

Johnson City Board of Education Special Meeting
March 3, 2025 5:00 PM
Central Office

1. CALL TO ORDER AND PURPOSE OF MEETING

1.A. Policy Review

- 1.A.1. 1.901 - Charter School Applications
- 1.A.2. 1.906 - Charter School Revocation
- 1.A.3. 4.403 - Library Materials
- 1.A.4. 6.100 - Student Educational Programs
- 1.A.5. 6.200 - Attendance
- 1.A.6. 6.201 - Compulsory Attendance Ages
- 1.A.7. 6.202 - Home Schools
- 1.A.8. 6.204 - Attendance of Non-Resident Students
- 1.A.9. 6.205 - Student Assignment
- 1.A.10. 6.206 - Transfers Within the System
- 1.A.11. 6.207 - Withdrawals
- 1.A.12. 6.209 - Child Custody/Parental Access
- 1.A.13. 6.301 - Rights and Responsibilities
- 1.A.14. 6.304 - Student Discrimination, Harassment, Bullying, Cyber-bullying,
and Intimidation
- 1.A.15. 6.306 - Disruption of School and Student Activities
- 1.A.16. 6.311 - Care of School Property

- 1.A.17. 6.312 - Use of Personal Communication Devices in School
- 1.A.18. 6.316 - Suspension/Expulsion/Remand
- 1.A.19. 6.316 - Suspension
- 1.A.20. 6.318 - Admission of Suspended or Expelled Students
- 1.A.21. 6.319 - Alternative School Programs
- 1.A.22. 6.405 - Medicines
- 1.A.23. 6.407 - Student Social Services
- 1.A.24. 6.411 - Coordinated School Health
- 1.A.25. 6.412 - Emergency Allergy Response Plan
- 1.A.26. 6.415 - Student Suicide Prevention
- 1.A.27. 6.602 - Student Records Inspection & Correction Procedure
- 1.A.28. 6.603 - Student Records Use of Records
- 1.A.29. 6.700 - Student Activities
- 1.A.30. 6.702 - Student Organizations
- 1.A.31. 6.703 - Student Government
- 1.A.32. 6.706 - Community Sponsored Activities
- 1.A.33. 6.712 - In-School Employment
- 1.A.34. 6.3041 - Title IX & Sexual Harassment
- 1.A.35. 6.3071 - Student Alcohol and Drug Testing
- 1.A.36. 6.4001 - Student Surveys, Analyses, and Evaluations
- 1.A.37. 6.4052 - Opioid Antagonist
- 1.A.38. 6.4081 - Safe Relocation of a Student

2. ADJOURNMENT

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.

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

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

22 Charter schools may be formed to:

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

29 Any sponsor seeking to establish a public charter school shall file with the Board, on or before April 1st
30 of the calendar year preceding the calendar year in which the proposed charter school plans to begin
31 operation a written application with required supporting documents. Each application shall be
32 accompanied by a \$2,500 application fee. The Board may withhold 1% of the charter school's funds

- 1 (up to \$20,000) per year for the first four years of operation for payment of services provided by the
- 2 Board.²

Legal References

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

Click here to choose a school board.

Monitoring: Review: Annually, in August	Descriptor Term: Charter School Applications	Descriptor Code: 1.901	Issued Date: Click here to enter a date.
		Rescinds:	Issued:

1 **This policy shall apply to sponsors and potential sponsors of charter schools. It shall not apply to**
2 **charter schools converting from existing public schools. Proposals from existing charter school**
3 **operators or replicators and applicants proposing to contract with educational service providers**
4 **shall be in accordance with state law.¹**

5 **APPLICATION PROCESS**

6 **A prospective charter school sponsor shall send notice to the Superintendent of Schools/designee**
7 **of its intent sixty (60) calendar days prior to February 1st of the year preceding the year in which**
8 **the proposed charter school plans to begin operation as a charter school. The Superintendent of**
9 **Schools/designee shall determine whether the sponsor has selected the correct application**
10 **category within ten (10) business days of receiving the letter of intent and notify the sponsor**
11 **within five (5) business days of a determination that the incorrect application category has been**
12 **selected.²**

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

19 **Electronic copies of applications shall be submitted to the Board of Education and the Tennessee**
20 **Department of Education on or before 11:59 p.m. Central Time on February 1st of the year**
21 **preceding the year in which the proposed charter school plans to begin operation as a charter**
22 **school. If the 1st of February falls on a Saturday, Sunday, or holiday on which the school district**
23 **offices are closed, applications will be accepted on the next business day on or before 11:59 p.m.**
24 **Late applications will not be accepted, without exception. The sponsor shall pay an application**
25 **fee of \$2,500.00.²**

26 **The Board shall determine whether an application is complete within ten (10) business days of**
27 **receiving the application and shall notify the sponsor within five (5) business days of the**
28 **determination if the application is determined to be incomplete.³**

29
30 **REVIEW TEAM¹**

1 If necessary, the Superintendent of Schools/designee shall appoint a review team to assist in
2 reviewing and evaluating charter school applications. The team shall be comprised of members
3 of the administrative staff for the district, community members with relevant educational,
4 organizational, financial, and legal experience. At the board meeting in December of each year,
5 the Superintendent of Schools/designee shall make a recommendation to the Board on which
6 members of their administrative staff should be appointed to the team. The Board shall name the
7 members of the team at its meeting in January of each year. The Board shall designate a Chair
8 of the review team as the contact person for answering questions about the application process
9 and receiving applications. The Superintendent of Schools/designee shall develop an orientation
10 for the team to ensure consistent evaluation standards and the elimination of real or perceived
11 conflicts of interest.

12 The Board shall require the Superintendent of Schools/designee to develop a procedure for
13 receiving, reviewing, and ruling on applications for the establishment of charter schools by the
14 review team. The procedure shall include a timeline for the application and review process. A
15 copy of the procedure, including the review criteria, shall be available on the district's website.

16 The review team shall:

- 17 1. Evaluate all charter school applications based on the review criteria established by state
18 law; and
- 19 2. Recommend one of the following options to the Board for each application: approve,
20 reject, or reject with stipulations for reconsideration.⁴

23 APPROVAL/DENIAL OF APPLICATION⁵

24 The Board shall rule by resolution on the approval or denial of an initial charter school
25 application within ninety (90) calendar days of receipt of the completed application, or the
26 application shall be deemed approved by state law. The Superintendent of Schools/designee shall
27 report the action taken by the Board to the Department of Education.

28 Approval

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

32 The Board will receive an annual authorizer fee of three percent (3%) of the annual per student
33 state and local allocations or thirty-five thousand dollars (\$35,000), whichever is less.⁶

34 Charter schools approved by the Board are expected to implement the application as submitted
35 and approved. Material variations in operations from the approved application require
36 amendment pursuant to state law and the charter school agreement.⁷

37 The Board shall not provide services to charter schools that are not requested during the
38 application process except for those services that are required under state or federal law.

1 **Services agreed to be provided to the charter school by the Board shall be provided at the**
2 **Board's actual cost. The Board and charter school shall execute a service contract for any**
3 **additional services.**

4 **New charter school agreements are approved for a ten (10) year period.⁸ The Board may revoke**
5 **or deny renewal of a charter school agreement for any of the reasons enumerated in state law.⁹**

6 **Denial**

7 **If the initial charter school application is denied, the Board shall notify the sponsor in writing**
8 **within ten (10) calendar days, specifying the objective reasons for the denial and the deadline by**
9 **which the sponsor may submit an amended application. Upon written receipt of the grounds for**
10 **denial, the sponsor shall have thirty (30) calendar days within which to submit an amended**
11 **application to correct the deficiencies. The Board shall have sixty (60) calendar days either to**
12 **deny or to approve the amended application, or the application shall be deemed approved by**
13 **state law.⁵**

If the amended charter school application is denied, the Board shall notify the sponsor in writing
within five (5) calendar days, specifying the objective reasons for denial and the sponsor's right
to an appeal. Within ten (10) calendar days of final denial, an appeal may be filed with the
Tennessee Public Charter School Commission.¹⁰

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-.01\(1\)\(b\),\(e\)](#)
3. [TRR/MS 0520-14-01-.01\(1\)\(i\)](#)
4. [TRR/MS 0520-14-01](#)
5. [TCA 49-13-108; TRR/MSS 0520-14-01](#)
6. [TCA 49-13-128](#)
7. [TCA 49-13-110\(d\)-\(e\); TRR/MSS 0520-14-01](#)

8. [TCA 49-13-110\(c\)](#)
9. [TCA 49-13-122](#)
10. [TCA 49-13-108\(b\)\(5\)](#)

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Monitoring: Review: Annually, in August	Descriptor Term: Charter School Renewal	Descriptor Code: 1.905	Issued Date:
		Rescinds:	Issued:

1 **INTERIM REVIEW**

2 **The Superintendent of Schools/designee shall conduct an interim review of a charter school in**
3 **the fifth year of a charter term in accordance with guidelines developed by the Department of**
4 **Education. As part of this process, the charter school shall submit a report on the progress of the**
5 **school in achieving the goals and objectives set forth in the charter agreement.**¹

6 **CUMULATIVE PERFORMANCE REPORT**

7 **Three (3) months prior to the date on which a charter school is required to submit a renewal**
8 **application, the Superintendent of Schools/designee shall submit a performance report to the**
9 **charter school that summarizes the school's performance record over the charter term and**
10 **states the summative findings concerning the school's performance and prospects for renewal.**²

11 **APPLICATION AND EVALUATION**

12 **No later than April 1st of the year prior to the year in which the charter school agreement**
13 **expires, the governing body of a charter school shall submit a renewal application to the Board**
14 **of Education.**³

15 **The Superintendent of Schools/designee shall conduct a renewal evaluation site visit to each**
16 **charter school that submits a charter school renewal application.**

17 **The Board will make renewal decisions by February 1st in the year the charter school agreement**
18 **expires.**

19 **RENEWAL CRITERIA**⁴

20 **The Board shall define and communicate with schools the criteria for renewal that is consistent**
21 **with the charter agreement. The Board shall make its renewal decision based on the renewal**
22 **application, annual progress reports, and renewal performance report.**

23 **Within ten (10) days of the Board voting by resolution on a renewal application, the**
24 **Superintendent of Schools/designee shall promptly notify a school of its renewal**
25 **recommendation and decision, including the reasons for the decision and any rights to an appeal.**
26 **The Superintendent of Schools/designee shall promptly communicate renewal decisions to the**
27 **school community and public.**

Legal References

1. [TCA 49-13-121\(k\)](#)
2. [State Board of Education Policy 6.111](#)
3. [TCA 49-13-121\(a\)](#)
4. [TCA 49-13-121](#); [State Board of Education Policy 6.111](#)

Click here to choose a school board.

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

The Board of Education shall revoke a charter school agreement if the charter school:¹

- 1. Failed to meet or make sufficient progress toward the performance expectations set forth in the charter school agreement;**
- 2. Committed a material violation of any of the conditions, standards, or procedures set forth in the charter school agreement;**
- 3. Failed to meet generally accepted standards of fiscal management; or**
- 4. Performed any of the acts that are conditions for non-approval of charter schools under state law.**

NOTICE

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

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

REVOCATION DUE TO PRIORITY STATUS

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

PROCEDURES FOR CLOSURE

The Superintendent of Schools/designee shall develop administrative procedures regarding charter school closures prior to the Board denying renewal or revoking a charter school

- 1 **agreement.⁵ These procedures shall outline a detailed protocol that will ensure timely**
2 **notification to parents, orderly transition of students and student records, and disposition of**
3 **school funds, property, and assets in accordance with state law.**

Legal References

1. [TCA 49-13-122\(b\); State Board of Education Policy 6.111](#)
2. [TCA 49-13-122\(e\)](#)
3. [State Board of Education Policy 6.111](#)
4. [TCA 49-13-122\(a\)](#)
5. [TCA 49-13-130](#)

Johnson City Board of Education

Monitoring: Review: Annually, in November	Descriptor Term: Library Materials	Descriptor Code: 4.403	Issued Date:
		Rescinds:	Issued:

1 The Secondary Supervisor shall be responsible for library collection development. **They shall post the**
2 **list of library materials online. Library materials shall be reviewed to ensure the content aligns**
3 **with state law. Prior to the purchase of new materials, librarians shall review the age and maturity**
4 **level along with the reading level of the selected items for suitability.**¹ **A list of new materials shall**
5 **be reviewed by the Secondary Supervisor.**

6 The Secondary Supervisor shall be responsible for periodically reviewing the district’s library collection
7 in line with the standards established below. **Any materials found to be out of alignment with the**
8 **standards shall be removed, and this action shall be documented in writing and presented to the**
9 **Superintendent of Schools and the Board of Education.**

10 STANDARDS²

11 The library collection shall adhere to the following criteria:

- 12 1. Materials shall be suitable for and consistent with the educational mission of the school;
- 13
- 14 2. Materials shall be appropriate for the age and maturity levels of the students who may access
- 15 them. The determining factor will be based on an assessment of any mature themes or content
- 16 (i.e., violence, sexual content, vulgar language, substance abuse);
- 17
- 18 3. Materials shall contain literary, historical, scientific, and/or artistic value and merit; and
- 19
- 20 4. The collection as a whole shall offer a variety of viewpoints.

21 **Any materials that meet the following criteria shall be removed and excluded from the district’s**
22 **library collection:**

- 23 1. **Contains nudity, descriptions or depictions of sexual excitement, sexual conduct, excess**
24 **violence, or sadomasochistic abuse as defined in state law³;**
- 25
- 26 2. **Are patently offensive as defined in state law; or**
- 27
- 28 3. **Appeal to the prurient interest as defined in state law.**

29 **The Board shall be notified when any library materials are challenged or removed pursuant to**
30 **this policy.**

1 COMPLAINTS⁴

2 If a complaint is made by an employee, student, or parent/guardian, the person receiving the complaint
3 shall:

- 4 1. Inform the complainant of the selection procedures and make no commitments.
- 5
- 6 2. Request the complainant to submit a Request for Reconsideration of Library Materials form.
- 7
- 8 3. Inform the principal (and other appropriate personnel).
- 9
- 10 4. Keep challenged materials available for use during the reconsideration process.

11 **Upon receipt of the completed form, the principal shall notify the Superintendent of Schools. The**
12 **principal may request review of the challenged materials by an ad hoc materials review**
13 **committee within thirty (30) days. If the principal appoints a review committee, it should include**
14 **certified library media personnel, representatives from classroom teachers, and one or more**
15 **parents.**

16 The review committee shall take the following steps after receiving the challenged materials:

- 17 1. Read, view, or listen to the contested material in its entirety;
- 18
- 19 2. Check general acceptance of the material by reading recognized and evaluative reviews;
- 20
- 21 3. Determine the extent to which the material is appropriate for the age and maturity levels of the
- 22 students who have access to the materials and whether the material is suitable for, and
- 23 consistent with, the educational mission of the school; and
- 24
- 25 4. Complete the appropriate Checklist for Reconsideration of Library Materials, judging the
- 26 material for its strength and value.

27 **The principal shall present a recommendation to the Superintendent of Schools. The**
28 **Superintendent of Schools shall assess the findings along with the recommendation of the**
29 **principal and present a recommendation to the Board.**

The Board shall evaluate the recommendations of the principal and the Director of Schools along
with the material to determine whether it is appropriate for the age and maturity levels of the
students who have access to the materials and whether the material is suitable for, and consistent
with, the educational mission of the school. The Board shall review the findings and affirm,
overturn, or modify the decision within sixty (60) days from which the feedback was received.

