 group of students for the purpose of permitting them to practice for or play interscholastic athletics
8 within the regular school hours of any school day of the week without written permission from the
9 ~~Superintendent of Schools~~ **Board.**⁷ This does not prevent the inclusion of regular physical education
10 classes in the daily school program.⁴

11 Students shall not be required to attend a school athletic event, or event related to participation on a
12 school athletic team, if the event is on an official school holiday, observed day of worship, or religious
13 holiday. The student's parent or legal guardian shall notify the coach in writing three (3) full school
14 days prior to the event if there is a conflict.⁵⁸

15 **SEVERE WEATHER⁴**

16 **Severe weather is any type of weather that could impede the safety of any athlete by compromising**
17 **the playing conditions of the interscholastic sport. Severe weather includes, but is not limited to,**
18 **thunder, lightning, and extreme temperatures. When severe weather is forecasted, suspension of**
19 **play shall be discussed with all players, coaches, and officials, if applicable.**

20 **All coaches who oversee or participate in outdoor training, practice, or competition shall annually**
21 **complete a heat illness prevention course approved by the Tennessee Department of Health as well**
22 **as receive training on activity modifications based on environmental conditions.**

23 **PROHIBITION AGAINST HAZING**

24 Coaches, employees, and volunteers of the school district shall not encourage, permit, condone, or
25 tolerate hazing activities.⁹

26 **HOME SCHOOL STUDENT PARTICIPATION¹⁰**

27 **Home school students shall be permitted to participate in accordance with TSSAA or TMSAA**
28 **guidelines. If a school is not a member with these organizations, home school students that are**
29 **zoned for the school shall be permitted to participate in interscholastic athletics to the same**
30 **extent as other students.**

Legal References

1. ~~34 CFR § 106.41; 20 USCA § 1681 et seq.~~
2. ~~—~~
3. ~~TRR/MS 0520-01-02-.08(1)~~
4. ~~TRR/MS 0520-01-03-.08(2)(b)~~
5. ~~TCA 49-6-1002(a)~~
6. ~~TCA 49-6-1002(e)~~
7. ~~TCA 49-2-120~~
8. ~~TCA 49-2-120~~

Cross References

~~Student Insurance Program 3.601~~
~~Discrimination/Harassment 6.304~~
~~Disruption of School and Student Activities 6.306~~

Legal References

1. [34 CFR § 106.41; 20 USCA § 1681 et seq.](#)
2. [TCA 49-6-310\(a\)](#)
3. [TRR/MS 0520-01-02-.08\(1\)](#)
4. [TCA 49-6-3601](#)
5. [TCA 29-20-403](#)
6. [20 USCA § 1232h\(c\); TRR/MS 0520-01-13-.01\(1\)\(a\)](#)
7. [TCA 49-6-1002\(a\)](#)
8. [TCA 49-6-1002\(c\)](#)
9. [TCA 49-2-120](#)
10. [Public Acts of 2024, Chapter No. 658](#)

Cross References

[Special Use of School Vehicles 3.402](#)
[Student Insurance Program 3.601](#)
[Extracurricular Activities 4.300](#)
[Attendance 6.200](#)
[Discrimination/Harassment 6.304](#)
[Disruption of School and Student Activities 6.306](#)

Johnson City Board of Education

Monitoring: Review: Annually, in November	Descriptor Term: Field Trips	Descriptor Code: 4.302	Issued Date: 06/04/24
		Rescinds: 4.302	Issued: 10/03/22

1 Field trips designed to stimulate student interest and inquiry and to provide opportunities for social
2 growth and development are considered appropriate extensions of the classroom.

3 The ~~Board of Education~~ **Principal** may grant conditional approval of field trips contingent upon
4 financial provisions being made for all students. The funds necessary to accommodate all students
5 must be available by a certain date approved by the ~~Superintendent of Schools/designee~~ **Principal** or
6 the conditional approval will be revoked.

7 Procedures and forms for all school related trips will be developed and distributed by the
8 Superintendent of Schools/Designee.

9 To be educationally beneficial, a field trip requires thoughtful selection, careful advance preparation of
10 the class, and opportunities for students to summarize the experience at the conclusion of the trip. To
11 this end, teachers and principals will be expected to consider the following factors in selecting field
12 trips:

- 13 1. Value of the activity to the particular class group or groups;
- 14
- 15 2. Relationship of the field trip activity to a particular aspect of classroom instruction;
- 16
- 17 3. Suitability of the activity and distance traveled in terms of the age level;
- 18
- 19 4. Mode and availability of transportation; and
- 20
- 21 5. Cost.

22 The following guidelines shall be followed in planning and conducting field trips:

- 23 1. Any teacher desiring to take a group of students on an educational field trip must obtain
24 advance approval of the principal and must complete a Field Trip Request Form;
- 25
- 26 2. The trip must have a definite educational purpose and reflect careful planning. Students should
27 be prepared by general class discussion and/or research. Withholding attendance at field trips
28 should not be used for discipline;
- 29
- 30 3. Parents may be allowed to transport students on field trips when all of the following conditions
31 are met:
 - 32 a. Proof of 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 \$100,000/300,000/50,000 will be necessary.
- c. Prior written approval of the principal;
- d. Prior written permission of the parent(s) of the child(ren) to be transported, which will be specific to the named parent driver; and,
- e. Volunteer Personal Vehicle Authorization Use Form.