30 **REMOVAL OF LIBRARY MATERIALS**

31 **If it is determined that the material is not appropriate for the age and maturity levels of the**
32 **students who have access to them or is not suitable for, and consistent with, the educational**
33 **mission of the school, the material shall be removed from the library collection.**

Legal References

1. [Board of Education, Island Trees Union Free School District No. 26 v. Pico, 457 U.S. 853, 102 S. Ct. 2799 \(1982\); TCA 49-6-3803](#)
2. [Public Acts of 2024, Chapter No. 782](#)
3. [TCA 39-17-901](#)
4. [TCA 49-6-3803](#)

Cross References

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 April	Descriptor Term: <h2 style="text-align: center;">Student Educational Programs</h2>	Descriptor Code: <h3 style="text-align: center;">6.100</h3>	Issued Date: <h3 style="text-align: center;">06/04/24</h3>
		Rescinds: <h3 style="text-align: center;">6.100</h3>	Issued: <h3 style="text-align: center;">04/04/22</h3>

1 In order to establish an environment conducive to learning for each student, the Board of Education
 2 establishes the following goals for the system’s educational programs:

- 3 1. To assure all students the same educational opportunities and learning environment regardless
 4 of race, color, creed, religion, ethnic origin, sex, gender, sexual orientation **creed, color, sex,**
 5 **gender, religion, national origin** or disabilities;¹
 6
- 7 2. To protect and observe the legal rights of students;
 8
- 9 3. To enhance the self-image of each student by helping them feel respected and worthy through a
 10 learning environment which provides positive encouragement for frequent success;
 11
- 12 4. To provide an environment in which students can learn personal and civic responsibility for
 13 their actions through meaningful experiences as school citizens;
 14
- 15 5. To manage matters of student discipline in a fair, consistent and constructive manner;
 16
- 17 6. To provide for the safety, health and welfare of students;
 18
- 19 7. To promote regular attendance and excellence in work; and
 20
- 21 8. To prepare students to be healthy, productive citizens.

Legal References

1. [20 USCA § 1703](#); [TCA 49-6-3109](#)

Cross References

School District Goals 1.700
 Instructional Program 4.100
 Student Discrimination, Harassment, Bullying, Cyber-
 bullying, and Intimidation 6.304

Johnson City Board of Education

Monitoring: Review: Annually, in March	Descriptor Term: Attendance	Descriptor Code: 6.200	Issued Date: 05/07/24
		Rescinds: 6.200	Issued: 04/03/23

1 ~~General~~

2
3 Attendance is a key factor in student achievement; therefore, students are expected to be present each
4 day school is in session.

5
6 The Superintendent of Schools/designee shall ensure that this policy is posted in each school building
7 and disseminated to all students, parent(s)/guardian(s), teachers, and administrative staff.

8
9 The Attendance Supervisor shall oversee the entire attendance program which shall include:¹

- 10
11 1. All accounting and reporting procedures and their dissemination;
- 12
13 2. Alternative program options for students who severely fail to meet minimum attendance
14 requirements;
- 15
16 3. Ensuring that all school age children attend school;
- 17
18
19 4. Providing documentation of enrollment status upon request for students applying for new or
20 reinstatement of driver's permit or license; and
- 21
22 4. Notifying the Department of Safety whenever a student with a driver's permit or license
23 withdraws from school.²

24
25 Student attendance records shall be given the same level of confidentiality as other student
26 records. Only authorized school officials with legitimate educational purposes may have access to
27 student information without the consent of the student or parent(s)/guardian(s).³

28
29 Absences shall be classified as either excused or unexcused as determined by the
30 principal/designee. Excused absences shall include:⁴

- 31
32 1. Personal illness/injury;
- 33
34 2. Illness of immediate family member;
- 35
36 3. Death in the family;
- 37
38 4. Extreme weather conditions;
- 39

- 1 5. Religious observances;⁵
- 2
- 3 6. Pregnancy;
- 4
- 5 7. School-endorsed activities;
- 6
- 7 8. Summons, subpoena, or court order; or
- 8
- 9 9. Circumstances which in the judgment of the principal create emergencies over which
- 10 the student has no control.
- 11

12 The principal shall be responsible for ensuring that:⁶

- 13
- 14 1. Attendance is checked and reported daily for each class;
- 15
- 16 2. Daily absentee sheets contain sign in/sign out sheets and indicate students present or
- 17 absent for the majority of the day;
- 18
- 19 3. All student absences are verified;
- 20
- 21 4. Written excuses are submitted for absences and tardiness; and
- 22
- 23 5. System-wide procedures for accounting and reporting are followed.
- 24

25 **TRUANCY**

26

27 Annually, the Superintendent of Schools/designee will provide written notice to parent(s)/guardian(s)

28 that attendance at school is required. Students shall be present at least fifty percent (50%) of the

29 scheduled school day in order to be counted present. Students may attend part-time days, alternating

30 days, or for a specific amount of time as indicated in their Individualized Education Plan or 504 Plan

31 and shall be considered present for school attendance purposes. If a student is required to participate in

32 a remedial instruction program outside of the regular school day where there is no cost to the

33 parent(s)/guardian(s) and the school district provides transportation, unexcused absences from these

34 programs shall be reported in the same manner.⁷

35

36 A student who is absent five (5) days without adequate excuse shall be reported to the Superintendent

37 of Schools/designee who will, in turn, provide written notice to the parent(s)/guardian(s) of the

38 student's absence. If a parent/guardian does not provide documentation within adequate time excusing

39 those absences or request an attendance hearing, then the Superintendent of Schools shall implement

40 tier two of the progressive truancy plan described below prior to referral to juvenile court.

41

42 *Progressive Truancy Plan*⁸

43

44 Tier I of the progressive truancy plan shall apply to all students within the district and include

45 schoolwide prevention-oriented supports to assist with satisfactory attendance. These supports shall

46 include, but are not limited to, a family school coordinator at each school to assist with attendance

47 monitoring, messages to parents when students are absent, parents must agree to attendance policies

1 and procedures when registering their child for school, flyers, incentives for attendance, annual
2 attendance week, and a weekly school spotlight for attendance.

3
4 Tier II of the progressive truancy plan shall be implemented after the student accumulates five (5)
5 unexcused absences, but before referral to juvenile court, and includes the following:

- 6
7 1. A conference with the student and the student's parent(s)/guardian(s);
- 8
9 2. An attendance contract, based on the conference, signed by the student, the
10 parent(s)/guardian(s), and the Attendance Supervisor/designee. The contract shall include:
 - 11
12 a. A specific description of the school's attendance expectations for the student;
 - 13 b. The period for which the contract is effective; and
 - 14 c. Penalties for additional absences and alleged school offenses, including
15 additional disciplinary action and potential referral to juvenile court.
- 16
17 3. Regularly scheduled follow-up meetings to discuss the student's progress; and
- 18
19 4. A school employee shall conduct an individualized assessment detailing the reasons a
20 student has been absent from school. The employee may refer the student to counseling,
21 community-based services, or other services to address the student's attendance problems.

22
23 Tier III shall be implemented if the truancy interventions under Tier II are unsuccessful. Tier III shall
24 consist of the following interventions: referral to Johnson City Schools Truancy Board. The
25 interventions shall address students' needs in an age-appropriate manner. Finalized plans shall be
26 approved by the Superintendent of Schools/designee.

27 28 **MAKE-UP WORK**

29
30 Each teacher will communicate make-up work procedures to parents.

31 32 **STATE-MANDATED ASSESSMENT**

33 Students who are absent the day of the scheduled end-of-course (EOC) exams shall present a signed
34 doctor's excuse or shall have been given an excused release by the principal prior to testing to receive
35 an excused absence. Students who have excused absences will be allowed to take a make-up exam.
36 Excused students will receive an incomplete in the course until they have taken the EOC exam.
37 Students who have an unexcused absence shall receive a failing grade on the EOC exam which shall be
38 averaged into their final grade.

39 40 **CREDIT/PROMOTION DENIAL**

41
42 Credit/promotion denial determinations may include student attendance; however, student attendance
43 may not be the sole criterion.⁹ If attendance is a factor prior to credit/promotion denial, the following
44 shall occur:
45

1 1. The student and the parent(s)/guardian(s) shall be advised if the student is in danger of
2 credit/promotion denial due to excessive absenteeism; and

3
4 2. Procedures in due process are available to the student when credit or promotion is
5 denied.

6
7 **DRIVER'S LICENSE REVOCATION²**

8
9 ~~A student who has more than ten (10) consecutive or fifteen (15) unexcused absences during any~~
10 ~~semester shall be ineligible to retain a driver's permit or license.~~

11
12 **ATTENDANCE HEARING¹⁰**

13
14 Students with excessive (more than five (5)) unexcused absences or those in danger of
15 credit/promotion denial shall have the opportunity to appeal to an attendance hearing committee
16 appointed by the principal. If the student chooses to appeal, the student or his/her parent(s)/guardian(s)
17 shall be provided written or actual notice of the appeal hearing and shall be given the opportunity to
18 address the committee. The committee will conduct a hearing to determine if any extenuating
19 circumstances exist to excuse an absence(s) or to determine if the student has met attendance
20 requirements that will allow him/her to pass the course or be promoted. Upon notification of the
21 attendance committee decision, the principal shall send written notification to the ~~Director~~
22 **Superintendent** of Schools/designee and the parent(s)/guardian(s) of the student of any action taken
23 regarding the excessive unexcused absences. The notification shall advise parent(s)/guardian(s) of their
24 right to appeal such action within two (2) school days to the ~~Director~~ **Superintendent** of
25 Schools/designee.

26
27 The appeal shall be heard no later than ten (10) school days after the request for appeal is received.

28
29 Within five (5) school days of the ~~Director~~ **Superintendent** of Schools/designee rendering a decision,
30 the student's parent(s)/guardian(s) may request a hearing by the Board, and the Board shall review the
31 record. Following the review, the Board may affirm or overturn the decision of the ~~Director~~
32 **Superintendent** of Schools/designee. The action of the Board shall be final.

33

Legal References

1. [TCA 49-6-3006](#)
2. [TCA 49-6-3017\(c\)](#)
3. [20 USCA § 1232g](#)
4. [TRR/MS 0520-01-02-.17\(5\)](#); [State Board of Education Policy 4.100](#)
5. [TCA 49-6-2904\(b\)\(5\)](#)
6. [TCA 49-6-3007](#)
7. [TCA 49-6-3021](#)
8. [TCA 49-6-3007](#); [TCA 49-6-3009](#)
9. [TCA 49-2-203\(b\)\(7\)](#); [TCA 49-6-3002\(b\)](#)
10. [TRR/MS 0520-01-02-.17\(7\)](#)

Cross References

- School Calendar 1.800
- Extracurricular Activities 4.300
- Interscholastic Athletics 4.301
- Field Trips/Excursions/Competitions 4.302
- Reporting Student Progress 4.601
- Promotion and Retention 4.603
- Recognition of Religious Beliefs, Customs, & Holidays 4.803
- Voluntary Pre-K Attendance 6.2011
- Homeless Students 6.503
- Students in Foster Care 6.505
- Students from Military Families 6.506
- Student Records 6.600

Johnson City Board of Education

Monitoring: Review: Annually, in April	Descriptor Term: Compulsory Attendance Ages	Descriptor Code: 6.201	Issued Date: 06/04/24
		Rescinds: 6.201	Issued: 04/04/22

1 Children between the ages of six (6) and seventeen (17) years, both inclusive, must attend a public or
2 ~~private~~ **nonpublic** school.¹ A parent or legal custodian who believes that their child is not ready to attend
3 school at the designated age of mandatory attendance may make application to the principal of the public
4 school which the child would attend for a one year deferral in required attendance. Any such deferral
5 shall be reported to the Superintendent of Schools by the principal.² Under certain circumstances the
6 Board of Education may temporarily excuse students from complying with the provisions of the
7 compulsory attendance law.³

8 Any child residing within the city of Johnson City, who will be five (5) years of age on or before August
9 15 and who makes application for admission shall be enrolled in the school designated by the Board.⁴

10 If a child turns five (5) years of age after August 15th or on or before September 30, such child's parent
11 or legal guardian may request that the child be admitted into kindergarten.⁵ Upon a request, the
12 Superintendent of Schools/designee shall administer an evaluation and examination. If the results
13 indicate that the child is sufficiently mature emotionally and academically, then the child may be enrolled
14 in kindergarten. The Superintendent of Schools shall develop procedures and forms to implement the
15 provisions of this policy.

16 No child shall be eligible to enter first grade without having attended an approved kindergarten program
17 or unless otherwise provided by law.⁶

18 A child entering a special education program shall be no less than three (3) years of age.⁷

19 A person eighteen (18) years of age or older who applies for admission must have the application
20 approved by the principal and Superintendent of Schools when:

- 21 1. The applicant fails to enroll within thirty (30) calendar days after school officially starts; or
- 22 2. The applicant has dropped out of school and wants to re-enter.

23 The compulsory attendance law shall not apply to the following:

- 24 1. A student who has received a diploma or other certificate of graduation;
- 25 2. A student who is enrolled and making satisfactory progress in a course leading to a GED; or
- 26 3. A student enrolled in a home school who has reached the age of seventeen (17).

Legal References

1. [TCA 49-6-3001\(c\)\(1\)](#)
2. [TCA 49-6-3001\(c\)\(5\)](#)
3. [TCA 49-6-3005](#); [TCA 49-6-3001](#)
4. [TCA 49-6-201\(b\)\(3\)](#); [TCA 49-6-3001\(b\)\(1\)](#)
5. [TCA 49-6-3001\(b\)\(2\)\(B\)](#)
6. [TCA 49-6-201\(d\)](#)
7. [20 USCA § 1401\(3\)\(B\)](#)

Cross References

Special Education 4.202
Adult Education Program 4.208
Home Schools 6.202
Special Education Students 6.500

Johnson City Board of Education

Monitoring: Review: Annually, in April	Descriptor Term: Home Schools	Descriptor Code: 6.202	Issued Date: 05/07/24
		Rescinds: 6.202	Issued: 04/03/23

1 A "home school" is a school conducted or directed by parent(s) for their own children. Home schools
2 which teach K-12 where the parents are associated with and students are enrolled in a church-related
3 schools¹ (as defined by TCA §49-50-801); which are supervised by such organization; and which
4 administer or offer standardized achievement tests at the same time tests are given in their regular day
5 schools are exempt from the following provisions, but must follow procedures issued by the State
6 Department of Education.

7 A parent wishing to conduct a home school shall meet the following requirements:²

- 8 1. Provide notice to the Superintendent of Schools each school year of the intent to conduct a
9 home school;
- 10 2. Submit to the Superintendent of Schools the name, age, grade level of children involved,
11 location of the school, curriculum to be offered, proposed hours of instruction, qualifications
12 of the parent/teacher, and a description of the courses to be taught each year;
- 13 3. Maintain attendance records, subject to inspection of the local Superintendent of Schools;
- 14 4. Submit attendance records to the Superintendent of Schools at the end of each school year;
- 15 5. Provide instruction for at least four (4) hours per day for the same number of instructional days
16 as are required by state law for public schools;³
- 17 6. Possess a high school diploma or GED, HISET⁴ or pass a high school equivalency test in order
18 to conduct a home school;
- 19 7. Cooperate in the administration to home school students of appropriate tests as determined by
20 the Commissioner of Education, their designee or by a professional testing service;
- 21 8. Take action, including remediation, according to state law if home school student falls behind
22 appropriate grade level;
- 23 ~~9. Submit proof to the Superintendent of Schools that the home school student has been
24 vaccinated as required by law;⁵~~
- 25 ~~10. Submit proof to the Superintendent of Schools that other health services and examinations as
26 required by law have been received by the home school student; and~~

1 ~~11. In the event of illness or inadequacy of the home school parent teacher to teach a specific~~
 2 ~~subject, engage a tutor having the same qualifications as required of parent/teacher.~~

3 If one or more of these requirements are not met, the Board of Education authorizes the Superintendent
 4 of Schools to take formal action to bring the child into compliance with the Compulsory Attendance
 5 Law (until the child has reached age 17), either in the home school or in a public, private or church-
 6 related school.

7 Johnson City school facilities shall be available for the instruction of home school students only when
 8 *all* of the following conditions exist:

- 9 1. Special needs courses are being taught which require services unavailable to the home school
 10 student and these services cannot be provided through any means other than the public schools;
 11
- 12 2. Requests for services are made known by the home school parent when notice is given to the
 13 Superintendent of Schools of the intent to conduct a home school;
 14
- 15 3. The Superintendent of Schools investigates the request and makes recommendations to the
 16 Board;
 17
- 18 4. No overcrowding, additional expenses, including providing of transportation or other special
 19 situations which interfere with the normal operation of the school system, shall be incurred; and
 20
- 21 5. Approval by the Board on a case-by-case basis.

22 The Superintendent of Schools, ~~through the attendance supervisor,~~ designee shall have the attendance
 23 records of the home school inspected at the end of each school year in order to provide assistance in
 24 implementing the Compulsory Attendance Law.