Students may be transported in employee vehicles when all requirements for such transportation are met. School system employees requesting the use of a Johnson City Transit vehicle will comply with all Johnson City Transit field trip guidelines and procedures;

4. A completed parental Student Field Trip Permission Form must be on file for every student making an off-campus trip. The principal shall ensure that these forms are kept on file for the remainder of the school year. This information is to be completed by the school before the form is signed by the parent;
5. Overnight trips and chaperones must be approved by the Board in advance. These groups must be accompanied by at least one regular staff member and others from the school who are appropriate for adequate supervision and shall be responsible for student conduct while away;
6. **Any overnight field trip must be approved by the Board prior to the initiation of fund-raising activities; and**
7. Students shall not be penalized for participating in approved school-sponsored trips and activities. Teachers shall permit students to make up class assignments missed because of an approved school-sponsored trip or activity;
8. All accidents that occur on a school-sponsored trip must be reported by the teacher to the principal immediately upon returning to school. Serious accidents involving personal injury must be reported immediately to the principal and/or the Superintendent of Schools. An emergency shall be dealt with promptly by the teacher or other members of the school staff by taking appropriate action, including sending the student to the hospital or summoning medical aid or ambulance. In cases where it is necessary to send the student to the hospital, reasonable effort must be made to notify the parents;
9. Any school-sponsored field trip not meeting the "educationally beneficial" criteria as defined in this section must have prior approval of the Superintendent of Schools/designee; **and**
- ~~10. Any overnight field trip must be approved by the Board prior to the initiation of fund-raising activities; and~~
11. The Board, **Superintendent of Schools/designee, or Principal** may cancel an approved field trip at any time that the Board feels that the security or safety of students may be in jeopardy.

NON-SANCTIONED TRIPS

- 1 Non-sanctioned trips organized by employees acting as independent contractors/agents involving
- 2 students on a volunteer, self-supporting basis are not approved by the Board and are not considered a
- 3 part of the curriculum. Total responsibility for privately planned trips or tours rests with the
- 4 individual(s) and agencies sponsoring them. The Board assumes no legal or financial responsibilities
- 5 for non-sanctioned trips.

- 6 If an employee organizing a non-sanctioned trip wishes to recruit students through the school(s), the
- 7 request for recruitment shall be made in the same manner as a request from a private citizen.
- 8 Recruitment efforts shall not occur during class time or the employee's work day.

Cross References

Special Use of School Vehicles 3.402
Extracurricular Activities 4.300
Attendance 6.200

Johnson City Board of Education

Monitoring: Review: Annually, in November	Descriptor Term: Textbooks Selection, Distribution and Care	Descriptor Code: 4.401	Issued Date: 01/03/22
		Rescinds: 4.401	Issued: 01/07/13

1 SELECTION¹

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

8 DISTRIBUTION

9 The Director of Finance shall be designated by the Board to be responsible for the purchase and
10 distribution of textbooks in each school. The principal shall be responsible for seeing that each student
11 receives the required textbooks at no cost to the student.

12 CARE OF TEXTBOOKS⁴

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

16 The following reimbursement schedule shall be used as a guide for collecting fines for lost or
17 destroyed books:

18	<u>Age of Book</u>	<u>Amount Collected</u>
19		
20	1 - 2 years	100% of replacement cost
21	3 - 4 years	75% of replacement cost
22	5 or more years	50% of replacement cost
23		

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

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

1 The principal may include with the notice a provision stating that failure to pay the fine imposed
2 within a reasonable time may result in the imposition of one or both of the following sanctions:⁵

- 3 1. Refusal to issue any additional textbooks until restitution is made; and
4
5 2. Withholding of all grade cards, diplomas, certificates of progress, or transcripts until restitution
6 is made.

7 The Superintendent **of Schools**/designee may waive the assessment of fines when in their judgment the
8 student is the victim of uncontrollable circumstances or not responsible for the damages.

Legal References

1. TCA 49-6-2207; TCA 49-2-203(a)(3)
2. TCA 49-6-2202
3. TCA 49-6-2207(c), (e), (f); TCA 49-6-2202(d);
TRR/MS 0520-01-18-.02
4. TCA 49-3-310(1)(B); TRR/MS 0520-01-02-.16(2)
5. TCA 49-3-310(1)(B)(i),(ii)

Cross Reference

Revenues 2.400
Surplus Property Sales 2.403
Reconsideration of Instructional Materials and Textbooks
4.403
Controversial Materials 4.801
Student Fees and Fines 6.709

Johnson City Board of Education

Monitoring: Review: Annually, in November	Descriptor Term: Selection of Instructional Materials (Other than Textbooks)	Descriptor Code: 4.402	Issued Date: 01/09/23
		Rescinds: 4.402	Issued: 01/03/23

1 The Board **of Education** will provide a wide range of instructional materials¹ representing all levels of
2 difficulty, with diversity of appeal and incorporating different points of view. The Board will provide
3 procedures for review and reconsideration of challenged instructional materials.

4 **OBJECTIVES OF SELECTION**

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

- 7 1. To provide materials that will enrich and support the curriculum and individual needs of the
8 students, taking into consideration their varied interests, abilities and learning styles;
9
- 10 2. To provide age-appropriate materials that will stimulate growth in factual knowledge, literary
11 appreciation, aesthetic values and ethical standards;
12
- 13 3. To provide a background of information which will enable students to make informed
14 judgments in their daily lives;
15
- 16 4. To provide materials on opposing sides of controversial issues so that the students may develop
17 the practice of critical analysis;
18
- 19 5. To provide materials which realistically represent our diverse society and reflect the
20 contributions made by groups and individuals to our heritage;
21
- 22 6. To place principles above personal opinion and reason above prejudice in the selection of
23 materials of the highest quality in order to ensure a comprehensive media collection appropriate
24 for all students.