25 Home school students are not permitted to participate in non-athletic extracurricular programs within
 26 Johnson City Schools. Students must enroll and attend schools under the supervision and control of the
 27 Johnson City Schools Board of Education to be permitted to participate in student organizations/extra-
 28 curricular activities. Home school students may participate in TSSAA athletic programs (pursuant to
 29 Article II, Section 25 of the TSSAA Bylaws) by notifying the Superintendent of Schools by August 1
 30 of the school and the principal by August 15 of the school year.

Legal References

1. [TCA 49-50-801\(a\)](#)
2. [TCA 49-6-3050\(b\), \(c\)](#)
3. [TCA 49-6-3004\(a\); TCA 49-6-3050\(b\)\(3\)](#)
4. [TCA 49-6-3050\(b\)\(4\)](#)

Cross References

Compulsory Attendance Ages 6.201

Johnson City Board of Education

Monitoring: Review: Annually, in April	Descriptor Term: Attendance of Non-Resident Students	Descriptor Code: 6.204	Issued Date: 05/07/24
		Rescinds: 6.204	Issued: 04/03/23

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

- 3 1. They must be approved by the Superintendent of Schools/designee;¹
- 4
- 5 2. They must pay a tuition fee established annually by the Board of Education. Tuition may not
6 exceed per student, per annum, an amount equal to the amount of funds actually used for school
7 purposes by the school system per student during the preceding school year minus any funds
8 received from the state or from the student's resident system;²
- 9
- 10 3. They must make **an** application at least two (2) weeks prior to the first day of school. The
11 Board may choose to institute an earlier application deadline. After two (2) weeks prior to the
12 beginning of school and thereafter during the remainder of the school year, students wishing to
13 transfer into the system must also have the approval of the sending system; ¹
- 14
- 15 4. They will be assigned to city schools only when space is available after all resident students
16 have been assigned;
- 17
- 18 5. They will be refunded any unused portion of the tuition on a pro-rata basis if they become
19 residents of the school system;
- 20
- 21 6. They shall be excluded from future attendance until all prior and current tuition is paid, when
22 payment is not made on all or any part of the required tuition for a previous year;
- 23
- 24 7. The parent furnishes transportation for the student. (No transportation will be provided by the
25 school system for non-resident students.);
- 26
- 27 8. Acceptance of non-resident students is on an annual basis and acceptance one year does not
28 guarantee subsequent years; and
- 29
- 30 9. Failure to abide by school system rules and regulations may result in loss of attendance
31 privileges.

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

Legal References

1. [TCA 49-6-3104](#)
2. [TCA 49-6-3003](#); [TCA 49-6-403\(f\)](#)

Cross References

Revenues 2.400
Foreign Exchange Students 6.502

Johnson City Board of Education

Monitoring: Review: Annually, in April	Descriptor Term: Student Assignment	Descriptor Code: 6.205	Issued Date: 05/07/24
		Rescinds: 6.205	Issued: 04/04/22

1 TO SCHOOLS

2 Kindergarten through grade 12 students are expected to attend the school to which they are assigned by
3 virtue of their residence. Students will be enrolled in the appropriate grade at their assigned school.¹

4 Subject to system rules parents may apply to enroll their children in any school in the school system as
5 provided in Board of Education Policy.

6 ~~All transfer applications must be submitted to the receiving school principal. Final approval shall~~
7 ~~reside with the Superintendent of Schools.~~

8 Pupil assignments shall be on a space available basis:

9	1st Priority	In zone students
10	2nd Priority	Transfer students already enrolled and in good standing
11	3rd Priority	Siblings of enrolled transfer students
12	4th Priority	New transfer students
13	5th Priority	Tuition students already enrolled and in good standing
14	6th Priority	New tuition students (Includes siblings of present students)

15 Parents who are dissatisfied with the assignment of their children may, within ten (10) days after the
16 assignment, make application to the Board for a hearing requesting a transfer to another school.²

17 All children of school system certified personnel will be afforded the rights of in-district priority
18 related to applications, admissions and transfers, but will be subject to the payment of tuition when
19 applicable.

20 TO CLASSES

21 The principal shall be responsible for assigning all students to classes.

22 Students who enter the system from another school system are to be placed by the principal in the
23 grade and/or level as indicated by records from the former school. If the student's placement is
24 inappropriate in the grade or level assigned, they may be reassigned by the principal to another grade
25 level. Parents shall be advised of placement.

Legal References

1. [TCA 49-6-3102, 3103](#)
2. [TCA 49-6-3201](#)

Cross References

Transfers Within the System 6.206

Johnson City Board of Education

Monitoring: Review: Annually, in March	Descriptor Term: Transfers Within the System	Descriptor Code: 6.206	Issued Date: 05/07/24
		Rescinds: 6.206	Issued: 04/04/22

1 *General*¹

2 Each year, the Superintendent of Schools/designee shall review the number of spaces available in each
3 school by grade, class, and program levels. This information shall be posted on the district's website
4 along with the dates of the district's open enrollment period. The open enrollment period shall last for
5 thirty (30) days and information about the number of seats available shall be posted for at least fourteen
6 (14) days prior. The Superintendent of Schools/designee shall reserve a reasonable number of enrollment
7 spaces at each school to account for the enrollment of zoned students, siblings of students, and students
8 who have a parent/guardian employed at the school.^{1,2}

9 During the district's open enrollment period each year, a parent/guardian may request that ~~his/her~~ **their**
10 child attend a school within the district other than the one to which the child is zoned. The ~~Director~~
11 **Superintendent** of Schools/designee shall review such requests, and if adequate space is available, grant
12 such transfers. If the number of requests exceeds the number of available spaces, the Superintendent of
13 Schools/designee shall implement a lottery to fill the available spaces.

14 The open enrollment process shall be completed before other nonresident transfers are approved.

15 **POST ENROLLMENT**¹

16 Once accepted, the student shall provide their own transportation to and from the school. The student
17 must maintain satisfactory attendance, behavior, and effort to remain in the new school.

18 **CHANGE IN RESIDENCE**¹

19 Students whose families transfer their residence to another school area after the first month of school
20 may complete the school year at their former school. Students who present evidence that they will move
21 during the school year and who desire to enroll in a new school in the new area may do so with prior
22 written request for a change of school area.

23 **[NOTE: Not effective in the event of a federally mandated desegregation order.]**³

Legal References

Cross References

1. [TCA 49-2-128](#)
2. [TCA 49-6-3113](#)
3. [34 C.F.R. § 100.4](#)

Student Assignments 6.205
Homeless Students 6.503
Students in Foster Care 6.505

Johnson City Board of Education

Monitoring: Review: Annually, in April	Descriptor Term: <h2 style="margin: 0;">Withdrawals</h2>	Descriptor Code: 6.207	Issued Date: 04/13/20
		Rescinds: 6.207	Issued: 04/04/19

- 1 It shall be the responsibility of parent(s)/**guardian(s)** to withdraw their child from school by providing
- 2 written notice to the school.

- 3 If a student drops a class or withdraws from school during a grading period, each teacher will record
- 4 on the withdrawal form, grade sheet, and permanent record the grade attained as of the date of
- 5 withdrawal.

- 6 The principal will ensure that all information is completed on a student’s records before a transcript is
- 7 sent to another school.

- 8 Any student under age 18 is considered to have withdrawn after ten **(10)** consecutive days or fifteen
- 9 **(15)** unexcused absences in a single semester. ¹

Legal References

1. TCA 49-6-3017

Cross References

- Attendance 6.200
 Compulsory Attendance Ages 6.201
 Student Records 6.600

Johnson City Board of Education

Monitoring: Review: Annually, in April	Descriptor Term: Child Custody/Parental Access	Descriptor Code: 6.209	Issued Date: 05/07/24
		Rescinds: 6.209	Issued: 04/03/23

1 The Board of Education presumes that the person who enrolls a student in school is the student's custodial
2 parent when there is no reasonable evidence to bring this presumption into question. Unless a Tennessee
3 court specifies otherwise, the custodial parent shall be the one whom the school district holds responsible
4 for the education and welfare of that child.

5 Parents ~~or~~ /guardians shall have the right to receive information contained in school records concerning
6 their minor child.¹ The Board, unless informed otherwise, assumes there are no restrictions regarding the
7 non-custodial parent's right to be kept informed of the student's progress and activities. If restrictions are
8 made relative to the rights of the non-custodial parent, the custodial parent must submit a certified copy
9 of the court order which curtails these specific rights.

10 Unless there are specific court-imposed restrictions, the non-custodial parent, upon request, shall be
11 given access to all of the student's educational records including but not limited to the student's
12 cumulative file and the student's special education file, if applicable.²

13 No principal or teacher shall permit a change in the physical custody of a child at school unless:

- 14 1. The person seeking custody of the child presents the school official with a certified copy of a
15 valid court order from a Tennessee court designating the person who has custody of the child;
16 and
17
- 18 2. The person seeking custody shall give the school official reasonable advance notice of his
19 intent to take custody of the child at school;³ and
20
- 21 3. The person seeking custody adequately identifies themselves.

Legal References

1. [20 USCA § 1232g\(a\)\(1\)\(A\)](#)
2. [TCA 49-6-902\(a\)](#)
3. [TCA 36-6-105](#)

Cross References

Student Records 6.600

Johnson City Board of Education

Monitoring: Review: Annually, in April	Descriptor Term: Rights and Responsibilities	Descriptor Code: 6.301	Issued Date: 05/07/24
		Rescinds: 6.301	Issued: 04/03/23

1 The Board of Education expects all school staff, students and parents to assume the responsibility for
2 appropriate behaviors in the school or at school-sponsored activities. Each student's parent/guardian
3 will receive and sign for a copy of the Code of Conduct at the beginning of each school year.

4 Each student has the right to:

- 5 1. Have the opportunity for a free education in the most appropriate learning environment;
- 6 2. Be secure in their person, papers and effects against unreasonable searches and seizure;
- 7 3. Expect that the school will be a safe place;
- 8 4. Have an appropriate environment conducive to learning;
- 9 5. Not be discriminated against on the basis of ~~sex, race, color, gender, creed,~~ **race, creed, color,**
10 **sex, gender,** religion, national origin or disabilities¹;
- 11 6. Be fully informed of school rules and regulations;
- 12 7. Freedom of speech (including the right to pray, express religious viewpoints, distribute
13 religious literature, etc.) and assembly; and
- 14 8. Freedom to publish.

15 Each student has the responsibility to know and adhere to reasonable rules and regulations established
16 by the Board and set forth in the Student Code of Conduct, including but not limited to:²

- 17 1. Respect the human dignity and worth of every other individual;
- 18 2. Refrain from libel, slanderous remarks, and obscenity in verbal, written and electronic
19 expression;
- 20 3. Study and maintain the best possible level of academic achievement;
- 21 4. Be punctual and present in the regular school program;
- 22 5. Dress and groom in a manner that meets reasonable standards of health, cleanliness, modesty
23 and safety;
- 24 6. Maintain and/or improve the school environment, preserve school and private property, and
25 exercise care while using school facilities;
- 26 7. Refrain from bullying or any other behavior which would lead to physical or emotional harm or
27 disrupts the educational process;
- 28 8. Respect the authority of school administrators, teachers and other authorized personnel in
29 maintaining discipline in the school and at school-sponsored activities;
- 30 9. Obey the law and school rules as to the possession or the use of alcohol, illegal drugs and other
31 unauthorized substances or materials;
- 32 10. Possess on school grounds only those materials which are acceptable under the law and accept
33 the consequences for articles stored in one's locker or vehicle; and
- 34 11. Know and adhere to school rules regarding the distribution of literature.

Legal References

1. [20 USCA § 1703](#)
2. [TCA 49-6-3401](#)

Cross References

- 6.304 Student Discrimination, Harassment, Bullying
- 6.305 Student Concerns, Complaints, & Grievances
- 6.310 Dress Code

Johnson City Board of Education

Monitoring: Review: Annually, in March	Descriptor Term: Student Discrimination, Harassment, Bullying, Cyber-bullying, and Intimidation	Descriptor Code: 6.304	Issued Date: 05/07/24
		Rescinds: 6.304	Issued: 04/03/23

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

5 This policy shall be disseminated annually to all school staff, students, and parents.² This policy shall
6 cover employees, employees' behaviors, students and students' behaviors while on school property, at
7 any school-sponsored activity, on school-provided equipment or transportation, or at any official school
8 bus stop. If the act takes place off school property or outside of a school-sponsored activity, this policy
9 is in effect only if the conduct is directed specifically at a student or students and has the effect of creating
10 a hostile educational environment or otherwise creating a substantial disruption to the education
11 environment or learning process.

12 Building administrators are responsible for educating and training their respective staff and students as
13 to the definition and recognition of discrimination/harassment.³

14 **DEFINITIONS⁴**

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

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

- 19 • Physically harming a student or damaging a student's property;
- 20
- 21 • Knowingly placing a student or students in reasonable fear of physical harm to the
22 student or damage to the student's property;
- 23
- 24 • Causing emotional distress to a student or students; or
- 25
- 26 • Creating a hostile educational environment.

27 Bullying, intimidation, or harassment may also be unwelcome conduct based on a protected class
28 (race, color, religion, sex, gender, disabilities, national origin, or age) that is severe, pervasive, or
29 persistent and creates a hostile environment.

1 Cyber-bullying - A form of bullying undertaken through the use of electronic devices. Electronic
2 devices include, but are not limited to, telephones, cellular phones or other wireless telecommunication
3 devices, text messaging, emails, social networking sites, instant messaging, videos, web sites, or fake
4 profiles

5 Hazing - An intentional or reckless act by a student or group of students that is directed against any
6 other student(s) that endangers the mental or physical health or safety of the student(s) or that induces
7 or coerces a student to endanger his/her mental or physical health or safety. Coaches and other
8 employees of the school district shall not encourage, permit, condone or tolerate hazing activities.³

9 “Hazing” does not include customary athletic events or similar contest or competitions and is limited
10 to those actions taken and situations created in connection with initiation into or affiliation with any
11 organization.⁵

12 **COMPLAINTS AND INVESTIGATIONS**

13 Alleged victims of the above-referenced offenses shall report these incidents immediately to a teacher,
14 counselor or building administrator.⁶ All school employees are required to report alleged violations of
15 this policy to the principal/designee. All other members of the school community, including students,
16 parents, volunteers, and visitors, are encouraged to report any act that may be a violation of this
17 policy.⁶

18 While reports may be made anonymously, an individual's need for confidentiality must be balanced
19 with obligations to cooperate with police investigations or legal proceedings, to provide due process to
20 the accused, to conduct a thorough investigation or to take necessary actions to resolve a complaint,
21 and the identity of parties and witnesses may be disclosed in appropriate circumstances to individuals
22 with a need to know.

23 The principal/designee at each school shall be responsible for investigating and resolving complaints.
24 Once a complaint is received, the principal/designee shall initiate an investigation within forty-eight
25 (48) hours of receipt of the report. If a report is not initiated within forty-eight (48) hours, the
26 principal/designee shall provide the Superintendent of Schools with appropriate documentation
27 detailing the reasons why the investigation was not initiated within the required timeframe.⁷

28 The principal/designee shall notify the parent/legal guardian when a student is involved in an act of
29 discrimination, harassment, intimidation, bullying, or cyber-bullying. The principal/designee shall
30 provide information on district counseling and support services. Students involved in an act of
31 discrimination, harassment, intimidation, bullying, or cyber-bullying shall be referred to the
32 appropriate school counselor by the principal/designee when deemed necessary.⁸

33 The principal/designee is responsible for determining whether an alleged act constitutes a violation of
34 this policy, and such act shall be held to violate this policy when it meets one of the following
35 conditions:

- 1 1. It places the student in reasonable fear ~~or~~ **of** harm for the student's person or property;
- 2
- 3 2. It has a substantially detrimental effect on the student's physical or mental health;
- 4
- 5 3. It has the effect of substantially interfering with the student's academic performance; or
- 6
- 7 4. It has the effect of substantially interfering with the student's ability to participate in or benefit
- 8 from the services, activities, or privileges provided by a school.

9 Upon the determination of a violation, the principal/designee shall conduct a prompt, thorough, and
10 complete investigation of each alleged incident. All investigations shall be completed and appropriate
11 intervention taken within twenty (20) calendar days from the receipt of the initial report.⁴ If the
12 investigation is not complete or intervention has not taken place within twenty (20) calendar days, the
13 principal/designee shall provide the Superintendent of Schools with appropriate documentation
14 detailing the reasons why the investigation has not been completed or the appropriate intervention has
15 not taken place.⁷ Within the parameters of the federal Family Educational Rights and Privacy Act⁹
16 (FERPA) at 20 U.S.C. § 1232g, a written report on the investigation will be delivered to the parents of
17 the complainant, parents of the accused students and to the Superintendent of Schools.