Legal References:

1.TTR/MS 0520-1-3-.07(2)

Cross References

Controversial Materials 4.801

Johnson City Board of Education

Monitoring: Review: Annually, in November	Descriptor Term: Reconsideration of Instructional Materials and Textbooks	Descriptor Code: 4.403	Issued Date: 01/09/23
		Rescinds: 4.403	Issued: 12/07/20

1 If a complaint is filed by a Johnson City School's parent/guardian, employee, or student regarding
2 textbooks or instructional materials, this process is to be followed:¹

- 3 1. Inform the complainant of the selection procedures and make no commitment about the
4 outcome;
- 5
- 6 2. Request the complainant to submit a Request for Alternative Instructional Materials form;
7
- 8 3. Inform the principal (and other appropriate personnel) of the complaint;
9
- 10 4. Keep challenged materials available during the reconsideration process. The materials shall
11 be removed immediately if they:²
 - 12 a. Were created to align exclusively with Common Core; or
 - 13
 - 14 b. Are marketed or otherwise identified as Common Core textbooks or instructional
15 materials.
 - 16
- 17 5. Upon receipt of the completed Citizen Request for Alternative Instructional Materials
18 form, the principal shall notify the Superintendent of Schools.
- 19 6. The principal shall request review of the challenged materials by an ad hoc materials review
20 committee within fifteen (15) working days. The review committee is appointed by the
21 principal and includes representatives from classroom teachers, one or more parents, and
22 may include one or more students. The principal will inform the ~~Director~~ **Superintendent**
23 of Schools of the review committee's progress.
- 24
- 25 7. The review committee shall take the following steps after receiving the challenged
26 materials:
 - 27 a. Read, view or listen to the material in its entirety;
 - 28 b. Check general acceptance of the material by reading recognized and evaluative reviews;
 - 29 c. Determine the extent to which the material supports the curriculum;
 - 30 d. Complete the appropriate "Checklist for Reconsideration of Instructional Materials",
31 judging the material for its strength and value; and
 - 32 e. Present a recommendation to the principal for further action and to the Superintendent
33 of Schools for purposes of information.

1
2
3

8. If the complainant desires further action after receiving the recommendation of the committee and the decision of the principal, an appeal may be made to the Board.

Legal References

1. *Board of Education, Island Trees Union Free School District No. 26 v. Pico*, 457 U.S. 853, 102 S. Ct. 2799 (1982)
2. TCA 49-1-302(a)(8); TCA 49-1-314; TCA 49-6-2206; Public Acts of 2022, Chapter No. 1085

Cross References

Instructional Standards 4.101
Textbooks and Instructional Materials 4.400
School and System Websites 4.407
Controversial Materials 4.801

Johnson City Board of Education

Monitoring: Review: Annually, in November	Descriptor Term: Reconsideration of Instructional Materials and Textbooks	Descriptor Code: 4.403	Issued Date: 01/09/23
		Rescinds: 4.403	Issued: 12/07/20

1 If a complaint is filed by a Johnson City School's parent/guardian, employee, or student regarding
2 textbooks or instructional materials, this process is to be followed:¹

- 3 1. Inform the complainant of the selection procedures and make no commitment about the
4 outcome;
- 5
- 6 2. Request the complainant to submit a Request for Alternative Instructional Materials form;
7
- 8 3. Inform the principal (and other appropriate personnel) of the complaint;
9
- 10 4. Keep challenged materials available during the reconsideration process. The materials shall
11 be removed immediately if they:²
 - 12 a. Were created to align exclusively with Common Core; or
 - 13
 - 14 b. Are marketed or otherwise identified as Common Core textbooks or instructional
15 materials.
 - 16
- 17 5. Upon receipt of the completed Citizen Request for Alternative Instructional Materials
18 form, the principal shall notify the Superintendent of Schools.
- 19 6. The principal shall request review of the challenged materials by an ad hoc materials review
20 committee within fifteen (15) working days. The review committee is appointed by the
21 principal and includes representatives from classroom teachers, one or more parents, and
22 may include one or more students. The principal will inform the ~~Director~~ **Superintendent**
23 of Schools of the review committee's progress.
- 24
- 25 7. The review committee shall take the following steps after receiving the challenged
26 materials:
 - 27 a. Read, view or listen to the material in its entirety;
 - 28 b. Check general acceptance of the material by reading recognized and evaluative reviews;
 - 29 c. Determine the extent to which the material supports the curriculum;
 - 30 d. Complete the appropriate "Checklist for Reconsideration of Instructional Materials",
31 judging the material for its strength and value; and
 - 32 e. Present a recommendation to the principal for further action and to the Superintendent
33 of Schools for purposes of information.

1
2
3

8. If the complainant desires further action after receiving the recommendation of the committee and the decision of the principal, an appeal may be made to the Board.

Legal References

1. *Board of Education, Island Trees Union Free School District No. 26 v. Pico*, 457 U.S. 853, 102 S. Ct. 2799 (1982)
2. TCA 49-1-302(a)(8); TCA 49-1-314; TCA 49-6-2206; Public Acts of 2022, Chapter No. 1085

Cross References

Instructional Standards 4.101
Textbooks and Instructional Materials 4.400
School and System Websites 4.407
Controversial Materials 4.801

Johnson City Board of Education

Monitoring: Review: Annually, in November	Descriptor Term: Use of the Internet	Descriptor Code: 4.406	Issued Date: 01/09/23
		Rescinds: 4.406	Issued: 12/07/20

1 The Board **of Education** supports the right of staff and students to have reasonable access to various
2 information formats and believes it incumbent upon staff and students to use this privilege in an
3 appropriate and responsible manner.

4 **Employees**

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

10 The Superintendent of Schools shall develop and implement appropriate procedures to provide
11 guidance for teacher use of the Internet. Procedures shall address the following:

- 12 1. Development of the Technology Responsible Use Agreement.
- 13 2. General rules and ethics of Internet access.
- 14 3. Guidelines regarding appropriate instruction and oversight of student Internet use.
- 15 4. A uniform signature block for use by all system employees
- 16 5. Prohibited and illegal activities, including but not limited to the following:¹
 - 17 • Sending or displaying offensive messages or pictures
 - 18 • Using obscene language
 - 19 • Harassing, insulting, bullying or attacking others
 - 20 • Damaging ~~computers, computer systems or computer networks~~ **devices owned by the**
 - 21 **school system or network access**
 - 22 • Hacking or attempting unauthorized access to any computer
 - 23 • Violation of copyright laws
 - 24 • Trespassing in another's folders, work or files
 - 25 • Intentional misuse of resources
 - 26 • Using another's password or other identifier (impersonation)
 - 27 • Use of the **school system's** network for commercial purposes
 - 28 • Revealing the personal address, ~~or~~ phone number, **or any personally identifiable**
 - 29 **information (PII)** of another person

30 **Students**

31 The Superintendent of Schools shall develop and implement procedures for appropriate Internet use by
32 students.

1 Procedures shall address the following:

- 2 1. General rules and ethics of Internet use.
- 3 2. Prohibited or illegal activities, including, but not limited to:¹
- 4 • Sending or displaying offensive messages or pictures
- 5 • Using obscene language^[SEP]
- 6 • Harassing, insulting, bullying or attacking others
- 7 • Damaging ~~computers, computer systems or computer networks~~ **devices owned by the**
- 8 **school system or network access**
- 9 • Hacking or attempting unauthorized access
- 10 • Violation of copyright laws
- 11 • Trespassing in another's folders, work or files
- 12 • Intentional misuse of resources
- 13 • Using another's password or other identifier (impersonation)
- 14 • Use of the network for commercial purposes
- 15 • Buying or selling on the Internet
- 16 • Revealing the personal address, ~~or~~ phone number, **or any personally identifiable**
- 17 **information (PII)** of another person

18 **INTERNET SAFETY MEASURES²**

19 Internet safety measures shall be implemented that effectively address the following:

- 20 • Controlling access by students to inappropriate matter on the Internet and World Wide Web
- 21 • Educating students about appropriate online behavior, such as interacting with other
- 22 individuals on social networking websites and in chatrooms and cyberbullying awareness and
- 23 response
- 24 • Safety and security of students when they are using electronic mail, chat rooms, and other
- 25 forms of direct electronic communications
- 26 • Preventing unauthorized access, including "hacking" and other unlawful activities by students
- 27 on-line
- 28 • Unauthorized disclosure, use and dissemination of personal information regarding students
- 29 • Restricting students' access to materials harmful to them

30 The Superintendent of Schools/designee shall establish a process to ensure the ~~district~~ **school system's**

31 ~~education technology is~~ **technological resources are** not used for purposes prohibited by law or for

32 accessing sexually explicit materials. The process shall include, but not be limited to:

- 33 • Utilizing technology that blocks or filters Internet access (for both students and adults) to
- 34 material that is obscene, pornographic³, or harmful to students⁴
- 35 • Maintaining and securing a usage log
- 36 • Monitoring on-line activities of students²

1 The Board shall provide reasonable public notice of, and at least one (1) public hearing or meeting to
2 address and communicate its Internet safety measures.²

3 A written parental consent shall be required prior to the student being granted access to electronic
4 media involving ~~district~~ **the school system's** technological resources. The required
5 permission/agreement form, which shall specify ~~acceptable~~ **responsible** uses, rules of on-line behavior,
6 access privileges and penalties for policy/procedural violations, must be signed by the parent/legal
7 guardian of minor students (those under 18 years of age) and also by the student. This document shall
8 be kept on file as a legal, binding document. In order to modify or rescind the agreement, the student's
9 parent/guardian (or the student who is at least 18 years old) must provide the Superintendent of
10 Schools with a written request.

11 School officials shall apply the same criterion of educational suitability used to review other
12 educational resources when questions arise concerning access to specific databases or other electronic
13 media. Complaints alleging a violation of the Internet safety measures shall be submitted to the
14 Superintendent/designee. All complaints shall be reviewed to determine how to appropriately respond.

15 E-MAIL

All school system employees shall use the email address assigned by the school system for all communication related to school system business and students. Because all computer hardware and software belong to the Board, all data including e-mail communications stored or transmitted on school system ~~computers~~ **resources** shall be monitored. Employees/students should have no expectation of privacy with regard to such data. Confidentiality of e-mail communication cannot be assured. E-mail correspondence may be a public record under the public records law and may be subject to public inspection.⁵

16 INTERNET SAFETY INSTRUCTION⁶

17 Students will be given appropriate ongoing instruction at least annually in Internet safety as a part of
18 regular instruction utilizing computer resources. The Superintendent/designee shall provide adequate
19 in-service instruction on Internet safety. Parents and students will be provided with material to raise
20 awareness of the dangers posed by the Internet and ways in which the Internet may be used safely.

22 SOCIAL NETWORKING

- 23 1. School system staff who have a presence on social networking websites are prohibited from
24 posting data, documents, photographs or inappropriate information that is likely to create a
25 material and substantial disruption of classroom activity or which violates the privacy of other
26 staff or students or which violates FERPA.
- 27
- 28 2. School system staff are prohibited from accessing personal social networking sites on school
29 ~~computers~~ **system devices** during school hours except for legitimate instructional purposes.
- 30
- 31 3. The Board discourages school system staff from socializing with students on social networking
32 websites. The same relationship, exchange, interaction, information or behavior that would be

1 unacceptable in a non-technological medium is unacceptable when done through the use of
2 technology.

3 The Superintendent will publish guidelines on appropriate social media use by employees.

4 VIOLATIONS

5 Violation of this policy or a procedure promulgated under its authority shall be handled in accordance
6 with the existing disciplinary procedures of the Johnson City School System.