18 **RESPONSE AND PREVENTION**¹⁰

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

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

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

28 **REPORTS**

29 When a complaint is filed alleging a violation of this policy where there is physical harm or the threat
30 of physical harm to a student or a student's property, the principal/designee of each school shall report
31 the findings and any disciplinary actions taken to the Superintendent of Schools and the Chair of the
32 Board of Education and other members of the Board if it is determined they have a need to know.¹¹

33 By July 1 of each year, the Superintendent of Schools/designee shall prepare a report of all of the
34 bullying cases brought to the attention of school officials during the prior academic year. The report
35 shall also indicate how the cases were resolved and/or the reasons they are still pending. This report

1 shall be presented to the Board at either its July or August **safety** meeting, and it shall be submitted to
2 the state department of education by August 1.¹²

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

5 **RETALIATION AND FALSE ACCUSATIONS**

6 Retaliation against any person who reports or assists in any investigation of an act alleged in this
7 policy is prohibited. The consequences and appropriate remedial action for a person who engages in
8 retaliation shall be determined by the administrator after consideration of the nature, severity, and
9 circumstances of the act.¹³

10 False accusations accusing another person of having committed an act prohibited under this policy are
11 prohibited. The consequences and appropriate remedial action for a person found to have falsely
12 accused another may range from positive behavioral interventions up to and including suspension and
13 expulsion.¹⁴

Legal References

1. [TCA 49-6-4503\(a\), \(b\)\(3\); 20 USCA §§ 1681 to 1686](#)
2. [TCA 49-6-4503\(b\)\(11\)](#)
3. [TCA 49-6-4503\(b\)\(12\)](#)
4. [TCA 49-6-4503\(b\)\(2\), \(13\)](#)
5. [TCA 49-2-120](#)
6. [TCA 49-6-4503\(b\)\(5\)](#)
7. [TCA 49-6-4503\(b\)\(6\)](#)
8. [TCA 49-6-4503\(b\)\(14\)](#)
9. [20 USCA § 1232g](#)
10. [TCA 49-6-4503\(b\)\(4\), \(7\)-\(8\)](#)
11. [TCA 49-6-4503\(d\)\(3\)](#)
12. [TCA 49-6-4503\(c\)\(2\)\(B\)](#)
13. [TCA 49-6-4503\(b\)\(9\)](#)
14. [TCA 49-6-4503\(b\)\(10\)](#)

Cross References

Appeals to and Appearances Before the Board 1.608
Grievance Procedures for Qualified Individuals with
Disabilities 1.802
Staff-Student Relations 5.610
Student Concerns 6.305
Methods of Discipline 6.313

Johnson City Board of Education

Monitoring: Review: Annually, in April	Descriptor Term: <h2 style="text-align: center;">Disruption of School and Student Activities</h2>	Descriptor Code: 6.306	Issued Date: 04/04/22
		Rescinds: 6.306	Issued: 04/05/21

- 1 A student shall not cause the disruption, interference or obstruction of any school ~~purpose~~ **activity** while
- 2 on school property, during virtual instruction, in school vehicles or buses, or at any school-sponsored
- 3 activity, function or event, whether on or off campus. Neither shall they urge others to engage in such
- 4 conduct.

- 5 Harassment, intimidation, and other conduct that may be considered “bullying” will not be tolerated.
- 6 Students shall not engage in conduct that has the effect of unreasonably interfering with another student’s
- 7 academic development or that creates a hostile or offensive learning environment.

- 8 The staff is authorized to take reasonable measures to establish appropriate school behavior. Any
- 9 employee shall have the authority to control the conduct of any student while under the supervision of
- 10 the school system.¹ This authority shall extend to all activities of the school, including all games and
- 11 public performances of athletic teams and other school groups, trips, excursions and all other activities
- 12 under school sponsorship and direction.

- 13 Such measures may include the use of reasonable force to restrain or correct students and maintain order.

- 14 A student found guilty of misbehavior may receive punishment ranging from verbal reprimand to
- 15 suspension or expulsion dependent on the severity of the offense and the offender's prior record.²

Legal References

1. TCA 49-6-4102
2. TCA 49-6-3401

Cross References

Student Discrimination/Harassment and
Bullying/Intimidation 6.304

Johnson City Board of Education

Monitoring: Review: Annually, in April	Descriptor Term: Care of School Property	Descriptor Code: 6.311	Issued Date: 05/07/24
		Rescinds: 6.311	Issued: 04/07/08

1 Students shall help maintain the school environment, preserve school property and exercise care while
2 using school facilities.

3 All school system employees shall report all damage or loss of school property to the principal or
4 designee immediately after such damage or loss is discovered. The principal or designee shall make a
5 full and complete investigation of any instance of damage or loss of school property and shall report
6 the results of the investigation to the Superintendent. The investigation shall be carried out in
7 cooperation with law enforcement officials when appropriate.

8 School property is defined as buildings, buses, books, equipment, records, instructional materials or
9 any other item under the jurisdiction of the Board of Education.

10 When the person causing damage or loss has been identified and the costs of repair or replacement
11 have
12 been determined, the Superintendent of Schools shall take steps to recover these costs. This may
13 include recommending the filing of a civil complaint in court to recover damages and/or seeking
14 criminal prosecution. If the responsible person is a minor, recovery will be sought from the minor's
15 parent(s) or guardian(s).

16 In addition, the system may withhold the grades, diploma, and/or transcript of the student responsible
17 for vandalism or theft or otherwise incurring any debt to a school until the student or the student's
18 parent(s) or guardians(s) has paid for the damages.¹ When the minor and parent are unable to pay for
19 the damages, the system shall provide a program of restitution work for the minor. Upon completion
20 of the work, the student's grades, diploma, and/or transcripts shall be released. Such sanctions shall
21 not be imposed if the student is not at fault.

Legal References

1. [TCA 37-10-101](#)
2. [TRR/MS 0520-01-02-.16\(2\)\(b\)](#)

Cross References

Visitors to the School 1.501
Safety 3.201
Security 3.205
Community Use of School Facilities 3.206
Student Fees and Fines 6.709

Johnson City Board of Education

Monitoring: Review: Annually, in April	Descriptor Term: Use of Personal Communication Devices in School	Descriptor Code: 6.312	Issued Date: 07/29/24
		Rescinds: 6.312	Issued: 04/01/24

1

2 **Elementary and Middle Schools**

3 Students at elementary and middle schools are not permitted to use personal communication devices
4 including, but not limited to, cell phones, smart watches, wireless earbuds or headphones, and tablets,
5 on school property during school hours. Wired earbuds or headphones may be used for appropriate
6 classroom activities with permission from the teacher. The use of personal communication devices is
7 permitted by students at these schools at extracurricular school activities on or off school property.
8 The use of personal communication devices is strictly prohibited in any restroom or locker room
9 whether on school grounds or while attending any school related event or activity. Personal
10 communication devices used in violation of this policy will be subject to confiscation at any time.
11 Disciplinary action will be taken against students who violate this rule.

12 **Science Hill High School**

13 Use of personal communication devices including, but not limited to, cell phones, smart watches, and
14 tablets, is prohibited during classes and at other times as announced. This includes text messaging.
15 The use of ~~wireless~~ earbuds or headphones is prohibited on school property during school hours. Wired
16 earbuds or headphones may be used for appropriate classroom activities with permission from the
17 teacher. Students who have personal communication devices in class are responsible for having them
18 turned off or otherwise silenced so that notifications will not interfere with instruction. The use of
19 personal communication devices is strictly prohibited in any restroom or locker room whether on
20 school grounds or while attending any school related event or activity.

21 The use of personal communication devices for the purpose of cheating is strictly prohibited. As a
22 means of protecting instructional time and/or providing test security, teachers may elect to collect
23 students' personal communication devices during any class and return them at the end of the period.
24 Personal communication devices used in violation of this policy will be subject to confiscation at any
25 time. Disciplinary action will be taken against students who violate this rule.

26 The administration of Science Hill High School, or any Science Hill campus, can impose stricter
27 guidelines for use at any time, including mandatory, secure storage of devices during the school day to
28 include non-instructional time.

29 **Employee Use of Personal Communication Devices**

1 Employees are prohibited from using personal communication devices for personal reasons during
2 regular instructional periods except in an emergency. Additionally, personal devices may be used
3 exclusively for two-factor authentication purposes during instructional periods. Employee personal
4 communication devices must be off or in mute mode during class times. Employees are prohibited
5 from using a personal communication device while operating heavy equipment or while on a work site
6 that requires close attention. Employees must follow all state and federal laws related to use of
7 personal communication devices while operating school owned vehicles.

Cross References

Student Code of Conduct 6.300
Methods of Discipline 6.313

Johnson City Board of Education

Monitoring: Review: Annually, in April	Descriptor Term: Suspension/Expulsion/Remand	Descriptor Code: 6.316	Issued Date: 05/07/24
		Rescinds: 6.316	Issued: 04/04/22

1 **DEFINITIONS:¹**

2 **Suspension:** dismissal from attendance at school for any reason for not more than ten (10)
3 consecutive days. Multiple suspensions shall not run consecutively, nor shall multiple suspensions be
4 applied to avoid expulsion from school.

5 **Expulsion:** removal from attendance for more than ten (10) consecutive days or more than fifteen (15)
6 days in a month of school attendance. Multiple suspensions that occur consecutively shall constitute
7 expulsion.

8 **Remand:** assignment to an alternative school.

9 **REASONS FOR SUSPENSION/EXPULSION:**

10 For any infraction occurring at school or at a school related event, any principal or their designee, or
11 assistant principal (herein called principal) may suspend/expel any student from attendance at school
12 or any school-related activity on or off campus (out-of-school suspension) or from attendance at a
13 specific class or classes, or from riding a school bus, without suspending such student from attendance
14 at school (in-school suspension), for good and sufficient reasons including, but not limited to:¹

- 15 1. Willful and persistent violation of the rules of the school or truancy;
- 16 2. Immoral or disreputable conduct, including vulgar or profane language;
- 17 3. Violence or threatened violence against any person attending or assigned to any school;
- 18 4. Willful or malicious damage to real or personal property of the school, or the property of any
19 person attending or assigned to the school;
- 20 5. Inciting, advising or counseling of others to engage in any of the acts herein enumerated;
- 21 6. Marking, defacing, or destroying school property;
- 22 7. Possession of a pistol, gun or firearm or facsimile on school property or school event on or off
23 school property;²
- 24 8. Possession of a knife or blade, etc., as defined in TCA 39-6-1701, on school property or school
25 event on or off school property;³
- 26
- 27
- 28
- 29
- 30
- 31
- 32

- 1 9. Assaulting any person attending or assigned to any school with vulgar, obscene or threatening
2 language;
- 3
- 4 10. Unlawful use or possession of barbitol or legend drugs, as defined in TCA 53-10-101;⁴
- 5
- 6 11. Illegal use or possession of drugs, alcohol, marijuana, drug analogs, tobacco products, e-
7 cigarettes or vaporizers;
- 8
- 9 12. Engaging in behavior which disrupts a class or school-sponsored activity;
- 10
- 11 13. Making a threat, including a false report, to use a bomb, dynamite, any other deadly explosive
12 or destructive device including chemical weapons on school property or at a school sponsored
13 event or activity;
- 14
- 15 14. Two (2) or more students initiating a physical attack on an individual student on school
16 property or at a school event or activity, including travel to and from school;
- 17
- 18 15. Off-campus criminal behavior resulting in felony charges when continued presence in school
19 poses a danger to persons or property or disrupts the educational process; and
- 20
- 21 16. Any other conduct prejudicial to good order or discipline in any school.

22 **IN-SCHOOL SUSPENSION:⁷**

- 23 1. Students given an in-school suspension in excess of one (1) day from classes shall attend either
24 special classes attended only by students guilty of misconduct or be placed in an isolated area
25 appropriate for study; and
- 26
- 27 2. Personnel responsible for in-school suspension will see that each student is supervised at all
28 times and has textbooks and classwork assignments from his regular teachers. Students given
29 in-school suspension shall be required to complete academic assignments and shall receive
30 credit for work completed.

31 **SUMMARY SUSPENSION:**

32 If the principal witnesses or has knowledge of any serious student misconduct and they thinks that
33 immediate removal of the student is necessary to restore order or to protect the persons on the school
34 grounds, they may suspend the student immediately for not more than two (2) school days. In such
35 cases, the principal is not required to conduct the investigation before he suspends, but they shall carry
36 out such an investigation and decide on further disciplinary action, if any, at least by the end of the
37 school day following the summary suspension.

38 **PROCEDURES FOR SUSPENSION AND EXPULSION:**

- 39
- 40 1. Unless the student's continued presence in the school, class or school-related activity presents
41 an immediate danger to the student or other persons or property, no principal shall
42 suspend/expel any student until that student has been advised of the nature of their misconduct,

1 questioned about it, and allowed to give an explanation.

- 2
- 3 2. Upon suspension/expulsion of any student including in-school suspension in excess of one (1)
- 4 day, the principal shall make an immediate attempt to contact the parent to inform them of the
- 5 suspension/expulsion. The student shall not be sent home before the end of the school day
- 6 unless the parent has been contacted.

7 In a situation where the principal is not able to reach a parent and because of violations of

8 school rules the principal is not able to keep a student on school grounds and restore order or

9 protect others, the principal will call local law enforcement to assist in removing the student

10 from school premises.

- 11 3. The principal shall notify the parent and the Superintendent of Schools or designee in writing:
- 12
- 13 a. Of the suspension/expulsion and the cause for it; and
- 14 b. Of a request for a meeting with the parent, student and principal, to be held as soon as
- 15 possible, but no later than five (5) school days following the suspension/expulsion.
- 16
- 17 4. Immediately following the scheduled meeting, whether or not attended by the parent or student,
- 18 the principal shall determine the length of the suspension/expulsion and set conditions for
- 19 readmission. If the principal determines the length of the suspension to be between six (6) and
- 20 the maximum of ten (10) days, the principal shall develop and implement a plan for correcting
- 21 the behavior when the student returns to school.⁸
- 22
- 23 5. If at the time of the suspension the principal determines that an offense has been committed
- 24 which, in the judgment of the principal would justify a suspension/expulsion for more than ten
- 25 (10) days, they may suspend/expel/remand the student unconditionally for a specified period of
- 26 time or upon such terms and conditions as are deemed reasonable.⁹
- 27
- 28 6. The principal shall immediately give written or actual notice to the parent and the student of the
- 29 right to appeal the decision to suspend/expel/remand for more than ten (10) days. All appeals
- 30 must be filed with the principal, orally or in writing, within five (5) school days after receipt of
- 31 the notice. Appeals may be filed by the parent, the student or any person holding a teaching
- 32 license who is employed by the school system if requested by the student.
- 33
- 34 7. The appeal from this decision shall be to the Disciplinary Hearing Authority appointed by the
- 35 Board.
- 36
- 37 8. If a suspension/expulsion occurs during the last ten (10) days of any term or semester, the
- 38 student shall be permitted to take such final examinations or submit such required work as
- 39 necessary to complete the course of instruction for that semester, subject to conditions

- 1 prescribed by the principal.
- 2
- 3 9. Students under suspension from one (1) school in the school system cannot enter another
- 4 school in the system for the duration of the suspension. This does not include assignment to an
- 5 alternative school.

Legal References

1. [TCA 49-2-203\(a\)\(7\)](#); [TCA 49-6-3401\(a\)](#)
2. [TCA 39-17-1309\(b\)](#)
3. [TCA 39-17-1309](#)
4. [TCA 53-10-101](#); [TCA 39-17-454](#)
5. [TCA 49-6-3401\(i\)](#)
6. [TCA 49-6-3401\(d\)](#)
7. [TCA 49-6-3401\(b\)](#)
8. [TCA 49-6-3401\(c\)\(3\)](#)
9. [TCA 49-6-3401\(a\)-\(c\)](#); [Goss v. Lopez, 419 U.S. 565 \(1975\)](#); [20 USCA § 1415](#)

Cross References

Traffic and Parking Controls 3.403
Code of Conduct 6.300
Procedural Due Process 6.302
Interference/Disruption of School Activities 6.306
Drug-Free Schools 6.307
Bus Safety and Conduct 6.308
Zero Tolerance Offenses 6.309
Dress Code 6.310
Student Disciplinary Hearing Authority 6.317
Alternative Education 6.319

Johnson City Board of Education

Monitoring: Review: Annually, in March	Descriptor Term: Suspension	Descriptor Code: 6.316	Issued Date:
		Rescinds:	Issued:

1 **DEFINITIONS:¹**

2 **Suspension:** dismissal from attendance at school for any reason for not more than ten (10)
3 consecutive days. Multiple suspensions shall not run consecutively, nor shall multiple suspensions be
4 applied to avoid expulsion from school.