7 VENDOR CONTRACTS³

8 ~~Prior to entering into any contract for the provision of digital or online materials created or marketed~~
9 ~~for kindergarten through grade twelve (K-12), the district shall obtain an assurance that the vendor~~
10 ~~shall adhere to state law. This determination includes ensuring that the vendor filters, blocks, or~~
11 ~~otherwise prevents access to pornography or obscenity and verifying that the technology prevents a~~
12 ~~user from sending, receiving, viewing, or downloading materials that are harmful to minors.~~

13 **Prior to entering into any contract or using any website where student data is shared and content**
14 **is marketed to kindergarten through grade twelve (K-12), the vendor of any digital or online**
15 **resource created or marketed for K-12 must sign a Data Privacy Agreement (DPA) outlining**
16 **appropriate safeguards of school system data and usage, and assurance of adherence to state and**
17 **federal laws for Internet content and access by minors.**

Legal References

1. TCA 39-14-602
2. 47 USCA § 254 (h)(5)(A) – (C), 254(l); 47 CFR § 54.520(c)(1)(i); 20 USCA § 7131
3. Public Acts of 2022, Chapter No. 1002
4. TCA 39-17-901; Public Acts of 2022, Chapter No. 1002
5. TCA 10-7-512
6. TCA 49-1-221

Cross References

- Use of Email 1.805
- School and System Websites 4.407
- Controversial Materials 4.801
- Student Publications 6.704

Johnson City Board of Education

Monitoring: Review: Annually, in December	Descriptor Term: Parent/Family Engagement	Descriptor Code: 4.502	Issued Date: 01/03/22
		Rescinds: 4.502	Issued: 12/07/20

1 **GENERAL EXPECTATIONS FOR ALL SCHOOLS**

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

4 The Board shall implement the following as required by federal and state legislation;¹

- 5 • The school ~~district~~ **system** shall annually work with parents in evaluating and potentially
6 revising the provisions of this policy in improving the quality of schools. Such an evaluation
7 shall strive to identify any barriers to greater participation by parents (with particular attention
8 to parents who are economically disadvantaged, are disabled, have limited English proficiency,
9 have limited literacy, or are of any racial or ethnic minority background).
- 10 • The school ~~district~~ **system** shall provide the coordination, technical assistance, and other
11 necessary support to assist individual schools with planning and implementing parental
12 involvement activities.
- 13 • The school ~~district~~ **system** shall involve parents with the development of required educational
14 or improvement plans.
- 15 • The school ~~district~~ **system** shall coordinate and integrate parental involvement strategies with
16 those associated with other federal or state programs.
- 17 • The school ~~district~~ **system** shall put into operation activities and procedures for the
18 involvement of parents in all of its schools.² Those programs, activities and procedures will be
19 planned and operated with meaningful consultation with parents.
- 20 • The school ~~district~~ **system** shall ensure that activities and strategies are implemented to support
21 this policy and included in the ~~district~~ **system's** plan.
- 22 • The ~~district~~ **system** improvement plan shall include strategies for parental participation in the
23 ~~district~~ **system's** schools which are designed to improve parent and teacher cooperation in such
24 areas as homework, attendance, discipline and higher education opportunities for students.
- 25 • The ~~district~~ **system** plan shall include procedures to enable parents to learn about the course of
26 study of their children and have access to all learning materials.
- 27 • The ~~district~~ **system** plan shall identify opportunities for parents to participate in and support
28 classroom instruction in the school. Such opportunities include, but are not limited to,
29 organizing fundraising activities, volunteering as a field trip chaperone, assisting in the library,
30 computer lab, or on the playground, offering after-school clubs, and recycling clothes.
- 31 • If the school ~~district~~ **system's** plan is not satisfactory to parents, the school ~~district~~ **system** shall
32 submit parental comments regarding the plan to the State Department of Education as required.
- 33 • The school ~~district~~ **system** shall ensure Title I schools are in compliance with the *Every Student*
34 *Succeeds Act*.

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

3 **SCHOOL LEVEL POLICY**

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

9 **SUPPORT FOR PROGRAM**

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

14 **FAMILY-SCHOOL PARTNERSHIPS¹**

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

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

Legal References

1. Every Student Succeeds Act, Pub.L. 114-95, Dec. 10, 2015, 129 Stat. 1802; State Board of Education Policy 4.207; TCA 49-2-305; 20 USCA § 6318
2. TCA 49-6-7001

Cross References

English Learners 4.207
Homeless Students 6.503

Johnson City Board of Education

Monitoring: Review: Annually, in December	Descriptor Term: Accelerated and Advanced Credit	Descriptor Code: 4.604	Issued Date: 01/03/22
		Rescinds: 4.604	Issued: 12/09/19

1 **ELEMENTARY/~~INTERMEDIATE~~/MIDDLE SCHOOLS STUDENTS¹**

2 Students may be allowed to take advanced levels of selected courses to count as prerequisites to higher
3 level courses offered in grades 9-12. No credit earned in elementary school may be used toward high
4 school graduation. Credits earned in middle school may be used as elective high school credits.

5 **HIGH SCHOOLS STUDENTS**

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

9 **DUAL ENROLLMENT/DUAL CREDIT**

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

13 **EARLY GRADUATION**

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

Legal References

1. TCA 49-6-1202; State Board of Education Policy 2.102

Cross References

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

Johnson City Board of Education

Monitoring: Review: Annually, in November	Descriptor Term: Testing Programs	Descriptor Code: 4.700	Issued Date: 12/09/19
		Rescinds: 4.700	Issued: 08/26/19

1 The Board **of Education** shall provide for a systemwide testing program which shall be periodically
2 reviewed and evaluated.