5 **Expulsion:** removal from attendance for more than ten (10) consecutive days or more than fifteen (15)
6 days in a month of school attendance. Multiple suspensions that occur consecutively shall constitute
7 expulsion.

8 **Remand:** assignment to an alternative school.

9 **REASONS FOR SUSPENSION/EXPULSION:**

10 For any infraction occurring at school or at a school related event, any principal or their designee, or
11 assistant principal (herein called principal) may suspend/expel any student from attendance at school
12 or any school-related activity on or off campus (out-of-school suspension) or from attendance at a
13 specific class or classes, or from riding a school bus, without suspending such student from attendance
14 at school (in-school suspension), for good and sufficient reasons including, but not limited to:¹

15 Students may be suspended for good and sufficient reasons including, but not limited to:¹

- 16 1. Willful and persistent violation of the rules of the school;
- 17 2. Immoral or disreputable conduct, including vulgar or profane language;
- 18 3. Violence or threatened violence against the person of any personnel attending or assigned to any
19 school;
- 20 4. Willful or malicious damage to real or personal property of the school or the property of any
21 person attending or assigned to the school;
- 22 5. Inciting, advising, or counseling of others to engage in any of the action that would justify
23 suspension;
- 24 6. Marking, defacing, or destroying school property;
- 25 7. Possession of a pistol, gun, or firearm on school property;²
- 26 8. Possession of a knife or other weapons, as defined in state law, on school property;³

- 1 9. Assaulting a principal, teacher, school bus driver, or other school personnel with vulgar,
2 obscene, or threatening language;
- 3 10. Unlawful use or possession of barbitol or legend drugs as defined in state law;⁴
- 4 11. Engaging in behavior which disrupts a class or school-sponsored activity;
- 5 12. Making a threat, including a false report, to use a bomb, dynamite, or any other deadly
6 explosive or destructive device including chemical weapons on school property or at a school-
7 sponsored event, or an invalid threat of mass violence;⁵
- 8 13. One (1) or more students initiating a physical attack on an individual student on school property
9 or at a school activity, including travel to and from school;
- 10 **14. Assault against a school employee as defined in state law;⁶**
- 11 15. Off-campus criminal behavior resulting in felony charges;
- 12 16. When behavior poses a danger to persons or property or disrupts the educational process;
- 13 17. Any other conduct prejudicial to good order or discipline in any school.

14 Except in an emergency, a principal shall not suspend any student until that student has been advised
15 of the nature of their misconduct, questioned about it, and allowed to give an explanation.

16 If, as a result of an investigation, a principal/designee finds that a student acted in self-defense under a
17 reasonable belief that the student, or another to whom the student was coming to the defense of, may
18 have been facing the threat of imminent danger of death or serious bodily injury, then the student may
19 not face any disciplinary action.⁵

20 When a student is suspended, the principal shall notify the parent(s)/guardian(s) and the
21 Superintendent of Schools/designee of the following:

- 22 1. Student's suspension;
- 23
- 24 2. Cause for the suspension; and
- 25
- 26 3. Any conditions for readmission which may include a meeting of the parent(s)/guardian(s),
27 student, and the principal.

28 If a student is suspended during the last ten (10) days of any term or semester, they shall be permitted
29 to take such final examinations or submit such required work as necessary to complete the course of
30 instruction for that semester, subject to conditions prescribed by the principal.⁶

31 **IN-SCHOOL SUSPENSION⁷**

32 In-school suspension shall be offered to students as an alternative program (if applicable) to complete
33 academic assignments and receive credit for work completed.

1 Students given an in-school suspension in excess of one (1) day from classes shall attend special
2 classes attended only by students guilty of misconduct or be placed in an isolated area appropriate for
3 study. Personnel responsible for in-school suspension shall ensure that each student is supervised at all
4 times and has textbooks and classwork assignments from their regular teachers.

5 **SUSPENSIONS LONGER THAN FIVE DAYS⁸**

6 If a suspension is longer than five (5) days, the principal shall develop and implement a plan for
7 improving the student's behavior.

8 **SUSPENSIONS LONGER THAN TEN DAYS⁹**

9 If the principal suspends a student for longer than ten (10) days, they shall immediately give written
10 notice to the parent(s)/guardian(s) and the student of the right to appeal the decision. All appeals shall
11 be filed within five (5) days of receipt of the notice. These appeals may be filed by the
12 parent(s)/guardian(s), the student, or any person holding a teaching license who is employed by the
13 school district if requested by the student.

14 The appeal from this decision shall be to the Disciplinary Hearing Authority appointed by the Board. If
15 a Disciplinary Hearing Authority has not been appointed, then the appeal shall be to the Board.

16 **SCHOOL-SPONSORED EVENTS⁶**

17 If a student assaults an employee, they shall be suspended from school-sponsored events for one (1)
18 calendar year unless modified by the Superintendent of Schools. A school-sponsored event is an
19 activity that is not directly related to a student's grade in a course of instruction.

Legal References

1. [TCA 49-2-203\(a\)\(7\); TCA 49-6-3401\(a\)](#)
2. [TCA 39-17-1309\(b\)](#)
3. [TCA 39-17-1309](#)
4. [TCA 53-10-101; TCA 39-17-454](#)
5. [Public Acts of 2024, Chapter No. 882](#)
6. [Public Acts of 2024, Chapter No. 915; TCA 39-13-101](#)

Cross References

Traffic and Parking Controls 3.403
Code of Conduct 6.300
Procedural Due Process 6.302
Interference/Disruption of School Activities 6.306
Drug-Free Schools 6.307
Bus Safety and Conduct 6.308
Zero Tolerance Offenses 6.309

7. [TCA 49-6-3401\(i\)](#)
8. [TCA 49-6-3401\(d\)](#)
9. [TCA 49-6-3401\(b\)](#)
10. [TCA 49-6-3401\(c\)\(3\)](#)
11. [TCA 49-6-3401\(a\)-\(c\); *Goss v. Lopez*, 419 U.S. 565 \(1975\); 20 USCA § 1415](#)

Dress Code 6.310
Student Disciplinary Hearing Authority 6.317
Alternative Education 6.319

Johnson City Board of Education

Monitoring: Review: Annually, in April	Descriptor Term: <h2 style="text-align: center;">Admission of Suspended or Expelled Students</h2>	Descriptor Code: <h3 style="text-align: center;">6.318</h3>	Issued Date: <h3 style="text-align: center;">07/29/24</h3>
		Rescinds: <h3 style="text-align: center;">6.318</h3>	Issued: <h3 style="text-align: center;">05/07/24</h3>

- 1 The Board **of Education** may deny admission of any student (except those in state custody) who has
- 2 been expelled or suspended from another school system in Tennessee or another state even though the
- 3 student has established residency in the system in which they seek enrollment.

- 4 After a request for enrollment is made, the Superintendent of Schools/designee shall investigate the
- 5 facts surrounding the suspension/expulsion from the former school system. The principal may ask the
- 6 parent(s)/guardian(s) in writing if their student has been adjudicated delinquent for an offense listed in
- 7 TCA 49-6-3051 and submit any records to the Superintendent of Schools.¹ Based on the results of the
- 8 investigation, the Superintendent of Schools shall make a recommendation to the Board to approve or
- 9 deny the request.

- 10 The Board shall not deny enrollment beyond the length of the imposed suspension/expulsion.

- 11 Any school system that accepts enrollment of a student from another school system may dismiss the
- 12 student if it is determined subsequent to the enrollment that the student has been suspended or expelled
- 13 from the former school system.²

- 14 Students who have been expelled or suspended may be assigned to an Alternative School.

Legal References

1. [Public Acts of 2024, Chapter No. 721](#)
2. [TCA 49-6-3401\(f\); 20 USCA § 1232g\(b\)\(4\), \(h\)](#)

Cross References

- School Admissions 6.203
 Student Records 6.600-604

Johnson City Board of Education

Monitoring: Review: Annually, in April	Descriptor Term: Alternative School Programs	Descriptor Code: 6.319	Issued Date: 06/04/24
		Rescinds: 6.319	Issued: 04/04/22

1 *General*¹

2 The Board of Education shall operate an alternative school and/or program for students in grades six
3 through twelve (6-12) who have been suspended or expelled from the regular school program, or when
4 it is determined that alternative placement is best to meet the needs of the student.

5 An alternative school is a short-term intervention program designed to provide educational services
6 outside the regular school program for students who have been suspended or expelled. The alternative
7 school is located in a separate facility from the regular school program.

8 An alternative program is a short-term intervention program designed to provide educational services
9 outside the regular school program for students who have been suspended or expelled. Alternative
10 programs may be located within the regular school or be a self-contained program within a school.

11 The alternative school and/or program shall be operated in accordance with state laws and the rules of
12 the State Board of Education, and instruction shall proceed as nearly as practicable in accordance with
13 the instructional program at the student's regular school. The Superintendent of Schools shall develop
14 procedures that provide appropriate educational opportunities for all students assigned to the
15 alternative school or program. These educational opportunities shall adhere to Tennessee's academic
16 standards.^{1,2}

17
18 **ASSIGNMENT**

19
20 Students who have been suspended for more than ten (10) days or expelled shall be assigned to the
21 alternative school or program if there is staff and space available.³ Availability of staff and space shall
22 be determined at the time the disciplinary decision is rendered. The Superintendent of Schools/designee
23 shall make this determination by evaluating factors including, but not limited to, the following:

- 24
25 1. Level of supervision available;
26
27 2. Safety considerations; and
28
29 3. Type of infraction.

30
31 The Superintendent of Schools/designee is not required to assign a student to the alternative school or
32 program if the student committed one of the following:

- 33
34 1. A zero-tolerance offense;⁴ or
35

2. An offense of violence or threatened violence, or an offense that threatened the safety of other students at the school if the location of the alternative school or program is on the same grounds as the school from which the student was disciplined or assigning the student to that location would endanger the safety of the students or staff.⁵

Consideration to assign these students to the alternative school or program will be determined by the Superintendent of Schools/designee on a case-by-case basis.

Prior to the assignment of the student to the alternative school or program, the Superintendent of Schools/designee shall provide written notice to the student's parent/guardian stating the reason for the student's placement.⁶

If a student has an active Individualized Education Plan, a 504 plan, or is suspected of having a disability, all state and federal laws and rules and regulations related to special education shall be followed. The Superintendent of Schools/designee shall develop procedures regarding placement of students in the program, taking into consideration the impact of exclusionary discipline practices.⁷ The Superintendent of Schools/designee shall monitor and regularly evaluate the academic progress of each student enrolled in the alternative school.

REMOVAL⁸

A student may be removed from the alternative school or program if:

1. ~~He/she~~ **They** violates the rules of the alternative school or program; or
2. ~~He/she is~~ **They are** not benefitting from the assignment and all interventions have been exhausted unsuccessfully.

ADDITIONAL OFFENSES⁹

Any new disciplinary offense committed during a student's original suspension or expulsion period shall be treated as a new and separate offense. These offenses shall not constitute an extension of the original suspension or expulsion.

TRANSITION PLAN¹⁰

The Superintendent of Schools/designee shall develop procedures regarding the implementation of transition plans for the integration of students assigned to the alternative school.

Legal References

1. TCA 49-6-3402; TRR/MS 0520-01-02-.09
2. TRR/MS 0520-01-02-.09(9)(a)
3. TCA 49-6-3402(c)(1)(A)
4. TRR/MS 0520-01-02-.09(6)(a); TCA 49-6-3402(c)(1)(B)

Cross References

- Special Education 4.202
 Student Disciplinary Hearing Authority 6.317
 Special Education Students 6.500

5. [TCA 49-6-3402\(c\)\(1\)\(C\)](#)
6. [TRR/MS 0520-01-02-.09\(9\)\(i\)](#)
7. [TRR/MS 0520-01-02-.09\(9\)\(h\)](#)
8. [TCA 49-6-3402\(c\)\(2\)\(B\)](#)
9. [TRR/MS 0520-01-02-.09\(9\)\(g\)\(2\)](#)
10. [TRR/MS 0520-01-02-.09\(9\)\(m\)](#)

Johnson City Board of Education

Monitoring: Review: Annually, in May	Descriptor Term: Medicines	Descriptor Code: 6.405	Issued Date: 05/07/24
		Rescinds: 6.405	Issued: 04/03/23

1 If a student is required to take non-prescription or prescription medication during school hours and the
2 parent/guardian cannot be at school to administer the medication, the principal/designee will assist in
3 self-administration of the medication in compliance with the following guidelines.¹

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

- 5 1. Child's name;
- 6
- 7 2. Name of medication;
- 8
- 9 3. Name of physician;
- 10
- 11 4. Time to be self-administered;
- 12
- 13 5. Dosage and directions for self-administration (non-prescription medicines shall have label
14 directions);
- 15
- 16 6. Possible side effects, if known;
- 17
- 18 7. Termination date for self-administration of the medication; and
- 19
- 20 8. A statement certifying the student is competent to self-administer medication with assistance.

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

- 23 1. Written statement from the prescribing health care practitioner that the student suffers from
24 asthma and has been instructed in self-administration; and
- 25
- 26 2. Purpose of the medication.

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

29 The principal/designee will:

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

- 1 3. Keep an accurate record of the self-administration of the medication;
- 2 4. Keep all medication in a locked cabinet except medication retained by a student per physician's
- 3 order;
- 4 5. Return unused prescription to the parent/guardian only; and
- 5 6. Ensure that all guidelines developed by the Department of Health and the Department of
- 6 Education are followed.

7 The parent/guardian is responsible for informing the designated official of any change in the student's

8 health or change in medication.

9 A copy of this policy shall be provided to a parent/guardian upon receipt of a request for long-term

10 administration of medication.

11 **BLOOD GLUCOSE SELF-CHECKS²**

12 Upon written request of a parent/guardian and if included in the student's medical management plan and

13 in the Individualized Healthcare Plan (IHP), a student with diabetes shall be permitted to perform a blood

14 glucose check or administer insulin using any necessary diabetes monitoring and treatment supplies,

15 including sharps. The student shall be permitted to perform the testing in any area of the school or school

16 grounds at any time necessary.

17 Sharps shall be stored in a secure, but accessible location, including the student's person, until use of

18 such sharps is appropriate.

19 Use and disposal of sharps shall be in compliance with the guidelines set forth by the Tennessee

20 Occupational Safety and Health Administration (TOSHA).³

21 **STUDENTS WITH PANCREATIC INSUFFICIENCY OR CYSTIC FIBROSIS⁴**

22 Students diagnosed with pancreatic insufficiency or cystic fibrosis shall be permitted to self-manage

23 their prescribed medication in a manner directed by a licensed health care provider without additional

24 assistance or direction. The Superintendent of Schools shall develop procedures for the development of

25 an IHP for every student that wishes to self-administer.

26 **STUDENTS WITH ADRENAL INSUFFICIENCY⁵**

27 The parent/guardian of a student diagnosed with adrenal insufficiency shall notify the school district of

28 the student's diagnosis. Once notified, the district shall observe the following guidelines:

- 29 1. The district shall train school personnel who will be responsible for administering the
- 30 medication for the treatment of adrenal insufficiency and any who volunteer to administer the
- 31 medication;
- 32

- 1 2. The district shall maintain a record of all school personnel who have completed this training;
2 and
3
4 3. If a student is suffering from an adrenal crisis, a school nurse or other licensed health care
5 professional may administer the prescribed medication to the student. If a school nurse or other
6 licensed health care professional is not immediately available, trained school personnel may
7 administer the prescribed medication.
- 8 The Superintendent of Schools shall develop procedures on the administration of medications that treat
9 adrenal insufficiency, including the treatment of an adrenal crisis while on school transportation and
10 during activities such as field trips, and recordkeeping per state law.