3 The purposes of the program shall be to:

- 4 1. Assist in promoting accountability;
- 5
- 6 2. Determine the progress of students;
- 7
- 8 3. Assess the effectiveness of the instructional program and student learning;
- 9
- 10 4. Aid in counseling and guiding students in planning future education and other endeavors;
- 11
- 12 5. Analyze the improvements needed in a given instructional area;
- 13
- 14 6. Assist in the screening of students with learning difficulties;¹
- 15
- 16 7. Assist in placing students in remedial programs;
- 17
- 18 8. Provide information for college entrance and placement; and
- 19
- 20 9. Assist in educational research by providing data.²

21 The Superintendent of Schools shall be responsible for planning and implementing the program, which
22 includes:

- 23 1. Determining specific purposes for each test;
- 24
- 25 2. Selecting the appropriate test to be given;
- 26
- 27 3. Establishing procedures for administering the tests;
- 28
- 29 4. Making provision for interpreting and disseminating the results;
- 30
- 31 5. Maintaining testing information in a consistent and confidential manner; and
- 32
- 33 6. Ensuring that results are obtained as quickly as possible, especially when placement in a special
34 learning program might be necessary.

1 State-mandated student testing programs shall be undertaken in accordance with procedures published
2 by the State Department of Education.³

3 **WEIGHTING TCAP SCORES**

4 ~~TNReady~~ **TCAP**⁴ and EOC⁵ scores will be included in students' final grades as 15% of the student's
5 final average. The system uses the state approved cube root methodology to determine scores.

6 The Superintendent of Schools may exclude these scores from students' final grades if results are not
7 received by the district at least five (5) instructional days before the end of the course.^{4,5}

8 **INTEREST INVENTORIES AND CAREER ASSESSMENTS⁶**

9 Interest inventories shall be made available to middle school students. These will include assessments
10 such as the Kuder assessment, Myers-Briggs Type Indicator, the ASVAB, or the College Board Career
11 Finder.

12 Career aptitude assessments shall be administered to 8th graders in order to inform the student's high
13 school plan of study.

14 **TESTING INFORMATION AND PARENTAL CONSENT**

15 Any test directly concerned with measuring student ability or achievement through individual or group
16 psychological or socio-metric tests shall not be administered by or with the knowledge of any
17 employee of the system without first obtaining written consent of the ~~parents or guardians~~
18 **parent(s)/guardian(s)**.²

19 Results of all group tests shall be recorded on the students' permanent records and shall be made
20 available to appropriate personnel in accordance with established procedures.⁷

21 No later than July 31st of each year, the board shall publish on its website information related to state
22 and board mandated tests that will be administered during the school year. The information shall
23 include:⁸

- 24 1. The name of the test;
- 25
- 26 2. The purpose and use of the test;
- 27
- 28 3. The grade or class in which the test will be administered;
- 29
- 30 4. The tentative date or dates that the test will be administered;
- 31
- 32 5. The time and manner in which parents and students will be notified of the results of the test;
- 33
- 34 6. How parents can access the questions and answers on their student's state-required tests; and
- 35

- 1 7. If a board mandated test, how the test complements and enhances student instruction and
2 learning and how it serves a purpose distinct from state-required tests.
- 3 Testing information shall also be placed in student handbooks or other school publications that are
4 provided to parents on an annual basis.

Legal References

1. TCA 49-10-108
2. 20 USCA § 1232(g)
3. TRR/MS 0520-01-03-.03(7); TRR/MS 0520-01-03-.06(1)(b)
4. TCA 49-1-617; State Board of Education Policy 2.102
5. TRR/MS 0520-01-03-.06(1)(b); State Board of Education Policy 2.103; TCA 49-1-617
6. Public Acts of 2019, Chapter No. 108
7. TCA 10-7-504
8. TCA 49-6-6007; State Board of Education Policy 2.102; State Board of Education Policy 2.103

Cross References

Student Surveys, Analyses, and Evaluations 6.4001
Student Records 6.600

Johnson City Board of Education

Monitoring: Review: Annually, in September	Descriptor Term: Code of Ethics	Descriptor Code: 1.1061	Issued Date: 01/05/24
		Rescinds: 1.1061	Issued: 11/07/22

CODE OF ETHICS¹

JOHNSON CITY SCHOOL DISTRICT SYSTEM

Section 1. Definitions:

- (1) “School ~~district~~ **system**” means Johnson City School ~~District~~ **System**, 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~~ **system** or an official of the school ~~district~~ **system**.
- (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~~ **system**.
- (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 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~~ **systems’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

1 gift, money, gratuity, or other consideration or favor of any kind from anyone other than the school
2 ~~district~~ **system** that a reasonable person would understand was intended to influence the vote, official
3 action or judgment of the official or employee in executing decision-making authority affecting the
4 school ~~district~~ **system**.

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

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

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

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

27 The Committee may:

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

36
37 The interpretation that a reasonable person in the circumstances would apply shall be used in
38 interpreting this Code of Ethics. When a violation of this Code of Ethics also constitutes a violation of

1 a personnel policy or a civil service policy, the violation shall be dealt with as a violation of the
2 personnel or civil service provisions rather than as a violation of this Code of Ethics.

3 **POINT OF CONTACT²**

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

7

Legal References

1. [TCA 8-17-103](#)
2. [TCA 8-17-104](#)

Cross References

Board Member Conflict of Interest 1.107
Duties of Board Members 1.202

Johnson City Board of Education

Monitoring: Review: Annually, in September	Descriptor Term: Emergency Closings	Descriptor Code: 1.8011	Issued Date: 01/05/24
		Rescinds: 1.8011	Issued: 11/07/22

1 The Board **of Education** authorizes the Superintendent of Schools or their designee to close schools,
 2 certain schools or individual classrooms in the event of hazardous weather or any other emergency
 3 which presents a threat to the safety or health of students, staff members or school property.¹
 4

5 As soon as the decision to close schools is made, the Superintendent of Schools will notify the public
 6 media and request that an announcement be made. Closings and schedule adjustments will also be
 7 posted on the system’s website, **through the school messaging system**, and on social media and other
 8 available communication lines.
 9