Legal References

1. [TCA 49-50-1602; TRR/MS 0520-01-13-.03](#)
2. [TCA 49-50-1602\(d\)\(7\)](#)
3. [State Board of Education Policy 4.205; TRR/MS 0800-01-10](#)
4. [TCA 49-50-1601](#)
5. [TRR/MS 0520-01-13-.04; State Board of Education Policy 4.205](#)

Cross References

- [Promoting Student Welfare 6.400](#)
[Emergency Allergy Response Plan 6.412](#)

Johnson City Board of Education

Monitoring: Review: Annually, in May	Descriptor Term: Student Social Services	Descriptor Code: 6.407	Issued Date: 05/07/18
		Rescinds: 6.407	Issued: 06/03/02

1 Each school shall provide a social service program for all students through the cooperative efforts of
2 the principal, teachers, and ~~school counselor~~ **counseling staff**.¹

3 The principal shall develop a program of social services which shall include such services and
4 activities as:

- 5 1. Orientation of parents and students to the school program;
- 6
- 7 2. Student referral and/or welfare provisions;
- 8
- 9 3. Collection and maintenance of student data and record systems;
- 10
- 11 4. Educational information for use by students, parents and teachers;
- 12
- 13 5. Conflict resolution techniques; and
- 14
- 15 6. Referral information and/or outlets for referral for drug abuse counseling, pregnancy
16 counseling, and psychological services.

17 The classroom teacher, because of close contacts with the student, shall be a key person in the social
18 services program.

19 School administrators are authorized to work with recognized groups who may furnish special services
20 to students. Such alliances shall be approved in advance of the provision of services by the
21 Superintendent of Schools

Legal References

1. TSS/MS 0520-01-3-.08(1)(d)

Johnson City Board of Education

Monitoring: Review: Annually, in May	Descriptor Term: Coordinated School Health	Descriptor Code: 6.411	Issued Date: 04/04/22
		Rescinds: 6.411	Issued: 04/13/20

1 **POLICY INTENT**

2 Johnson City Schools is committed to the optimal development of every student. The ~~District~~ **School**
3 **System** believes that for students to have the opportunity to achieve personal, academic,
4 developmental and social success, we need to create positive, safe and health-promoting learning
5 environments at every level, in every setting, throughout the school year.

6 The Board recongnizes the link between nutrition, physical activity and learning. In order to
7 implement overall wellness for students, the plan below shall be followed by all schools in the district.¹

8 **COMMITMENT TO COORDINATED SCHOOL HEALTH**

9 All schools shall implement the CDC’s Coordinated School Health approach to managing new and
10 existing wellness related programs and services in schools and the surrounding community based on
11 State law and State Board of Education CSH standards and guidelines. The ~~district~~ **School System**’s
12 Coordinated School Health Coordinator shall be responsible for overseeing compliance with State
13 Board of Education CSH standards and guidelines in the school district.

14 **SCHOOL HEALTH ADVISORY COUNCIL**^{2,3}

15 The district will establish a School Health Advisory Council to serve as a resource to school sites for
16 implementing policies and programs and develop an active working relationship with the county health
17 council. The council shall consist of individuals representing the school and community, including
18 parents, students, teachers, school administrators, school board members, health professionals, school
19 food service representatives, and members of the public. The primary responsibilities of the council
20 include but are not limited to:

- 21 1. Developing, implementing, monitoring, reviewing as necessary, making recommendations as to
22 physical activity and nutrition policies;
- 23 2. Ensuring that all schools within the district create and implement an action plan related to the
24 modules from the School Health Index;
- 25 3. Ensuring that the results of the action plan are annually reported to the council; and
- 26 4. Ensuring that school level results include measures of progress on each indicator of the School
27 Health Index.

28 The State Board of Education’s Physical Education Policy shall be used as guidance by the Council to
29 make recommendations. The Board may consider recommendations of the Council in making policy
30 changes or revisions.

1 Additionally, each school will have a Healthy School Team consisting of teachers, students, parents,
2 and administrators.² The team will hold Healthy School Team meetings during the school year to
3 assess needs and oversee planning and implementation of school health efforts.

4 The Superintendent of schools will ensure compliance with the school Wellness Policy, to include an
5 assessment of the implementation of the Wellness Policy and the progress made in attaining the policy
6 goals. The assessment will be made to the public.

7 **COMMITMENT TO NUTRITION**

8 All schools shall offer school meal and snack programs with menus that meet or exceed the patterns
9 and nutrition standards established by the U.S. Department of Agriculture and State Board of
10 Education's Minimum Nutritional Standards For Individual Food Items Sold Or Offered For Sale To
11 Pupils In Pre-K Through Eight. The coordinated school health counselor shall be responsible for
12 overseeing the school district's compliance with the State Board of Education Rules and Regulations
13 for sale of food items in the school district and that this Wellness Policy is being fulfilled by all
14 schools in the district. They shall register with the State Department of Education.

15 The goals shall be to give students an adequate time to enjoy healthy meals and relax in a pleasant
16 environment. Meals shall be accessible to all students in a non-stigmatizing manner. Good nutritional
17 habits shall be encouraged.

18 All food including vending machines, fundraising items, and concessions must meet guidelines set
19 forth by the Healthy Hunger-free Kids Act, 2010, Smart Snacks in Schools.^{4,5,6}

20 **DISTRICT GOALS**

21 The district will promote healthy nutrition through various activities, including nutrition related
22 newsletters, informational links on the district website, healthy eating posters and bulletin boards in
23 dining areas, and informational booths at various community functions.

24 Education will be offered as part of a standards based program designed to provide students with the
25 knowledge and skills needed to promote and protect their health as outlined in the State Board of
26 Education and Lifetime Wellness Standards OR Nutrition Education. Nutrition Education will
27 discourage teachers from using high fat, sugar, and sodium foods as rewards and encourage students to
28 start each day with a healthy breakfast.

29 **EVALUATION OF EFFECTIVENESS OF NUTRITION PROGRAM**

30 The Board shall monitor the effectiveness of the school nutrition program within a wide-range of
31 student constituency groups. Factors to be considered shall include, but are not limited to:

- 32 1. Participation rates in school meal programs;
- 33 2. Student satisfaction surveys to monitor the effects of consumption of healthy snacks on
34 children's health, behavior, and school performance and to monitor satisfaction with snack
35 choices;

- 1 3. Parent satisfaction surveys to monitor the effects of consumption of healthy snacks on
- 2 children's health, behavior, and school performance and to monitor satisfaction with snack
- 3 choices;
- 4 4. Frequency and types of health problems noted on school nurse logs;
- 5 5. Frequency and types of mental health and behavioral problems note on counselor logs;
- 6 6. Incidence of student behavior infractions;
- 7 7. Teacher surveys of student's classroom behavior, attention span and memory; and
- 8 8. Test scores.³

9 **PHYSICAL ACTIVITY**⁷

10 The Board recognizes that physical activity is extremely important to the overall health of a child.
11 Schools shall support and promote physical activity. Physical activity may be integrated into any areas
12 of the school program. Physical Education classes shall be offered as part of a standards based
13 program designed to provide developmentally appropriate, moderate to vigorous physical activity as an
14 integral part of the class. Students shall be encouraged by staff whenever possible to be physically
15 active.

16 Supervised recess should be offered daily to all elementary school children. Physical activity shall not
17 be employed as a form of discipline or punishment. Schools shall continue to offer after school sports
18 and activities.

19 **CURRICULUM**³

20 All applicable courses of study should be based on Lifetime Wellness Curriculum Standards, the K-8
21 Healthful Living Curriculum Standards, and the K-12 Physical Education Curriculum Standards.

22 **SCHOOL HEALTH INDEX**³

23 Beginning July 1, 2006, each school will begin implementation of the School Health Index. The State
24 Board of Education Policy on Implementation of School Health Index shall be followed by each school
25 within the district. (*See*, Tenn. State Board of Ed. Physical Activity Policy, Aug. 18, 2005).

26 All schools within the district shall annually administer a baseline assessment on each of the
27 recommended School Health Index modules. Results shall be submitted to the School Health Advisory
28 Council and reported to the State Department of Education.

29 **RECORDS COMPLIANCE**

30 The Coordinated School Health Coordinator shall ensure that records demonstrating compliance with
31 community involvement requirements are maintained. The Coordinated School Health Coordinator
32 shall additionally document that the school wellness policy and triennial assessments are made
33 available to the public.⁸

1 TRIENNIAL ASSESSMENT

- 2 An assessment of policy will be completed at a minimum of every three years. This assessment will
3 determine: Compliance with the wellness policy, how the wellness policy compares to model wellness
4 policies, and progress made in attaining the goals of the wellness policy.

Legal References

1. TCA 49-6-1022
2. State Board of Education Policy 4.204
3. State Board of Education Policy 4.206
4. 42 USCA § 1758b
5. TRR/MS 0520-01-06
6. 7 CFR § 210; 7 CFR § 220
7. TCA 49-6-1021
8. 7 CFR § 210.31(f)

Cross References

Student Suicide Prevention 6.415

Johnson City Board of Education

Monitoring: Review: Annually, in February	Descriptor Term: Emergency Allergy Response Plan	Descriptor Code: 6.412	Issued Date: 05/07/24
		Rescinds:	Issued:

1
2 The Superintendent of Schools/ **Designee** shall develop and maintain an emergency allergy response
3 plan that meets state guidelines for managing students with life-threatening allergies. The plan shall
4 include measures to reduce exposure to allergens and procedures to treat allergic reactions. Components
5 of the plan shall include, but are not limited to, education and training of personnel, record
6 keeping/documentation, development and reviews of the allergy action plan, and protocols for
7 classrooms and cafeterias that include strategies to reduce exposure to allergens.¹

8
9 Using the state food allergy guidelines plan as a guide, the Superintendent of Schools shall also develop
10 a process to identify all students with food allergies and develop and implement an individualized health
11 care plan (IHCP) with an allergy action plan for each specific student.²

12 13 EPINEPHRINE AUTO-INJECTORS

14
15 Each school shall maintain epinephrine auto-injectors in at least two (2) unlocked, secure locations
16 including, but not limited to, the school office and the school cafeteria. If written in the students' IHCP,
17 the student may be allowed to carry an epinephrine auto-injector with them.

18
19 In the event of such a reaction, the school nurse or other trained school personnel shall utilize these
20 epinephrine auto-injectors to respond, under a standing protocol from a physician.

21
22 The Superintendent of Schools/designee is authorized to seek the auto-injectors through a prescription
23 written to Johnson City Schools. Upon the issuance of the auto-injectors, the Superintendent of
24 Schools shall ensure that they are placed within each school and that any needed trainings are
25 conducted for staff.

26 27

Legal References

1. [TCA 49-50-1602\(f\)](#)
2. [Guidelines for Use of Health Care Professionals and Health Care Procedures in a School Setting \(Tennessee Department of Education and Tennessee Department of Health, 2023, pg. 90\)](#)

Cross References

Medicines 6.405

Johnson City Board of Education

Monitoring: Review: Annually, in April	Descriptor Term: Student Suicide Prevention	Descriptor Code: 6.415	Issued Date: 05/07/24
		Rescinds: 6.415	Issued: 04/04/22

1 The Board of Education is committed to protecting the health and well-being of all students and
2 understands that physical, behavioral, and emotional health are integral components of student
3 achievement. Students are strongly encouraged to report if they, or a friend, are feeling suicidal or in
4 need of help. Students will be provided information regarding The National Suicide Prevention
5 Lifeline – 988.

6 **PREVENTION¹**

7 All ~~district~~ **school system** employees shall attend either the annual in-service training in suicide
8 prevention or participate in other equivalent training approved by the Superintendent of Schools. The
9 training shall include, but not be limited to, identification of risk factors, warning signs, intervention
10 and response procedures, referrals, and postvention.

11 The Superintendent of Schools shall identify a district suicide prevention coordinator responsible for
12 planning and coordinating the implementation of this policy. Each school principal shall designate a
13 school suicide prevention coordinator to act as a point of contact in each school for issues relating to
14 suicide prevention and policy implementation.

15 **INTERVENTION¹**

16 Any employee who has reason to believe that a student is at imminent risk of suicide shall report such
17 belief to the principal or designee. Belief that a student is at imminent risk of suicide shall include, but
18 not be limited to, the student verbalizing the desire to commit suicide, evidence of self-harm, or a
19 student self-refers.

20 Upon notification, the principal or designee shall ensure the student is placed under adult supervision.
21 Emergency medical services shall be contacted immediately if an in-school suicide attempt occurs. The
22 principal or designee shall contact the Superintendent of Schools or designee as soon as practicable.

23 Prior to contacting the student's parent/guardian, the Superintendent of Schools or designee shall
24 determine if there could be further risk of harm resulting from parent/guardian notification. If
25 parent/guardian notification could result in further risk of harm or endanger the health or well-being of
26 the student, then local law enforcement and the Department of Children's Services shall be contacted.²

27 If appropriate, the Superintendent of Schools or designee shall contact the student's parent/guardian
28 and provide the following information:

- 1 1. Inform the parent/guardian that there is reason to believe the student is at imminent risk of
- 2 suicide;
- 3 2. Assure the parent/guardian that the student is currently safe or inform the parent/guardian that
- 4 emergency medical services were contacted;
- 5 3. Ask the parent/guardian whether they are aware of the student's mental state;
- 6 4. Ask the parent/guardian whether they wish to obtain or have obtained mental health counseling
- 7 for the student;
- 8 5. Provide the names of community mental health counseling resources.
- 9 6. Offer on-campus counseling services.

10 The Superintendent of Schools or designee will seek parental permission to communicate with outside
11 mental health care providers regarding a student. If the student is under the age of 18 and the
12 parent/guardian refuses to seek appropriate assistance, the Superintendent of Schools or designee shall
13 contact the Department of Children's Services.²

14 The Superintendent of Schools or designee shall document the contact with the parent/guardian by
15 recording:

- 16 1. The time and date of the contact;
- 17 2. The individual contacted;
- 18 3. The parent/guardian's response; and
- 19 4. Anticipated follow-up.

20 The Superintendent of Schools or designee shall ensure the student is under adult supervision until a
21 parent/guardian or other authorized individual accepts responsibility for the student's safety.

22 Prior to a student returning to school, the Superintendent of Schools or designee and/or principal shall
23 meet with the student's parent/guardian, and student if appropriate. The parent/guardian shall provide
24 documentation from a mental health care provider stating that the student has received care. The
25 principal will identify an employee to periodically check in with the student to ensure the student's
26 safety and address any problems with re-entry.

27 **POSTVENTION¹**

28 Immediately following a student suicide death, the Crisis Team shall meet and implement the Crisis
29 Management plan. At a minimum, the Crisis Management plan shall address the following:

- 30 1. Verification of death;
- 31 2. Preparation of postvention response to include support services;
- 32 3. Informing faculty and staff of a student death;
- 33 4. Informing students that a death has occurred;
- 34 5. Providing information on the resources available to students;

- 1 The Crisis Team shall work with teachers to identify the students most likely to be impacted by the
- 2 death in order to provide additional assistance and counseling if needed. Additionally, staff and faculty
- 3 will immediately review suicide warning signs and reporting requirements. The Superintendent of
- 4 Schools or designee shall be responsible for all media inquiries.

Legal References

1. [TCA 49-6-1901 et seq.](#)
2. [TCA 37-1-403](#)

Cross References

News Releases, News Conferences and Interview 1.503
Crisis Management 3.203
Student Discrimination, Harassment, Bullying, Cyber-
bullying and Intimidation 6.304
Promoting Student Welfare 6.400
Student Wellness 6.411

Johnson City Board of Education

Monitoring: Review: Annually, in May	Descriptor Term: Student Records Inspection & Correction Procedure	Descriptor Code: 6.602	Issued Date: 05/07/24
		Rescinds: 6.602	Issued: 04/04/22

1 INSPECTION PROCEDURE

2 Parent(s)/ **Guardian(s)** of students and students may inspect and review the student's education
3 records upon written request.¹

4 Parent(s)/ **Guardian(s)** or students shall submit to the records custodian a request which identifies as
5 precisely as possible the record(s) that they wish to inspect, and the records custodian will determine
6 how access will best be arranged as promptly and practicably as possible. This inspection procedure
7 must be completed within 45 days or less from the receipt of the request.

8 The right to inspect and review educational records includes the right to a response from school
9 officials concerning requests for explanation and interpretation of the data. School officials shall
10 presume that the parent/ **guardian** has the authority to inspect and review records relating to their child
11 unless the school system has been advised that the parent / **guardian** does not have the authority under
12 applicable state law governing guardianship, separation, and divorce and provides documentation to
13 that effect.²

14 When a record contains information about students other than the parent's/ **guardian's** child, the
15 parent(s)/ **guardian(s)** may not inspect and review that information.²

16 FEES FOR COPIES

17 A reasonable fee for copies provided to parent(s) will be determined by the Superintendent of Schools.
18 A maximum of three (3) copies of the transcript will be provided free of charge. If the fee represents
19 an unusual hardship, it may be waived in part or entirely by the records custodian.³

20 CORRECTION PROCEDURES

21 Parent(s)/ **Guardian(s)** may seek to change any part of the student's record they believe to be
22 incorrect.⁴ The Superintendent of Schools shall develop an acceptable procedure to establish an
23 orderly process to review and correct an education record.

Legal References

1. [34 CFR §§ 99.3, 99.10; TCA 49-1-704](#)
2. [34 CFR § 99.4](#)
3. [34 CFR § 99.11](#)
4. [34 CFR §§ 99.20, 99.21, 99.22](#)
5. [34 CFR §§ 99.3, 99.5; TCA 49-1-704](#)

Cross References

Child Custody/Parental Access 6.209
Bus Safety and Conduct 6.308

Johnson City Board of Education

Monitoring: Review: Annually, in May	Descriptor Term: Student Records Use of Records	Descriptor Code: 6.603	Issued Date: 04/03/23
		Rescinds: 6.603	Issued: 04/13/20

~~Authorized school officials will have access to and permit access to student education records for legitimate educational purposes.¹ A "legitimate educational purpose" is the official's need to know information in order to:~~

- ~~1. Perform required administrative tasks;~~
- ~~2. Perform a supervisory or instructional task directly related to the student's education;~~
- ~~3. Perform a service or benefit for the student or the student's family such as health care, counseling, student job placement, or student financial aid.~~

~~Authorized school officials may release information from or permit access to a student's education record without the parent(s) or student's prior written consent in the following instances:~~

- ~~1. To comply with a judicial order or lawfully issued subpoena. The school system will make a reasonable effort to notify the student's parent(s) or the eligible student before making a disclosure;~~
- ~~2. To comply with the requirements of child abuse reports to the extent known by the school officials including the name, address and age of the child, the name and address of the person responsible for the care of the child, and the facts requiring the report;²~~
- ~~3. When authorized federal and state officials need information in order to audit or enforce legal conditions related to federally supported education programs in the school system;~~
- ~~4. When the school system has entered into a contract or written agreement for an organization to conduct scientific research on the system's behalf to develop tests or improve instruction, such studies shall be conducted in a manner which will not permit the personal identification of students and their parents by individuals other than representatives of the organization. The information will be destroyed when no longer needed for the purpose for which the study was conducted;³~~
- ~~5. To appropriate officials if the parent(s) claim the student as a dependent as defined by the Internal Revenue Code of 1954;⁴~~
- ~~6. To accrediting organizations to carry out their accrediting functions;~~
- ~~7. When a student seeks or intends to enroll in another school district or a post-secondary school. Parent(s) of students or students have a right to obtain copies of records transferred under this provision;⁵~~
- ~~8. To financial institutions or government agencies that provide or may provide financial aid to a student in order to establish eligibility, to determine the amount of financial aid, to establish conditions for the receipt of financial aid and to enforce financial aid agreements.~~

1 ~~9. To make the needed disclosure in a health or safety emergency when warranted by the~~
2 ~~seriousness, of the threat to the student or other persons, when the information is necessary and~~
3 ~~needed to meet the emergency, when time is an important and limiting factor; and when the~~
4 ~~persons to whom the information is to be disclosed are qualified and in a position to deal with~~
5 ~~the emergency.~~

6 ~~10. To the Attorney General or his designee for official purposes related to the investigation or~~
7 ~~prosecution of an act of domestic or international terrorism. An educational agency that, in~~
8 ~~good faith, produces education records in accordance with an order issued under this Act shall~~
9 ~~not be liable to any person for that production.⁶~~

10 ~~Authorized school officials may release information from a student's education record if the eligible~~
11 ~~student or student's parent(s) give written consent for the disclosure. The written consent must~~
12 ~~include:~~

13 ~~1. A specification of the records to be released;~~

14 ~~2. The reasons for the disclosure;~~

15 ~~3. The person, organization, or class of persons or organizations to whom the disclosure is to be~~
16 ~~made;~~

17 ~~4. The signature of the parent(s) or eligible student;~~

18 ~~5. The date of the consent and, if appropriate, a date when the consent is to be terminated. The~~
19 ~~student's parent(s) or the eligible student may obtain a copy of any records disclosed under this~~
20 ~~provision.~~

21 ~~The school system will maintain an accurate record of all requests (1) to disclose information from and~~
22 ~~(2) to permit access to a student's education records. The system will maintain this record as long as it~~
23 ~~maintains the student's education record.~~

24 ~~The record will include at least:~~

25 ~~1. The name of the person or agency that makes the request;~~

26 ~~2. The interest the person or agency has in the information;~~

27 ~~3. The date the person or agency makes the request; and~~

28 ~~4. Whether the request is granted and, if it is, the date access is permitted or the disclosure is~~
29 ~~made.~~

Legal References

1. ~~USCA 20 1232g; TCA 10-7-503; TCA 10-7-504~~
2. ~~TCA 37-1-403~~
3. ~~TRR/MS 0520-01-03-.09(5)(e)(7)~~
4. ~~1979 Internal Revenue Code (1954 Amendment),
Sections 151 and 170~~
5. ~~TRR/MS 0520-01-03-.03(11)~~
6. ~~USA Patriot Act of 2001 § 507~~

Cross References

~~Student Surveys 6.401~~
~~Student Records 6.600~~
~~Student Records Inspection & Correction
Procedures 6.602~~

Johnson City Board of Education

Monitoring: Review: Annually, in May	Descriptor Term: Student Activities	Descriptor Code: 6.700	Issued Date: 07/01/00
		Rescinds:	Issued:

- 1 The student activity program and organizations are an extension of the academic curriculum and are
- 2 intended to complement the basic instructional program. Each sponsor will treat student activities with
- 3 the same attention given regular classes; i. e., plan and evaluate the activity and make
- 4 recommendations concerning changes, continuance, or deletion from the school's activity program.

Cross References

Extracurricular Activities 4.300
Interscholastic Athletics 4.301

Johnson City Board of Education

Monitoring: Review: Annually, in May	Descriptor Term: Student Organizations	Descriptor Code: 6.702	Issued Date: 05/07/24
		Rescinds: 6.702	Issued: 04/03/23

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

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

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

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

13 The Superintendent of Schools shall approve all requirements imposed by organizations which have
14 restricted membership.

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

20 Sororities, fraternities, and all secret organizations are prohibited.

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

25

Legal References

Cross References

1. [TCA 49-2-120](#); [TCA 49-6-3401](#)

Extracurricular Activities 4.300
Student Harassment, Bullying, Cyber-bullying, and
Intimidation 6.304

Johnson City Board of Education

Monitoring: Review: Annually, in May	Descriptor Term: Student Government	Descriptor Code: 6.703	Issued Date: 04/04/22
		Rescinds: 6.703	Issued: 04/05/16

- 1 Each school may establish an elected student government/~~council~~.
- 2 The ~~council~~ **student government** shall be governed by its own constitution which shall be approved
3 by the principal and faculty of the school. Defining the council's jurisdiction shall be a joint and
4 cooperative effort of the principal, teachers, students, and the student government constitution.
- 5 General purposes of the ~~council~~ **student government** shall be:
- 6 1. To promote better relationships between staff and students;
7
 - 8 2. To provide a communication channel for student opinion;
9
 - 10 3. To promote organizational services for students and faculty;
11
 - 12 4. To encourage positive attitudes, leadership, and citizenship; and
13
 - 14 5. To contribute to the total educational growth of students.
- 15 Suggestions from the student ~~council~~ **government** shall be given administrative consideration for
16 adoption and/or implementation.

Cross References

Student Involvement in Decision making 6.3051

Johnson City Board of Education

Monitoring: Review: Annually, in May	Descriptor Term: <h2 style="text-align: center;">Community Performances/Projects Sponsored Activities</h2>	Descriptor Code: <h3 style="text-align: center;">6.706</h3>	Issued Date: <h3 style="text-align: center;">06/03/02</h3>
		Rescinds: <h3 style="text-align: center;">6.706</h3>	Issued: <h3 style="text-align: center;">07/01/00</h3>

- 1 The following guidelines shall be used by principals in determining whether or not students may
 2 participate in community-sponsored activities during school hours:
 3
- 4 1. The participation in the project will not deprive students of time needed for acquiring basic
 5 skills.
 - 6 2. The regular schedule will not be interrupted unless the majority of the students benefit through
 7 their participation.
 - 8 3. Neither an individual nor the school as a whole shall be permitted to use school time in
 9 working on community-sponsored ~~projects~~ **activities** unless such an undertaking is contributing
 10 to the educational program.
 - 11 4. If the performance is school-sponsored and is open to the public, it shall be physically
 12 accessible to all students, their parents and other interested citizens.¹

Legal References

1. 28 CFR § 201-202

Cross References

- Section 504 & ADA Greivance Procedures 1.802
 Textbooks and Instructional Materials 4.400
 Graduation Activities 4.606
 Care of School Property 6.311

Johnson City Board of Education

Monitoring: Review: Annually, in May	Descriptor Term: In-School Employment	Descriptor Code: 6.712	Issued Date: 04/01/13
		Rescinds: 6.712	Issued: 06/03/02

- 1 Student employment by the school during the school day is allowed but shall not interfere with the
- 2 student's regular class work.
- 3
- 4 The ~~principal~~ **Superintendent of Schools** will approve all employment of students within the school.

Johnson City Board of Education

	Descriptor Term: Title IX & Sexual Harassment	Descriptor Code: 6.3041	Issued Date: 05/07/24
		Rescinds: 6.3041	Issued: 4/3/2023

1 *General*

2 In order to maintain a safe, civil, and supportive learning environment, all forms of sexual harassment
3 and discrimination on the basis of sex are prohibited.¹ This policy shall cover employees, employees'
4 behaviors, students, and students' behaviors while on school property, at any school-sponsored activity,
5 on school-provided equipment or transportation, or at any official school bus stop in accordance with
6 federal law. This policy shall be disseminated annually to all school staff, students, and
7 parent(s)/guardian(s).² The Title IX Coordinator as well as any personnel chosen to facilitate the
8 grievance process shall not have a conflict of interest against any party of the complaint.³ These
9 individuals shall receive training as to how to promptly and equitably resolve student and employee
10 complaints.³

11 All employees shall receive training on complying with this policy and federal law.⁴

12 **TITLE IX COORDINATOR⁵**

13 The Title IX Coordinator shall respond promptly to all general reports as well as formal complaints of
14 sexual harassment. They shall be kept informed by school-level personnel of all investigations and shall
15 provide input on an ongoing basis as appropriate.

16 Any individual may contact the Title IX Coordinator at any time using the information below:

17 Students:

18 Title: Ms. Tammy Pearce

19 Email: pearcet@jcschools.org

20

21 Phone number: 423-434-5200

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

Employees:

Title: Ms. Amber Forbes

Email: hr-info@jcschools.org

23 **DEFINITIONS⁴**

24 “Complainant” is an individual who is alleged to be the victim of conduct that could constitute sexual
25 harassment.

26 “Respondent” is an individual who is reported to be the perpetrator of conduct that could constitute
27 sexual harassment.

28 “Sexual harassment” is conduct on the basis of sex that satisfies one or more of the following:³

- 1 1. A school district employee conditioning an aid, benefit, or service of an education program or
2 activity on an individual's participation in unwelcome sexual conduct;
- 3
- 4 2. Unwelcome conduct determined by a reasonable person to be so severe, pervasive, and
5 objectively offensive that it effectively denies a person equal access to the education program
6 or activity; or
- 7 3. Sexual assault,⁶ dating violence,⁷ domestic violence,⁸ or stalking⁹ as defined in state and federal
8 law.

9 Behaviors that constitute sexual harassment may include, but are not limited to:

- 10 1. Sexually suggestive remarks;
- 11
- 12 2. Verbal harassment or abuse;
- 13
- 14 3. Sexually suggestive pictures;
- 15
- 16 4. Sexually suggestive gesturing;
- 17
- 18 5. Harassing or sexually suggestive or offensive messages that are written or electronic;
- 19
- 20 6. Subtle or direct propositions for sexual favors; and
- 21
- 22 7. Touching of a sexual nature.
- 23
- 24 8. Repeated unwanted contact either in person or electronically.

25 Sexual harassment may be directed against a particular person or persons, or a group, whether of the
26 opposite sex or the same sex.

27 "Supportive measures" are non-disciplinary, non-punitive, individualized services and shall be offered
28 to the complainant and the respondent, as appropriate. These measures may include, but are not limited
29 to, the following:

- 30 1. Counseling;
- 31
- 32 2. Course modifications;
- 33
- 34 3. Schedule changes; and
- 35
- 36 4. Increased monitoring or supervision.

37 The measures offered to the complainant and the respondent shall remain confidential to the extent that
38 maintaining such confidentiality would not impair the ability of the school district to provide the
39 supportive measures.

1 **GRIEVANCE PROCESS**

2 Upon learning of an instance of alleged sexual harassment, even if no formal complaint is filed, the
3 Title IX Coordinator shall:

- 4 1. Promptly contact the complainant to discuss the availability of supportive measures;
- 5
- 6 2. Consider the complainant's wishes with respect to supportive measures;
- 7
- 8 3. Inform the complainant of the availability of supportive measures; and
- 9
- 10 4. Explain the process for filing a formal complaint.¹⁰

11 While the school district will respect the confidentiality of the complainant and the respondent as much
12 as possible, some information may need to be disclosed to appropriate individuals. All disclosures shall
13 be consistent with the school district's legal obligations and the necessity to investigate allegations of
14 harassment and take disciplinary action.

15 Disciplinary consequences or sanctions shall not be initiated against the respondent until the grievance
16 process has been completed. Unless there is an immediate threat to the physical health or safety of any
17 student arising from the allegation of sexual harassment that justifies removal, the respondent's
18 placement shall not be changed.¹¹ If the respondent is an employee, they may be placed on
19 administrative leave during the pendency of the grievance process.¹² The Title IX Coordinator shall
20 keep the Superintendent of Schools informed of any employee respondents so that they can make any
21 necessary reports to the State Board of Education in compliance with state law.¹³

22 **Complaints**

23 Any individual who has knowledge of behaviors that may constitute a violation of this policy shall
24 immediately report such information to the Title IX Coordinator, however, nothing in this policy requires
25 a complainant to either report or file a formal complaint within a certain timeframe. If the complaint
26 involves the Title IX Coordinator, the complaint shall be filed with the Superintendent of Schools.

27 If a complaint involves allegations of child abuse, including child abuse on school grounds, appropriate
28 notification shall be made per the board policy on reporting child abuse.

29 Upon receipt of a formal complaint, the Title IX Coordinator shall promptly:¹⁴

- 30 1. Provide written notice of the allegations, and the grievance process to all known parties to give
31 the respondent time to prepare a response before an initial interview;
- 32
- 33 2. Inform the parties of the prohibition against making false statement or knowingly submitting
34 false information;
- 35
- 36 3. Inform the parties that they may have an advisor present during any subsequent meetings; and
- 37
- 38 4. Offer supportive measures in an equitable manner to both parties.

1 If the Title IX Coordinator dismisses a complaint, written notice, including the reasons for dismissal,
2 shall be provided to both parties simultaneously.¹⁵

3 **Investigations**¹⁶

4 The Title IX Coordinator shall serve as the investigator and be responsible for investigating complaints
5 in an equitable manner that involves an objective evaluation of all relevant evidence. The burden for
6 obtaining evidence sufficient to reach a determination regarding responsibility rests on the school district
7 and not the complainant or respondent.

8 Once a complaint is received, the investigator shall initiate an investigation within forty-eight (48) hours
9 of receipt of the complaint. If an investigation is not initiated within forty-eight (48) hours, the
10 investigator shall provide the Title IX Coordinator with appropriate documentation detailing the reasons
11 why the investigation was not initiated within the required timeframe.

12 All investigations shall be completed within twenty (20) calendar days from the receipt of the initial
13 complaint. If the investigation is not complete within twenty (20) calendar days, the investigator shall
14 provide the Title IX Coordinator with appropriate documentation detailing the reasons why the
15 investigation has not been completed.