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

Legal References

1. TCA 49-6-3004(e)(1); TRR/MS 0520-01-03-.02(1)(b)

Cross References

Emergency Preparedness Plan 3.202

Johnson City Board of Education

Monitoring: Review: Annually, in December	Descriptor Term: Promotion and Retention	Descriptor Code: 4.603	Issued Date: 04/03/23
		Rescinds: 4.603	Issued: 01/09/23

1 ***General***

2 All promotion and retention decisions shall be made on a case-by-case basis and comply with state and
3 federal law. All decisions shall be made in consultation with a student's IEP and/or 504 team, if
4 applicable.¹

5 Students who have difficulty in achieving the requirements for promotion may be considered for
6 retention. Schools shall identify these students by February 1st. Factors used to identify students for
7 retention shall include:²

- 8 1. Ability to perform at the current grade level;
- 9
- 10 2. Results of local assessments, screening, or monitoring tools;
- 11
- 12 3. State assessments, as applicable;
- 13
- 14 4. Home Literacy Reports;³
- 15
- 16 5. Overall academic achievement of the student;
- 17
- 18 6. Likelihood of success with more difficult material if promoted to the next grade;
- 19
- 20 7. Attendance record; and
- 21
- 22 8. The student's maturity.

23 Students may be identified for retention after the February 1st deadline if the delay in identifying a
24 student is due to:⁴

- 25 1. Date of enrollment;
- 26
- 27 2. Additional information acquired after results of local assessment, screening, or monitoring are
28 released; or
- 29

30 **VOLUNTARY RETENTION**

1 **A parent/guardian of a student enrolled in kindergarten through second grade may choose to**
2 **retain his/her student in the current grade level if:**

- 3 1. **The student has a documented academic or behavioral delay; and**
- 4
- 5 2. **The parent/guardian believes that retention may benefit the student.**⁵

6 **PROMOTION PLANS**⁵⁶

7 When a student is identified for retention, the student's parent(s)/guardian(s) shall be notified within
8 fifteen (15) calendar days, and an individualized promotion plan shall be developed to help the student
9 avoid retention. The plan shall be developed in coordination with the student's teachers, IEP or 504
10 team, if applicable, and may also include input from the student's parent(s)/guardian(s), school
11 counselor, or other appropriate school personnel.

12 Promotion plans shall incorporate evidence-based strategies, including expectations and measurements
13 that will verify whether a student has made sufficient progress to be promoted to the next grade level,
14 and be tailored to the student's learning needs. Promotion plans for students in third and fourth grade
15 will include additional requirements for promoting students in these grades. A copy of the plan will be
16 provided to the student's parent(s)/guardian(s), and the school shall offer the opportunity for a parent-
17 teacher conference to discuss the plan. If a student is not making progress on the promotion plan, then
18 the strategies shall be modified. Parent(s)/guardian(s) shall be provided with any changes to the
19 promotion plan.

20 A student who demonstrates sufficient academic progress according to his/her promotion plan shall be
21 promoted to the next grade level unless retention is required per additional requirements for students in
22 third and fourth grade.⁶⁷

23 If a student has not demonstrated sufficient academic progress according to their promotion plan by the
24 end of the school year, the student shall be eligible to enroll in a summer reading or learning program,
25 if available. Parent(s)/guardian(s) shall be notified of a decision for retention at least ten (10) calendar
26 days prior to the start of the next school year if the student was enrolled in a summer program.
27 However, if the student wasn't enrolled in a summer program, the parent(s)/guardian(s) shall be
28 notified of a decision for retention at least thirty (30) calendar days prior to the start of the next school
29 year.⁷⁸

30 **RETENTION**⁶⁷

31 A student may be retained when such retention is in the best interests of the student or when retention
32 is required per additional requirements for students in third and fourth grade.

33 *Decision of Retention – General*⁸⁹

34 If a student is retained, the ~~Director~~ **Superintendent** of Schools/designee shall develop an
35 individualized academic remediation plan within thirty (30) calendar days after the beginning of the
36 next school year. A copy of the plan shall be provided to the student's parent(s)/guardian(s) within ten
37 (10) calendar days of its development. The plan shall include at least one of the following strategies:

- 38 1. Adjustment to the current instructional strategies or materials;

- 1
- 2 2. Additional instructional time;
- 3
- 4 3. Individual tutoring;
- 5
- 6 4. Modification to the student’s classroom assignment to ensure the student receives
- 7 instruction from a teacher with a level of overall effectiveness of above expectations (level
- 8 4) or significantly above expectations (level 5); or
- 9
- 10 5. Attendance or truancy interventions.

11 A student shall not be retained more than once in any grade. The progress of students who are retained
 12 shall be closely monitored and reported to parent(s)/guardian(s) at least three (3) times during the
 13 school year in which the student is retained. The ~~Director~~ **Superintendent** of Schools shall develop
 14 procedures to ensure appropriate recordkeeping of students who are retained.

15 *Decision of Retention – Third Grade*⁹¹⁰

16 Third grade students shall not be promoted to the next grade unless they are determined to be
 17 proficient (i.e., receive a performance level rating of “on track” or “mastered”) in English language arts
 18 (ELA) based on the student’s most recent TCAP test.

19 Students who are not proficient in ELA may still be promoted if the following conditions are met:

- 20 1. A student in third grade receiving a performance level rating of “approaching” on the ELA
 21 portion of the student’s most recent TCAP test may be promoted if:
 - 22
 - 23 a. The student is an English language learner and has received less than two (2) full years
 24 of ELA instruction;
 - 25 b. The student was previously retained in grades K-3;
 - 26 c. The student is retested before the next school year and scores proficient in ELA;
 - 27 d. The student attends a learning loss bridge camp before the next school year, maintains a
 28 ninety percent (90%) attendance rate, and demonstrates adequate growth on the post-
 29 test at the end of the camp; or
 - 30 e. The student receives tutoring for the entirety of the next school year in accordance with
 31 state law.
 - 32 f. **The student demonstrates proficiency in ELA standards by scoring at or above the**
 33 **fiftieth (50th) percentile on the most recently administered state-provided**
 34 **benchmark assessment and the district provides tutoring services to the student**
 35 **during the entire fourth grade school year and notifies the student’s**
 36 **parent/guardian, in writing, of the benefits of enrolling the student in summer**
 37 **programming.**
 - 38 g. **Parent/guardian or authorized school personnel appeals retention decision,**
 39 **documenting a score at or above the fortieth (40th) percentile on the TN-URS or**
 40 **approved URS (ECBM) and an academic remediation plan and unanimous**
 41 **recommendation for promotion from the ELA teacher and principal, and receives**

tutoring services during the entire fourth grade school year.

2. A student in third grade receiving a performance level rating of “below” on the ELA portion of the student’s most recent TCAP test may be promoted if:

- a. The student is an English language learner and has received less than two (2) full years of ELA instruction;
- b. The student was previously retained in grades K-3;
- c. The student is retested before the next school year and scores proficient in ELA; or
- d. The student attends a learning loss bridge camp before the next school year, maintains a ninety percent (90%) attendance rate, and receives tutoring for the entirety of the next school year in accordance with state law.

Students who fall into the criteria for required attendance in summer programming in order to be promoted to the fourth grade must attend with a 90% rate. Of the 20 days required for summer school attendance, students must attend 18 days. These days will be documented and options for make-up days will be provided by the summer programming committee.

Decision of Retention – Fourth Grade⁹¹⁰

Students in the following categories shall show adequate growth in the following ways before being promoted to the fifth grade:

1. A student who is promoted to the fourth grade due to receiving tutoring for the entirety of the next school year in accordance with state law or because of attending a learning loss bridge camp must maintain a ninety percent (90%) attendance rate; and
2. A student receiving tutoring for the entirety of the next school year in accordance with state law shall be required to show adequate growth on the fourth grade ELA portion of TCAP before the student may be promoted to fifth grade.
3. **If a student does not show adequate growth, as determined by the department, on the fourth grade ELA portion of the TCAP test, then the student’s LEA or public charter school shall convene a conference that must be attended by the following categories of participants: the student’s parent(s)/guardian(s), the student’s ELA teacher, and the student’s principal. The recommendation made by the majority of the categories of participants in the conference determines whether the student must be:**

- a. **Promoted to the fifth grade and assigned a tutor to provide tutoring services to the student for the entirety of the student’s fifth grade year based on tutoring requirements established by the department; or**
- b. **Retained in the fourth grade.**

A student shall not be retained more than once in fourth grade.

Decision of Retention – Students with Disabilities¹⁰¹¹

1 Retention and promotion decisions shall be made on a case-by-case basis and in consultation with the
 2 student's IEP and/or 504 team to determine whether the student's performance on the ELA portion of
 3 TCAP was due to the student's disability. The school district shall not retain a student with a disability
 4 or a suspected disability that impacts their ability to read.

5 **APPEALS**^{7,11,8,12}

6 When a student is identified for retention, the parent(s)/guardian(s) shall be notified about the decision
 7 to retain the student and provided with information on the right to appeal the decision. Appeals shall be
 8 made to a committee appointed by the principal within ten (10) school days. The student and their
 9 parent(s)/guardian(s) shall be provided written or actual notice of the appeal hearing and shall be given
 10 the opportunity to address the committee. The committee shall conduct a hearing within ten (10) school
 11 days to determine if the student will be promoted and issue such decision within five (5) calendar days.
 12 Upon notification of the committee decision, the principal shall send written notification to the Director
 13 of Schools/designee and the parent(s)/guardian(s). The notification shall advise parent(s)/guardian(s) of
 14 their right to appeal such action within ten (10) calendar days to the ~~Director~~ **Superintendent** of
 15 Schools/designee.

16 The appeal shall be heard no later than ten (10) business days after the request for appeal is received. A
 17 decision shall be issued within five (5) days.

18 Within five (5) business days of the ~~Director~~ **Superintendent** of Schools/designee rendering a decision,
 19 the student's parent(s)/guardian(s) may request a hearing by the Board, and the Board shall review the
 20 record. Following the review, the Board may affirm or overturn the decision of the ~~Director~~
 21 **Superintendent** of Schools/designee. The action of the Board shall be final.

22 For students where retention is required per the additional requirements for students in third and fourth
 23 grade, parent(s)/guardian(s) may appeal this decision directly to the Department of Education in
 24 accordance with state law.¹²

Legal References

1. 20 USCA § 1400 *et seq.*; 29 U.S.C. § 794 (Section 504); TRR/MS 0520-01-03-.16; TCA 49-6-3115
2. TRR/MS 0520-01-03-.16(5)
3. TCA 49-1-905(e)
4. TRR/MS 0520-01-03-.16(4)
5. **Public Acts of 2024, Chapter No. 829**
6. TRR/MS 0520-01-03-.16(6)
7. TRR/MS 0520-01-03-.16(6)(f)
8. TRR/MS 0520-01-03-.16(6)(e)
9. TRR/MS 0520-01-03-.16(6)(g)
10. TRR/MS 0520-01-03-.16(7)
11. 29 U.S.C. § 794 (Section 504); 20 USCA § 1400 *et seq.*; TRR/MS 0520-01-03-.16(7)(e)
12. TRR/MS 0520-01-03-.16(3); TRR/MS 0520-01-02-.17(7); TCA 49-6-3102(e)(1)
13. TRR/MS 0520-01-03-.16(7)(f)

Cross References

- Credit Recovery 4.210
- Grading System 4.600
- Reporting Student Progress 4.601
- Attendance 6.200
- Student Assignments 6.205
- Homeless Students 6.503
- Student Records 6.600