16 All investigations shall:

- 17 1. Provide an equal opportunity for the parties to present witnesses and evidence;
- 18
- 19 2. Not restrict the ability of either party to discuss the allegations under investigation or gather
20 and present relevant evidence;
- 21
- 22 3. Refrain from requiring, allowing, relying upon, or otherwise using questions or evidence that
23 seek disclosure of information protected under a legally recognized privilege unless such
24 privilege has been waived;¹⁷
- 25
- 26 4. Provide the parties with the same opportunities to have others present during any grievance
27 proceeding;
- 28
- 29 5. Provide to parties whose participation is requested written notice of the date, time, location,
30 participants, and purpose of all investigative interviews, or other meetings, with sufficient time
31 for the party to prepare to participate;
- 32
- 33 6. Provide both parties an equal opportunity to inspect and review any evidence directly related to
34 the allegations in the formal complaint; and
- 35
- 36 7. Result in the creation of an investigative report that fairly summarizes relevant evidence.
37
- 38 a. Prior to the completion of the investigative report, the investigator shall send to each
39 party the evidence subject to inspection and review. All parties shall have at least ten
40 (10) days to submit a written response which shall be taken into consideration in
41 creating the final report.

1 Within the parameters of the federal Family Educational Rights and Privacy Act,¹⁸ the Title IX
2 Coordinator shall keep the complainant and the respondent informed of the status of the investigation
3 process. At the close of the investigation, a written final report on the investigation will be delivered to
4 the parent(s)/guardian(s) of the complainant, parent(s)/guardian(s) of the respondent, and to the
5 Superintendent of Schools.

6 **Determination of Responsibility**¹⁹

7 The respondent is presumed not responsible for the alleged conduct until a determination regarding
8 responsibility is made at the conclusion of the grievance process.²⁰ The preponderance of the evidence
9 standard shall be used in making this determination.²¹

10 The Title IX Coordinator shall act as the decision-maker. They shall receive the final report of the
11 investigation and allow each party the opportunity to submit written questions that ~~he/she~~ **they** wants
12 asked of any party or witness prior to ~~the~~ determining responsibility.

13 The decision-maker shall make a determination regarding responsibility and provide the written
14 determination to the parties simultaneously along with information about how to file an appeal.

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

18 After a determination of responsibility is made, the Title IX Coordinator shall work with the complainant
19 to determine if further supportive measures are necessary. The Title IX Coordinator shall also determine
20 whether any other actions are necessary to prevent reoccurrence of the harassment.

21 **APPEALS**²²

22 Either party may appeal from a determination of responsibility based on a procedural irregularity that
23 affected the outcome, new evidence that was not reasonably available at the time of the determination
24 that could affect the outcome, or an alleged conflict of interest on the part of the Title IX Coordinator or
25 any personnel chosen to facilitate the grievance process. Appeals shall be submitted to the Title IX
26 Coordinator within ten (10) days of a determination of responsibility.

27 Upon receipt of an appeal, the Title IX Coordinator shall:

- 28 1. Assign an impartial hearing officer within five (5) days of receipt of the appeal; and
- 29 2. Notify the parties in writing.

31 During the appeal process, the parties shall have a reasonable, equal opportunity to submit written
32 statements. Within ten (10) calendar days, the hearing officer shall issue a written decision describing
33 the result of the appeal and the rationale for the result. The written decision shall be provided
34 simultaneously to both parties.

35 **RETALIATION**²³

- 1 Retaliation against any person who makes a report or complaint or assists, participates, or refuses to
- 2 participate in any investigation of an act alleged in this policy is prohibited.

Legal References

1. [34 CFR § 106.1](#)
2. [34 CFR § 106.8\(b\),\(c\)](#)
3. [34 CFR § 106.45\(b\)\(1\)\(iii\)](#); [34 CFR § 106.45\(b\)\(10\)\(D\)](#)
4. ~~[34 CFR § 106.30\(a\)](#)~~
5. [34 CFR § 106.8\(a\)](#)
6. [20 USCA 1092\(f\)\(6\)\(A\)\(v\)](#); [TCA 36-3-601\(10\)](#); [TCA 71-6-302](#)
7. [34 USCA 12291\(a\)\(10\)](#)
8. [34 USCA 12291\(a\)\(8\)](#); [TCA 40-14-109](#)
9. [34 USCA 12291\(a\)\(30\)](#); [TCA 39-17-315](#); [TCA 36-3-601\(11\)](#)
10. [34 CFR § 106.44\(a\)](#)
11. [34 CFR § 106.44\(c\)](#)
12. [34 CFR § 106.44\(d\)](#)
13. [TRR/MS 0520-02-03-.09\(2\)](#); [TCA 49-5-417\(c\)](#)
14. [34 CFR § 106.45\(b\)\(2\)](#)
15. [34 CFR § 106.45\(b\)\(3\)](#)
16. [34 CFR § 106.45\(b\)\(5\)](#); [34 CFR § 106.45\(b\)\(1\)\(v\)](#)
17. [34 CFR § 106.45\(b\)\(1\)\(x\)](#)
18. [20 USCA § 1232g](#)
19. [34 CFR § 106.45\(b\)\(7\)](#)
20. [34 CFR § 106.45\(b\)\(1\)\(iv\)](#)
21. [34 CFR § 106.45\(b\)\(1\)\(vii\)](#)
22. [34 CFR § 106.45\(b\)\(8\)](#)
23. [34 CFR § 106.71](#)

Cross References

Section 504 and ADA Grievance Procedures 1.802
Discrimination/Harassment of Employees (Sexual, Racial,
Ethnic, Religious) 5.500
Complaints and Grievances 5.501
Staff-Student Relations 5.610
Code of Conduct 6.300
Student Discrimination, Harassment, Bullying, Cyber-
bullying, and Intimidation 6.304
Student Concerns 6.305
Reporting Child Abuse 6.409

Johnson City Board of Education

Monitoring: Review: Annually, in April	Descriptor Term: Student Alcohol and Drug Testing	Descriptor Code: 6.3071	Issued Date: 06/04/24
		Rescinds: 6.3071	Issued: 04/03/23

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

- 5 1. The school board policy on alcohol and drug use has been violated;
- 6
- 7 2. A search of lockers, vehicles, persons, and/or containers will produce evidence of the presence
8 of drugs and/or alcohol;
- 9
- 10 3. Through observation or other reasonable information reported by a teacher, staff member or
11 other student that a student is using drugs and/or alcohol on school property.

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

- 13 1. Call the student into the principal's office or another private place;
- 14
- 15 2. Summon an appropriate witness to the proceeding and to assist in furtherance of the
16 proceeding;
- 17
- 18 3. Inform the student of the information available to them which is the basis for the determination
19 that a test is necessary;
- 20
- 21 4. Inform the student of the procedures which are followed in administering the test;
- 22
- 23 5. Give the student an opportunity to decline the test and inform the student that if the test is not
24 taken the penalty is suspension from school;
- 25
- 26 6. Notify the parent or guardian of the student of the impending test.

27 Reasonable effort should be made to complete drug testing within 24 hours of parent contact. Results
28 of tests not completed within the 24-hour time frame may not be accepted by school personnel.
29 Students and their parents/guardians have the right to refuse drug testing and/or related cooperation
30 during the school investigatory process, with the understanding that such a failure to comply/
31 cooperate can be considered and relied upon by school personnel to move forward with disciplinary
32 action.

1 The specimen shall be forwarded for analysis to a laboratory accredited by the Tennessee Department
2 of Health and Environment ~~and designated by the Board of Education.~~

3 Upon receiving a written, certified copy of the analysis from the laboratory, the principal shall do one
4 of the following:³

- 5 1. If the results of the analysis are negative, all evidence of the individual test, including all
6 records in the school that the test was ordered and the reasons, therefore, shall be destroyed.
7
- 8 2. If the results of the analysis are positive, the student and parents or guardian shall be given the
9 written notice of the result. In addition, they shall receive referral information which shall
10 include in-patient, out-patient, and community-based drug and alcohol treatment programs.

11 In the case of positive results of the analysis, the principal shall suspend the student and take further
12 action as necessary.

13 **RANDOM DRUG TESTING⁴**

14 Participation in athletics, extra-curricular activities and driving on campus are privileges and not rights.
15 High School students taking part in such activities may be subject to random drug testing as long as
16 they participate in the activity.

17 Testing procedures will be approved by the Board. It is the intent of the Board that the procedures be
18 carried out uniformly, fairly and confidentially to ensure the reliability and validity of the plan.
19 Regulations and procedures developed to carry out this policy will be on file at the school and at the
20 Superintendent of School's office.

Legal References

1. TCA 49-6-4213
2. TCA 49-6-4213(a)(1)
3. TCA 49-6-4213(j)-(k)
4. TCA 49-6-4213(a)(2)

Cross References

Alcohol & Drugs in the Workplace 1.804
Drug-Free Schools 6.307
Disciplinary Hearing Authority 6.317

Johnson City Board of Education

Monitoring: Review: Annually, in May	Descriptor Term: Student Surveys, Analyses, and Evaluations	Descriptor Code: 6.4001	Issued Date: 05/07/24
		Rescinds: 6.4001	Issued: 04/13/20

1 Surveys, analyses and evaluations for research purposes shall be allowed by the Board of Education
2 when the project is viewed as contributory to greater understanding of the teaching-learning process, the
3 project does not violate the goals of the Board and the disruption of the regular school program is
4 minimal. The Superintendent of Schools shall develop administrative procedures for approving requests
5 for conducting surveys, analyses or evaluations by agencies, organizations or individuals. The requests
6 shall outline what is to be done, who is to be involved and how the results will be used and distributed.¹

7 Prior to the dissemination of a survey, analysis, or evaluation to students, parents shall be notified of
8 their ability to review the materials.¹ Such notification shall include information indicating the purpose
9 of the survey, analysis, or evaluation as well as who will have access to the results. The survey, analysis,
10 or evaluation shall only be administered to students under the age of eighteen (18) whose parent(s) or
11 guardian(s) provide written, informed, and voluntarily signed consent. A student who is eighteen (18)
12 years of age or older may participate after he-she provides written, informed, and voluntarily signed
13 consent. The Superintendent of Schools shall develop procedures for granting such parental requests.¹

14 No student shall be required, as part of any program, to submit to a survey, analysis or evaluation that
15 reveals information concerning: ^{1,2}

- 16 1. mental or psychological problems of the student or the student's family;
- 17 2. sexual behavior or attitudes;
- 18 3. illegal, anti-social, self-incriminating, or demeaning behavior;
- 19 4. critical appraisals of other individuals with whom respondents have close family relationships;
- 20 5. legally privileged relationships;
- 21 6. income; or
- 22 7. the collection of student biometric data involving the analysis of facial expressions, EEG brain
23 wave patterns, skin conductance, galvanic skin response, heart-rate variability, pulse, blood
24 volume, posture, and eye-tracking³ without the prior consent of the student (if the student is an
25 adult or emancipated minor), or in the case of an unemancipated minor, without the prior written
26 consent of the parent.

27 The collection of the following student data is strictly prohibited:⁴

- 28 1. political affiliation or voting history;
- 29 2. religious practices; and
- 30 3. firearm ownership.

31

1 COLLECTING, DISCLOSING OR USING INFORMATION FOR MARKETING⁵

2 In general, ~~†~~The district **school system** will not collect, disclose or use personal student information for
3 the purpose of marketing or selling that information or otherwise providing that information to others
4 for that purpose.

5 ~~If any collected information is to be marketed or sold, parents will be directly notified at least annually~~
6 ~~at the beginning of the school year of the specific or approximate dates when such information will be~~
7 ~~collected. Parents or guardians, upon request, may inspect any instrument used to collect personal~~
8 ~~information for the purpose of marketing or selling that information before the instrument is~~
9 ~~administered or distributed to the student. All parents or guardians and students of appropriate age may~~
10 ~~decline to provide the information requested.~~

11 This portion of the policy does not apply to the collection, disclosure or use of personal information
12 collected from students for the exclusive purpose of developing, evaluating or providing educational
13 products or services for or to students or educational institutions to the extent allowed by law, such as
14 the following:

- 15 • College or other postsecondary education recruitment or military recruitment.
- 16 • Book clubs, magazines and programs providing access to low-cost literary products.
- 17 • Tests and assessments used by elementary schools and secondary schools to provide cognitive,
18 evaluative, diagnostic, clinical, aptitude or achievement information about students (or to
19 generate other statistically useful data for the purpose of securing such tests and assessments)
20 and the subsequent analysis and public release of the aggregate data from such tests and
21 assessments.
- 22 • The sale by students of products or services to raise funds for school-related or education-
23 related activities.
- Student recognition programs.

Legal References

1. [TCA 49-2-211](#)
2. [20 USCA § 1232h](#)
3. [TCA 49-1-706](#)
4. [TCA 49-1-705](#)
5. [20 USCA § 1232h\(c\)\(1\), \(4\)](#)

Cross References

Testing Programs 4.700
Educational Research 4.210
Student Records, Notification of Rights 6.601

Johnson City Board of Education

Monitoring: Review: Annually, in April	Descriptor Term: Opioid Antagonist	Descriptor Code: 6.4052	Issued Date: 07/29/24
		Rescinds:	Issued:

1 *General*

2 The school ~~district~~ **system** shall maintain an opioid antagonist, such as Narcan, at each school in at
3 least two (2) unlocked, secure locations to be administered to any one student believed to be having a
4 drug overdose **on school property or while attending a school system activity or event.**¹ The opioid
5 antagonist shall be stored in accordance with the manufacturer's instructions.² School nurses and other
6 school personnel expected to provide emergency care to students shall be trained according to the
7 Tennessee Department of Health guidelines. The school nurse or other trained school personnel may
8 utilize the school's supply of opioid antagonists to respond to a drug overdose under a standing
9 protocol from a physician.

10 School district staff shall not prohibit a student, employee, or visitor from possessing an opioid
11 antagonist while the person is on school property or attending a school-sponsored activity held at a
12 location that is not school property.²

13 **PARENTAL NOTIFICATION**

14 The school district shall notify the parent(s)/guardian(s) of any student to whom an opioid antagonist
15 has been administered.

16 **PROCEDURES**

17 The Superintendent of Schools shall develop procedures for the maintenance and usage of opioid
18 antagonists as well as procedures regarding record keeping and reporting after any incident.

Legal References

1. [State Board of Education Policy 4.205; TCA 49-50-1604](#)
2. [Public Acts of 2024, Chapter No. 629](#)

Johnson City Board of Education

Monitoring: Review: Annually, in April	Descriptor Term: Safe Relocation of a Student	Descriptor Code: 6.4081	Issued Date: 05/07/24
		Rescinds: 6.4081	Issued: 04/03/23

1 Employees who are directly responsible for a student’s education or who otherwise interact within the scope of
2 their assigned duties may relocate a student from the student’s present location to another location when such
3 relocation is necessary for the student’s safety or the safety of others.¹ Such employees may also intervene in a
4 physical altercation between two or more students or between a student and an employee. Reasonable force may
5 be used to physically relocate or intervene in a conflict if a student is unwilling to cooperate.² If an employee is
6 unable to resolve the matter with the use of reasonable or justifiable force as required, the student shall be allowed
7 to remain in place until such a time as local law enforcement officers or school resource officers can be summoned
8 to relocate the student or take the student into custody until such a time as a parent or guardian can retrieve the
9 student.

10 In the event that physical relocation becomes necessary, the teacher shall immediately file a brief report of the
11 incident with the building principal. If the student's behavior constitutes a violation of the board's zero tolerance
12 policy, then the report shall be placed in the student's permanent record. Otherwise, the report shall be kept in the
13 student's discipline record, and not become a part of that student's permanent record. The principal or the
14 principal’s designee shall notify the teacher involved of the actions taken to address the behavior of the relocated
15 student.

16 The Superintendent of Schools shall create procedures to implement this policy consistent with State and Federal
17 law. Each building principal shall fully support the employees' authority under this policy and fully implement
18 the policy and procedures of the system.

Legal References

1. [TCA 49-6-2802](#)
2. [TCA 39-11-603](#); [TCA 39-11-609 to 614](#)

Cross References

Code of Conduct 6.300
Interference/Disruption of School Activities 6.306
Zero Tolerance Offenses 6.309
Special Education Students 6.500